# Ashford Board of Education Regular Meeting Minutes – November 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

Board Chair J. Rupert called the meeting to order at 7:17 pm. Present were members J. Lippert, L. Donegan (7:21 pm), K. Warren, J. Calarese (7:18 pm), K. Rourke and M. Matthews. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins and recording secretary J. Barsaleau. Present in the audience were AEA Co-President J. Horn, J. Celotti, S. Lyman, S. Schillinger, E.O. Smith students K. Johnson and E. Schillinger.

#### **Communications**

J. Rupert opened and read aloud a note from outgoing board member Kim Rourke thanking everyone for their collaboration and friendship over the past 8 years.

Also received was an email communication from the town treasurer concerning timeliness of benefits related payments. L. Dyer also received this communication and is currently out of town and will respond upon her return. Mr. Rupert also received communication from the Northeast District Probate court that the hearing for the filing of the interim financial report is scheduled for 11/8/17.

Communication from Friar & Associates was received today concerning the board's inquiry related to compilation of a Master Plan and comprehensive course of action. An RFP would need to be developed. The November 1<sup>st</sup> enrollment report and the Building and Grounds committee minutes of 10/19/17 were distributed.

Mr. Rupert acknowledged that this was the last board meeting night for Kim Rourke and his appreciation for having served along side him as the vice-chair of the board. He spoke of the time, dedication and budget advocacy she has given to the board and school. He presented Mrs. Rourke with a framed certificate of appreciation for the eight years she has served public education and the Ashford community. **Approval of Minutes:** 10/19/2017

<u>Motion</u> by J. Lippert to approve the special meeting minutes of 10/19/2017, motion seconded by K. Warren and carried unanimously.

#### **New Business**

#### a. Policy Recommendations Summary - Student Series 5000

A memo from legal counsel was provided to members concerning recommended changes to the existing board policies, "Attendance and Truancy", "Restrain and Seclusion" and "Student Discipline". All were revised by counsel to reflect Public Acts or legislative changes effective July 1, 2017 and will be considered the board's first reading of these policies.

#### **Old Business**

#### a. Friar & Associates Follow Up

This item was discussed under communications.

#### b. "CORR" Area Space Renovations

J. Rupert revisited the issues faced with the insufficient work completed by the construction company working on the space renovations. This issue has been discussed several times and based on these discussions, Dr. Longo met with the contractor and successfully negotiated a \$10,000 discount from the original invoice. J. Rupert acknowledged Dr. Longo's efforts in the negotiation and with this in mind, the previous request sent to the Town requesting release of unexpended educational funds for heating system reconnection can be withdrawn. It will be absorbed by the negotiated discount.

#### BOE Subcommittee Worksessions (7:30 pm – 8:15 pm)

#### a. Transportation (J. Rupert, K. Warren, J. Calarese - Conference Room)

#### b. Finance (K. Rourke and J. Lippert - Superintendent of Schools Office)

The committees went to the respective locations to meet at 7:38 pm. Attending the Transportation Subcommittee meeting was Dr. Longo, J. Celotti, S. Lyman and L. Donegan. Attending the Finance Subommittee meeting was T. Hopkins, S. Schillinger, E. Schillinger, K. Johnson and Dr. Longo.

#### Subcommittee Worksession Summary to Board

The Transportation Subcommittee reported they had a good meeting. They reviewed driver staffing, the number of routes run and number of busses and vans used daily. Mrs. Celotti and S. Lyman stressed that there is critical need for a mid-bus. There was some discussion of field trips; at least one teacher will be seated near the driver to assist with driving directions.

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The Finance Subcommittee discussed education cost sharing (ECS), grants, the status of FY 18 and FY 19 budgets given that the state budget has passed.

Personnel Matter (Executive Session Anticipated, Action Anticipated)

<u>Motion</u> made by K. Warren to enter into executive session for the purpose of discussing a personnel matter, inviting Dr. Longo and Mr. Hopkins to attend. Motion seconded by J. Lippert and carried unanimously.

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

All parties left the executive session at 9:13 pm. There were no motions. By consensus, the board authorized the Superintendent to take whatever action he deems appropriate regarding the personnel matter.

<u>Motion</u> to adjourn the meeting (9:14 pm) made by K. Warren, seconded by J. Lippert and carried unanimously.

Jennifer Barsaleau, Recording Secretary

Recorded by:

# Ashford Board of Education Special Meeting Minutes – October 19, 2017 7:00 p.m.

#### **District Office Conference Room**

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

#### Call To Order

Board Chair J. Rupert called the meeting to order at 7:09 pm. Present were members J. Lippert, L. Donegan, K. Warren, J. Calarese, 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, Business Manager L. Dyer and recording secretary J. Barsaleau. Present in the audience was AEA member J. Zotti.

#### Persons to Be Heard

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

None

#### **Communications**

A letter from the Teacher of the Year Council was shared congratulating Ashford teacher Rebecca Aubrey for being named a semi-finalist for 2018 Teacher of the Year. Board members extended their congratulations to Ms. Aubrey and noted this is a great accomplishment for her and for Ashford School. J. Rupert noted that he had received communication from the probate court concerning the Bicknell Trust. The triennial report was filed with the court earlier this month. The YMCA after school program has requested board action concerning temporary program management until their program license is granted. Approval of Minutes: 09/21/2017; 10/12/2017

<u>Motion</u> by J. Lippert to approve the regular meeting minutes of 09/21/2017, motion seconded by L. Donegan and carried with three abstentions (J. Rupert, J. Calarese and K. Rourke).

<u>Motion</u> by J. Lippert to approve the special meeting minutes of 10/12/2017, motion seconded by K. Rourke and carried unanimously.

#### Distribution of District Office Reports (Superintendent, Business Manager, Cafeteria)

#### a. September 2017 Financial Reports

Dr. Longo distributed copies of his most recent Ashford Citizen article and L. Dyer distributed and reviewed the Business Manager's report. A cafeteria report was included with the board agenda packet. Members asked Mrs. Dyer about the state of cafeteria finances. She indicated they are in the black and have a balance of approximately \$5,000-\$7,000 at this time. Other items discussed were the UCOA grant, financial software, budget, composting and food waste.

#### Distribute Administrative Reports (Principal, Asst. Principal, Director of Pupil Personnel)

All reports were included in the board packet. Members asked Mr. Hopkins about the teacher Argonaut Program and how it is funded. Mr. Dukette was asked to explain what the Ashford Writing College is. This refers to Ashford teachers who have attended writing classes at Columbia University and are leading professional development in writing with their peers.

#### **New Business**

#### a. Custodial Search Committee

A custodial vacancy has been reposted for a 32-hour position that includes Saturdays. Upon receipt of applications, interviews will be held. J. Calarese and J. Rupert will participate in the interview process.

<u>Motion</u> made by J. Lippert to add to the agenda as item 7b, Request Authorization of Temporary YMCA Program Management. Motion seconded by J. Rupert and carried unanimously.

The after school program at Ashford School requires an annual license. The application is currently in process and the state requires program management oversight until the license is granted.

Motion made by L. Donegan to provide Board of Education oversight and administration of the Indian Valley Family YMCA after school care program through March 1, 2018. Motion seconded by K. Warren and carried unanimously.

#### **Old Business**

#### a. "CORR" Area Space Renovations and Facility Management Update

The town building official inspected the renovated space on 10/17 and will issue a certificate of occupancy. The official will not sign off on Certification of Completion for the contractor until final review by the BOE and the Superintendent. J. Rupert expressed concern about lack of insulation in exterior doors. Mr. Rupert and Dr. Longo will discus this further with counsel if necessary.

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Dr. Longo expressed his appreciation to Mike Mellady for his hard work in bringing this project to the final stages for a certificate of occupancy. Mr. Mellady spent a great deal of time not only physically working in this space, but also communicating with the contractors, the Town and fire marshal. The board expressed its thanks and appreciation to Mr. Mellady as well.

#### b. Second Reading: Non-Resident Student Tuition Policy

The policy as presented by counsel requires the board to determine a reasonable period of time to allow for non-resident student attendance in the case of future occupancy or residency within Ashford; and the period of time that permits a student who moves from Ashford, to remain at Ashford School.

<u>Motion</u> made by L. Donegan to stipulate the period of 90 school days be added to the above policy sections III - A and III-B. Motion seconded by J. Calarese and carried unanimously.

#### c. Capital Planning Priorities

Dr. Longo and Mr. Rupert met with Mike Sorano of Friar & Associates prior to this board meeting to discuss prioritization of needs. A quote for this service will be forthcoming.

#### d. Request Use of Unexpended Educational Funds

Dr. Longo has received board authorization to request release of unexpended funds. Dr. Longo will draft a letter of request for the next board meeting.

#### **Next Meeting Date/Agenda Items**

Friar & Associates quote, budget, building and grounds report. Committees on the next agenda will be finance and transportation.

#### **Second Opportunity for Public Comment**

L. Donegan attended this year's WINGS event at the Hole in the Wall Gang Camp. She spoke very highly of our students and staff that attended and shared great appreciation and admiration for the program. It is unique and very special to our school and she urged everyone who has not been there to attend.

<u>Motion</u> to adjourn the meeting (8:31 pm) made by M. Matthews, seconded by L. Donegan and carried unanimously.

Jennifer Bar	saleau, Re	ecording S	ecretary

Recorded by:



# MODEL POLICY CLIENTS SUMMARY OF POLICY RECOMMENDATIONS 2017

#### Introduction

This memorandum serves as a collective summary of the suggested revisions to local and regional board policies, regulations and accompanying documents that we have recommended as a result of laws from the 2016 legislative session that are effective with the 2017-2018 school year, new laws from the 2017 legislative session, as well as changes based on legal trends or best practices. The bases for our recommended changes to existing policies for each respective series are discussed below. For access to these policies, regulations and accompanying documents, please visit our client portal and use the login and password with which you have been provided. If you need any assistance with your login and/or password, please contact Jade Tarca, <a href="mailto:jtarca@goodwin.com">jtarca@goodwin.com</a>. If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at <a href="mailto:pmaher@goodwin.com">pmaher@goodwin.com</a>, or Christopher A. Tracey, at <a href="mailto:ctracey@goodwin.com">ctracey@goodwin.com</a>.

#### Students (5000)

#### Attendance and Truancy

This policy and accompanying administrative regulations have been revised based on Public Act 16-147 and Public Act 17-14. Public Act 16-147, which is effective August 15, 2017, removes the Family with Service Needs (FWSN) process as a response for schools to address truancy issues and further provides that the State will provide a truancy intervention models that must be used by districts with a (yet to be defined) disproportionately high rate of truancy by August 15, 2018. Public Act 17-14, effective July 1, 2017, removes in-school suspensions that are greater than or equal to one-half of a school day from the definition of "absence" for purposes of calculating chronic absenteeism rates.

#### **Restraint and Seclusion**

This policy and corresponding administrative regulations have been revised based on Section 5 of Public Act 17-220. That law revised the mandatory training requirements for physical restraint and seclusion by requiring such training only for members of a school's crisis intervention team, while permitting school districts to train other school employees who are not on a crisis intervention team. Previously, such training was required to be phased in over a three-year period for all school professionals, paraprofessionals and administrators. The new law

also clarified the membership of crisis intervention teams and requires districts to maintain a list of crisis intervention team members for each school.

#### **Student Discipline**

This policy has been revised based on Public Act 16-147 and Public Act 17-220, which revised the expulsion statute and added new requirements relating to expulsion notices and procedures and the alternative educational opportunity for expelled students. Public Act 17-220 also requires the State Board of Education to adopt standards for the provision of an adequate alternative educational opportunity for expelled students by August 15, 2017, which will include the kind of instruction and number of hours to be provided to such students. Other revisions to this policy include clarification of due process procedures for expulsion hearings. In addition, the model expulsion notice to parents and model stipulated expulsion agreement have also been revised.

<u>Note</u>: We will review the State Board's alternative educational opportunity standards once they are released and make further revisions, as necessary, to this model policy at that time.

Communication 1102/17

#### Rupert, Jim

From:

Cheryl Baker <cbaker@ashfordtownhall.org>

Sent:

Monday, October 30, 2017 2:34 PM

To:

Lisa Dyer

Cc:

Laura Andert; Christine Abikoff; Michael J. Zambo; Board of Finance Ashford; Rupert, Jim

**Subject:** 

Sun Life lapsed policy

Hi Lisa,

The Town and the BOE share an account with Sun Life Assurance Company for life insurance products. Some products are provided by the Town/BOE and some items are purchased by individual employees for additional life insurance or to insure family members. The policy has a 31 day grace period, and when this grace period ends all of the policies lapse. Both the Town and the BOE have to be current or all of the policies are put in jeopardy. Sun Life has no responsibility to pay any claims after the grace period has expired.

Each month Lalaine and I receive an email from Sun Life notifying us that our statements are available on line. Shortly after receiving the email from Sun Life, Christine Abikoff forwards a copy of that email to us to ensure we have received it. Lalaine also receives checks from Complete Payroll Solutions for the employee payroll deductions.

Today we went to the Sun Life site and discovered that our policies have lapsed again due to non-payment of the BOE portion of the bill. According to an email I received from Sun Life in February 2017, "Due to delayed payments made for Board of Education (BG-002) this policy has lapsed more than 3 times. If an account lapses 3 times or more, we need approval from the Management to switch the account from lapse."

An email has been sent to Sun Life with the check information from the most recent BOE payment to Sun Life, dated October 24<sup>th</sup>, for two months coverage. We have also requested that we be removed from a lapsed status. I will keep you apprised of any further information we receive from Sun Life regarding the status of our coverage.

Prompt payment of these bills would be in all of our best interest. Please let me know if there is anything I can do to help keep us from falling into lapse in the future.

Thank you, Cheryl~

Cheryl A. Baker Treasurer/Administrative Assistant/Webmaster KB1ZXC Town of Ashford 5 Town Hall Road Ashford, CT 06278 860.487.4405

cbaker@ashfordtownhall.org

Please consider the environment before printing this e-mail





# STATE OF CONNECTICUT COURT OF PROBATE

NORTHEAST DISTRICT 26

508 Pomfret Street P.O. Box 471 Putnam, CT 06260

Leah Schad, Judge

Phone: 860-928-4844

Fax:

860-928-4766

October 13, 2017

James Rupert, Chairman, Ashford BOE 233 Westford Road Ashford, CT 06278

RE: Maurice B. & Mildred C. Bicknell Trust FBO Ashford Education

Dear Mr. Rupert,

Upon receipt of this letter, please contact the Northeast Probate Court at your earliest convenience to discuss the Maurice B. & Mildred C. Bicknell Trust.

Thank you for your anticipated cooperation with this matter.

Mary Ann Champney, Chief Cle

#### NOTICE RE: PROBATE PETITION (Trusts) PC-236D NEW 7/13 Page 1 of 3

#### STATE OF CONNECTICUT

#### COURT OF PROBATE

COURT OF PROBATE, Northeast Probate Court	DISTRICT NO. PD26
IN THE MATTER OF	HEARING REQUEST DEADLINE:
Maurice B. & Mildred C. Bicknell Trust (06-133)	November 08, 2017
FBO Ashford Education	DECREE ENTRY DATE:
	November 09, 2017
PETITION FOR: ALLOWANCE OF INTERIM FINANCIAL REPO	ORT FOR PERIOD COVERING 1/1/14 TO 12/31/16
TRUSTEE [Name, address and telephone number]	
James Rupert, Chairman, Ashford BOE, 233 Westford Road, As	shford, CT 06278
ATTORNEY FOR TRUSTEE [Name, address and telephone number	r]

#### **NOTICE**

The petition identifies you as a person having an interest in this matter.

Accordingly, you are hereby given NOTICE that this court will, on the above Decree Entry Date, issue a decree GRANTING THE PETITION specified above, unless an interested party files an objection and/or request for a hearing.

YOU HAVE A RIGHT TO A FORMAL HEARING ON THIS MATTER IF YOU REQUEST ONE. YOU CAN EXERCISE THIS RIGHT BY ADVISING THE COURT, IN WRITING, OF YOUR DESIRE FOR A HEARING ON OR BEFORE THE "HEARING REQUEST DEADLINE" SHOWN ABOVE. The attached form may be used for this purpose.

If no formal hearing is requested or required by the court, the court will, on the Decree Entry Date listed above issue a decree granting the above petition. A copy of the decree will be sent to you. If a formal hearing is requested, then you will receive notice of the hearing date.

Your attendance in court is NOT REQUIRED on the Decree Entry Date and will NOT be required by the court unless you receive specific written direction advising you otherwise.

The court cannot give you any legal advice. If you have any questions about this matter, you should speak to your own attorney, the trustee or the trustee's attorney.

IT IS MOST IMPORTANT THAT YOU READ YOUR LIST OF RIGHTS, WHICH ACCOMPANIES THIS NOTICE.

Communication

TO: My fellow Board Members (& friends)

DR. Longo, Troy, Garrett & andy, Lalaine,

& ESECIALLY JEN! Dazy

Thank you are for a wonderful eight

years. I will miss are of the laughs,

years. I will miss all of the laughs, collaboration, and even the tough decisions we made together. I am grateful and honored to have served with you all.

BEST Always Lin



The members of the Ashford Board of Education, the Superintendent of Schools and the Ashford School Community honor

# KIMBERLEY ROURKE

for her service to the Board of Education and her dedication to the children of Ashford

November, 2009 - November, 2017

DATE

ASHFORD BOARD OF EDUCATION

School: Ashford School Term: 17-18 Term 1

# Enrollment Summary: Federal Ethnicity and Race Ashford School Report as of 11/01/2017 (D3)

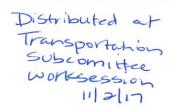
View:	Students:	Date:
Federal Ethnicity and Race	<ul> <li>All Active Enrollments</li> </ul>	11/01/2017
-	<ul><li>Current Selection</li></ul>	

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	14 7 / 7	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	11 4 / 7	0 0 / 0	2 2/0	0 / 0
-1	30 20 / 10	0 0 / 0	1 1/0	0 / 0	0 0 / 0	26 16 / 10	2 2/0	1 1/0	0 / 0
0	40 23 / 17	0 / 0	0 0 / 0	0 / 0	0 / 0	37 21 / 16	1 1/0	2 1/1	0 / 0
1	38 22 / 16	0 0 / 0	0 0 / 0	1 0 / 1	1 1/0	29 17 / 12	6 3/3	1 1/0	0 0 / 0
2	40 20 / 20	0 0 / 0	1 0 / 1	1 1/0	0 0 0	33 16 / 17	1 1 / 0	4 2/2	0 0 / 0
3	36 23 / 13	0 0 / 0	0 / 0	1 0 / 1	0 0 0	26 16 / 10	4 3 / 1	5 4 / 1	0 0 / 0
4	46 22 / 24	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	40 19 / 21	4 2/2	2 1/1	0 0 / 0
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	40 19 / 21	0 0 / 0	0/2	0 / 0	0 0 0	36 19 / 17	1 0 / 1	1 0 / 1	0 0 / 0
7	43 13 / 30	0 0 / 0	0 0 0	1 1/0	0 0 / 0	38 11 / 27	4 1/3	0 0 / 0	0 0 / 0
8	43 26 / 17	0 0 / 0	0 0 0	2 0/2	0 0 / 0	36 23 / 13	3 1/2	1 1/0	1 1 / 0
Total	402 212 / 190	0 / 0	5 2/3	8 4 / 4	1 1/0	337 176 / 161	31 15 / 16	19 13 / 6	1 1 / 0

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



#### November 2, 2017

#### Regarding Transportation:

We have 3 pre-school mid day routes.

We currently have 7 full runs transporting Ashford Students. We have (3) van drivers, which are part-time drivers (subs); George Celotti, Kathleen Makray and Michele LaPrad, replacement for AJ Barrett.

1. Tom Dell	Bus A	Windham Tech and Elementary
2. Jeff Ference	Bus F	high school and Bus 11 (lift mid-bus elementary)
3. Kathi Metsack	Bus B	High school, elementary, and pre-school runs (full)
4. Colleen Mortenson	Bus G	Ellis Tech, elementary, and pre-school (full)
5. Christina Siggins	Bus C	EOS high school, elementary and sub for pre-school
6. Joan Celotti	Bus K	EOS high school (pm) elementary, pre-school and AM high school sub
7. Seth Lyman (Great	Mechan	ic) early morning tech school shuttle only and Subs when needed
*8. Karen Holmes	Bus K	EOS am high school, Van 2 special needs run to Manchester am & pm

\*Karen can be pulled off the van run to drive big bus when needed.

Rather than replacing a second driver I, Joan, have taken over a bus run in essence to save the additional cost of hiring a new driver, and keep me busy.

We have (4) HS routes; (5) Big bus Elementary routes; (1) Mid-bus elementary route; (2) out placed van runs and (1) in-town special needs van run.

We have implemented a small double run this year for the Perry Hill apartment students. They are 22 in number and it is a quick drop and pick up that allows us to use the larger bus to return to the school before 3:25 second run. The reduction in numbers allows the bus to cover more territory with less students riding.

I have also planned a split for bus A/K high school in the afternoon to be used when situations require trip drops, covering high schools while a driver may be on another assignment etc.

We have 2 regular late bus runs Mon. thru Thurs. for clubs, extra help sports practice. Tuesday and Thursday a 3<sup>rd</sup> bus is needed for special needs students using the lift bus.

I am sure there is more but

Joan

## Ashford Elementary School Business Manager's Report November 2, 2017 Lisa Dyer

### **Budget 2016-2017**

The 2016-2017 budget expenditure surplus remains the same at \$21,480.76, and has \$50,000 that is encumbered until we receive the certificate of occupancy for the special education suite. In addition, the cafeteria has reimbursed the BOE for expenses paid on their behalf for the 2016-2017 school year. I am consulting with the auditors on which year to post these reimbursements in. My rule is to post the revenue with the expense which means there would be an increase in the school's surplus for 2016-2017.

#### Audit 2016-2017

I have received a draft copy of the audit. At this time it is only for internal discussion purposes. I did pose several questions to the auditors regarding the report but have not heard back from them at the time this report was written. I can however say there were no write-ups, material weaknesses or significant deficiencies identified.

#### **Budget 2017-2018**

As you know, we still do not have a budget for the 2017-2018 school year and we are continuing to freeze the budget and are only purchasing necessary items and paying the schools operating expenses. To date the school has expended \$1,703,797.92 which is approximately \$100,000 more than last year at this time. This is attributed to salaries and insurance expenditures.

### **Accounts Payable 2017-2018**

The October Accounts Payable report is attached totaling \$45,920.24 for your approval.

### **Financial Software Replacement**

As I mentioned at a previous meeting, the State of Connecticut is using a new Education Finance System (EFS) for data collection for the 2017-2018 school year. Our new account codes for 2017-2018 are aligned with the "Financial Accounting for Local and State School Systems: 2014 Edition" that will be used for this new EFS reporting. Lalaine and I participated in the webinar and the system is a work in progress. If the finance committee would like to see the information provide I would be happy to share it.

Dr. Longo followed up with Michael Zambo, First Selectman and Cathryn Silver-Smith, Chair, Ashford Board of Finance to find out if there are funds for a new financial system. We have not heard back from them at the time this report was written. When I return I should have some quotes sothe BOE can have some idea of the cost involved with purchasing a new system.

### **Newest Information on the State Budget**

As I am away I will let Dr. Longo update you on this matter.

A/P Monthly Report		1
11/10/17 15:21		
October 2017		
Employee Insurance		
Vendor Name	Amount	Account Number
Anthem Blue Cross Blue Sheild	4,658.14	01-1000-210-10000
Anthem Blue Cross Blue Sheild	1,928.10	01-1200-210-20000
Sun Life Financial Sun Life Financial	1,578.83 272.45	01-1000-210-10002 01-1200-210-20002
Total	\$8,437.52	
Retirement Benefit	40,101.00	
Vendor Name	Amount	Account Number
Anthem Blue Cross Blue Sheild	204.10	01-1000-230-20000
Total	\$204.10	
Unemployment		
Vendor Name	Amount	Account Number
Department Of Labor	3,300.00	01-1000-260-10000
Total	\$3,300.00	
Purchased Services		
Vendor Name	Amount	Account Number
Complete Payroll Solutions	770.84	01-1000-340-10002
CT Colt COSTA	75.00 25.00	01-1000-330-10000 01-2320-330-10000
CSDE	125.00	01-2320-330-10000
CT Occupational Medicine	100.00	01-1000-340-10005
Gregory & Howe Inc Horizons Inc	65.00 311.43	01-1000-340-10005 01-2190-340-20000
Total	\$1,472.27	01-2190-340-20000
	\$1,472.27	
Utilities		
Vendor Name Eversource	<u>Amount</u> 2,977.43	Account Number 01-2540-321-00254
Eversource	10.53	01-2540-321-00254
Constellation New Energy	2,401.32	01-2540-321-00254
Total	\$5,389.28	
Maintenance		
Vendor Name	Amount	Account Number
Aqua Pump Inc	547.00	01-2600-430-10002
Life Safety Service & Supply Griggs & Browne	772.00 78.00	01-2670-430-10000 01-2600-430-10003
Jake's Foundations Inc	1,500.00	01-2630-430-10003
Kinsley Power Systems	414.00	01-2610-430-10000
Mechanical Maintenance Company	327.00	01-2610-430-10001
State of Connecticut -Bureau of Boilers Village Springs Distributor	400.00	01-2610-430-10001 01-2600-430-10002
Willimantic Waste Paper	610.57	01-2600-430-10002
Total	\$4,688.57	
Equipment Maintenance		
Vendor Name	Amount	Account Number
	0.00	
Total	\$0.00	
Insurance Other		
Vendor Name	Amount	Account Number
Absolute Tank Testing Inc	450.00	01-2680-520-10001
Total	\$450.00	
Communications		
Vendor Name	<u>Amount</u> 426.83	Account Number 01-2490-530-10000
Frontier Cardmember Service-AT&T Go Phone	426.83 27.17	01-2490-530-10000
Treasurer-State of Connecticut	1,350.00	01-2490-530-10002
Stamps.com	414.99	01-2490-530-10001
Voice New England	437.04	01-2490-530-10000
Total	\$2,656.03	
Printing		
<u>Vendor Name</u>	Amount	Account Number
	\$0.00	01-2530-550-10001
Total	\$0.00	

Tuition Other		
<u>Vendor Name</u> Adelbrook	Amount 10,175.00	Account Number 01-1200-561-20000
Total	\$10,175.00	01-1200-361-20000
	\$10,175.00	
Student Transportation		
<u>Vendor Name</u>	<u>Amount</u>	Account Number
Nutmeg International Trucks	242.74	01-2730-510-10000
Shipman's Fire Equipment Company Inc	135.50	01-2730-510-10000
Total	\$378.24	
Supplies Other		
<u>Vendor Name</u>	Amount	Account Number
Chappell Tire Service Top Line Supplies	360.00 189.00	01-2730-600-10002 01-2730-600-10002
Mansfield Supply	24.98	01-2730-600-10002
Lawson Products Inc	241.37	01-2730-600-10002
Home Depot Credit Services	347.79	01-2600-600-10002
USI Education & Government Sales	93.57	01-2400-600-10000
Amazon	63.34	01-2510-600-10000
WB Mason	1,274.94	01-2600-600-10003
Hillyard Rovic	25.00	01-2600-600-10000
Total	\$2,619.99	
Fuel		
Vendor Name	Amount	Account Number
Wex Bank	615.46	01-2730-626-10001
Total	\$615.46	
Instructional Supplies	<u>'</u>	
Vendor Name	Amount	Assount Number
NCS Pearson Inc	Amount 162.80	Account Number 01-1000-610-10013
NCS Pearson Inc	198.75	01-2240-610-20000
SmartMusic	140.00	01-1000-610-10005
EBAY	37.23	01-1000-610-10001
Total	\$538.78	
Books		
Vendor Name	A	A a a a a serie A Marana h a se
vendor Name	<u>Amount</u> \$0.00	Account Number
Total	\$0.00	
Equipment		
Vendor Name	Amount	Account Number
American School For The Deaf	1,288.00	01-1200-730-20000
RICOH USA, Inc	1,038.00	01-1000-730-10003
Rifton Equipment	759.00	01-1200-730-20002
Total	\$3,085.00	
Dues & Fees	\$5,000,00	
Vendor Name	Amount	Account Number
COSTA ConnCase	400.00	01-2510-810-10000 01-1200-810-10000
Capitol Region Council of Governments	10.00 1,500.00	01-1200-810-10000
	-	01-2310-810-10000
Total	\$1,910.00	
Report Total BMSI Total	45,920.24 45,920.24	
Variance	\$0.00	
	1	
Dr. Longo Contracted \$1,500	A 4	A
Vendor Name	<u>Amount</u> 0.00	Account Number 01-2200-640-03220
	0.00	01-2200-640-03220
Total	\$0.00	0.1 2200 0.10 03220
างเลา	<b>\$0.00</b>	

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<u>Description</u>
Period 10/1/17-10/31/2017 Medical Insurance Premium
Period 10/1/17-10/31/2017 Medical Insurance Premium
Group Life Insurance Premium Period 10/1/17-10/31/17
Group Life Insurance Premium Period 10/1/17-10/31/17
<u>Description</u>
Period 10/1/17-10/31/2017 Medical Insurance Premium
Description
Period Ending 8/31/2017 (J. DeCatiff & C. Moore)
Description
0/6/17 & 10/20/17 Payroll Processing Fee
2017 CT Colt Conference (R. Aubrey)
Orug & Alcohol Testing Regulations Workshop (J. Celotti)
2017 Fall Nurse Conference (M. Sibley-Jett)
Bus Driver Physical (K. Metsack)
Bus Driver Drug Test (J. Celotti)
Sept 2017 Behavior Therapy Services
Description
Period 9/8/17-10/6/17 Facility
Period 8/31/17-10/2/17 Lamp Post
Period 9/9/17-10/6/17 Facility
Description
Sept 2017 Maintenance & H2O Testing Paperwork Fee
Battery & Fire Extinguisher Replacement
Pest Control Maintenance Fee
Handicap Concrete Ramps Outside of New Classrooms & Storage Closet
1st Testing & Priming of Generators (Level One Service)
Repaired Seized Hot H2O Circulation Pump
Annual Boiler Inspection/Certification Fee
H2O Delivery for Watercoolers Superintendent Office & Nurse
Oct 2017 Trash & Recycle Pickup Charge
Description
Description
Fuel Tank Integrity Testing
wo
Description
Description Period 10/2/17 11/2/17 Telephone Evnance
Period 10/3/17-11/2/17 Telephone Expense AT&T Go Phone-Substitute Coordinator Phone
CEN Internet July 2017-Sept 2017
Monthly Maintenance Fee & 1st Class Stamps
Period 11/1/17-11/30/17 Extended Warranty Fee
Chou II, II, III, III, III, III, III, IIII, IIII, IIII
Dayanin tion
<u>Description</u>

Description Period 9/1/17-9/30/17 Tuition & Additional Services	
criod 9/1/17-9/30/17 Turtion & Additional Services	
Description	
Serviced Buses & Purchased Parts For Buses	
annual Inspection of Bus Fire Extinguishers	
Description	
Bus #11 Tire Replacement	
5/40 Oil Drum & Shop Supplies	
Garage Shop Supplies	
Purchased Parts For Both Buses And Vans	
New Classroom Area Wall Supplies To Cover Pipes Laminating Film 27" x 500' x 1" Core QTY# 2	
Ouracell Procell AA & AAA Batteries	
Fard Roll Paper Towels, Facial Tissue & 2 Ply Toilet Paper	
2" Red Buffing Pads	
Vacanintian	
Description Period 8/31/17-9/27/17 Gasoline For SpEd Vans, Mechanic & Plant Power Tools	
crod 6/31/17 //2//17 Gusoniic For Spea vans, meename ee Frank Fower Foots	
Description	
DLSTAT8 Online Level D & E	
VT-2, PPVT-4 Record Form A & CELF-5 Record Forms 5-8 martMusic Subscription Renewal	
Circles Rectangles & Squares Cut Outs	
Circles, Rectangles & Squares Cut Outs	
Sircles, Rectangles & Squares Cut Outs	
Orcles, Rectangles & Squares Cut Outs  Description	
Description	
Description Description	
Description  Description  Audiology Equip Rental & SpEd 504 Meeting Fee	
Description Description	
Description Description Ludiology Equip Rental & SpEd 504 Meeting Fee Period 10/19/17-11/18/17 Copier Lease Monthy Contract Fee	
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Description  Description  Endudology Equip Rental & SpEd 504 Meeting Fee Period 10/19/17-11/18/17 Copier Lease Monthy Contract Fee Period 10/19/17-11/18/17 Copier Lease Monthy Contract Fee Period 7/10-2018 Annual Membership Dues  Description  Y 2017-2018 Annual Membership Dues  Period 7/1/17-6/30/18 Annual Regional Membership Dues (C. Ford) Y 2016-2017 & 2017-2018 Annual Membership Dues	

Building and Grounds Committee met on October 19, 2017. In attendance was John Calarese, Marian Matthews, and guest, Susan Eastwood.

The meeting was called to order by John Calarese at 6:13.

Susan reported on interest free energy loans, such as the following: the Small Business Energy Advantage Program for which we can obtain \$100,000 and Energy Opportunity Program, which can provide \$500,000. She said that our group should meet with Andrew Bridges at Eversource, who is the engineer who sent the energy audit. He would be willing to meet with us.

In discussing all our options, including bonding for energy efficiencies, Susan mentioned that the building committee at Region 19 is also on board. They have discussed it with Lynn Stoddard, who is on the energy committee for Mansfield.

We might also want to consider having a joint meeting with Willington and Mansfield to discuss all our options.

We need to emphasize projects that will pay for themselves with the savings that are accrued. We need to find out the process for applying for the loan and how soon we can do it. Susan will look into it but also we can talk with Andrew Bridges.

Another option discussed was how Honeywell organized, priced it out, and put in place all of the energy efficiencies they put in place in Stafford. We discussed having Jim Rupert contact the superintendent in Stafford about how that occurred.

Mansfield has collected data on what other schools have done and sent that to Susan. She is going to provide some of the information on Stafford has done to us.

We also discussed the possibility that Jim Rupert talk to Gary Fisher, head of the energy commission (with Butch Clark and Lenard?), or have him come and talk to us.

We want to show the film "The Future of Energy" to the staff.

We discussed roof replacements and solar. Right now there is a 30% tax credit for renewables—maybe we could get a lease from a company to put on solar panels and they could get the tax credit.

These are the things we need to do:

- 1. Contact the folks from Stafford about energy savings.
- 2. Susan will contact Andrew and we will hear from her about whether we can

- meet with him.
- 3. Ask BOE if can send Friar audit and also if they want to meet with Andrew.
- 4. See when Andrew could meet with us and see about the details on the \$100,000 loan.
- 5. Research the various loans.

The meeting was adjourned at 7 pm.

Submitted by Marian Matthews