

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
January 18, 2018
7:00 pm
Ashford School
District Office Conference Room 14

1. Call To Order
2. German American Partnership Program – K. Craven/C. Imhoff
3. Communications
4. Opportunity for Public Comment
5. Approval of Minutes: 12/21/2017
6. Superintendent Report - Regionalization
7. New Business
 - a. CABE/CAPSS Convention Report
 - b. Staff Appointment
 - c. MEUI Negotiations Planning
 - d. FY 18 Budget – Approval of Budget w/Revised Account Codes per Educational Finance System
 - e. Friar & Associates Capital Improvement/Master Plan Proposal
8. Old Business
 - a. FY 19 Budget
 1. Review/Revise Capital Improvement Plans
 2. Budget Calendar
 - b. Second Reading of Policies: Series 1000: Non-Discrimination (Community); Series 4000: Non-Discrimination (Personnel); Series 5000: Non-Discrimination (Students); Series 5000: Student Records (FERPA)
9. Next Meeting Date/Agenda Items
10. Second Opportunity for Public Comment
11. Superintendent Evaluation (Executive Session Anticipated)
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.



Global Learning at Ashford School: Partnering with a School in Germany

Please come join us for a lively conversation about building students' global competency at Ashford School. We are in the process of developing an exchange with a school in Germany. We are also looking to create opportunities for students to work towards the United Nations Sustainable Development Goals, opportunities for students to virtually explore the world, opportunities for students to collaborate with different cultures, and low/no cost opportunities for students to travel abroad. If your child is interested in participating in a two-week exchange trip to a school in Germany or other global learning opportunities, please come to this informative meeting.

Friday, January 19th at 5pm in room 21

Have questions? Contact Ms. Imhoff or Mrs. Craven
cimhoff@ashfordct.org, kcraven@ashfordct.org

Enrollment Summary: Federal Ethnicity and Race

Report as of 01/02/2018 (D3)

Ashford School

View:

Federal Ethnicity and Race

Students:

☒ All Active Enrollments☐ Current Selection

Date:

01/02/2018

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	17 7 / 10	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	13 4 / 9	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	34 19 / 15	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	28 16 / 12	3 1 / 2	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	44 20 / 24	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	39 18 / 21	3 1 / 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	44 26 / 18	0 0 / 0	0 0 / 0	2 0 / 2	0 0 / 0	36 23 / 13	4 1 / 3	1 1 / 0	1 1 / 0
Total	403 209 / 194	0 0 / 0	5 2 / 3	10 6 / 4	1 1 / 0	338 174 / 164	29 12 / 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.

Legend

Icons  - Date Entry

Ashford School
Monthly Facility and Maintenance Report
January 18, 2018

HVAC and MAJOR SYSTEMS

- As reported in the November report, the rooftop units were installed on 12/7
- Repaired three door closers on fire doors
- Annual sprinkler inspection completed
- Fire extinguisher inspections completed

GROUNDNS

- Cleaned up and treated all sidewalks, the basketball court and paved play surfaces from several snow storms in December and January
- Washed salt off of tractor and snowblower after storms
- Attached spreader to tractor

GENERAL FACILITY

- Requested fuel delivery, filled propane tank for kitchen
- Set up risers and floor covering for winter concert
- Stripped gym floor and resurfaced during holiday recess
- Stripped and waxed all hallways during holiday recess
- Changed several ballasts and light bulbs
- Replaced door knobs in rooms 16 and 24

Ashford Board of Education
Regular Meeting Minutes – December 21, 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

Secretary K. Warren called the meeting to order at 7:05 pm. Present were members L. Donegan, J. Calarese, J. Urban, J. Lippert arrived at 7:07 pm as assumed control of the meeting. Others present were Dr. J. Longo, Superintendent, Principal T. Hopkins, Director of Pupil Personnel C. Ford, Asst. Principal G. Dukette Business Manager L. Dyer and recording secretary J. Barsaleau. Present in the audience were R. Haeger and J. Horn. Unable to attend were board members M. Matthews and S. Gamache.

Communications

- The Board of Education received a letter from teachers Carly Imhoff and Kate Craven requesting formal discussion of international travel and student exchange through the German American Partnership Program (GAPP). The teachers will attend the January 18th meeting of the BOE. Mr. Hopkins and BOE member L. Donegan were among others in attendance at an International Travel meeting held 12/19, facilitated by EF Tours. Discussion and questions followed.

Motion made by J. Calarese to as to the agenda as item 7e, Discussion of International Exchange Education, motion seconded by L. Donegan and carried unanimously.

- J. Lippert received communication from the Town Treasurer stating that the memo received concerning FY 19 budget requests be submitted by January 10th was not applicable to the Boards of Education. Presentation to the Board of Finance is scheduled for March 1st.

Opportunity for Public Comment

R. Haeger appreciates the opportunity to speak at these meetings and feels this is of great value to know her concerns are welcomed by the BOE. She encouraged the formation of a curriculum committee as suggested at the last meeting, and perhaps a survey of outgoing and past students should be implemented to gather information concerning their Ashford School experience.

Approval of Minutes: 12/072017

Motion made by L. Donegan to approve the minutes of 12/07/2017. Motion seconded by J. Urban and carried with one abstention (K. Warren).

Mrs. Donegan, Mrs. Urban and others noted that the Winter Concert was great and they were very impressed with the students and with the music staff.

District Reports (Superintendent, Business Manager, Director of Special Education)

- Dr. Longo provided copy of his next article for the Ashford Citizen in the board packet. He explained that unless there is a need, any report he would submit would be very similar to those of Mrs. Ford, Mr. Hopkins and Mr. Dukette. They meet frequently as a group and often for hours working collaboratively on much of what is highlighted in individual reports to the board. Board members commented that they are pleased and like the content of the articles that Dr. Longo writes each month for the Ashford Citizen.
- L. Dyer distributed the Business Manager's report, financial statement and accounts payable report through December 2017. Upon the referendum passing, more detailed financial statements will be available and any transfer needs addressed. Mrs. Dyer stated that at a recent Board of Finance meeting, it was stated that the Board of Education had not paid its life insurance bill, causing a lapse in life insurance coverage. She explained that the Board of Education could not pay the Sun Life bill as it had then and still carries, a credit balance. (e-mail attached) Uniform Chart of Accounts (UCOA) and financial software were also discussed.
- C. Ford reviewed her report. She was asked about the status of that our vacant school psychologist position. Currently coverage is being shared by Ms. Deliberto along with outsourced personnel, Mrs. Brand and Dr. Hodgson. SRBI (Scientific Resource Behavior Interventions) and the SIT (Student Intervention Team) process were discussed. Mrs. Ford spoke very highly of her spotlight staff member, Mrs. Courtright who has been with us for 32 years.

Administrative Reports (Principal, Asst. Principal)

- Mr. Hopkins focused his report on results of the recent school climate survey of students in grade 4-8, website updates by faculty, and his faculty spotlight of teachers Carly Imhoff and Kate Craven. Discussion followed of the climate survey results and repeating the survey in the spring.
- Mr. Dukette's report addressed the progress to date on curriculum and future plans, student behavior and programs such as "Morning Announcements." Mr. Dukette's choice of a spotlight faculty member is Mrs. Marinelli. He spoke of her student-centered approach to educating her students and the warm, inviting learning environment her classroom provides.

Before moving onto new business, a text message was received by the Board Secretary that the budget referendum had passed. Brief discussion followed with Dr. Longo stating that the collaboration shared by the Boards of Selectmen, Finance and BOE were handled remarkably well considering the constant crises at the state level.

Mr. Hopkins reported that he was just informed that Rebecca Aubrey has been named "CT Council of Language Teachers," (COLT) teacher of the year! This is a fantastic accomplishment for Ms. Aubrey and for Ashford School.

New Business

a. Annual Review of Bicknell Trust

1. Determine Number and Denomination of Scholarship Awards

The November 30, 2017 statement balance of the Bicknell Education Trust is \$122,375.47. Discussion followed concerning the amount of scholarships to award this year.

Motion made by K. Warren to authorize the award of four Bicknell Trust Scholarships in the amount of \$1,000 each for 2018. Motion seconded by J. Calarese and carried unanimously.

b. Staff Appointment

A committee consisting of Dr. Longo, Mr. Hopkins, Mr. Calarese and Jim Rupert interviewed four candidates for the 32-hour custodial position. J. Calarese noted that this was a good process and the candidates were well chosen.

Motion by L. Donegan to authorize the Superintendent to pursue the appointment of Robert McGuire to the position of 32-hour custodian. Motion seconded by J. Urban and carried unanimously.

c. Authorization for Custodial Department Position

Dr. Longo prefaced the reasons for requesting that the board consider a 20-hour position be approved. Discussion followed.

Motion made by J. Calarese to post a 20-hour part time internal custodial vacancy notice and upon expiration of that posting, authorize the appointment of a previously interviewed candidate.

Motion seconded by J. Urban and carried unanimously.

d. First Reading: Policies Revised by Counsel

The policies that were distributed for review by for first reading are as follows:

- Series 1000: Non-Discrimination (Community)
- Series 4000: Non-Discrimination (Personnel)
- Series 5000: Non-Discrimination (Students)
- Series 5000: Student Records (FERPA)

All are existing policies that require revision due to legislative action and will be on the agenda for second reading/approval in January.

e. Discussion of International Exchange Education

Mr. Hopkins read a letter (attached) concerning exploration of travel to Costa Rica for students in grades 6-8. As stated earlier, EF Tours facilitated a meeting to discuss the possibility of such a trip. Much discussion followed, which included but was not limited to, cost, liability insurance, grants/fundraisers to offset costs, how many students and chaperones, and the need for a travel policy from counsel.

Motion made by K. Warren to authorize pursuit of International travel for Ashford students in grades 6-8 to Costa Rica and opportunities for International Exchange and travel to Germany, pending discussion with Board counsel and the insurance carrier. Motion seconded by J. Urban and carried unanimously.

Old Business

a. FY 18 Budget

No discussion.

Next Meeting Date/Agenda Items

CABE/CAPSS convention report, international travel follow up, status quo FY 19 budget, subcommittee worksessions, policies.

Mrs. Dyer requested that the board consider a special meeting on 1/25 for FY 19 budget worksession.

Second Opportunity for Public Comment

None

Review of Superintendent Evaluation Instrument (Executive Session Anticipated)

There was no executive session. Brief discussion was held concerning the document and format used to evaluate the superintendent.

Motion to adjourn the meeting (9:38 pm) made by J. Calarese, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Superintendent's Report
Board of Education Meeting
January 18, 2018

Partnership

I have been meeting with the Superintendent of Willington to discuss possibilities for us to share programs, or form limited partnerships. We have been discussing individual programs as well as significant possibilities, such as a new school, to serve both communities.

These discussions are in response to considerable pressure to find ways to economize while not impacting service to students. I am wondering if you would be interested in forming a joint committee to explore building a school together? There are many advantages if it is done correctly. I will be meeting with Mike Zambo to get his ideas on the subject and will discuss it in more detail with you. It could be a way to lighten the burden on the Ashford taxpayer.

2018-2019 Budget

You will find a proposed schedule for the BOE budget preparation process in your packet for this meeting. I have met with the Administrative team and discussed many possibilities. We are definitely feeling the strain of multiple years with a zero budget.

Update on Global Studies (Germany Exchange, Costa Rica Trip)

Troy has been meeting with the teachers who are organizing and planning these programs (Carly Imhoff, Kate Craven, Rebecca Aubrey, Julia Rhubin). Carly and Kate are scheduled to present the German Exchange experience at tonight's BOE meeting.

Web Page Update

We have created an updated link on the web page called "The Ashford School Profile 2018." This is in draft form, but is a first glance at our school.

School Calendar

I am discussing some changes in the school calendar for 2018-2019 that would move some of our PD days to the summer. It will be on a February agenda for BOE discussion.

Financial Software

I met with Mike Zambo earlier this week and we discussed creating a committee to review financial software packages, including an updated version of BMSI.

Jason M. Link
174 Boston Pike Road
Pomfret Center, CT 06259
Jasonlink56@gmail.com
860-212-6323

Education

Woodstock Academy
High School Diploma 2017

Clubs and Organizations

- Unified Sports
- JV & V Lacrosse 4 years
- JV & V Football 2 years

Volunteer & Work Experience

- Community Service with Rick Harless at Roseland Park – 2016
- Employed at Grill 37 from May thru September – 2016

References

Holly Singleton, Associate Headmaster Woodstock Academy

Email - HSingleton@woodstockacademy.org

Number - 860-377-3808

Christopher L. Dyer, Senior Director of Quality, Pratt & Whitney East Hartford CT

Email – Christopher.dyer@pwutc.com

Number – 860-819-9222

Colleen Solitro

Email – coleen.solitro@pop.belmont.edu

Number – 860-771-1014

Rick Harless, Park Manager, Roseland Park, Woodstock CT

Number 860-963-9557

November 2, 2017

Dr. James Longo
Superintendent of Schools
Town of Ashford
440 Westford Road
Ashford, CT 06278

RE: Capital Improvement Master planning
Ashford School
440 Westford Road
Architect's Reference No.: 2017-116A
Fee Proposal

Dear Dr. Longo:

As requested Friar Associates is pleased to offer this proposal to provide consulting services to assist in writing a long term Capital Improvement/Master Plan for Ashford School in Ashford, CT.

Our Master Plan Reports will build upon the facilities' existing conditions reports to identify the objectives and criteria that frame a facility long-range plan. This information will assist the project stakeholders in developing multiple plan options that are presented as a series of inclusive building projects over a set timeline, usually 10 – 20 years.

Each project is prioritized based upon the needs of the program and facility and is plotted on the timeline. A comprehensive opinion of probable project costs is then generated to correspond with the timeline. This estimate includes all projected soft costs, escalation costs, and projected grant funding.

We will work with the Town and Board of Education to:

- Establish an understanding of the District's vision
- Develop consensus around recommendations to achieve the vision
- Identify and evaluate opportunities to amend the vision based on educational practices
- Develop an implementation plan for future bond programs considering cost estimates, maintenance and operations impact, timing, and project(s) scope.

Our analysis will assess all available owner provided data including:

- Demographic reports
- State of CT school capacity methodology
- Facility conditions

- Utilization of space for school and administrative programs
- Evaluation of space suitability for programs
- Energy efficiency options
- Educational specifications.

Our scope of work will include attending all meetings as required and developing final reports, and presentations to boards and commissions as may be required.

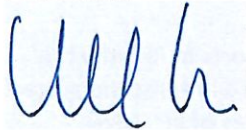
Fee:

We propose a fixed fee for services in the amount of **Four Thousand Five Hundred Dollars (\$4,500)**, which equates to 45 hours of service billable as completed. Our fee is based up our services which we feel best meets your needs for a comprehensive Capital Improvement Product for your building. We would be happy to review these numbers and adjust our level of services to best meet your budget.

We are available to start this work as soon as we have entered into agreement with you. If this is acceptable to you, please indicate your acceptance of this agreement by signing below and returning one copy of this letter.

If you have any questions regarding this proposal, please contact me at 860-678-1291 or mas@friar.com.

Yours truly,



Michael A. Sorano, AIA
Vice President
Friar Architecture Inc.

Accepted by,

Dr. James Longo
Superintendent of Schools
Town of Ashford, CT

Date: _____

BOF Budget Calendar 2018 - final 1-2-2018							
11-Jan-18	Regular BOF Meeting						
25-Jan-18	Regular BOF Meeting						
5-Feb-18	Region 19 Budget Books should be available						
8-Feb-18	Regular BOF Meeting						
15-Feb-18	Regular BOF Meeting						
	Selectmen present general government budget						
22-Feb-18	Regular BOF Meeting						
1-Mar-18	Regular BOF Meeting						
	Ashford School budget presentation						
8-Mar-18	Regular BOF Meeting						
	BOF review : Region 19 budget request and Selectmen's recommendations						
15-Mar-18	Regular BOF Meeting						
	BOF budget review						
20-Mar-18	Region 19 Public Hearing (timing based upon 2017 schedule)						
22-Mar-18	Regular BOF Meeting						
	BOF adopts proposed budget						
23-Mar-18	Accounting Adjustments/Mill Rate Page & Summary						
26-Mar-18	Public Hearing version of budget books available to the public						
27-Mar-18	Adoption of Region 19 Budget						
	Legal Notice - Public Hearing to appear in newspaper and website						
10-Apr-18	Public Hearing						
	Special BOF Meeting						
11-Apr-18	BOS sets date for Annual Budget Meeting and Referendum						
	Final accounting adjustments						
12-Apr-18	Regular BOF Meeting						
13-Apr-18	Annual Budget Meeting legal notice to newspaper and website						
16-Apr-18	Annual Budget Meeting books available to the public						
19-Apr-18	Regular BOF Meeting						
24-Apr-18	Annual Budget Meeting						
26-Apr-18	Regular BOF Meeting						
3-May-18	Regular BOF Meeting						
7-May-18	Region 19 Annual Meeting						
8-May-18	Ashford Budget Referendum						
10-May-18	Regular BOF Meeting						
24-May-18	Regular BOF Meeting						