

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda  
February 2, 2017  
**7:00 pm**  
Ashford School  
District Office Conference Room

1. Call To Order
2. Persons to be Heard
  - a. Comments Concerning Items on the Posted Agenda
3. Communications
4. Approval of Minutes: 01/19/2017
5. Superintendent's Report
  - a. Business Manager Search Update
    1. Staff Appointment
  - b. FY 18 Budget Preparation
6. New Business
  - a. Approval of AFIS Memorandum of Understanding
7. Old Business
  - a. Approval of 2017-2018 Ashford School Calendar
  - b. Capital Improvement Committee Report
  - c. Second Reading of Policies (Series 1000: Sexual Offenders on School Property; Pesticide Application on School Property; Prohibition Against Smoking;;Series 3000: IDEA Fiscal Compliance w/Regulations; Series 6000: IDEA Alternative Assessments)
8. Next Meeting Date/Agenda Items
9. Second Opportunity for Public Comment
10. Superintendent Evaluation (Executive Session Anticipated, Action Anticipated)
11. Adjournment

### Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources, towards the improvement of Ashford students on Connecticut standardized testing.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

*All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to [jplongo@ashfordct.org](mailto:jplongo@ashfordct.org) not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.*

Enclosures: Communications; Minutes; Resume; AFIS MOU; 17-18 Draft Calendar;

Winter 2017



## Labor & Employment Practice Group

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## No Punitive Damages Allowed Under CT Discrimination Law

For many years there has been disagreement about whether or not employees who bring discrimination claims under Connecticut's Fair Employment Practices Act can get punitive damages (not just compensatory damages for lost wages etc.) if they prevail. Not surprisingly, employer groups have argued against such awards, while the Commission on Human Rights and Opportunities, as well as lawyers representing plaintiffs, have argued in favor of them.

The Connecticut Supreme Court has now settled the issue in a case involving a United Parcel Service driver who claimed his dismissal constituted discrimination based on his disability. A jury agreed with him, and among other things awarded him \$500,000 in punitive damages. The trial judge set aside that award, and an Appellate Court panel upheld the trial judge's decision. On the last day of its 2016 session, our Supreme Court affirmed that result.

You would think the law was clear on this subject, but it isn't. It doesn't specifically mention punitive damages, but it says a successful plaintiff may be entitled to such legal and equitable relief as the court deems appropriate, "including but not limited to" an injunction, attorney's fees, court costs, etc. Since punitive damages are a form of legal relief, the plaintiff argued the legislature must

have intended to allow such damages.

The Supreme Court noted, however, that there are several other statutes in which the legislature specifically authorized punitive damages, thereby demonstrating that it knows how to authorize an award of punitive damages when it intends to do so. The court declined to imply such authorization in the absence of statutory language or legislative history demonstrating such intent.

This decision does not dramatically change the employment litigation landscape because in various situations federal law permits punitive damages even where comparable state laws don't. However, the threat of possible punitive damages has often been used by plaintiffs' lawyers and the CHRO to try to leverage a more attractive settlement in employment discrimination cases at the CHRO, and now that threat is gone.

**Our advice** to employers has always been to consider how a proposed discharge or other adverse employment action would look to an objective third party. Situations where a plaintiff's lawyer can paint a persuasive picture of retaliation, bias, unfairness or rush to judgment can lead a judge or jury to "throw the book" at an employer. This can happen even if the employer honestly thought it was within its rights, and even if punitive damages are not available.

## What Constitutes a “Safe Place to Work?”

Once in a while we run across a case in which a Connecticut statute from the first half of the last century is pivotal. Section 31-49 says, “It shall be the duty of the master to provide for his servant a reasonably safe place in which to work.” Although it does not provide a private right of action for employees to enforce it, that law can be used to argue that there is a public policy favoring safe workplaces.

That’s what happened in a wrongful discharge case brought by an employee of Schaller Auto World who was terminated shortly after complaining that his boss was having shipments of guns delivered to his office, and keeping them under his desk without locking or otherwise securing them. Schaller

argued that since he was an at-will employee, he could be terminated for any reason as long as it wasn’t an illegal one.

However, the plaintiff pointed out that even an at-will employee can’t be fired under circumstances where it violates a clearly established public policy, and pointed to Section 31-49 to show that Connecticut has a public policy that requires a safe workplace. He argued that keeping several guns (including AR-15s) in a car dealership that is open to the public is potentially hazardous to both employees and the public. The judge thought the argument had sufficient validity to deny the employer’s motion to dismiss the case.

The judge also ruled that the termination could constitute a violation of Section 31-51q, Connecticut’s free speech law, which protects the right of employees to express themselves on matters of public concern, including but not limited to political matters. Citing various cases from other courts in other states involving statements about gun control, he concluded that “firearms are a matter of public concern.”

An employer might still prevail in a situation like this if it could show that the employee’s speech materially interfered with his job performance or his working relationship with his employer. However, the court’s opinion suggested that would be difficult in this case, since the termination occurred before there was any opportunity to assess how the

employee’s complaint affected his job, if at all.

**Our opinion** is that while an employer shouldn’t have to consult his or her lawyer every time he or she fires someone, Schaller should have anticipated problems with this decision. Most dismissals are the result of poor performance, misconduct, or position elimination. In situations where none of these factors are involved, a little risk assessment, possibly including consultation with an employment lawyer, can save a lot of trouble and expense down the road.

## Drug Testing is Back In the News

A while back we reported on a case where a court ruled that Connecticut’s drug testing law does not apply to hair follicle testing, because on its face it is limited to urinalysis drug testing. Some employers understandably took that to mean that hair follicle testing, even when required of current employees (not just applicants), and even when there is no reasonable suspicion of drug use, is okay. Based on a recent decision by one Superior Court judge, however, that may not be the case.

A machine operator who passed a urinalysis drug test when he was hired was required to submit to hair follicle drug testing when a new owner took over the company. He and many co-workers failed the test, and several were fired. The machine operator sued on various grounds, and the employer moved to dismiss some of those

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*Guide for 401(k) and 403(b) Plan Administrators*  
Published December 12, 2016

*Employers Take Note: Employment Applications Must Comply With “Ban the Box” Legislation by January 1, 2017*  
Published December 2, 2016

*USCIS Releases A Revised Form I-9, Employment Eligibility Verification*  
Published November 28, 2016

*Breaking News: Judge Stops New Overtime Rule*  
Published October 26, 2016

*USCIS Increases Application and Petition Filing Fees as of December 23, 2016*  
Published November 28, 2016

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counts. The judge found that at least two of those counts had merit, in a decision that has some employment lawyers raising their eyebrows.

One of the counts alleged invasion of privacy, or “unreasonable intrusion on the seclusion of another.” The employer argued that such a claim requires a physical intrusion that would be highly offensive to a reasonable person. However, the judge said that some courts have held that physical contact is not required to establish an invasion of privacy, and whether the intrusion would be “highly offensive to a reasonable person” is a decision to be made by the trier of fact when the case goes to trial.

The other count alleged that the plaintiff’s discharge constituted a violation of public policy. The judge pointed out that this claim is only cognizable in situations where the plaintiff has no statutory remedy available. Because Connecticut’s drug testing law only applies to the urinalysis method

of testing, and there is no statute regulating hair follicle testing, she said that second count also had merit.

But wait, what public policy was allegedly violated here? Was the plaintiff claiming that the statutory limits on urinalysis drug testing somehow indicated a legislative policy against any type of drug testing? Was he arguing that hair follicle testing may unfairly disclose drug use long ago, perhaps even before the employee was hired? The judge’s decision doesn’t say, so we are left to guess.

**Our advice** to employers is to think carefully before using hair follicle drug testing in lieu of urinalysis. The latter is subject to statutory restrictions, but is more widely accepted. It also produces results that are limited to reasonably current drug use, which is what most employers are concerned about. Further, even though most people would consider it much more intrusive on personal privacy than testing hair follicles, it carries statutory approval if done

properly, and under appropriate circumstances.

## Legal Briefs and Footnotes

### **Title VII and Sexual Orientation:**

The federal law banning sex discrimination doesn’t explicitly address discrimination based on sexual orientation, but some federal courts have said that bias based on sexual orientation is by implication bias based on sex. Now a federal district judge in Connecticut has agreed with that logic. The case involves a lesbian first grade teacher alleging a hostile work environment and retaliation by her superiors. The decision has somewhat limited significance in Connecticut, since our state law already prohibits employment discrimination based on sexual orientation.

**Tribal Immunity Tested:** Like other tribes recognized by the federal government, the Mohegans enjoy sovereign immunity similar to that of federal and state governments. But does that immunity extend to their employees, especially when they’re engaged in a commercial activity off the reservation? The driver of a limo carrying patrons home from the tribe’s casino claimed that because the tribe had agreed to indemnify him from liability resulting from his work, and therefore any damages would ultimately be borne by the tribe, he was immune from a suit brought by a couple injured when he ran into their car. Last year the Connecticut Supreme Court agreed with the driver, whose position was supported by more than a dozen other tribes, while the



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federal government filed a brief supporting the plaintiffs. However, the U.S. Supreme Court has agreed to hear the case, so we should have a final answer by June.

**What is a “Motor Vehicle”?** Workers’ compensation law usually provides the exclusive remedy for employees injured on the job, but there’s an exception for injuries caused by a co-worker’s negligent operation of a “motor vehicle.” A construction worker tried to use that exception to sue his employer when he was injured by a co-worker driving a Bobcat, a vehicle used to excavate and load material at construction sites. A judge turned him down, ruling that in the context of our workers’ compensation law, the term “motor vehicle” means a car or truck that operates on public roads and highways.

**St. Francis Must Fund Pension:** A Catholic hospital in Hartford has agreed to settle a class action lawsuit over pension funding for \$107 million. St. Francis Hospital and Medical Center had taken the position that as a church-affiliated institution, it was not bound by ERISA requirements like other employers. Church plans are exempt from federal regulations, but there are no cases in the federal circuit that includes Connecticut that provide guidance on whether this exemption extends to other church-related entities. This settlement benefits roughly 7200 employees.

**State’s Lawyers Unionize:** Assistant Attorney Generals, almost 200 of them, have voted to join a union, and to be represented by AFSCME. Apparently they have not had a salary increase in several years, and perhaps there are benefits enjoyed by unionized employees in state government that they would like to have as well. A handful of lawyers asked to be excluded from the unit on the ground that their work is managerial, but the State Board of Labor Relations has ruled that

they have no standing to raise the issue.

**Wage and Hour Lesson Learned:** It seems that in almost every issue we mention another example of just how costly it can be to flout wage and hour rules. The latest is a federal court decision awarding a group of food service workers in Connecticut over \$175,000 because they were told not to record hours worked over 40, and threatened with discharge and deportation if they reported the situation to authorities. Because one of the executives of the operation, known as Gourmet Heaven, was personally responsible for hiring, supervising and compensating the employees, he was held personally liable along with the business. Further, because both state and federal laws were violated, the plaintiffs were entitled to punitive damages under the Connecticut Minimum Wage Act as well as compensatory damages under the Fair Labor Standards Act.

**Surveillance Supports Suspension:** These days we often see video surveillance tapes documenting criminal or terrorist acts. However, such evidence can also be used to support employee discipline. A good example is the case of a Bridgeport police officer who was accused of rule violations and excessive use of force in the course of an off-duty arrest. He grieved his 30-day suspension, but in arbitration the City presented videotape from a liquor store surveillance camera showing that he had not only engaged in misconduct, but also lied about it. The panel of arbitrators unanimously upheld the discipline.

### Save the Date:

**Labor and Employment Public Sector  
Spring Seminar**  
March 10 - NEW LOCATION  
Hartford Marriott Downtown

**Sexual Harassment Prevention Training**  
February 23, April 6, April 27 and May 4  
Hartford Office

**April 20**  
**Stamford Office**  
Register at [www.shipmangoodwin.com](http://www.shipmangoodwin.com)





**MODEL POLICY CLIENTS  
SUMMARY OF POLICY RECOMMENDATIONS  
AUGUST 2016**

***Introduction***

This memorandum serves as a collective summary of the suggested revisions to local and regional board policies, regulations and accompanying documents that we have recommended as a result of the 2016 legislative session and the Every Student Succeeds Act (ESSA), as well as changes based on legal trends or best practices. We include in this memorandum any changes that have been made since March 2016. The bases for our recommended changes to existing policies for each respective series, as well as two new policies for your consideration, are discussed below.<sup>1</sup> For access to these policies, regulations and accompanying documents, please visit our client portal and use the login and password with which you have been provided. If you need any assistance with your login and/or password, please contact Jade Tarca, [jtarca@goodwin.com](mailto:jtarca@goodwin.com). If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at [pmaher@goodwin.com](mailto:pmaher@goodwin.com), or Gwen J. Zittoun, at [gzittoun@goodwin.com](mailto:gzittoun@goodwin.com).

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***Series 1000: Community/Board Operation***

**AUTOMATIC EXTERNAL DEFIBRILLATORS**

We have revised this policy in accordance with legal trends and best practices relating to the use of an automatic external defibrillator (“AED”) on school property. We have also removed the requirement for schools to register AEDs with the state, as the regulation requiring registration was repealed. There were no statutory changes in 2016 concerning the use of AEDs on school property.

**NON-DISCRIMINATION (NEW)**

We have developed a new non-discrimination policy for the community/board operation series to complement the non-discrimination policies in the personnel and student series.

**POOL SAFETY PLAN**

We have updated the legal references section of these administrative regulations.

**POSSESSION OF DEADLY WEAPONS OR FIREARMS**

We have updated the legal references section in this model policy.

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<sup>1</sup> We have also made minor clerical revisions to a variety of other model policies and notifications. Updated versions with these clerical revisions, and redline documents comparing the new and most recent versions, have been uploaded into the client portal and are identified by their upload date.

## **PROHIBITION AGAINST SMOKING**

We have updated the legal references section in this model policy.

## **SECURITY AND SAFETY PLAN**

We have updated the school security and safety plan policy and administrative regulations to reflect the State's position that boards of education may develop and implement either a district-wide security and safety plan with school-specific annexes for each school, or a school security and safety plan for each school in the district. We have also revised the regulations to reflect requirements contained in the current version of the school security and safety standards and for purposes of clarity.

## **USE OF SCHOOL FACILITIES**

The updates to this model policy include revision to the legal references section and a minor correction to the model form.

### ***Series 2000: Administration***

*There have been no changes to the policies in Series 2000.*

### ***Series 3000: Business***

*There have been no changes to the policies in Series 3000.*

### ***Series 4000: Personnel***

## **ALCOHOL, TOBACCO, AND DRUG-FREE WORKPLACE**

Minor revisions were made to this policy in accordance with the Every Student Succeeds Act (ESSA). The ESSA amended the Pro-Children Act of 2001, clarifying that smoking is not permitted within facilities used for early childhood education programs if such programs receive any federal funding.

## **CONCUSSION MANAGEMENT AND TRAINING FOR ATHLETIC COACHES**

We have revised these administrative regulations to update the legal references. We have also updated the links associated with the consent form.

## **CRIMINAL JUSTICE INFORMATION (NEW)**

We have developed this new policy to comply with state and federal requirements regarding how boards of education handle "criminal justice information," such as criminal history reports and fingerprints during the employment background check process. It is our understanding that the State will be auditing boards of education to ensure proper practices and procedures are in place in accordance with federal guidance. It is our further understanding that the State plans to conduct trainings for boards of education on such practice and procedures. We will revise this model policy based on additional guidance provided at these trainings.

## **EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS**

This policy has been revised to update the legal references section and for minor stylistic changes.

## **EMPLOYMENT CHECKS**

We have significantly revised this policy in accordance with Public Act 16-67, An Act Concerning the Disclosure of Certain Education Personnel Records, which became effective July 1, 2016. Among other things, this Public Act imposes substantial new requirements on school districts to investigate applicants' employment history.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

While there were no legislative changes impacting this policy this year, we have revised this policy slightly in two regards. The reference to same sex marriages has been removed in light of recent Supreme Court cases and federal law recognizing marriage equality. Additionally, we revised the legal reference to the Genetic Information Nondiscrimination Act of 2008 (GINA).

## **NEPOTISM (NEW)**

We have developed this new policy for the consideration of boards of education. A board of education policy on nepotism is not required by law and is, therefore, a discretionary decision for boards of education.

## **NON DISCRIMINATION**

We have made minor revisions to this policy, which include designating an area for cross-referencing sex discrimination/sexual harassment and disability discrimination policies, revising the legal references and changing the address for the Connecticut Commission on Human Rights and Opportunities (CHRO).

## **PLAN FOR MINORITY STAFF RECRUITMENT**

Although no substantive revisions were made to this policy, Public Act 16-41, An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force, includes requirements for the state universities to develop programming for 11<sup>th</sup> and 12<sup>th</sup> grade students. We have added a citation to the Act despite the fact that it does not require anything in particular of boards of education. The Act may have an impact on future versions of this policy.

## **PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS**

We have revised this policy to update the legal references.

## **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER**

We have revised this policy to reflect the transition of the Division of Autism Spectrum Disorders from the Department of Developmental Services (DDS) to the Department of Social



Services (DSS). This agency restructuring was included in Public Act 16-3, “An Act Concerning Revenue and Other Items to Implement the Budget for the Biennium Ending June 30, 2017.” The movement of this department to a new agency does not otherwise substantively affect this policy.

#### **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Revisions to this policy are required in accordance with Public Acts 16-67 and 16-188; however, we have delayed release of this policy to permit review of the sexual assault and abuse prevention and awareness program recently released by the State Department of Education and consideration of whether additional policy revisions are required. Currently anticipated changes concern Public Act 16-67, which changed the hiring restrictions on those employees who were terminated for failure to report suspected abuse, neglect or sexual assault, and now requires that a board of education must refuse to hire if the associated incident was substantiated. Additionally, Public Act 16-188 changed the reporting hotline to the Child Abuse and Neglect Careline; the contact information for the Careline must be posted in a conspicuous location frequented by students in each school. The revisions to this policy will be released shortly, with email notification provided to all model policy subscribers.

#### **SECTION 504/ADA (NEW)**

We have separated out the new Section 504/ADA Act policy and corresponding regulations related to employees from the generally applicable policy and regulations. Employees can be covered under Section 504/ADA but the attendant procedures and requirements often differ from those relating to students with disabilities. This policy and corresponding regulations are intended to complement other non-discrimination policies.

#### **SEX DISCRIMINATION AND HARASSMENT IN THE WORKPLACE**

This policy was revised to update the legal references and the contact information for the EEOC.

#### **SOCIAL MEDIA**

This policy was revised to reflect changes in the law required by Public Act 15-6, “An Act Concerning Employee Online Privacy,” codified in Connecticut General Statutes § 31-40x. Among several other provisions, this new law prohibits employers from requiring employees or prospective employees to provide login and password information for personal online accounts and protects employees and prospective employees from retaliation for not providing such information to their employers. This policy has also been updated to include minor revisions throughout, including provisions for new types of technology. Additionally, the policy was revised to include an optional section on crowd-funding activities.

## ***Students (5000)***

### **ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS**

We have revised this policy to make minor grammatical changes and update the legal references section.

### **BULLYING AND SAFE SCHOOL CLIMATE PLAN**

This revision includes minor changes, including the deletion of obsolete timelines, insertion of additional statutory language, and an update of the legal references.

### **CHEMICAL HEALTH FOR STUDENT ATHLETES**

A minor revision to this policy incorporates a provision from Public Act 16-23, An Act Concerning the Palliative Use of Marijuana, which provides that qualifying patients under the age of eighteen may be prescribed marijuana in certain situations and subject to restrictions.

### **FUNDRAISING**

This policy has been revised to include an optional section on crowd-funding activities. For districts electing to address crowd-funding, the model Fundraising Policy now includes a choice between language prohibiting crowd-funding activities and language permitting and regulating such activities in line with best practices.

### **GRADUATION REQUIREMENTS**

This policy was revised to include an editorial note recognizing that Section 310 of May 2016 Special Session Public Act 16-4 delayed the graduation course credit requirements set forth in Conn. Gen. Stat. § 10-221a(c), that were to have become effective commencing with the graduating class of 2021, until the school year beginning July 1, 2018, for any town that received a school building project grant during the past twenty-five years (from June 2016).

### **HEALTH ASSESSMENTS/SCREENINGS POLICY**

This policy was revised to update the legal references, including the addition of a link to the 2012 Cumulative Health Records Guidelines.

### **HOMELESS STUDENTS**

Changes to this policy reflect amendments to the McKinney-Vento Act made by the ESSA.

### **IMMUNIZATIONS**

We have modified this policy to update the legal references and change the link to the immunization regulations, as the prior link was not functional.

## **PHYSICAL ACTIVITY AND STUDENT DISCIPLINE**

We have revised this policy to update the legal references section.

## **NON-DISCRIMINATION**

We have revised this policy to include cross-references to related policies and to make more prominent relevant contact information for personnel who handle discrimination matters. We have also corrected the address for the Office for Civil Rights.

## **SECTION 504/ADA**

We have revised this policy and its related administrative regulations to make them directly applicable to students and to complement our new Section 504/ADA policy for employees and other non-discrimination policies. We have also added references where applicable to the Americans with Disabilities Act, which also covers students with disabilities, throughout the policy, regulations, and notice of rights. Further, we have made minor revisions to some of the sample forms accompanying this policy.

## **SEX DISCRIMINATION AND SEXUAL HARASSMENT**

This policy was revised to update the legal references and the contact information for OCR.

## **STUDENT ATTENDANCE AND TRUANCY**

This policy has been revised to include minor stylistic changes and to update legal references section. Please note that this revised policy does not reflect Public Act 16-147, which, among other things, will remove the FWSN procedures for truancy and will require districts with disproportionately high truancy rates to implement a Department of Education truancy intervention model. Those changes are currently set to be effective August 15, 2017.

## **STUDENT DISCIPLINE**

We have revised this policy to remove a reference to obsolete technology, prohibit tampering with in addition to unauthorized use of any school computer or computer system, make minor stylistic changes, and update legal references.

Districts should note that this policy does not reflect changes included in Public Act 16-67, which becomes effective August 15, 2017, and which, among other things, eliminates the ability of districts to deny an alternative educational placement to a student between the ages of 16 and 18 who was expelled for possession of a dangerous weapon or offering a controlled substance for sale, and allows parents or guardians to postpone an expulsion hearing for up to one week to allow them to obtain representation.

### **STUDENT PRIVACY (PPRA)**

We have revised this policy to mirror the definition of “personally identifiable information” included in the federal law. We have also corrected the address for the Family Policy Compliance Office and added a phrase to the required annual notice that comports with current law. There have been no recent legislative changes that impacted this policy.

### **STUDENT RECORDS AND CONFIDENTIALITY**

Revisions to this policy reflect the requirements of Public Act 16-189, Student Data Privacy. This Act includes a variety of requirements relative to the release of student data to third party consultants and operators of websites and mobile applications. The Act further obligates consultants, operators and school districts to provide specific notifications in the event of a breach of security relative to student data. We have also included in this revision a new paragraph in the regulations that addresses education records of transgender and gender non-conforming students, in accordance with recent guidance from the Office of Civil Rights and Department of Justice.

### **STUDENT USE OF THE DISTRICT COMPUTER SYSTEMS**

We added to this policy a section requiring students and/or their parents or guardians to sign a computer system use agreement, which provides that they have read, understood, and agreed to abide by the district’s policies and regulations regarding the use of its computer systems. The revisions also made stylistic changes and updated legal references.

### **USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS**

We revised this policy to include minor stylistic changes, eliminate references to obsolete technology, and expand the list of activities that constitute unauthorized recording.

### **WELLNESS**

This policy has been revised to include changes required by the proposed federal rules regarding the Healthy, Hunger-Free Kids Act of 2010, including new suggested goals and guidelines for nutrition education and promotion, physical education, and school food. The policy now includes guidelines on the marketing of food on campus, and provides required updates regarding oversight of the Wellness Policy. The policy has also been revised to reflect the requirements of Public Act 16-37, “An Act Concerning Connecticut’s Farm to School Program” and Public Act 16-132, “An Act Concerning a Red Ribbon Pass Program.”

### ***Instruction (6000)***

### **CURRICULAR EXEMPTIONS**

We updated the legal references in this policy. The substance of the policy and accompanying parental/guardian opt-out form remain unchanged.

### **IDEA ALTERNATIVE ASSESSMENTS**

We revised this policy such that it no longer requires directors of special education to develop procedures for determining whether a student should participate in an alternative assessment. Such determinations are left to the student's planning and placement team acting in accordance with applicable state and federal law.

### **PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL**

The legal reference was updated to reflect the passage of the ESSA and its amendments to the Elementary and Secondary Education Act of 1965. Although the ESSA did not alter any provisions within this policy, the citation was updated to reflect its passage.

### **PARENT AND FAMILY ENGAGEMENT POLICY (TITLE I), (formerly known as the Parental Involvement Policy)**

The changes to this policy reflect the passage of the ESSA and its amendments to the Elementary and Secondary Education Act of 1965. The legal citations within the policy reflect the updates to the law. The policy now incorporates family engagement and requires more detailed annual evaluations of the content and effectiveness of the policy. Additionally, the language of the policy has been altered to reflect the ESSA's reliance on state academic standards and updates the assistance to be offered to parents and family members in furtherance of this policy. Similar changes have been made to the sample letter to parents and parent-school compact, which are appended to the end of the policy.

### **PARENT-TEACHER COMMUNICATION**

The revision to this policy removed reference to Public Act 10-111, which has since been codified in the Connecticut General Statutes at § 10-221(f).

### ***Federal Notifications***

### **ASBESTOS MANAGEMENT PLANS**

This notice was revised to clarify that, upon request, a district shall grant access to members of the public, including parents, teachers and other employees to inspect any asbestos management plan within five working days after receiving such a request.

### **ESSA: PARENT AND FAMILY ENGAGEMENT MODEL LETTER**

This notice is identical to the notice included at the end of the Parent and Family Engagement Policy (Title I). The revisions reflect the passage of the ESSA. Specifically, the notice has been revised to reflect the ESSA's emphasis on challenging State academic standards.

### **ESSA: NOTICE OF NON-CERTIFIED OR PROVISIONALLY CERTIFIED TEACHER**

This notice was updated to reflect passage of the ESSA. The notice contains updated language regarding state certification. Additionally, the notice now informs recipients of their right to request additional information about the teacher at issue instead of proffering detailed information in the same letter.

### **ESSA: TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

The ESSA slightly altered the specific information about teacher qualifications which parents are entitled to request. Specifically, parents no longer have a right to know information about a teacher's baccalaureate degree major and other graduate certification or degrees. Parents now have a right to know whether their child's teacher is teaching in the field of his or her discipline of certification.

### **SEX DISCRIMINATION, HARASSMENT IN THE WORKPLACE**

We have updated the contact information for the EEOC in this model federal notification.

### **SECTION 504/ADA NOTICE OF RIGHTS**

This notice has been revised to include, where applicable, references to Title II of the ADA, which also covers students with disabilities.

### ***State Notifications***

### **ATTENDANCE/TRUANCY**

This notice has been revised for clarity and to align with statutory language.

### **OFFICE OF EARLY CHILDHOOD LICENSURE AND CHILD CARE SERVICES/SCHOOL READINESS PROGRAMS (NEW)**

This notification stems from new state requirements relating to child care services/school readiness programs administered by public school systems. Pursuant to Conn. Gen. Stat. § 19a-77, child care services and school readiness programs administered by a public school system are not required to be licensed by the Office of Early Childhood. Conn. Gen. Stat. § 19a-77; Conn. Agencies Reg. § 10-212a-1(43). Section 2 of Public Act 16-100, effective July 1, 2016, amends Conn. Gen. Stat. § 19a-77 to require that public school districts inform the parents/guardians of any children receiving services from or enrolled in such programs that the public school district is not licensed by the Office of Early Childhood to provide such services or offer such programs. We recommend that school districts also inform parents/guardians that public school districts are exempt from such licensure requirements.



## *Sample Forms*

### **BULLYING/SAMPLE FORMS**

This form has been updated in accordance with the revisions made to the substantive policy, as described above.



**MODEL POLICY CLIENTS  
SUMMARY OF POLICY RECOMMENDATIONS  
SEPTEMBER 2016**

***Introduction***

Below please find a brief summary of one new model policy and three revised policies, all of which are now available through our [client portal](#). If you need any assistance with your login and/or password, please contact Jade Tarca, [jtarca@goodwin.com](mailto:jtarca@goodwin.com). If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at [pmaher@goodwin.com](mailto:pmaher@goodwin.com), or Gwen J. Zittoun, at [gzittoun@goodwin.com](mailto:gzittoun@goodwin.com).

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***Series 4000: Personnel***

**REVISED - Personnel - Child Abuse, Neglect and Sexual Assault Reporting**

We have revised this policy to reference the new Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure policy described above.

**REVISED - Personnel - Section 504/ADA**

We have revised this policy to include updated definitions of several terms based on new federal regulations implementing Title II of the Americans with Disabilities Education Act, which become effective October 11, 2016.

***Students (5000)***

**NEW - Personnel - Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**

Effective October 1, 2016, Connecticut General Statutes § 17a-101q requires each district to adopt a child sexual abuse and assault response policy and reporting procedure as part of its obligation to implement the sexual abuse and assault awareness and prevention program developed by the Department of Children and Families in collaboration with the Department of Education and the Connecticut Alliance to End Sexual Violence. The sexual abuse and assault awareness and prevention program released by the state in August 2016 did not include such a policy and procedure and, therefore, we have developed a model that includes procedures for child victims to obtain assistance, intervention and counseling options for such victims, access to educational resources to enable child victims to succeed in school, and uniform procedures for reporting instances of child sexual abuse and assault to school employees. This model policy

further includes both national and statewide community resources as well as support strategies for individual child victims. This policy should be implemented in conjunction with Connecticut's laws and the district's own policy concerning mandatory reporting and the sexual abuse and assault awareness and prevention program.

Connecticut General Statutes § 17a-101q also provides that parents/guardians may opt their children out of participation in the sexual abuse and assault awareness and prevention program. We previously updated our Model Curricular Exemptions Policy and Curricular Exemptions Request Form to include the sexual abuse and assault awareness and prevention program and that policy and form is available in the Series 6000 - Instruction category on the client portal.

#### **REVISED - Students - Section 504/ADA**

We have revised this policy to include updated definitions of several terms based on new federal regulations implementing Title II of the Americans with Disabilities Education Act, which become effective October 11, 2016.

Alliance Energy LLC  
800 South Street, Suite 500  
Waltham, MA 02453

Ashford School  
Reference ID: 105M10068267

Congratulations! Your 2016 Educational Alliance application for the school noted above has been approved. To recognize this achievement, please display the enclosed sign at your station to communicate your participation in this year's Educational Alliance program.

In addition, please contact the school representative as soon as possible to make arrangements to present or mail to them your donation of \$500 with the included certification letter. You will not be credited the \$500 unless the completed certification letter is received at our office before February 28, 2017.

For this year, we have re-designed the Educational Alliance poster for grant recipients to exhibit at their school. Please ensure the school receives this poster and displays it in a visible location (i.e.: bulletin board, office window, etc.). Exxon Mobil has a long history of supporting educational programs, like Educational Alliance, that focus on improvements in these areas from pre-school to higher education. We believe it is fundamentally important to encourage the next generation to pursue studies and careers in fields involving math and science.

Furthermore, a demonstration of community awareness is required from all retailers who receive Educational Alliance grants. Customers should retain this information locally to be furnished upon request. Failure to do so may render a retailer ineligible to receive a grant the following year.

Examples include (but are not limited to):

- a school/PTA newsletter reporting on the grant
- a community newspaper/newsletter article
- letters of appreciation from community, school, students, etc.

Congratulations again and thank you for your support!

Sincerely,

Exxon Mobil Educational Alliance Program

CustomerID: 101878  
Store #: 316336  
Store Name: SQUAW HOLLOW XTRA MART  
Address: 9 NOTT HWY  
ASHFORD, CT 06278

*Steve Campbell*

Ashford Board of Education  
Meeting Minutes – January 19, 2017  
7:00 p.m.  
District Office Conference Room

*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 7:11 pm. Present were members J. Rupert, L. Donegan, J. Lippert, J. Calarese and K. Warren. Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. Present in the audience were resident M. Caye and Lincoln Investments advisor J. Tomaneng. Unable to attend were board members K. Rourke and M. Matthews.

**Persons to be Heard**

**a. Comments Concerning Items on the Posted Agenda**

M. Caye commented that distractions remain in the second grade and she is hopeful that the resources directed to this group of students will continue. She reiterated her understanding that the board of education's budget will reflect three Grade 3 classroom teachers for the next school year.

**Review of Bicknell Trust Account (J. Tomaneng, Lincoln Investments)**

Jeff Tomaneng of Lincoln Investments provided the board with a written performance analysis of the Bicknell Trust. Mr. Tomaneng is the district's 403b program representative and investment fund contact for the Bicknell Education Trust. Board members asked questions concerning the overall health of the fund, its composition and risk assessment as it relates to scholarship fund distribution. The board will review the fund annually in November.

**Communications**

Notification from the NAEYC Accreditation of Early Learning Programs was received for a new five-year cycle through 8/1/2022. The Board shared its appreciation of the extensive amount of time and effort that is spent by our staff to to achieve this very important designation. The Board wished to recognize the invaluable efforts of Ginger Lusa in this process and as a member of the Ashford School faculty.

J. Rupert briefly addressed an email communication concerning unexpended educational funds. The Board's five-year capital list is filed annually with the Capital Improvements Committee as required. A written request was made to the Board of Finance to request release of these funds toward the completion of the ceiling project that is listed in the current five-year plan. Once unexpended funds have been released, the Board of Education may begin plans to complete this project. The Board will work in concert with the First Selectman's office to coordinate efforts as needed.

**Approval of Minutes: 01/05/2017**

***Motion made by J. Lippert to approve the meeting minutes of 01/05/2017 with the following amendment: K. Warren was present at the meeting. Motion seconded by L. Donegan and carried unanimously.***

**Superintendent's Report**

**a. Business Manager Search Update**

The search committee consists of Dr. Longo, J. Calarese, C. Silver-Smith and K. Rourke. The committee interviewed three applicants and recommended an offer of employment be made to one of the candidates that interviewed.

**b. FY 18 Budget Preparation**

The first draft of the FY 18 Budget Narrative was sent to members by email. Members were asked to review the document and offer any additions, deletions or suggestions to Dr. Longo as soon as possible.

***Motion by J. Rupert to add to the agenda as item 7.5 "Capital Improvement Committee Report".***

***Motion seconded by K. Warren and carried unanimously.***

J. Lippert attended the capital meeting on 1/18/17. Capital expenditure requests for amounts over \$5,000 must be made using a specific form that includes justification and supporting documentation for the request. Forms for purchase for school buses and renovation of the former tech ed space will be completed for submission at the 1/25/17 meeting of the committee.

**New Business**

**a. First Reading of Policies** (Series 4000: Alcohol, Tobacco and Drug Free Workplace; Concussion Management and Training for Athletic Coaches; Family and Medical Leave; Series 5000: Search and Seizure)

The policies were prepared by counsel and reflect amendments or changes driven by legislative activity. They will be on the agenda for second reading in February/March. Members were asked to review them

prior to second reading, and submit any questions or concerns. The Search and Seizure policy contains an optional addendum for board consideration.

**Old Business**

**a. Authorize Number and Denomination of 2017 Bicknell Trust Scholarships**

***Motion made by J. Lippert to authorize four Bicknell Trust Scholarships in the amount of \$1,000 each for 2017. Motion seconded by K. Warren. Discussion followed. Motion was amended to authorize that Bicknell Scholarships may not to exceed a total of \$4,000 with the board authorizing award of a maximum of four awards at \$1,000 each. Motion as amended, carried unanimously.***

**b. Unexpended Educational Funds Request Follow Up**

Discussed earlier in the meeting under Communications.

**c. Second Reading of Policies** (Series 5000: Attendance, Truancy and Chronic Absenteeism; Non-Discrimination; Child Sexual Abuse Response and Reporting; Food Allergies and Glycogen Storage Disease; Physical Activity and Student Discipline)

***Motion made by J. Lippert to approve the policies as prepared by counsel. Motion seconded by L. Donegan and carried unanimously.***

**Next Meeting Date/Agenda Items**

The next regular meeting date is 2/02/17. A special meeting will be called for 6:15 pm for Superintendent Evaluation. Regular meeting agenda items include FY 18 budget, approval of the 2017-2018 school calendar, business manager search update, facility manager, second reading of policies, executive session for superintendent evaluation.

**Second Opportunity for Public Comment**

None

**Superintendent Evaluation** (Executive Session, Action Anticipated)

This item is tabled, a special meeting will be posted for February 2<sup>nd</sup>.

***Motion to adjourn the meeting (9:22 pm) made by L. Donegan, seconded by J. Lippert and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary



*Lisa Dyer* ✉

*174 Boston Pike Road*

*Pomfret Center CT 06259*

*H (860) 974-1933 C (860) 428-1390*

*ladyer@charter.net or ladyer15@outlook.com*

## *Objective*

To secure a position in a local company where I can utilize my strong work ethic and well-rounded education and experience in accounting, management, office, and computer skills.

## *Profile*

20 plus years of business experience in Bookkeeping, Accounting, Accounts Payable, Accounts Receivable, Payroll, and managing the day-to-day operations to ensure a smooth workflow. Highly professional, team player with a firm grasp of meeting deadlines that excels in management, leadership, and supervisory skills with the ability to train and motivate staff.

## *Summary of Qualifications*

- Demonstrated ability to analyze complex situations, set priorities, and devise feasible strategies that produce satisfactory solutions.
- Self-motivated, organized individual with a strong work ethic.
- Solid understanding of accounting, bookkeeping, office, and administrative principles.
- Fully proficient in Microsoft suite of tools with experience with AS400 System with J Walk accounting program, HTE Phoenix general accounting system, as well as Tyler Technologies Infinite Visions

## *Professional Experience*

Business Manager/Administrative Assistant to the Superintendent  
POMFRET SCHOOL DISTRICT, Pomfret, CT 2005 – Present

- Assist the superintendent in all aspects of schools daily operation. Including but not limited to preparing for meetings, maintaining files, developing district reports and keeping the

superintendent and Board of Education informed of any developments or problems within the district.

- Prepare and present the schools \$10M yearly budget and maintain and monitor the budget throughout the year.
- Prepare presentations for many initiatives throughout the year.
- Responsible for all aspects of purchasing at the school and oversee the responsibilities of the accounts payable/payroll clerk.
- Maintain the school's Student Activity Account.
- Familiar with local, state and federal grants.
- Responsible for filing annual ED001 and OPEB and ACA.
- Oversee the annual audit working closely with the town treasurer to balance funds.
- Assist in the hiring of employees for the district. Prepare individual contracts and salary agreements. Maintain employee files and track staff attendance.
- Secretary to the Board of Education. Prepare and distribute meeting agendas, attend meetings, prepare minutes and answer all questions relating to the budget.
- Supervisor 4 office employees in the conduct of business operations utilizing teaming skills approach.

## *Professional Experience Continued*

Financial Assistant, **CENTRAL OFFICE, REGIONAL DISTRICT 11**, Chaplin, CT 2003 – 2005

- ◆ Responsible for Accounts Payable and Payroll for Hampton, Chaplin, and Scotland Elementary Schools with a total yearly budget of \$6M+ and staff of 40 to 60 employees.
- ◆ 941 tax deposits and quarterly reconciliation. Annual W-2 and 1099 tax for preparation.
- ◆ Cash receipts and reconciliation for various grants in all three towns.
- ◆ Additional Duties; Posting payroll to budget, due to/from entries for grant accounts, corrective journal entries, and devised a new spreadsheet program to perform checks and balances against the current accounting program. This spreadsheet has proven to be a useful tool used to help the towns reconcile to the system.
- ◆ High School Newspaper advisor.

Secretary to the Principal, **PARISH HILL HIGH SCHOOL**, Chaplin, CT 2001- 2003

- ◆ Responsible for purchasing and accounts payable portion of a \$5.5 M yearly budget. Updated and maintained school budget information and current department balances.
- ◆ Managed principal's schedule of events, phone calls, and mail.
- ◆ Typing and filing of correspondence, various reports, and forms for principal including confidential information.
- ◆ Maintained records of staff attendance including vacations, sick days etc. Check time sheets for hourly employees, forward them for payment, and distribute payroll.
- ◆ High School Newspaper advisor.

Owner/Manager, **C & L MARKET/DELI**, Danielson, CT 1991-2001

- ◆ Responsible for all aspects of business operation of a personally-owned P&L.
- ◆ Managed ordering, receivables, payables, and bookkeeping on ~\$900K yearly revenues
- ◆ Prepared weekly payroll, monthly sales tax, and quarterly and annual 941 payroll tax filings.
- ◆ Managed cost of goods sold and operation expenses to maximize operating profit, improving inventory turn around.
- ◆ Supervised a staff of 8-10 employees. Responsible for all aspects of their employment.

## *Volunteer Work*

Family Support Group Coordinator, **172 INFANTRY MOUNTAIN** National Guard Unit 2002-2005

- ◆ Responsible for gathering information that is helpful for guard families and distribute that information through quarterly meetings and newsletters.
- ◆ Coordinate family functions, fundraisers, and meetings.

Eastford Elementary PTO, Eastford Elementary School, Eastford CT 2003-Present

- ◆ Volunteer and financially support many school activities throughout the school year

## *Education*

- ◆ Will be continue my education in fall of 2016 to obtain MBA
- ◆ Excel Beyond the Basics Certificate, QVC, Danielson, CT 2013
- ◆ Bachelor's Degree in Accounting, Eastern Connecticut State University 2013
- ◆ Associate Degrees in Accounting and Business Management, QVCC, Danielson, CT 1992
- ◆ Certificate Microsoft Office Suite, EASTCONN, Danielson, CT

## *References*

- Jane O. Dion, Former Principal PCS 860-388-1080
- Matt A. Bisceglia, Ed.D. Former Superintendent PCS 860-709-5550
- Maureen Nicholson, Former First Selectman Town of Pomfret 860-974-0191





**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**

**Automated Fingerprint Identification System (AFIS) Agreement  
for Fingerprint Card Submissions  
by and between  
the State of Connecticut Department of Emergency Services and Public Protection  
and  
Ashford Board of Education**

*WHEREAS*, the State of Connecticut Department of Emergency Services and Public Protection (hereinafter "DESPP") operates a central Automated Fingerprint Identification System (hereinafter "AFIS"); and

*WHEREAS*, the **Ashford Board of Education** (hereinafter "BOE"), is established pursuant to Connecticut General Statutes (C.G.S.) § 10-220 and has been authorized to submit hard copy fingerprint cards to AFIS pursuant to the limited purposes set forth in C.G.S. § 10-212, § 10-221d, the Adam Walsh Act of 2006 (AWA), and the National Child Protection Act 1993/Volunteers for Children Act of 1998 (NCPA/VCA), as applicable.

*WHEREAS*, the BOE is a qualified entity pursuant to the NCPA/VCA.

*NOW, THEREFORE*, DESPP and BOE, by and through their Commissioners or other authorized individuals, enter into this Agreement to permit BOE to send hard copy fingerprint cards to the State Police Bureau of Identification (SPBI) for submission to AFIS and receive back the results of the state and/or national criminal history record information (CHRI) via email.

1. **Effective Date.** This Agreement shall be effective upon signature by both parties.
2. **Authority to Enter Agreement.** DESPP is authorized to enter into this agreement through the Commissioner of the Department of Emergency Services and Public Protection, pursuant to the authority provided under C.G.S. § 4-8.
3. **Duration of Agreement.** This Agreement shall remain in full force and effect unless terminated by DESPP, giving BOE written notice of such intention at least thirty (30) days in advance. DESPP reserves the right to suspend or revoke access to CHRI without notice in the event of a breach of the conditions of this Agreement. Notwithstanding any provisions in this Agreement, DESPP, through a duly authorized employee, may terminate the Agreement whenever DESPP makes a written determination that such termination is in the best interests of the State. DESPP shall notify BOE in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which BOE must complete its performance under the Agreement prior to such date.

**4. DESPP Responsibilities.** DESPP shall:

- a) Electronically process BOE applicant prints as required and report results of required state and/or national record checks via a generic email.
- b) Identify a liaison as the primary point of contact for any issues related to this agreement.

**5. BOE Responsibilities.** BOE shall:

- a) Provide qualifying fingerprints that meet submission criteria pursuant to the specific purposes pursuant to C.G.S. §10-212, §10-221d, the AWA, and/or the NCPA/VCA.
- b) Assign a Local Agency Security Officer (hereinafter “LASO”) in accordance with the United States Department of Justice (USDOJ) FBI Criminal Justice Information Services Security Policy (hereinafter “CJIS Security Policy”).
- c) Ensure appropriate security measures as applicable to the physical security of communication equipment; personnel security to include screening requirements; technical security to protect against unauthorized use; and security of criminal justice information (hereinafter “CJI”) in accordance with the provisions of the CJIS Security Policy. BOE shall further:
  - a. Assign a generic email to be used by DESPP to communicate CJI, CHRI and related notifications only.
  - b. Ensure that CJI is maintained in a physically secure location or controlled area as defined in the CJIS Security Policy.
  - c. Ensure that all persons with access to physically secure locations or controlled areas, including, but not limited to, support personnel, contractors, vendors, and custodial workers, are escorted by authorized personnel at all times. Authorized personnel are BOE personnel who have been appropriately trained and vetted through the screening process and have been granted access to CJI for the specific purposes provided in the C.G.S. §10-212, §10-221d, the AWA, and/or the NCPA/VCA. The use of cameras or other electronic means to monitor a physically secure location or controlled area does not constitute an escort.
  - d. Ensure that access to CJI, in any form, is limited to BOE personnel requiring access to such information for the specific purposes provided in the C.G.S. §10-212, §10-221d, the AWA, and/or the NCPA/VCA.
  - e. Ensure that all BOE personnel accessing CJI are properly trained before access to CJI is authorized. Training must include Security Awareness Training in accordance with the provisions of the CJIS Security Policy.
  - f. Ensure that BOE personnel having access to CJI sign an acknowledgment form attached hereto as Attachment A acknowledging that they have received copies of this Agreement and Attachment A and that they are responsible for complying with the terms contained therein. Such forms shall be maintained in the official personnel files of such personnel.
- d) Ensure that all security incidents are reported to the CJIS Security Officer (“CSO”) or their designee. If a person already has access to CJI and is

subsequently arrested and/or convicted, continued access to CJI shall be determined by the CSO. If the CSO or their designee determines that access to CJI by the person would not be in the public interest, access shall be denied and BOE shall be notified in writing of the access denial.

- e) Comply with all audit requirements for CJIS Systems, including, but not limited to, appropriate and reasonable quality assurance procedures.
- f) Ensure that, prior to fingerprinting, all persons fingerprinted are provided with a copy of the Noncriminal Justice Applicant's Privacy Rights form.
- g) Ensure that, prior to fingerprinting, all persons fingerprinted pursuant to NCPA/VCA are provided with a NCPA/VCA Waiver and Consent Form (Waiver). A copy of the Waiver shall be maintained for a minimum of one year from the date of fingerprint submission.
- h) Violations of the CJIS Security Policy can result in the suspension or termination of system access for BOE, individual suspension or termination of access to CJI, criminal and/or administrative investigation, arrest, and/or prosecution and conviction for violation of state and federal statutes designated to protect confidentiality and integrity of CJI and related data.

**6. Transaction Fees.** BOE applicants shall remit full payment for all transactions with the submission of hard copy fingerprint cards. Fees shall be calculated as follows:

Statute	Category	State Fee	Federal Fee
C.G.S. §10-212	BOE Nurse or Nurse Practitioner	\$0.00	\$12.00
C.G.S. §10-221d	BOE Employee	\$0.00	\$12.00
AWA	Individual employed, under consideration for employment, or otherwise in a position in which the individual would work with or around children in the school.	\$50.00	\$12.00
AWA Volunteer	Volunteers in a position in which the individual would work with or around children in the school.	\$50.00	\$10.75
NCPA/VCA	Individuals who provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities on behalf of the BOE.	\$50.00	\$12.00
NCPA/VCA Volunteer	Volunteers who provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities on behalf of the BOE.	\$50.00	\$10.75

The fingerprinting fee at a Connecticut State Police location shall be fifteen (\$15.00) dollars, and the fingerprinting fee varies if fingerprints are taken by a local police location. Fees are subject to change due to legislative enactments and federal assessments.



**7. Modification or Amendment of the Agreement.** This Agreement may not be modified or amended unless in writing signed by an authorized representative of both parties.

**8. Indemnification**

The BOE shall indemnify and hold harmless the State of Connecticut, the State of Connecticut Department of Emergency Services and Public Protection, its officers, agents, employees, commissions, boards, departments, divisions, successors and assigns from and against all actions (pending or threatened and whether at law or in equity in any forum), liabilities, damages, losses, costs and expenses, including but not limited to reasonable attorneys' and other professionals' fees, resulting from (i) misconduct or negligent or wrongful acts (whether of commission or omission) of BOE or any of its officers, representatives, agents, servants, consultants, employees or other persons or entities with whom BOE is in privity of oral or written contract; (ii) liabilities arising directly or indirectly in connection with this Agreement out of the acts of BOE and (iii) damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, that may arise out of such claims and/or liabilities.

10. The following documents are incorporated by reference and made part of this MOU:
- a. CJIS Security Policy;
  - b. National Crime Prevention and Privacy Compact, 42 U.S.C. Section 14616; and
  - c. Title 28, Code of Federal Regulations, Parts 20 and 25, Section 50.12, and Chapter IX.

**THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**

By: \_\_\_\_\_ (Date)  
Dora B. Schriro  
Commissioner  
Duly Authorized Pursuant to C.G.S. Section 4-8

Ashford Board of Education

By: \_\_\_\_\_ (Date)  
Dr. James P. Longo  
Superintendent of Schools  
  
Duly Authorized

# ATTACHMENT A

## ACKNOWLEDGEMENT

I, Dr. James P. Longo, acknowledge the following:

1. I have received a copy of the Agreement between the State of Connecticut Department of Emergency Services and Public Protection (“DESPP”) and the Ashford Board of Education concerning access to the DESPP Automated Fingerprint Identification System (“AFIS”).
2. I understand that I am being allowed to submit applicant prints via hard copy fingerprint cards into AFIS pursuant to a Federal Bureau of Investigation-approved state or federal statute.
3. I understand that I am not authorized to submit any other fingerprints into AFIS except those authorized by the Agreement.
4. I will fully cooperate with state or federal personnel regarding any audit, system check, and user privilege inquiries.
5. I understand that I am responsible for complying with the Agreement between the State of Connecticut DESPP and the Ashford Board of Education and that noncompliance may result in suspension or revocation of user privileges and/or other action as provided by law.

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Signature

---

Date

cc: Official Personnel File

# 2017-2018

Approved by the Ashford BOE:

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days 2

November 2017						
Su	M	Tu	W	Th	F	Sa
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Session Days: 18

February 2018						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28			

Session Days: 17

May 2018						
Su	M	Tu	W	Th	F	Sa
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Session Days: 22

September 2017						
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Session Days 20

December 2017						
Su	M	Tu	W	Th	F	Sa
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31						

Session Days: 16

March 2018						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

Session Days: 20

June 2018						
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Session Days: 9

October 2017						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

Session Days 20

January 2018						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Session Days: 20

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Session Days: 16

## Grades Close:

T1

T2

June 13th

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Date	Event
Aug. 28	Professional Development Day
Aug. 29	<b>All Staff</b> Preparation Day
Aug. 30	First Day - Students
Sep. 4	Labor Day - NO SCHOOL
Sep.	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sep.	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 9	Columbus Day - NO SCHOOL
Oct. 10	Professional Development Day - NO SCHOOL
Nov. 6	Staff Observation of Veteran's Day - NO SCHOOL
Nov. 7	Election Day- <b>All Staff</b> PD - NO SCHOOL
Nov. 10	****VETERAN'S DAY OF HONOR****
Nov. 21	Parent Teacher Conferences - Early Dismissal
Nov. 22	Parent Teacher Conferences - Early Dismissal
Nov. 23	Thanksgiving Recess - Early Dismissal
Nov. 24-25	Thanksgiving Break - NO SCHOOL
Dec. 23	Winter Recess Begins - Early Dismissal
Dec. 25-Jan. 1	Winter Recess - NO SCHOOL
Jan. 15	Martin Luther King Day - NO SCHOOL
Jan. 16	Professional Development Day - NO SCHOOL
Feb. 16	Professional Development Day - NO SCHOOL
Feb. 19-20	President's Day/Winter Recess- NO SCHOOL
Mar. 9	Professional Development Day - NO SCHOOL
Mar. 30	Good Friday - NO SCHOOL
Apr. 16 -Apr. 20	Spring Recess - NO SCHOOL
May 28	Memorial Day - NO SCHOOL
June 13	Last Day of School - Early Dismissal

## June 14-22 Reserved for Make Up Days

Early Dismissal Time is 12:25 PM including PK students.

Any days required to be made up due to school closure will be added in June.

Emergency Closing and Dismissals will be announced on WTIC and WILI radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website. Delayed openings will be 90 min in duration.