

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
December 7, 2017

7:00 pm

Ashford School
District Office Conference Room 14

1. Call To Order
2. Communications
3. FY 19 PUBLIC BUDGET INPUT
4. Opportunity for Public Comment
5. Approval of Minutes: 11/16/2017
6. New Business
 - a. FY 19 Budget Planning
7. Old Business
 - a. FY 18 Budget
8. BOE Subcommittee Worksessions (7:30 pm – 8:15 pm)
 - a. Cafeteria (S. Gamache, M. Matthews, K. Warren)
 - b. Finance (J. Lippert, J. Urban)
9. Subcommittee Worksession Summaries to Board
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.

Enclosures: Minutes 11/16/17

Enrollment Summary: Federal Ethnicity and Race Report as of 12/01/2017 (D3)

Ashford School

View:
Federal Ethnicity and Race

Students:
 All Active Enrollments
 Current Selection

Date:
12/01/2017

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	16 7 / 9	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	12 4 / 8	1 0 / 1	2 2 / 0	0 0 / 0
-1	31 20 / 11	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	27 16 / 11	2 2 / 0	1 1 / 0	0 0 / 0
0	40 23 / 17	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	37 21 / 16	1 1 / 0	2 1 / 1	0 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	37 24 / 13	0 0 / 0	0 0 / 0	2 1 / 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	41 20 / 21	0 0 / 0	2 0 / 2	1 1 / 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	407 214 / 193	0 0 / 0	5 2 / 3	10 6 / 4	1 1 / 0	339 176 / 163	32 15 / 17	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.

District Responsibility

Legend 407 + 2 outplaced + 1 magnet = 410

Icons - Date Entry

Ashford Board of Education
Regular Meeting Minutes – November 16, 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

Superintendent of Schools Dr. J. Longo called the meeting to order at 7:03 pm. Present were board members J. Calarese, J. Urban, K. Warren, J. Lippert, M. Matthews and S. Gamache. Also present was Director of Special Education C. Ford and recording secretary J. Barsaleau. Present in the audience were AEA co-president J. Horn, R. Haeger, B. Duffy and R. Duffy. Unable to attend was board member L. Donegan.

Board Reorganization

a. Election of Officers

Dr. Longo welcomed new members Shannon Gamache and Jane Urban to the Board. Dr. Longo explained briefly the process of election of officers and then opened the floor for nominations for Chairperson of the Board.

K. Warren nominated John Lippert for Board of Education Chair. J. Calarese seconded the nomination.

Dr. Longo asked if there were any discussion or other nominations. Being none, he called for a vote on the nomination on the floor. The nomination carried with one abstention (J. Lippert).

Dr. Longo then turned the meeting over to Board Chair, J. Lippert. Mr. Lippert said he was pleased to take on the role of board chair. He spoke very highly of the leadership of past members and officers Jim Rupert and Kim Rourke. Both had served eight years and will be missed.

He then opened the floor for nominations for Vice-Chairperson.

M. Matthews nominated Lisa Donegan for Board of Education Vice-Chair. The nomination was withdrawn, as Mrs. Donegan was not present to indicate she would accept if nominated.

J. Calarese nominated Marian Matthews for Vice-Chairperson. Nomination seconded by K. Warren.

Brief discussion followed. M. Matthews was concerned that she had not had enough board experience. Being there were no other nominations or discussions, the Chair called for a vote on the nomination on the floor. The nomination carried with one abstention (M. Matthews),

The Board Chair opened the floor for nominations for Secretary.

J. Calarese nominated Kay Warren for Secretary. Nomination seconded by J. Urban.

There being no other nominations or discussion, the Chair called for a vote on the nomination on the floor. The nomination carried with one abstention (K. Warren)

b. Establishment of Regular Meeting Date/Place/Time

A draft calendar of meetings for 2018 was included in the board members' packets for review.

Discussion followed concerning meeting dates in the spring.

Motion by M. Matthews to approve the meeting schedule as presented, with regular meetings being held on first and third Thursdays at 7 pm in District Office Conference Room 14. Motion seconded by K. Warren and carried unanimously.

c. Committee Appointments

Chair J. Lippert opened discussion of committee assignments. Members volunteered to serve on the following committees:

J. Calarese: Building & Grounds, Transportation and Long -Term Planning (alt.)
L. Donegan: Building & Grounds, Personnel
S. Gamache: Transportation, Cafeteria
J. Lippert: Finance, Long-Term Planning
M. Matthews: Cafeteria, Building & Grounds, Long-Term Planning
J. Urban: Personnel, Finance
K. Warren: Personnel, Finance and Transportation

Persons to be Heard

J. Lippert requested that this agenda item be renamed to “Opportunity for Public Comment” on future agendas to better match the latter public opportunity on regular meeting agendas.

R. Haeger expressed gratitude to Jim Rupert and Kim Rourke for all they have done while serving on the board, thanking the administration, Dr. Longo and the board members for their hard work and effort during this difficult budget time. Mrs. Haeger welcomed new board members, noting she would be interested in hearing from them why they wished to serve on the board. J. Lippert then asked the new members if they would introduce themselves and share their motivation for seeking membership on the board of education. Ms. Gamache responded that she is the parent of 3 children that she is presently home schooling and a member of the republican town committee. She likes to “know how things work and likes to be involved in her community” and felt that the board of education was a great place to serve. Mrs. Urban has 3 children in Ashford School and stated she has seen “fantastic change in this school”, and that “she loves the school”.

Communications

J. Lippert acknowledged an email was sent to past and current board members from a former employee. Dr. Longo and other members of the board stated the nature and content make this communication a confidential personnel matter.

Motion made by K. Warren to add to the agenda between items 9 and 10, executive session for the purpose of discussing confidential personnel matter. Motion seconded by M. Matthews and carried unanimously.

A notice was received from the Northeast District Probate court that the Bicknell Trust financial report filed in October was accepted and has been filed.

Approval of Minutes: 11/02/2017

Motion by M. Matthews to approve the regular meeting minutes of 11/02/2017.

Minor grammatical notations were made changing the “was” to “were” in referencing who was in attendance at the BOE Subcommittee worksessions.

Motion with the corrections stated seconded by J. Calarese and carried with two abstentions (J. Urban, S. Gamache)

New Business

a. FY 19 Budget Planning

J. Lippert requested that a status quo budget be brought to the board to use as a starting point in developing the FY 19 budget. It should include negotiated wage increases and any known increases. Dr. Longo reminded the board that the current collective bargaining agreement with the non-certified staff union, MEUI, expires June 30, 2018. Dr. Longo met with Ovation Benefits earlier this week and they recommended a placeholder increase of 6-7% over the current year. More accurate information will be known in January. A BOE budget calendar will be developed.

Motion made by J. Lippert to add to the agenda as item 6b, “Authorization to Submit Title IV Grant Application”. Motion seconded by M. Matthews.

Dr. Longo reported eligibility for a new grant, Student Support and Academic Enrichment. Ashford would receive \$10,000 to supplement enrichment. The grant requires detailed information on how the use of the grant is determined and what outcomes are expected from its use.

Motion made by M. Matthews to authorize the administration to submit the Title IV grant application. Motion seconded by S. Gamache and carried unanimously.

Old Business

a. FY 18 Budget

Dr. Longo, L. Dyer, J. Calarese and J. Lippert attended the Board of Finance meeting on 11/14. The BOE has received no budget increase over FY 17. Dr. Longo thanked those who attended the meeting and spoke on behalf of the BOE budget. He reiterated his statements from that meeting that should zero increase budgets become the norm, the outcome will affect students directly in terms of reductions to programs, services and staff. A zero budget document was distributed. Discussion followed concerning reductions in supplies and equipment. K. Warren requested more detail be provided in the notes section concerning reductions.

Dr. Longo reminded the board that during FY 18 budget development, wage increases for non-union, non-certified members of the support staff were negotiated and agreed to. He asked that the board consider release of those negotiated increases upon passage of the FY 18 budget.

Motion made by J. Calarese to authorize the 2.75% wage increase for non-union, non-certified support staff and increases for two secretaries, as was previously negotiated, retroactive to July 1, 2017.

Motion seconded by M. Matthews and carried unanimously.

This increase is not applicable until the FY 18 budget is approved.

Next Meeting Date/Agenda Items

The Building & Grounds committee will meet on 12/7 at 6 pm.

The next regular meeting date is 12/7 and will be preceded by a special meeting for FY 19 Public Budget Input. Regular meeting agenda items: FY 18 budget, FY 19 budget, 2nd reading of policies, and finance and cafeteria subcommittee worksessions.

Second Opportunity for Public Comment

None

Personnel Matter (Executive Session)

Motion made by M. Matthews to enter into executive session (8:33 pm) for the purpose of discussing a personnel matter, inviting Dr. Longo to attend. Motion seconded by K. Warren and carried unanimously.

Present: J. Lippert, K. Warren, S. Gamache, J. Calarese, M. Matthews, J. Urban and Dr. J. Longo

All parties left the executive session at 8:48 pm. There was no action taken.

Motion to adjourn the meeting (8:48 pm) made by M. Matthews, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Monthly Facility and Maintenance Report
November 2017

Systems and Routine Maintenance Schedule (see attached)

HVAC and Major Systems

- During daily walk through, a circulator pump in the heating system of gymnasium stopped working. Mechanical Maintenance Company was contacted and repairs completed.
- Replaced 46 heating unit filters in hallways with lifetime filters.
- Hot water pump for kitchen replaced (lower boiler)
- New thermostats in room 26 and kitchen
- New motor in kitchen ceiling heater
- Purged gym heaters
- Rooftop fan units above gym to be replaced in early December
- Fixed heating in school psychologist's office

GROUNDS

- With the help of the Town of Ashford's public works department, the playground slide that was unusable for the past month or two was replaced. There was a need to remove and replace the concrete anchors to accommodate the replacement slide's specifications.
- 70 yards of woodchips were spread throughout playground areas to bring up to code depth.
- Concrete access ramps in the renovated CORR area were painted yellow per code.
- General lawn and grounds work, cleaned up flower beds, raking and mowing.
- Attached snow blower to tractor

GENERAL FACILITY

- Minor repairs made to gym floor, caused by student picking at the top surface of a basketball key.
- Roof inspected for leaks following the storm the last weekend of October; while checking the facility that Saturday, the gym roof had leaked. About 30 gallons of water was removed and fans placed to dry the area as quickly as possible to minimize the risk of floor damage. This action was successful. The gym floor is scheduled for resurfacing 12/27.
- Removed and relocated wooden tool cabinet from the district storage closet.
- Required radon testing completed.
- Required water testing samples gathered.
- Vacuumed dust from gym rafters and catwalk
- Installed six sanitary napkin bins in ladies rooms
- Changed ballasts and light bulbs
- New curtain ropes installed in music room

Ashford School Equipment, Facility & Maintenance Schedule of Service

Service Area/Equipment	Vendor	Contact Phone	Maintenance Interval/Schedule
Generator	Kinsley Power Systems	800-255-3503	Every 6 months
Septic	Skip's Septic	860-875-2332	Annually in Summer
Kitchen Grease Traps	Skip's Septic	860-875-2332	Annually in Summer
Septic Permit	State of Connecticut	www.ct.gov	Every 10 years
Boilers	Mechanical Maintenance	860-528-9835	Check daily As Per Schedule or as needed
Boiler Inspection	State of Connecticut	www.ct.gov/DEEP	Every 2 Years
HVAC System	Mechanical Maintenance	860-528-9835	As Per Schedule or as needed
Air Duct/Vent Cleaning	Duct & Vent Cleaning of America	800-442-8368	Rotating Sections - Annual
Kitchen Hood Cleaning	A-1 Hood Cleaning	860-729-2565	Annually in Summer
Kitchen Hood Inspection	Stuart White Company	203-878-6311	Annually
Kitchen Appliances	Preferred Services Inc.	860-643-2430	As needed
Fire/ Door Closing Security System	Venture NextGen Security, LLC	860-963-0832 home Kevin Kozaczka	Annually, per contract
Emergency Lighting Fire Extinguishers	Life Safety Service	203-272-1882	Every 6 months
Radon Testing	EASTCONN	860-455-0707	Once per 5 years*

Water Testing (including groundwater)	Aqua Pump	860-684-5349	Weekly, Quarterly per State Requirements
Cross Connection Survey	Aqua Pump	860-684-5349	Every 2 Years
Asbestos Inspection	EASTCONN	860-455-0707	Every 6 months/Once per 3 years*
Roof	Allied Roofing	860-966-6904 (Rick)	Every 6 months, or as needed for repair
Plant Fuel	Dime Oil	203-754-5334	As needed
Kitchen Inspection	Eastern Highlands Health	860-429-3325	Twice during school year
Building Inspection	Ashford Fire Marshal	c/o Town of Ashford	By Sept. 30 Annually
Bleacher Inspection	Hussey Seating	1-203-757-2486	Annually in Summer
Playground Inspection	Stephen Pendl	CIRMA 1-203-946-3796	Staff Check at least weekly, formal inspection every year
Playground Wood Chips	Blue Slope Sawdust	860-942-7084	Check quarterly Order 80 yds. every 2 years or as needed
Video/Camera Surveillance	Venture NextGen Security	860-928-2784 860-234-8817 Galen Beaupre	Annually, or as needed
Emergency Alarm Monitoring	Centralarm	800-639-2066 Acct #11301004	As needed, update employee codes as needed

Gym Floor Treatment	All Star Hardwood Floors	860-346-7647	Annually in Summer
Janitorial and Paper Supplies	Hillard – RoVic	860-474-2858	N/A
Floor Care - Machine Sales/Repairs	Hillyard-RoVic	860-474-2858	As needed
Glass /Door Repairs	JBR Glass & Construction	860-429-4390	N/A
Safety Glass Glazing	Armor Solutions	203-943-1559	
Restroom Partitions	General Maintenance Supply Inc.	860-688-8651	N/A
Classroom White Boards	General Maintenance Supply Inc.	860-688-8651	Per Budget
Painting	Mansfield Painting	860-942-7516 cell Ed Paviliscak	As needed
Trash/Recycling	Waste Management, Inc.	800-826-7952	Weekly
Tree Removal/Trim	Mansfield Tree	860-234-1056 cell John Balogh	As needed
Stump Grinding	Dan Duffy	860-423-9429	As needed
Fuel Tank Cleaning	Tankworks	860-646-3348 800-653-3140	As required per schedule
Oil Tank Electronic Monitoring/Supplies (Veeder Root)	TMI Service, LLC	860-917-7063 Wayne Dowell	Checked daily by Staff, call for service/supplies Inspect every 3 years
Tank Integrity Testing	Absolute Tank Testing	203-876-7430	Annually
Plumbing	B.A. Muzio Inc.	860-684-2285	As needed
Electrical	Gagne Electric	860-429-3218	As needed
Tile and Carpet	Freedom Carpet	860-716-0817 Phil	As budgeted, or needed
Tile Floor Reglazing	SaniGlaze	203-925-6134	
Parking Lot/Asphalt	All-Line Striping	860-490-7317	As needed

		Allinestriping@att.net	
General Grounds Care	Ashford Maintenance Staff		As Per Plan
Parking Lot Sweeping Snow Plowing Playground Equipment Install/Removal	Town of Ashford Joe Kalinowski, Supv.	860-429-6812 860-428-6089 cell	As needed or as scheduled
Building Inspection	Town of Ashford	860-487-4400	Annually Prior to start of any alteration

Town of Ashford: Contact for all building, electrical permits 860-487-4400

*Requires written notification to staff and/or families two weeks prior to testing.

Last revised 11/16/2017