

Ashford Board of Education  
**Regular Meeting Minutes – May 17, 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 7:07 pm. Present were members J. Urban, S. Gamache, K. Warren, M. Matthews (7:16pm) and L. Donegan (7:37pm). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and recording secretary J. Barsaleau. Audience present: R. Haeger, C. Trotta, J. Leczynski, K. Kouatly, J. Mozeiko, and AEA members C. Busse and J. Horn. Unable to attend was member J. Calarese.

**Communications**

- Ms. Gamache read aloud email communications between her and Mr. Caldwell, teacher and student council advisor concerning a student survey about cafeteria recycling, composting and food choices
- A invitation to attend Ashford School's 5<sup>th</sup> grade "Revolutionary War History Day"
- The CT Association of School's press release announcing Troy Hopkins as the CT Elementary Principal of the Year

**Opportunity for Public Comment**

- A letter from parent Jesse Burnham was read and distributed to members at his request. The letter addresses the recent resignation of a 5<sup>th</sup> grade classroom teacher and his concern that the vacancy it has created is filled by a classroom teacher, keeping with three classes in grade 5 as was presented in the FY 19 budget.
- Mrs. Haeger thanked members of the BOE for their support of the Spring Jamboree. They received tremendous help from the Ashford School staff, Mr. Hopkins and Mr. Dukette. She noted that this was an unusual year with two budgets being worked on at the same time, but wished to remind the BOE of some items mentioned at previous meetings. These include tracking physical temperatures in the classrooms, establishment of a BOE curriculum committee and grade 6-8 book discussion groups. She inquired about Spanish teacher grade assignments for next year and echoed the sentiments in Mr. Burnham's letter; a reduction in the number of grade 5 classroom teachers would be detrimental.
- Mrs. Kouatly has three children in Ashford School, one moving into 5<sup>th</sup> grade. She is sorry to hear that Mr. Hills is leaving, but is hoping that any rumors or conversation about not having three grade 5 classes next year stops. Class sizes of 22 would be too much and she agrees with Mr. Burnham's letter. The BOF has stated that class sizes are too small, perhaps that spawned the need for this discussion tonight. She asked, "Have needs changed since the budget passed?" She spoke of creative use of the staff, concerns about trimester rotations, asking that it be reconsidered for next year. Many kids love music, art etc., having those specials all year long might be really important to that child.
- Mrs. Trotta has 2 children at Ashford School. She spoke of her own experiences with small class sizes here and then moving out of state where the classes had 22-24 students, this prompted the need for parents to come to the school several times per week and help in the classrooms. She also agreed with Mr. Burnham's letter and said that she and her family came back to Ashford because of the school.
- Mrs. Leczynski echoed the comments of the other speakers and Mr. Burnham. She stressed that people voted on the budget that was presented, which included class size information. She is researching the effects of class size on children up to grade 5 and finding that it can be harmful to students struggling with academics or those with disabilities. She agrees it is a transitional year in a child's education.
- Ms. Mozeiko had nothing to add, saying she loved Mr. Burnham's letter and is on the small class size team.
- Mr. Busse has a child in middle school and noted that enrollment numbers change throughout the year. His child's class started with 24 in a class and it's now 27 per class, and this is important and has to be a consideration in class size discussions.

Mr. Lippert thanked everyone for their comments and stressed that the administration must consider options and will bring forward recommendations to the Board. The item will be on the next agenda for discussion.

**Approval of Minutes: 05/03/2018**

***Motion by K. Warren to approve the regular meeting minutes of 05/03/2018, motion seconded by J. Urban and carried with one abstention (S. Gamache).***

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

**Superintendent**

Dr. Longo did not provide a written report. Included in the BOE packet was his request for consideration of contract extension, as is required. Dr. Longo spoke to the concerns expressed by the audience tonight. The resignation of the classroom teacher affords the opportunity for the administrative team to review and revisit needs. He agrees that 22 students per class in Grade 5 are too many. Any changes to the number of classes in that grade would be contrary to the published budget, and we want to honor our budget as presented. To respond to one comment made earlier, the need for a school counselor has been identified in the past. Discussion of needs and a review of a counselor position has resurfaced. Ms. Matthews asked Dr. Longo about the status of the capital committee. He responded that we have not heard anything from the committee that is expected to meet about choosing an architect for CORR space drawings to date. Friar & Associates has completed a 10-year capital improvements plan list for the board based on what they see as priorities. Members may access the Friar & Associates website portal to view the plan.

**Business Manager**

Mrs. Dyer distributed and reviewed her written report and the accounts payable list. She will have year-end projections for the next meeting. At this time she anticipates a small surplus. The budget had been frozen to allow for budget review to address the need to transfer funds to the outplacement tuition lines. She noted the audit is underway.

Mrs. Dyer left the meeting (8:25pm)

**Director of Pupil Personnel**

Mrs. Ford provided a written report that was distributed to members. Any questions concerning the report should be directed to Mrs. Ford.

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

**Principal**

Mr. Hopkins reviewed the content of his report placing emphasis on some of the special things happening at Ashford School including the contributions of art teacher Danielle Boulanger.

**Asst. Principal**

Mr. Dukette provided a written report that was distributed to members. Any questions concerning the report should be directed to Mr. Dukette. Mr. Hopkins spoke highly of Mr. Dukette's spotlight staff member, Sara Dingler.

**Distribution of Department Reports (Cafeteria, Health Room, Technology, Transportation)**

Mr. Lippert acknowledged receipt of the cafeteria, health room and technology reports. Mrs. Barsaleau noted that a maintenance report was included in lieu of the transportation report, the report will be included in the next agenda packet. Members were impressed with the health room report and the many ways that the school nurse works with agencies that offer services to our students and families, such as the flu clinic and mobile dental van. Dr. Longo noted that the technology committee had met earlier in the day and they will be working in groups with each reviewing/revising a section of the plan.

**New Business**

**a. Schedule Annual BOE Retreat**

After brief discussion, the annual BOE retreat meeting will be held on 8/2/2018 from 2-8pm. Location has yet to be determined.

**Old Business**

**a. MEUI Negotiations Update**

Negotiations were held last night resulting in a tentative agreement. BOE members who participated noted it was an interesting process and thanked Dr. Longo for facilitating the negotiations.

**Next Meeting Date/Agenda Items**

The next regular meeting of the BOE is 6/7/18. There will be a brief reception prior to the BOE meeting beginning at 6:30 Agenda items: 5<sup>th</sup> grade class size, capital plans, budget transfers, transportation report, executive session (supt. evaluation).

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

- Mrs. Haeger thanked Dr. Longo for mentioning the new recommendations for “screen” time for children that will be part of the technology plan. She spoke of the importance of the whole student, whole person approach creating a balance for students giving them time to be kids.
- Ms. Mozeiko asked if creative solutions in response to student counselor needs could be made through contracted or per diem staffing?
- Mrs. Leczynski stated that teachers are the bridges to identifying student needs and larger class sizes would make that difficult.
- Mrs. Kouatly commented that the school psychologists are wonderful.

### **Personnel Matter (Executive Session Anticipated)**

Members took a brief recess (9:35pm)

***Motion made by K. Warren (9:41pm) to enter into executive session for the purpose of the discussion of a personnel matter and to invite Dr. Longo to session. Motion seconded by L. Donegan and carried unanimously.***

Present in Executive Session: J. Lippert, S. Gamache, K. Warren, M. Matthews, L. Donegan, J. Urban and Dr. Longo.

The Board and Dr. Longo exited executive session at 9:48pm. There was no action taken.

### **Superintendent Evaluation (Executive Session Anticipated)**

***Motion made by L. Donegan to enter into executive session (9:48 pm) for the purposes of evaluation of the Superintendent, seconded by M. Matthews and carried unanimously.***

Present in Executive Session: J. Lippert, L. Donegan, M. Matthews, J. Urban, K. Warren and S. Gamache  
The board exited executive session at 10:01 pm. There was no action taken.

***Motion made by J. Urban to adjourn the meeting (10:01pm). Motion seconded by L. Donegan and carried unanimously.***

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education  
Regular Meeting Minutes – May 3, 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 J. Urban, L. Donegan, K. Warren, M. Matthews and J. Calarese (7:21pm). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer and recording secretary J. Barsaleau. Audience present: R. Haeger. Unable to attend was member S. Gamache.

**Communications**

Some of the members of the Board and the Superintendent received an email communication earlier in the day concerning an employee. The board will invite the employee to attend its next meeting in executive session.

The May 1<sup>st</sup> enrollment report was distributed to members.

**Opportunity for Public Comment**

R. Haeger reminded board members of the Spring Jamboree on Saturday, May 5<sup>th</sup> from 11am-2pm and that more volunteers are needed. She suggested that with the increasingly warm weather, perhaps a survey of the actual temperatures in classrooms be recorded to allow for placement of additional fans/cooling in those areas.

**Approval of Minutes: 04/05/2018**

***Motion by M. Matthews to approve the regular meeting minutes of 04/05/2018 with an amendment to correct the last sentence of Superintendent's report by inserting the word "out" to read as follows: "Dr. Longo and Mr. Hopkins will reach out to the director of the senior center...."***

***Motion seconded by J. Urban and carried unanimously as amended.***

**Superintendent Report**

Dr. Longo reviewed his report included in the agenda packet. He asked the BOE to consider dates and locations for the annual retreat meeting, and suggested the board consider altering its practice of holding two regular meetings per month, designating one of them for committee meetings. As discussed at the 4/5 meeting, a letter was sent to the Board of Finance to provide notification of an FY18 budget shortfall in special education outplacement tuition. Dr. Longo reported the budget is frozen. Mr. Lippert stated that the Board of Finance discussed this at a meeting attended by him, Dr. Longo and Mrs. Dyer. The BOF will not take action at this time and will review use and application of unexpended educational funds balances. The administration and business manager are reviewing the current budget and will postpone or defer items to the next fiscal year as needed. Legal counsel is reviewing the use and application of regular education budget funds to offset special education expenditures and will conference call with Dr. Longo tomorrow.

**a. Authorization of FY 18 Budget Transfers**

After reviewing the budget to offset the current shortfall, funds have been located for transfer that will be applied to special education outplacement tuition line (see attached). An email was sent on 4/26 to Mr. Funk, BOF chair notifying him that transfers will be made pending authorization of the board.

***Motion made by K. Warren to approve FY18 budget transfers totaling \$113,218 as presented in the document titled "Ashford BOE 2017-2018 Budget Transfers May". Motion seconded by M. Matthews and carried unanimously.***

**b. Friar & Associates Master Plan Update**

Dr. Longo has reviewed the CIP plan draft provided by Friar & Associates and will be meeting with Mike Sorano of Friar on May 10<sup>th</sup> at 4 pm to discuss the draft. Members are invited to attend. Brief discussion followed concerning the Town committee that will address retention of architectural services. J. Calarese is a member of this committee, however, no meetings have occurred to date.

**c. Discuss June BOE Meeting Calendar**

Ashford School has scheduled Commencement for Thursday June 21<sup>st</sup>. By consensus of the members present, the board of education will cancel its regular meeting scheduled for that same night.

## **New Business**

### **a. Staff Resignation**

Dr. Longo has received a letter of retirement from Reading teacher Susan Cunningham effective June 30, 2018. Mrs. Cunningham will be participating in the Voluntary Early Retirement Incentive Program (VERIP) offered by the Board of Education this year. Dr. Longo also received notification a day or so prior to this meeting that Grade 5 teacher Paul Hills will be resigning at the end of this school year to pursue a business opportunity.

***Motion made by M. Matthews to accept with regret the letters of resignation of Susan Cunningham and Paul Hills effective June 30, 2018, and to express its thanks and appreciation for their dedication to Ashford School. Motion seconded by L. Donegan and carried unanimously.***

### **b. Staff Appointment**

Dr. Longo recommended appointment of Miguel Parrilla to the position of part-time custodian, noting the appointment should be retroactive to March 26<sup>th</sup>; the date Mr. Parrilla began working in the position.

***Motion made by L. Donegan to approve the appointment of Miguel Parrilla to the position of part time custodian effective 3/26/18. Motion seconded by J. Urban and carried unanimously.***

### **c. Authorization of FY19 Individuals with Disabilities Education Act (IDEA) Grant Application**

***Motion by K. Warren to authorize submission of the IDEA grant application for the period of July 1, 2018 to June 30, 2020. Motion seconded by L. Donegan and carried unanimously.***

### **d. Decommission of School Bus from Fleet Service**

Mechanic Seth Lyman and the transportation coordinator recommend that Bus #5, a spare, be removed from active service.

***Motion made by J. Calarese to remove school Bus #5 from fleet service effective July 1, 2018. Motion seconded by L. Donegan and carried unanimously.***

### **e. 2018-2019 Healthy Foods Certification**

It is required of each board of education participating in the National School Lunch Program to take action on implementation of a healthy food option prior to July 1<sup>st</sup> each year.

***Motion made by M. Matthews to participate in Healthy Foods Certification for the school year 2018-2019 and to implement the Healthy Food Option as follows:***

***Pursuant to C.G.S. Section 10-215f, the Ashford Board of Education 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.***

***Motion seconded by J. Urban and carried unanimously.***

***Motion made by J. Calarese to allow exemptions to the healthy food certification authorized above, as follows: The Ashford Board of Education 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.***

***Motion seconded by L. Donegan and carried unanimously.***

## **Old Business**

### **a. MEUI Negotiations Update**

The next date for negotiations is scheduled for May 10<sup>th</sup> at 7 pm. K. Warren and L. Donegan will not be able to attend.

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

The next regular meeting of the BOE is 5/17/18. Agenda items: committee break out sessions, administrative reports, Friar & Associates CIP, follow up architect services, energy loan follow up, executive session (personnel, supt. evaluation).

**Second Opportunity for Public Comment**

None

**Superintendent Evaluation (Executive Session Anticipated)**

***Motion made by L. Donegan to enter into executive session (8:36 pm) for the purposes of evaluation of the Superintendent, seconded by M. Matthews and carried unanimously.***

Present in Executive Session: J. Calarese, L. Donegan, M. Matthews, J. Urban, K. Warren and J. Lippert.

The board exited executive session at 9:30 pm. There was no action taken.

***Motion made by M. Matthews to adjourn the meeting (9:31pm). Motion seconded by L. Donegan and carried unanimously.***

Recorded by:

Jennifer Barsaleau, Recording Secretary

## *Ashford School*

440 Westford Road (Rt. 89)

Ashford, CT 06278

School Web site: [www.ashfordct.org](http://www.ashfordct.org)

**James P. Longo, Ed.D**  
Superintendent of Schools  
860-429-1927  
860-429-3651  
[jplongo@ashfordct.org](mailto:jplongo@ashfordct.org)

**Cynthia A. Ford**  
Director, Pupil Personnel  
860-429-1927  
860-429-3651  
[cford@ashfordct.org](mailto:cford@ashfordct.org)

**Troy C. Hopkins**  
Principal  
860-429-6419  
860-487-4393  
[thokpkins@ashfordct.org](mailto:thokpkins@ashfordct.org)

**Garrett J. Dukette**  
Assistant Principal  
860-429-6419  
860-487-4393  
[gdukette@ashfordct.org](mailto:gdukette@ashfordct.org)

May 13, 2018

**To: Ashford Board of Education**

**From Dr. Longo**

**Re: Annual request to extend the Superintendent's contract and negotiate salary**

My contract contains an option for the Board of Education to vote each June for an extension of one or two years to my current contract, thereby keeping me contracted for a term of up to three years. I have reproduced the relevant clause here for your review, and ask that you consider a one-year extension at this time, which would maintain my contracted period at three years. I find that I can be most effective as your superintendent if my contract is maintained at three years, and it is apparent to all that I have the support of the Board of Education.

An extension does not change any of the current language of the contract unless we negotiate changes, it only changes the duration of the agreement.

It also might be the appropriate time to negotiate salary for the 2018-2019 contract year, as the salary terms are scheduled to change as of July 1, and it is our practice to negotiate my salary one year at a time.

*"Prior to June 30, 2016 and prior to June 30 of each succeeding school year the Board of Education shall vote upon whether to extend this Contract of Employment ("Contract") for either a one year or a two-year extension, so as to create a renewed term of either two years or three years commencing on July 1 of the calendar year in which such vote is taken. At no time shall the remaining term of this Contract, including any extension hereof, exceed three years. It shall be the responsibility of the Superintendent to notify the Board of this provision of the Contract in sufficient time for the Board to take action upon any extension hereof."*

Thank you for your support and your consideration of this proposal.

Ashford School  
Monthly Facility and Maintenance Report  
March-May, 2018

HVAC and MAJOR SYSTEMS

- Venture Security changed five batteries in the fire alarm system and provided quote for installation of keyless entry (fob swipe) of every classroom that house students (58)
- Changed light switch in technology coordinator's office
- Made an extension for 220 volt access in kitchen for server
- Arranged for 3 new outlets in district office
- Changed ceiling lights in district office, main office, health room and Room 15 to LED bulbs
- 3 ballasts changed in health room
- Preventative maintenance of all hallway heaters (46), cleaned and vacuumed all filters
- Leak found in lower boiler room, got price quote for repair. Changed circulator pumps and replaced degraded pipes in lower boiler room
- Preventative maintenance and cleaning of all four boilers
- Life Safety inspected exit and emergency lighting system as required every 6 months

GROUNDS

- Cleared snow and walks from March storms
- Town of Ashford plowed and sanded parking lots from March storms
- Worked on baseball and softball fields: prepped, raked out, lined and mowed
- Fixed divets and tracks in grass created by snow plows
- Raked and fluffed wood chips under playground equipment
- Town of Ashford swept all parking lots
- Replaced broken door window from errant baseball

GENERAL FACILITY

- Installed 15 bulletin boards (4x8)
- Installed safety shades in bathrooms shared by rooms 5 and 7 and room 12
- Installed slide locks in bathrooms (rooms 1,5,7,9,11)
- Replaced black curtain on stage
- Installed blinds by door of classrooms 4,6 & 8
- Placed 14 new braille signs outside of bathrooms and some classrooms
- Installed 3 green glow in the dark room identification safety signs
- Installed eight brackets in gym for badminton and volleyball nets
- Arranged for locksmith to repair broken boys locker room door handle and re-key 3 doors to CB-10 access (classroom master)

**Ashford School**  
**Health Office Report 2017-18**  
**May 17, 2018**

The Ashford School Health office remains a busy place this year averaging about 45 students per day. This includes visits that range from bumps and bruises to breaks, emergency care, illnesses, screenings, the administration of medication and treatments, diabetes management and g-tube feedings.

- Vision and hearing screenings were conducted on all PK-Grade 5 students, excluding hearing screening for 2<sup>nd</sup> grade per the new state guidelines. The Welch Allyn Spot vision screener is an incredible tool that is able to detect vision issues that were not picked up using past screening methods. This tool is quick - registering vital information in the time it takes to snap a photo! Please see the attached information that further explains all the issues identified by the SPOT vision. I am currently finishing the required scoliosis screenings. State requirements have changed and I am now required to screen all 5<sup>th</sup> and 7<sup>th</sup> grade girls, and 8<sup>th</sup> grade boys. I have coordinated this with the PE teachers and conduct screenings at the beginning of PE classes.
- The Mobile Dental Program has approximately 28 students enrolled. They are able to do the cleanings, fluoride, sealants and x-rays here at Ashford School on the van, or with mobile equipment set up in the conference room. They have visited five times this year and continue to follow these children every 6 months to maintain the appropriate cleaning and exam schedule as recommended by the American Academy of Pediatrics. Good dental habits formed early will last a lifetime. If more extensive work is required, they work with the family and make arrangements for work at their local office. I hope to continue to grow this important health intervention next year and continue to offer this service to our Ashford School families.
- I was able to attend two conferences this year. In the fall, I went to the Nurse Supervisor Conference sponsored by the CT Nurses Association and the CT State Department of Education Nurse Consultants, and in the spring, a conference for School Nurses, *"Best, Current Practices for School Medical Emergencies"* by the Bureau of Education and Research. These were both very informative and directly applicable to the school health office.
- Approximately 90 community members came to the flu clinic in the fall. This is coordinated with the VNA from Hartford Homecare. I continue to advocate for the inclusion and acceptance of differing types of insurance, especially those with Husky, to be included. I have worked with the state immunization program as well as the health advocate's office to include this group of people.
- 28 staff members were certified in pediatric CPR/First Aid in April. This includes our athletic coaches, as well as the staff members in the readiness program. Readiness staff are required to hold current certificates for our NAEYC (National Association for the Education of Young Children) accreditation.

- The health office is implementing a new program in the 7<sup>th</sup> and 8<sup>th</sup> grade girl's bathroom. A local high school student did her senior project on how to make feminine products more easily accessible, and asked Ashford to conduct a trial run. I have stocked the 7<sup>th</sup> and 8<sup>th</sup> grade girls bathroom with feminine supplies. This gives the girls more privacy and saves time as they do not have to travel all the way to the nurses office. This was a great success and we will continue this program.
- In coordination with the Readiness program, the health office coordinated "Nutrition Night". A registered dietician from Big Y helped facilitate this program in May. We had 4 different recipes and ingredients on different tables and invited all families of students in grades PK- 2 to come and "cook" healthy snacks together. 33 individuals came, adults and students and learned about healthy snacks and had a chance to prepare food together. The registered dietician was on hand to answer parent questions.
- We did have a group of staff members participating in an after school yoga group. Unfortunately, our instructor suffered an injury, so this was interrupted for a few months. This continues to be a great employee wellness program.

Respectfully submitted,

Martha Sibley-Jett, RN BSN  
Ashford School Nurse

# Understanding Your Child's Vision Results

**Photoscreening:** Ashford School has recently purchased a photoscreening digital device called a SPOT to objectively check for vision problems. The photoscreener is like a large camera. It takes a picture of your child's eyes. With that and the infrared measurements, SPOT can detect a number of potential eye conditions.

**How to read the SPOT referral form:** If your child's SPOT results form states, "**Complete Eye Exam Recommended**" at the top right of the page, it is a referral and we recommend that your child visit an eye care professional.

On the SPOT referral, you will see a section on the right side of the page called "Potential Condition." This includes information about the potential eye condition(s) detected by the SPOT device.

It will state the medical terminology followed by a short description in brackets in non-technical language. An example would be "Myopia [nearsighted]." At the bottom of the sheet, you will see a chart that shows the conditions that the SPOT can detect. For each condition, it shows whether your child's results were within the normal range or out-of-range. Shown in the graph is a relative indication of how severe the condition may be (whether it is slightly out of range or way out of range, for instance).

## Definition of Condition Identified by the SPOT and Listed on the SPOT Results Form

**Anisocoria:** a condition characterized by an unequal size of the eye's pupils.

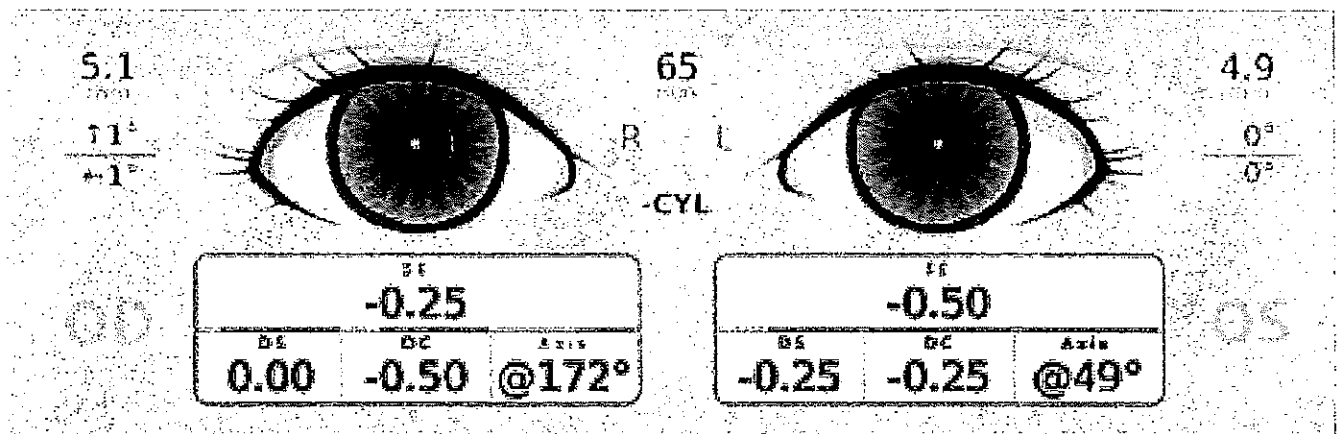
**Anisometropia:** a condition in which the two eyes have unequal refractive power; one example of this condition would be if one eye had near-perfect vision and the other eye was near or farsighted.

**Astigmatism:** an optical defect in which vision is blurred due to the inability of the optics of the eye to focus a point object into a sharp focused image on the retina. This may be due to an irregular or toric curvature of the cornea or lens.

**Gaze Asymmetry and Gaze Deviation:** measurements the SPOT uses to detect strabismus, a misalignment of the eyes. Strabismus is one of the major causes of Amblyopia (commonly referred to as "lazy eye").

**Hyperopia:** commonly known as being "farsighted"; a vision issue caused by an imperfection in the eye (often when the eyeball is too short or the lens cannot become round enough), causing difficulty focusing on near objects, and in extreme cases causing as sufferer to be unable to focus on objects at any distance.

**Myopia:** commonly known as being "nearsighted"; a condition of the eye where the light that comes in does not directly focus on the retina but in front of it, causing the image that one sees when looking at a distant object to be out of focus, but in focus when looking at a close object.



# How to Read Your Eyeglass Prescription

(Article taken from WebMD)

When you look at your prescription for eyeglasses, you will see numbers listed under the headings of **OS** and **OD**. They are Latin abbreviations: **OS** (oculus sinister) means the left eye and **OD** (oculus dextrus) means the right eye. Occasionally, you will see a notation for **OU**, which means something involving both eyes. In general, the further away from zero the number on your prescription, the worse your eyesight; the more vision correction you need. A plus sign in front of the number means you are farsighted and a minus sign means you are nearsighted. These numbers represent diopters, the unit used to measure the correction, or focusing power, of the lens your eye requires. Diopter is often abbreviated "D."

For example, if your prescription says -1.00, you have one diopter of nearsightedness. This is a fairly mild amount of nearsightedness. If you are -4.25, that means you have 4 and 1/4 diopters of nearsightedness. This is more nearsighted than -1.00, and requires stronger (thicker) lenses. Similarly, +1.00 would be a small amount of farsightedness and +5 would be more.

For people who have astigmatism, there will be three numbers in your prescription. The general form for writing these numbers is **S x C x Axis**

The **S** refers to the "spherical" portion of the prescription, which is the degree of nearsightedness or farsightedness discussed above.

The **C** refers to the "cylinder" or astigmatism, and can be a negative or a positive number. It measures in diopters the degree of astigmatism that you have. The bigger this number, the more astigmatism you have.

The **Axis** is a number anywhere between 0 and 180 degrees. It reveals the orientation of the astigmatism. It is not enough to specify how much astigmatism there is; you have to know where the difference in curvature is taking place.

Here are two examples of what prescriptions for eyes with astigmatism could look like:

-2.00 +1.50 x 180  
+3.50 +3.00 x 45

The first prescription means that the person has 2 diopters of nearsightedness with 1.5 diopters of astigmatism and an axis of 180 degrees. The second prescription means that the person has 3.5 diopters of farsightedness, 3 diopters of astigmatism and an axis of 45 degrees.

Technology Team Report To  
Ashford Board of Education  
May 17,2018

The Technology Team continues to provide ongoing support to the Ashford staff and students in all areas of technology use in Ashford School.

- Daily repairs are performed to desktops, laptops, projectors, and printers on an ongoing basis.
- Ongoing support of multiple data bases and subscriptions.
- We are in the process of reviewing our data base and subscription usage before renewing them for the upcoming school year.
- To help our staff utilize technology as a tool to differentiate learning we have instituted a weekly “Tech Time” where they can drop in on Wednesday afternoons with questions about technology usage or to collaborate on different ideas for student learning.
- We are in the process of reviewing and updating the “Ashford School Technology Plan” to include the addition of our 1:1 initiative and future planning for technology usage within our school.
- Plans are being made for summer break activities, to include configuring 40 laptops for our incoming 6<sup>th</sup> graders in our 1:1 initiative, 100 laptops to be individually refreshed for our incoming 7<sup>th</sup> and 8<sup>th</sup> graders. Additionally we will be refreshing over 600 devices including desktops, laptops, projectors and printers. We also will be rolling up our students in the SIS (Student Information System) and all other supporting data bases.

If we can answer any questions or provide support in any way please contact us at [Technology@AshfordCT.org](mailto:Technology@AshfordCT.org).

Dear Board of Education Members,

Unfortunately, I am away on storm duty restoring power after this week's storms, or I would be attending your meeting in person. In my absence, I would like to request that this letter to be read aloud during the "Opportunity for Public Comment" portion of your meeting and that copies be provided to your members.

I am appealing to you tonight as the parent of a 4th grader. I have reviewed the minutes from your May 3rd meeting, and see that there was a resignation of a 5th grade teacher. In case this leads to a discussion regarding staffing changes, I am reaching out to you in regard to class size for next year. I understand that the school has many needs and that we must be fiscally responsible and creative with our funds. However, it is my hope, that the Board of Education will uphold the positions it had presented in the budget which was approved just two weeks ago, and included 3 fifth grade homeroom teachers for next year. At the time that the budget was presented to the town, those positions were deemed critical, and I believe that they still are.

Though a resignation provides the opportunity to consider reallocating the funds to other needed positions, I believe it would be detrimental to the incoming 5th grade class to be reduced to two homeroom teachers. If other positions are needed within the school, I believe that those positions should be presented in next year's budget so that the tax payers can make an informed decision on what the Board of Education's money is being used for. To make this change now undermines the importance of positions that you deemed necessary for maximizing student learning earlier this year in the budget documents presented to the town. The resignation of a teacher does not change the needs of our students. The fifth grade needed three homerooms when the budget was created and they need three homerooms now. If they were not needed, than I can't understand why they were budgeted for. In truth, the current fourth grade class is larger than the current third grade class, the current second grade class and the current first grade class. If the current 4th grade class were put into two homerooms, the homerooms would have 22 students each in them for 5th grade. For comparison, if the current third grade were put into two classes, the homerooms would only have 18 students each for their fourth grade year.

Secondly, I quote directly from Dr. Longo's statement on page 2 of his Fiscal Year 2018-2019 Budget Document, "Every student goes through his or her elementary education experience once. There are no "do-over's"...no second chances. You either receive a good education or you don't." I agree with those sentiments and I would argue, that a homeroom teacher, and small class size has the biggest impact on the educational experience for my daughter. Creative scheduling; which may make for large homerooms and more transitions for students, will not result in the optimal experience for her that was promised in the budget that the town approved on May 2nd.

And again, to quote Dr. Longo's words from his budget document, "We have made a promise to the students of Ashford and we must live up to it." Certainly, there are other positions our school

and students would benefit from, but I do not believe this is the way to achieve those positions. You may be able to create a schedule with two homeroom teachers and support staff to help them manage teaching all students, but none of that is as beneficial as having three dedicated homeroom teachers and the class size that these students have had throughout their time at Ashford School. Thank you for your consideration in this matter and for your attention.

Most sincerely,

Mr. Jesse Burnham

**Ashford Elementary School  
Business Manager's Report  
Thursday, May 17, 2018  
Lisa Dyer**

**Budget 2017-2018**

The 2017-2018 budget is expected to close out with a small surplus and has \$1,426,806 that remains encumbered of which \$1,216,891 is within the salary and benefit lines. Due to the additional costs associated with the unanticipated out-placed students the two lines associated with these expenses are expected to be overspent. However, administration has worked hard to find the resources within the BOE and Grant budgets as not to require an additional appropriation from the town. In this current financial climate, and considering how much funds the town has lost, administration felt this was the best way to resolve this issue.

**Accounts Payable 2017-2018**

The accounts payable reports for March and April are attached totaling \$281,601.19 and \$184,271.42 respectively, for a total of \$465,872.61 combined.

**Audit 2017-2018**

The 2017-2018 audit is about to get underway. The auditors are schedule to be at the school Thursday and Friday of next week to conduct some fieldwork.

**Financial Software Replacement**

Although there is no longer a grant available for a new financial software program, I am still actively searching for a new program and have been collecting quotes in hopes that we can receive funding through the 2019-2020 capital budget process. We have a quote from PowerSchool EfinancePlus and are in the process of receiving one from Infinite Visions. Due to the reduction of one central office staff member having a more robust and user friendly software program will increase efficiency and reduce the paper process of purchase order requisitions as the school inputs over 500 purchase orders annually.

**Central Office Reorganization**

Dr. Longo and I are currently working out the details of reorganizing the central office work load. Currently we have produced workflow charts for various tasks along with procedures for those tasks which were previously nonexistent. In addition, the job descriptions of those staff members whose positions are affected by this reduction in force are currently being updated and will be shared with staff members for their input in the coming weeks.

<b>A/P Monthly Report</b>			
5/17/2018 17:54			
<b>March 2018</b>			
<b>Non-Certified Staff</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
ReadyNurse Staffing Services	441.75	01-2130-110-10000	2/21/2018 Sub Nurse- Sasha Walencewicz
<b>Total</b>	<b>\$441.75</b>		
<b>Employee Insurance</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Anthem Blue Cross Blue Sheild	4,576.50	01-1000-210-10000	Period 3/1/18-3/31/2018 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	1,722.65	01-1200-210-20000	Period 3/1/18-3/31/2018 Medical Insurance Premium
Connecticare Inc	136,757.76	01-1000-210-10000	Period 3/1/18-4/30/2018 Medical Insurance Premium
Connecticare Inc	50,390.38	01-1200-210-20000	Period 3/1/18-4/30/2018 Medical Insurance Premium
CIRMA	20,345.45	01-1000-210-10003	4th QTR Workers Comp Insurance Premium
CIRMA	2,774.38	01-1200-210-20003	4th QTR Workers Comp Insurance Premium
Sun Life Financial	329.19	01-1000-210-10002	Group Life Insurance Premium Period 3/1/18-3/31/18
Sun Life Financial	232.65	01-1200-210-20002	Group Life Insurance Premium Period 3/1/18-3/31/18
<b>Total</b>	<b>\$217,128.96</b>		
<b>Retirement Benefit</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Connecticare Inc	6,365.80	01-1000-230-20000	Period 3/1/18-4/30/2018 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	204.10	01-1000-230-20000	Period 3/1/18-3/31/2018 Medical Insurance Premium
<b>Total</b>	<b>\$6,569.90</b>		
<b>Unemployment</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Department Of Labor	2,340.00	01-1000-260-10000	Period Ending 1/31/2018 (S. Hollister)
<b>Total</b>	<b>\$2,340.00</b>		
<b>Purchased Services</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Complete Payroll Solutions	270.44	01-1000-340-10002	3/9/18 & 3/23/18 Payroll Processing Fee
Med-East Medical Walk-In Center	155.00	01-1000-340-10005	Bus Driver Physical (J. Ference)
United Nations Association of Boston	207.99	01-1000-330-10001	2018 UN Conference & Delegate Fee
Horizons Inc	177.96	01-2190-340-20000	Behavior Therapy Services
<b>Total</b>	<b>\$811.39</b>		
<b>Utilities</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Eversource	2,702.79	01-2540-321-00254	Period 2/7/18-3/9/18 Facility
Eversource	10.93	01-2540-321-00254	Period 1/31/18-3/1/18 Lamp Post
Constellation New Energy	3,073.73	01-2540-321-00254	Period 2/7/18-3/9/18 Facility
<b>Total</b>	<b>\$5,787.45</b>		
<b>Maintenance</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Aqua Pump Inc	1,746.00	01-2600-430-10002	Annual Sanitizer Service
Griggs & Browne	78.00	01-2600-430-10003	Monthly Maintenance Fee
Wyndham Corporate Interiors	372.07	01-2600-430-10003	Replacement-Fresh Pineapple & Baby Lettuce Bulletin Boards
Amazon	94.99	01-2670-430-10000	Reolink Argus Security Camera
The Stuart L. White Company	256.00	01-2670-430-10000	Kitchen Hood Inspection CO2 & O Ring Replacement
Kinsley Power Systems	755.00	01-2610-430-10000	2nd Testing & Priming
Village Springs Distributor	40.00	01-2600-430-10002	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2600-430-10000	March 2018 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$3,952.63</b>		
<b>Insurance Other</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
CIRMA	5,964.59	01-2680-520-10001	4th QTR Plant Insurance Premium
CIRMA	5,964.59	01-2680-520-10002	4th QTR Transportation Insurance
<b>Total</b>	<b>\$11,929.18</b>		
<b>Communications</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Frontier	435.85	01-2490-530-10000	Period 3/3/18-4/2/18 Telephone Expense
Cardmember Service-AT&T Go Phone	17.60	01-2490-530-10000	AT&T Go Phone-Substitute Coordinator Phone
Stamps.com	96.84	01-2490-530-10001	Monthly Maintenance Fee & 1st Class Stamps
Voice New England	437.04	01-2490-530-10000	Period 4/1/18-4/30/18 Extended Warranty Fee
<b>Total</b>	<b>\$987.33</b>		
<b>Tuition Other</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Adelbrook	8,475.00	01-1200-561-20000	Period 2/1/18-2/28/18
Natchaug Hospital	1,017.00	01-1200-561-20000	Period 2/1/18-2/28/18
<b>Total</b>	<b>\$9,492.00</b>		

<b>Student Transportation</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Nutmeg International Trucks	2,492.52	01-2730-510-10000	Serviced Buses & Purchased Parts For Buses
Furness Bros. Inc	371.41	01-2730-510-10000	Replaced Rear Springs & Bolts on Bus #7
<b>Total</b>	<b>\$2,863.93</b>		
<b>Supplies Other</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Snap-on	259.00	01-2730-600-10002	Combo Thread Repair Set
Fluid Dynamics	297.60	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Top Line Supplies	189.00	01-2730-600-10002	55 Drum Gallon Diesel Fluid
Mansfield Supply	42.15	01-2730-600-10002	Garage-Small Tools, Odds & Ends
Napa Auto Willmantic	166.38	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Bus Parts Warehouse	320.33	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Lawson Products Inc	237.20	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Big Y Foods Inc	29.98	01-2510-600-10000	Eat Smart Vegetable Tray for Superintendent Meeting
Gemforms	371.35	01-2510-600-10000	BOE A/P Checks Replenishment
The Flower Pot	70.00	01-2310-600-10000	Fruit & Gourment Basket
WB Mason	44.68	01-2510-600-10000	(1/2)" & (3/4)" Plastic Binding Combs
Hillyard Rovic	38.70	01-2600-600-10002	Quick Gun Hose Replacement Kit For C3 Machine
Hillyard Rovic	49.68	01-2600-600-10000	Wet Mop Blend Looped End
Hillyard Rovic	438.56	01-2600-600-10001	Arsenal Suprox & Multi Purpose Cleaner
<b>Total</b>	<b>\$2,554.61</b>		
<b>Fuel</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Wex Bank	594.32	01-2730-626-10001	Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$594.32</b>		
<b>Instructional Supplies</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Big Y Foods Inc	169.86	01-1000-610-10014	District Professional Day Food Supplies
Renaissance	5,052.00	01-2240-610-10000	Accelerated Reader, Star Math & Reading Subscriptions
Axner Pottery & Ceramic Supplies	43.95	01-1001-610-10000	White Cone Tacless 06 Clay 50lbs
Midway Restaurant	167.82	01-1000-610-10012	Sheet Pizzas for Take Apart Night
Avid	199.00	01-2230-610-10005	3 Year Upgrade & Support Plan Sibelius (Music)
Amazon	78.93	01-1000-610-10000	Activa Blackjack Low Fire Clay
Amazon	34.49	01-1001-610-10000	3mmx5m Leather Cord String & 8x10 Canvas Panels
Amazon	29.62	01-1001-610-10000	Handy Art Acrylic Gallon White
Amazon	101.06	01-1001-610-10003	Vic Firth Drum Sticks, Guitar Cable, Batteries & Sharpies
Amazon	407.28	01-1000-610-10000	Dry Erase Lapboards, Flip Chart Maker Set & Literature Organize
Marsh Media	153.89	01-1001-610-10008	Girl's & Boy's Guide To Growing Up
Wyndham Corporate Interiors	325.00	01-1000-610-10000	Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	326.00	01-1001-610-10000	Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	373.00	01-1000-610-10000	Replacement-Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	373.00	01-1001-610-10000	Replacement-Fresh Pineapple & Baby Lettuce Bulletin Boards
Teachers Pay Teachers	36.25	01-1000-610-10003	Elementary Sheet Music
Z-Twist Books	208.00	01-1000-610-10000	Life of Fred Elementary & Intermediate Series Sets
<b>Total</b>	<b>\$8,079.15</b>		
<b>Books</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
McGraw-Hill School Edu Holdings LLC	111.37	01-1000-640-10003	Readings Wonders Your Turn Practice Book Grade 3
Amazon	158.60	01-1001-640-10003	Within Word Pattern, Syllables & Affixes, Alphabetic Spellers
Amazon	1,100.16	01-1000-640-10000	Language Arts Paperback Books
Barnes & Noble	157.70	01-1000-640-10000	Grade 3 Language Art Books
Pearson Education Inc	\$643.39	01-1000-640-10000	Math Practice & Reteach Workbooks
<b>Total</b>	<b>\$2,171.22</b>		
<b>Equipment</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
American School For The Deaf	954.00	01-1200-730-20000	Audiology Equip Rental & Consulting Fee
RICOH USA, Inc	1,038.00	01-1000-730-10003	Period 3/19/17-4/18/17 Copier Lease Monthly Contract Fee
Wyndham Corporate Interiors	2,000.00	01-1000-730-10002	Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	750.00	01-2600-730-10000	Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	475.00	01-1000-730-10000	Fresh Pineapple & Baby Lettuce Bulletin Boards
Wyndham Corporate Interiors	600.00	01-1001-730-10001	Fresh Pineapple & Baby Lettuce Bulletin Boards
Amazon	65.37	01-1200-730-20002	Sennheiser BTD 800 USB Network Adapter
<b>Total</b>	<b>\$5,882.37</b>		
<b>Dues &amp; Fees</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
CTEEA	15.00	01-1000-810-10000	2018 CT SeaPerch Championship Registration Fee
<b>Total</b>	<b>\$15.00</b>		
<b>Report Total</b>	<b>281,601.19</b>		
<b>BMSI Total</b>	<b>281,601.19</b>		
<b>Variance</b>	<b>\$0.00</b>		

<b>Dr. Longo Contracted \$1,500</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
	0.00	01-2200-640-03220	
	0.00	01-2200-640-03220	
<b>Total</b>	<b>\$0.00</b>		

<b>A/P Monthly Report</b>			
5/17/2018 17:48			
<b>April 2018</b>			
<b>Employee Insurance</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Anthem Blue Cross Blue Sheild	9,153.00	01-1000-210-10000	Period 4/1/18-5/31/2018 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	3,363.66	01-1200-210-20000	Period 4/1/18-5/31/2018 Medical Insurance Premium
Connecticare Inc	67,346.01	01-1000-210-10000	Period 5/1/18-5/31/2018 Medical Insurance Premium
Connecticare Inc	25,883.77	01-1200-210-20000	Period 5/1/18-5/31/2018 Medical Insurance Premium
CIRMA	0.00	01-1000-210-10003	
CIRMA	0.00	01-1200-210-20003	
Sun Life Financial	1,308.43	01-1000-210-10002	Group Life Insurance Premium Period 4/1/18-5/31/18
Sun Life Financial	465.30	01-1200-210-20002	Group Life Insurance Premium Period 4/1/18-5/31/18
<b>Total</b>	<b>\$107,520.17</b>		
<b>Retirement Benefit</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Connecticare Inc	3,182.90	01-1000-230-20000	Period 5/1/18-5/31/2018 Medical Insurance Premium
Anthem Blue Cross Blue Sheild	408.20	01-1000-230-20000	Period 4/1/18-5/31/2018 Medical Insurance Premium
<b>Total</b>	<b>\$3,591.10</b>		
<b>Unemployment</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Department Of Labor	1,932.00	01-1000-260-10000	Period Ending 2/28/2018 (S. Hollister & C. Moore)
Department Of Labor	0.00	01-1200-260-20000	
<b>Total</b>	<b>\$1,932.00</b>		
<b>Purchased Services</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Complete Payroll Solutions	685.58	01-1000-340-10002	4/6/18 & 4/20/18 Payroll Processing Fee
CT Occupational Medicine	100.00	01-1000-340-10005	Bus Driver Physical (K. Metsack)
Gregory & Howe Inc	66.00	01-1000-340-10005	Bus Driver Drug Screen (T. Dell)
CT Teacher of the Year Council	150.00	01-2320-330-10000	Empowered to Lead Symposium (T. Hopkins)
SERC	175.00	01-2320-330-10000	PPT Chairperson Training (G. Dukette)
EastConn	45.00	01-2320-330-10000	Standards Grading & Reporting In PowerSchool
United Nations Association of Great	222.99	01-1000-330-10001	School Conference Registration & Delegate Fee
Amazon	601.64	01-1000-330-10001	Professional Development Books
Amazon	25.88	01-1000-330-10001	A Novel Approach: Whole-Class Novels, Student-Centered Teaching & Choice
Horizons Inc	0.00	01-2190-340-20000	Behavior Therapy Services
<b>Total</b>	<b>\$2,072.09</b>		
<b>Utilities</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Eversource	2,785.25	01-2540-321-00254	Period 3/9/18-4/10/18 Facility
Eversource	10.93	01-2540-321-00254	Period 3/1/18-4/2/18 Lamp Post
Constellation New Energy	3,468.92	01-2540-321-00254	Period 3/9/18-4/10/18 Facility
<b>Total</b>	<b>\$6,265.10</b>		
<b>Maintenance</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Aqua Pump Inc	848.00	01-2600-430-10002	Feb & March 2018 Maintenance
EastConn	0.00	01-2600-430-10001	
Griggs & Browne	78.00	01-2600-430-10003	Pest Control Monthly Maintenance Fee
Mechanical Maintenance Company	4,940.00	01-2610-430-10001	2nd Installment Boiler Maintenance Contract Fee
Hastillo Electric Inc	150.00	01-2600-430-10003	Wire Repair in Caf�-Fire Code
Life Saftey Service & Supply	0.00	01-2670-430-10000	
Microbac Laboratories Inc	376.00	01-2600-430-10002	Quartley Ground H2O Testing
Village Springs Distributor	40.00	01-2600-430-10002	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2600-430-10000	April 2017 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$7,042.57</b>		
<b>Communications</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Frontier	430.82	01-2490-530-10000	Period 4/3/18-5/2/18 Telephone Expense
Cardmember Service-AT&T Go Phon	27.17	01-2490-530-10000	AT&T Go Phone-Substitute Coordinator Phone
Treasurer-State of Connecticut	1,350.00	01-2490-530-10002	CEN Internet-Jan 2018- March 2018
Stamps.com	382.31	01-2490-530-10001	Monthly Maintenance Fee, 1st Class Stamps & Fedex Vendor Return
Voice New England	437.04	01-2490-530-10000	Period 5/1/18-5/31/18 Extended Warranty Fee

<b>Total</b>	<b>\$2,627.34</b>		
<b>Printing</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
	\$0.00	01-2530-550-10001	
<b>Total</b>	<b>\$0.00</b>		
<b>Tuition Other</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Adelbrook	8,900.00	01-1200-561-20000	Period 3/1/18-3/31/18 Tuition & SpEd Services
Treasurer, Town of Griswold	2,502.42	01-1200-561-20000	Tuition & Additional Services
Big Y Foods Inc	0.00	01-1200-561-20001	
EastConn	0.00	01-1200-561-20000	
<b>Total</b>	<b>\$11,402.42</b>		
<b>Student Transportation</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Nutmeg International Trucks	203.26	01-2730-510-10000	Serviced Buses & Purchased Parts For Buses
Datto	0.00	01-2730-510-10000	
Furness Bros. Inc	0.00	01-2730-510-10000	
Commonwealth of Massachusetts	22.35	01-2710-510-10000	Field Trip Mass Turnpike Tolls
<b>Total</b>	<b>\$225.61</b>		
<b>Supplies Other</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Bus Parts Warehouse	924.79	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Chappell Tire Service	514.58	01-2730-600-10002	Tires for Mid Bus
Top Line Supplies	0.00	01-2730-600-10002	
Mansfield Supply	116.03	01-2730-600-10002	Garage-Small Tools, Odds & Ends
Napa Auto Willmantic	471.61	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Rawson Manufacturing Inc	73.50	01-2730-600-10002	Sheet Metal Vehicle Repair
Snap-on	1,062.54	01-2730-600-10002	Automotive Test Kit, 4 Ton Floor Jack & Aluminum Project Light
Lawson Products Inc	434.19	01-2730-600-10002	Purchased Parts For Both Buses And Vans
Ashford Hot Lunch Program	35.67	01-2510-600-10000	12oz Hot Swirl Design Cups
Ashford Student Activity Fund	50.00	01-2310-600-10000	Class of 2018 Yearbook Ad
Home Depot Credit Services	176.94	01-2600-600-10002	Small Project & Repair Supplies
Master Grinding & Security LLC	57.00	01-2310-600-10000	Lockdown Magnets & Shipping
New England Curtain	223.00	01-2600-600-10002	1" Alabaster Mini Blinds For Rooms 4,6 &8
SmartSign	641.32	01-2310-600-10000	Safety & ADA Compliant Signs For Building
USI Education & Government Sales	163.80	01-2400-600-10000	Laminating Film 27" x 500' x 1" Core For Staff Lounge Machine
WB Mason	537.12	01-2600-600-10003	Hard Roll Paper Towels, Facial Tissue & 2 Ply Toilet Paper
WB Mason	350.02	01-2600-600-10002	Kleenex Neutral Hand Cleanser & Kimtech Prep Wipes
Hillyard Rovic	577.56	01-2600-600-10003	Garbage Liners 12-16 Gallon & 60 Gallon
Hillyard Rovic	1,574.20	01-2600-600-10000	Green Select Stripper & Premium Mop Finish
Hillyard Rovic	81.84	01-2600-600-10002	Drain Maintainer
<b>Total</b>	<b>\$8,065.71</b>		
<b>Fuel</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Dime Oil LLC	0.00	01-2610-624-10000	
Dime Oil LLC	0.00	01-2730-626-10000	
Wex Bank	750.51	01-2730-626-10001	Period 3/1/18-3/31/18 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$750.51</b>		
<b>Instructional Supplies</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
MusicNotes.com	5.50	01-1000-610-10003	Be Okay Sheet Music
Dicks Sporting Goods	300.80	01-1001-610-10009	Baseball/Softball Supplies Bats, Balls, Line-Up Cards & Scorebooks
Amazon	126.74	01-1001-610-10003	Music Books & Muxico Lightweight Waterproof Ukulele Gig Bag
Amazon	58.84	01-2130-610-10000	Silver Mylar Emergency Blankets & Mini LED Flashlight w/ Lanyards
Jones School Supply Co. Inc	135.45	01-1001-610-10003	Music Ready To Use Medals
NCS Pearson Inc	170.00	01-1200-610-20001	PLS-5 Record Form Ages 2,3 & 5
Carbonite	290.87	01-2230-610-10005	Carbonite Safe Core 1 Year Subscription
<b>Total</b>	<b>\$1,088.20</b>		
<b>Books</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Amazon	14.13	01-2220-640-10001	The Secret Birthday Message Hardcover Book
Amidon Music Publishing	86.00	01-1001-640-10000	Any Jig or Reel CD,Sashay Donut More Dances&Listen to the Mockingbird
West Music	75.00	01-1001-640-100000	American Methodology 2nd Edition
Amazon	\$146.10	01-2220-640-10001	Library Book Replenishment
<b>Total</b>	<b>\$321.23</b>		

<b>Equipment</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
American School For The Deaf	636.00	01-1200-730-20000	Audiology Equip Rental & Consult Fees
RICOH USA, Inc	1,038.00	01-1000-730-10003	Period 4/19/18-5/18/18 Copier Lease Monthly Contract Fee
Amazon	92.93	01-2900-730-10000	Louisville Slugger Vapor Bat BBCOR 31" 28 ounce
RICOH USA, Inc	0.00	01-1000-730-10003	Image Charges For Copiers
Apple Inc	18,735.00	01-2230-730-10001	MacBook Pro 13" Silver 128GB 2.3 GHz
Apple Inc	7,449.95	01-2230-730-10000	AppleCare for 13" MacBook, Bretford Mobility Cart & 60W MagSage 2 Power Adap
<b>Total</b>	<b>\$27,951.88</b>		
<b>Dues &amp; Fees</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Steve Morytko	251.00	01-1000-810-10001	2018 Robotics Championship Student Airfare Reimbursement-Louisville KY
Brian Barclay	251.00	01-1000-810-10001	2019 Robotics Championship Student Airfare Reimbursement-Louisville KY
EastConn	600.00	01-1000-810-10001	2017-2018 Team Collaborative Membership
CREC	100.00	01-2510-810-10000	FY 2018-2019 Membership Cooperative Purchasing Program Dues
Association For Middle Level Educat	249.99	01-1000-810-10001	FY 2018-2019 Membership Dues
Get Trave Sports & World Pass	120.00	01-1000-810-10000	2018 Robotics World Championship After Party
Robotics Education & Competition F	975.00	01-1000-810-10001	Vex IQ Robotics World Championship
CT Invention Convention	300.00	01-1000-810-10001	Registration Fee For Regional Competition
American Heart Association	568.50	01-1000-810-10001	Heartsaver Pediatric First Aid CPR AED Online Class for Staff
<b>Total</b>	<b>\$3,415.49</b>		
Report Total	184,271.42		
BMSI Total	184,271.42		
<b>Variance</b>	<b>\$0.00</b>		
<b>Dr. Longo Contracted \$1,500</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
	0.00	01-2200-640-03220	
	0.00	01-2200-640-03220	
<b>Total</b>	<b>\$0.00</b>		

# **Director of Pupil Personnel Service Report**

May 2018

Submitted by: Cynthia Ford

## **End of the year wrap up:**

- Evaluations for both teachers and paraprofessionals are in progress. End of the year meetings will begin to occur.
- Letter for our ESY program to parents went home and we are collecting data to see how many teachers and paraprofessionals will be needed.
- Next year planning has begun:
  - Continuing consultation with a Clinical Psychologist to ensure we are providing the support needed for our identified students along with our at-risk population. This works as a great support to not only the programming in the building but also acts as the bridge between home and school to ensure that the child is getting the assistance needed.
  - Continuing the consultation services with a speech pathologist to assist with early intervention services in our Prek-3 students. We are seeing a decrease in language abilities in the early childhood classes.
  - Looking at
- Scientific Research Based Intervention (SRBI) will continue with the Student Intervention Team (SIT). SIT is a team of teachers, administrators and support faculty getting together to review areas of concern (all academic social and behavioral needs) and document strategies and specific goals to ensure progress in these areas. This team meets every 4-6 weeks to discuss progress. This assisted with ensuring students are receiving the appropriate academic and social supports needed to progress alongside their peers.
  - We are wrapping up meetings and planning on meeting on certain kids within the first months of the beginning of the year.

## **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, body language, and eliminate distractions that get in the way of my ability to fully listen.

Ashford School  
BOE Principal's Report – Troy C. Hopkins  
May 17, 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 – Danielle Boulanger, Art Teacher**

Danielle is in her 2<sup>nd</sup> year of teaching at Ashford School. If you witnessed the recent art show, you know that our students are creating high quality art. In addition to teaching every student in the school, Danielle has made the following contributions this year:

Kindness Rock Garden

Faculty Art in the Art Show

Spring Arts Studio – after school club

Zen tangle Night

Kinder Art Night

Grant of \$4,000 - Connecticut Arts Council of the Department of Economic and Community Development (DECD), which also receives support from the National Endowment for the Arts, a federal agency.

This grant was used to pay for several visiting artists and supplies.

**Spring Jamboree**

Thank you to the PTO and all of the student, staff, and community volunteers that made the May 5<sup>th</sup> Spring Jamboree a huge success.

**Science Initiatives**

**Cubes in Space**

Our experiments, originating from the Satellite Club last year, were accepted to travel on a NASA rocket on June 21, 2018. Ashford students, parents, and teachers, along with students and educators from Brazil, Columbia, Ecuador and Canada, will travel to NASA Wallops Flight Facility on Wallops Island, Virginia to participate in the event.

The Ashford School experiments are:

1. The Effect of Space Travel on Nutmeg Seed Coat Viability
2. The Effect of Radiation Shielding Astronaut Bandages on Radiation Levels in Suborbital Sounding Rockets

**International Space Station**

Ashford School has been chosen as 1 of 8 schools across the country to communicate with the ISS (International Space Station) via amateur radio in September 2018.

**CABE/CAPSS Convention Proposal**

The Science Initiatives above have been proposed as a showcase called Adventures in Space at the CABE/CAPSS Convention in November 2018.

Link to Adventures in Space blog: (maintained by Kate Craven, Carly Imhoff, and Dory Manfre)

<http://ashfordadventures.weebly.com>

**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!

Ashford School  
BOE Assistant Principal's Report – Garrett J. Dukette  
May 17, 2018

**Curriculum and Instruction**

- Social Studies Vertical articulation complete through grade 1
  - Kindergarten will complete their portion prior to the end of the school year, completing the social studies curriculum
- Beginning work on Health vertical articulation and Art vertical articulation
- End-of-Year survey on staff needs re: PD for supporting instruction in 2018-2019

**Student Motivation and Behavior**

- 60+ calls home for positive office referrals
- Working with teachers and with school psychologist Mrs. Deliberto to support the social-emotional needs of the oldest students in our building
  - Increasing needs for resolution and support for emotional needs ranging from social anxiety to depression.
  - Strong emphasis for the remainder of the school year on positive reinforcements for students (PBIS).
  - Continuing focus on a “restorative” approach to behavior, where consequences focus on repairing the harm that was done and connecting the consequence in a meaningful way to the behavior.

**Testing**

- State testing wraps up today, May 17. While we expect our students to show growth and improvement, our school focus has continued to be on learning and skill-development, rather than test-prep or drill and kill.
  - New Science assessments this year, the Next Generation Science Standards (NGSS) assessment. The results do not count for our school performance, but are instead being collected as a baseline as well as to measure the efficacy of the online testing format.

**Spotlight Staff**

Sara Dingler- Kindergarten-

- Sara comes from a family of educators and her passion is the students she teaches
- Mrs. Dingler is a veteran teacher at Ashford School, who works tirelessly to ensure her Kindergartners are meeting with success
- Mrs. Dingler is always working as a team-member, seeking input and ideas when needed and sharing her own expert advice with colleagues
- Sara's classroom is an excellent example of organization and student independence. Her Kindergartners can often be found rotating between student-directed learning centers, working independently, on-task, and with purpose. It is an amazing and inspiring thing to see.
- She makes a point to always be available for parents and works with them to ensure that the needs of her students are being met across both home and school.
- Mrs. Dingler is an invaluable member of our Ashford School family-- we are lucky to have her!