

Ashford Board of Education
Ashford, Connecticut
Special Meeting Agenda
June 28, 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: 06/07/2018
5. Year-End District and Administrative Report
 - a. Distribute Business Manager's Report
6. BOE Subcommittee Worksessions (Approx. ½ Hour)
 - a. Cafeteria (S. Gamache, M. Matthews, K. Warren)
 - b. Building & Grounds (J. Calarese, M. Matthews)
 - c. Personnel (J. Urban, L. Donegan, K. Warren)
7. Subcommittee Worksession Summaries to Board
8. New Business
 - a. Discussion/Ratification of MEUI Successor Agreement July 1, 2018 – June 30, 2021
 - b. Approval of Planned Expenditures for School Readiness Enhancement Grant Funds
 - c. Approval of School Lunch Price Increase for 2018-2019
 - d. Staff Resignation
 - e. Staff Appointment
 - f. Authorization to Participate in "Wellness Dollars Program" (ConnectiCare)
9. Old Business
 - a. Capital Projects Meeting Report
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. Non-Union Staff Negotiations (Executive Session Anticipated)
13. Superintendent Evaluation (Executive Session Anticipated)
14. Personnel Matter (Executive Session Anticipated)
15. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources towards the improvement of Ashford students on Connecticut standardized testing.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to jplongo@ashfordct.org not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.

Enclosures: Minutes 06/07; YE Admin Report; Business Mgr. report, School Readiness Enhancement Grant Info; Lunch Price Info; Resume, Wellness Dollars Agreement



Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

Robert Mitchell
President
Montville

June 19, 2018

Donald Harris
First Vice President
Bloomfield

Mr. John E. Lippert
101 Bicknell Road
Ashford, CT 06278

Elizabeth Brown
Vice President
for Government Relations
Waterbury

Dear Mr. Lippert:

Christopher Wilson
Vice President
for Professional Development
Bristol

Thank you for the Ashford Board of Education's decision to continue its CABE membership. Our organization's viability and success in support of its individual members is especially important in today's tight fiscal environment.

Michael Purcaro
Secretary/Treasurer
Ellington

CABE's primary mission has always been to support its individual member boards. We strive to offer timely and meaningful workshops and seminars, access to information and personalized counsel on current issues at the local, state, and federal level, and to make offerings tailored to facilitate district operations. We urge you, your fellow board members, and your superintendent to take full advantage of our services.

Ann Gruenberg
Immediate Past President
Hampton

Bryan Hall
Executive Committee
Member at Large
East Hartford

CABE is uniquely a school boards' organization. Value accrues in direct proportion to board members' levels of participation. As we are led by volunteers, a warm welcome is extended to those who wish to serve CABE in whatever capacity and level they find comfortable. Participation is always welcome in governance and our advocacy efforts both in Hartford and with the Congress in Washington.

Lydia Tedone
NSBA Director
Simsbury

Robert Rader
Executive Director

Enclosed for your information and use is an up-to-date copy of the CABE Directory. Please know that if you have questions regarding your service as a board member, the answer is a phone call or email away from one of your CABE staff members.

Patrice A. McCarthy
Deputy Director
and General Counsel

Again, thank you for your commitment. The Board and staff stand ready to serve you.

Rebecca Adams
Senior Staff Attorney

Cordially,

Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Robert Mitchell
President

Sheila McKay
Senior Staff Associate
for Government Relations

Robert Rader
Executive Director

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Enclosures
cc: Superintendent

Lisa M. Steimer
Senior Staff Associate
for Professional Development
and Communications

Teresa Costa
Coordinator of Finance
and Administration

Ashford Board of Education
Regular Meeting Minutes – June 7, 2018
7:00 p.m.
Ashford School Library/Media Center

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, K. Warren, M. Matthews and S. Gamache. Also present were Superintendent Dr. J. Longo, Director of Pupil Personnel C. Ford, Asst. Principal G. Dukette, Business Manager L. Dyer and recording secretary J. Barsaleau. There were 14 individuals in the audience (list attached). Unable to attend were members J. Calarese and L. Donegan.

Communications

The board received a Thank-You note from Haley Ignatowicz, who received one of this year's Bicknell Scholarships. There were four \$1,000 scholarships awarded. A list of the 2018 recipients was included in the agenda packet.

J. Lippert read an invitation to attend a presentation sponsored by the Ashford Clean Energy Task Force, "Sustainable CT" will be held on June 25th at 7pm at Knowlton Hall.

J. Lippert received an email communication from AEA member A. Copozziello seeking to arrange a meeting between members of the AEA and members of the BOE.

Motion made by J. Lippert to add to the agenda item 6b, "Discussion of Meeting with the Ashford Education Association". Motion seconded by K. Warren and carried unanimously.

Opportunity for Public Comment

- On behalf of the Ashford Historical Society, K. Warren wished to thank the 5th Grade class of Ashford School for its presentation of Revolutionary War History Day. The event was well attended by families and the community. Funds raised will go to the Historical Society. It was evident that the students were well prepared; it was a great success.
- Teacher K. Parisen invited everyone to the Grade 6 play about the Holocaust on June 15th at 9:30 at Ashford School.
- Mrs. Kouatly expressed gratitude for the improved accessibility to feminine products in restrooms. She reiterated past concern about 5th grade class sizes, noting that the Mansfield BOE has written guidance for class sizes. She does not feel we need a school counselor as we will have two school psychologists on staff next year.
- Mrs. Busse does not feel that two 5th grade classrooms next year are feasible, citing enrollment changes, currently middle school ELA class has 27 students and it's challenging. Taxpayers voted on the budget as presented with three 5th grade classes and things should not be changed after the budget passes. If there was need for a school counselor why was it not in the budget?
- Mrs. Trotta agreed with Jen Busse with regard to taxpayers voting based on information they are given by the board. While teacher wages are lower here than surrounding towns, lower class sizes keep quality teachers in Ashford. Many great achievements have occurred, such as having the state principal of the year. Such things would not be able to continue if class sizes become too large.
- Mr. Burnham stated a letter he sent was read at the last board meeting, and he agrees with all of the statements made tonight in support of three Grade 5 classes. Also, if a school counselor is needed, then he feels the town would be supportive if reasons are presented.

Approval of Minutes: 05/17/2018

Motion made by K. Warren to approve the regular meeting minutes of 05/17/2018 with an amendment to 2nd bullet point under communications, change "and invitation" to "an invitation". Motion seconded by M. Matthews and carried unanimously.

There was discussion about the "depth" of comments by audience appearing in BOE minutes. General consensus was that the minutes are meant to capture audience sentiment. People who cannot attend the meetings can follow what is being discussed by reading the minutes.

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

Dr. Longo does not have a written report, but will address staffing later in the meeting.

a. Business Manager

1. FY18 Budget Transfers

L. Dyer distributed and reviewed a list of budget transfers to address the outplaced tuition and other lines in deficit. She reported that at this time, there would be approximately \$20,000-\$25,000 remaining in the budget at the end of the fiscal year, barring any unforeseen or emergency expenses.

Motion made by K. Warren to approve budget transfers as presented in the amount of \$93,896. Motion seconded by J. Urban and carried unanimously.

2. District Office Staff Reorganization

Mrs. Dyer has created a flow chart for purchasing procedures and payments. All central and main office staff members will be absorbing the duties of the position that was eliminated in the coming fiscal year. Draft job descriptions and procedures have been distributed to the staff affected and to the auditors for review.

3. Audit Update

The auditors had been scheduled for 2 days, however, they needed to spend only one day with us as all tasks were accomplished.

New Business

a. Staff Resignation

Dr. Longo has received a letter of resignation from custodian Michael Piantanida effective June 12th.

Motion made by S. Gamache to accept the resignation of Michael Piantanida. Motion seconded by K. Warren and carried unanimously.

b. Discussion of Meeting with Ashford Education Association

Members discussed the communication received from Mrs. Capozziello requesting a meeting between the AEA and the BOE. AEA co-president Jason Horn was in the audience and shared that there is language in the agreement concerning such meetings and to date, they have not occurred. Mr. Lippert will reach out to Mrs. Capozziello to schedule a meeting on June 14th at 7pm with the BOE's personnel committee.

Old Business

a. Ashford School Staffing Plans

Dr. Longo said he was glad to hear the public speak about staffing and perceived "betrayal" of the budget process at the last meeting. He discussed the process taken to arrive at how to fill the vacancy created by the resignation of a current grade 5 teacher. After hours and hours of discussion and research, he and the administrative team recommend that the board authorize the Superintendent to recruit for a full time school counselor. There will be three grade 5 classrooms and this will be accomplished by reassignment of a current staff member to grade 5.

Lengthy discussion followed concerning the known need for a library media specialist. A current member of the staff has enrolled in coursework to obtain a library media certification and will assume that role in the near future.

J. Urban suggested that going forward, the BOE should include in its budget materials any wants or needs it has in our budget documents so that they are transparent to taxpayers.

Dr. Longo explained the role of a school counselor. The counselor would address required student success planning, behaviors, emerging needs, mental health and is a hybrid of a guidance counselor and social worker. Mrs. Ford stated that a draft list of tasks were reviewed and categorized for counselor and for school psychologists. Mr. Dukette spoke to need in terms of a crisis situation; a counselor has the expertise to determine severity of a crisis at hand.

Dr. Longo reported that Mr. Hopkins did a lot of research, and again, the number of hours the administrative team has spent discussing this. Draft documents were distributed "Creating a Comprehensive Counseling Program" and a two-page list of tasks and responsibilities by position. By having a counselor, the full burden of student success planning would not be borne by the middle school teachers, allowing them more time to perhaps help with academic interventions in math and reading.

Motion made by J. Lippert called for a vote to authorize posting for the position of full time school counselor. Motion seconded by K. Warren. Motion carried with the following votes:

Yes: K. Warren, J. Urban, M. Matthews No: None Abstain: S. Gamache

b. Capital Projects Meeting

A meeting of the 5 members committee has been scheduled for June 13th. Mike Sorano of Friar & Associates will attend.

Next Meeting Date/Agenda Items

The 6/21 regular meeting was canceled due to conflict with Ashford School commencement. A special meeting will be held on 6/28. The agenda will include AEA Executive Committee meeting follow up, possible ratification of MEUI agreement, administrative team year-end report.

Second Opportunity for Public Comment

- Mrs. Koutaly thanked everyone for allowing for three 5th grade classes for next year. She asked the administrative team to find creative solutions to address math support and reading interventions for next year.
- Mrs. Trotta also expressed thanks for adhering to the budget as presented with regard to grade 5. She is also glad that there was a way to fund the counselor position.
- Mrs. Busse also expressed thanks to the board, however she is sad that there will be no one assigned to math or reading intervention.
- Mrs. Leszczynski echoed sentiments of the others regarding Grade 5, and as a developmental psychologist is very pleased to have a school counselor. She also supported Jane Urban's suggestion that the board share it's "wish list" in future budgets, and commended everyone for the decisions made, she knows they are hard.
- Mrs. Haeger expressed gratitude regarding 5th grade; she asks the BOE to pressure the administration to address math intervention. She is proud of the school, but library needs have been at the bottom of the list for some time.

Dr. Longo agreed with Mrs. Haeger concerning the library and it's needs have been neglected. He is looking into a means to address this.

The board took a brief recess at 9:20pm

Negotiations: Non-Union Staff Wages and Benefits (Executive Session Anticipated)

Superintendent Evaluation and Negotiations (Executive Session Anticipated)

Motion made by K. Warren to enter into executive session (9:39pm) for the purpose of negotiating non-union staff wages and benefits and Superintendent negotiations. Motion seconded by S. Gamache and carried unanimously.

Dr. Longo was invited to participate in these negotiations.

Present in executive session were J. Lippert, K. Warren, S. Gamache, M. Matthews and J. Urban.

The board exited executive session at 10:28 pm and agreed to table the Superintendent Evaluation until all members of the board are present.

Motion made by J. Urban to increase the wages of all non-union employees of the Board of Education including the Superintendent of Schools, by 3% for the 2018-2019 fiscal year. Motion seconded by S. Gamache and carried unanimously.

Motion made by M. Matthews to adjourn the meeting (10:30pm). Motion seconded by S. Gamache and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Special Board of Education Meeting
June 28, 2018

End-of-Year Administrative Report to the Ashford Board of Education

The administrative team has prepared this joint end-of-the-year report. We met as a team every Thursday throughout the school year. During those meetings, we addressed an agenda that covered everything that was going on in the school at the time, as well as participated in a dialogue about long-term planning and the direction that we want the school to go. We have consolidated our individual reports to make one easy to follow guide to the year that has just ended, and what we have planned for the near future.

School goals focused on project based learning, habits of mind, differentiated instruction, and adult collaboration. Our STEAM units were further developed to incorporate the 8 essential design elements of project based learning (key knowledge and skills, challenging problem, authenticity, student voice and choice, sustained inquiry, critique and revision, reflection, and public product) of and increase community connections and contributions.

Each year we recognize the high quality work of one of our faculty members as Teacher of the Year (TOY). Ashford's 2019 TOY is Dory Manfre, middle school science teacher and robotics coach.

Initiatives that are in Place and Will be Continuing in the Coming Year:

- *STEAM* – continuing the use of the STEAM based curriculum as the foundation of our instruction. That is, that Science, Technology, Engineering, Arts, and Mathematics will be the basis of an interdisciplinary instructional model. We will be continuing this with the drive toward most every lesson having a STEAM component, and therefore being interdisciplinary whenever possible or practical.
- *Project-Based Instructional Model* – Our STEAM units were further developed to incorporate the 8 essential design elements of project based learning (key knowledge and skills, challenging problem, authenticity, student voice and choice, sustained inquiry, critique and revision, reflection, and public product) of and increase community connections and contributions.
- *Restorative Justice* is our student behavioral management philosophy, and is based upon each situation becoming a teachable moment rather than a source of punishment. Inappropriate behavior is dealt with through conferencing, and the offender being required to find a way to restore the justice that was damaged by their behavior. Our building-wide focus on restorative justice has been successful. Suspensions, both in and out-of-school, have been reduced over the last few years.
- *Positive Behavior Intervention & Support (PBIS)* a system of rewarding positive behavior will continue throughout all grades with implantation on an appropriate way for each grade level. Communications home for positive reasons continues to be a strength of our school. Parents consistently share that they are thrilled to receive phone calls about the positive things their students are doing. Overall, there have been almost 100 positive phone calls home this year. We will continue to push this focus over the next few years, to see if we can ensure that every student in our school receives at least one positive phone call home per year.
- *Student Success Planning* will remain a significant aspect of the instruction devoted to grades 6-8 decision-making and life choices.

- *The One-to-One Laptop Program* in grades 6, 7, 8, will continue. We have provided laptop computers to all students and teachers in those grades, and will continue to develop their use as a tool in our daily instruction.
- The need to improve of writing instruction remains a priority and will continue to receive increased scrutiny during the next school year.
- *New School Vision Statement: Empowered Learners Striving for Positive Change*
- *New School Mission Statement: Ashford School learners engage in authentic EXPERIENCES to DISCOVER their passions, STRIVE for excellence, CONNECT with their community and the world, and CONTRIBUTE in positive and meaningful ways.*

Initiatives That We Will be Adding or Expanding Next Year:

- *Changing the role of the Media Center* – We will be modifying the role of the Media Center at Ashford School, emphasizing its importance as the center of our school, both academically and creatively. This will be done under the watchful eye of Kathryn Craven. Mrs. Craven is currently enrolled in a program to obtain certification as a Library Media Specialist and already does a good deal of what a media specialist does. She has been meeting with us, and has shared some great ideas.
- *Building our Counseling Services* – The addition of a School Counselor will afford us the ability to serve both regular and special education students targeting academic, social and emotional issues before they reach a crisis level, and will allow us to expand overall mental health services as follows:
Expansion of mental health supports in the building by utilizing a team made up of our town's Director of Youth Services, School Psychologists in both the younger and older grades and the new School Counselor. This plan will increase school security by reaching more students social and emotional needs. By meeting regularly with the town's Youth Services Bureau, more families will receive the supports needed.
- *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.

Status of Curriculum Development:

- This year's focus on curriculum writing has been successful, with a completion of two separate vertical articulations (Social Literacy and Social Studies).
- Next year's focus will be on the specials curriculum and ensuring there is a completed vertical articulation for PE, Health, Art, Digital Citizenship/Media, and Music.
- In previous few years we have completed vertical articulations in Math, Language Arts, Science and Spanish.

In Conclusion

This has been a very productive year! We have made significant progress toward our long-term goals. We are looking forward to the impact of advancements made in curriculum and staffing this year. We are extremely pleased with our work as an administrative team and look forward to another creative and productive year in 2018-2019.

**Ashford Elementary School
Business Manager's Report
June 28, 2018
Lisa Dyer**

Budget 2017-2018

The 2017-2018 budget year is coming to a close, as of this meeting date the BOE budget has a projected unencumbered remaining balance of \$25,000-\$30,000. All FY 18 outstanding purchase orders and payroll have been encumbered. The final weeks of any fiscal year are extremely busy, so while I am away, I have been checking emails daily, monitoring the budget remotely and directing the workflow of the business office staff during year-end activities.

Office Staff Responsibility Changes

On June 14th all staff members met to review changes and get clarification on their responsibilities and share ideas of streamlining the ordering and accounts payable processes. Each staff member that is taking on more responsibilities were met with individually and asked if they would take over different tasks. All staff members didn't hesitate to say yes and I am grateful that they are all willing to pitch in.

Summary of Changes

Accounts Payable

- *Jen and Lisa will process accounts payable for payment*
- *Lalaine will assist if necessary*

Purchase Order Entry

- *Lalaine will enter annual purchase orders and encumbrances*
- *Jennifer will enter purchase all other purchases*
- *Lalaine and Lisa will assist if necessary*

Payment Processing

- *Lalaine will take over the BOE and Student Activity check processing*

Ordering

- *Suzanne and Pam will place orders for the school*
- *Jen will place orders for the central office*
- *Catherine will place orders for special education and support service staff*
- *Lisa and Jen will assist Mike and Seth with ordering*

Scholarships

- *Lalaine and Jen will continue to share the responsibility*
- *Lalaine will reconcile the fund*

Student Activity

- *Suzanne and Pam will collect deposits from teachers and verify*
- *Catherine will fill out bank deposit forms*
- *A central office staff or cafeteria staff will transport to bank and retrieve bags and receipts*
- *Lalaine will post deposits, write checks and reconcile monthly*
- *Lisa will oversee the fund*

Budget 2018-2019

The 2018-2019 BOE budget has been entered into the financial software program. The financial assistant is entering annual payroll, benefit, utilities, tuition, fuel etc. encumbrances. Faculty were asked to submit their supply orders prior to leaving for the summer to enable office staff to process the bulk of the orders and accounts payable during the summer months.

Q98. Local RFP - Program 20

Q39.

QUALITY ENHANCEMENT

Purpose: The OEC shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement (QE) grants to providers of School Readiness programs pursuant to C.G.S. Sections 10-16p and 10-16u to enhance the quality of early childhood education programs. School Readiness programs in Priority School Readiness districts, and Competitive School Readiness municipalities may apply for a quality enhancement grant. These applicants must use their local School Readiness Council to review and recommend projects for funding.

The purpose of the Quality Enhancement funding is to assist early care and education programs in addressing quality standards and/or expand comprehensive services for children and families. C.G.S. Section 17b-749c identifies the following as appropriate use of grant funds:

1. Help providers who are not accredited by the NAEYC to obtain such accreditation;
2. Help directors and administrators to obtain training;
3. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist;
4. Purchase educational equipment;
5. Provide scholarships for training to obtain a credential in early childhood education or child development;
6. Provide training for persons who are mentor teachers, as defined in federal regulations for the Head Start program, and provide a family service coordinator or a family service worker as such positions are defined in such federal regulations;
7. Repair fire, health and safety problems in existing facilities and conduct minor remodeling to comply with the Americans with Disabilities Act; train child care providers on injury and illness prevention; and achieve compliance with national safety standards;
8. Create a supportive network with family day care homes and other providers of care for children;
9. Provide for educational consultation and staff development;
10. Provide for program quality assurance personnel;
11. Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i;
12. Establish a single point of entry system; and
13. Provide services that enhance the quality of programs to maximize the health, safety and learning of children from birth to three years of age, inclusive, including, but not limited to, those children served by informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction, initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

Priorities for Funding: This grant should not duplicate program accreditation or training activities that are generally available at the local or regional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. This section of funding is based upon availability of funds. The plan must align with the purpose of the funding (above).

Funds Available: The OEC anticipates that a total amount of \$892,955 will be available between July 1, 2017 and June 30, 2018. All grants shall be funded within the limits of available appropriations. The table below details the proposed allocations for the Priority School Readiness municipalities.

Municipality	Grant Award		Municipality	Grant Award
Andover	3,881		Milford	3,881
Ansonia	6,447		Naugatuck	3,881
Ashford	3,881		New Britain	39,928
Bloomfield	8,035		New Haven	81,386
Branford	3,881		New London (LEARN)	17,226
Bridgeport	101,074		North Canaan	3,881
Bristol	18,756		Norwalk	37,688
Brooklyn	3,881		Norwich	20,120



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: April 19, 2018

MEMO CODE: SP 12-2018

SUBJECT: Paid Lunch Equity: Guidance for School Year 2018-19

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

In Section 776 of the Consolidated Appropriations Act, 2018 (Public Law 115-141) (the Act), Congress provides that only school food authorities (SFAs) that had a negative balance in the nonprofit school food service account as of January 31, 2018, shall be required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions in Section 12(p) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(p) and implemented in National School Lunch Program regulations at 7 CFR 210.14(e).

Consistent with the terms of the Act this memorandum provides notice that any SFA with a positive or zero balance in its nonprofit school food service account as of January 31, 2018, is exempt from PLE requirements found at 7 CFR 210.14(e) for school year (SY) 2018-19. SFAs that had a negative balance in the nonprofit school food service account as of January 31, 2018 must follow PLE requirements when establishing their prices for paid lunches in SY 2018-19.

Because the Act affects one school year only, FNS recommends that State agencies maintain documentation that includes which SFAs are using the PLE exemption for SY 2018-19 in order to demonstrate State agency oversight of this provision. This documentation should include a record that each SFA implementing the exemption had a positive or zero balance in the nonprofit school food service account as of January 31, 2018. This documentation may be reviewed by FNS upon request and during a Management Evaluation.

While SFAs that meet the Act's criteria are exempt from the PLE requirements, SFAs still maintain the discretion to complete the steps necessary to determine their target SY 2018-19 paid lunch price, consistent with Program regulations at 7 CFR 210.14(e), and adjust their paid meal prices accordingly. Please note, the SY 2018-19 PLE tool and instructions will be provided in a separate communication.

Regional Directors
State Director
Page 2

State agencies are reminded to distribute this memorandum to Program operators. Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

Original Signed

Angela Kline
Director
Policy and Program Development Division
Child Nutrition Programs

Jessica S. Bernardi

SCHOOL COUNSELOR

PROFESSIONAL EXPERIENCE

Reed Intermediate School, Grades 5-6, Newtown, CT - Long Term Substitute - School Counseling

04/2018-Present

- Maintaining caseload of approximately 200 5th grade students
- Individual counseling and group guidance to help students cope effectively with personal, social, and academic, and family concerns
- Conducting annual 504 meetings
- Mediate conflicts between students/develop strategies to avoid future conflict
- Provide parents with outside referrals when necessary
- Keeping an open line of communication with parents, teachers, special education staff, and administrators

Henry James Memorial School, Grades 7-8, Simsbury, CT - Long Term Substitute - School Counseling

10/2017-1/2018

- Maintaining caseload of approximately 240 7th/8th grade students
- Individual and group counseling
- Appropriate schedule changes and selections
- Participating in team meetings, Student Intervention Team (SIT) meetings, Professional Learning Community (PLC) meetings, support meetings, and department meetings
- Attending and participating in PPT meetings
- Conduct 504 meetings in collaboration with school staff, competent in 504 Direct
- Writing letters of recommendation for students applying to private high schools
- Making referrals to outside agencies including The Department of Children and Families, 211, and 911
- Teaching monthly lessons following the Simsbury Developmental Guidance Curriculum
- Conducting peer mediations allowing students to safely and effectively solve peer issues
- Career counseling with middle school students by using Naviance
- Helping to align middle school counseling curriculum in accordance to the ASCA standards
- Collaborating with elementary and high school staff to ensure smooth transition at both the middle and high school level

Bristol Central High School, Grades 7-12, Bristol, CT - School Counseling Substitute

05/2017 - 06/2017

- Academic planning and support
- Post-secondary planning
- Transcript review to track graduation progress
- School to parent communication
- School to work transition programs
- Participating in 504, IEP meetings, and team meetings
- Teamed with teachers and other staff members to address student concerns

Chippens Hill Middle School, Grades 6-8, Bristol, CT - School Counseling Intern

08/2016 - 05/2017

- Data driven individual and group counseling based on student needs assessment
- Scheduling and course selection using PowerSchool for high school transition
- Attending and participating in 504 and Planning and Placement Team meetings
- Conduct 504 meetings in collaboration with school staff, competent in 504 Direct
- Serving as testing administrator for CMT and SBAC, ensuring test security
- Making referrals to outside agencies including The Department of Children and Families, 211, and 911
- Helping to partner with Wheeler Clinic and make necessary referrals to outside counseling services
- Conducting peer mediations allowing students to safely and effectively solve peer issues
- Reviewing and submitting technical and magnet high school applications
- Career counseling with middle school students by using Naviance
- Helping administration create a more effective system for tracking SRBI referrals
- Helping to align middle school counseling curriculum in accordance to the ASCA standards
- Collaborating with elementary and high school staff to ensure smooth transition at both the middle and high school level
- Engaging in ongoing professional development by attending the CSCA National Conference, College and Career Readiness Conference, Self Harm and Suicide Conference, and CSCA Graduate Student Conference

Strong Elementary School, Grades K-5, Southington, CT 06019 - School

Counseling Practicum Student

01/2016 - 06/2016

- Attended 504 and PPT meetings, assisted school counselor in adding information into 504 Direct
- Provided individual counseling to students with various social/emotional needs
- Created and implemented classroom guidance lessons on the subject of bullying

Bristol Community Organization, Bristol, CT - Summer Youth Employment Supervisor

06/2015 - 08/2015

- Created and implemented a community service learning project with thirteen fifteen/sixteen year old children who receive free/reduced lunch
- Supervised children at local soup kitchen/community garden

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- Educated children on money management/budgeting
 - Assisted children in opening a bank account through a bank visit
 - Evaluated children on work ability/professionalism

Bristol Community Organization/Community Renewal Team, Bristol, CT - Head Teacher

08/2011 - 08/2016

- Ensuring the social and emotional well-being of 19 four and five year old socio-economically disadvantaged children
- Implementing Creative Curriculum using unique and engaging lessons
- Working closely with educational coordinator and family service worker ensuring parent and children educational and personal needs are being met
- Submitting any necessary mental health/special education referrals to local agencies
- Conducting two home visits in order to build a positive and strong school/home connection and set educational goals with parents and students

EDUCATION

- **Central Connecticut State University, New Britain, CT 06053** - *Master's Degree of Arts in Counselor Education - School Counseling*

07/2014 - 05/2017

GPA: 3.98

- **Central Connecticut State University, New Britain, CT 06053** - *Bachelor's Degree of Science in Elementary Education*

09/2016 - 05/2011

GPA: 3.9

CERTIFICATIONS AND AFFILIATIONS

Initial Educator Certification - 068 School Counselor

Chi Sigma Iota - Counseling and Family Therapy Honors Society

ASCA (American School Counselor Association)

CSCA (Connecticut School Counselor Association)

PMT (Physical Management Training) Certified 03/2017

RECENT CONFERENCE PARTICIPATION

2017 Connecticut School Counselor Annual Conference - *School Counselors in a Changing World*

Critical Mental Health Seminar: *Suicide and Self Harm*

CSCA School Counseling Conference: *Creating a K-12 Culture of College and Career Readiness*

2017 CSCA Graduate Student Conference

Wellness Dollars Program Agreement

This Agreement is made as of July 1, 2018 ("Effective Date"), by and between Ashford Town and Board of Education (hereinafter "Employer") and ConnectiCare, Inc., on behalf of itself and its Affiliates (hereinafter "ConnectiCare").

WITNESSETH

WHEREAS, Employer desires to engage their employees in program activities that will promote a healthy lifestyle and encourage employees to make positive healthy lifestyle changes; and

WHEREAS, ConnectiCare desires to assist in the efforts made by Employer to improve the health and well-being of their employees and their dependents and ConnectiCare is actively engaged in wellness initiatives with Employer.

NOW, THEREFORE, in consideration of the foregoing and the promises and mutual covenants herein contained, Employer and ConnectiCare agree as follows:

1. ConnectiCare agrees to provide Employer with a total amount of wellness dollars ("WD") of \$1500.00 which must be used by June 30, 2019. Any WD not utilized by Employer by that date shall expire.
2. Employer agrees to utilize WD for services, activities or items that are related to or that directly influence the health and well-being of a ConnectiCare covered employee and/or their ConnectiCare covered dependent(s) ("Wellness Activities"). Examples of appropriate use of WD for Wellness Activities include: nutrition programs (e.g., Weight Watchers), fitness center or class subsidies, onsite chair massage, onsite reflexology, onsite exercise classes (e.g. yoga, Zumba), credentialed wellness speakers, onsite exercise equipment, wellness educational materials, health coaching, pedometers, wellness related incentives for team challenges (e.g., gift cards to Dicks, Whole Foods), WELCOA membership, onsite registered dietitians or exercise physiologists for employee counseling, stress reduction activities, incentives to participate in wellness activities, and administrative expenses related to biometrics fairs.
3. Employer agrees that WD cannot be used for Wellness Activities that condition a reward on a participant meeting a standard related to a health factor (health-contingent wellness programs such as attainment of a certain BMI or quitting smoking) or are otherwise not in compliance with applicable state or federal law.
4. WD may not be used to purchase incentives for Wellness Activities that will be used in the following plan year.
5. Employer agrees to actively engage with ConnectiCare in the planning and development of Wellness Activities by meeting with ConnectiCare (which may be in person or by phone) within three months of the Effective Date to develop a wellness strategy ("Wellness Strategy") which shall be documented in a Wellness Program Services Agreement to be executed by the parties hereto. An Employer that does not develop a Wellness Strategy documented in a Wellness

Program Services Agreement within three months of the Effective Date shall forfeit the WD for that plan year.

6. Upon execution of the Wellness Program Services Agreement and prior to use of WD, Employer must receive approval from ConnectiCare's Wellness Dollars Review Board ("Review Board") to ensure all planned expenditures are appropriate use of WD for Wellness Activities. The Review Board shall, in their sole discretion, approve or reject the proposed use of the WD for Wellness Activities.
7. When ConnectiCare is administering a Wellness Activity on behalf of Employer, payment for such Wellness Activity shall be made from Employer's WD.
8. When Employer is administering a Wellness Activity with a non-ConnectiCare contracted vendor (including purchasing services or items), Employer is responsible for paying for the Wellness Activity, (including services or items) and submitting an invoice to ConnectiCare. Employer shall submit receipts within thirty (30) days of purchase and shall submit invoices/receipts for reimbursement to ConnectiCare no later than thirty (30) days after the end of the current contract year. Any invoices/receipts submitted later than thirty (30) days after the end of the current contract year will not be reimbursed by ConnectiCare and Employer shall forfeit any WD that remain for that contract year. Upon receipt of a copy of the paid invoice, ConnectiCare will reimburse the employer for the Wellness Activity from Employer's WD. Notwithstanding the foregoing, if Employer is in arrears with premium payment, ConnectiCare will not reimburse Employer for Wellness Activities until premium payments are paid and up to date. If Employer exceeds more than ninety (90) days in arrears, Employer shall forfeit their WD balance and ConnectiCare shall have no obligation to Employer for any WD. ConnectiCare reserves the right to deny reimbursement for activities, services and/or items that have not received prior approval from ConnectiCare or that are not appropriate for reimbursement under this Wellness Activity program.

In WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative

EMPLOYER

CONNECTICARE, INC.

On behalf of itself and its Affiliates

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Creating a worksite wellness committee



Establishing, supporting and maintaining a worksite wellness committee provides an opportunity for employees to impact the health of their workplace and positively contribute to the lives of their peers.

The committee is made up of a team of employees who formally meet and plan activities to promote good health in the workplace. Committee members educate on the value of worksite wellness, promote participation in individual and group activities, communicate health information and serve as wellness champions. Use this guide to get your wellness committee started.

7 steps for establishing an effective wellness committee

- 1 Identify potential committee members:** Committee members can be identified by invitation, nomination from their manager, or soliciting volunteers. Include employees across all departments and both management and front line staff. The final committee should have between 4 and 10 members.
- 2 Establish the committee direction:** Choose a name for your committee. Outline the committee mission statement by highlighting the value your wellness program brings to the workplace and detail the work the committee will accomplish. Elect a chairperson that will prepare the agendas and assist with coordination of program activities.

Continued ➞

- 3 Get employee opinions:** A key document in the creation of an effective wellness program is the employee interest survey. It will guide your committee's goals and contribute to the program's success. Determine what questions to ask on your survey and how it will be distributed, collected and analyzed.
- 4 Develop an action plan:** Using the employee interest survey data, create a plan. Identify short- and long-term goals, the strategy and steps to accomplish each goal, and the committee members responsible for each step.
- 5 Assess progress:** Now that your wellness program is in place, it is important for the committee to assess its progress. Keep lines of communication open and keep the committee's focus on the program goals.
- 6 Update and evaluate:** Program evaluation helps the committee stay focused on the established goals. It helps identify areas where the design and/or delivery of the program may require improvement, provides data on program successes and ways to improve in the future. An employee satisfaction survey is important for gathering feedback.
- 7 Evaluate and adjust:** Complete a year-end evaluation summary. Review the action plan results and outcomes and the results of the employee satisfaction survey. Use these results to impact recommendations for next year's worksite wellness program. If there is a lot of interest in committee participation have employees sign up for one year and then rotate members.



Wellness Dollars at work

Supporting your wellness strategy



Wellness Dollars provide support of the strategy, programming and rewards that help to increase awareness and drive engagement with your company's wellness program.

Activate your wellness dollars in two steps

- 1** Meet with your ConnectiCare health promotion strategist to discuss your overall wellness strategy and the goals you hope to achieve. At this meeting discuss how Wellness Dollars could potentially help to reach those program goals.
- 2** Once a strategy has been set and you've identified an approved product or service to spend some or all of your Wellness Dollars on, go ahead and make the purchase. Details about approved services and products can be found on the back of this sheet.

If an item is not listed, a completed Wellness Dollars Approval Request Form must be submitted to the Wellness Dollars Review Board (WDRB) at wdrb@connecticare.com. You will receive a response to your request within 2 business days. Approval must be given prior to purchase or there's a possibility the expense may not be reimbursed.

If you have questions contact your health promotion strategist, account manager or refer to your Wellness Dollars Agreement.

Continued ➔

Using Wellness Dollars

Items purchased from the below wellness menu or the Wellbeing Shop do not need preapproval. Note, if an item is on this list you do NOT need to submit the Wellness Dollars Approval Request Form.

ConnectiCare Wellness Menu

Product or Service	Cost
Onsite biometric screening	<ul style="list-style-type: none"> No cost for covered employees \$56.50 per non-covered employee 35 person minimum or \$56.50 per person below minimum
Onsite blood pressure screening	<ul style="list-style-type: none"> \$150/hour per staff member Approximately 20 people screened per hour. Option available to add additional staff.
Standard worksite wellness seminars	<ul style="list-style-type: none"> 2 standard seminars per year at no cost Additional standard seminars \$250 per session Alternative topics available for \$250 per seminar
Wellness health fair displays	\$150/hour per display
WebMD online challenges (physical activity, nutrition, stress)	\$12 per employee per year (no limit on the number of challenges per year)
Onsite health coaching	\$150/hour (up to 3 people per hour)
eMindful platform and challenge	\$12 per employee/year
Health cooking demonstration	\$125/hour
Telephonic health coaching	\$30 per session
Wellness rewards Visa card	Face-value of reward card plus \$2 fee per card
Colon cancer onsite educational display - "Nolan the Colon" 12'x12'x10' inflatable, walk-through, colon	<ul style="list-style-type: none"> \$500 for up to 4-hours of display time Includes colon cancer screening materials, one staffer for up to four hours and an additional staffer for set-up and breakdown Electrical access required
Wellbeing Shop items	For the list of items available in the Wellbeing Shop, call or email your ConnectiCare account representative or health promotion strategist. They'll email you the list of approved products and prices.





TRADE/DIVISION	TASK	PRIORITY	ESTIMATED PROJECT COST		STATE REIMBURSEMENT	STATE REIMBURSEMENT RATE	APPLIED SPACE STANDARDS WAVIER RATE		PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD
									2019	57.41%	2021	57.41%	2023	57.41%	2025	57.41%
Architectural																
	Roof Replacement	1		2019	YES	63.57%	42.59%		\$ 1,125,772.05	\$ 646,305.73						
	Window Replacement	1		2019	YES	63.57%	42.59%		\$ 101,542.18	\$ 58,295.37						
	Wood & Metal Trim Replacement	1		2019	NO	0%	0%		\$ 15,120.00	\$ 15,120.00						
	Water Damaged Ceiling Systems	1		2021	NO	0%	0%		\$ 616,435.20	\$ 616,435.20						
	Exterior Doors	2		2021	NO	0%	0%				\$ 44,100.88	\$ 44,100.88				
	Brick Veneer															
	Repair/Replacement	2		2021	NO	0%	0%				\$ 275,000.00	\$ 275,000.00				
Structural																
	None at this time	N/A														
Electrical																
	Panel Replacement	3		2023	NO	0%	0%						\$ 28,048.00	\$ 28,048.00		
	Additional Receptacles	3		2023	NO	0%	0%						\$ 4,927.80	\$ 4,927.80		
	Emergency Lighting	3		2023	YES	63.57%	42.59%						\$ 22,842.00			
	Fire Alarm Rework	3		2023	YES	63.57%	42.59%						\$ 7,703.82			
	Emergency Generator	3		2023	YES	63.57%	42.59%						\$ 45,064.00			
													\$ 75,609.82	\$ 43,407.60		
Mechanical																
	Exhaust Fan Replacement	1		2019	YES	63.57%	42.59%		\$ 28,324.00							
	Fuel Oil Tank Replacement	3		2023	YES	63.57%	42.59%						\$ 259,523.77	\$ 148,992.60		
	IT Room Cooling	3		2023	NO	0%	0%						\$ 4,323.00	\$ 4,323.00		
	Boiler Replacement	1		2019	YES	63.57%	42.59%		\$ 68,170.60							
	Pump Replacement	1		2019	YES	63.57%	42.59%		\$ 10,389.04							
	Heat Pipe Insulation	1		2019	YES	63.57%	42.59%		\$ 11,060.00							
	Complete Cooling System	3		2023	NO	0%	0%						\$ 683,178.08	\$ 683,178.08		
									\$ 117,943.64	\$ 67,711.44						
Plumbing																
	Install Clay Traps	2		2021	YES	63.57%	42.59%				\$ 5,828.00					
	Drinking Fountain Rework	2		2021	YES	63.57%	42.59%				\$ 6,123.84					
	Call for Aid Station Rework	2		2021	YES	63.57%	42.59%				\$ 20,000.00					
	Faucet Replacement	2		2021	YES	63.57%	42.59%				\$ 2,566.00					
											\$ 34,517.84	\$ 19,816.69				
Fire Protection																
	RPBackflow Installation	1		2019	YES	63.57%	42.59%									
	Existing Fire Protection System Rework	1		2019	YES	63.57%	42.59%									
	Complete Sprinkler System	1		2019	YES	63.57%	42.59%									
	Storage Tank/Pump House	1		2019	YES	63.57%	42.59%									
									\$ 766,371.00	\$ 439,973.59						
IBC																
	Means of Egress/AOR	6		2023	YES	63.57%	42.59%									
	Update Handrails	6		2023	YES	63.57%	42.59%						\$ 16,803.60			
	Upgrade Exiting	6		2023	YES	63.57%	42.59%									
	Rework Ramp	6		2023	YES	63.57%	42.59%						\$ 9,517.20			
	Means of Egress Marking	6		2023	YES	63.57%	42.59%						\$ 4,136.95			
													\$ 30,457.75	\$ 17,485.79		



TRADE/DIVISION	TASK	PRIORITY	ESTIMATED PROJECT COST		STATE REIMBURSEMENT	STATE REIMBURSEMENT RATE	APPLIED SPACE STANDARDS WAVIER RATE		PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD	PROJECT COST	COST TO ASHFORD
ADA																
	Site Arrival Points	4		2025	YES	63.57%	42.59%								\$ 21,645.50	
	Accessible Parking	4		2025	YES	63.57%	42.59%								\$ 15,000.00	
	Curb Ramps	4		2025	YES	63.57%	42.59%								\$ 21,645.50	
	Signage	4		2025	YES	63.57%	42.59%								\$ 1,818.00	
	Accessible Routes	4		2025	YES	63.57%	42.59%								\$ 40,000.00	
	Elevator			2023	YES	63.57%	42.59%						\$ 168,240.00	\$ 96,586.58		
	Toilet Rooms	2		2021	YES	63.57%	42.59%				\$ 140,016.14	\$ 80,383.27				
															\$ 100,109.00	\$ 57,472.58
Site																
	Bituminous Curbs	4		2025	NO	0%	0%								\$ 5,600.00	
	Erosion Control (plantings)	4		2025	NO	0%	0%								\$ 20,013.00	
	Bituminous Walkways	4		2025	NO	0%	0%								\$ 8,000.00	
	Striping	4		2025	NO	0%	0%								\$ 173,164.80	
	Bituminous Parking Lot	4		2025	NO	0%	0%								\$ 472,500.00	
	Demolition			2025	NO	0%	0%								\$ 230,300.00	
															\$ 909,577.80	\$ 909,577.80
									Total Construction Cost	\$ 1,843,841.33		\$ 419,300.84		\$ 1,026,949.45		\$ 967,050.38
									Design Fee/Construction inflation	\$ 700,659.71		\$ 376,929.00		\$ 359,432.31		\$ 410,712.15
									General Contractor Costs	\$ 645,344.47		\$ 394,054.76		\$ 378,054.76		\$ 376,405.57
	ESTIMATED PROJECT COST		\$ 7,898,734.73							\$ 3,189,845.51		\$ 1,190,284.60		\$ 1,764,436.52		\$ 1,754,168.10