

Ashford Board of Education
Meeting Minutes – September 7, 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 7:06 pm. Present were members J. Lippert, L. Donegan, K. Warren, K. Rourke and M. Matthews. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Asst. Principal G. Dukette, Director of Pupil Personnel C. Ford and recording secretary J. Barsaleau. Unable to attend was board member J. Calarese. Present in the audience was AEA co-president J. Horn.

Persons to be Heard

a. Comments Concerning Items on the Posted Agenda

None

Communications

A thank you to the Ashford Business Association was included in the BOE packet for school supply donations to the school. Dr. Longo distributed proposed Board goals, capital project and three-year plan drafts for board to review. A letter from the School Readiness Council was distributed as a follow up to use of grant funds for primary playground improvements. The board indicated acceptance of the plans as written so long as there is no new sidewalk, the fence is part of the plan and M. Matthews will assist resident G. Adzima with the garden area.

The CABE conference is scheduled for November. Reservations will be made for overnight accommodations for 3 members pending the passage of a budget. Reservations may be canceled up to the day before the event.

Approval of Minutes: 08/24/2017 Retreat; 08/24/2017

Motion by J. Lippert to approve the regular meeting minutes of 08/24/2017, seconded by K. Rourke and carried with one abstention (L. Donegan).

Motion made by K. Rourke to approve the retreat special meeting minutes of 08/24/2017. J. Lippert seconded with the following amendment, “Goal Topics Identified by John Lippert and Kim Rourke”.

Motion carried as amended with one abstention (L. Donegan).

New Business

a. Staff Resignation

Dr. Longo received a letter from custodian Ryan Rupert stating his intent to resign. The board will act upon the resignation when it is received.

b. Custodial Staffing and Overtime

Extensive discussion was held concerning overtime in this department in the previous fiscal year, factors contributing to that overtime and approaches to eliminate and/or minimize overtime going forward. Dr. Longo, J. Rupert and T. Hopkins have discussed altering of the custodial staff member work schedules to best suit the needs of the school. Facility use by the community that fall outside of normal custodial coverage hours will need to be charged to the requesting party due to budgetary concerns. The related policy and regulations will be reviewed at the next meeting.

Motion made by K. Warren that there be no overtime allowed except in the case of emergency or crisis without the advanced and documented approval of the Superintendent or an Administrator. Motion seconded by K. Rourke and carried unanimously.

c. Playground Safety

One of the slides on the playground has worn and developed a hole, making it unusable. As directed by CIRMA, it has been noted as out of service through the placement of signage, and cordoned off with yellow caution tape. Prices are being sought for a replacement. If replacement is not possible, it may need to be removed or another similar apparatus added, pending budget constraints.

d. Approval of 2017-2018 Medical Standing Orders

The orders prepared by the school medical advisor are not a public document, but were reviewed by the board. A section was added concerning opiate drugs and administration of narcan as required by law.

Motion made by K. Warren to approve the medical standing orders as presented. Discussion followed. Motion seconded by K. Rourke and carried unanimously.

Before moving on to Old Business, T. Hopkins asked for direction from the board concerning administration of the current budget situation.

Motion by J. Lippert to add discussion of the current budget situation to the agenda as item 6e, seconded by L. Donegan and carried unanimously.

Mr. Hopkins stated that although there are budget limitations related to spending, there are extracurricular activities such as after school clubs, athletics, late bus and field trips that typically have already begun or about to begin. He asked for the board's permission to move forward in allowing these activities to begin to minimize the impact on students.

The board consensus is to proceed with a zero budget approach for the time being. Costs associated with these kinds of activities will need to be revisited and may be restricted or limited pending budget approval.

G. Dukette added that Eastern CT State University had contacted him today and scheduled a Community Work Day in Ashford with Ashford School students for September 30th. More details will follow.

Old Business

a. Tech Ed Space Renovations and Facility and Maintenance Update

Dr. Longo met with Rockfall Construction to review items identified by the town building official and fire marshal that must be completed before occupancy can be granted. Dr. Longo and staff have been monitoring progress first hand. Rockfall has already tended to several items listed. The building official and fire marshal will return to assess progress toward occupancy.

1. Energy Concerns

Past energy reports have highlighted the number of microwaves and refrigerators in classrooms, with the board directing they be removed. Since that directive, many staff members have spoken to their administrators citing reasons why they are needed. Based on those reasons, some of these appliances have proven to be necessary. Solutions will be sought to minimize the number of these kinds of appliances to conserve energy. A discussion was held concerning toaster ovens, and the risks associated with their use. These appliances must be eliminated.

b. Garden Club Follow Up

M. Matthews met with Mr. Hopkins and Mr. Dukette concerning gardening projects around the school and restrictions concerning the use of school grown vegetables in the lunch program.

c. Board of Education Meeting Agenda Planning

After some discussion, pending a review of its bylaws, the board will utilize the first meeting of each month as a worksession for the board and/or its committees. The second meeting of the month will be designated for conducting regular business of the board

d. Certified Staff Memorandum of Agreement – Non-Resident Student Tuition Credit (Executive Session Anticipated)

Motion by M. Matthews to enter into executive session (9:00 pm) for the purpose of discussing a Certified Staff Memorandum of Agreement – Non-Resident Student Tuition Credit, and to invite Dr. Longo into session. Motion by L. Donegan to amend and include Mr. Hopkins, Mrs. Ford and Mr. Dukette in attendance. Motion seconded as amended by K. Rourke and carried unanimously.

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

The board and all present exited the executive session at 9:42 pm. There was no action taken.

Next Meeting Date/Agenda Items

Facility and renovation update, FY 18 budget, non-resident staff tuition MOU and policy, facility use policy regulations.

Second Opportunity for Public Comment

None

Motion to adjourn the meeting (9:44 pm) made by M. Matthews, seconded by L. Donegan and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Proposed Board of Education Goals
September 7, 2017

Distributed
at meeting
9/7/17

Introduction to 2017 Goals

These goals identify Ashford School initiatives that the Board of Education wants the school administration, faculty, and staff to pursue in addition to the traditional expectations of the exemplary education program already being pursued on behalf of the students and community of Ashford.

Highlights of the plan already in place and under development:

- An up-to-date curriculum outline in every subject at every grade level
- Curriculum that is fully integrated horizontally and vertically
- A curriculum that recognizes the importance of instructional differentiation making content accessible to all students
- The inclusion of attention to social and emotional development appropriate at every level
- Student success planning that provides our students with sound decision making skills and an understanding of the role and consequences of decision making
- An understanding of responsibility to the environment, community, and others
- An instructional schedule and class structure that optimizes learning for all

It should be understood that the Board of Education goals act as a guide for all school employees as well as an indicator to the community of the underlying values held by the BOE.

2017-2018 Board of Education Goals

Goal #1 – (Budget) *The Ashford School Board of Education is committed to balancing high educational standards with a fiscally responsible approach to school funding.*

Goal #2 – (Facilities) *The Ashford Board of Education will develop a facilities maintenance, restoration, and enhancement plan for Ashford School that extends its useful life, and recognizes the role that learning environment plays in student learning.*

Goal #3 – (Curriculum and Instruction) *The Ashford Board of Education seeks a curriculum development program that emphasizes the Ashford School commitment to the STEAM curriculum and instruction model, and is accessible to all students, as well as the development of a middle school curriculum that prepares them for entrance into high school.*

Goal #4 – (Community Relations) *The Ashford Board of Education seeks optimally effective communication with the school administration, staff and Ashford community, as well as the development of a community outreach program sponsored by the school that brings the school and the community closer together, emphasizing the value of the school as a community resource.*

Ashford School

Capital Projects Priorities List

Proposed by Dr. Longo

July 2016

With notations for our July 20, 2017 Retreat

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

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

A Bonding plan for 2013 is under discussion at the town level. This must be considered as we develop our priorities.

Proposed Capital Projects Priorities as of June 2016: Priority order to be determined

1. Renovation of the area of the school known as the Tech Space to create classrooms and offices
 - a. 2017 Notes: We have invested in the beginning of this project during the summer of 2017 and will have completed 1/3 of the project by the end of July
 - i. We used our general budget
 - ii. We cut out windows, doors and built walls including our closet for BOE archives mandated by law.
2. Addition of insulated hung ceilings in all classrooms that currently do not have them.
 - a. 2017 Notes: We completed ½ of the project using part of our unexpended educational funds during April recess 2017. We finished four classrooms, four more remain.
3. Adding insulated hung ceilings in the media center
 - a. 2017 Notes: We have scheduled this project for completion in August of 2017 using the remainder of our unexpended education fund account.
4. Add an entrance portico to the front of the building
5. Replace aging plumbing and heating system in the primary wing of the building
6. Replace windows identified in our energy audit as inadequate
7. Replace current HVAC and establish an air balancing system
8. Re-grade and repave the front parking lot and driveway to eliminate the dangerous pitch

This proposed list will be addressed at the next BOE meeting

This list needs to be updated at our July 20, 2017 Retreat or subsequent BOE meeting or Committee

Ashford School
Board of Education
Administrative Team Three-Year Plan
2017 – 2020
Dr. Longo

Plan	Budget Impact Estimate/Status
<p>2017-2020 All items continue through the three years unless otherwise indicated</p> <p>A. BUDGET:</p> <p>Year One (2017-2018):</p> <ul style="list-style-type: none"> • Improve mechanism for creating, tracking and reconciling the Ashford School budget • Improve communication as budget process is implemented, and throughout the process • Consider changes in budget development schedule to better serve the process • Improve opportunities for community involvement in the budget development process • Refine budget presentation materials • Improve website access to budget proposals and history <p>Year Two (2018-2019):</p> <ul style="list-style-type: none"> • Develop budgetary responses based upon state budget decisions <p>Year Three (2019-2020):</p> <ul style="list-style-type: none"> • Continue reconciliation between town and state budgetary process <p>B. CURRICULUM:</p> <p><i>STEAM Initiative Plan:</i> Continue the process of implementing, evaluating, and revising STEAM theme-based trimesters</p> <p>Year One (2017-2018):</p> <ul style="list-style-type: none"> • Implementation of STEAM project-based learning throughout the school year by the addition of a third trimester at each grade level <p>Year Two (2018-2019):</p> <ul style="list-style-type: none"> • Second full year of STEAM project-based learning and full evaluation to ensure alignment with Gold Standard PBL (Buck Institute) and Habits of Mind; reflection and possible revision of themes <p>Year Three (2019-2020):</p> <ul style="list-style-type: none"> • Revision of STEAM project-based learning as necessary 	<p>A. No cost anticipated</p> <p>B. Curriculum cost determined by available release time estimated at \$12,000</p>

Curriculum Documentation Plan: Modify curriculum to reflect a completed “scope” and “sequence” across all subjects and grade-levels.

Year One (2017-2018):

- Complete vertical articulation (K-8 scope) in Social Studies, Band, Music, Health, Art, and PE
- Develop grade-level curricular sequences across all major content areas for grades 6 and 8

Year Two (2018-2019):

- Develop grade-level curricular sequences across all major content areas for grades 4, 5 and 7

Year Three (2019-2020):

- Develop grade-level curricular sequences across all major content areas for grades 2 and 3

Year Four (2020-2021):

- Develop grade-level curricular sequences across all major content areas for grades K and 1

Writing Program/Development Plan: Improve student performance on assessments in writing as well as ability to communicate through writing in all content areas.

Year One (2017-2018):

- Continued focus on rolling out specific components of the “Units of Study” curricular framework
- Mid-workshop teach
- End share
- Publishing
- Routines
- Fitting it all in

Year Two (2018-2019):

- Continued support and refinement of use of “Units of Study”

Year Three (2019-2020):

- Continued support and refinement of use of “Units of Study”

C. Data:

Year One (2017-2018):

- Improve our program that provides a system for use in tracking student achievement, behavior and other relevant data.
- Use Professional Learning Committee (PLC) structure to assess data in order to provide individualized instruction, ensure quality and consistency of instruction across grade-levels and throughout the school

C. N/A

- Use data to inform team meetings, professional development and teacher evaluation.
- Use data to respond to student performance through revised instructional practices individually designed for each student.

Year Two (2018-2019):

- Teachers individually continue to utilize data to individualize instruction, ensure quality and consistency of instruction across grade-levels and throughout the school

Year Three (2019-2020):

- Include individualized instruction within teacher evaluation

D. Transportation:

- Annually review effectiveness of bus camera and navigation systems
- Annual bus driver training on bus discipline, and student safety.
- Annually review routes annually to seek economies through consolidation of routes

E. Transition to High School

Year One (2017-2018):

- Region 19 meeting consisting of all interested principals and Superintendents to discuss plans for high school transition
- Create a sub-committee for long-term planning of high-school transition
- Continue to invite the high schools to our end of the year 504 and Special Education meetings to assist in transitioning students and families.
- Implementation of a consistent Student Success Planning period for all grade 7 and 8 students 2/4 days in the schedule.

Year Two (2018-2019):

- Begin to implement decisions made by long-term planning committee
- Expand Student Success Planning to include grade 6

Year Three (2019-2020):

- Evaluate and refine changes made high school transition program.

F. Special Education

Year One (2017-2018):

- Continue to work with the special education director to ensure

D. Driver professional development is approximately \$500 per session

E. Cost of substitutes for any staff members on long-term planning OR Student Success Planning committee

F. No additional cost anticipated

compliance and best practices are being followed.

- Continue streamlining data collection and compliance with the newest laws and regulations put in place.
- Continue to support early intervention for students at risk.
- Continue to respond to the ever changing programming needs of the student population.
- Investigate ways to share resources with neighboring towns.
- Continue to utilize and access Medicare funding for students that qualify.

Year Two (2018-2019):

- Evaluate results of Year One initiatives and develop a plan for year three

Year Three (2019-2020):

- Continue to evaluate, refine, and implement plan

G. Professional Development

Across all three years of the plan-

- Ensure that there is a Mental Health topic addressed at each of the Professional Development Days to continue to support teachers and staff with the increased needs of our student population.
- Provide specialized training to the Special Education and Intervention Department to ensure compliance and the best practices are continued to be practiced

Year One (2017-2018):

- Develop a school plan and professional development handbook
- Directly tie all professional development to the vision, mission, and goals

Year Two (2018-2019):

- Evaluate and refine year one plan to ensure teachers have the tools needed for optimizing student learning.
- Continue to improve and refine teacher-centered Professional Development

Year Three (2019-2020):

- Consider Professional Development as an on-going process and continue to refine and develop
- Foster a professional learning environment that supports teachers in facilitating the learning of other educators

H. Climate and Culture

Year One (2017-2018)

- Work on school climate to increase positive attitudes, professionalism, and collaboration among the staff to increase student-learning capacity.

G. \$1500

H. \$400

<ul style="list-style-type: none"> Continue the Ashford School Council (District Improvement Committee) work to improve the major goals of the faculty and administration to improve our school. <p>Year Two (2018-2019):</p> <ul style="list-style-type: none"> Increase teacher-capacity for engaging with and having a positive impact on school climate <p>Year Three (2019-2020):</p> <ul style="list-style-type: none"> Refine plan to ensure positive climate leads to positive culture <p>I. Staffing</p> <p>Year One (2017-2018):</p> <ul style="list-style-type: none"> Reallocate current staff to best serve the needs of the school and based upon allocated funding <p>Year Two (2018-2019):</p> <ul style="list-style-type: none"> Propose restoration of Grade 5-8 Math Interventionist position Propose addition of Part-Time Facilities Manager <p>Year Three (2019-2020):</p> <ul style="list-style-type: none"> Consider staffing to make technical education available to our students <p>J. Communication</p> <p>Year One (2017-2018):</p> <ul style="list-style-type: none"> Examine ways to improve school website and other means of sharing information to increase effective communication internally and externally <p>Year Two (2018-2019):</p> <ul style="list-style-type: none"> Implement new communication mechanisms <p>Year Three (2019-2020):</p> <ul style="list-style-type: none"> Evaluate and refine new communication mechanisms <p>K. Capital Fund Projects</p> <p>Each year of this plan includes a school bus purchase, estimated at \$87,000; and in alternate years, beginning with 2016-2017, the purchase of a school van, if needed.</p> <p>Remainder of three year plan pertaining to Capital Fund Projects to be determined by Board of Education.</p>	<p>I. Year Two: \$95,000</p> <p>J. \$5000</p> <p>K. \$87,000 annually, plus additionally costs identified by the BOE Capital Planning Committee</p>
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Distributed at
meeting 9/7/17

September 7, 2017

To: Ashford Board of Education
c/o Dr. James Longo

Re: playground improvement project

As you already know, the Ashford Readiness Council applied for and received a Quality Enhancement Grant from the State of CT for the purposes of stopping the erosion of the hill on the primary playground and creating a safer way for students to access the bottom playground. Last spring we explored the best way to solve this problem. Different ideas were explored and ruled out for various reasons.

Over the summer, the town crew dug out some of the hill to create a gentler slope and planted some grass seed. The next step of the proposal is to create a garden with plants surrounded by woodchips that would be off limits to the children.

The other issue is the area at the top of the path by the corner of room 1. The suggestion has been made to add a section of 10-15 feet of chain link fence to this area to separate the sidewalk area from the steepest part of the slope. This would make it safer for wheelchairs and strollers to make the turn to go down the existing sidewalk. We are asking the board to consider and act on this suggestion so that we can complete this project in a timely manner.

The grant would pay for the fence, landscape edging, plants and woodchips. Ashford DPW would do the installation. A town resident (Gwen Adzima) would volunteer her time to help us plan the garden area. The work would be done this month.

Sincerely,

Ginger Lusa
On behalf of the Ashford Readiness Council

Ashford Board of Education
Special Meeting Minutes – Annual Retreat
August 24, 2017
4:30 p.m. – 7:00 p.m.
Library Media Center

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Call To Order

Board Chair J. Rupert called the special meeting to order at 4:31 p.m. Present were members: J. Lippert, K. Rourke, K. Warren, J. Calarese and M. Matthews (4:50p.m). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins, Asst. Principal G. Dukette and Director of Pupil Personnel, C. Ford. Audience present: K. Johnston, R. Haeger, G. Zaicek and B. Metsack. Unable to attend was board member L. Donegan.

Persons to be Heard

R. Haeger spoke recognizing the hard work of the Board of Education. She inquired about reading and writing instruction, and stated that she had heard that physical education classes would be half-year only. Mr. Hopkins responded to that concern, indicating that he did put out a draft statement on the website asking for feedback concerning physical education and health, but had not received any response to date. He was concerned that the PTO and parents in general did not let him know of their concerns prior to the retreat. However, after consideration of all of their options, the administration did not implement the half-year proposal, but chose to continue with a schedule very similar to last year.

Administrative Reports

a. Business Office – Lisa Dyer

L. Dyer distributed actual and budgeted expense and encumbrance report. There are no 2017-2018 figures available as there has been no FY 18 budget passed by the state or directly addressed by the board of finance. Everyone is awaiting state action prior to local action. While awaiting the town's decision and the approval of a 2017-2018 school budget the school is only funding essential expenses such as contracted salaries and utilities. Wherever possible, other purchases are being delayed pending budget approval.

b. Superintendent Report – Dr. Longo

Dr. Longo reported that he has met with technology coordinator Scott Waddell concerning website updates and the school technology committee will be updating the website again making it more user friendly and informative. Dr. Longo also spoke of staff morale, improvements in home-school-community relations, and his concern about the impact of starting the year without an approved budget. Operating with a zero budget will be a challenge, but everyone understands that town action is being held up by the state, and that they cannot make decisions without a clear understanding of the amount of support the state will provide. He also briefly reviewed those topics listed in his written report such as "habits of mind," "21st century skills," and "project based instruction," and followed that by opening up his report to BOE questions.

During that question period members commented on the following: The fact that there is a positive relationship between Dr. Longo, the first selectman, and the school. It also appears that parents of Ashford School students strongly support and speak highly of the school for the most part. However, the BOE would like to see more ways to reach out to those citizens who do not have students in the school. Mr. Hopkins and Mr. Dukette both cited several school-sponsored activities such as career day, community service and special STEAM events that invited community members to connect with the school. They also indicated they will find more ways to connect next year.

Reports from Principal Hopkins, Assistant Principal Dukette, and Director of Special Education Ford will be provided at the regular BOE meeting following the retreat.

Board of Education Goals and Mission for 2017-2018

The goals discussion opened up with Jim Rupert reading a list of concerns that he would like to see built into the BOE goals. This was followed by suggested goals provided by Dr. Longo and then a summary of BOE concerns highlighted by John Lippert. Members also discussed or stated the following: zero

tolerance for bullying, restorative justice; challenge to identify and maintain standards the board will set over the next few years, and ways to improve communication. The BOE also discussed the idea of goals related to long term preventative repairs and maintenance of the building as well as maintenance concerns identified during the building inspection "walk through" by Jim Rupert and John Calarese such as: window/heaters blocked in classrooms by staff, fire extinguishers need to be checked monthly, too many microwaves in classrooms, cluttered custodial storage closets that is preventing easy access to system control panels as identified by inspection as well as the energy audit. Furthermore, the board of education budget should reflect our goals and mission. So, when the budget narrative is written it should tie to the BOE goals. We should also continue efforts to cooperate with area communities for potential money saving sharing of services, particularly Mansfield/Ashford/Willington.

Goals topics identified by John Lippert were:

1. Financial planning
2. Academic focus on middle school and prep for high school
3. Improving communication between BOE and administration
4. Energy conscious and facilities management
5. teaching students to thrive in the Global economy

In this discussion, Dr. Longo was asked to merge his suggested goals with those identified by John Lippert and Jim Rupert, and to provide a list of suggested goals to the BOE.

Three-Year Plan

The Goals discussion was followed by a quick review of last year's "Three Year Plan," However there was not time to carefully review and update it, so Dr. Longo was asked to bring it back in an updated state to the next BOE meeting. He indicated that he would meet with the administrative team to prepare suggested goals as well as an updated three-year plan for presentation on September 7th.

Capital Projects Priorities and Concerns

The BOE needs to update their priority list for capital projects. It was decided that the BOE would consider that at a future BOE meeting keeping in mind that in 2023 the town planning to bond. The board of education needs to work on which projects should be considered as part of this bonding and which would be part of their annual capital fund projects list.

Dr. Longo suggested that many of the concerns started but not completed during the retreat could be addressed by BOE committees and presented to the BOE. It was decided that the BOE would address committees during their development of a 2017-2018 BOE meeting schedule.

The retreat ended at the scheduled time of 7:00 p.m.

Recorded by: Kay M. Warren, Secretary

Ashford Board of Education
Meeting Minutes – August 24, 2017
7:00 p.m.
Library/Media Center

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Call To Order

Chair J. Rupert called the meeting to order at 7:10 pm. Present were members J. Rupert, J. Calarese, M. Matthews, J. Lippert, K. Warren and K. Rourke. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Asst. Principal G. Dukette, Business Manager L. Dyer and recording secretary J. Barsaleau. Unable to attend was board member L. Donegan and Director of Special Education C. Ford. Present in the audience were K. Johnston, G. Zaicek, R. Haeger, J. Urban and C. Rupert (7:22 pm).

Persons to be Heard

a. Comments Concerning Items on the Posted Agenda

G. Zaicek expressed that she would like to work more closely with the Board of Education on capital improvements, non-lapsing funds use and budget.

K. Johnston inquired if there may be changes to bus routes forthcoming as some students were three to a seat on some routes last year. R. Haeger felt there were some management concerns last year.

Communications

Members received information concerning early registration at the CABA convention. An electronic communication was received from S. Schillinger concerning FY 18 wage negotiations that had been previously discussed. L. Dyer confirmed that the numbers in question are in the proposed budget, however, no wage increases other than those prescribed by collective bargaining may be modified until a budget has been approved.

Approval of Minutes: 08/03/2017

Motion by J. Lippert to approved the special meeting minutes of 08/03/2017. Discussion followed resulting in the following edits: under "Communications", strike "Term 1" from the first sentence; under "Superintendent's Report" insert the word "approximately" before \$70,000 in the third sentence. Under item b, "Old Business" should read "Dr. Longo suggested \$1,000 for tuition based on the fact that the teacher would help with curriculum programming."

J. Lippert amended his motion to approve the special meeting minutes of 08/03/2017 as amended.

Motion seconded by K. Rourke and carried with one abstention (J. Rupert).

Superintendent's Report

None

Business Manager Report

a. Review Draft of FY 18 Budget

A zero budget draft document was included in the agenda packet for members to review. L. Dyer distributed budget and accounts payable reports for July and August. There were no expenses made for the benefit of the Superintendent.

b. FY 17 Year-End Budget Update

L. Dyer distributed the June accounts payable report and final FY 17 budget report with an ending balance remaining of \$21,458.10. Lisa noted that \$25,000 remains encumbered for the current tech ed. space renovations. Also distributed was a list of final FY 17 budget transfers. L. Dyer was asked to review an expense paid to Rockfall Construction in object 640 on the accounts payable report. There were no expenses for the benefit of the Superintendent.

Motion made by K. Rourke to approve final FY 17 budget transfers and financial report, motion seconded by J. Lippert and carried unanimously.

c. FY 17 Audit

The auditors were present at the Town Hall and at the district offices earlier in the month.

L. Dyer left the meeting (8:00 pm)

Administrative Reports (Principal, Asst. Principal, Director of Special Education)

The administrators prepared a joint power point presentation for the meeting. A copy was included with the board agenda packet. Mr. Hopkins and Mr. Dukette each reviewed their presentation. Any questions concerning the content should be directed to the appropriate administrator.

New Business

a. Staff Resignations

Dr. Longo received letters of resignation from Danielle Romano, School Psychologist and paraprofessionals Megan Gendron and Chelsea Samperi.

Motion made by J. Lippert to accept the resignations of Danielle Romano, Megan Gendron and Chelsea Samperi. Motion seconded with regret by K. Rourke and carried unanimously.

b. Request Approval of Staff Appointment

Dr. Longo received a recommendation for the appointment of Christina Siggins to the position of school bus driver. Mrs. Siggins is an experienced driver and will fill a vacancy carried over from last school year.

Motion made by K. Warren to approve the appointment of Christina Siggins to the transportation staff, motion seconded by J. Lippert and carried unanimously.

c. Request Approval of School Lunch Price Increase

Each year the lunch program is required to review the price of paid meals in order to participate in the National School lunch program. Based on that review, Ashford Food Services requests a \$.05 increase in school lunch price to \$2.75.

Motion made by J. Calarese to increase the price of a school lunch by \$.05 to \$2.75, motion seconded by K. Rourke and carried unanimously.

d. Board Authorization of Use of Non-Lapsing Educational Funds for the Purchase of Heating/Cooling Unit(s) in Former Tech Ed Space

e. Facility/Maintenance Update

Motion made by J. Rupert to reverse the order of New Business items d and e on the agenda. Motion seconded by J. Lippert and carried unanimously.

Ashford School is a member of the Capitol Region Council of Governments (CRCOG). As a member of CRCOG, state approved contractor services are available. Tech Ed space renovations are being completed by Rockfall Construction through this affiliation. Currently, the renovations are not completed to the satisfaction of town building official, the fire marshal or the board due to permitting concerns. A list of required items and fit & finish issues has been created and much discussion followed on how to best resolve them. A meeting will be scheduled with the general contractor, building officials, Dr. Longo and members of the board to discuss a plan to address items on the list that are the responsibility of the contractor. Further discussion followed concerning the heating/cooling needs of this space. Dr. Longo suggested restoration/reconnection of the existing heating units in this area as they are largely still intact.

Motion made by J. Rupert to authorize the Superintendent to seek use of unexpended educational funds for the purposes of providing for repairs to the existing heating system of the tech ed space and for any other required items necessary to complete said renovations to the satisfaction of all parties.

Motion seconded by K. Rourke and carried unanimously.

Recently, J. Rupert and J. Calarese completed a partial walk through of the building. Items of concern were noted such as water leaking in a boiler room and gasoline powered maintenance tools stored inside in a boiler room. A list of concerns was completed and shared with the Superintendent. The water leak has been addressed, and balance of the list will be reviewed with the maintenance and custodial staff.

Old Business

a. Tech Ed Space Renovation Update

N/A

b. Garden Club Follow Up

M. Matthews suggested tabling this item until the next regular meeting.

Next Meeting Date/Agenda Items

Facility and Tech Ed Space updates, FY 18 budget, non-resident staff tuition.

Second Opportunity for Public Comment

G. Zaicek asked that the board keep the Board of Finance apprised of how unexpended educational funds are or will be used.

Motion to adjourn the meeting (9:25 pm) made by M. Matthews, seconded by J. Calarese and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Enrollment Summary: Federal Ethnicity and Race Report

Ashford School

View:

Federal Ethnicity and Race

Students:

- ☐ All Active Enrollments
☒ Current Selection

Date:

9/1/2017

Grade Level	Total in Grade	(I) American Indian or Alaska Native	(A) Asian	(B) Black or African American	(P) Native Hawaiian / Other Pac Islander	(W) White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	10 6 / 4	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	8 4 / 4	0 0 / 0	1 1 / 0	0 0 / 0
-1	27 18 / 9	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	23 14 / 9	2 2 / 0	1 1 / 0	0 0 / 0
0	39 22 / 17	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	34 19 / 15	1 1 / 0	2 1 / 1	2 1 / 1
1	36 22 / 14	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	27 17 / 10	6 3 / 3	1 1 / 0	0 0 / 0
2	41 20 / 21	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	34 16 / 18	1 1 / 0	4 2 / 2	0 0 / 0
3	36 23 / 13	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0	25 15 / 10	4 3 / 1	5 4 / 1	1 1 / 0
4	47 21 / 26	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	39 18 / 21	4 2 / 2	2 1 / 1	2 0 / 2
5	32 17 / 15	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	25 14 / 11	5 1 / 4	0 0 / 0	0 0 / 0
6	41 19 / 22	0 0 / 0	2 0 / 2	0 0 / 0	0 0 / 0	36 19 / 17	2 0 / 2	1 0 / 1	0 0 / 0
7	43 13 / 30	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	37 11 / 26	4 1 / 3	0 0 / 0	1 0 / 1
8	41 25 / 16	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0	37 24 / 13	3 1 / 2	0 0 / 0	0 0 / 0
Total	393 206 / 187	0 0 / 0	5 2 / 3	7 4 / 3	1 1 / 0	325 171 / 154	32 15 / 17	17 11 / 6	6 2 / 4

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

Legend

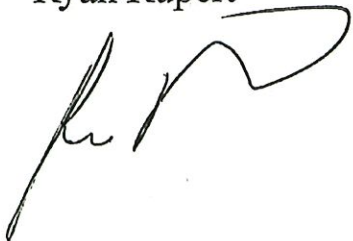

Icons  - Date Entry

8/31/17

Dear Dr. Longo,

I wanted to take this opportunity to express my gratitude to you for permitting me the opportunity to complete training to become a machinist during the school year last year. Your commitment to education and permitting me to complete this program will have a profound and positive impact on my future. In May of 2017 I did graduate that program with honors and since graduation I have been pursuing a career as a machinist. While several opportunities have presented themselves I have accepted a position with Pratt and Whitney as a machinist operating a cell to produce air foil parts. My tentative start date with Pratt is September 11, 2017. Unfortunately I am unable to call this a letter of resignation because my employment is contingent upon passing a background check, drug test and physical. The physical is not scheduled until next Tuesday after which I expect to receive a final written offer and contract which would permit me to finalize a resignation. If all goes as expected my last actual day of work would be Friday September 8th after which I plan to use the balance of my remaining time on the books. I am providing you this information so that you can plan for the potential of my absence and as soon as I have confirmation of employment I will provide you an additional notice of my actual resignation.

Thank you again,
Ryan Rupert

A handwritten signature in black ink, appearing to be 'Ryan Rupert', with a stylized, flowing script.A handwritten signature in blue ink, appearing to be 'Dr. Longo', with the date '8/3' written to the left of the signature.

Troy C. Hopkins
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860-429-6419
FAX 860-487-4393
thopkins@ashfordct.org

Garrett J. Dukette
Assistant Principal
860-429-6419
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James P. Longo, Ed.D
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860-429-1927
FAX 860-429-3651
jplongo@ashfordct.org

Cynthia A. Ford
**Director, Pupil
Personnel Services**
860-429-1927
FAX 860-429-3651
cford@ashfordct.org

September 5, 2017

Ashford Business Association
P.O. Box 342
Ashford, CT 06238

Dear Ashford Business Association,

I am writing to express our sincere appreciation for your generous donation of school supplies. Many students will benefit from the collection of backpacks, notebooks, folders, book covers, books, and trinkets. We are fortunate to have such a supportive business community and we look forward to our continued collaboration in providing the best education possible for Ashford's young people.

On behalf of Ashford School, thank you!

Troy C. Hopkins

CC: James P. Longo, Ed.D.

Ashford School

440 Westford Road, Ashford, CT 06278, www.ashfordct.org

Empowered Learners Striving for Positive Change

Experience broadly - Discover with wonder - Strive passionately - Connect with empathy - Contribute to your world



James Longo <jplongo@ashfordct.org>

Ashford Playground Slide

Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Fri, Sep 1, 2017 at 1:27 PM

To: James Longo <jplongo@ashfordct.org>, Troy Hopkins <thopkins@ashfordct.org>, Garrett Dukette <gdukette@ashfordct.org>, Cynthia Ford <cford@ashfordct.org>, Lisa Dyer <ldyer@ashfordct.org>, Michael Mellady <mmellady@ashfordct.org>

Hello,

Please see response from CIRMA concerning the green slide. I will make the signs as Stephen recommends while we decide what to do. I would gather by his response a patch is not an appropriate solution.

----- Forwarded message -----

From: **Stephen Pendl** <SPendl@ccm-ct.org>

Date: Fri, Sep 1, 2017 at 12:50 PM

Subject: RE: Ashford Playground Slide

To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Cc: CAROL FITZSIMONS <CFITZSIMONS@ccm-ct.org>

Good Morning,

Sorry to hear about the slide situation. As long as the slide is properly "zoned off" with caution tape and signs that CLEARLY state "Do Not Use" or "Out of service" you have taken all appropriate steps to reduce the liability. If you would feel better in removing the slide all together please be sure that the following steps are taken.
(Assuming that this slid is attached to A play scape)

- Upper landing platform leading to the slide be blocked off with a solid base material (wood, steel)
- Solid based material be secured or fastened to play scape by proper means (bolted)
- Installation of solid base material meets the standard for reduction in head/body part entrapment (no large openings)
- Insure that solid base material eliminates all fall potential from platform. (close off area completely)

I hope this provides you with a decent course of action to take, If there are further needs, please feel free to contact me.

Have a great Holiday weekend,

Stephen Pendl