Ashford Board of Education

Meeting Minutes – December 1, 2016

7:00 p.m.

Library/Media Center

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Chair J. Rupert called the meeting to order at 7:05 pm. Present were members J. Rupert, M. Matthews, K. Rourke, K. Warren, L. Donegan, J. Lippert and J. Calarese. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Pupil Personnel Director C. Ford, Asst. Principal G. Dukette and recording secretary J. Barsaleau.

Present in the audience were M. Caye, G. Caye, C. Davis, M. Champagne, H. Lewis, A. Maccarone, D. Maccarone, S. Rozario, and AEA members E. Turcotte and P. Borysevicz.

Persons to be Heard

a. FY 18 Public Budget Input

M. Caye spoke about the current grade two and commented on the great progress that is being made. She thanked the administrators and hopes that progress continues. She strongly urged the BOE to split the group into three classrooms next year due to the group dynamics amongst these students.

A. Maccarone has two grandchildren in the school and commented on the dramatic changes made going from "ho-hum" to a "lighthouse" school. He also shared similar concerns and felt it would make a difference if it were possible to add a paraprofessional to each class.

H. Lewis spoke of difficulties her own children have experienced and feels they would do much better with more support next year with smaller class sizes.

M. Champagne stated she is a new resident and was drawn to Ashford by positive statements she had heard. She has volunteered in grade 2 and feels the classroom teacher and specials teachers are "amazing". She touched upon similar issues stated by others and felt they would be better served by small class sizes, hopes the BOE will consider three classes as it may offer results down the road.

b. Other Comments Concerning Items on the Posted Agenda

M. Caye asked if there would be a second opportunity for public budget comment at this meeting. Given the lengthy agenda, the board chair responded that there would not be this evening, but will be going forward.

Communications

J. Rupert reported that he had received 3 emails expressing similar sentiment concerning grade 2 staffing.

M. Caye received a $500 grant though her employer, United Healthcare, for Ashford School to be expensed on supplies for her children's grade 2 and kindergarten classrooms.

A copy of a letter of resignation from D. Neel, Business Manager was received.

Approval of Minutes: 11/03/2016; 11/17/2016; 11/17/2016

Motion made by L. Donegan to approve the regular meeting minutes of 11/03/2016, motion seconded by J. Calarese and carried unanimously with two abstentions (J. Calarese, J. Lippert).

Motion made by K. Warren to approve the 6:15 pm special meeting minutes of 11/17/2016, motion seconded by L. Donegan and carried unanimously.

Motion made by L. Donegan to approve the 7:00 pm special meeting minutes of 11/17/2016, motion seconded by K. Warren and carried unanimously.

Superintendent's Report

a. Superintendent's FY 18 Object Budget

Dr. Longo distributed copies of the draft object budget. All objects were reviewed as status quo and with new initiatives as proposed by Dr. Longo's work with the administrative team. With new initiatives included, the budget represents a 6% increase while the status quo is a 4% increase. Discussion followed concerning excess cost, Region 19 transportation and special education costs. K. Rourke requested more detailed information be provided to board members regarding the proposed new initiatives.

J. Rupert asked how the grade 2 matter discussed during budget input is addressed in the FY 18 draft budget. Dr. Longo requested the members of the administrative team respond to this directly.

C. Ford provided an overview of the responsibilities of the Pupil Personnel Director. The director oversees all district special education, Section 504/ IDEA (Individuals with Disabilities Education Act), and SRBI (Scientific Research Based Intervention) and is involved in the development of student

intervention teams, or "SIT". Mrs. Ford explained the SIT process from the initial referral to who is involved and what these teams strive to accomplish in making students successful at Ashford School. She noted the process does take time and one may not expect to see results for 4-8 weeks following SIT plan implementation. Mrs. Ford distributed two documents concerning student and staff confidentiality. G. Dukette spoke of the concept of restorative justice and identification of lagging skills through the SIT process. He and a team comprised of staff and parents have met with an expert in this area and have taken a reinvigorated approach to discipline. Teachers have taken the time to investigate and apply concepts of whole brain learning to their classrooms with success. The former *Wolf Pack* program has been renamed and retooled taking into account 21st century skills students need to learn, such as perseverance and empathy.
T. Hopkins reflected that during last year's budget process two full time positions were eliminated, and such reductions have an impact. He acknowledged there are concerns with this group of students and that there are many contributors responding to those concerns: faculty, staff and parents. Mr. Hopkins reviewed the resources that have been directed to this group of students, and sustainability is a concern. The school and its staff will continue its commitment to trying to make this work, up to an including grade reassignment of staff if necessary, but cannot do so if there are reductions in staffing.
Parents in the audience shared their appreciation for all that is done here, noting that great commitment is displayed. Brief budget discussion followed. More budget details will follow at successive meetings.

b. Ratification of Ashford Education Association Successor Agreement

A summary document of the recent board and Ashford Education Association mediated agreement was distributed.

Motion made by K. Warren to ratify the Ashford Education Association successor agreement as mediated, for the period of July 1, 2017 – June 30, 2020. Motion seconded by L. Donegan and carried unanimously.

New Business

a. Staff Resignation

The Board of Education has received a letter of resignation from business manager Donald Neel, effective 12/15/206. Mr. Neel will be taking a new administrative position in another district.

Motion made by J. Lippert to accept with regret the resignation of Donald Neel effective 12/15/16. Motion seconded by J. Calarese and carried unanimously.

b. Staff Appointment

Dr. Longo recommended the appointment of Beth Galvin, part-time paraprofessional who will be providing classroom support in grades K-3.

Motion made by M. Matthews to approve the appointment of Beth Galvin. Motion seconded by L. Donegan and carried unanimously.

c. First Reading of Policies (Series 5000: Attendance, Truancy and Chronic Absenteeism; Non-Discrimination; Food Allergies and Glycogen Storage Disease; Physical Activity and Student Discipline)

These policies were prepared by counsel and reflect new policy or legislative change. They will be on the agenda for second reading in January. Members were encouraged to review them prior to second reading; specifically portions where board input concerning optional language would be needed.

Old Business

a. Grade 2 Follow Up

Discussed during the budget input session.

b. Capital Planning Priorities

Eversource visited on 11/30 to conduct an energy audit. Dr. Longo is directed to follow up on the availability of that report. The board reviewed last year's capital list and the list remains the same, updated to request two school buses for FY 18, one full size, and one with multiple wheelchair positions.

Motion made by K. Warren to bring forward to the Capital Expenditure Committee a request for approval and inclusion in the FY 18 Town of Ashford budget, items 1 and 2 as stated on the "Ashford School Capital Projects" listed dated August 2016. Motion seconded by J. Calarese and carried unanimously.

Motion made by K. Rourke to submit a request for release of Unexpended Educational Funds for the purpose of the completion of items 2 and 3 listed on "Ashford School Capital Projects" list dated August 2016. Motion seconded by M. Matthews and carried unanimously.

c. **Second Reading of Policies** (Series 4000: Employees and Section 504 of the Rehabilitation Act; Child Abuse Neglect and Reporting; Series 5000: Students and Section 504 of the Rehabilitation Act; Child Abuse Neglect and Reporting)

Motion made by K. Warren to approve the above policies prepared by counsel as written. Motion seconded by L. Donegan and carried unanimously.

Next Meeting Date/Agenda Items

The next meeting is scheduled for 12/15/16. A 6:15 PM special meeting will be posted prior to the start of the regular meeting for superintendent evaluation. Regular meeting agenda items will include approval of financial reports, audit update, second policy reading, administrative reports, CABE convention report, budget and budget comments, capital priorities, energy audit, business manager search.

Confidential Student Matter (Executive Session Anticipated)

Motion made by J. Rupert to enter into executive session (9:26 pm) for the purpose of discussion of a confidential student matter with school and to invite the district administrators to the session. Motion seconded by K. Rourke and carried unanimously.

Present: K. Warren, L. Donegan, J. Calarese, K. Rourke, J. Lippert, J. Rupert, M. Matthews, Dr. J. Longo, C. Ford, G. Dukette and T. Hopkins.

All exited executive session at 9:55 pm

Motion to adjourn the meeting (9:57 pm) made by M. Matthews, seconded by L. Donegan and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Re: $500 Grant for Ashford School - Caye - giving! rewards (UnitedHealth Group)

1 message

Troy Hopkins <thopkins@ashfordct.org> Tue, Nov 22, 2016 at 7:53 AM
To: "Caye, Maureen E" <maureen_caye@uhc.com>
Cc: "gdukette@ashfordct.org" <gdukette@ashfordct.org>, "cford@ashfordct.org" <cford@ashfordct.org>, "sdingler@ashfordct.org" <sdingler@ashfordct.org>, "kanderson@ashfordct.org" <kanderson@ashfordct.org>, "Maureen Caye (maureenecaye@hotmail.com)" <maureenecaye@hotmail.com>, Darcy Morgan <dmorgan@ashfordct.org>, Jennifer Barsaleau <jbarsaleau@ashfordct.org>, Suzanne Schillinger <sschillinger@ashfordct.org>

Hi Maureen,

Thank you very much to you and UnitedHealthcare! We appreciate all your volunteer hours and the donation! We will let you know when it arrives.

Happy Thanksgiving

Troy

On Mon, Nov 21, 2016 at 4:14 PM, Caye, Maureen E <maureen_caye@uhc.com> wrote:

> As I believe you are already aware, I currently work at UnitedHealthcare (a part of UnitedHealth Group [UHG]) in Hartford, CT. As part of UHG's commitment to Volunteerism and Social Responsibility they offer a program now called "giving! rewards" that enables full-time employees who volunteer at least 30 hours in a calendar year, the opportunity to have a grant of $500 to be donated in their name to a non-profit organization or school. Based on my volunteer hours in the classrooms of Ms. Anderson (my son Nicholas is in 2nd grade) and Mrs. Dingler (my son Thomas is in Kindergarten) during the 2016/2017 school year so far, I've already become eligible for the reward. Today, I submitted the request for the funds to be disbursed to Ashford School.
>
> You may recall that I was able to take advantage of this program 1 to 2 years ago as well, with the funds being split between Mrs. Lusa (Thomas was in preschool) and Mrs. Dingler (Nicholas was in kindergarten). The program has been vastly improved and simplified, so I'm hoping you will see the funds within the next 60 to 90 days rather than the several months it took last time**. I am respectfully requesting that the $500 grant not be used for "general school" funds; rather, I'm asking that it be split in half with $250 each, going to Karin Anderson and Sara Dingler for any classroom items that may be needed/wanted that wouldn't normally be covered under the school budget or via their own personal spending.**
>
> I'm truly grateful for the caring, compassionate teachers that my two sons Nicholas and Thomas are benefitting from at Ashford Elementary. I'm honored that UHG is willing to donate $500 in recognition of the volunteer hours to support that mission.
>
> If you have any questions or if you need any further information from me, please let me know. In the meantime, I will continue to monitor the status of my grant request. If you could please confirm from your end when the funds are receive, I would greatly appreciate it; I would love to hear what Ms. Anderson and

Mrs. Dingler ultimately opt to do with their funds.

Regards,

Maureen Caye

NOTE: This note is being sent to Troy Hopkins with a cc (simply as an "fyi") to Garrett Dukette, Cynthia Ford, Sara Dingler, and Karin Anderson. I have also cc'd my personal e-mail (maureenecaye@hotmail.com) since I am sending this notification from my work e-mail.

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--
Troy C. Hopkins
Principal
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gdukette@ashfordct.org

To: Dr. James Longo, Superintendent
From: Donald Neel, Business Manager
Date: November 17, 2016
Subject: Resignation

I regret to tell you that I will be leaving Ashford School.

It has been a distinct pleasure for me to serve under your leadership and I hope that I have brought value to the district. You have built an extraordinary administrative leadership team and I will miss you and my other colleagues, each of whom I also consider a friend.

As a taxpayer, I am pleased to know that our students are privileged to learn in a school that is far more progressive than similar-sized districts in terms of pedagogy, behavior management and integration of information technologies with the educational process. Our universal commitment to spending resources wisely is complemented by the Board of Education's and Town's support.

My last day will be December 15, 2016. I look forward to working with you to making the transition as smooth as possible.

James Longo <jplongo@ashfordct.org>

Exit reports Project and Status Update

2 messages

James Longo <jplongo@ashfordct.org> Wed, Nov 23, 2016 at 2:24 PM
To: Donald Neel <dneel@ashfordct.org>, Don Neel <dneel63@charter.net>, Kimberley Rourke <kimberleyrourke@hotmail.com>, "Rupert, Jim" <jrupert@boltonct.org>, Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Don,

Congratulations on your new position. It has been a pleasure working with you. Yet It was a bit of a shock to hear that you were leaving our team in mid-December. While the opportunity before you sounds terrific, and we wish you well, we are faced with finding a replacement for you, and ensuring that the transition goes smoothly. In that regard, I need some information to make the transition a smooth one.

I informed the administrators and finance office staff of your resignation. They expressed sadness and will certainly miss you. Being that we are getting into the preparation of the FY 18 budget, you can imagine there were many questions about just where we stand in terms projects that you had been working on, both internally and with the Town, (most notably the status of the financial accounting system).

Please prepare a comprehensive "exit report" that tells us the status of all of the projects that you were working on. I wish to be able to advise your replacement on subjects such as, details regarding the FY 16 audit, the status of our current year budget, FY 18 budget development process, purchasing and accounting changes you were changing, new procedures that you have implemented, etc. This will be helpful to all of us as well as for the next business manager for Ashford School.

I hope that you will be available to answer questions that we may have after December 15th as transition occurs.

Thanks.

Jim

--
James P. Longo, Ed.D.
Superintendent, Ashford School District
449 Westford Road
Ashford, CT 06278

Office 860-429-1927
FAX 860-429-3651
CELL 203-530-3156

jplongo@ashfordct.org

Donald Neel <dneel@ashfordct.org> Sat, Nov 26, 2016 at 8:44 PM
To: James Longo <jplongo@ashfordct.org>
Cc: Don Neel <dneel63@charter.net>, Kimberley Rourke <kimberleyrourke@hotmail.com>, "Rupert, Jim" <jrupert@boltonct.org>, Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Hi Jim,

Thank you for the kind words. As I said in my memo, I have thoroughly enjoyed working with you, the rest of the administration and the board. Our students are fortunate, indeed, to have such wonderful and dedicated leaders to support their education.

I had already planned on preparing the type of report you've described and will be happy to do it on Thursday. There are some exciting projects in the future and I regret not being able to shepherd them to completion.

You have always treated me very well and I will, of course, do what I can to support the continued success of Ashford school after my last work day.

Hope you had a delightful Thanksgiving!

Don
[Quoted text hidden]
--

Donald A. Neel
Business Manager
Ashford Public Schools
440 Westford Road
Ashford, CT 06278

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STUDENT ATTENDANCE,TRUANCY AND CHRONIC ABSENTEEISM

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147 "An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee"

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

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ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.

2. "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.

3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:

   a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

   b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

      i. student illness (verified by an appropriately licensed medical professional);

      ii. religious holidays;

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iii. mandated court appearances (documentation required);

iv. funeral or death in the family, or other emergency beyond the control of the student's family;

v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

vi. lack of transportation that is normally provided by a district other than the one the student attends.

c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - Any day during which a student is at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.

6. "Student" - a student enrolled in the Ashford Public Schools.

7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.

2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

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3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:

   a. student illness:

      i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or

      ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.

   b. religious holidays: none.

   c. mandated court appearances:

      i. a police summons;

      ii. a subpoena;

      iii. a notice to appear;

      iv. a signed note from a court official; or

      v. any other official, written documentation of the legal requirement to appear in court.

   d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.

   e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.

   f. lack of transportation that is normally provided by a district other than the one the student attends: none.

4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.

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5. The Ashford Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.

6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:

   a. be educational in nature and must have a learning objective related to the student's course work or plan of study;

   b. be an opportunity not ordinarily available to the student;

   c. be grade and developmentally appropriate; and

   d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.

2. Family vacations do not qualify as extraordinary educational opportunities.

3. All requests for approval of extraordinary educational opportunities must:

   a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;

   b. contain the signatures of both the parent/guardian and the student;

   c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and

   d. include additional documentation, where available, about the opportunity.

4. The building principal shall provide a response in writing and include the following:

   a. either approval or denial of the request;

   b. brief reason for any denial;

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c. any requirements placed upon the student as a condition of approval;

d. the specific days approved as excused absences for the opportunity;

e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.

5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.

6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

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F. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

G. Procedures for students in grades K-8*

1. Notification

a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Ashford Public Schools.

b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or his/her designee shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent. Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from

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liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection H.1.a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.

d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team or other appropriate school based team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

e. If a family with service needs petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team or other appropriate school based team**.** Upon completion of the evaluation of a regular education student, the Child Study Team or other appropriate school based team shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such

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recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Ashford Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

2. "Absence" - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;

3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Ashford Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and

4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Ashford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Ashford Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

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If the Ashford Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Ashford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.7, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Ashford Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Legal References:

Connecticut General Statutes § 10-220

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Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147, "An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee"

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Approved by the Ashford Board of Education:

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SAMPLE NOTIFICATION REGARDING STUDENT ATTENDANCE*

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "[e]ach parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. . . . The parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system"

In order to assist parents and other persons in meeting this responsibility, the Ashford Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Please provide the following information and return the completed form, signed and dated to:

_____

_____

_____

****

Student's Name: _____
Address: _____

_____

_____

School/grade: _____/_____

Parent/Guardian's Daytime Telephone Number*: _____

Parent/Guardian's Daytime Telephone Number*: _____

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Daytime Telephone Number* of Other Person Having Control of Student: _____Relationship to Student: _____

*If no daytime telephone number is available, please specify other means by which school personnel may contact you during the school day.

_____

Signature: _____

Date: _____

Note: State law mandates notification only with regard to students in grades K-8. Boards of Education are free, however, to extend the notification to parents of students at all grade levels.

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UNEXCUSED ABSENCES
DOCUMENTATION LOG

_____
Date

Ashford School

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome*	Excused or Unexcused	Reason Absence is Excused or Unexcused
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed_____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed_____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed_____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed_____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed_____		

* No answer = N Left Message = LM Notification made = NM
May 2013

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Series 5000
Students

NON-DISCRIMINATION (STUDENTS)

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

The following person has been designated to handle inquiries regarding the Board's non-discrimination policies:

[Insert name/title, address, telephone number of person(s)]

The Board's Title IX Coordinator is:

The Board's Section 504/ADA Coordinator is:

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[Insert name/title, address, telephone number]

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 10-15c and § 46a-81a, et seq.
Discrimination on basis of sexual orientation
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined

Approved by the Ashford Board of Education:

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ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's student policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ADA) (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

[Insert relevant cross references for non-discrimination, sex discrimination/sexual harassment, Section 504/ADA policies for students]

All other complaints by a student or parents/guardians alleging discrimination against a student on the basis of the protected characteristics listed herein should file a written complaint with:

[**INSERT HERE THE NAMES AND CONTACT INFORMATION OF APPROPRIATE SCHOOL PERSONNEL**]

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

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Complaint Procedure

As soon as a student feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to [**INSERT HERE THE NAMES OF APPROPRIATE SCHOOL PERSONNEL**] or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

The complaint should state the:

A. Name of the complainant,

B. Date of the complaint,

C. Date(s) of the alleged harassment/discrimination,

D. Name(s) of the harasser(s) or discriminator(s),

E. Location where such harassment/discrimination occurred,

F. Names of any witness(es) to the harassment/discrimination,

G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and

H. Proposed remedy.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

All complaints are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent shall designate a district or school administrator to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the

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complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. provide the complainant with a copy of the Board's non-discrimination policy and accompanying regulations;

3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;

5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;

6. communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within thirty (30) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;

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9. if the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of the proposed actions within fifteen (15) school days following the receipt of the written request for review.

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER (617) 289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, Hartford, CT 06106 (TELEPHONE NUMBER 800-477-5737).

The Board's Title IX Coordinator is:

[Insert name, title, address, telephone number]

The Board's Section 504/ADA Coordinator is:

[Insert name, title, address, telephone number]

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Ashford Board of Education
Ashford, Connecticut

DISCRIMINATION COMPLAINT FORM
(For complaints based on Race, Color, Religion, Age, Sex, Marital Status, Sexual Orientation, National Origin, Ancestry, Disability (including Pregnancy), or Gender Identity or Expression)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

_____

Location where such discrimination/harassment occurred _____

_____

Name(s) of any witness(es) to the discrimination/harassment _____

_____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

_____

_____

_____

_____

_____

_____

Proposed remedy_____

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5000 Series
Students

MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE

The Ashford Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Ashford Public Schools adopt the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies and/or glycogen storage disease (GSD) is important. The district therefore encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also encourages parents/guardians of children with GSD to notify the school of the disease, providing as much medical documentation about the type of GSD, nature of the disease, and current treatment of the student.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the district obtains medical documentation that a child has a life-threatening food allergy or GSD, the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP should contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.

2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s), classroom teacher(s) and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

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3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with GSD, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:

   a. classroom environment, including allergy free considerations, or allowing the student with GSD to have food/dietary supplements when needed;
   b. cafeteria safety;
   c. participation in school nutrition programs;
   d. snacks, birthdays and other celebrations;
   e. alternatives to food rewards or incentives;
   f. hand-washing;
   g. location of emergency medication;
   h. who will provide emergency and routine care in school;
   i. risk management during lunch and recess times;
   j. special events;
   k. field trips, fire drills and lockdowns;
   l. extracurricular activities;
   m. school transportation;
   n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
   o. staff notification, including substitutes, and training; and
   p. transitions to new classrooms, grades and/or buildings.

4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

5. For a student with GSD, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with GSD on school grounds during the school day.

6. In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

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a. The child's name and other identifying information, such as date of birth, grade and photo;
b. The child's specific allergy;
c. The child's signs and symptoms of an allergic reaction;
d. The medication, if any, or other treatment to be administered in the event of exposure;
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the district shall also develop an ECP for each child identified as having GSD. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD, the ECP should include the following information:

a. The child's name and other identifying information, such as date of birth, grade and photo;
b. Information about the disease or disease specific information (i.e. type of GSD);
c. The child's signs and symptoms of an adverse reaction (such as hypoglycemia);
d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glucagon)
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child's health care providers to clarify medical needs, emergency medical protocol and medication orders.

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9. A student identified as having a life-threatening food allergy or GSD is entitled to an IHCP and an ECP, regardless of his/her status as a child with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Individuals with Disabilities Education Act ("IDEA").

10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district's policies and procedures regarding the administration of medications to students.

11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.

12. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies and GSD. Such training may include an overview of life-threatening food allergies and GSD; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD, and what to do in the event of an emergency. Staff training and education will be coordinated by **[insert name of appropriate administrator/school nurse].** Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

2. Each school within the district shall also provide age-appropriate information to students about food allergies and GSD, how to recognize symptoms of an allergic

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reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

IV. Prevention

Each school within the district will develop appropriate practices to minimize the risk of exposure to life threatening allergens and the risks associated with GSD. Practices that may be considered may include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations;
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia; and
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition and/or GSD. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.

2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.

3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.

4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

5. The district shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease available on the Board's website.

6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or

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Glycogen Storage Disease. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the District's Plan and Procedures

The district should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such assessments should occur at least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy or GSD to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.

Legal References:

State Law/Regulations/Guidance

Conn. Gen. Stat. § 10-212a	Administration of Medications in Schools
Conn. Gen. Stat. § 10-212c	Life-threatening food allergies: Guidelines; district plans
Conn. Gen. Stat. § 10-220i	Transportation of students carrying cartridge injectors
Conn. Gen. Stat. § 10-231c	Pesticide applications at schools without an integrated pest management plan.
Conn. Gen. Stat. § 19a-900	Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.
Conn. Gen. Stat. § 52-557b	"Good Samaritan law." Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render.
Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7	Administration of Medication by School Personnel

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).

Federal Law:
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

Approved by the Ashford Board of Education:

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Series 5000
Students

PHYSICAL ACTIVITY AND STUDENT DISCIPLINE

It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

[NOTE: Conn. Gen. Stat. § 10-221u requires boards of education to adopt a policy, as the board deems appropriate, concerning the issue regarding any school employee being involved in preventing a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline. Below is suggested language that prohibits a school employee from depriving elementary students from participating in the full 20 min/day of physical exercise required under current law. Boards have discretion in adopting rules to regulate the restriction on time devoted to physical exercise. Therefore, this policy is offered as a sample for consideration and boards of education may consider other reasonable rules regarding the deprivation of physical exercise as a form of punishment consistent with board philosophy and the needs of individual districts].

Prohibition on Deprivation of Physical Exercise Period as a Form of Discipline:

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team ("PPT") may develop a different schedule for students requiring special education and related services.

In an effort to promote physical exercise, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise during the regular school day, except in instances where the student's behavior poses a health and/or safety concern.

Prohibition on Compulsion of Physical Activity as a Form of Discipline:

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

Definition:

For the purposes of this policy, a "school employee" is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board

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FYE18 – Initial Superintendent Budget Draft for Ashford Board of Education

OBJECT	Change	Details
111 – Certified Staff	a. ^ $118,937 b. ^ $ 50,125	a. Per Pending AEA Collective Bargaining Agreement (46 FTE teachers) b. NEW Initiative: Addition of New Media Teacher (47 FTE teachers)
112 – Non Certified Staff	a. ^ $110,134 b. ^ $ 14,000	a. SpEd Para 2.5FTE new hires in FYE17 included for FYE18, support for two students return from outplacement and two new students b. NEW Initiative: Salary adjustments for support staff
200 – Insurance	a. v $ 43,754 b. ^ $ 8,312	a. Per Mediated AEA Collective Bargaining Agreement 5% renewal increase, per Ovation insurance brokers b. NEW Initiative: Single Coverage for New Media Teacher
205 – Other Insurance	^ $ 83,838	403b ER Contribution increased to 5.5%, per MEUI Agreement Per Mediated AEA Collective Bargaining Agreement Significant reduction in Unemployment cost
312 – Instructional Improvement	a. ^ $ 2,300 b. ^ $ 10,000	a. New teacher mentors b. NEW Initiative: Admin. Tuition Reimbursement
319 – Professional Services	^ $ 73,058	Budget reflects needs of Special Ed. Services ($67k increase), due to return of formally out-placed students (see Outplacement object 370) and moved Athletic Officials from Object 112
321 - Utilities	^ $ 478	Slight increase reflecting usage in kilowatts
322 - Maintenance	^ $ 4,793	As per Maintenance Schedule Significant increases in Grounds Upkeep and Asbestos Monitoring
323 – Equipment Maintenance	v $ 3,887	Significant decrease in Tech Equipment Maintenance per proactive measures taken by Technology Coordinator
324 – Liability Insurance	^ $ 4,079	Anticipated 3% increase in Plant & Transportation Insurance Cost
331 - Transportation	^ $ 22,500	New account – Regular Transportation, to accommodate cost of transporting a displaced student
340 - Communication	^ $ 7,358	Loss of federal funding to CT Education Network (CEN) resulted to direct charges for districts using internet and filters
370 – Outside Services	v $116,839	Budget reflects needs of Special Ed. Services
390 – Purchased Services	^ $ 599	Slight increase in Contract Mileage reflects increase in travel reimbursement for professional development
410 – Supplies	a. ^ $ 23,803 b. ^ $ 11,168 c. ^ $ 5,220	d. Includes All Requests: Regular Ed, Special Ed, Transportation, Technology, Maintenance e. NEW Initiatives: Additional support for STEAM Programs such as Greenhouse, Gardens, Satellite (incl. classroom support), Weather, GIS f. NEW Technology Initiative: Supplies for 1-to-1 Initiative Equipment

FYE18 – Initial Superintendent Budget Draft for Ashford Board of Education

OBJECT		Details
411 – Heating Fuel	^ $ 1,005	Slight decrease per Dime Oil Contract
412 – Transportation Fuel	^ $ 1,170	Slight increase per projected usage
420 – Textbooks	v $ 2,079	Slight decrease due to addition of workbooks in Object 410
430 – Library Books	^ $160	Slight increase for maintenance of Library inventory
540 – Equipment	a. ^ $ 24,940 b. ^ $ 43,039	a. Increase based on Technology Plan b. NEW Technology Initiative: 30 MacBooks for grad class 2020
640 – Dues & Fees	^ $ 6,979	Increases to Dues & Fees and Character Development Training
700 – Audit Adjustment	v $ 15,000	Maintain dollar amount in Operating Transfers Out-Café
TOTAL	Status Quo $7,710,711 ($304,571+, 4% Increase) New Initiatives $141,863 (2% Increase) Superintendent's Budget $7,851,158 ($445,018+, 6% Total Increase) • Net $202,373 Anticipated Region 19 Transportation Cost • Net $0 Anticipated Excess Cost	

Notes/Additional Items

Ashford Board of Education
2017-18 Budget
Superintendent's Budget

Object/Account	Object/Account Description	16-17 Adjusted Budget	Y-T-D Expenditures	Encumbered	16-17 Antic. Actual	Status Quo	New Initiatives	Superintendent's Budget 17-18	Change	Change %
111	Certified Staff	2,998,986	753,327	2,221,620	2,974,947	3,117,923	50,125	3,168,048	169,062	5.6%
112	Non-Certified Staff	1,546,322	470,145	1,131,988	1,602,132	1,656,456	14,000	1,670,456	124,134	8.0%
200	Insurance	1,126,229	322,284	687,568	1,009,852	1,082,475	8,312	1,090,787	(35,442)	-3.1%
205	Other Insurances	463,828	214,633	276,054	490,687	547,666	0	547,666	83,838	18.1%
312	Instructional Improvement	44,500	17,149	19,041	36,190	46,800	10,000	56,800	12,300	27.6%
319	Professional Services	262,106	76,845	195,008	286,304	335,164	0	335,164	73,058	27.9%
321	Utilities	67,396	25,444	40,156	65,600	67,874	0	67,874	478	0.7%
322	Maintenance	99,159	29,896	32,463	62,359	103,952	0	103,952	4,793	4.8%
323	Equipment Maintenance	4,567	656	50	705	680	0	680	(3,887)	-85.1%
324	Liability Insurance	40,226	11,597	22,679	34,277	44,305	0	44,305	4,079	10.1%
331	Transportation	82	1,375	0	1,375	22,582	0	22,582	22,500	27439.0%
340	Communication	14,004	6,064	8,301	14,365	21,362	0	21,362	7,358	52.5%
370	Outside Services	320,739	45,191	47,232	92,423	203,900	0	203,900	(116,839)	-36.4%
390	Purchased Services	22,600	(11,712)	8,276	(3,436)	23,199	0	23,199	599	2.6%
410	Supplies	159,086	43,640	31,307	74,946	182,889	16,388	199,277	40,191	25.3%
411	Fuel, Heating	67,494	45,760	19,577	65,338	68,499	0	68,499	1,005	1.5%
412	Fuel, Transportation	31,481	23,302	27,063	50,365	32,651	0	32,651	1,170	3.7%
420	Textbooks	6,727	5,333	1,124	6,458	4,648	0	4,648	(2,079)	-30.9%
430	Library Books	4,000	(69)	4,175	4,106	4,160	0	4,160	160	4.0%
540	Equipment	81,236	29,848	20,829	50,676	106,176	43,039	147,798	66,562	81.9%
640	Dues & Fees	29,872	11,740	1,767	13,507	36,851	0	36,851	6,979	23.4%
700	Audit Adjustments	15,500	300	0	300	500	0	500	(15,000)	-96.8%
	Total Objects Summary	7,406,140	2,122,747	4,796,278	6,933,475	7,710,711	141,863	7,851,158	445,018	6.0%

Ashford Board of Education
2017-18 Budget
Superintendent's Budget

Object/Account	Object/Account Description	16-17 Adjusted Budget	Y-T-D Expenditures	Encumbered	16-17 Antic. Actual	Status Quo	New Initiatives	Superintendent's Budget 17-18	Change	Change %
01-1100-111-00000	Elementary Certified Staff	1,016,871	231,246	787,037	1,018,284	1,066,183		1,066,183	49,312	4.8%
01-1100-111-07100	ARRA Stabliztion Elemtry Staff	0	0	0	0	0		0	0	
01-1101-111-00001	Middle School Certified Staff	646,763	139,308	463,683	602,991	635,242		635,242	(11,521)	-1.8%
01-1101-111-07102	ARRA Stabliztion Middle Staff	0	0	0	0	0		0	0	
01-1102-111-02120	Remedial Certified Staff	0	0	0	0	0		0	0	
01-1103-111-01003	Art Certified Staff	45,392	12,685	42,282	54,967	56,991		56,991	11,599	25.6%
01-1103-111-02003	Music Certified Staff	102,406	23,428	78,095	101,523	105,323		105,323	2,917	2.8%
01-1104-111-00004	World Language Certified Staff	150,202	34,662	115,540	150,202	155,226		155,226	5,024	3.3%
01-1106-111-04120	Enrichment Certified Staff	0	0	0	0	0		0	0	
NEW	Library/Media Certified Staff				0	0	50,125	50,125	50,125	
01-1109-111-00009	Phys Ed/Health Certified Staff	73,914	21,672	72,242	93,914	97,563		97,563	23,649	32.0%
01-1109-111-07104	ARRA Stabliztion PE Staff	0	0	0	0	0		0	0	
01-1112-111-01012	Coaches	18,208	6,205	12,003	18,208	20,600		20,600	2,392	13.1%
01-1112-111-02012	Program Advisors	14,592	0	15,690	15,690	15,296		15,296	704	4.8%
01-1112-111-03012	Prog Directors & Coordinators	9,660	0	9,660	9,660	16,807		16,807	7,147	74.0%
01-1200-111-01120	SpEd Certified Staff	122,394	27,761	94,633	122,394	132,293		132,293	9,899	8.1%
01-1200-111-02120	Remedial Certified Staff	134,429	31,022	103,407	134,429	139,459		139,459	5,030	3.7%
01-1200-111-03120	Psychologist Certified Staff	98,380	22,703	75,677	98,380	101,609		101,609	3,229	3.3%
01-1200-111-04120	Enrichment Certified Staff	50,202	11,585	38,617	50,202	52,317		52,317	2,115	4.2%
01-1200-111-05120	Speech Certified Staff	61,080	14,095	46,985	61,080	63,602		63,602	2,522	4.1%
01-1200-111-06120	Behavior Intervention Cert Staff	60,967	10,225	34,084	44,309	45,751		45,751	(15,216)	-25.0%
01-1200-111-06220	DCF Placement Cert Salaries	0	0	0	0	0		0	0	
01-1200-111-07106	ARRA Stabliztion SpecEd Staff	0	0	0	0	0		0	0	
01-1200-111-07108	ARRA Stabliztion Speech Staff	0	0	0	0	0		0	0	
01-2200-111-01220	Superintendent	73,474	31,846	43,688	75,534	80,334		80,334	6,860	9.3%
01-2200-111-02220	Principal	130,249	55,098	75,151	130,249	134,120		134,120	3,871	3.0%
01-2200-111-03220	Special Ed Director	101,303	43,062	58,730	101,792	105,334		105,334	4,031	4.0%
01-2200-111-04220	Assistant Principal	88,500	36,723	54,417	91,140	93,874		93,874	5,374	6.1%
01-2200-111-05220	Curriculum Director	0	0	0	0	0		0	0	
	TOTAL Certified Staff	2,998,986	753,327	2,221,620	2,974,947	3,117,923	50,125	3,168,048	169,062	5.6%
Non-Certified Staff										
01-1100-112-00000	Elementary Paraprofessional	0	0.00	0.00	0	0.00		0	0	
01-1100-112-00010	Regular Ed Paraprofessional	134,693	39,061	103,509	142,570	149,357		149,357	14,664	10.9%
01-1101-112-00000	Middle School Paraprofessional	0	0	0	0	0		0	0	
01-1107-112-01007	Library Paraprofessional	0	0	0	0	0		0	0	
01-1107-112-02007	Library Consultant	0	0	0	0	0		0	0	
01-1112-112-01012	Athletic Officials	0	0	0	0	0		0	0	
01-1112-112-02012	Extracurricular Transportation	2,036	0	2,036	2,036	2,097		2,097	61	3.0%
01-1112-112-03012	After Sch Activities Transport	2,804	(1,454)	4,258	2,804	2,889		2,889	85	3.0%

Ashford Board of Education
2017-18 Budget
Superintendent's Budget

Object/Account	Object/Account Description	16-17 Adjusted Budget	Y-T-D Expenditures	Encumbered	16-17 Antic. Actual	Status Quo	New Initiatives	Superintendent's Budget 17-18	Change	Change %
01-1112-112-04012	Event Chaperones	1,764	126	1,638	1,764	2,520		2,520	756	42.9%
01-1200-112-01120	Nursing Staff	63,513	26,111	37,402	63,513	64,861		64,861	1,348	2.1%
01-1200-112-01255	SpEd Drivers	53,203	14,498	40,705	55,203	65,091		65,091	11,888	22.3%
01-1200-112-02120	SpEd Paraprofessional	355,393	112,527	303,769	416,296	447,774		447,774	92,381	26.0%
01-1200-112-03120	SpEd Substitutes	20,400	2,910	17,490	20,400	20,400		20,400	0	0.0%
01-1200-112-06220	DCF Placement Non-Certified	0	0	0	0	0		0	0	
01-2200-112-00220	Business Manager	36,340	10,828	26,602	37,430	38,553		38,553	2,213	6.1%
01-2200-112-01220	Accounting Clerks	115,864	49,019	66,845	115,864	119,339	5,000	124,339	8,475	7.3%
01-2200-112-02220	Superintendent's Secretary	56,628	23,958	32,670	56,628	58,327	3,000	61,327	4,699	8.3%
01-2200-112-03220	Principal's Secretary	61,739	21,840	39,899	61,739	62,371	3,000	65,371	3,632	5.9%
01-2200-112-04220	Substitute Teachers/Paras	61,200	9,905	51,295	61,200	61,200		61,200	0	0.0%
01-2200-112-05220	Special Ed Secretary	37,444	15,842	21,602	37,444	38,567	3,000	41,567	4,123	11.0%
01-2200-112-06220	Sub calling stipend	3,000	2,000	1,000	3,000	4,500	0	4,500	1,500	50.0%
01-2200-112-07220	BOE Meeting Minutes Stipend	1,000	0	1,000	1,000	2,000	0	2,000	1,000	100.0%
01-2540-112-01254	Custodians	200,559	80,094	120,090	200,184	206,114		206,114	5,555	2.8%
01-2540-112-02254	Summer Custodians	3,520	5,340	0	5,340	5,352		5,352	1,832	52.0%
01-2540-112-04254	Custodian Substitutes	4,126	1,204	2,922	4,126	4,126		4,126	0	0.0%
01-2540-112-05254	Emergency OT	1,000	0	1,000	1,000	1,000		1,000	0	0.0%
01-2540-112-06254	Community	500	0	0	0	500		500	0	0.0%
01-2550-112-01255	Drivers	138,434	(2,856)	126,096	123,240	101,075		101,075	(37,359)	-27.0%
01-2550-112-02255	Transportation Coordinator	19,184	2,621	14,078	16,699	19,763		19,763	579	3.0%
01-2550-112-03255	Mechanic	44,874	12,513	32,361	44,874	46,220		46,220	1,346	3.0%
01-2550-112-04255	Driver Sick/Personal Leave	7,464	(3,150)	10,614	7,464	7,689		7,689	225	3.0%
01-2550-112-05255	Class Trip Transportation	11,200	2,300	8,900	11,200	11,743		11,743	543	4.8%
01-2600-112-01260	Technology Paraprofessional	26,040	10,047	16,668	26,715	28,156		28,156	2,116	8.1%
01-2600-112-02260	Technology Consultant	82,400	34,862	47,538	82,400	84,872		84,872	2,472	3.0%
	TOTAL Non-Certified Staff	1,546,322	470,145	1,131,988	1,602,132	1,656,456	14,000	1,670,456	124,134	8.0%
Insurance										
01-2200-200-01220	Medical/Dental Insurance	1,058,375	286,145	647,299	933,444	1,010,176	8,312	1,018,488	(39,887)	-3.8%
01-2200-200-01230	Group Life Insurance	10,028	3,230	6,456	9,686	9,984		9,984	(44)	-0.4%
01-2200-200-02220	Workers Compensation Insuranc	57,826	32,909	33,813	66,722	62,315		62,315	4,489	7.8%
	TOTAL Insurance	1,126,229	322,284	687,568	1,009,852	1,082,475	8,312	1,090,787	(35,442)	-3.1%
Other Insurances										
01-2200-205-01220	Social Security/Medicare Costs	166,852	53,172	115,064	168,236	179,319		179,319	12,467	7.5%
01-2200-205-02220	Non-Certified Retirement Costs	61,845	21,593	37,775	59,368	155,391		155,391	93,546	151.3%
01-2200-205-02230	Non-Certified Other Benefits	71,800	47,250	27,250	74,500	68,250		68,250	(3,550)	-4.9%
01-2200-205-03220	Unemployment Compensation C	27,926	5,522	20,972	26,494	1,000		1,000	(26,926)	-96.4%
01-2200-205-04220	Cert Retirement Healthcare	39,305	12,238	24,597	36,835	40,205		40,205	900	2.3%
01-2200-205-04230	Certified Other Benefits	96,100	74,857	50,396	125,253	103,500		103,500	7,400	7.7%

Ashford Board of Education
2017-18 Budget
Superintendent's Budget

Object/Account	Object/Account Description	16-17 Adjusted Budget	Y-T-D Expenditures	Encumbered	16-17 Antic. Actual	Status Quo	New Initiatives	Superintendent's Budget 17-18	Change	Change %
01-2200-205-05220	Vol Retirement Incentive Plan	0	0	0	0	0		0	0	
	TOTAL Other Insurances	463,828	214,633	276,054	490,687	547,666	0	547,666	83,838	18.1%
Instructional										
01-2200-312-01220	Workshop Sub Pay	3,000	1,100	0	1,100	3,000		3,000	0	0.0%
01-2200-312-02220	Teacher Workshops (AEA)	8,000	1,950	800	2,750	8,000		8,000	0	0.0%
01-2200-312-03220	Curriculum Development	16,000	3,955	12,045	16,000	16,000		16,000	0	0.0%
01-2200-312-04220	District Professional Dev Days	2,500	1,304	1,196	2,500	3,800		3,800	1,300	52.0%
01-2200-312-05220	CT TEAM Mentor	0	0	0	0	1,000		1,000	1,000	
01-2200-312-06220	AEA Tuition Reimbursement	10,000	8,840	0	8,840	10,000		10,000	0	0.0%
01-2200-312-07220	MEUI Tuition Reimbursement	5,000	0	5,000	5,000	5,000		5,000	0	0.0%
01-2200-312-08220	Curriculum Writing (Math)	0	0	0	0	0		0	0	
NEW	Admin Tuition Reimbursement						10,000	10,000	10,000	
	TOTAL Instructional Improvemen	44,500	17,149	19,041	36,190	46,800	10,000	56,800	12,300	27.6%
Professional Services										
01-1112-319-01012	Athletic Officials	4,600	720	4,160	4,880	4,880		4,880	280	6.1%
01-1200-319-01120	Speech Outsourced	50,888	21,869	48,554	70,423	73,000		73,000	22,112	43.5%
01-1200-319-02120	Training Seminars	8,554	967	356	1,323	650		650	(7,904)	-92.4%
01-1200-319-03120	OT Outsourced	59,596	18,123	42,750	60,873	65,000		65,000	5,404	9.1%
01-1200-319-04120	Evaluations Outsourced	11,450	0		14,450	12,240		12,240	790	6.9%
01-1200-319-05120	Physical Therapy Outsourced	22,050	8,015	33,600	41,615	43,000		43,000	20,950	95.0%
01-1200-319-06120	Behavioral Therapy Outsourced	42,500	10,444	44,266	54,710	54,000		54,000	11,500	27.1%
01-1200-319-07120	Assistive Technology/ACC	2,087	0	0	0	0		0	(2,087)	-100.0%
01-1200-319-08120	Spec Ed Consultant	0	0	0	0	20,000		20,000	20,000	
01-1200-319-09120	Pre-K Screening	0	0	0	0	**0**		0	0	
01-2200-319-01220	Legal	20,000	12,045	0	12,045	**20,000**		20,000	0	0.0%
01-2200-319-02220	Audit	16,250	0	16,250	16,250	16,250		16,250	0	0.0%
01-2200-319-03220	Data Processing	13,723	3,164	5,072	8,235	12,664		12,664	(1,059)	-7.7%
01-2200-319-04220	Health Consultant	10,000	1,500	0	1,500	13,000		13,000	3,000	30.0%
01-2200-319-05220	Volunteer Screening	408	0	0	0	480		480	72	17.6%
	TOTAL Professional Services	262,106	76,845	195,008	286,304	335,164	0	335,164	73,058	27.9%
Utilities										
01-2540-321-00000	Plant Utilities	0	0	0	0	**0**		0	0	
01-2540-321-00254	Plant Utilities	67,396	25,444	40,156	65,600	67,874		67,874	478	0.7%
	TOTAL Utilities	67,396	25,444	40,156	65,600	67,874	0	67,874	478	0.7%
Maintenance										
01-1200-322-15254	Spec Ed Equip Maintenance	2,000	784	0	784	1,000		1,000	(1,000)	-50.0%
01-2200-322-00220	Administrative Equipment Maint	758	0	0	0	500		500	(258)	-34.0%
01-2540-322-01254	Rubbish Removal	7,537	3,053	4,274	7,327	7,393		7,393	(144)	-1.9%
01-2540-322-02254	Asbestos Monitoring	550	275	275	550	1,657		1,657	1,107	201.3%

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01-2540-322-03254	Water	17,438	4,586	11,695	16,282	16,845		16,845	(593)	-3.4%
01-2540-322-04254	General Maintenance & Repairs	20,000	3,716	56	3,772	20,000		20,000	0	0.0%
01-2540-322-05254	Sanitary System	3,000	3,140	0	3,140	3,880		3,880	880	29.3%
01-2540-322-06254	Fire Equipment	4,977	1,661	1,311	2,972	5,348		5,348	371	7.5%
01-2540-322-07254	Generator Maintenance	3,868	414	755	1,169	3,527		3,527	(341)	-8.8%
01-2540-322-08254	Boiler	13,718	5,562	7,759	13,320	14,080		14,080	362	2.6%
01-2540-322-09254	Grounds Upkeep	7,644	3,259	0	3,259	11,964		11,964	4,320	56.5%
01-2540-322-10254	Painting	1,964	829	0	829	1,964		1,964	(0)	0.0%
01-2540-322-11254	Floor Covering	6,560	575	0	575	6,560		6,560	0	0.0%
01-2540-322-12254	Roof Maintenance	3,595	2,043	1,570	3,613	4,020		4,020	425	11.8%
01-2540-322-13254	Renovations	0	0	0	0	0		0	0	
01-2540-322-14254	Radon Testing	300	0	0	0	0		0	(300)	-100.0%
01-2540-322-15254	HVAC Maintenance	5,250	0	4,769	4,769	5,215		5,215	(35)	-0.7%
	TOTAL Maintenance	99,159	29,896	32,463	62,359	103,952	0	103,952	4,793	4.8%
Equipment Maintenance										
01-1103-323-02003	Music Instrument Maintenance	570	0	0	0	680		680	110	19.3%
01-1107-323-01007	Audio Visual Equipment Maint	0	0	0	0	**0**		0	0	
01-1109-323-00009	Phys Ed/Health Equipment Maint	0	0	0	0	**0**		0	0	
01-2600-323-02260	Tech Equip Maint	3,997	656	50	705	0		0	(3,997)	-100.0%
	TOTAL Equipment Maintenance	4,567	656	50	705	680	0	680	(3,887)	-85.1%
Liability Insurance										
01-2200-324-00254	Student Accident Insurance	1,097	1,015	0	1,015	1,117		1,117	20	1.8%
01-2540-324-00254	Plant Insurance	25,524	8,315	11,340	19,654	26,290		26,290	766	3.0%
01-2550-324-00255	Transportation Insurance	13,605	2,268	11,340	13,607	16,899		16,899	3,294	24.2%
	TOTAL Liability Insurance	40,226	11,597	22,679	34,277	44,305	0	44,305	4,079	10.1%
Transportation										
01-1200-331-00120	SpEd Transportation	0	0	0	0	0		0	0	
01-2550-331-01120	Class Trip Tolls & Parking	82	0	0	0	82		82	0	0.0%
01-2550-331-01120	Regular Transportation		1,375	0	1,375	22,500		22,500	22,500	
	TOTAL Transportation	82	1,375	0	1,375	22,582	0	22,582	22,500	27439.0%
Communication										
01-2200-340-01220	Telephone	9,143	3,763	5,507	9,270	10,129		10,129	986	10.8%
01-2200-340-02220	Postage	4,341	1,888	2,794	4,682	4,798		4,798	457	10.5%
01-2200-340-03220	Internet	0	0	0	0	5,400		5,400	5,400	
01-2200-340-04220	Advertising	520	412	0	412	1,035		1,035	515	99.0%
	TOTAL Communication	14,004	6,064	8,301	14,365	21,362	0	21,362	7,358	52.5%
Outside Services										
01-1100-370-05120	Elem Out of District Tuition	0	0	0	0	**0**		0	0	
01-1101-370-02120	RE Homebound Tutoring	0	0	0	0	**0**		0	0	

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01-1101-370-05120	MS Out of District Tuition	27,900	0	0	0	19,200		19,200	(8,700)	-31.2%
01-1102-370-04120	After School Math Support	0	0	0	0	**0**		0	0	
01-1200-370-01120	Outplacement Tuition	255,463	14,358	47,232	61,590	139,700		139,700	(115,763)	-45.3%
01-1200-370-02120	Homebound Instruction/Tutoring	5,000	0	0	0	5,000		5,000	0	0.0%
01-1200-370-03120	Extended School Year	32,376	30,833	0	30,833	40,000		40,000	7,624	23.5%
01-1200-370-04120	After School Math Support	0	0	0	0	**0**		0	0	
	TOTAL Outside Services	320,739	45,191	47,232	92,423	203,900	0	203,900	(116,839)	-36.4%
Purchased Services										
01-2200-390-01220	Contract Mileage	1,140	63	80	144	1,570		1,570	430	37.7%
01-2200-390-02220	Printing	1,016	0	0	0	1,016		1,016	0	0.0%
01-2550-390-01255	Fleet Maintenance Services	16,844	(9,375)	4,596	(4,780)	17,012		17,012	168	1.0%
01-2550-390-02255	Bus Facility Building Usage	3,600	(2,400)	3,600	1,200	3,600		3,600	0	0.0%
	TOTAL Purchased Services	22,600	(11,712)	8,276	(3,436)	23,199	0	23,199	599	2.6%
Supplies										
01-1100-410-01000	Elementary General Supplies	7,920	3,131	1,010	4,141	7,920		7,920	0	0.0%
01-1100-410-02000	Elementary Reading Supplies	1,247	1,127	6	1,133	2,287		2,287	1,040	83.4%
01-1100-410-03000	Elementary Math Supplies	200	207	0	207	2,865		2,865	2,665	1332.5%
01-1100-410-04000	Elementary Lang Arts Supplies	654	1,582	0	1,582	2,770		2,770	2,116	323.5%
01-1100-410-05000	Elementary Health Supplies	2,500	2,352	0	2,352	1,000		1,000	(1,500)	-60.0%
01-1100-410-06000	Elementary Science Supplies	946	149	500	649	300	4,000	4,300	3,354	354.5%
01-1100-410-07000	Elem Social Studies Supplies	300	400	0	400	300		300	0	0.0%
NEW	Elementary Workbooks	0	0	0	0	2,109		2,109	2,109	
01-1100-410-08000	Assessments	8,961	0	0	0	9,000		9,000	39	0.4%
01-1100-410-09000	Elementary Art Supplies	1,814	0	55	55	1,559		1,559	(255)	-14.1%
NEW	Elem Horticulture	0	0	0	0	0		0	0	
01-1101-410-01001	Middle School General Supplies	6,501	1,715	873	2,588	6,500		6,500	(1)	0.0%
01-1101-410-02001	Middle School LA Supplies	1,542	626	0	626	1,029		1,029	(513)	-33.2%
01-1101-410-03001	Middle School Math Supplies	300	168	0	168	2,034		2,034	1,734	578.0%
01-1101-410-04001	Middle School Reading Supplies	300	70	0	70	4,023		4,023	3,723	1241.1%
01-1101-410-05001	Middle School Science Supplies	5,720	2,649	1,916	4,566	5,861	7,168	13,029	7,309	127.8%
01-1101-410-06001	Middle School Social Stud Supp	400	0	0	0	434		434	34	8.5%
01-1101-410-07001	Middle School Testing Supplies	0	0	0	0	0		0	0	
NEW	Middle School Workbooks	0	0	0	0	1,617		1,617	1,617	
01-1102-410-04120	Remedial Supplies	1,000	0	0	0	900		900	(100)	-10.0%
01-1102-410-08120	SRBI AT Products	0	0	0	0	0		0	0	
	MS Horticulture	0	0	0	0	0		0	0	
01-1103-410-01003	Art Supplies	4,000	2,261	384	2,645	3,152		3,152	(848)	-21.2%
01-1103-410-02003	General Music Supplies	370	39	0	39	2,235		2,235	1,865	504.1%
01-1103-410-03003	Choral Supplies	248	229	0	229	1,630		1,630	1,382	557.1%

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01-1103-410-04003	Band Supplies	1,918	930	0	930	400		400	(1,518)	-79.1%
01-1104-410-00004	World Language Supplies	360	336	0	336	200		200	(160)	-44.4%
01-1104-410-06120	ELL Supplies	200	0	0	0	0		0	(200)	-100.0%
01-1106-410-03120	Enrichment Supplies	0	0	0	0	0		0	0	
01-1107-410-01007	Library Supplies	1,333	828	510	1,339	1,286		1,286	(47)	-3.5%
01-1107-410-02007	Library Periodicals	785	0	0	0	820		820	35	4.5%
01-1107-410-03007	Library Non-Print Supplies	0	0	0	0	0		0	0	
01-1109-410-01009	Phys Ed Supplies	200	200	0	200	9,695		9,695	9,495	4747.5%
01-1109-410-02009	Health Supplies	200	200		200	2,500		2,500	2,300	1150.0%
01-1112-410-01012	Graduation Supplies	414	0	0	0	1,400		1,400	986	238.2%
01-1112-410-02012	Athletic Supplies	2,600	827	0	827	2,600		2,600	0	0.0%
01-1112-410-04012	After School Activities Supplies	2,400	0	0	0	3,600		3,600	1,200	50.0%
01-1200-410-01120	SpEd Instructional Supplies	1,455	1,170	69	1,240	4,391		4,391	2,936	201.8%
01-1200-410-01130	Gifted Program Supplies	5,000	907	0	907	5,000		5,000	0	0.0%
01-1200-410-01140	CORR Life Skills Supplies	358	80	0	80	1,500		1,500	1,142	319.0%
01-1200-410-01150	Behavior Support Supplies	1,430	0	0	0	2,716		2,716	1,286	89.9%
01-1200-410-02120	Assessment Supplies	862	0	0	0	2,482		2,482	1,620	188.0%
01-1200-410-03120	Enrichment Supplies	5,000	2,430	142	2,572	2,004		2,004	(2,996)	-59.9%
01-1200-410-04120	SpEd Remedial Supplies	520	0	0	0	831		831	311	59.8%
01-1200-410-05120	Medical Supplies	3,754	321	0	321	6,980		6,980	3,226	85.9%
01-1200-410-06120	ELL Supplies	0	0	0	0	200		200	200	
01-1200-410-07120	SpEd Software/Supplies	8,622	151	0	151	2,479		2,479	(6,143)	-71.2%
01-1200-410-08120	Special Needs Products (SIT)	0	0	0	0	0		0	0	
01-2200-410-01220	Administrative Office Supplies	2,134	1,180	144	1,324	5,409		5,409	3,275	153.5%
01-2200-410-02220	Report Cards	0	0	0	0	0		0	0	
01-2200-410-03220	BOE Newsletter	0	0	0	0	0		0	0	
01-2200-410-04220	Copier Paper	7,747	0	0	0	7,514		7,514	(233)	-3.0%
01-2540-410-01254	Plant Floor Supplies	6,650	153	6,497	6,650	6,650		6,650	0	0.0%
01-2540-410-02254	Plant Cleaning Supplies	1,652	290	1,362	1,652	1,827		1,827	175	10.6%
01-2540-410-03254	Plant General Supplies	3,501	2,876	1,246	4,123	4,638		4,638	1,137	32.5%
01-2540-410-04254	Plant Paper Supplies	8,776	3,805	4,971	8,776	9,301		9,301	525	6.0%
01-2540-410-05254	Plant Lighting Supplies	1,701	0	0	0	3,119		3,119	1,418	83.3%
01-2540-410-06254	Plant Tools	1,056	543	0	543	1,496		1,496	440	41.7%
01-2550-410-02254	Transportation Clean Supplies	12	0	0	0	12		12	0	0.0%
01-2550-410-04254	Transportation Paper Supplies	488	0	0	0	488		488	0	0.0%
01-2560-410-01256	Fleet Maintenance Supplies	21,300	4,693	11,585	16,278	21,817		21,817	517	2.4%
01-2560-410-02256	Manage Breakfast Program	0	0	0	0	0		0	0	
01-2600-410-01260	Technology Elementary Supplies	2,198	385	0	385	1,218		1,218	(980)	-44.6%
01-2600-410-02260	Technology Middle School Suppl	1,631	28	0	28	1,080	5,220	6,300	4,669	286.3%

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01-2600-410-03260	Technology Arts Supplies	0	0	0	0	0		0	0	
01-2600-410-04260	Technology Tech Ed Supplies	2,017	132	0	132	60		60	(1,957)	-97.0%
01-2600-410-05260	Technology Library Supplies	0	0	0	0	0		0	0	
01-2600-410-06260	Technology SpEd Supplies	0	0	0	0	0		0	0	
01-2600-410-07260	Technology Admin Supplies	626	102	0	102	**0**		0	(626)	-100.0%
01-2600-410-08260	Technology Subscriptions	15,263	4,365	35	4,400	7,650		7,650	(7,613)	-49.9%
	TOTAL Supplies	159,086	43,640	31,307	74,946	182,889	16,388	199,277	40,191	25.3%
Fuel										
01-2540-411-00254	Plant Fuel	67,494	45,760	19,577	65,338	68,499		68,499	1,005	1.5%
	TOTAL Heating Fuel	67,494	45,760	19,577	65,338	68,499	0	68,499	1,005	1.5%
Fuel										
01-2550-412-01255	Diesel	23,581	21,735	20,937	42,672	24,167		24,167	586	2.5%
01-2550-412-02255	Gasoline	7,900	1,567	6,126	7,693	8,484		8,484	584	7.4%
	TOTAL Transportation Fuel	31,481	23,302	27,063	50,365	32,651	0	32,651	1,170	3.7%
Textbooks										
01-1100-420-01000	Elementary Supplemental Texts	2,071	1,516	586	2,103	878		878	(1,193)	-57.6%
01-1100-420-02000	Elementary Curriculum Upgrade	0	0	0	0	0		0	0	
01-1100-420-03000	Elementary Replacement Texts	0	0	0	0	0		0	0	
01-1100-420-04000	Elementary Periodicals	1,172	1,413	0	1,413	1,560		1,560	388	33.1%
01-1101-420-01001	Middle School Supplemental Tex	1,890	1,165	538	1,703	250		250	(1,640)	-86.8%
01-1101-420-02001	Middle School Reading Texts	691	0	0	0	0		0	(691)	-100.0%
01-1101-420-03001	Middle School Periodicals	534	1,051	0	1,051	0		0	(534)	-100.0%
01-1101-420-04001	Middle School Replacment Text	220	0	0	0	0		0	(220)	-100.0%
01-1101-420-05001	Middle School Curriculum Upgra	0	0	0	0	**0**		0	0	
01-1103-420-00003	Art Textbooks	0	0	0	0	735		735	735	
01-1104-420-00004	World Language Textbooks	0	188	0	188	0		0	0	
01-1109-420-00009	Phys Ed/Health Textbooks	47	0	0	0	225		225	178	378.7%
01-1200-420-00120	SpEd & Support Textbooks	0	0	0	0	1,000		1,000	1,000	
01-1200-420-00130	Specialized Text (NIMAS)	102	0	0	0	0		0	(102)	-100.0%
	TOTAL Textbooks	6,727	5,333	1,124	6,458	4,648	0	4,648	(2,079)	-30.9%
Library Books										
01-1107-430-01007	Library Books Grades K-4	2,000	(17)	2,671	2,654	2,080		2,080	80	4.0%
01-1107-430-02007	Library Books Grade 5-8	2,000	(52)	1,504	1,452	2,080		2,080	80	4.0%
	TOTAL Library Books	4,000	(69)	4,175	4,106	4,160	0	4,160	160	4.0%
Equipment										
01-1100-540-00000	Elementary Equipment	0	0	0	0			0	0	
01-1100-540-00013	Elementary Furniture	0	0	120	120	3,456		3,456	3,456	
01-1101-540-00001	Middle School Equipment	0	0	0	0	389		389	389	
01-1101-540-00014	Middle School Furniture	0	0	0	0	971		971	971	

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01-1103-540-01003	Music Equipment	0	0	0	0	999		999	999	
	Band Equipment		0	0	0	502		502	502	
01-1107-540-01007	Library Equip/Furniture	0	0	0	0	2,700		2,700	2,700	
01-1109-540-01009	Phys Ed Equipment	1,693	1,693	0	1,693	6,695		6,695	5,002	295.4%
01-1109-540-02009	Health Equipment	0	0	0	0	2,500		2,500	2,500	
01-1112-540-02012	Athletic Equipment	349	0	0	0	0		0	(349)	-100.0%
	AT Technology Equip Purchase				0	1,500		1,500	1,500	
01-1200-540-01120	AT Equipment Rental	7,296	2,463	5,789	8,252	7,420		7,420	124	1.7%
01-1200-540-02120	Adaptive Equipment	2,488	5,285	4,725	10,010	5,000		5,000	2,512	101.0%
01-1200-540-03120	Sp Ed Technology Equipment	979	0	0	0	1,000		1,000	21	2.1%
	Sp Ed Equipment	523	0	2,090	2,090	0		0	(523)	-100.0%
01-2200-540-01220	Copier Lease	34,422	11,803	7,266	19,069	22,161		22,161	(12,261)	-35.6%
01-2200-540-02220	Administrative Equip/Furn	280	0	840	840	750		750	470	167.9%
01-2540-540-00254	Plant Equipment	3,336	7,295	0	7,295	3,336		3,336	0	0.0%
	Plant Rentals	0	1,308	0	1,308	1,417				
	Food Service Equipment	0	0	0	0	**0**		0	0	
01-2600-540-01260	Technology Elementary Equip	12,715	0	0	0	4,499		4,499	(8,216)	-64.6%
01-2600-540-02260	Technology Middle School Equip	13,820	0	0	0	0	43,039	43,039	29,219	211.4%
01-2600-540-03260	Technology Admin Equip	0	0	0	0	3,998		3,998	3,998	
01-2600-540-04260	Technology Tech Ed Equip	0	0	0	0	32,640		32,640	32,640	
01-2600-540-05260	Technology Network Equip	3,335	0	0	0	199		199	(3,136)	-94.0%
01-2600-540-06260	Technology SpEd/Support Equip	0	0	0	0	0		0	0	
01-2600-540-07260	Technology Music Equipment	0	0	0	0	140		140	140	
01-2600-540-08260	Technology Art Equip	0	0	0	0	3,904		3,904	3,904	
01-2600-540-09000	Home Depot Rebate Expense	0	0	0	0	0		0	0	
	TOTAL Equipment	81,236	29,848	20,829	50,676	106,176	43,039	147,798	66,562	81.9%
Dues & Fees										
01-1113-640-01001	Robotic Competition Fees	3,000	1,400	0	1,400	3,200		3,200	200	6.7%
01-1200-640-00120	SpEd Dues & Fees	3,719	638	0	638	2,050		2,050	(1,669)	-44.9%
01-1200-640-00130	SpEd Extra Curricular Fees	0	0	0	0	0		0	0	
01-2200-640-01120	Character Dev Train & Material	1,912	0	0	0	4,987		4,987	3,075	160.8%
01-2200-640-01220	Dues & Fees	11,251	3,587	0	3,587	14,540		14,540	3,289	29.2%
01-2200-640-02220	Board of Education Expenses	2,395	465	177	642	2,724		2,724	329	13.7%
01-2200-640-03220	Professional Development	5,320	5,440	490	5,930	6,000		6,000	680	12.8%
01-2200-640-04220	Principal's Discretionary Fund	1,000	460	0	460	1,050		1,050	50	5.0%
01-2200-640-05220	Medical/Screenings	1,275	(250)	1,100	850	2,300		2,300	1,025	80.4%
01-2200-640-06220	Penalty Fees & Interest	0	0	0	0	**0**		0	0	
01-2200-640-07220	Stop Check Payment Fee	0	0	0	0	**0**		0	0	
	TOTAL Dues & Fees	29,872	11,740	1,767	13,507	36,851	0	36,851	6,979	23.4%

Ashford Board of Education
2017-18 Budget
Superintendent's Budget

Object/Account	Object/Account Description	16-17 Adjusted Budget	Y-T-D Expenditures	Encumbered	16-17 Antic. Actual	Status Quo	New Initiatives	Superintendent's Budget 17-18	Change	Change %
Audit Adjustments										
01-2200-700-99999	Miscellaneous	15,000	300	0	300	0		0	(15,000)	-100.0%
01-2700-700-00000	Operating Transfers Out-Cafe	500	0	0	0	500		500	0	0.0%
01-2700-700-00001	XFR to 1% Fund	0	0	0	0	0		0	0	
01-2700-700-00005	Audit Adjustments	0	0	0	0	0		0	0	
	TOTAL Audit Adjustments	15,500	300	0	300	500	0	500	(15,000)	-96.8%
01-2200-910-00000	Supplemental Appropriation		0	0				0	0	
	General Fund (01) Totals	**7,406,140**	**2,122,747**	**4,796,278**	**6,933,475**	**7,710,711**	**141,863**	**7,851,158**	445,018	6.0%

November 30, 2106

Ashford Board of Education; Teacher Negotiations 2016
Summary of Key Provisions of Settlement

Issue	Agreement
Duration	3-year agreement (2017-18 through 2019-20)
Insurance:	
• HDHP Premium Contributions	**Employee premium cost increases by 1% in each of the first two years and by 2% in the third year.**
• HDHP HSA Plan	The Board shall continue the HSA and shall continue to contribute 50% of the deductible.
• Excise Tax	The parties agreed to reopen Article 11 of the contract for the purpose of addressing the impact of the excise tax if applicable.
Grievance Procedure	The parties agreed to clarify the provisions of the grievance procedure including encouraging a teacher to discuss the issue with an administrator informally before moving to the formal procedures and adding the ability to submit grievances and responses via electronic transmission.
Long-Term Substitutes	The parties agreed to add language to define a long-term substitute teacher as a teacher serving in the same assignment for more than 40 school days. The long-term substitute shall be paid the BA Step 1 rate, receive sick & personal days (pro-rated for partial year of service) and be eligible to receive health insurance coverage under the terms of Article 11.
Retired Teachers	The parties agreed to add language regarding retired teachers who return to teach pursuant to Section 10-183v of the CT General Statutes. They shall be paid at a salary rate at least equal to the rate based on their experience & credentials. They shall receive sick & personal days (pro-rated for partial year of service) and be eligible to receive health insurance coverage under the terms of Article 11. They are not eligible for seniority, reduction in force/recall rights and professional days.
Salary	Total Settlement by Year: 2017-18: total cost of 3.2% 2018-19: total cost of 3.2% 2019-20: total cost of 3.2% The parties agreed to distribute the agreed upon total increase to the salary account as follows: Year 1: Steps below max incr by $900, max steps incr by $1100 and step movement at mid-year Year 2: Steps below max incr by 1.25%, max steps incr by 2.2% and no step movement Year 3: No increase to steps below max, max steps incr by 0.93% and full step movement for those not a maximum

Ashford School
Board of Education
Ashford School Capital Projects List
August 2016

A town committee to explore long-term capital investment in Ashford School has been created and will study the needs of the facility and propose a plan for addressing those needs. This committee will convene in the fall of 2016.

At the same time, The Ashford BOE has authorized Friar & Associates to do a facility study of our school building to provide us with an internal needs assessment with recommendations. This study will occur during the summer of 2016 with a report in the fall.

The BOE has discussed, and established, the following list of its major capital projects. This list is not prioritized, and is incomplete pending receipt of information from the Friar & Associates repot.

Proposed Capital Projects Priorities:

1. Renovation of the area of the school known as the Tech Space to create classrooms and offices
2. Addition of insulated hung ceilings in all classrooms that currently do not have them.
3. Adding insulate hung ceilings in the media center
4. Add an entrance portico to the front of the building
5. Replace aging plumbing and heating system in the primary wing of the building
6. Replace windows identified in our energy audit as inadequate
7. Replace current HVAC and establish an air balancing system
8. Re-grade and repave the front parking lot and driveway to eliminate the dangerous pitch
9. Add a sprinkler system throughout the school.
10. Add Bollards to protect the rear (cafeteria and gymnasium) entrance to the school from vehicle intrusion, and Add either large boulders or heavy cement benches to the from of the school to protect the playground from vehicles coming around the bend in the road.

This list is not in priority order, and will be revisited upon receipt of the Friar & Associates report.

Bus Request for Next Year
Larger Mid-sized 2- Lift bus
Regular Full Sized Bus
No Van

The Rockfall Company LLC

Contractor's Price Estimate- Category

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #:	
Title	Ashford School Window Replacement Asbestos
Contractor:	Rockfall Company -
Proposal Value:	$ 168,449.02
Proposal Name:	Ashford School Window Replacement Asbestos

To: Project Manager **From:** Contractor Project Manager

No Category Input:	**$168,449.02**
Work Estimate Total	**$168,449.02**

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

The Rockfall Company LLC

Contractor's Price Estimate Detail- Category

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #:

Title Ashford School Window Replacement Asbestos

Contractor: Rockfall Company -

Proposal Value: $168,449.02

Proposal Name: Ashford School Window Replacement Asbestos

	CSI Number	Mod.	UOM	Description	Line Total
No Category Input					
1	01 22 16 00-0002		EA	Reimbursable FeesReimbursable fees will be paid to the contractor for the actual cost, without mark-up, for which a receipt or bill is received. The Adjustment Factor applied to Reimbursable Fees will be 1.0000. The labor cost involved in obtaining all permits is in the Adjustment Factor. The base cost of the Reimbursable Fee is $1.00. The quantity used will adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = $125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, each one shall be listed separately with a comment in the "note" block to identify the Reimbursable Fees (e.g. sidewalk closure, road cut, various permits, extended warrantee, expedited shipping costs, etc.). A copy of each receipt shall be included with the Proposal.	$43.94
			Installation	Quantity 43.94 x Unit Price $1.00 x Factor 1.0000 = Total $43.94	
		User Note:	Educational Fund fees		
2	01 22 20 00-0044		HR	Industrial Hygienist	$11,111.99
			Installation	Quantity 260.00 x Unit Price $35.02 x Factor 1.2204 = Total $11,111.99	
		User Note:	Development and preparation of Asbestos Disposal and monitoring Plan		
3	01 22 20 00-0045		HR	On Site Material Testing Technician	$1,669.51
			Installation	Quantity 24.00 x Unit Price $57.00 x Factor 1.2204 = Total $1,669.51	
4	01 22 20 00-0046		MI	Mileage For Professional Services (Engineering, Surveying, Etcetera)For use only when the Owner directs the contractor to use personnel whose base of operations is more than 100 miles from the site. Quantity shall be miles that exceed 100.	$341.71
			Installation	Quantity 500.00 x Unit Price $0.56 x Factor 1.2204 = Total $341.71	
5	01 22 23 00-0024		MO	34' Engine Powered, Articulating (Up/Over) Boom Manlift	$2,190.57
			Installation	Quantity 1.00 x Unit Price $1,794.96 x Factor 1.2204 = Total $2,190.57	
6	01 52 13 00-0021		MO	8' x 8' x 40' Storage Container	$133.62
			Installation	Quantity 1.00 x Unit Price $109.49 x Factor 1.2204 = Total $133.62	
7	01 52 13 00-0021	0012	MO	For Delivery And Pick-up of Container, Add	$439.34
			Installation	Quantity 2.00 x Unit Price $180.00 x Factor 1.2204 = Total $439.34	

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

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Work Order #:

Title Ashford School Window Replacement Asbestos

No Category Input

	CSI Number	Mod.	UOM	Description	Line Total
8	01 71 13 00-0002		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes delivery of equipment, off loading on site, rigging, dismantling, loading and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom manlifts with up to 40' boom lengths, etc.	$245.69
			Installation	Quantity 1.00 x Unit Price $201.32 x Factor 1.2204 = Total $245.69	
9	01 74 19 00-0013		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	$713.93
			Installation	Quantity 1.00 x Unit Price $585.00 x Factor 1.2204 = Total $713.93	
10	02 00 00 00-0001		ea	Estimte for Mittagation,removal and disposal of contamenate Windows Ashford School	$64,315.08
		NPP Tasks	Installation	Quantity 0.85 x Unit Price $62,000.00 x Factor 1.2204 = Total $64,315.08	
		User Note:		Estimate for Mitigatoni, removal and disposal of windows	
11	02 82 00 00-0236		EA	(Bulk) PCM Test, Asbestos Testing	$95.07
			Installation	Quantity 10.00 x Unit Price $7.79 x Factor 1.2204 = Total $95.07	
12	02 82 00 00-0237		EA	(Bulk) PCM Test, 24 Hour Turnaround, Asbestos Testing	$142.49
			Installation	Quantity 12.00 x Unit Price $9.73 x Factor 1.2204 = Total $142.49	
13	07 62 00 00-0022		SF	0.016" Thick, Mill Finish, Aluminum Flashing And Trim	$10,864.10
			Installation	Quantity 1,056.00 x Unit Price $8.43 x Factor 1.2204 = Total $10,864.10	
14	08 51 13 00-0044		EA	>20 To 30 SF, 4" Frame Depth, HC 45, Tilt In Sash, Double Hung Aluminum Window (Traco TR-9000)	$37,864.42
			Installation	Quantity 48.00 x Unit Price $646.38 x Factor 1.2204 = Total $37,864.42	
15	08 51 13 00-0044	0279	EA	For Installation In Concrete Or Masonry, Add	$2,299.82
			Installation	Quantity 48.00 x Unit Price $39.26 x Factor 1.2204 = Total $2,299.82	
16	08 51 13 00-0044	0297	EA	For Clear Anodized Finish, Add	$1,506.66
			Installation	Quantity 48.00 x Unit Price $25.72 x Factor 1.2204 = Total $1,506.66	
17	08 51 13 00-0230		EA	>20 To 30 SF Window, Aluminum Window Panning	$22,090.80
			Installation	Quantity 48.00 x Unit Price $377.11 x Factor 1.2204 = Total $22,090.80	
18	08 51 13 00-0230	0297	EA	For Clear Anodized Finish, Add	$485.04
			Installation	Quantity 48.00 x Unit Price $8.28 x Factor 1.2204 = Total $485.04	
19	08 81 23 00-0008		SF	1/2" Thick, Clear Float Factory Installed Glass	$10,247.70
			Installation	Quantity 1,350.00 x Unit Price $6.22 x Factor 1.2204 = Total $10,247.70	
20	08 81 23 00-0008	0191	SF	For >400, Deduct	-$922.62
			Installation	Quantity 1,350.00 x Unit Price $-0.56 x Factor 1.2204 = Total $-922.62	

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #: 11-122016.02

Title Ashford School Window Replacement Asbestos

	CSI Number	Mod.	UOM	Description	Line Total
No Category Input					
21	08 81 23 00-0008	0223	SF	For Low-E Coated Glass, Add	$2,570.16

	Quantity		Unit Price		Factor		Total
Installation	1,350.00	x	$1.56	x	1.2204	=	$2,570.16

Subtotal for No Category Input: **$168,449.02**

EstimateTotal **$168,449.02**

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

The Rockfall company LLC

Contractor's Price Estimate Summary- Category

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #:	0
Title	Ashford School Ceilings
Contractor:	Rockfall Company -
Proposal Value:	$84,015.13
Proposal Name:	Ashford School Ceilings Library & 4 Classrooms

To: Project Manager **From:** Contractor Project Manager

Ceiling Classrooms 2,4,6 & 8:	**$17,704.38**
Ceiling Library:	**$17,397.20**
Electrical Classroom 2,4,6,& 8:	**$397.58**
Electrical Classrooms 2,4,6 & 8:	**$17,424.48**
Electrical Library:	**$13,979.07**
General Conditions:	**$1,665.61**
HVAC Library:	**$15,446.80**
Estimate Total	**$84,015.13**

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

The Rockfall Company LLC

Contractor's Price Estimate Detail- Category

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #:

Title Ashford School Ceilings

Contractor: Rockfall Company --

Proposal Value: $84,015.13

Proposal Name: Ashford School Ceilings Library & 4 Classrooms

	CSI Number	Mod.	UOM	Description							Line Total
Ceiling Classrooms 2,4,6 & 8											
1	09 51 13 00-0017		SF	2' x 2' x 5/8" Mineral Fiber Acoustical Ceiling Panels							$5,746.74
			Installation	Quantity 4,120.00	x	Unit Price $1.27	x	Factor 1.0983	=	Total $5,746.74	
2	09 51 13 00-0017	0080	SF	For Fire Rated Panels, Add							$2,262.50
			Installation	Quantity 4,120.00	x	Unit Price $0.50	x	Factor 1.0983	=	Total $2,262.50	
3	09 51 13 00-0017	0085	SF	For >2,500 To 4,000, Deduct							-$49.42
			Installation	Quantity 1,500.00	x	Unit Price $-0.03	x	Factor 1.0983	=	Total $-49.42	
4	09 51 13 00-0017	0086	SF	For >4,000 To 5,000, Deduct							-$6.59
			Installation	Quantity 120.00	x	Unit Price $-0.05	x	Factor 1.0983	=	Total $-6.59	
5	09 51 13 00-0017	0094	SF	For Vertical Application, Add							$22.41
			Installation	Quantity 60.00	x	Unit Price $0.34	x	Factor 1.0983	=	Total $22.41	
6	09 53 23 00-0004		SF	2' x 2' Grid, 15/16" T Bar Ceiling Suspension System							$9,728.74
			Installation	Quantity 4,120.00	x	Unit Price $2.15	x	Factor 1.0983	=	Total $9,728.74	

Subtotal for Ceiling Classrooms 2,4,6 & 8: **$17,704.38**

Ceiling Library											
7	09 51 13 00-0017		SF	2' x 2' x 5/8" Mineral Fiber Acoustical Ceiling Panels							$6,211.23
			Installation	Quantity 4,453.00	x	Unit Price $1.27	x	Factor 1.0983	=	Total $6,211.23	
8	09 51 13 00-0017	0080	SF	For Fire Rated Panels, Add							$248.77
			Installation	Quantity 453.00	x	Unit Price $0.50	x	Factor 1.0983	=	Total $248.76	
9	09 51 13 00-0017	0085	SF	For >2,500 To 4,000, Deduct							-$49.42
			Installation	Quantity 1,500.00	x	Unit Price $-0.03	x	Factor 1.0983	=	Total $-49.42	
10	09 51 13 00-0017	0086	SF	For >4,000 To 5,000, Deduct							-$24.88
			Installation	Quantity 453.00	x	Unit Price $-0.05	x	Factor 1.0983	=	Total $-24.88	
11	09 51 13 00-0017	0094	SF	For Vertical Application, Add							$37.34
			Installation	Quantity 100.00	x	Unit Price $0.34	x	Factor 1.0983	=	Total $37.34	
12	09 53 23 00-0004		SF	2' x 2' Grid, 15/16" T Bar Ceiling Suspension System							$10,515.07
			Installation	Quantity 4,453.00	x	Unit Price $2.15	x	Factor 1.0983	=	Total $10,515.07	
13	09 53 23 00-0004	0107	SF	For UL Listed (Fire Guard), Add							$440.17
			Installation	Quantity 4,453.00	x	Unit Price $0.09	x	Factor 1.0983	=	Total $440.17	

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Work Order #: 0

Title Ashford School Ceilings

	CSI Number	Mod.	UOM	Description							Line Total
Ceiling Library											
14	09 53 23 00-0004	0109	SF	For Vertical Application, Add							$146.07
					Quantity		Unit Price		Factor		Total
			Installation		100.00	x	$1.33	x	1.0983	=	$146.07
15	09 53 23 00-0004	0117	SF	For >2,500 To 4,000, Deduct							-$82.37
					Quantity		Unit Price		Factor		Total
			Installation		1,500.00	x	$-0.05	x	1.0983	=	$-82.37
16	09 53 23 00-0004	0118	SF	For >4,000 To 5,000, Deduct							-$44.78
					Quantity		Unit Price		Factor		Total
			Installation		453.00	x	$-0.09	x	1.0983	=	$-44.78
Subtotal for Ceiling Library:											**$17,397.20**
Electrical Classroom 2,4,6,& 8											
17	01 22 20 00-0010		HR	ElectricianTasks in the CTC include appropriate costs to cover labor. These tasks will be requested specifically by the owner for miscellaneous work not covered in the CTC.							$397.58
					Quantity		Unit Price		Factor		Total
			Installation		5.00	x	$72.40	x	1.0983	=	$397.58
		User Note:	Move PA System and misc wireing								
Subtotal for Electrical Classroom 2,4,6,& 8:											**$397.58**
Electrical Classrooms 2,4,6 & 8											
18	26 51 13 00-0006		EA	4-3/8" x 4', 1 32W T8 Lamp, Surface Mounted, Slimline Corridor Wraparound Fluorescent Fixture (Lightron W44)							$1,762.90
					Quantity		Unit Price		Factor		Total
			Installation		0.00	x	$139.51	x	1.0983	=	$0.00
			Demolition		48.00	x	$33.44	x	1.0983	=	$1,762.90
19	26 51 13 00-0249		EA	3,200 Lumens, 2' x 2', Prismatic Lensed, Lay-In/Troffer LED Fixture (Lunera® 22G5)							$15,661.58
					Quantity		Unit Price		Factor		Total
			Installation		48.00	x	$297.08	x	1.0983	=	$15,661.58
Subtotal for Electrical Classrooms 2,4,6 & 8:											**$17,424.48**
Electrical Library											
20	01 22 20 00-0010		HR	ElectricianTasks in the CTC include appropriate costs to cover labor. These tasks will be requested specifically by the owner for miscellaneous work not covered in the CTC.							$159.03
					Quantity		Unit Price		Factor		Total
			Installation		2.00	x	$72.40	x	1.0983	=	$159.03
		User Note:	move PA system in Media Room								
21	26 51 13 00-0006		EA	4-3/8" x 4', 1 32W T8 Lamp, Surface Mounted, Slimline Corridor Wraparound Fluorescent Fixture (Lightron W44)							$1,358.90
					Quantity		Unit Price		Factor		Total
			Installation		0.00	x	$139.51	x	1.0983	=	$0.00
			Demolition		37.00	x	$33.44	x	1.0983	=	$1,358.90

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #: 027165.00

Title Ashford School Ceilings

	CSI Number	Mod.	UOM	Description							Line Total
Electrical Library											
22	26 51 13 00-0249		EA	3,200 Lumens, 2' x 2', Prismatic Lensed, Lay-In/Troffer LED Fixture (Lunera® 22G5)							$12,072.47
			Installation	Quantity 37.00	x	Unit Price $297.08	x	Factor 1.0983	=	Total $12,072.47	
23	26 51 13 00-0685		EA	Remove And Reinstall Surface Mounted Or Pendant Light Fixture							$388.67
			Installation	Quantity 4.00	x	Unit Price $88.47	x	Factor 1.0983	=	Total $388.67	
		User Note:	Relocate Existing Exit lights								
Subtotal for Electrical Library:											**$13,979.07**
General Conditions											
24	01 22 23 00-0054		MO	17' Electric, Scissor Platform Lift							$633.21
			Installation	Quantity 1.00	x	Unit Price $576.54	x	Factor 1.0983	=	Total $633.21	
25	01 74 19 00-0012		EA	20 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.							$1,032.40
			Installation	Quantity 2.00	x	Unit Price $470.00	x	Factor 1.0983	=	Total $1,032.40	
Subtotal for General Conditions:											**$1,665.61**
HVAC Library											
26	23 07 13 00-0005		SF	2" Type 75 (0.75 LB/CF) FSK Fiber Glass Duct Wrap Insulation							$5,394.85
			Installation	Quantity 1,600.00	x	Unit Price $3.07	x	Factor 1.0983	=	Total $5,394.85	
27	23 07 13 00-0005	0154	SF	For Work In Restricted Working Space, Add							$73.81
			Installation	Quantity 80.00	x	Unit Price $0.84	x	Factor 1.0983	=	Total $73.81	
		User Note:	Area over book shelves								
28	23 31 13 13-0007		LB	Sheet Metal Ductwork, Medium Pressure, Shop Fabricated, Galvanized, Field Assemble And Install							$1,628.23
			Installation	Quantity 250.00	x	Unit Price $5.93	x	Factor 1.0983	=	Total $1,628.23	
29	23 31 13 13-0007	0363	LB	For Up To 200, Add							$531.58
			Installation	Quantity 200.00	x	Unit Price $2.42	x	Factor 1.0983	=	Total $531.58	
30	23 33 46 00-0007		LF	10" Diameter Flexible Duct, R4.2 Insulated With Polyester Inner Liner And Metallized Outer Jacket							$3,547.51
			Installation	Quantity 250.00	x	Unit Price $12.92	x	Factor 1.0983	=	Total $3,547.51	
31	23 33 46 00-0017		EA	10" Diameter Flexible Duct Collar, Spin In Type, Sheet Metal, With Damper							$1,117.79
			Installation	Quantity 15.00	x	Unit Price $67.85	x	Factor 1.0983	=	Total $1,117.79	
32	23 37 13 00-0037		EA	24" x 24" Ceiling Diffuser, Louver Face, Adjustable Pattern, Surface Mounted, Aluminum Construction With Damper							$2,804.29
			Installation	Quantity 15.00	x	Unit Price $170.22	x	Factor 1.0983	=	Total $2,804.29	

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

THIS ESTIMATE HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Work Order #: 0

Title Ashford School Ceilings

	CSI Number	Mod.	UOM	Description							Line Total
HVAC Library											
33	23 37 13 00-0037	0440	EA	For Lay-In Mount, Add							$286.99
					Quantity		Unit Price		Factor		Total
			Installation		15.00	x	$17.42	x	1.0983	=	$286.99
34	23 37 13 00-0204		EA	24" x 24" Egg Crate Ceiling Return Air Or Exhaust Grille, Plastic Construction							$61.75
					Quantity		Unit Price		Factor		Total
			Installation		2.00	x	$28.11	x	1.0983	=	$61.75

Subtotal for HVAC Library: **$15,446.80**

Estimate Total **$84,015.13**

THIS PROPOSAL HAS NOT BEEN REVIEWED BY THE GORDIAN GROUP

Confidentiality and Scientific Research based Intervention (SRBI)

- School Policy states "personally identifiable information" includes but is not limited to, the name and address of the student, students parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a **list of characteristics or other information that would make the student's identity easily traceable.**
    - In a small school identifiable information is complicated. If someone reading materials are able to identify who you are talking about than that would fall under identifiable information.
    - Using teacher's names or specific grade level makes information identifiable.
- In addition to policies and state and federal mandates we need to hold volunteers in the classrooms to these same standards. A training has been created and instituted for any persons wishing to volunteer in the classroom. Our policy according to the Parent/Teacher Handbook is as follows: "It is the expectation of the Board of Education as well as the administrative staff that any community members serving in any capacity as a volunteer or visitor, will maintain the confidentiality of our students and classrooms. If visitors or volunteers within the classroom are found to have shared confidential student information that is gained through their role as a volunteer or visitor, then said privilege to volunteer or visit school classrooms may be revoked."
- According to Federal Law, IDEA, we are mandated to provide our identified students with the least restrictive environment.

Ashford SRBI Processes

TIER 1

Data Review w/ Grade Level Team

- Universal screening completed for all students
- All students receive core curriculum
- Determine if 80% of students are meeting classroom benchmarks

If 80% of students are NOT meeting benchmark:

- Evaluate core instruction and curricular materials
- Identify actions necessary to improve core curriculum

If 80% of students ARE meeting benchmark: Plan intervention for struggling students

- Ensure instruction has been differentiated
- Plan individualized interventions
- Implement interventions with appropriate progress monitoring
- Review progress monitoring data with grade level team
- Revise and re-implement interventions as necessary
- Consult with support staff for ideas and informal observations (Special education teacher, OT, SLP, Psychologist, Math Specialist, Reading Specialist

Struggling Student Responds to TIER 1 INTERVENTION:

- Continue providing intervention as needed to keep student at benchmark

TIER 2

Struggling Student does not Adequately Respond to TIER 1 INTERVENTION

- Student Intervention Team (SIT) convenes
- Intensive, individualized interventions are designed and implemented (In addition to, but not in place of, core curriculum)
- Formative assessments may be completed as determined by the SIT
- Parents are notified by the classroom teacher
- Interventions are revised and re-implemented as needed
- Implementers can include Special Education Teacher, Math Specialist, Reading Specialist, OT, Psychologist, SLP
- Progress monitoring data is kept and reviewed after a predetermined interval of intervention (generally 4-8 weeks)

Struggling Student Responds to TIER 2 Intervention:

- Continue providing intervention as needed to keep student at benchmark

Struggling Student does not Respond Adequately to TIER 2 INTERVENTION:

- SIT convenes to evaluate progress

Tier 3

- Evaluate progress and determine next steps.
- Referral to Special Education may be considered with supporting data