

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
August 24, 2017
7:00 pm *

**Immediately Following Board Retreat*
Ashford School
Library Media Center

1. Call To Order
2. Persons to be Heard
 - a. Comments Concerning Items on the Posted Agenda
3. Communications
4. Approval of Minutes: 08/03/2017
5. Superintendent's Report
6. Business Manager Report
 - a. Review Draft of FY 18 Budget
 - b. FY 17 Year-End Budget Update
 - c. FY 17 Audit
7. Administrative Reports (Principal, Asst. Principal, Director of Special Education)
8. New Business
 - a. Staff Resignations
 - b. Request Approval of Staff Appointment
 - c. Request Approval of School Lunch Price Increase
 - d. Board Authorization of Use of Non-Lapsing Educational Funds for Purchase of Heating/Cooling Unit(s) in Former Tech Ed Space
 - e. Facility/Maintenance Update
9. Old Business
 - a. Tech Ed Space Renovations Update
 - b. Garden Club Follow Up Discussion
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. 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 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.

**BOARD OF EDUCATION
SPECIAL MEETING
AUGUST 3, 2017
Conference Room**

CALL TO ORDER: Vice President Kim Rourke called the meeting to order at 7:03 pm.

ATTENDANCE: Kay M. Warren, Kim Rourke, John Lippert, Lisa Donegan, Marian Matthews, and John Calarese. **ABSENT:** Jim Rupert. **GUESTS:** Dr. Jim Longo, Supt., Troy Hopkins, Principal, Lisa Dyer, Financial Manager. **AUDIENCE:** Jason Horn, Kim Johnston, and Rebecca Haeger.

2. **PERSONS TO BE HEARD:** Rebecca Haeger raised a concern that the STEAM program would be taking away from the basic curriculum and skills. Dr. Longo and Mr. Hopkins assured her that STEAM is an approach to learning and does not take away from instruction of established curriculum and skills.

3. **COMMUNICATIONS:** Dr. Longo handed out the recent enrollment summary term: 17-18 Term 1. He also handed out from Shipman & Goodwin the Employment Legislation Summary. Dr. Longo stated that the state legislation passed a lot of items that will hurt the school systems within the state.

4. **APPROVAL OF MINUTES: 6/15/2017—John Lippert motioned to accept the minutes as written. Kay Warren seconded. Motion passed unanimously. Minutes of 6/27/2017—John Calarese motioned to approve the minutes as written. John Lippert seconded. Kay Warren, Lisa Donegan, and Marian Matthews abstained. Motion passed.**

5. **SUPERINTENDENT'S REPORT:** Dr. Longo stated that the space downstairs was coming along well. The monies for this was saved from the 16/17 budget for 3 new classrooms. He stated he felt confident that the new classrooms will be open for the start of school. \$70,000 was spent for this project.

A structural AC/heating unit will be installed on the roof. The Board felt that a structural engineer should look at the area to make sure that it is safe to put in that area of the roof. Dr. Longo would like this to be done for the opening of school.

Dr. Longo stated that First Selectman Mike Zambo stated that the town was going to do a 0% increase in their budget and the school should be doing the same thing. This will be talked about at the next meeting of the Board.

Marian Matthews asked Dr. Longo to put the garden on the agenda. She stated that the Garden Club is interested about the teachings of ecology in each of the classrooms and would like to see gardening projects initiated. She would like to see more place-base teaching. Troy Hopkins will be discussing this further with Marian.

6. BUSINESS MANAGER'S REPORT

6a. Approval of the June 2017 Financial Statement. Lisa Dyer passed out the Actual & Budgeted Expenses & Encumbrances sheet. She estimated that there will be about \$30,000 left over from the 16/17 FY budget. **Lisa Donegan motioned to accept the report. John Lippert seconded. Motion passed unanimously.**

6b. Approval of the Quarterly Budget Transfers. Lisa Donegan motioned to accept the transfers. John Calarese seconded. Motion passed unanimously.

6c. FY 17 Year-End Budget Update. This was answered above in 6a.

6d. Lisa Dyer stated that the audit was started on the 16/17 budget. She also stated that the town treasurer would not accept any PO's until the town budget has been passed.

7. ADMINISTRATION REPORTS. Principal Troy Hopkins stated that he had been doing a lot of work with committees. They now have a mission statement which was requested through the surveys that were sent out. He stated that one of the educators on staff was excellent in Math and that he would be helping students with extra help in math. Troy stated that this educator stated that it would help to keep the smaller classrooms.

There were no reports from the Asst. Principal or Director of Special Education.

8. NEW BUSINESS

a. Request for Family and Medical Leave of Absence. The Board took no action.

9. OLD BUSINESS

a. Annual Retreat Planning. The Board set a date for the Retreat for Aug. 24 from 4:30pm-7pm in the Media Center.

b. Revisit Cert. Staff Member Out-of-District Tuition of Students. One teacher wants to bring their child to Ashford Elem. School and would like to know what the tuition will be. Dr. Longo suggested \$1,000 for tuition based that the teacher would help with curriculum programming. Comments from the Board were that there may be an issue with the unions if he adds on duties to a teacher. Dr. Longo was going to check with the union representative on this subject. **Kim Rourke motioned to direct Dr. Longo to develop a memorandum of understanding with the AEA concerning non resident tuition after consulting with legal counsel. Kay Warren seconded. Motion passed unanimously.**

c. FY 18 budget work session. This will be done at the next meeting.

10. Next meeting Date/Agenda Items. The next BOE meeting will be Aug. 24 at 7 pm in the media center immediately following the retreat.

Lisa Donegan made mention of getting the fall sports information out earlier, especially try out information and any necessary forms. Last year it did not get out to the public in time. Mr. Hopkins will follow up on this.

11. Second Opportunity for Public Comment

12. ADJOURNMENT. Kim Rourke motioned to adjourn. John Calarese seconded. Unanimous vote. The meeting was adjourned at 8:32 pm.

Minutes taken by

Kay M. Warren

Secretary to the Board of Education

| Account Number | Account Description | 2016-2017 Adjusted Budgeted | 2017-2018 BOE Proposed Budget | Reductions to 2017-2018 Budget | 2017-2018 Proposed Budget Reduction | Notes and new Object Totals |
|----------------------------|--------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|---|--|
| Certified Staff | | | | | | |
| 01-1100-111-00000 | Elementary Certified Staff | 1,040,632.00 | 1,066,183.00 | | 1,066,183.00 | |
| 01-1101-111-00001 | Middle School Certified Staff | 577,693.00 | 635,242.00 | (13,755.00) | 621,487.00 | Change in Salary new Hires |
| 01-1103-111-01003 | Art Certified Staff | 54,967.00 | 56,991.00 | | 56,991.00 | |
| 01-1103-111-02003 | Music Certified Staff | 102,406.00 | 105,323.00 | | 105,323.00 | |
| 01-1104-111-00004 | World Language Certified Staff | 150,202.00 | 155,226.00 | (2,574.00) | 152,652.00 | Change in Salary 16-17 |
| | Library Media Specialist | 0.00 | 50,125.00 | -50,125.00 | 0.00 | Cut much needed Library Media Specialist |
| 01-1109-111-00009 | Phys Ed/Health Certified Staff | 93,914.00 | 97,563.00 | (4,876.00) | 92,687.00 | Change in Salary 16-17 |
| 01-1112-111-01012 | Coaches | 19,094.00 | 20,600.00 | | 20,600.00 | |
| 01-1112-111-02012 | Program Advisors | 21,874.00 | 15,296.00 | | 15,296.00 | |
| 01-1112-111-03012 | Prog Directors & Coordinators | 9,660.00 | 16,806.00 | | 16,806.00 | |
| 01-1200-111-01120 | SpEd Certified Staff | 108,226.00 | 132,293.00 | | 132,293.00 | |
| 01-1200-111-02120 | Remedial Certified Staff | 134,429.00 | 139,459.00 | | 139,459.00 | |
| 01-1200-111-03120 | Psychologist Certified Staff | 98,380.00 | 101,609.00 | | 101,609.00 | |
| 01-1200-111-04120 | Enrichment Certified Staff | 50,202.00 | 52,317.00 | | 52,317.00 | |
| 01-1200-111-05120 | Speech Certified Staff | 61,080.00 | 63,602.00 | | 63,602.00 | |
| 01-1200-111-06120 | Behavior Interv. Cert Staff | 41,309.00 | 45,751.00 | | 45,751.00 | |
| 01-2200-111-01220 | Superintendent | 75,534.00 | 80,334.00 | (357.00) | 79,977.00 | Non Affiliated reduction annual increase |
| 01-2200-111-02220 | Principal | 130,249.00 | 134,120.00 | | 134,120.00 | |
| 01-2200-111-03220 | Special Ed Director | 101,792.00 | 105,334.00 | | 105,334.00 | |
| 01-2200-111-04220 | Assistant Principal | 91,140.00 | 93,874.00 | | 93,874.00 | |
| | | 2,962,783.00 | 3,168,048.00 | (71,687.00) | 3,096,361.00 | |
| Non-Certified Staff | | | | | | |
| 01-1100-112-00010 | Regular Ed Paraprofessional | 142,593.00 | 149,357.00 | | 149,357.00 | |
| 01-1112-112-01012 | Athletic Officials | 0.00 | 0.00 | | 0.00 | |
| 01-1112-112-02012 | Extracurricular Transport | 2,417.00 | 2,097.00 | | 2,097.00 | |
| 01-1112-112-03012 | After Sch Activities Transport | 3,302.00 | 2,889.00 | | 2,889.00 | |
| 01-1112-112-04012 | Event Chaperones | 1,764.00 | 2,520.00 | | 2,520.00 | |
| 01-1200-112-01120 | Nursing Staff | 66,118.00 | 64,861.00 | -2,000.00 | 62,861.00 | Attend fewer field trips |
| 01-1200-112-01255 | Sp Ed Drivers | 53,203.00 | 65,091.00 | | 65,091.00 | |
| 01-1200-112-02120 | SpEd Paraprofessional | 392,796.00 | 447,774.00 | (27,656.00) | 420,118.00 | Reduction of one para |
| 01-1200-112-03120 | SpEd Substitutes | 15,900.00 | 20,400.00 | | 20,400.00 | |
| 01-2200-112-00220 | Business Manager | 36,340.00 | 38,553.00 | | 38,553.00 | |
| 01-2200-112-01220 | Accounting Clerks | 116,533.00 | 124,339.00 | (578.00) | 123,761.00 | Non Affiliated reduction annual increase |
| 01-2200-112-02220 | Superintendent's Secretary | 56,628.00 | 61,327.00 | (283.00) | 61,044.00 | Non Affiliated reduction annual increase |
| 01-2200-112-03220 | Principal's Secretary | 61,739.00 | 65,371.00 | (326.00) | 65,045.00 | Non Affiliated reduction annual increase |
| 01-2200-112-04220 | Substitute Teachers/Paras | 57,047.00 | 61,200.00 | -5,000.00 | 56,200.00 | |
| 01-2200-112-05220 | Special Ed Secretary | 37,444.00 | 41,567.00 | (187.00) | 41,380.00 | Non Affiliated reduction annual increase |
| 01-2200-112-06220 | Sub calling stipend | 3,000.00 | 4,500.00 | (1,500.00) | 3,000.00 | Reduced |
| 01-2200-112-07220 | BOE Meeting Minutes Stipend | 1,000.00 | 2,000.00 | | 2,000.00 | |
| 01-2540-112-01254 | Custodians | 212,559.00 | 206,114.00 | | 206,114.00 | |
| 01-2540-112-02254 | Summer Custodians | 5,340.00 | 5,352.00 | | 5,352.00 | |
| | Facility Manager | 0.00 | 20,000.00 | -20,000.00 | 0.00 | Cut much needed Facilities Manager |
| 01-2540-112-04254 | Custodian Substitutes | 4,126.00 | 4,126.00 | | 4,126.00 | |
| 01-2540-112-05254 | Emergency OT | 1,000.00 | 1,000.00 | | 1,000.00 | |
| 01-2540-112-06254 | Community | 500.00 | 500.00 | | 500.00 | |
| 01-2550-112-01255 | Drivers | 138,434.00 | 101,075.00 | | 101,075.00 | |

| | | | | | |
|-------------------|-----------------------------|---------------------|---------------------|--------------------|---|
| 01-2550-112-02255 | Transportation Coordinator | 19,184.00 | 19,763.00 | -4,000.00 | 15,763.00 <i>due to bus driving</i> |
| 01-2550-112-03255 | Mechanic | 44,874.00 | 46,220.00 | (220.00) | 46,000.00 <i>Non Affiliated reduction annual increase</i> |
| 01-2550-112-04255 | Driver Sick/Personal Leave | 7,464.00 | 7,689.00 | | 7,689.00 |
| 01-2550-112-05255 | Class Trip Transportation | 11,200.00 | 11,743.00 | -3,000.00 | 8,743.00 <i>Less field trips</i> |
| 01-2600-112-01260 | Technology Paraprofessional | 30,040.00 | 28,156.00 | | 28,156.00 |
| 01-2600-112-02260 | Technology Consultant | 84,900.00 | 84,872.00 | (412.00) | 84,460.00 <i>Non Affiliated reduction annual increase</i> |
| | | 1,607,445.00 | 1,690,456.00 | (65,162.00) | 1,625,294.00 |

Insurance

| | | | | | |
|-------------------|--------------------------------|-------------------|---------------------|-------------------|---|
| 01-2200-200-01220 | Medical/Dental Insurance | 909,375.00 | 965,301.00 | (7,083.00) | 958,218.00 <i>Reduction in new staff coverage</i> |
| 01-2200-200-01230 | Group Life Insurance | 10,028.00 | 9,984.00 | | 9,984.00 |
| 01-2200-200-02220 | Workers Compensation Insurance | 66,105.00 | 62,315.00 | | 62,315.00 |
| | | 985,508.00 | 1,037,600.00 | (7,083.00) | 1,030,517.00 |

Other Insurances

| | | | | | |
|-------------------|--------------------------------|-------------------|-------------------|-------------------|---------------------------------------|
| 01-2200-205-01220 | Social Security/Medicare Costs | 166,852.00 | 179,319.00 | (1,229.00) | 178,090.00 <i>Reduction new hires</i> |
| 01-2200-205-02220 | Non-Certified Retirement Costs | 61,845.00 | 78,457.00 | | 78,457.00 |
| 01-2200-205-02230 | Non-Certified Other Benefits | 71,800.00 | 68,250.00 | | 68,250.00 |
| 01-2200-205-03220 | Unemployment Compensation Cost | 6,464.00 | 1,000.00 | | 1,000.00 |
| 01-2200-205-04220 | Cert Retirement Healthcare | 39,305.00 | 40,205.00 | | 40,205.00 |
| 01-2200-205-04230 | Certified Other Benefits | 96,100.00 | 103,500.00 | | 103,500.00 |
| | | 442,366.00 | 470,731.00 | (1,229.00) | 469,502.00 |

Instructional Improvement

| | | | | | |
|-------------------|--------------------------------|------------------|------------------|--------------------|---|
| 01-2200-312-01220 | Workshop Sub Pay | 3,000.00 | 3,000.00 | (500.00) | 2,500.00 |
| 01-2200-312-02220 | Teacher Workshops | 8,000.00 | 8,000.00 | | 8,000.00 |
| 01-2200-312-03220 | Curriculum Development | 10,000.00 | 16,000.00 | (16,000.00) | 0.00 <i>Reduction in Curriculum Development</i> |
| 01-2200-312-04220 | District Professional Dev Days | 2,500.00 | 2,800.00 | (300.00) | 2,500.00 <i>Reduction in PD Supplies</i> |
| 01-2200-312-05220 | CT TEAM Mentor | 0.00 | 1,000.00 | -208.00 | 792.00 |
| 01-2200-312-06220 | AEA Tuition Reimbursement | 10,000.00 | 10,000.00 | | 10,000.00 |
| 01-2200-312-07220 | MEUI Tuition Reimbursement | 5,000.00 | 5,000.00 | | 5,000.00 |
| 01-2200-312-09220 | BOE Admin Tuition Reimb | 6,000.00 | 4,000.00 | | 4,000.00 |
| | | 44,500.00 | 49,800.00 | (17,008.00) | 32,792.00 |

Professional Services

| | | | | | |
|-------------------|-------------------------------|-------------------|-------------------|-------------------|------------------------------------|
| 01-1112-319-01012 | Athletic Officials | 4,600.00 | 4,880.00 | | 4,880.00 |
| 01-1200-319-01120 | Speech Outsourced | 70,424.00 | 73,000.00 | -1,000.00 | 72,000.00 |
| 01-1200-319-02120 | Training Seminars | 4,354.00 | 650.00 | | 650.00 |
| 01-1200-319-03120 | OT Outsourced | 59,596.00 | 65,000.00 | -1,000.00 | 64,000.00 |
| 01-1200-319-04120 | Evaluations Outsourced | 14,450.00 | 12,240.00 | | 12,240.00 |
| 01-1200-319-05120 | Physical Therapy Outsourced | 41,089.00 | 43,000.00 | -1,000.00 | 42,000.00 |
| 01-1200-319-06120 | Behavioral Therapy Outsourced | 53,210.00 | 54,000.00 | -1,000.00 | 53,000.00 |
| 01-1200-319-07120 | Assistive Technology/ACC | 1,809.00 | 0.00 | | 0.00 |
| 01-1200-319-09120 | Pre-K Screening | 278.00 | 0.00 | | 0.00 |
| 01-2200-319-01220 | Legal | 20,000.00 | 20,000.00 | | 20,000.00 |
| 01-2200-319-02220 | Audit | 16,250.00 | 22,250.00 | | 22,250.00 |
| 01-2200-319-03220 | Data Processing | 13,723.00 | 12,664.00 | | 12,664.00 |
| 01-2200-319-04220 | Consultant | 1,500.00 | 13,000.00 | -5,500.00 | 7,500.00 <i>L. Dyer to do OPEB</i> |
| 01-2200-319-05220 | Volunteer Screening | 408.00 | 480.00 | (480.00) | 0.00 |
| | | 301,691.00 | 321,164.00 | (9,980.00) | 311,184.00 |

Utilities

| | | | | | |
|-------------------|-----------------|------------------|------------------|-------------------|-------------------------------|
| 01-2540-321-00254 | Plant Utilities | 67,396.00 | 67,874.00 | (6,300.00) | 61,574.00 <i>Prepaid Loan</i> |
| | | 67,396.00 | 67,874.00 | (6,300.00) | 61,574.00 |

Maintenance

| | | | | | |
|------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| 01-1200-322-15254 | Spec Ed Equip Maintenance | 2,000.00 | 1,000.00 | | 1,000.00 |
| 01-2200-322-00220 | Administrative Equipment Maint | 758.00 | 500.00 | | 500.00 |
| 01-2540-322-01254 | Rubbish Removal | 7,537.00 | 7,393.00 | | 7,393.00 |
| 01-2540-322-02254 | Asbestos Monitoring | 550.00 | 1,657.00 | | 1,657.00 |
| 01-2540-322-03254 | Water | 17,438.00 | 16,845.00 | | 16,845.00 |
| 01-2540-322-04254 | General Maintenance & Repairs | 46,878.00 | 20,000.00 | | 20,000.00 |
| 01-2540-322-05254 | Sanitary System | 3,000.00 | 3,880.00 | -194.00 | 3,686.00 |
| 01-2540-322-06254 | Fire Equipment | 4,977.00 | 5,347.00 | -267.00 | 5,080.00 |
| 01-2540-322-07254 | Generator Maintenance | 3,868.00 | 3,527.00 | -176.00 | 3,351.00 |
| 01-2540-322-08254 | Boiler | 18,522.00 | 14,080.00 | -704.00 | 13,376.00 |
| 01-2540-322-09254 | Grounds Upkeep | 7,644.00 | 7,770.00 | -388.00 | 7,382.00 |
| 01-2540-322-10254 | Painting | 1,964.00 | 1,690.00 | -84.00 | 1,606.00 |
| 01-2540-322-11254 | Floor Covering | 6,560.00 | 6,560.00 | -328.00 | 6,232.00 |
| 01-2540-322-12254 | Roof Maintenance | 3,595.00 | 4,020.00 | -201.00 | 3,819.00 |
| 01-2540-322-14254 | Radon Testing | 300.00 | 0.00 | 0.00 | 0.00 |
| 01-2540-322-15254 | HVAC Maintenance | 5,250.00 | 10,215.00 | -4,965.00 | 5,250.00 |
| | | 130,841.00 | 104,484.00 | (7,307.00) | 97,177.00 |
| Equipment Maintenance | | | | | |
| 01-1103-323-02003 | Music Instrument Maintenance | 710.00 | 680.00 | | 680.00 |
| 01-2600-323-02260 | Tech Equip Maint | 7,881.00 | 0.00 | | 0.00 |
| | | 8,591.00 | 680.00 | 0.00 | 680.00 |
| Liability Insurance | | | | | |
| 01-2200-324-00254 | Student Accident Insurance | 1,097.00 | 1,117.00 | | 1,117.00 |
| 01-2540-324-00254 | Plant Insurance | 25,524.00 | 26,290.00 | -5,000.00 | 21,290.00 |
| 01-2550-324-00255 | Transportation Insurance | 13,605.00 | 16,898.00 | | 16,898.00 |
| | | 40,226.00 | 44,305.00 | (5,000.00) | 39,305.00 |
| Transportation | | | | | |
| 01-1200-331-00120 | SpEd Transportation | 0.00 | 0.00 | | 0.00 |
| 01-2550-331-01120 | Class Trip Tolls & Parking | 156.00 | 82.00 | | 82.00 |
| 01-2550-331-01121 | Regular Transportation | 26,500.00 | 22,500.00 | | 22,500.00 |
| | | 26,656.00 | 22,582.00 | 0.00 | 22,582.00 |
| Communication | | | | | |
| 01-2200-340-01220 | Telephone | 9,933.00 | 10,129.00 | | 10,129.00 |
| 01-2200-340-02220 | Postage | 4,341.00 | 4,798.00 | | 4,798.00 |
| 01-2200-340-03220 | Internet | 5,400.00 | 5,400.00 | | 5,400.00 |
| 01-2200-340-04220 | Advertising | 1,113.00 | 1,035.00 | (535.00) | 500.00 |
| | | 20,787.00 | 21,362.00 | (535.00) | 20,827.00 |
| Outside Services | | | | | |
| 01-1101-370-05120 | MS Out of District Tuition | 13,900.00 | 19,200.00 | -19,200.00 | 0.00 |
| 01-1200-370-01120 | Outplacement Tuition | 130,984.00 | 79,600.00 | 145,000.00 | 234,581.00 |
| 01-1200-370-02120 | Homebound Instruction/Tutoring | 0.00 | 5,000.00 | -5,000.00 | 0.00 |
| 01-1200-370-03120 | Extended School Year | 32,376.00 | 40,000.00 | -10,000.00 | 30,000.00 |
| | | 177,260.00 | 143,800.00 | 110,800.00 | 264,581.00 |
| Purchased Services | | | | | |
| 01-2200-390-01220 | Contract Mileage | 1,140.00 | 1,570.00 | | 1,570.00 |
| 01-2200-390-02220 | Printing | 1,016.00 | 1,016.00 | | 1,016.00 |
| 01-2550-390-01255 | Fleet Maintenance | 16,844.00 | 17,013.00 | (169.00) | 16,844.00 |
| 01-2550-390-02255 | Bus Facility Building Usage | 3,600.00 | 3,600.00 | | 3,600.00 |
| | | 22,600.00 | 23,199.00 | (169.00) | 23,030.00 |

Supplies

5% reduction in all Maint. Lines

Risk reduction in Advertizing

Additional Funds needed for out of district studet

| | | | | | | |
|-------------------|--------------------------------|-----------|----------|-----------|----------|---------------------------------------|
| 01-1100-410-01000 | Elementary General Supplies | 7,920.00 | 6,920.00 | -5,520.00 | 1,400.00 | <i>Reductions in all Supply Lines</i> |
| 01-1100-410-02000 | Elementary Reading Supplies | 1,247.00 | 2,287.00 | -1,287.00 | 1,000.00 | |
| 01-1100-410-03000 | Elementary Math Supplies | 200.00 | 2,865.00 | -1,865.00 | 1,000.00 | |
| 01-1100-410-04000 | Elementary Lang Arts Supplies | 654.00 | 2,770.00 | -1,770.00 | 1,000.00 | |
| 01-1100-410-05000 | Elementary Health Supplies | 2,500.00 | 1,000.00 | -500.00 | 500.00 | |
| 01-1100-410-06000 | Elementary Science Supplies | 946.00 | 4,300.00 | -2,300.00 | 2,000.00 | |
| 01-1100-410-07000 | Elem Social Studies Supplies | 300.00 | 300.00 | -9.00 | 291.00 | |
| | Elementary Workbooks | 0.00 | 2,109.00 | -63.00 | 2,046.00 | |
| 01-1100-410-08000 | Assessments | 8,961.00 | 9,000.00 | -270.00 | 8,730.00 | |
| 01-1100-410-09000 | Elementary Art Supplies | 1,814.00 | 1,559.00 | -46.00 | 1,513.00 | |
| 01-1101-410-01001 | Middle School General Supplies | 9,399.00 | 5,500.00 | -4,200.00 | 1,300.00 | |
| 01-1101-410-02001 | Middle School LA Supplies | 1,542.00 | 1,029.00 | -29.00 | 1,000.00 | |
| 01-1101-410-03001 | Middle School Math Supplies | 300.00 | 2,034.00 | -1,034.00 | 1,000.00 | |
| 01-1101-410-04001 | Middle School Reading Supplies | 300.00 | 4,023.00 | -3,023.00 | 1,000.00 | |
| 01-1101-410-05001 | Middle School Science Supplies | 5,720.00 | 9,861.00 | -4,861.00 | 5,000.00 | |
| 01-1101-410-06001 | Middle School Social Stud Supp | 400.00 | 434.00 | -34.00 | 400.00 | |
| | Middle School Workbooks | 0.00 | 1,617.00 | -48.00 | 1,569.00 | |
| 01-1102-410-04120 | Remedial Supplies | 1,000.00 | 900.00 | -27.00 | 873.00 | |
| 01-1103-410-01003 | Art Supplies | 4,000.00 | 3,152.00 | -652.00 | 2,500.00 | |
| 01-1103-410-02003 | General Music Supplies | 370.00 | 2,235.00 | -1,835.00 | 400.00 | |
| 01-1103-410-03003 | Choral Supplies | 248.00 | 1,630.00 | -1,330.00 | 300.00 | |
| 01-1103-410-04003 | Band Supplies | 1,918.00 | 400.00 | | 400.00 | |
| 01-1104-410-00004 | World Language Supplies | 360.00 | 200.00 | -6.00 | 194.00 | |
| 01-1104-410-06120 | ELL Supplies | 200.00 | 0.00 | 0.00 | 0.00 | |
| 01-1107-410-01007 | Library Supplies | 1,333.00 | 1,286.00 | -38.00 | 1,248.00 | |
| 01-1107-410-02007 | Library Periodicals | 785.00 | 820.00 | -24.00 | 796.00 | |
| 01-1109-410-01009 | Phys Ed Supplies | 200.00 | 4,695.00 | -4,000.00 | 695.00 | |
| 01-1109-410-02009 | Health Supplies | 200.00 | 1,500.00 | -1,000.00 | 500.00 | |
| 01-1112-410-01012 | Graduation Supplies | 414.00 | 400.00 | -12.00 | 388.00 | |
| 01-1112-410-02012 | Athletic Supplies | 2,600.00 | 2,600.00 | -78.00 | 2,522.00 | |
| 01-1112-410-04012 | After School Activities Suppli | 2,400.00 | 3,600.00 | -1,600.00 | 2,000.00 | |
| 01-1200-410-01120 | SpEd Instructional Supplies | 1,455.00 | 4,391.00 | -2,936.00 | 1,455.00 | |
| 01-1200-410-01130 | Gifted Program Supplies | 5,000.00 | 5,000.00 | -5,000.00 | 0.00 | |
| 01-1200-410-01140 | CORR Life Skills Supplies | 358.00 | 1,500.00 | -1,000.00 | 500.00 | |
| 01-1200-410-01150 | Behavior Support Supplies | 1,430.00 | 2,716.00 | -1,286.00 | 1,430.00 | |
| 01-1200-410-02120 | Assessment Supplies | 862.00 | 2,482.00 | -74.00 | 2,408.00 | |
| 01-1200-410-03120 | Enrichment Supplies | 5,000.00 | 2,004.00 | -2,004.00 | 0.00 | |
| 01-1200-410-04120 | Remedial Supplies | 520.00 | 831.00 | -24.00 | 807.00 | |
| | ELL Supplies | 0.00 | 200.00 | -6.00 | 194.00 | |
| 01-1200-410-05120 | Medical Supplies | 5,460.00 | 6,980.00 | -209.00 | 6,771.00 | |
| 01-1200-410-07120 | SpEd Software/Supplies | 8,622.00 | 2,479.00 | -74.00 | 2,405.00 | |
| 01-2200-410-01220 | Administrative Office Supplies | 2,134.00 | 5,409.00 | -3,109.00 | 2,300.00 | |
| 01-2200-410-04220 | Copier Paper | 7,747.00 | 7,514.00 | -225.00 | 7,289.00 | |
| 01-2540-410-01254 | Plant Floor Supplies | 6,650.00 | 6,650.00 | -199.00 | 6,451.00 | |
| 01-2540-410-02254 | Plant Cleaning Supplies | 1,652.00 | 1,827.00 | -54.00 | 1,773.00 | |
| 01-2540-410-03254 | Plant General Supplies | 40,413.00 | 3,000.00 | -90.00 | 2,910.00 | |
| 01-2540-410-04254 | Plant Paper Supplies | 8,776.00 | 9,301.00 | -279.00 | 9,022.00 | |
| 01-2540-410-05254 | Plant Lighting Supplies | 1,701.00 | 1,614.00 | -48.00 | 1,566.00 | |
| 01-2540-410-06254 | Plant Tools | 1,056.00 | 1,201.00 | -36.00 | 1,165.00 | |
| 01-2550-410-02254 | Transportation Clean Supplies | 12.00 | 12.00 | 0.00 | 12.00 | |
| 01-2550-410-04254 | Transportation Paper Supplies | 488.00 | 488.00 | -14.00 | 474.00 | |

| | | | | | |
|----------------------------|--------------------------------|-------------------|-------------------|--------------------|---|
| 01-2560-410-01256 | Fleet Maintenance Supplies | 24,900.00 | 21818.00 | -654.00 | 21,164.00 |
| 01-2600-410-01260 | Technology Elementary Supplies | 2,198.00 | 160.00 | -4.00 | 156.00 |
| 01-2600-410-02260 | Technology Middle School Suppl | 3,307.00 | 5,220.00 | -156.00 | 5,064.00 |
| 01-2600-410-04260 | Technology Tech Ed Supplies | 2,017.00 | 60.00 | -1.00 | 59.00 |
| 01-2600-410-07260 | Technology Admin Supplies | 1,636.00 | 0.00 | 0.00 | 0.00 |
| 01-2600-410-08260 | Technology Subscriptions | 15,263.00 | 7,650.00 | -229.00 | 7,421.00 |
| | | 206,888.00 | 181,533.00 | (55,172.00) | 126,361.00 |
| Heating Fuel | | | | | |
| 01-2540-411-00254 | Plant Fuel | 67,494.00 | 68,499.00 | | 68,499.00 |
| | | 67,494.00 | 68,499.00 | 0.00 | 68,499.00 |
| Transportation Fuel | | | | | |
| 01-2550-412-01255 | Diesel | 23,581.00 | 24,167.00 | | 24,167.00 |
| 01-2550-412-02255 | Gasoline | 7,900.00 | 8,484.00 | | 8,484.00 |
| | | 31,481.00 | 32,651.00 | 0.00 | 32,651.00 |
| Textbooks | | | | | |
| 01-1100-420-01000 | Elementary Supplemental Texts | 2,364.00 | 878.00 | | 878.00 |
| 01-1100-420-04000 | Elementary Periodicals | 3,124.00 | 1,560.00 | | 1,560.00 |
| 01-1101-420-01001 | Middle School Supplemental Tex | 1,890.00 | 250.00 | | 250.00 |
| 01-1101-420-02001 | Middle School Reading Texts | 691.00 | 0.00 | | 0.00 |
| 01-1101-420-03001 | Middle School Periodicals | 534.00 | 0.00 | | 0.00 |
| 01-1101-420-04001 | Middle School Replacment Text | 220.00 | 0.00 | | 0.00 |
| | Art Textbooks | 0.00 | 735.00 | | 735.00 |
| 01-1109-420-00009 | Phys Ed/Health Textbooks | 47.00 | 225.00 | | 225.00 |
| 01-1200-420-00130 | Specialized Text (NIMAS) | 102.00 | 1,000.00 | | 1,000.00 |
| | | 8,972.00 | 4,648.00 | 0.00 | 4,648.00 |
| Library Books | | | | | |
| 01-1107-430-01007 | Library Books Grades K-4 | 2,654.00 | 1,080.00 | | 1,080.00 |
| 01-1107-430-02007 | Library Books Grade 5-8 | 2,476.00 | 0.00 | | 0.00 |
| | | 5,130.00 | 1,080.00 | 0.00 | 1,080.00 |
| Equipment | | | | | |
| 01-1100-540-00013 | Elementary Furniture | 228.00 | 2,918.00 | -2,418.00 | 500.00 <i>Reduction or elimination in all Equip. Accts.</i> |
| | Middle School Equipment | 0.00 | 389.00 | -89.00 | 300.00 |
| | Middle School Furniture | 0.00 | 971.00 | -71.00 | 900.00 |
| 01-1103-540-01003 | Music Equipment | 4,680.00 | 999.00 | -29.00 | 970.00 |
| | Band Equipment | 0.00 | 502.00 | -15.00 | 487.00 |
| 01-1109-540-01009 | Phys Ed Equipment | 1,693.00 | 6,695.00 | -5,095.00 | 1,600.00 |
| | Health Equipment | 0.00 | 2,500.00 | -2,500.00 | 0.00 |
| 01-1112-540-02012 | Athletic Equipment | 349.00 | 0.00 | 0.00 | 0.00 |
| | AT Technology Equip. Purchase | 0.00 | 1,500.00 | -45.00 | 1,455.00 |
| 01-1200-540-01120 | AT Equipment Rental | 8,412.00 | 7,420.00 | -222.00 | 7,198.00 |
| 01-1200-540-02120 | Adaptive Equipment | 10,786.00 | 5,000.00 | -150.00 | 4,850.00 |
| 01-1200-540-03120 | Sp Ed Technology Equipment | 979.00 | 1,000.00 | -30.00 | 970.00 |
| 01-1200-540-04120 | Sp Ed Equipment | 2,091.00 | 0.00 | 0.00 | 0.00 |
| 01-2200-540-01220 | Copier Lease | 34,422.00 | 22,161.00 | -664.00 | 21,497.00 |
| 01-2200-540-02220 | Administrative Equip/Furn | 1,453.00 | 750.00 | -22.00 | 728.00 |
| 01-2540-540-00254 | Plant Equipment | 45,382.00 | 2,019.00 | -60.00 | 1,959.00 |
| 01-2540-540-00255 | Plant Rentals | 1,308.00 | 0.00 | 0.00 | 0.00 |
| 01-2600-540-01260 | Technology Elementary Equip | 33,715.00 | 10,500.00 | -8,500.00 | 2,000.00 <i>Reduction in Techonology 1to1 program</i> |
| 01-2600-540-02260 | Technology Middle School Equip | 69,820.00 | 42,233.00 | (40,233.00) | 2,000.00 <i>Reduction in Techonology 1to1 program</i> |
| | Technology Tech Ed Equip | 0.00 | 5,000.00 | -4,000.00 | 1,000.00 |

| | | | | | |
|-------------------|--------------------------------|--------------|--------------|--------------|--------------|
| 01-2600-540-05260 | Technology Network Equip | 3,335.00 | 3,218.00 | -96.00 | 3,122.00 |
| | Technology Music Equipment | 0.00 | 140.00 | -140.00 | 0.00 |
| | Technology Art Equipment | 0.00 | 3,905.00 | -3,905.00 | 0.00 |
| | | 218,653.00 | 119,820.00 | (68,284.00) | 51,536.00 |
| Dues & Fees | | | | | |
| 01-1113-640-01001 | Robotic Competition Fees | 3,000.00 | 2,000.00 | | 2,000.00 |
| 01-1200-640-00120 | SpEd Dues & Fees | 3,719.00 | 2,050.00 | | 2,050.00 |
| 01-2200-640-01120 | Character Dev Train & Material | 412.00 | 3,808.00 | | 3,808.00 |
| 01-2200-640-01220 | Dues & Fees | 11,251.00 | 7,845.00 | (613.00) | 7,232.00 |
| 01-2200-640-02220 | Board of Education Expenses | 2,395.00 | 2,724.00 | | 2,724.00 |
| 01-2200-640-03220 | Professional Development | 5,320.00 | 6,000.00 | -680.00 | 5,320.00 |
| 01-2200-640-04220 | Principal's Discretionary Fund | 1,000.00 | 1,050.00 | | 1,050.00 |
| 01-2200-640-05220 | Medical/Screenings | 1,275.00 | 2,300.00 | (1025.00) | 1,275.00 |
| | | 28,372.00 | 27,777.00 | (2,318.00) | 25,459.00 |
| Audit Adjustments | | | | | |
| 01-2200-700-99999 | Miscellaneous | 0.00 | 0.00 | | 0.00 |
| 01-2700-700-00000 | Operating Transfers Out-Cafe | 500.00 | 500.00 | | 500.00 |
| | | 500.00 | 500.00 | 0.00 | 500.00 |
| | | | | | |
| | | 7,406,140.00 | 7,602,593.00 | (206,434.00) | 7,406,140.00 |

Principal's Report

Progress and Plans - 2017-2018

Vision and Mission:

Created a new vision and mission statement with input
(survey, vote, and committee work)

Vision Statement: Empowered Learners Striving for Positive Change

Mission Statement: Ashford School learners engage in authentic **EXPERIENCES** to **DISCOVER** their passions, **STRIVE** for excellence, **CONNECT** with their community and the world, and **CONTRIBUTE** in positive and meaningful



Climate:

- Conducted survey - Some findings
 - Students at this school care about learning. 91.4%
 - Students in this school respect each other's differences (for example, gender, race, culture, etc.) 84.5%
 - School administrators give me useful feedback on my job performance. 77.6%
 - I have access to the resources I need to do my job. 87.9%
 - I look forward to coming to work most every day. 94.8%
 - School administrators are aware of what goes on in the classrooms. 60.3%
 - School administrators follow through on commitments. 81%
- Held staff social events
- Revised PBIS systems - punch card system for grades 5-8

STEAM

- We developed and refined Project Based Learning (PBL) opportunities using the 8 Essential Design Elements for projects from the Buck Institute
- All students had choice and ownership in projects during 2 trimesters
- Every grade level held a STEAM event
- Every student developed their Habits of Mind (autonomy, collaboration, communication, creativity, critical thinking, cultural competency, innovative problem solving, motivation to learn, perseverance, reflection, self-control)
- Grade six team presented at NELMS conference
- Developed common PD - 2 days with Region #19 and sending schools focus on quality instruction
- Showed *the film Most Likely to Succeed, which spotlights the project based learning at High Tech High in California*

2017-2018 Goals

1. Continue to **create, refine and document our project-based learning** practices with a focus on key knowledge, understandings and skills from each subject area, technology integration, interdisciplinary themes, and real world connections.
 2. Ensure that all students have ownership in creating and monitoring a **unique set of instruction and assessment experiences, in the areas of academic, social, physical and behavioral learning, appropriate for them as individuals** with varied strengths, readiness, interests, and motivations.
 3. Deliberately **develop and measure the habits of mind** found in our mission statement: autonomy, collaboration, communication (reading, writing, listening, and speaking), creativity, critical thinking, cultural competency, innovative problem solving, motivation to learn, perseverance, reflection, self-control, through all learning opportunities.
-
1. Enhance the **effectiveness and creativity of our collegial work and learning** by connecting all work to the school mission, performing mindfulness practices, and increasing self-reflection and self-assessment among all staff.

Principal Goals

Develop a system for instructional feedback tied directly to the mission statement that encourages teacher reflection and spend more time in classrooms providing feedback to students and teachers

Empower the staff to follow the pathway outlined by our school's mission for their own growth through job-embedded learning, professional connections, and workshop participation, as well as other activities

Build my educational leadership skills through reading, attending workshops, and reflection with a focus on how best to prepare students for the rapidly changing world

Assistant Principal's Report

Progress and Plans - 2017-2018

Curriculum:

- Where are we?
 - Have a K-8 vertically articulated curriculum for Language Arts, Math, Science, and Spanish.
 - Social Studies is partially (60%) complete
- Where are we going?
 - Finalize Social Studies vertical articulation
 - Provide consistent time for horizontal (grade-level) curriculum work to occur on EduPlanet Curriculum template

Curriculum (cont.):

- The plan:
 - Consistent release time for grade-level teams to write grade-level curriculum
 - Predictable, creates a continuum without taxing our resources
- The schedule:
 - 4 years
 - Year 1- Grades 6, 8
 - Year 2- Grades 4, 5, 7
 - Year 3- Grades 2,3
 - Year 4- Grades K, 1
- BOE Approval
 - BOE votes to accept curriculum

Restorative Justice:

- Year One-
 - Staff training in:
 - restorative circles
 - honest expression
 - empathic listening
 - impacts of trauma
 - lagging skills

Restorative Justice:

- Year Two-
 - Staff Training in:
 - continuing training in year one goals
 - respect contracts
 - Initial training for students in peer mediation
 - Develop entry circles for students new to Ashford School
- Year Three and Beyond-
 - Peer mediation
 - Developing outside mediation resources in conjunction with Ashford Social Services

Writing:

- Teacher's College trained educators at grades 1, 2, 3, 5, and 6
- Increase in writing abilities across many grade levels
 - Initial snapshot of Smarter Balanced scores highlights this improvement, although writing is no longer directly assessed
- 2017-2018 school year-
 - Increased opportunities for the writing committee to meet to discuss PD needs for the staff to continue to support and improve writing

2017-2018 Goals

- Use feedback from all stakeholders to continue to grow as a leader
- Use learning from my doctoral program to improve upon my practice and have a positive impact on Ashford School as a whole
- Increase presence in classroom- Emphasize educational leadership and de-emphasize paperwork
- Increase opportunities for staff to take on leadership roles and to feel empowered to make meaningful decisions
- Continue to learn from my colleagues, Jim, Troy, and Cindy, in order to improve in my role as an administrator.

Director of Pupil Personnels Report

Progress and Plans - 2017-2018

Current Activities:

- ESY Program
 - Successful summer with a theme of Tropical Islands. Creative projects around the weather, climates, jungle, underwater and learning about life on the islands through writing, reading and mathematics depending on the individual needs of the students.
- Early Intervention Support
 - Benefit to the education of our students.
 - Multiple at-risk students were able to be supported through the Student Intervention Teams (SIT).
 - Progress was documented very clearly and communicated with parents.
- Support through a Clinical Psychologist
 - Asset for the district bridging the home/school relationship.
 - Assists with educating our students in-district.
- Building In-house Capacity via Professional Development
 - Continuing to meet the state and federal requirements for identifying and servicing students with Dyslexia, crisis intervention and prevention through Crisis Prevention Intervention(CPI). CPI is the program we use to teach teachers de-escalation strategies. New guidelines were put into place in July and we are meeting all those guidelines to date..

Future Projects:

- Continuing to provide in-district support to all our students
 - Continuing support from our contracted experts: Speech and Language Pathologist, Occupational Therapist and our Physical Therapist to meet the needs of our more intense population
 - Our leading experts provide support to our at risk population by supporting teachers and support staff.
 - Refining our Student Intervention Team by ensuring there are the same group of people listening to each case and making recommendations. Working on fine tuning our paper work to ensure we are receiving the data needed to make informed decisions around supports for our students.
- Professional Development of our Special Education Staff.
 - Specific areas of training topics: Training on PPT process and data collection, Specific disabilities training, Law on Special Education, Behavior management tools, and CPI trainings and refreshers as needed.

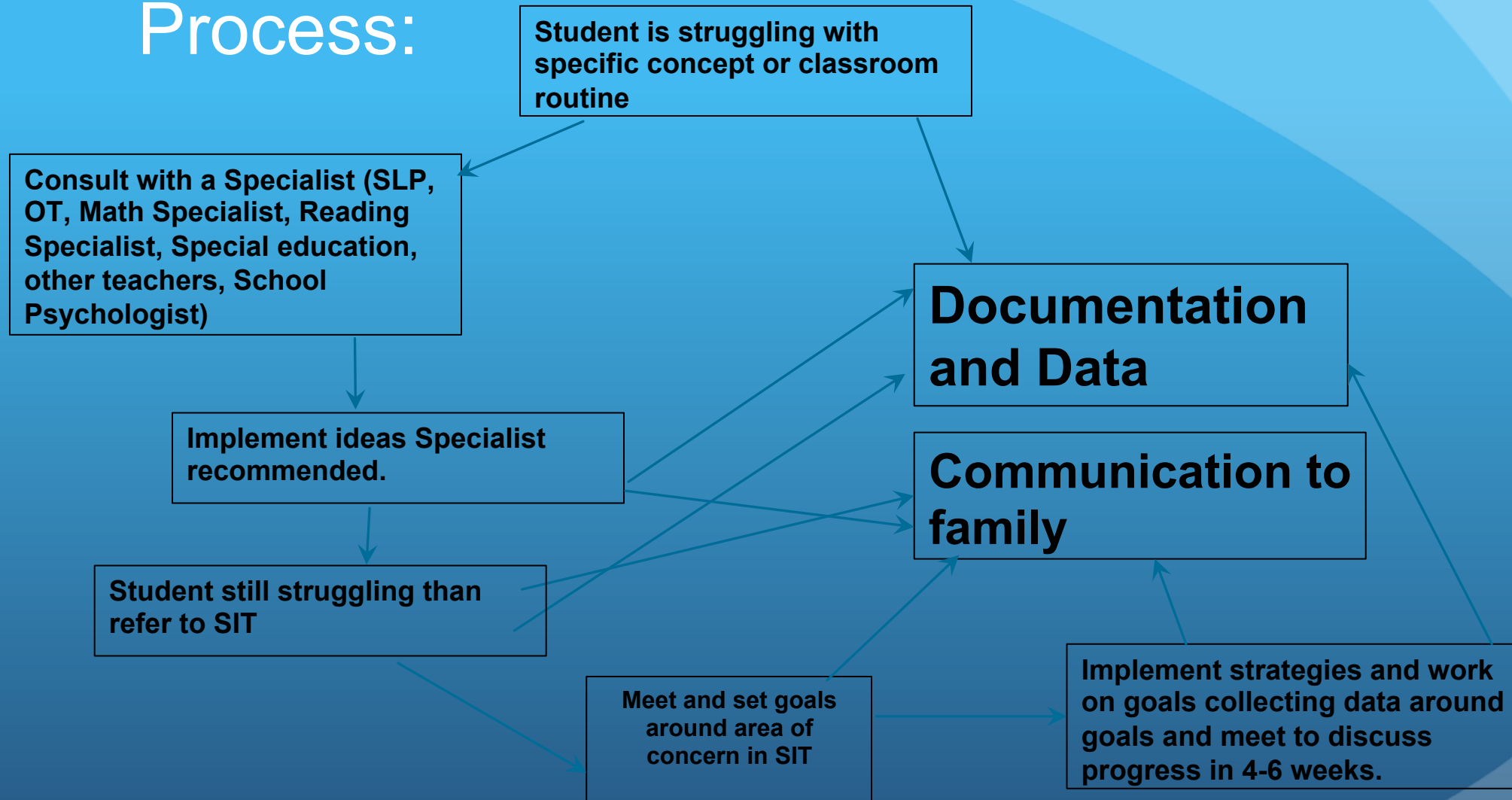
Goals for 2017-2018:

- Plan and implement appropriate professional development for all faculty and staff in the areas of at risk population and those labeled with disabilities.
- Continue to improve upon my leadership skills by attending conferences put on by national, state and local organizations to ensure the most accurate information and practices are put into place at Ashford School in the area of Special Education and interventions.
- Learn to pay attention and demonstrate to others that I value their input and ideas. Use active listening, open-ended questions, body language, and eliminate distractions that get in the way of my ability to fully listen.

Overview: Avenues of Support at Ashford School

Student Intervention Team (S.I.T.)

Process:



504 Process- Americans with Disabilities Act- ADA

- Diagnosis of a disability
 - Dr. Diagnosis
 - District can recommend testing which would move to the Special Education Process
- S.I.T. Process typically is in process and is used for the diagnosis.
- 504 plan is created for students who have a disability and would benefit from accommodations within the classroom
 - Accommodations: These are things that can be implemented by the regular education teacher with at times some assistance from an intervention teacher, OT, PT, SLP or Special Education Teacher. They do not include any changes to the content that is delivered. They learn through the general education curriculum. They learn same content
 - Modifications: This is when a student needs a completely different instruction than the general education classroom and requires specialized instruction from a special educator.

Special Education Process- Individuals with Disabilities Act (IDEA)

- S.I.T. Process used and limited to no progress has been made on individual goals.
- Testing would be recommended
- A Planning and Placement Team (PPT) is brought together to review the data from S.I.T. process and testing is usually recommended.
- Team has 65 days(Federally mandated timeline) to complete all testing and reconvene a PPT meeting to review results of all testing
- Recommendations are made according to the results of testing
- Parents at any time have the right to refuse any stage of this process. Testing can not be done without the consent of the parent. Parents also have the right to refuse the services recommended at the PPT.
- IEP's are designed for students who need both accommodations to the curriculum and specialized instruction.
 - Speech, Reading, Writing, Mathematics or Intensive Social Skills



James Longo <jplongo@ashfordct.org>

Fwd: Letter of Resignation

Danielle Romano <dromano@ashfordct.org>

Wed, Aug 16, 2017 at 4:05 PM

To: Cynthia Ford <cford@ashfordct.org>, ashfordct School Email <jplongo@ashfordct.org>

Dear Dr. Longo,

I am writing this letter to notify you that I have accepted another position and am resigning from my current position as School Psychologist at Ashford School. I feel privileged to have worked in such a caring community, amongst outstanding administration, teachers, families, and students.

Sincerely,

Danielle Ackerson

--

Danielle Romano

School Psychologist

4th-8th Grade

Ashford School

August 21, 2017

To Whom it may concern,

I am currently on a Maternity Leave of absence from my full-time position at Ashford School. On July 21, 2017 I gave birth to a healthy baby boy and after careful consideration I have decided that I will be taking a leave from my current position as Special Education Para-educator. I love being a part of the Ashford School community, but feel this leave from my position is what is best for my family at this time.

Thank you,

Megan Gendron
Special Education Para-educator
Ashford School



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Re: BOE Meeting 8/24

1 message

Bus Coordinator <transportation@ashfordct.org>

Mon, Aug 21, 2017 at 9:25 AM

To: James Longo <jplongo@ashfordct.org>, Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Dr. James Longo, Superintendent
440 Westford Rd.
Ashford, Connecticut 06278

Re: New School Bus Driver

Dear Dr. Longo:

I have interviewed 2 drivers to fill a vacant position created by the resignation of a driver on May 11, 2017. I would like to offer the position to Christina Siggins who resides in Ashford, Ct.

I have known Ms. Siggins for over 15 years both personally and professionally. I believe she would make a positive addition to our existing driver staff. She will bring many years of experience driving, as well as, a vast knowledge of child management. Christina has been in the business for over 30 years in many capacities.

I recommend Christina for the current open school bus driver position.

Sincerely,

Joan Celotti, Transportation Coordinator

cc: J Barsaleau

On Thu, Aug 17, 2017 at 9:49 AM, James Longo <jplongo@ashfordct.org> wrote:

Hi Joan,

We have listed on the 8/24 agenda a request for staff appointment of the new driver, Christina. Can you please write up a short recommendation of this appointment for the board meeting?

Thanks

--

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