

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
February 15, 2018

7:00 pm

Ashford School
District Office Conference Room 14

1. Call To Order
2. Presentation – Project Based Learning (Rebecca Aubrey)
3. Communications
4. Opportunity for Public Comment
5. Approval of Minutes: 01/25/2018; 02/01/2018
6. District Reports (Superintendent, Business Manager, Director of Pupil Personnel)
7. Administrative Reports (Principal, Asst. Principal)
8. New Business
 - a. 2017-2018 School Calendar Revision
 - b. FY 19 Ashford School Budget
 1. Worksession
 2. Approval of BOE Budget for Presentation to Ashford Board of Finance
9. Old Business
 - a. Approval of 2018-2019 Ashford School Calendar
 - b. Friar & Associates Master Plan Update
 - c. MEUI Non-Certified Staff Negotiations Update
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. Superintendent Evaluation (Executive Session Anticipated)
13. 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 01/25 special; 02/01 regular; District & Admin Reports;

Thursday, January 18, 2018

Ashford School
440 Westford Road
Ashford, CT 06278

To whom it may concern,

The Exxon Mobil Educational Alliance program has received a nomination for your school to receive a \$500 grant from the local Exxon/Mobil location. Please review the information below to ensure the request meets program guidelines, make corrections if necessary and sign in the area indicated. If, for any reason, the gift is not acceptable, please supply an explanation on the line provided.

We are not able to complete the processing of this request until this confirmation is returned. The deadline to do so is February 23, 2018. Any certification letters received after that date will not be processed.

Please complete the request after you receive the grant by either:

- 1) Mailing completed form to:
ExxonMobil Educational Alliance
P.O. Box 7288
Princeton, NJ 08543-7288
- 2) Faxing completed form to: (609) 799-8019
- 3) Emailing as an attachment to: ExxonMobil@easymatch.com

Your confirmation below is needed in order for our Branded Wholesaler to receive credit for issuing your School the grant of \$500. Payments for the Exxon Mobil Educational Alliance program are made annually as outlined in our guidelines. Please call us at 1-855-282-4541 if you have any questions.

Thanks for your participation in the 2017 Educational Alliance program.

Sincerely,
Exxon Mobil Educational Alliance Program

I certify that the gift described below has been received by this institution. I also certify that this gift will be used for the maintenance and support of this institution in the area of Math and/or Science and that this institution has not provided and will not provide any benefit of more than nominal value to the donor, to any member of the donor's family, or to any individual designated by the donor in return for, or as a result of, this gift.

Gift Amount: \$500

If gift is NOT acceptable, please check and indicate the reason:

Signed: James Longo Date: 1/26/18
Printed Name: James Longo Title: Superintendent

Customer ID: 101878
Store #: 316336
SQUAW HOLLOW XTRA MART
9 NOTT HWY
ASHFORD, CT 06278
Reference ID: 10092532

Ashford Board of Education
Special Meeting Minutes – January 25, 2018
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. Lippert called the meeting to order at 7:02 pm. Present were members S. Gamache, L. Donegan, J. Calarese (7:10 pm), K. Warren, J. Urban. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Director of Pupil Personnel C. Ford, Business Manager L. Dyer and recording secretary J. Barsaleau. Unable to attend was board member M. Matthews. Present in the audience were K. Johnston and R. Haeger.

Opportunity for Public Comment

Mrs. Haeger wished the board luck with its budget work. She again encouraged the board to consider recording of its meetings to allow residents to hear the discussions that occur. Brief discussion of that topic followed.

FY 19 Budget Worksession

L. Dyer distributed the first draft of the FY 19 budget. The percentage increase of 3.51% represents mediated and negotiated wage increases, an anticipated 4.4% increase in health insurance premiums and reduction in staff of two full time positions, one in the district business office and one paraprofessional. Health insurance may still come in at a lower number, but as of the date of the meeting, 4.4% was the percentage given. The budget has been scoured for efficiencies, and reflects reductions that have been applied by the administrative team and business manager. Lengthy discussion followed an object-by-object review of the budget. Topics discussed were:

- Projected class sizes
- Minimum Budget Requirement (MBR)
- Educational Cost Sharing (ECS) funding
- Per Pupil Expenditures
- Property tax impact
- Impact of additional reductions to staff, supplies and equipment

Dr. Longo asked board members to review this budget draft and contact him or Mrs. Dyer with any questions, suggestions or concerns.

Further discussion continued concerning the effects that staff reductions would have on our school. Dr. Longo stated there has been much hard work done over the past 10 years to get our school to where we are today. Ashford School is viewed as a leader by area districts. Those districts visit us to see what we are doing and how we are doing it. With that in mind, any reductions to staffing will surely have an impact on students, delivery of instruction, curriculum and programs. Mr. Hopkins elaborated on this topic, stating that even if staff were reduced and staff realigned, there are difficulties for the staff members who must take on a new grade or assignment in these circumstances and class sizes will increase. Mrs. Ford commented that our staff members choose to stay in Ashford because they feel supported by the whole school community. Board members offered ideas, including expanding the preschool program to a fee based full day in-school childcare, a review of our transportation costs versus the cost of outsourcing, reviewing the costs of the State's health insurance plan, and pay to play athletics. Mr. Lippert directed Dr. Longo and the administration to create a list of potential reductions if the board chooses to make changes to the budget and to note what the impact would be.

Second Opportunity for Public Comment

Mrs. Haeger stated that she felt class sizes will be a big issue if reductions are made to teaching staff, and that there are members of the public that feel the administration is top-heavy.

Motion to adjourn the meeting (9:21 pm) made by L. Donegan, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education
Regular Meeting Minutes – February 1, 2018
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. Lippert called the meeting to order at 7:11 pm. The meeting was relocated to the media center to accommodate a number of audience members. Present were members S. Gamache, J. Urban, L. Donegan, J. Calarese, and M. Matthews. Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and recording secretary J. Barsaleau. Unable to attend was member K. Warren. Present in the audience were K. Kouatly, R. Haeger, K. Johnston, M. McDonough, K. Rourke, K. Samperi, D. Backhaus, J. Zotti, S. Makuch, A. Garrison, E. Turcotte, and Chronicle reporter C. Galvin.

Communications

None

Opportunity for Public Comment

R. Haeger asked how the administration will cover substitute needs given the reduction in Object 113 of the budget. Might teachers have to cancel classes in order to cover others, and how would that affect students, lessons and curriculum? Mrs. Haeger feels that window replacement in year 3 of the capital plan is more important than a ceiling in the library, and asked if it is possible to consider some reductions in special education versus reductions that affect the general population?

K. Kouatly stated her concern about staff reductions and the message that it sends to potential applicants? She loves our teachers and they need job security. She also asked for an explanation of the STRIVE program and feels that students moving up to grade 2 next year would do fine in two classrooms.

K. Rourke questioned the different format of the draft budget document. She also addressed concern that high school students are having difficulties and she recommends no reductions in middle school staffing. Ashford does a great job but there is more to do in preparing students for high school.

Approval of Minutes: 01/18/2018

Members briefly discussed the motion concerning international travel and the capital projects list.

Motion by M. Matthews to approve the special meeting minutes of 01/18/2018, motion seconded by J. Calarese and carried unanimously.

New Business

a. Authorization to Submit Primary Mental Health Program Grant Application

This grant requires board of education authorization prior to submission. M. McDonough gave an overview of the activities supported by this grant, known to our school as KARE (Kids Are Really Exceptional). These activities include WINGS, Flight School and Motor Group. The grant request cannot exceed \$20,000 and a minimum of \$5,000 is required to be funded by the Board of Education.

Motion made by J. Calarese to authorize the submission of the Primary Mental Health Program Grant application. Motion seconded by L. Donegan and carried unanimously.

b. Approval of 2018-2019 Ashford School Calendar

A draft of the SY 2018-2019 calendar was in the agenda packet. Dr. Longo explained that this draft moves most professional development days to August. It has been difficult in terms of weather related cancellations impacting the continuity of education the past year or two. The board supports a calendar with fewer long weekends created by professional development days, citing difficulties for families to find childcare. Mr. Hopkins spoke of the advantages of this calendar in terms of staff training over consecutive days as opposed to those more randomly spaced in the calendar and the instructional consistency is better for students. Dr. Longo asked there be no action taken this evening, the calendar is being reviewed by the teacher's union (AEA) and distributed to the non-certified union (MEUI) for review.

c. First Reading of Policies: (Series 4000: Abuse or Neglect of Disabled Adults; Series 4000: Child Abuse, Neglect and Sexual Assault Reporting; Series 4000: Employment Checks)

Strike out or redline versions of these policies were provided by counsel. Changes to these existing policies stem from legislative activity, and revisions to state/federal statutes.

Motion made by J. Calarese to accept first reading of the Series 4000 policies as presented by board counsel. Motion seconded by J. Urban and carried unanimously.

Old Business

a. Friar & Associates Master Plan Update

Dr. Longo has contacted Mike Sorano of Friar & Associates. Mr. Sorano has attempted to contact Andrew Brydges of Eversouce to follow up on their presentation to the board in December. The board cannot consider pursuit of potential funding opportunities for energy savings and energy improvements with the Town until more information is provided. Ms. Matthews stated she would contact Susan Eastwood. Brief conversation followed concerning the Capital Projects Committee meeting on 1/31, there is another meeting scheduled for 2/7.

Business manager L. Dyer requested that FY 18 budget transfers be added to the agenda.

Motion made by M. Matthews to add FY 18 budget transfers to the agenda as item 6b, and move FY 19 Budget Deliberations to item 6c. Motion seconded by L. Donegan and carried unanimously.

FY 18 Budget Transfers

Mrs. Dyer distributed a short list of budget transfers totaling \$24,500. Brief discussion followed, noting that the first transfers on the list are in reverse order. (transfers attached)

Motion made by J. Calarese to approve two line items budget transfers totaling \$24,500. \$2,000 from Accounting Clerks to BOE Meeting Stipend; and \$22,500 from Regular Transportation to Outplacement Tuition. Motion seconded by J. Urban and carried unanimously.

FY 19 Budget Deliberations

- Dr. Longo addressed the reduction in the substitute line as representative of normal costs of coverage, do not anticipate any long-term needs. Mr. Hopkins addressed how subs are assigned when there is a shortage in the building, including reassignment of paras and fellow teachers who may have a free period.
- Mrs. Dyer stated that the staff reduction referred to by Mrs. Kouatly is a paraprofessional position due to student graduation. Dr. Longo noted that the Director of Pupil Personnel reviewed her budget and was able to identify \$23,000 in reductions and 1.0 FTE has been eliminated in the district office.
- Mr. Hopkins explained that STRIVE (Students Taking Responsibility for Innovation, Venutre and Exploration) is our program for gifted students which pairs students with a faculty mentor. If there are two teachers in grade 2 next year, .5 FTE staff can be reallocated to this program and to help out middle school students.
- Dr. Longo recalled past conversations calling for a survey of graduated students and their preparedness for high school. Mr. Hopkins has met with E.O. Smith's principal and he welcomes the idea. Grade 7/8 teachers helped formulate survey questions and current grade 9/10 high school students will participate. In terms of preparedness and students struggling, a weakness in lab preparedness was identified and has been rectified.
- Dr. Longo asked that the board review the 3.28% budget, recommending no reductions citing that the need to consult with the chairs of the boards of finance and selectmen to gauge support for our budget. It would be premature to discuss any drastic reductions or changes.
- Mrs. Dyer distributed updated budget pages to members. She also discussed financial software and that two vendors originally considered are no longer in business. Upgrading BMSI makes sense.

Dr. Longo spoke of things that the school goes without. But, we have teachers and staff who go the extra mile, administrators who go above and beyond to keep morale high, a real "esprit de corps". He believes that talking about staff reductions will benefit no one and only cause fear and insecurity in our school.

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

a. Cafeteria

b. Personnel

Subcommittee Worksession Summary to Board

Motion by J. Calarese to waive subcommittee worksessions and worksession summaries to the board, and add cafeteria report to the agenda. Motion seconded by J. Urban and carried unanimously.

Cafeteria Report (attached)

Ms. Gamache and Ms. Matthews visited the cafeteria on 1/22/18 to meet staff and have lunch with students. Ms. Matthews noted that cafeteria staff are very inspired, and have a lot of great ideas, including recycling and composting. Ms. Gamache provided a written report of the visit, which prompted discussion of various ideas, thoughts and suggestions made by students and staff alike.

Next Meeting Date/Agenda Items

2018-2019 calendar approval; project-based learning presentation, administrative reports, superintendent evaluation, negotiations, approve FY 19 budget, Friar & Associates update.

Second Opportunity for Public Comment

Mrs. Haeger sought clarification that while budget options were not presented this evening, options will be discussed publicly before a board vote. She also noted that after meeting with Mr. Hopkins, she now understands why we have the number of administrators we have and that should be explained to the public as there are many who think administration is “top-heavy”.

Dr. Longo suggested creating a list of frequently asked questions explaining the role of administrators. Mrs. Kouatly suggested re-wording the explanation of substitutes in Object 113. She also spoke of the board keeping a wish list on the website and inquired about a survey of parents concerning high school transition issues.

Superintendent Evaluation (Executive Session Anticipated)

Motion made by S. Gamache to postpone Superintendent Evaluation, seconded by M. Matthews and carried unanimously.

Motion to adjourn the meeting (9:37 pm) made by S. Gamache, seconded by M. Matthews and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Superintendent's Report
Board of Education Meeting
February 15, 2018

Partnership

I continue to explore ways that we might be able to partner with Willington on programs or staffing to determine if we could save money and more efficient.

2018-2019 Budget

I have looked over our budget proposal and reviewed options with the administrative staff and unit heads. Over the course of the past three years, we have had to cut virtually every account to its most basic funding level. We have very little room to make any more cuts. John Lippert and I had requested a meeting with the BOF chair and First Selectman. It was scheduled for last week, but postponed due to weather and rescheduled to February 14th. We hope to convey our budgetary situation as well as get a read on the mindset of the other Boards.

Global Studies Update (Germany Exchange, Costa Rica Trip)

Interest in our two Global Studies trips has been very good. Troy can give you more specifics, however we do have a sufficient number who have committed to these trips ensuring that both will be successful and move forward.

School Calendars

The 2018-2019 draft you received at the 2/1/18 meeting moves some of our PD days to late summer, as opposed to spreading them out. I've met with union officers from AEA and MEUI to discuss their perspective on the changes. The certified unit prefers the traditional schedule and the non-certified unit was happy with the proposal. I have attached both drafts for your consideration. I prefer the version that is least disruptive to our students during the course of the school year.

I am asking the board to approve a change in the current school calendar, making March 9th a full school day and moving the March 9th PD day to June.

Capital Projects

I have contacted Friar & Associates to get a quote for architectural drawings and specs for a request for proposals (RFP) to complete the CORR area. We will have to go out to bid. This is the only way to move the project forward.

Eversource Proposal

I have a meeting scheduled for 3:00 on February 15th to get more details and a firm proposal from Eversource concerning energy savings opportunities for our school.

Building Needs Assessment/Master Planning – Friar & Associates

I have scheduled our first meeting to discuss the process on February 15th.

A/P Monthly Report			
1/18/2018 18:32			
December 2017			
Employee Insurance			
Vendor Name	Amount	Account Number	Description
Anthem Blue Cross Blue Sheild	4,412.32	01-1000-210-10000	Period 12/1/17-12/31/2017 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	1,599.74	01-1200-210-20000	Period 12/1/17-12/31/2017 Medical Insurance Premium
Connecticare Inc	64,548.59	01-1000-210-10000	Period 12/1/17-12/31/2017 Medical Insurance Premium
Connecticare Inc	25,195.19	01-1200-210-20000	Period 12/1/17-12/31/2017 Medical Insurance Premium
CIRMA	20,345.45	01-1000-210-10003	1st QTR Workers Comp Insurance Premium
CIRMA	2,774.38	01-1200-210-20003	1st QTR Workers Comp Insurance Premium
Total	\$118,875.67		
Retirement Benefit			
Vendor Name	Amount	Account Number	Description
Connecticare Inc	3,182.90	01-1000-230-20000	Period 12/1/17-12/31/2017 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	204.10	01-1000-230-20000	Period 12/1/17-12/31/2017 Medical Insurance Premium
Total	\$3,387.00		
Unemployment			
Vendor Name	Amount	Account Number	Description
Department Of Labor	4,627.00	01-1000-260-10000	Period Ending 10/31/2017
Total	\$4,627.00		
Purchased Services			
Vendor Name	Amount	Account Number	Description
Complete Payroll Solutions	537.48	01-1000-340-10002	12/1/17, 12/15/17 Payroll Processing Fee
CPI	100.00	01-1200-810-20000	Transferred From One Program To Another Price Difference (D. Courtright)
Horizons Inc	266.94	01-2190-340-20000	Behavior Therapy Services
Total	\$904.42		
Utilities			
Vendor Name	Amount	Account Number	Description
Eversource	2,816.69	01-2540-321-00254	Period 11/6/17-12/7/17 Facility
Eversource	11.05	01-2540-321-00254	Period 10/31/17-11/30/17 Lamp Post
Total	\$2,827.74		
Maintenance			
Vendor Name	Amount	Account Number	Description
Aqua Pump Inc	424.00	01-2600-430-10002	Nov 2017 Maintenance
Griggs & Browne	78.00	01-2600-430-10003	Monthly Maintenance Service Fee
Clemson Sheet Metal	8,085.00	01-2600-430-10002	5200 CFM Exhausters-Gymnasium
Microbac Laborations Inc	376.00	01-2600-430-10002	Quartley Ground H2O Test
Life Saftey Service & Supply	492.25	01-2670-430-10000	Annual Service & Maintenance of Fire Extinguishers
Mechanical Maintenance Company	4,926.79	01-2610-430-10001	Fixed Leak in Boiler Room, Replaced H2O Pump & T STAT in Caf�
Village Springs Distributor	20.00	01-2600-430-10002	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2600-430-10000	Dec 2017 Trash & Recycle Pickup Charge
Total	\$15,012.61		
Insurance Other			
Vendor Name	Amount	Account Number	Description
CIRMA	5,964.59	01-2680-520-10001	3rd QTR Plant Insurance Premium
CIRMA	5,964.59	01-2680-520-10002	3rd QTR Transportation Insurance
Total	\$11,929.18		
Communications			
Vendor Name	Amount	Account Number	Description
Frontier	416.18	01-2490-530-10000	Period 12/3/17-1/2/18 Telephone Expense
Cardmember Service-AT&T Go Phone	27.17	01-2490-530-10000	AT&T Go Phone-Substitute Coordinator Phone
Stamps.com	415.99	01-2490-530-10001	Monthly Maintenance Fee & 1st Class Stamps
Voice New England	688.04	01-2490-530-10000	Period 1/1/18-1/31/18 Extended Warranty Fee , Jack & Cable for 2 Extensions
Total	\$1,547.38		
Tuition Other			
Vendor Name	Amount	Account Number	Description
Adelbrook	9,325.00	01-1200-561-20000	Period 11/1/17-11/30/17 Tuition & Services
Total	\$9,325.00		

Student Transportation			
Vendor Name	Amount	Account Number	Description
Nutmeg International Trucks	814.87	01-2730-510-10000	Serviced Buses & Purchased Parts For Buses
Total	\$814.87		
Supplies Other			
Vendor Name	Amount	Account Number	Description
Top Line Supplies	740.79	01-2730-600-10002	15/40 Super Duty Oil for Bus Garage
School Lines Inc	11.33	01-2730-600-10002	Shipping Cost-Wedge Caster
Napa Auto Willmantic	234.43	01-2730-600-10002	Purchased Parts For Both Buses And Vans
J&S Radio Sales Inc	567.68	01-2730-600-10002	NMO Coax Cable, Antenna, Microphone, Power Cable & Desk Power Supply
Lawson Products Inc	337.27	01-2730-600-10002	Purchased Parts For Both Buses And Vans
USI Education & Government Sales	163.80	01-2400-600-10000	Laminating Film 27" x 500' x 1" Core QTY# 4
Major Theatre Equipment Corp	588.00	01-2600-600-10002	Re-rope Stage Curtain Track in Music Room
Amazon	48.28	01-2400-600-10000	Procell C & AAA Alkaline Batteries
Columbia Board of Education	89.35	01-2510-600-10000	Big Y Supplies Reimbursement for Superintendent's Meeting
Total	\$2,780.93		
Fuel			
Vendor Name	Amount	Account Number	Description
Amerigas	1,360.06	01-2610-624-10000	(C3H8) 634.2 Gallons for Caf�
Wex Bank	632.68	01-2730-626-10001	Period 11/1/17-11/28/17 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
Total	\$1,992.74		
Instructional Supplies			
Vendor Name	Amount	Account Number	Description
Don Johnston Inc	810.00	01-1200-610-20001	Start to Finish License Renewal
WB Mason	1,756.00	01-2530-610-10000	Copy Paper 92 Bright 8.5" x 11" QTY #80
Lego Education	181.85	01-1001-640-10000	Simple & Powered Machine Set
Amazon	28.90	01-2230-610-10003	Limo Studio 9'x5' Green Screen
Amazon	26.93	01-2220-610-10000	Scotch Book Tape 2"x15 Yards & Scotch � Book Tape 845
Amazon	630.30	01-1000-610-10001	Art Supplies Replenishment-Pony Beads, Square Punch, Fiskars & Magna Shapes
Blick Art Materials	533.94	01-1000-610-10001	Art Supplies Replenishment-Pom Poms, Pipe Cleaners, Marker Set & Glue Sticks etc...
Carolina Biological Supply Company	69.90	01-1000-610-10015	Formalin Cow Eyes Plain
Total	\$4,037.82		
Equipment			
Vendor Name	Amount	Account Number	Description
American School For The Deaf	1,788.00	01-1200-730-20000	Audiology Equip Rental & Consulting Services
RICOH USA, Inc	1,038.00	01-1000-730-10003	Period 12/19/17-1/18/17 Copier Lease Monthly Contract Fee
RICOH USA, Inc	2,104.59	01-1000-730-10003	Image Charges For Copiers
Total	\$4,930.59		
Dues & Fees			
Vendor Name	Amount	Account Number	Description
CT Invention Convention	150.00	01-1000-810-10001	CIC Annual Registration Fee
CABE	175.95	01-2310-810-10000	Overnight Hotel Room For CABE Convention
Total	\$325.95		
Report Total	183,318.90		
BMSI Total	183,318.90		
Variance	\$0.00		
Dr. Longo Contracted \$1,500			
Vendor Name	Amount	Account Number	Description
	0.00	01-2200-640-03220	
	0.00	01-2200-640-03220	
Total	\$0.00		

A/P Monthly Report			
2/14/2018 14:46			
January 2018			
Employee Insurance			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Anthem Blue Cross Blue Shield	4,494.41	01-1000-210-10000	Period 1/1/18-1/31/2018 Medical Insurance Premium
Anthem Blue Cross Blue Shield	1,681.83	01-1200-210-20000	Period 1/1/18-1/31/2018 Medical Insurance Premium
Connecticare Inc	133,049.64	01-1000-210-10000	Period 1/1/18-2/28/2018 Medical Insurance Premium
Connecticare Inc	50,390.38	01-1200-210-20000	Period 1/1/18-2/28/2018 Medical Insurance Premium
Total	\$189,616.26		
Retirement Benefit			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Connecticare Inc	6,365.80	01-1000-230-20000	Period 1/1/18-2/28/2018 Medical Insurance Premium
Anthem Blue Cross Blue Shield	204.10	01-1000-230-20000	Period 1/1/18-1/31/2018 Medical Insurance Premium
Total	\$6,569.90		
Unemployment			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Department Of Labor	1,850.00	01-1000-260-10000	Period Ending 11/30/2017 (J. DeCatiff & S. Hollister)
Department Of Labor	0.00	01-1200-260-20000	
Total	\$1,850.00		
Purchased Services			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Complete Payroll Solutions	1,655.86	01-1000-340-10002	12/29/17, 1/12/18 & 1/26/18 Payroll Processing Fee
Learning & The Brain	499.00	01-2320-330-10000	4/19/18-4/22/18 NYC Conference (Dr. Longo)
EastConn	45.00	01-1000-330-10000	Using Stories to Explore Creativity in the Elementary Classroom Workshop
CT Occupational Medicine	100.00	01-1000-340-10005	Bus Driver Physical (T. Dell)
Gregory & Howe Inc	65.00	01-1000-340-10005	Bus Driver Drug Test (K. Metsack)
Horizons Inc	311.43	01-2190-340-20000	Dec 2017 Behavior Therapy Services
Total	\$2,676.29		
Utilities			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Eversource	2,859.94	01-2540-321-00254	Period 12/7/17-1/9/18 Facility
Eversource	11.25	01-2540-321-00254	Period 12/1/17-1/2/18 Lamp Post
Constellation New Energy	6,033.59	01-2540-321-00254	Period 11/6/17-1/9/18 Facility
Total	\$8,904.78		
Maintenance			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Aqua Pump Inc	424.00	01-2600-430-10002	Dec 2017 Maintenance
EastConn	0.00	01-2600-430-10001	
Griggs & Browne	78.00	01-2600-430-10003	Monthly Service Fee
Landmark Restoration LLC	0.00	01-2600-430-10003	
P&J Sprinkler Company Inc	650.00	01-2670-430-10000	Fire Sprinkler NFPA 25 Inspection
Life Safety Service & Supply	0.00	01-2670-430-10000	
Hillyard-Connecticut	374.70	01-2600-430-10000	Avalanche Ice Melt 50lbs QTY# 30
Village Springs Distributor	35.00	01-2600-430-10002	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2600-430-10000	Jan 2018 Trash & Recycle Pickup Charge
Total	\$2,172.27		
Insurance Other			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Bollinger Specialty Group	0.00	01-2680-520-10000	
CIRMA	0.00	01-2680-520-10001	
Total	\$0.00		
Communications			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Frontier	418.34	01-2490-530-10000	Period 1/3/18-2/2/18 Telephone Expense
Cardmember Service-AT&T Go Phone	27.17	01-2490-530-10000	AT&T Go Phone-Substitute Coordinator Phone
Fedex	87.37	01-2490-530-10001	Return To Vendor Postage-Carolina Biological Supply Inc
Treasurer-State of Connecticut	1,350.00	01-2490-530-10002	Internet Service Period 10/1/17-12/31/17
Stamps.com	15.99	01-2490-530-10001	Monthly Maintenance Fee & 1st Class Stamps
Voice New England	437.04	01-2490-530-10000	Period 2/1/18-2/28/18 Extended Warranty Fee
Total	\$2,335.91		
Tuition Other			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Adelbrook	7,785.00	01-1200-561-20000	Period 12/1/17-12/31/17
EastConn	4,607.08	01-1001-561-10000	FY 2017-2018 Charles H. Barrows Students Tuition
Big Y Foods Inc	0.00	01-1200-561-20001	
EastConn	22,140.00	01-1200-561-20000	FY 2017-2018 Charles H. Barrows Student SpEd Services
Total	\$34,532.08		

Student Transportation			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Nutmeg International Trucks	131.30	01-2730-510-10000	Serviced Buses & Purchased Parts For Buses
Environmental Services Inc	865.65	01-2730-510-10000	Bus Garage Bulk Liquid Disposal
Cummins Sales & Service	909.02	01-2730-510-10000	Bus Engine & OEM Fuel Filter Replacement
Commonwealth of Massachusetts	2.40	01-2710-510-10000	Field Trip 7th Grade Mass Turnpike Tolls
Total	\$1,908.37		
Supplies Other			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Bus Parts Warehouse	451.19	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Chappell Tire Service	0.00	01-2730-600-10002	
Top Line Supplies	438.69	01-2730-600-10002	55 Diesel Drum, Gear Oil 80/90 5 Gallon Pail & Howes Dies Treatment
Mansfield Supply	173.54	01-2730-600-10002	Bus Garage-Small Tools, Odds & Ends
Napa Auto Willmantic	0.00	01-2730-600-10002	
USI Education & Government Sales	163.80	01-2400-600-10000	Laminating Film 27" x 500' x 1" QTY#4
Pete's Tire Barns Inc	713.00	01-2730-600-10002	Bus Tire Replacement QTY#2
Lawson Products Inc	0.00	01-2730-600-10002	
Schools Lines Inc	60.49	01-2730-600-10002	Tempered Rear Vision Glass
Snap-on	130.99	01-2730-600-10002	Angular Yellow Light
Ashford Hot Lunch Program	19.50	01-2410-600-10001	Staff Meeting Cookies
WB Mason	226.67	01-2510-600-10000	Folders, Desk Calendars, Labels, Correction Tape, Envelope & Coffee k-cups
EDCO Awards & Specialties	70.57	01-2510-600-10000	Engraved Crimson Acrylic Plaque (J. Rupert)
WB Mason	1,436.88	01-2600-600-10003	Hard Roll Paper Towels, Facial Tissue & 2 Ply Toilet Paper
WB Mason	148.68	01-2600-600-10002	Kleenex Hand Cleanser Neutral Litter Bottles
Hillyard-Connecticut	727.68	01-2600-600-10003	Garbage Liners 12-16 Gallon & 60 Gallon
Total	\$4,761.68		
Fuel			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Amerigas	1,360.06	01-2610-624-10000	(C3H8) 634.2 Gallons for Caf�
BA Muzio Company Inc	160.00	01-2610-624-10000	Bus Shed (C3H8) QTY# 2
Wex Bank	642.23	01-2730-626-10001	Period 12/1/17-12/31/17 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
Total	\$2,162.29		
Instructional Supplies			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Blick Art Materials	307.49	01-1000-610-10001	Glue Sticks & Drawing Paper Various Sizes
Nature-Watch	80.85	01-1000-610-10015	Humming Bird Feeder QTY# 2
Message Logix Inc	801.00	01-2230-610-10005	K12 Alerts Service Annual Fee
Dick' Sporting Goods	19.12	01-1000-610-10011	Lifetime Basketball Scorebook
Ashford Hot Lunch Program	57.14	01-1000-610-10014	Professional Development Day Light Snacks
Amazon	12.78	01-2230-610-10003	M325c-Teal Wireless Mouse
Moore Medical LLC	580.78	01-2130-610-10000	Nurse's Office Supplies Replenishment
NCS Pearson Inc	93.00	01-1200-610-20001	CLEF-5 Record Forms Ages 5-8
Gumdrop Cases	41.93	01-1200-610-20001	Drop Tech MacBook 13" Case
DNS Made Easy	59.90	01-2230-610-10005	Small Business Membership 2 Year Renewal
Lego Education	417.25	01-1001-610-10000	EV3 Core Set
Total	\$2,471.24		
Equipment			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
American School For The Deaf	504.00	01-1200-730-20000	Dec 2017 Audioly Equip Rental
RICOH USA, Inc	1,038.00	01-1000-730-10003	Period 1/19/18-2/18/18 Copier Lease Monthly Contract Fee
RICOH USA, Inc	45.00	01-1000-730-10003	Emergency Toner for Media Center
Tractor Supply Company	539.98	01-2600-730-10001	County Line Poly Fertilizer Spreader 350 lbs
Total	\$2,126.98		
Dues & Fees			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
CABE	860.00	01-2510-810-10000	2017 CABE/CAPSS Convention Registration
Total	\$860.00		
Report Total	262,948.05		
BMSI Total	262,948.05		
Variance	\$0.00		
Dr. Longo Contracted \$1,500			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Learning & The Brain	499.00	01-2320-330-10000	4/19/18-4/22/18 NYC Conference (Dr. Longo)
	0.00	01-2200-640-03220	
Total	\$499.00		

Director of Pupil Personnel Service Report

February 2018

Submitted by: Cynthia Ford

- **Special Education Update:**
 - **Process for Budget Planning:**
 - Current numbers are assessed paired with the intensity of the needs.
 - A tally of the number of hours identified students access in the areas of OT, PT, Speech and Language, counseling or social skills instruction and special education. Identified students could be students with an Individual Education Plan, or a 504 plan.
 - Tally of students currently outplaced. The programs give an estimate of what the current needs are and how much will cost in the upcoming year.
 - In PreK-8 we currently have 58 students identified special education. (14% of total population) This is within the states average. 35 students are identified under 504 accommodations which does include service hours when necessary. (8% of total population)
 - Number of intensive needs (requiring high number of hours for special education, Occupational Therapy, Physical Therapy, and Speech and Language): 21
 - 4 students are outplaced to date: One is a short term placement, 2 are alternative settings and 1 is at the STEM Academy
 - **Assessment Needs:**
 - Research to see if any of the testing materials owned by district have new editions being released in the upcoming year . As a special education department we need to ensure we have certain standardized tests available to our service providers, school psychologist and special educators. These standardized tests are updated by the developer every few years. When those updates occur new tests need to be purchased because the old version will no longer be valid. This research includes reaching out to see if borrowing or sharing is possible with other districts or venues. Tests that districts use frequently cannot be shared due to staff needing access to them often. Currently there are a few tests that we borrow from other resources.
 - Every year testing forms do need to get purchased as they are used with the individual student and cannot be shared or copied due to copyright laws.
 - **Equipment Needs:**
 - Review of IEPs to plan for upcoming specialized equipment needs and to consult with the Physical Therapist, Occupational Therapist, and Speech and Language.
 - **Non-certified Needs:**

- Review of IEPs and current needs to ensure proper supports are in place and that the least restrictive environment is accessed and appropriate. Whenever there is a designated staff to a student the team has an IEP goal that addresses increasing independence within the school environment. As the students get older the supports typically are lessened and shared with other students.
- **Interventions:**
 - Current number of students in the SRBI (Scientific Research Based Intervention) process: 24
 - The SRBI (Scientific Research Based Intervention) team is working efficiently to reduce the number of referrals to special education and to assist with proper supports for ALL students. This is accomplished by:
 - Giving classroom teachers a platform to come and brainstorm ideas and concerns with a team of colleagues with different areas of expertise.
 - Areas of expertise include: Reading Interventionist, Math Interventionist, School Psychologist, OT, PT, Speech and Language Pathologist, Special Education, and Administration (Director of Pupil Personnel or Assistant Principal, depending on the need)
 - Each areas responsibilities:
 - Reading and math interventionists provide the expert knowledge within their domain (i.e. reading, writing and mathematics). They are available for students who are both unable to keep up or are needing extra challenge with the grade level material in one specific area. These are the students who are able to learn grade level material the same way but may need it at a slower pace or smaller group instruction. Many times they participate in centers within the classroom environment.
 - The school psychologist would assist the classroom teacher with coming up with incentive programs for specific students or provide small group instruction around social skills on top of the social skills instruction the whole class is getting.
 - OT and PT often provide teachers with suggestions around integration of motor activities the whole class may benefit from or will assist with students struggling in whole group with gross or fine motor activities and provide a smaller group target skills group.
 - Speech and Language provides the assistance and collaboration in all grades around language based activities. At times a student may need a quick intervention in a small group instruction to focus on very specific skills.
 - The special education teachers will often be called into the meetings when interventions and small group instruction is not providing enough target on specific skills. Often they provide collaboration around very specific skill based instruction. They will either collaborate with the intervention teacher or will give additional support to the student. If a student continues to need very directed instruction the child will be referred to special education for testing. Special education teachers are highly trained in providing very direct instruction for students who are unable to make progress in a

classroom and need a different type of instruction, more individualized to their specific needs.

- **Professional Development:**

- Upcoming Special education topic: Differentiated Instruction: Presented by Polly Borysevicz and Deb Courtright
 - An overview on tricks and strategies for teachers ranging from behavior to academics.

Personal and Professional Goals:

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

Highlighted Teacher: Emily Deliberto, School Psychologist
Prek-3

Emily has done an excellent job adjusting to her role as school psychologist at Ashford School. She came to us from Suffield in November. She is always willing to help out in any way she can. She has a very busy schedule but will take a few minutes in between her groups to check in with any of the older students that may need to talk to someone if no one is available. She has a natural way with students and they feel very comfortable with her. When she works with groups of students they all respect one another. Students know what is expected in the groups. They follow directions and routines well within them. Emily has continued the school store for the students to trade in their paw power tickets. Teachers also have found her to be an important addition to our school community. She will consult with teachers and checks in often if she knows a student is struggling. She has excellent time management skills. We are a very lucky community to have such a dedicated professional.

As an additional resource she provides the teachers and school staff with a newsletter. Her most recent is attached to this document.

F E B R U A R Y 2 0 1 8

Psych Up Ashford!

Brought to you by your School Psychologist:
Emily Deliberto

The Half-Way Point

As we are halfway through the school year(!), here are some mid-year thoughts to keep in mind

- **Remember to praise for the expected behaviors.** Although the thought may be that if it's expected, they shouldn't receive praise, as students grow, they are continuing to learn what's expected (and this can change with age!) "Reminders" are helpful. For those students who struggle with behavior, it is essential to provide a strong and positive message to constantly reinforce what you like to see!
- **Differentiating for different learning styles.** Make your class an interesting place by using a variety of methods of instruction (hands on, interactive, auditory, visual, etc.) to embrace all types of learning styles in order to reach all your students.
- **Second step lessons** can be used to promote social behavior language and expectations throughout the day. You can connect newsletter concepts (Zones, Unthinkables) while teaching and enforcing Second Step! Read on for more ideas.



Using the Social Thinking concepts and language in your classroom

This month's newsletter is focused on ways to utilize Social Thinking concepts and language into your classroom and your daily interactions with your students. *Social Thinking* is a concept developed by speech language pathologist, Michelle Garcia-Winner. "Social thinking is the process by which we interpret the thoughts, beliefs, intentions, emotions, knowledge and actions of another person along with the context of the situation to understand that person's experience." (Socialthinking.com, 2017).

Save The Date!

Start with Hello Week

February 5th-9th

Part of Sandy Hook Promise targeting social isolation in students. Read the book **The Invisible Boy** by Tracy Ludwig. Have a class discussion about inviting others to join. Give power paws when you notice peers reaching out to others. More information at: <https://www.sandyhookpromise.org/startwithhelloweek>

Random Acts of Kindness Week

February 11th-17th

Our Kindness Heart wall looks fantastic! Keep teaching students to spread the kindness. Make a daily kindness act challenge for your class. Start a "Pay it Forward" compliments game. Do a Bucket Filling activity. Read books such as *Wonder*, *Kindness is Cooler*, *The Kindness Quilt*. More about RAK at <https://www.randomactsofkindness.org/rak-week>



Superflex & Unthinkables

What Is It?


Superflex is a popular Social Skills super-hero themed curriculum that assigns various maladaptive social behaviors as “villains” and teaches strategies to defeat the villains with expected social behaviors. Many students identify closely with the different characters. There are 14 “original” Unthinkables as well as many supplemental characters. In February’s newsletter, we will describe and share **strategies** for the most common Unthinkables. Remaining Unthinkables will be shared in future newsletters.

The UNTHINKABLES!

(An 8.5x11 version is in the February Social Emotional Newsletter on Google Drive)

SUPERFLEX™
takes on the Unthinkables!

Superflex is the superhero that lives inside each of us and helps us learn to be more flexible thinkers and defeat the Unthinkables that may be invading our brains! Unthinkables cause us to do or say things that are unexpected and make others feel uncomfortable around us. We can call on our Superflex to help us learn to use our superflexible thinking to figure out different solutions to a problem. This helps us get better and better at solving our social problems. When we think about the situation and the people in it, we keep others (and ourselves) feeling comfortable being together at school, at home, and in the community. We defeat those sneaky Unthinkables!

 <p>Rock Brain - I make people get stuck on their ideas.</p>	 <p>Worry Well - I make people worry too much.</p>		
 <p>Space Invader - I get people to invade others' personal space.</p>	 <p>Glassman - I make people have huge upset reactions.</p>	 <p>Brain Eater - I distract people.</p>	 <p>Was Funny Once - I get people to use humor at the wrong time, the wrong place or with the wrong person.</p>
 <p>One-Sided Sid - I get people to only talk about themselves.</p>	 <p>D.O.F. - I make people overly competitive.</p>	 <p>Body Snatcher - I move people's bodies away from the group.</p>	 <p>Energy Hangry - I give people too much energy.</p>
 <p>Oh-Wonderer - I don't like people to socially wonder about others.</p>	 <p>Mean Jean/Gene - I get people to act mean and bossy.</p>	 <p>Topic Twistermeister - I make people jump off topic.</p>	 <p>Grumpy Grompaning - I put people in grumpy moods.</p>

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Using Social Thinking Language & Concepts in the Classroom

Whole Body Listening: The idea that the whole body (eyes, ears, mouth, hands, feet, heart & brain) needs to be focused on the group in order to listen *AND to show others that you are listening.*

Hidden Rules: Not all rules are clearly announced! Most rules in our world are rules people figure out *through observation or experience.*

Example: At school, you're supposed to leave your shoes on even if you take them off at home. 😊

Expected: Things we do and say that give people good thoughts and make them feel good too. Doing what is expected is different based on where we are and who we are with. *Example:* Expected behavior with a teacher vs. with a parent, in the library vs in the cafeteria, etc.

Unexpected: Things we do or say that give people uncomfortable (odd) thoughts and makes them feel icky, mad or bad. Unexpected is differed based on the setting and the people as well.

Body in the Group: Others feel you are part of the group. Examples: standing one arm's length away from others, front of body facing the group, etc.

Brain in the Group: Others feel you are paying attention to what is happening in the group. Thinking and listening to others.

Thinking With Your Eyes: Using eyes to look at a person to show you are thinking about what they are saying or doing.

Smart Guess: Using detective tools (remembering, seeing, hearing, knowing and feeling) to figure things out and make a guess based on what you know.

Good (Okay/Normal) Thoughts: By showing others expected social behavior, they have good/normal thoughts and good feelings about us.

Uncomfortable Thoughts: By showing unexpected social behaviors, people notice in a more negative way, possibly giving others uncomfortable feelings.

Social Fake: Demonstrate interest in someone else's topic that he/she does not find fascinating by looking interested and adding thoughts to conversation.

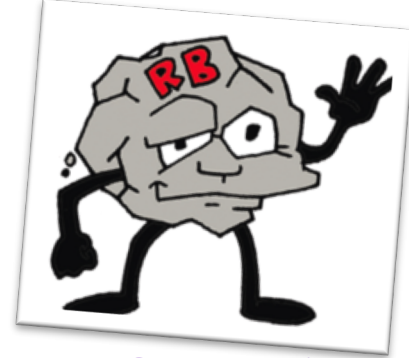
Rules Change with Age: Teach students that rules taught across elementary school change so they must use *flexible thinking.* For example, a second grader may hug their teacher when they are sad but that is much less expected for a sixth grader!



The Unthinkables!

Rock Brain's "Powers"

Rock Brain will get the person to do *only what they have decided they will do*; will not negotiate with other people. Not a good problem solver and tries one solution that is not working over and over again. This person may be very *rule-bound* and *rigid* in their thinking; seeing only one way to a situation.



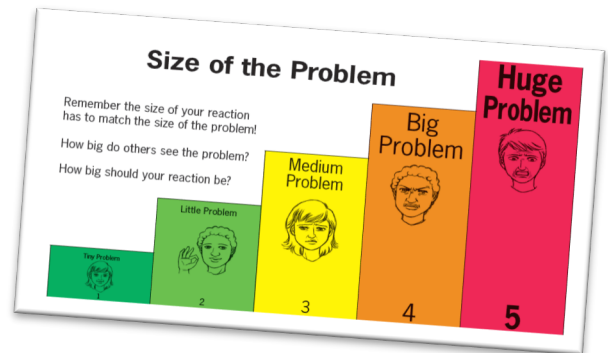
Strategies to Defeat Rock Brain

- **Build Self-Awareness:** Teach students to *Stop & Notice* that what they're doing is not working and try another way to solve the problem.
- **Remind** students: Remember that being part of the group means you cannot always do it your way or have everything you want. Try to think about other's plans and adjust your thinking to match their plans. Assist students in practicing *compromise*.
- Teach & Model **Self-Talk**. "Not a problem. I will get to do this later or maybe another time."



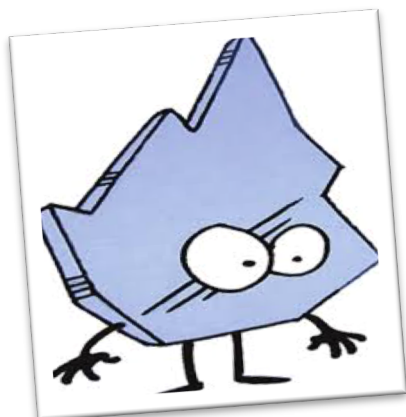
Glass Man's Powers

Glass Man lets a person be flexible to some extent, but then, all of a sudden, just breaks. They don't melt down slowly, they *quickly start getting very upset*. Glass Man usually thinks things "*aren't fair.*" Students with Glass Man may have large reactions to small problems.



Strategies to Defeat Glass Man

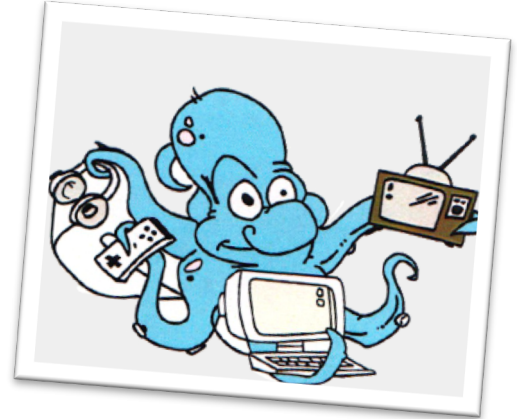
- Practice with students to *identify the size of the problem* and if the reaction size matches. Create visuals for students to reference.
- Teach **Self-Talk**. "I'm starting to get mad. I need to walk away to take a break."
- Encourage students to *ask for help!*
- Teach a **strategy**: Example: Count by 2's while taking deep breaths until you get to the number X.



The Unthinkables!

Brain Eater's "Powers"

Brain Eater makes it hard for the person to focus on what they are doing or focus on others during interactions. Their brain "rolls away." The person may get *easily distracted* with their own thoughts or things around them.



Strategies to Defeat Brain Eater

- Teach students how to *move away from distractors* (such as peers) or *move distractors away* (such as "toys") Teach to turn your body and eyes away from what is distracting you and think about the person who is talking.
- Use a *fidget* so that it keeps your body busy but your brain focused on the group. Teach students the right way to use!
- *Build self-monitoring*: Teach students to try to notice when their brain is thinking about something else and get it to refocus on the group.
- *Build problem solving*: Teach students to look around at what others are doing so they can figure out what they should be doing!



Worry Wall's Powers

Worry Wall makes the person *worry* or feel nervous so much about the people around them or the social situations that he or she "hits a wall" and *stops being able to talk (or focus / problem solve)* at all with the people nearby.



Strategies to Defeat Worry Wall

- Teach *calming strategies*: Close your eyes, take a deep breath, and let it out slowly. Continue to do this until your body feels relaxed *OR* Find a happy thought that can change how you are feeling, such as your favorite foods, animals, or music.
- Encourage students to share their worries with a trusted adult, such as yourself or the school psychologist!

Using Superflex in the Classroom

Practice a strategy as a class!

Such as...*Progressive Muscle Relaxation*: Teaches students how to relax their bodies in two steps. 1. Tense specified muscle groups 2. Release the tension and notice how your muscles feel after. Example: Tighten your toes. Count to 5. Relax your toes. How do your toes feel? Tighten your calves. Count, Relax, Prompt, Etc.

Other strategies: Think happy thoughts, use fidgets, asking for help, taking a break, etc.



Create “Wanted” Posters

During morning meeting or a classroom meeting, discuss with your students which Unthinkables invade their brains the most. Using this info, create a “Wanted” poster to hang around your classroom that identify what the behaviors look/sound/feel like and create agreed upon strategies to use to defeat the Unthinkable. (Examples in the February Newsletter Google drive folder).

Use as Prompting Language

Once your classroom has an understanding of Unthinkables’ powers, use the character names or vocabulary above, to prompt students to notice their unexpected behaviors as well as the strategies to change these behaviors. Example: “It looks like you have Brain Eater! You’re focused on recess. Why don’t you borrow a fidget?”



Use Video Clips for Discussion

There are countless examples of video clips that display a character in an Unthinkable moment! Think about the social cues Russell isn’t noticing during this scene in the movie Up? What Unthinkable might he have? What hidden rules is he missing? A quick search of the Unthinkables on YouTube provides you with commercials and other movie clips (including those created by teachers) to display Unthinkables in action. Make sure to preview any clips before showing to the class!

RESOURCES

A February Newsletter Resources folder has been shared with you on Google Drive with some full-size Social Thinking resources for you to use or adapt for use in your classroom.

Helpful Websites for Social Thinking information or inspiration!

Social Thinking Website:
<https://www.socialthinking.com/>

Unthinkables Video Clips:
<http://thespeechplace.info/unthinkables-videos/>

Social Thinking YouTube Channel
<https://www.youtube.com/channel/UCtiY3nmLV2fDsh4F04FYiTO>

Books to Read with Your Class:

<u>Rock Brain</u>	<ul style="list-style-type: none"> • Bubble Gum Brain by Julia Cook • Miss Nelson is Missing by Harry Allard • Alexander & the Terrible, No Good, Horrible, Very Bad Day by J. Voist • Berenstain Bears and the Trouble with Friends by Jan & Stan Berenstain
<u>Brain Eater</u>	<ul style="list-style-type: none"> • The Very Noisy Night by Diana Hendry • It's Hard to be a Verb by Julia Cook • Howard B. Wigglebottom Learns to Listen by Howard Binkow
<u>Glass Man</u>	<ul style="list-style-type: none"> • Soda Pop Head by Julia Cook • The Remarkable Farkle McBride by John Lithgow • When Sophie Get's Angry...Really, Really, Angry by Molly Bang
<u>Worry Wall</u>	<ul style="list-style-type: none"> • Wilma Jean the Worry Machine by Julia Cook • Stress Can Really Get on Your Nerves by E. Verdick and T. Romain • Something Might Happen by Helen Lester • The Worrywarts by Pamela Duncan Edwards

Other Ideas:

- Use comic strips! (Garfield, Calvin, and Peanuts characters have lots of unthinkable moments.
- Challenge your students to notice Unthinkables in the books they are reading!

Thought of the Month:

"How we think about people affects how we behave, which in turn affects how others respond to us, which in turn affects our own emotional internal and external responses. It's an incredibly complex process that most of us take for granted"

-Michelle Garcia-Winner

Ashford School
BOE Principal's Report – Troy C. Hopkins
February 15, 2018

Ashford School Goals (Summary)

1. Expand our project based learning practices
2. Ensure that all students have ownership
3. Enrich learning by including the habits of mind found in our mission statement
4. Enhance the effectiveness and creativity of our collegial work and learning

Faculty Spotlight: Rebecca Aubrey – Spanish Teacher

2018 Northeast Conference on the Teaching of Foreign Languages - Teacher of the Year
 2018 Connecticut Council of Language Teachers – Teacher of the Year, <http://www.ctcolt.org/pages/welcome.asp>
 Started a Blog as COLT Teacher of the Year, <https://maestraaubrey.wordpress.com/>
 2018 Connecticut Teacher of the Year Semifinalist
 Presenter at multiple state and national conferences on topics such as differentiated instruction
 Her students prepare and deliver Spanish lessons to students in young grades
 Chair of curriculum committee that oversees our STEAM initiative
 Facilitated the development of Social Literature curriculum for grades five and six
 Conducted multiple professional development workshops on curriculum design and project based learning
 Unique ability and unlimited perseverance to connect with and motivate her students
 Creative teaching practices which effectively inspire her students
 Modeled her positive approach to classroom management for several colleagues who have adopted the practice
 Member of the Mansfield Board of Education

Alumni Survey (just a sample) - to be administered at E.O. Smith High School

<u>Areas</u>	<u>Questions</u>	Yes, I was prepared	I was somewhat prepared	No, I was not prepared
Work Habits	Amount of homework			
	Time management skills			
	Meeting the challenge of high school work			
Social	Meeting new people			
	Appreciating difference among people			
Learning Tasks	Participating in class discussions			
	Learning by working on projects			
	Taking notes			

Twitter Updates – follow some of the exciting events and news from Ashford School by looking at our webpage (bottom right on main page) or following @ashfordschoolct on Twitter!

Assistant Principal's Report

2/15/2018

Curriculum Overview:

What are the key components of a Curriculum

Vertical Articulation:

Vertical articulation is the sequence of a curriculum from Pre-K to 12th grade. For our purposes, vertical articulation is the sequencing of each curricular subject from Pre-K to grade 8. The notion of vertical articulation is that, by clearly defining the skills and knowledge our graduates (8th graders) should have as they leave our school, we can work backwards to ensure that curriculum at each preceding grade provides the important skills, knowledge, concepts, etc. so that as students progress through our school, they are on-track to meet our "end-of-the-road" expectations.

Horizontal Articulation:

Horizontal articulation is the layout of a grade-level curriculum from September through June. It provides a roadmap to ensure students learn the important skills, concepts, and knowledge within a certain grade, over the course of the school year.

Priority Standards:

Within each curricular area, some standards need to be taught to more depth than others. For instance, in Language Arts, learning to elaborate is a skill that needs to be retaught across multiple grades, with understanding deepening at each consecutive grade-level. These standards have been identified across our curricula as "Priority Standards."

Where are each of our curriculums now?

Each of the following core curricular areas (Language Arts, Math, Science, and Spanish) have been completely vertically articulated. At this time, each of these subject-areas in a various stages of horizontal articulation.

Language Arts

Vertical articulation of the language arts curriculum was completed two years ago and consists of reading, writing, language skills, and speaking and listening skills. At this time, each grade level continues to map out the horizontal articulation of the Language Arts curriculum, defining when over the course of each grade level, specific skills, concepts, etc. will be taught. In grades K-6, writing and reading are separated out into individual curriculums; however, in grades 7 and 8, writing and reading are tied into a singular curriculum.

Math

Vertical articulation in math was completed two years ago. At this time, each grade level continues to map out the horizontal articulation of the math curriculum, defining when over the course of each grade level, specific skills, concepts, etc. will be taught. A continuing focus in the math curriculum is the incorporation of writing opportunities into math learning.

Note: In grades K-6 math teachers are responsible for multiple subjects.

Science

Vertical articulation in science was completed two years ago. Our science curriculum is ahead of neighboring communities, as we have already fully rolled over to the Next Generation Science Standards (while many other schools are just now beginning to roll them out...). Horizontal articulation is currently under development across grade-levels.

Note: One teacher is responsible for all science instruction from grades K to 4, so this curriculum writing is more time consuming than at other grade-levels.

Spanish

Vertical articulation in Spanish was completed two years ago. Horizontal articulation is on-going. Some horizontal Spanish curriculum has been embedded within an interdisciplinary context known as "Social Literacy." This curricular approach has combined Reading, Social Studies, and in some cases, Spanish, to provide an authentic learning experience for students.

Social Studies

Social Studies vertical articulation is underway. It has been completed from grades 4-8 and the goal is to have it fully articulated by the end of the school year. Horizontal articulation is underway across grades 4-8. In grades 4-6, social studies is embedded within an interdisciplinary context known as "Social Literacy." This curricular approach has combined Reading, Social Studies, and in some cases, Spanish, to provide an authentic learning experience for students. In grades 7-8, while Social Studies is a standalone class, the curriculum is moving to a more "Social-Literacy" based model that will provide students with strong connection between their Social Studies and Language Arts learning.

Music

The band vertical articulation was completed this year. It reflects grades 4-8 instrumental learning, important skills, and assessments. Currently, horizontal articulation of the band curriculum is underway.

The music vertical articulation is almost complete. Currently, the priority skills still need to be identified for grades 3-8. Once this is complete, horizontal articulation of the music curriculum will commence.

Health and Wellness

Both the PE and Health vertical articulations are currently underway. Once vertical articulation is finished, horizontal articulation of these curricula will commence.

Art

Vertical articulation of the art curriculum was completed this school year. The curriculum, which is driven by a single set of K-12 standards builds upon initial gross-motor skills (such as holding scissors and coloring utensils properly) and culminates in more high-level art analysis. Horizontal curriculum writing is currently underway.

Media/Digital Literacy

The vertical articulation of our vertical articulation program (which runs from grades 4-7+) is almost complete. This program is fluid and is changing as technology changes. Some horizontal articulation has also been completed.

Overall Curricular Philosophy:

The philosophy that Ashford School prescribes to regarding curriculum is that it should be a living document. Curriculum writing is being completed through an online template (See attached example) that enables the curriculum to be constantly updated and modified. This “living curriculum” makes our curriculum more relevant and inevitably will force instruction to constantly refocus on the curriculum rather than it being in an irrelevant binder on a shelf.

2017-2018

August 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days: 2

November 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days: 18

February 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Session Days: 17

May 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days: 22

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Session Days: 20

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Session Days: 16

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Session Days: 20

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Session Days: 9

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Session Days: 20

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Session Days: 20

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Session Days: 16

June 2018						
Su	M	Tu	W	Th	F	Sa

Session Days: 16

Grades Close:
T1 Nov. 29th
T2 March 13th
T3 June 13th

0/21/18 Last day Students - early dismissal
6/22/18 Professional Development Day

O = School Closed
□ = delay

8a

Approved by the Ashford BOE: 02/02/2017

Date	Event
Aug. 28	Professional Development Day
Aug. 29	All Staff Preparation Day
Aug. 30	First Day - Students
Sep. 4	Labor Day - NO SCHOOL
Sep. 27	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sep. 28	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 9	Columbus Day - NO SCHOOL
Oct. 10	Professional Development Day - NO SCHOOL
Nov. 6	Staff Observation of Veteran's Day - NO SCHOOL
Nov. 7	Election Day- All Staff PD - NO SCHOOL
Nov. 10	****VETERAN'S DAY OF HONOR****
Nov. 20	Parent Teacher Conferences - Early Dismissal
Nov. 21	Parent Teacher Conferences - Early Dismissal
Nov. 22	Thanksgiving Recess - Early Dismissal
Nov. 23-24	Thanksgiving Break - NO SCHOOL
Dec. 22	Winter Recess Begins - Early Dismissal
Dec. 25-Jan. 1	Winter Recess - NO SCHOOL
Jan. 15	Martin Luther King Day - NO SCHOOL
Jan. 16	Professional Development Day - NO SCHOOL
Feb. 16	Professional Development Day - NO SCHOOL
Feb. 19-20	President's Day/Winter Recess- NO SCHOOL
Mar. 9	Professional Development Day - NO SCHOOL
Mar. 30	Good Friday - NO SCHOOL
Apr. 16 -Apr. 20	Spring Recess - NO SCHOOL
May 28	Memorial Day - NO SCHOOL
June 13	Last Day of School - Early Dismissal

June 14-22 Reserved for Make Up Days
Early Dismissal Time is 12:25 PM including PK students.
Any days required to be made up due to school closure will be added in June.
Emergency Closing and Dismissals will be announced on WTIC and WIL radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website.
Delayed openings will be 90-min-in duration.

rev: 5/23/17

2hrs

2018-2019

August 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Session Days 3

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Session Days 20

February 2019						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Session Days: 17

May 2019						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days 21

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Session Days 19

December 2018						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	20	20	21	22
23	24	25	26	27	28	30
30	31					

Session Days 15

March 2019						
Su	M	Tu	W	Th	F	Sa
						1
2						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Session Days 21

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Session Days 5

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Session Days 21

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days 21

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Session Days 17

Grades Close:						
T1						
T2						
T3						

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Date	Event
Aug. 22-24	Professional Development Days
Aug. 27	Professional Development Day
Aug. 28	All Staff Preparation Day
Aug. 29	First Day - Students
Sep. 3	Labor Day - NO SCHOOL
Sep.	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sep.	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 8	Columbus Day - NO SCHOOL
Oct. 9	Professional Development Day - NO SCHOOL
Nov. 12	Veteran's Day of Honor
Nov. 19	Parent Teacher Conferences - Early Dismissal
Nov. 20	Parent Teacher Conferences - Early Dismissal
Nov. 21	Thanksgiving Recess - Early Dismissal
Nov. 22-23	Thanksgiving Break - NO SCHOOL
Dec. 21	Winter Recess Begins - Early Dismissal
Dec. 24-Jan. 1	Winter Recess - NO SCHOOL
Jan. 21	Martin Luther King Day - NO SCHOOL
Feb. 15	Professional Development Day - NO SCHOOL
Feb. 18-19	President's Day/Winter Recess- NO SCHOOL
Apr. 15-Apr. 19	Spring Recess - NO SCHOOL
May 27	Memorial Day - NO SCHOOL
June 7	Last Day of School - Early Dismissal

June 10-28 Reserved for Make Up Days

Any days required to be made up due to school closure will be added in June.

Emergency Closing and Dismissals will be announced on WTIC and WILL radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website.

Early Dismissal Time is 12:25 PM including AM Preschool st
Delayed openings will be 2 hours in duration with no AM Pr

#9a Superintendent's Proposed Calendar

Approved by the Ashford BOE:

2018-2019

August 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Session Days 3

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Session Days 20

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Session Days: 17

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days 21

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Session Days 19

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	30
30	31					

Session Days 15

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Session Days: 20

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Session Days 8

October 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days 21

January 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days 20

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Session Days 17

Grades Close:

T1

T2

T3

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Date	Event
Aug. 27	Professional Development Day
Aug. 28	All Staff Preparation Day
Aug. 29	First Day - Students
Sep. 3	Labor Day - NO SCHOOL
Sep.	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sep.	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 8	Columbus Day - NO SCHOOL
Oct. 9	Professional Development Day - NO SCHOOL
Nov. 12	Veteran's Days of Honor
Nov. 19	Parent Teacher Conferences - Early Dismissal
Nov. 20	Parent Teacher Conferences - Early Dismissal
Nov. 21	Thanksgiving Recess - Early Dismissal
Nov. 22-23	Thanksgiving Break - NO SCHOOL
Dec. 21	Winter Recess Begins - Early Dismissal
Dec. 24-Jan. 1	Winter Recess - NO SCHOOL
Jan. 21	Martin Luther King Day - NO SCHOOL
Jan. 22	Professional Development Day - NO SCHOOL
Feb. 15	Professional Development Day - NO SCHOOL
Feb. 18-19	President's Day/Winter Recess- NO SCHOOL
Mar. 8	Professional Development Day - NO SCHOOL
Apr. 15-Apr. 19	Spring Recess - NO SCHOOL
May 27	Memorial Day - NO SCHOOL
June 12	Last Day of School - Early Dismissal
June 13	Professional Development Day - NO SCHOOL
June 12-28 Reserved for Make Up Days	
<i>(Any days required to be made up due to school closure will be added in June)</i>	

Early Dismissal Time is 12:25 PM including AM Preschool students

Emergency Closing and Dismissals will be announced on WTIC and WILI radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website.

Delayed openings will be 2 hours in duration with no AM Pr