

Ashford Board of Education  
Ashford, Connecticut  
Meeting Agenda  
May 3, 2018  
**7:00 pm**  
Ashford School  
District Office Conference Room 14

1. Call To Order
2. Communications
3. Opportunity for Public Comment
4. Approval of Minutes: 04/05/2018
5. Superintendent's Report
  - a. Authorization of FY18 Budget Transfers
  - b. Friar & Associates Master Plan Update
  - c. Discuss June BOE Meeting Calendar
6. New Business
  - a. Staff Resignation
  - b. Staff Appointment
  - c. Authorization of FY19 Individuals w/Disabilities Education Act (IDEA) Grant Application
  - d. Decommission of School Bus from Fleet Service
  - e. 2018-2019 Healthy Foods Certification
7. Old Business
  - a. MEUI Negotiations Update
8. Next Meeting Date/Agenda Items
9. Second Opportunity for Public Comment
10. Superintendent Evaluation (Executive Session Anticipated)
11. 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](mailto: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 04/05; Supt. Report

Ashford Board of Education  
Regular Meeting Minutes – April 5, 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 7:05 pm. Present were members S. Gamache, J. Urban, L. Donegan, K. Warren, J. Calarese and M. Matthews (7:08pm). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and recording secretary J. Barsaleau. Audience present: R. Haeger and AEA co-president J. Horn.

***Motion made by J. Lippert to add two items to the agenda New Business, 7a. Certified Staff Appointment, and 7b. Discussion of Paraprofessional Staffing. Motion seconded by K. Warren and carried unanimously.***

**Communications**

A letter was received from EASTCONN offering a seat on the board of director's for a member of the Ashford BOE. J. Calarese read an email communication that he wrote to members of the CT Association of Schools (CAS) visiting committee thanking them for their time and consideration of Troy Hopkins candidacy as "Principal of the Year". The Class of 2018 requested the BOE consider placing an advertisement in the yearbook.

***Motion made by L. Donegan to place an advertisement in the Class of 2018 Yearbook, motion seconded by K. Warren and carried unanimously.***

**Opportunity for Public Comment**

R. Haeger congratulated Mr. Hopkins on his nomination for Principal of the Year. She had some questions about the CORR space renovations and if there was enough money in the unexpended funds account to cover the cost of the project, and how does that fund work? Dr. Longo responded to her questions and reviewed the completed phases of this project and what remains to be done. He then explained that some unexpended funds remain at the end of the fiscal year to cover unanticipated expenses that may come late in the year. Funds confirmed as unexpended following audit move to the BOE unexpended funds account. To utilize the funds, a formal request must be made to the BOF and the funds can only be used toward items listed on the BOE's five-year capital plan.

**Approval of Minutes: 02/15/2018; 03/29/2018**

***Motion by K. Warren to approve the regular meeting minutes of 02/15/2018, with an amendment to the 7<sup>th</sup> sentence under "Communications." The word "Town" should be stricken and replaced with "capital improvements committee." Motion seconded by J. Urban and carried with one abstention (J. Calarese).***

***Motion made by J. Calarese to approve the special meeting minutes of 03/29/2018. Motion seconded by S. Gamache and carried with three abstentions (K. Warren, L. Donegan, M. Matthews)***

**District Reports** (Superintendent, Business Manager, Director of Pupil Personnel)

**Superintendent**

Dr. Longo reported he met with the co-presidents of the AEA, a teacher and our state CT Education Association representative to discuss the Voluntary Early Retirement Incentive Plan discussed at the last meeting. The union made a counter proposal to the VERIP, increasing the incentive from \$12,000 to \$15,000 and extending the deadline date by 3 days to 4/12/18. Dr. Longo recommends the Board act to approve these changes.

***Motion made by L. Donegan to increase the early retirement incentive to \$15,000 as recommended and to extend the deadline date to 4/12/18. Motion seconded by J. Calarese and carried unanimously.***

Dr. Longo reviewed the first draft of the Friar & Associates capital improvement plan (CIP) documents. Discussion followed concerning the committee that was to be formed to solicit architects. M. Matthews said she would follow up with Mr. Zambo.

The recent custodial vacancy was posted internally as required by contract. Jason Link who is currently the 20-hour custodian expressed interest in the vacancy. Dr. Longo recommends appointment of this candidate.

***Motion made by J. Calarese to appoint Jason Link to the 32-hour custodial vacancy. Motion seconded by L. Donegan and carried unanimously.***

The 20-hour vacancy created by this appointment will be posted internally. MEUI negotiations will begin 4/26/18. Dr. Longo would like to create a small committee to create a bridge between Ashford School and Ashford's senior citizens. Ideas were discussed, such as the seniors having lunch here, reading to our students, students personally inviting the seniors to events and transporting students to the senior center. Dr. Longo feels we have been remiss in not connecting with this important group of citizens. Ms. Gamache will represent the board on the committee. Dr. Longo and Mr. Hopkins will reach to the director of the senior center to discuss this further.

#### ***Business Manager***

Mrs. Dyer distributed the year to date expenditure report dated 4/5/2018 and a list of requested budget transfers dated 4/5/2018. Year-end projections will be provided for the next meeting. Currently, there is a balance remaining of \$81,869.81, however, building and fleet maintenance encumbrances have not yet been applied. Transfers were reviewed.

***Motion made by J. Urban to approve quarterly budget transfers of \$80,001, as presented. Motion seconded by K. Warren and carried unanimously.***

Mrs. Dyer reported there is a shortfall of approximately \$105,000 in outplacement tuition. Following the approval of the BOE's FY18 budget, it was necessary to outsource two students. As has been past practice, the BOF requests they be notified of such situations. Some of the costs associated with these outplacements have been absorbed into the budget wherever possible.

***Motion made by J. Calarese to provide written notification to the Board of Finance concerning a budget shortfall in special education outplacement tuition. Motion seconded by K. Warren and carried unanimously.***

Brief discussion followed concerning the BOE's budget process timeline. This will be discussed at the annual BOE retreat.

#### ***Director of Pupil Personnel***

No report

#### ***Administrative Reports (Principal, Asst. Principal)***

##### ***Principal***

Mr. Hopkins expressed his appreciation to everyone who participated in the Principal of the Year visit this past week; he was overwhelmed by everyone's support. Ashford School has received notification that teacher Kellie Gauvin was chosen to receive a grant by "Fund for Teachers." Mrs. Gauvin will be traveling to Italy this summer. Ashford teachers Katie Knecht and Kate Craven have been named as recipients of National Geographic Fellowships. Mrs. Knecht will be traveling to the Galapagos Islands and Mrs. Craven will spend 24 days in Antarctica. There are only 40 fellows named annually and it is incredible honor for Ashford to have received two awards of this magnitude.

##### ***Assistant Principal***

Mr. Dukette's report was distributed and discussed.

#### ***New Business***

##### ***a. Certified Staff Appointment***

Dr. Longo recommended the appointment of Alicia Spakowski to the position of School Psychologist, effective at the commencement of the 2018-2019 school year.

***Motion made by L. Donegan to appoint Alicia Spakowski to the position of School Psychologist effective at the start of 2018-2019 school year. Motion seconded by J. Urban and carried unanimously.***

##### ***b. Discussion of Paraprofessional Staffing***

A question about the number of paraprofessionals was raised at the 4/4 public budget hearing. The board requested and received a current list of paraprofessionals and their assignments.

#### ***Old Business***

##### ***a. Friar & Associates Master Plan Update***

Item was discussed during the Superintendent's report.

##### ***b. Second Reading of Policies*** (Series 4000: Abuse or Neglect of Disabled Adults; Series 4000: Child Abuse, Neglect and Sexual Assault Reporting; Series 4000: Employment Checks)

The chair called for discussion, there being none, a vote was called.

***Motion by L. Donegan to approved the Series 4000 policies prepared by counsel. Motion seconded by M. Matthews and carried unanimously.***

**Next Meeting Date/Agenda Items**

***Motion made by J. Urban to cancel the scheduled regular meeting of April 19<sup>th</sup>. Motion seconded by M. Matthews and carried unanimously.***

The town meeting date is scheduled for 4/18/18 at 7:30 pm. The next regular meeting of the BOE is 5/3/18. Agenda items: Committee break out sessions, staff appointment, healthy foods certification, Friar & Associates update, follow up on request made to the BOF for special education expenditures, first reading of policies.

**Second Opportunity for Public Comment**

None

**Superintendent Evaluation (Executive Session Anticipated)**

Tabled by mutual consent.

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

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education Meeting  
May 3, 2018  
Superintendent's Report

*Some Things To Think About....*

- Dates for the BOE Summer Retreat
- Goals, Mission, Vision
- Capital Projects Priorities
- Meetings with Other Boards
  - Three-Board Meeting
- Budget timelines for 2019-2020 Budget Development
- Seniors and School Partnership - Teaming up with Ashford Seniors

*2017-2018 Budget –Current Status*

As a result of two student outplacements that occurred after the budget was formulated, we have been facing a shortfall in our special education budget. As is required by our procedures, I notified the BOE and then the Board of Finance of the potential for a special education budget shortfall. We discussed various ways to deal with the shortfall at a Board of Finance meeting. It was decided to wait until late May to see what the excess cost reimbursement, if any, from the state turns out to be, and to look to our budget to find funds that could be redirected to help offset the shortfall. I also indicated that there were some restrictions on how we could tap into regular education funds, but that I would seek clarification on that matter. We should, and will have a legal opinion for future reference, as well as for the BOF. Since I became aware of the possibility of a special education budget deficit, I have frozen discretionary spending and asked Lisa to find underspent lines to transfer and cover the anticipated shortfall. At this point she has completed the special education budget review and has a list of transfers for this BOE meeting. After taking all reasonable actions, such as covering some expenses with grants, freezing our budget, and postponing some purchases until next year, it appears at this time, barring any further unforeseen issues, we will be able to cover the matter internally and not require any supplementary funding from the town. We will have a better understanding of our status by the beginning of June when the state money has arrived and the results of our budgetary actions are all evident.

*Principal of the Year Recognition*

The fact that Troy Hopkins is Connecticut's Principal of the Year is significant and should be recognized formally before the end of the school year. I do not yet know what the awarding organization has planned or when their ceremony will be, but I will inform you once I find out. I have heard several very good ideas for our local recognition ceremony and I am open to ideas from the BOE.

*Regional World Language Teacher of the Year*

We also have the honor of having our Spanish teacher, Rebecca Aubrey, named the Northeast Conference on the Teaching of Foreign Language Teacher of the Year. She is one of five national recipients, and is now being considered for the National Foreign Language Teacher of the Year award. We might want to consider combining our two recipient ceremonies and recognize them together as both are significant awards.

*Energy Savings*

One of the most significant ways we use power is in school lighting. We are embarking on a project to replace current light bulbs with LED Bulbs. We will do this as budget allows.

*Long-Range Planning Committee Meeting in June*

We need to meet to develop our new Capital Projects Priority List order utilizing the Friar & Associates report and BOE concerns.

# Ashford BOE 2017-2018 Budget Transfers May

## NOTES

From: 01-2140-111-20000	Psychologist Certified Staff	\$ 27,400.00		<i>1 position not filled bal. remaining/ filled for FY19</i>
From: 01-1200-112-20000	Special Education Paraprofessional	\$ 20,000.00		<i>Move to grant to cover OOD expense</i>
From: 01-1001-561-10000	MS Out of District Tuition	\$ 14,500.00		<i>Move tuition expense to tuition expense</i>
From: 01-1000-340-10001	Auditor/OPEB Reporting	\$ 5,000.00		<i>OPEB Reporting is every other year (Audit includes Special Education Expenses)</i>
From: 01-1200-730-20001	Adaptive Equipment	\$ 4,800.00		<i>Don't expect to use can use grant if necessary</i>
From: 01-2150-340-20000	Speech Outsourced	\$ 2,700.00		<i>Reimbursement from Griswold</i>
From: 01-1200-340-20000	Legal Expenses Special Ed.	\$ 2,000.00		<i>Don't expect to use</i>
From: 01-2640-431-10000	Special Education Equipment Maint.	\$ 1,000.00		<i>Haven't needed to date</i>
From: 01-1200-640-20000	Specialized Text (NIMAS)	\$ 1,000.00		<i>Ordered through grant</i>
From: 01-1200-330-20000	Teachers Workshops Special Ed.	\$ 700.00		<i>Will use grant for remaining expenses</i>
From: 01-1200-600-20000	Special Education Office Supplies	\$ 500.00		<i>Funds remaining budget frozen</i>
To: 01-1200-561-20000	Outplacement Tuition		\$ 79,600.00	<i>Over spent due to 1.5 Outplaced Students</i>
<b>Total</b>		<b>\$ 79,600.00</b>	<b>\$ 79,600.00</b>	
From: 01-2210-151-10000	Curriculum Development	\$ 1,400.00		<i>Don't anticipate using full balance remaining</i>
To: 01-1000-151-10000	CT TEAM Mentor		\$ 1,400.00	<i>No longer funded by the state</i>
<b>Total</b>		<b>\$ 1,400.00</b>	<b>\$ 1,400.00</b>	
From: 01-1000-210-10000	Medical/Dental Ins. Reg. Ed.	\$ 7,330.00		<i>One new hires no insurance</i>
To: 01-1000-210-10003	Workers Comp. Ins. Reg. Ed.		\$ 7,330.00	<i>Extra expense due to change in allocation</i>
<b>Total</b>		<b>\$ 7,330.00</b>	<b>\$ 7,330.00</b>	
From: 01-2680-520-10002	Transportation Insurance	\$ 3,792.00		<i>To much budgeted this line</i>
To: 01-2680-520-10001	Plant Insurance		\$ 3,792.00	<i>Not enough budgeted this line</i>
<b>Total</b>		<b>\$ 3,792.00</b>	<b>\$ 3,792.00</b>	
From: 01-2230-730-10002	Technology Network Equipment	\$ 1,417.00		<i>Funds remaining budget frozen</i>
To: 01-2600-730-10003	Plant Rentals		\$ 1,417.00	<i>Additional funds needed</i>
<b>Total</b>		<b>\$ 1,417.00</b>	<b>\$ 1,417.00</b>	
From: 01-2230-730-10001	MS Technology Equipment	\$ 1,229.00		<i>Funds remaining budget frozen</i>
From: 01-2230-730-10002	Technology Network Equipment	\$ 100.00		<i>Funds remaining budget frozen</i>
To: 01-2600-730-10001	Plant Equipment		\$ 1,329.00	<i>Additional funds needed</i>
<b>Total</b>		<b>\$ 1,329.00</b>	<b>\$ 1,329.00</b>	
From: 01-1000-113-10000	Sub Teachers/Paras. Reg. Ed.	\$ 12,500.00		<i>Projections done anticipated available balance</i>
From: 01-1000-340-10000	Legal Expenses Reg. Ed.	\$ 3,000.00		<i>Projections done anticipated available balance</i>
From: 01-1200-113-20000	Sub Teachers/Paras. Sp. Ed.	\$ 2,850.00		<i>Projections done anticipated available balance</i>
To: 01-1000-260-10000	Unemployment Compensation		\$ 18,350.00	<i>Unanticipated claim</i>
<b>Total</b>		<b>\$ 18,350.00</b>	<b>\$ 18,350.00</b>	
<b>Total Transfer</b>		<b>\$ 113,218.00</b>	<b>\$ 113,218.00</b>	

Rec'd 4-12-18  
11:51 AM  
JB

Susan Cunningham  
47 Jericho Road  
Pomfret Center, CT 06259

April 12, 2018

Dr. James P. Longo  
Superintendent  
Ashford School  
440 Westford Road  
Ashford, CT 06278

Dear Dr. Longo:

This letter is to document my intention to retire from full time teaching, effective June 30, 2018, and to accept participation in the revised Voluntary Early Retirement Incentive Plan offered by the Ashford Board of Education under Section 125, sent via email on April 6, 2018.

It is my understanding that as a participant in this VERIP, the Ashford Board of Education agrees to provide the following remuneration: \$15,000 to be paid in two equal installments of \$7,500:

First installment on or before July 15, 2018

Second installment on or before July 15, 2019

As requested in the VERIP, this document was hand delivered to your office before 4 p.m. on April 12, 2018.

Sincerely,

  
Susan Cunningham



Recd 9/8/17  
3:53 pm

APPLICATION FOR EMPLOYMENT – NON-CERTIFIED POSITIONS

**NOTE:** All sections must be completed in order for this application to be considered. Please print clearly in ink or type and return this form to the Superintendent's Office. Incomplete applications will be rejected.

**APPLICANT INFORMATION:**

Parrilla  
Name: (Last)

Miguel  
(First)

L  
(Middle Initial)

#91 40 plains Rd, Windham, CT, 06280  
Address: (Number, Street, City, State, Zip Code)

Mailing Address (if different): \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**POSITION(S) FOR WHICH YOU ARE APPLYING (please check):**

☐ Paraprofessional

☐ Cafeteria

☒ Custodian

☐ Clerical/Office

☐ School Nurse\*

☐ Bus Driver\*

☒ Substitute: \_\_\_\_\_

(specify: teacher, para, custodian, etc.)

\*Requires a valid license or certification issued by the State of Connecticut, please attach a copy to this application

**EMPLOYMENT HISTORY:** Please complete information concerning your employment history, starting with the most recent employer.

Employer	Address	Position Held	Dates of Employment
Lots & More	1029 Main St, White	Cashier Customer Service	2/16 to 5/17
Eastern Univ.	83 Windham St, White	temporary Custodian	5/15 to 8/15
Uconn Coop	Hillside Rd 2015 Storrs CT	Custodian	11/13 to 1/15

**AVAILABILITY OF APPLICANT:**

Date available to begin employment: A.S. A.P

For substitute applicants, are you available to work full days? \_\_\_\_\_ half days? \_\_\_\_\_

**EDUCATION:**

Name of High School or College	State	Date(s) Attended	Area of Study	List Diploma, Degree or Certification Obtained
Windham High	CT	N/A		HS Diploma



Ashford Board of Education  
440 Westford Rd. Ashford, CT 06278

REFERENCES: Please provide the name and contact information for three references who are not related to you or a member of your family.

Name	Address	Phone Number
Felicia Oponke	Chaplin CT	860) 208 - 5140
Robert Petrin	Willimantic, CT	860) 208 - 1517
Eric Cruz	Chaplin CT	860) 949 - 0145

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability(including pregnancy), genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

Connecticut Public Act 16-67 requires all applicants for employment by a local or regional board of education to submit to a background check prior to an offer of permanent employment. Forms A-1, A-2 and A-3 that follow this page must be completed and returned with this application. Employment by the Ashford Board of Education will be considered temporary in nature, pending the outcome of the background screening.

By signing below, I affirm that the information provided in this application is true and correct. I understand that if I knowingly provide false information or fail to disclose the information requested, I shall be subject to disciplinary action by the Ashford Board of Education that may include denial of employment.

  
\_\_\_\_\_  
Signature of Applicant

9-7-17  
\_\_\_\_\_  
Date

*The Ashford Board of Education is an Equal Opportunity/Affirmative Action Employer*

## CONNECTICUT STATE DEPARTMENT OF EDUCATION

ACADEMIC OFFICE  
BUREAU OF SPECIAL EDUCATION

## SPECIAL EDUCATION GRANT PROGRAMS

## GRANT PERIOD

July 1, 2018, to June 30, 2020

## GRANT COVER PAGE

*The below five components and signature are "Action Steps" and must be submitted with the application.*

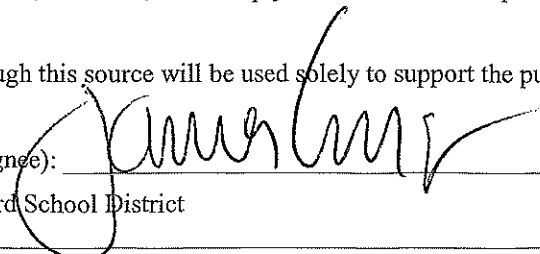
<b>1. Applicant</b> <i>(Name, Address, Telephone, Fax, Email)</i>  Ashford Public Schools 440 Westford Road Ashford, CT 06278 (860)429-1927 (860)429-3651 FAX www.ashfordct.org	<b>2. Program Funding Dates</b> From July 1, 2018, to June 30, 2020  <b>Preliminary Funding Amount</b> IDEA Special Education Assistance (611 funds) \$ <u>105,634</u> IDEA Preschool Education (619 funds) \$ <u>6,838</u> Total Part B Award (611 funds + 619 funds) \$ <u>112,472</u>
<b>3. Contact Person</b> <i>(Name, Address, Telephone, Fax, Email)</i> Dr. James Longo Ashford Public Schools 440 Westford Road Ashford, CT 06278 (860)429-1927 (860)429-3651 FAX jplongo@ashfordct.org	<b>4. Check if Consolidated Application</b>  ___ For IDEA, Section 611 Participating Districts: <i>(list districts*)</i>  ___ For IDEA, Section 619 Participating Districts: <i>(list districts*)</i> <i>*Please attach list of districts, if needed.</i>

**5.** The FY 2019 Fiscal Self-Assessment (FSA) has been completed and forwarded in a timely manner to the BSE as requested.

**Check one:**    ☒ Yes – FSA was completed and sent.    \_\_\_ No – FSA has not been completed.

I, Dr. James P. Longo (please print name), the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature (Superintendent/Designee):  Date: \_\_\_\_\_

LEA/School District: Ashford School District

**1a. Goals, Related Activities and Access to  
IDEA, PART B, SECTION 611  
Special Education and Related Services (Ages 3-21)**

*ACTION STEP: Fill in information*

**District Goal #   1  :**

To continue to ensure the district is providing the academic and social learning for students with disabilities is within the general education classroom environment to the maximum extent.

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**School district planned special education activities:**

1. Ensure that all students, including those identified, are provided with the supports and instruction necessary for the successful access to the general curriculum.
  2. Ensure that identified students with disabilities are provided with the appropriate supports to ensure not only access but success in the inclusive setting to achieve independence to the best of their ability.
  3. Ensure appropriate opportunities for collaboration occurs between the general education, support staff, and special education teachers to design and implement the general education curriculum modifications and accommodations to ensure student success.
- 

**Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.**

Ashford School ensures that there are no barriers that impede equitable access to, and participation of all federally assisted programs for our students, teachers and all beneficiaries. We do this by eliminating all designations of race, gender, sexual orientation, national origin, color, disability or age from the criteria that controls enrollment.

All stakeholders are enrolled in all programs based upon the school schedule and not any personal qualifications. Therefore, all of our programs are bias free, with all impediments removed.

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**District Goal #   2  :**

To continue to ensure successful participation in developmentally appropriate learning, behavior, social and language experiences for preschoolers with identified delays or language deficits.

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**School district planned special education activities:**

1. Provide all staff with professional development opportunities related to behavior management, social skills, de-escalation, language development and motor development.
  2. Provide training and involvement opportunities for parents that encourage successful learning, social and language development.
  3. Provide opportunities to reinforce developmentally appropriate learning, communication, behavior, motor and social skills.
-

**Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs**

Ashford School ensures that there are no barriers that impede equitable access to, and participation of all federally assisted programs for our students, teachers and all beneficiaries. We do this by eliminating all designations of race, gender, national origin, color, disability or age from the criteria that controls enrollment.

All stakeholders are enrolled in all programs based upon the school schedule and not any personal qualifications. Therefore, all of our programs are bias free, with all impediments removed.

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Prepare as many pages of the *Goals, Related Activities and Steps Ensuring Access Form* as necessary to describe your district's goals and activities that ensure positive student outcomes.

**1b. Goals, Related Activities and Access to  
IDEA, PART B, SECTION 619  
Preschool Special Education (Ages 3-5)**

*ACTION STEP: Fill in information*

**District Goal #   1  :**

Provide appropriate instruction to preschoolers with disabilities within a heterogeneous early childhood environment.

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**School district planned special education activities:**

1. Ensure staff are trained to instruct preschool students with delays and language deficits within a heterogeneous early childhood setting.
  2. Maintain an accredited program through NAEYC.
  3. Provide an educational, social and language rich program to serve as the foundation for independence, communication and literacy skills appropriate developmentally for preschoolers.
- 

**Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.**

Ashford School ensures that there are no barriers that impede equitable access to, and participation of all federally assisted programs for our students, teachers and all beneficiaries. We do this by eliminating all designations of race, gender, national origin, color, disability or age from the criteria that controls enrollment.

All stakeholders are enrolled in all programs based upon the school schedule and not any personal qualifications. Therefore all of our programs are bias free, with all impediments removed.

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**District Goal #   2  :**

To ensure successful participation in developmentally appropriate learning, behavior, social and language experiences for preschoolers identified with delays ad language deficits.

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**School district planned special education activities:**

1. Provide all staff with professional development opportunities related to behavior management, social skills, de-escalation, language and motor development.
  2. Provide training and involvement opportunities for parents that encourage successful learning, social and language development.
  3. Provide opportunities to reinforce developmentally appropriate learning, communication, behavior, social and motor skills.
-

**Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.**

Ashford School ensures that there are no barriers that impede equitable access to, and participation of all federally assisted programs for our students, teachers and all beneficiaries. We do this by eliminating all designations of race, gender, national origin, color, disability or age from the criteria that controls enrollment.

All stakeholders are enrolled in all programs based upon the school schedule and not any personal qualifications. Therefore, all of our programs are bias free, with all impediments removed.

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Prepare as many pages of the *Goals, Related Activities and Steps Ensuring Access Form* as necessary to describe your district's goals and activities that ensure positive student outcomes.

As has been the Board of Education's practice, upon receipt of a new school bus that is anticipated in the late summer or fall of 2018, a current fleet vehicle will be removed from service at the end of this school year.

The fleet mechanic, Seth Lyman, and the transportation coordinator, Joan Celotti, have discussed the condition of full sized buses that are in service at this time, and have determined that Bus #5, a spare, will be removed from service.

The board needs to make a motion to decommission that vehicle from active service as of July 1, 2018.





Jennifer Barsaleau <jbarsaleau@ashfordct.org>

## Fwd: Important Information: Sample Language for Board Vote on 2018-19 Healthy Food Certification (HFC) Statement

1 message

James Longo <jplongo@ashfordct.org>  
To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Tue, Mar 6, 2018 at 3:47 PM

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

From: Fiore, Susan <[Susan.Fiore@ct.gov](mailto:Susan.Fiore@ct.gov)>

Date: Tue, Mar 6, 2018 at 1:21 PM

Subject: Important Information: Sample Language for Board Vote on 2018-19 Healthy Food Certification (HFC) Statement

To:

Dear District Contacts for Healthy Food Certification (HFC):

The information below clarifies the requirements for the annual HFC vote by the board of education or school governing authority, which must occur by **July 1, 2018**, to be eligible for HFC participation during school year 2018-19.

The HFC application steps are summarized in the "[Apply](#)" section of the HFC webpage and in [Operational Memorandum No. 4-18: Process for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2018-19](#), which was distributed to schools on February 14, 2018.

Please be sure that your district's HFC vote addresses both issues below, as outlined in the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#). **Maintain a copy of the meeting minutes indicating the results of both HFC votes.** The authorized signer will upload this information to the CSDE's CNP System in May 2018, when the online HFC application module is available.

1. **Healthy Food Option:** *The board of education or school governing authority for each public school that participates in the National School Lunch Program (NSLP) must vote "yes" or "no" on **whether to implement the healthy food option**.*

\* **Sample Language for Healthy Food Option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

\* 2. **Exemption for Food Items:** *If the board of education or governing authority votes "yes" for the healthy food option, the board of education or governing authority must also vote "yes" or "no" on **whether to allow food exemptions**.*

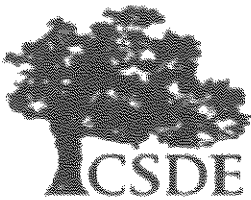


**Sample Language for Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

### **Information on Beverages**

**Note:** C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are **not** part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or school governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions. Sample language for beverage exemptions is below.

**Sample Language for Beverage Exemptions:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.



**Susan Fiore, M.S., R.D.**

**Education Consultant**

Connecticut State Department of Education

Office of Student Supports and Organizational Effectiveness

Bureau of Health/Nutrition, Family Services and Adult Education

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