

Ashford Board of Education
Meeting Minutes – February 2, 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 7:03 pm. Present were members J. Rupert, J. Lippert, J. Calarese, K. Warren and K. Rourke. Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. Present in the audience were residents M. Caye, K. Zulick and R. Zulick. Also present was L. Dyer. Unable to attend were board members L. Donegan and M. Matthews.

Persons to be Heard

M. Caye stated that the part time paraprofessional position was being filled by one person, and is now being covered by substitute personnel. She was directed to discuss any concerns with the administration.

a. Comments Concerning Items on the Posted Agenda

None

Communications

Included in the BOE packet was an employment law letter and summaries of policy recommendations from counsel and notification letter awarding Ashford School a \$500 Educational Alliance Grant.

Approval of Minutes: 01/19/2017

Motion made by K. Warren to approve the meeting minutes of 01/19/2017, motion seconded by J. Lippert and carried with one abstention (K. Rourke).

Superintendent's Report

a. Business Manager Search Update

1. Staff Appointment

Dr. Longo reported that he had extended an offer of employment to Lisa Dyer, and she has accepted the Board's offer. Mrs. Dyer brings considerable experience to our district; Dr. Longo asked that the board appoint her to the position of Business Manager.

Motion made by K. Warren to appoint Lisa Dyer to the position of part time School Business Manager, motion seconded by J. Calarese and carried unanimously.

The board welcomed Mrs. Dyer to Ashford.

b. FY 18 Budget Preparation

The second draft of the FY 18 Budget Narrative was sent to members by email. It was noted that the document watermark should have been updated to 2/2/2017. The members suggested several edits and formatting adjustments that will be made to the document. The next draft and will be sent to members prior to the next meeting for review. Dr. Longo asked that any additional comments or suggestions be sent as soon as possible to him via email for inclusion in the revised narrative.

New Business

a. Approval of AFIS Memorandum of Understanding

The Board of Education is required by CT General Statute 10-220 to enter into an agreement with State of Connecticut Department of Emergency Services and Public Protection (DESPP) permitting the submission of fingerprint cards to the Automated Fingerprint Identification Systems (AFIS), and to receive back criminal history information concerning its employees. Brief discussion followed.

Motion by J. Lippert to accept the Automated Fingerprint Identification System Agreement for Fingerprint Card Submissions, by and between the State of Connecticut Department of Emergency Services and Public Protection and the Ashford Board of Education. Motion seconded by J. Calarese and carried unanimously.

Motion made by J. Rupert to add to the agenda item 6b, Discussion and Authorization of Change of the Ashford Board of Education Banking Institution. Motion seconded by K. Rourke and carried unanimously.

KeyBank currently holds bank accounts administered by the Ashford Board of Education. When informed by KeyBank that service fees would begin to be applied to the Board's accounts effective March 1st, Lalaine San Diego contacted the bank and requested that fees be waived. The request was denied. Ms. San Diego then contacted area banks to discuss account transfers. Liberty Bank is convenient to the school and will not charge the board any fees for the set up and transfer its accounts to their institution, nor will there be any monthly service fees incurred.

Motion made by J. Lippert that the Ashford Board of Education authorize the dissolution of its relationship with KeyBank effective no later than February 23, 2017; and further authorizes the transfer of accounts held by the Ashford Board of Education to Liberty Bank effective no later than February 24, 2017. The accounts that are to be transferred from KeyBank to Liberty Bank on or before the dates specified and the individuals who are authorized to sign for these accounts are:

Ashford PTO

Ashford Hot Lunch Program

Ashford Student Activity

Ashford Scholarship

Christopher Bizilj Memorial

Mildred Bicknell Scholarship

Beverly Duffy & Lisa Hassett

Karen Samperi & James P. Longo

James P. Longo & Lisa A. Dyer

James P. Longo & Lisa A. Dyer

James P. Longo & Lisa A. Dyer

James P. Longo & Lisa A. Dyer

Motion seconded by K. Warren and carried unanimously.

The board expressed its appreciation to Ms. San Diego for taking the initiative in researching and finding an amenable solution.

Old Business

a. Approval of 2017-2018 Ashford School Calendar

Dr. Longo reviewed options with school staff concerning the days of the week that Election Day and Veteran's Day are observed in November 2017. Ashford School will be closed to students and staff on November 6th in observance of the Veteran's Day holiday, and closed to students on November 7th, Election Day, as required. On the legal Veteran's Day holiday school will be in session. Events and activities related to the observance of Veteran's Day will be planned.

Motion made by K. Warren to approve the 2017-2018 Ashford School calendar as presented. Motion seconded by J. Lippert and carried unanimously.

b. Capital Improvement Committee Report

J. Lippert reported on the last committee meeting. Items discussed were the purchase of a 2-position wheelchair accessible school bus, renovation of the former technology education space, unexpended educational funds and classroom and library ceiling projects. Dr. Longo noted that he has frozen the budget.

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)

Motion made by K. Warren to approve the policies as prepared by counsel. Motion seconded by J. Calarese and carried unanimously.

Next Meeting Date/Agenda Items

The next regular meeting date is 2/16/17. A special meeting will be called for 6:15 pm for Superintendent Evaluation. Regular meeting agenda items include FY 18 budget, administrative reports, capital committee report, second reading of policies, Cubesat update and executive session for superintendent evaluation.

Second Opportunity for Public Comment

M. Caye addressed some portions of the draft narrative needing clarification.

Superintendent Evaluation (Executive Session, Action Anticipated)

This item was tabled by mutual consent; a special meeting will be posted for February 16th.

Motion to adjourn the meeting (9:02 pm) made by K. Warren, seconded by J. Lippert and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary