

Ashford Board of Education
Regular Meeting Minutes – March 5, 2020
7:00 pm

Ashford School Library/Media Center

Note: Per CGS 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 exceptions of motions and votes recorded, the minutes are unofficial until they have been read and approved by a majority vote by 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

Chair John Lippert called the meeting to order at 7:05 PM. Present were Jane Urban, Shannon Gamache, Tess Grous, Tina Fradette and Al Maccarone. Also present were Superintendent Dr. James Longo, Director of Pupil Personnel Cindy Ford, Principal Troy Hopkins, Acting Asst. Principal Polly Borysevich, Interim Business Manager Karen Munroe and recording secretary Jen Barsaleau. Unable to attend was board member Marian Matthews. Present in the audience: Jessica Bernardi, Donna Molnar, Allison Welz, Michael Young, Christopher Busse, Christina Davis, Jennifer Lesczynski and Chuck Funk.

Communications

Shannon Gamache reported that HB 5044 “An Act Concerning Immunizations” passed through committee on February 21st.

Opportunity for Public Comment

- Jennifer Lesczynski stated that it was her understanding that the Board of Finance had cut the BOE budget “quite a bit.” She does not want to see teachers cut as it would affect morale. She supports small class sizes and knows this process is hard, but please don’t cut teachers.
- Shannon Gamache read aloud sections of the Connecticut Constitution and Connecticut General Statutes concerning discrimination based on religious belief with regard to HB 5044. She inquired if the administration has plans to educate students if they were expelled from school should the religious exemption for vaccinations waiver cease to exist?

Approval of Minutes: 02/06/2020 (special and regular)

Motion made by Jane Urban to approve the special meeting minutes of 02/06/2020, motion seconded by Shannon Gamache and carried with the following abstentions: Al Maccarone, Tina Fradette.

Motion made by Jane Urban to approve the regular meeting minutes of 02/06/2020, motion seconded by Al Maccarone and carried unanimously.

Old Business

a. FY 19 Audit Update

Dr. Longo gave a background of some of the problems the business office has been experiencing with our current financial software which has been preventing us from beginning the FY 19 audit. A conference call was held on March 2nd with King & King to problem solve the situation. Karen Munroe, John Lippert, Chuck Funk, Dr. Longo and Chris King participated in the conference call and it was agreed that in order to get the audit done, excel and pivot tables would be utilized in order to produce necessary documentation. Mr. Funk agreed with Dr. Longo’s synopsis of the conversation noting that Mr. King stated this would be a “one-time thing.” He stated that the business office staff is working incredibly hard, and the BOE should be proud of them. In hindsight, he noted that treasurer Cheryl Baker should have been part of the conference call and requested that she be involved in any such discussions going forward. Discussion followed in support of the BOE, BOF and BOS creating a team to create a timeline for implementation of Infinite Visions. John Lippert felt encouraged by the demeanor of the auditors during the call. Members thanked Karen Munroe for her tireless efforts.

b. FY 21 Budget Work Session

John Lippert summarized the BOE’s presentation of the FY 21 budget to the BOF on Feb. 20th. Following questions and discussions, the BOF voted to reduce the Board’s request by \$220,000.

He further noted that Dr. Longo and the administrative team have done a lot of work to find areas to reduce. Dr. Longo explained the process used to identify the list of potential reductions dated 03/05/2020. Discussion followed. Dr. Longo stated he had received input from parents for and against staff reduction and class sizes. Jane Urban commented that there are feelings in the community that there are too many administrators. Dr. Longo stated that due to state requirements, the number of administrators is appropriate. Al Maccarone commented on the roles and responsibilities required of today's administrators.

Dr. Longo suggested that based on the evening's discussions the elementary teacher position be removed from the list of possible reductions, and the BOE take the budget back to the BOF for consideration. Discussion amongst the members followed concerning health insurance, substitutes, unemployment compensation, technology, after school clubs, potential for increased mil rates to the taxpayers, legal expenses, reductions made in special education, enrollment numbers and the MOE (maintenance of effort) requirement of the state. The budget reduction list will be revised, the teacher position will be removed and the reference to the technology assistant will be changed to "paraprofessional." Reductions to legal fees, middle and elementary school technology equipment will be added to the list.

c. Approval of FY 21 School Budget

Motion made by Jane Urban to apply the changes discussed to the draft list of FY 21 budget reductions and to approve a total of \$181,000 in reductions. Motion seconded by Tina Fradette and carried unanimously.

John Lippert reminded everyone that the board of education budget would be a topic of discussion at the next meeting of the Board of Finance on March 12th.

d. Financial Office Advisory Update

Jane Urban and Al Maccarone represent the board on this committee. To date there has been one meeting.

New Business

a. Approval of Family and Medical Leave Requests

Tabled.

b. First Reading of Board Policies as Revised by Counsel

A summary of changes to current BOE policies was included in the board packet. The changes are prompted by legislative changes and cannot be revised without consulting counsel. The policies outlined in the summary will be revised to incorporate these changes and on a future agenda for final approval.

Second Opportunity for Public Comment

- Christina Davis introduced herself as the parent of 2 Ashford School students. She inquired about there being two audits ongoing, and what was the status of the second one? She agreed with Jane Urban's comment about public perception of the budget; she too has heard the comment that the administration is "top-heavy." Mrs. Davis suggested the board utilize graphs in their budget presentation.
- Jennifer Lesczynski thanked everyone for a thoughtful process and creativity. She wished to give a "major pat on the back" to everyone and she is very appreciative that the teacher position was not cut.
- John Lippert thanked everyone for coming to this meeting.

Next Meeting Date/Agenda Items

3/19/20. Agenda items, FMLA leaves, audit update, budget, Healthy Foods Certification.

Adjournment

Motion made by Shannon Gamache to adjourn the meeting (9:38 pm). Motion seconded by Jane Urban and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

The Establishment Clause of the First Amendment prohibits the government from encouraging or promoting a religion in any way. One could argue that the government is promoting their religion of “faith in vaccines” by allowing states to pass legislation that coerces people to receive them.

Article 2 Section 20 of our state Constitution states that, “NO person shall be denied the equal protection of the law nor be subjugated to segregation or **discrimination** in the exercise or enjoyment of his civil or political rights because of **religion**, race, color, ancestry or national origin.”

Connecticut law does not require anyone to belong to an organized religion in order to be protected from religious discrimination under statutes 10-204a (section m), it simply states “**religious beliefs**” or in 46a-64, no one can be discriminated of a place of public accommodation by beliefs defined as “**creed**”. This carries a penalty of a Class D Misdemeanor.

Discrimination in public schools is prohibited in section 10-15c on account of race, color, sex, gender identity or expression, **religion**, national origin or sexual orientation.

Section 504 of The Rehabilitative Act set a precedent stating, “Section 504 protects symptomatic and asymptomatic HIV- infected individuals **against discrimination** in any covered program” **due to fear of contagion**. Fear of contagion is not acceptable to discriminate against someone.

This bill as of now makes no mention of students with 504s or IEPs. These students cannot be kicked out as it’s a violation of IDEA under ADA law which is a Federal law.

The Connecticut Constitution grants people the right to freely follow their religion. Statute 52-571b **specifically prohibits the state or any of its political subdivisions from placing any burden on this right**, unless they can demonstrate that their actions are to further a “compelling governmental interest and are the least restrictive means of doing so.” The state does not have a compelling reason and is not suggesting least restrictive means.

Article 1, Section 3 of the Connecticut Constitution reads as follows, “The exercise and enjoyment of religious profession and **worship, without discrimination**, shall **forever** be free to **all** persons in the state; provided, that the right hereby declared and established, shall not be so construed as to excuse acts of licentiousness, or to justify practices inconsistent with **the peace and safety of the state.**”

Safety is not at stake. There is no crisis to warrant removal of fundamental rights of CT citizens.

This repeal will kick out an estimated 7800 students from public and private schools. College estimates have not been reported as of yet.

Also, “An Act Concerning Religious Freedom PA 93-252” authorizes people to go to court to enforce their right to claim that the state has infringed on their constitutional free-exercise-of-religion rights. People **will** utilize this law to go to court against the state and local school boards.

Article 8 Section 1 “There shall always be free public elementary and secondary schools in the state.” In 1977, in **Horton v. Meskill**, the Connecticut Supreme Court declared education to be a fundamental right and held that public school students in the state are entitled to equal enjoyment of that right.

What plans does the Administration have in place to address the education of students that may be expelled due to this possible new law? And also to not violate students under IDEA?

Dear School Administrators and Board of Education Members:

I am writing to you today because I believe we have a very common goal which is to keep all kids in school regardless of their nationality, color, religion, sexual orientation or socioeconomic background. This legislative session, there is a bill that will discriminate against children based on their religious beliefs and strip parents of their rights. This bill, [HB 5044](#) will be heard in public hearing in the Public Health Committee next Wednesday, February 19th at 10:30 a.m. at the Legislative Office Building, 300 Capitol Ave, Hartford in Room 2E.

This bill has the potential to remove thousands of healthy children from attending public school, private school, colleges, and daycares in Connecticut. As a state constitutional right, all children are entitled to public education without discrimination. This bill would go into effect in **July 2020**.

The bill, HB-5044:

- Aims to remove the religious exemption to vaccination completely for **all public and private K-12 schools, child care, institutions of higher education (college and trade schools) and child group care homes**.
- Gives children/students who previously used the religious exemption until the start of the 2020 school year, or Sept 1, 2020 for child care, to get the initial dose of any missed, age-appropriate vaccines and to create a catch-up schedule for any additional required doses.
- Requires children/students who are medically exempt from one or more of the vaccines on CT's vaccination schedule to submit a new certificate, to be created by the Department of Public Health.
- Establishes an advisory committee with the authority to review whether children/students using the medical exemption should be required to meet other criteria and if the DPH should have any oversight on the usage of exemptions. **(This means the state can overrule the medical decisions of the parents and their children's doctors.)**
- **Requires any ADULT**, born after 1956, enrolling in higher education classes held on the campus of colleges, universities, academies, tech and vocational schools and seminaries, to receive or have proof of receiving:
 - two doses of MMR,
 - two doses of chickenpox,
 - two doses of the meningitis vaccine, only for students living on campus unless they have a certificate from their medical provider that they have had a confirmed case of measles, mumps, rubella or chickenpox or their medical provider uses the new DPH certificate to state that it would not be advised to get those vaccines because of the student's health.

The religious exemption has been in place in Connecticut for 60 years without issue. Forty-five states currently maintain religious exemptions, and many have philosophical exemptions as well. CT maintains a very high vaccine uptake at 96.1% overall. We have NO emergency and the state has no compelling reason to make this change.

Most recently, the State of New York legislature voted to remove the religious exemption. As a result, 26,000 students were excluded from public and private schools, and 90% of those continue to remain without educational services. This included special needs students, whose education and support services are federally protected by IDEA (Individuals with Disabilities Education Act), and English Language Learners, protected by the Equal Educational Opportunities Act (EEOA).

If the religious exemption is repealed, how will the state provide educational services to Connecticut's students? Will individual districts be responsible for providing services? What is the potential for opening your school district to lawsuits? Multiple lawsuits have been filed in states where the religious exemption has been repealed.

How else would a repeal impact the students, families and staff in your school or district?

Are you concerned that this bill would force you to discriminate against and segregate students in your school? Are you prepared to expel healthy, thriving students from your school for no reason?

Now is the time to act and keep all of Connecticut's students in school. Ensure that the civil liberties of all our citizens remain in place. Be a voice for your students. No child should be discriminated against based on religion or personal medical choices. Please act now. Please attend the public hearing on Wednesday, February 19th or send in written testimony to: phtestimony@cga.ct.gov Simply state that you OPPOSE 5044 in the subject line and in the body of your email, feel free to add your own reasons. Make sure to include your name and title. These must be sent by Feb 18th midnight.

Please send this letter to your local representative pat.wilsonpheanious@cga.ct.gov, state senator dan.champagne@cga.ct.gov, and fellow superintendents. All children belong in school!

Thank you,
Shannon Gamache

Ashford Board of Education
Special Meeting Minutes – February 6, 2020
6:30 pm
Ashford School District Office Conference Room

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Call to Order

Chair John Lippert called the meeting to order at 6:34 pm. Present were Tess Grous, Shannon Gamache, Marian Matthews and Jane Urban. Unable to attend were members Al Maccarone and Tina Fradette.

Superintendent Evaluation (Executive Session)

Motion to enter into executive session (6:34 pm) for the purpose of Superintendent evaluation made by Marian Matthews, seconded by Shannon Gamache and carried unanimously.

Present: Shannon Gamache, John Lippert, Tess Grous, Marian Matthews and Jane Urban.

Board members exited executive session at 7:08 pm.

Motion made by Jane Urban to approve the evaluation of the Superintendent, as edited, and distribute said evaluation to Dr. Longo for review. Motion seconded by Marian Matthews and carried unanimously.

Adjournment

Motion to adjourn the special meeting (7:10pm) made by Tess Grous, seconded by Marian Matthews and carried unanimously.

Recorded by:

John Lippert, Chair

Ashford Board of Education
Regular Meeting Minutes – February 6, 2020
7:00 pm
Ashford School Library/Media Center

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Call to Order

Chair John Lippert called the meeting to order at 7:13 PM. Present were Marian Matthews, Jane Urban, Shannon Gamache, Tess Grous, Tina Fradette (7:35pm) and Al Maccarone. Also present were Superintendent Dr. James Longo, Interim Business Manager Karen Munroe and recording secretary Jen Barsaleau.

Present in the audience: Cathryn Silver-Smith, Jason Horn and Jennifer Lesczynski.

Communications

No written communications were received. Chair John Lippert took a moment to encourage members of the board to speak at meetings concerning their thoughts and opinions. They may differ from that of other members, but that it is okay; members should be comfortable in speaking freely and in support of their views.

a. Superintendent's Report

Dr. Longo reviewed his report that was included in the BOE agenda packet. Discussion followed concerning the CT Academic Performance Report, differentiated instruction, standardized testing and the efforts put forth by students at E.O. Smith. Other items of discussion included the FY 19 BOE audit and extension to 2/28/2020. John Lippert will communicate with the BOF if there are any concerns related to the FY 19 audit. Employment posting for a business manager is on the Ashford School website and the following educational employment websites: CT REAP, CASBO and CEA. Plans to enter into agreement with EASTCONN for business services have not come to fruition. EASTCONN does not have any candidates available at this time.

Opportunity for Public Comment

- Member Tess Grous noted that she had posted positive comment on the Ashford Community page concerning her child's successful high school and college educational experiences since relocating to Ashford.
- Shannon Gamache noted she had sent an email with the location of a forum concerning public school vaccination requirements to be held on February 13th.

Approval of Minutes: 01/02/2020; 01/16/2020

Motion made by Jane Urban to approve the minutes of 01/02/2020, motion seconded by Al Maccarone and carried unanimously with the following amendments:

- Call to Order:
"Present were..." Add Dr. Longo to the list of attendees.
- Approval of Minutes:
In the motion to approve the Regular meeting minutes, strike "to approve the" from the final sentence.
- New Business:
*The title for 7b should just be "b. Capital..." and should be indented.
In the second paragraph to 7b, replace "Cheryl Baker and Chuck Funk." with "the town. John Lippert will follow up with the BOF Chair."*
- Agenda for January 16 meeting:
Remove "an Executive Meeting at 6:00 P.M.,"
- Adjournment:
In the last sentence, replace "by" with "at".

Motion made by Tina Fradette to approve the special meeting minutes of 01/16/2020. Motion seconded by Marian Matthews and carried unanimously.

Motion made by Marian Matthews to approve the minutes of 01/16/2020. Motion seconded by Shannon Gamache and carried unanimously with the following amendments:

School Based Mental Health Presentation

- Correct spelling of the name “*Alissa Tetreault*” to Alyssa Tatro

Old Business

b. Audit and Business Office Update

Edit first paragraph to read as follows:

- “*John Lippert clarified that there are two financial reviews currently underway. King and King is the audit firm that is working on the FY 19 audit of the Town of Ashford and the BOE, and, if necessary, will be requesting a filing extension on or before 2/28 to allow for the school to complete its submission of material. Stephen Pedneault of Forensic Accounting, LLC, is conducting the second. He is reviewing the current budget and business office practices and will be reporting his findings, if any, to the Board of Education.*”

Committee Break Out Sessions: (Finance/Personnel/Transportation) (Building & Grounds/Cafeteria/Long Term Planning)

Building & Grounds/Cafeteria/Long Term Planning (7:59 pm – 8:47pm)

Marian Matthews, Shannon Gamache and Tina Fradette met in the professional development room in the library media center and will share the content of their discussion to the full board when the meeting resumes. There was no audience.

- *Marian Matthews reported that the committee discussed the need to have the maintenance supervisor review the Friar & Assoc. report and the most recent energy audit and report to the BOE in March. The Board and maintenance supervisor will develop a list what has been completed and what can be completed.*
- *The committee noted that the salad bar for the Cafeteria has not yet arrived. Metal eating utensils are now being used instead of plastic ones. Ghost Farm was discussed; has the cafeteria manager reached out to Mansfield’s director as previously discussed? The committee would like to have the Food Service Manager attend a BOE meeting in March.*
- *It was noted that our exchange teacher from Germany has expressed interest in the school greenhouse. Further discussion followed concerning relationship to curriculum, growing vegetables for school use, composting and raised garden beds.*

Finance/Personnel/Transportation (7:59pm – 8:47 pm)

Jane Urban, Al Maccarone and Tess Grous met in the library media center. The committee announced it would be discussing the FY 21 budget with Dr. Longo and Mrs. Munroe. Present in the audience were John Lippert (ex-officio), Cathryn Silver-Smith, Jason Horn and Jennifer Lesczynski.

- *Discussion followed of the second draft of the FY 21 budget and 7 proposed budget options, dated 02/06/2020. This draft reflects a 6.19% increase over the current budget. Dr. Longo and Mrs. Munroe responded to questions, reviewed budget options and their effects on the proposed budget. Specific details concerning staff could not be discussed in open session without identifying persons or positions.*

Motion made by Jane Urban to enter into executive session (8:31 pm) for the purpose of discussing potential budget reductions that would include identifiable persons or positions; and to invite Dr. Longo, Karen Munroe and John Lippert (ex-officio) to the session. Motion seconded by Al Maccarone and carried unanimously.

Present: Al Maccarone, Tess Grous, Jane Urban, Dr. Longo, Karen Munroe and John Lippert.
The committee and invitees exited executive session at 8:44 pm. No action was taken.

- When the full board reconvened, Jane Urban reported that the committee discussed FY 21 budget, increases, decreases and staffing levels based on information provided by Dr. Longo and Mrs. Munroe. The committee wishes to see the 2018-2019 actuals even if the

- audit is not complete. The committee recommends an FY 21 budget of \$8,016,765, which represents a 4.4% increase over the current budget.
- The posting of a special meeting on Feb. 13 was discussed to finalize the FY 21 Budget Narrative document for presentation to the BOF on Feb. 20th. The BOE does not plan to hold its regular meeting on Feb. 20th.

Old Business

a. FY 21 Budget Work Session

Discussed by the finance committee in break out session and reported to the full board upon close of the committee session.

Motion made by John Lippert to direct Dr. Longo to develop an FY 21 Ashford Board of Education budget for presentation to the Ashford Board of Finance in the amount of \$8,016,765, a 4.4% increase over the current budget. Motion seconded by Al Maccarone and carried unanimously.

b. School Based Behavioral Services

Chair John Lippert suggested the board re-vote on this item following receipt of clarifications that had been requested by members concerning school based behavioral services.

Shannon Gamache stated that in her opinion, services of this nature should not be provided in a public building such as the school.

Motion made by Marian Matthews to approve the agreement with Community Health Services to provide school based behavioral health services in Ashford School. Motion seconded by Jane Urban and carried 5-1.

Yes: Jane Urban, Tess Grous, Al Maccarone, Marian Matthews, Tina Fradette

No: Shannon Gamache

New Business

None

Second Opportunity for Public Comment

- Jennifer Lesczynski introduced herself as the parent of 2nd and 6th grade students. She encouraged the use of pie charts in the budget narrative as they are helpful for the public and to identify contractual obligations and increases; identify and explain fixed costs that cannot be changed. Point out major changes and only show the areas of the budget that the BOE can reduce. Mrs. Lesczynski expressed her support for behavioral services in Ashford School.
- Shannon Gamache spoke of her concern about what she feels are questionable Teen Club book titles for children. These books are in the “young adult” category for ages 12-24. She wondered if our library media specialist reviews young adult books for content prior to purchase?

Next Meeting Date/Agenda Items

2/13 Special meeting for budget narrative work session, no meeting on 2/20, and members are to attend the Board of Finance meeting.

Adjournment

Motion made by Marian Matthews to adjourn the meeting (9:36 pm). Motion seconded by Al Maccarone and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary



**MODEL POLICY CLIENTS
SUMMARY OF POLICY RECOMMENDATIONS
SEPTEMBER 2019**

Introduction

This memorandum serves as a collective summary of the suggested revisions to local and regional board policies, regulations and accompanying documents that we have recommended as a result of the 2019 legislative session, as well as changes based on legal trends or best practices. We include in this memorandum any changes that have been made since October of 2018. The bases for our recommended changes to existing policies for each respective series are discussed below. *Please note that we sent out a preliminary batch of policy revisions for 2019 in September; additional policy revisions since that first notification are included on this summary and highlighted in yellow.* For access to these policies, regulations and accompanying documents, please visit our client portal and use the login and password with which you have been provided. If you need any assistance with your login and/or password, please contact Jade Tarca, jtarca@goodwin.com. If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at pmaher@goodwin.com, or Gwen J. Zittoun, at gzittoun@goodwin.com.

Series 1000: Community/Board Operation

Non-Discrimination (Community)

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Smoking

We have updated the smoking model policy to prohibit smoking on school grounds, as provided by PA 19-13. Previously, the policy only prohibited smoking within indoor facilities.

Series 3000: Business

Budget Procedures and Line Item Transfers

This policy has been revised to clarify the process for line item transfers between budgetary categories of the itemized estimate of the budget of local boards of education. There are no revisions to the regional school district version of this model policy.

Series 4000: Personnel

Alcohol, Tobacco and Drug-Free Workplace

The Alcohol, Tobacco and Drug-Free Workplace policy was revised to conform to the changes to the 1000 series smoking policy, and now also prohibits smoking on property owned, leased, contracted for, or utilized by the Board.

Child Abuse, Neglect, Sexual Assault Reporting

We have revised the Child Abuse, Neglect and Sexual Assault Reporting policy for organizational clarity. We have also updated various operational definitions of abuse and neglect in the appendices of the policy.

Employment and Student Teacher Checks

This policy, formerly titled Employment Checks, has been revised in accordance with Public Act 19-91, which makes various changes to the requirements for conducting criminal background checks. The Act, among other things, now requires schools to conduct national and state criminal background checks for student teachers and requires that all prospective employees explain, in writing, whether they have been convicted of a crime and, if charges are pending, what the charges are and in what court they are pending. The Act further clarifies that fees for criminal background checks for student teachers are waived.

Non-Discrimination

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Sex Discrimination and Harassment in the Workplace

The Sex Discrimination and Harassment in the Workplace policy was revised based on Public Acts 19-16 and 19-93 to update the mandatory training requirements. Additionally, the amended

policy updates the required notice, which must now be emailed to employees within three months of hire with the subject line “Sexual Harassment Policy.” Lastly, the policy updates information related to potential remedies for victims of sexual harassment.

Series 5000: Students

Attendance, Truancy and Chronic Absenteeism

We have revised the Attendance, Truancy and Chronic Absenteeism Policy to include a sample withdrawal form for students age seventeen.

Bullying and Safe School Climate Plan

The Bullying and Safe School Climate model policy was revised to include reference to the new administrator training required by Section 5 of Public Act 19-166. The Act requires each board, in collaboration with the Connecticut State Department of Education, to post on its website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on actual or perceived differentiating characteristics.

*We are currently developing the targeted harassment training and this will be provided soon.

Homeless Children and Youth

The Homeless Children and Youth model policy has been revised in accordance with Public Act 19-179 to incorporate changes concerning the hearing and appeal process afforded to school-age homeless children and youth who are denied access to school accommodations, under Connecticut General Statutes Section 10-186. The policy was further revised to clarify the rights of unaccompanied youth.

Food Allergies and/or Glycogen Storage Disease

This policy was revised in accordance with feedback provided by the Office for Civil Rights. The revisions include adding students with diabetes to the protections provided to students with life-threatening food allergies and glycogen storage disease. The revisions also clarify that students with life-threatening food allergies and diabetes are virtually always students with disabilities and should be referred to a Section 504 team.

Non-Discrimination

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Physical Activity and Student Discipline

This policy was revised based on Public Act 19-173 to include provisions related to the devotion of time to undirected play for elementary students in addition to the twenty minutes of required time for physical exercise. The policy also addresses the prevention of students from participating in the entire time devoted to physical exercise and undirected play as a form of discipline.

Section 504/ADA

We have updated the complaint procedures in the administrative regulations associated with this policy in accordance with feedback provided by the Office for Civil Rights.

Student Discipline

The Student Discipline model policy was revised, pursuant to PA 19-91, to narrow the authority of boards to expel students for conduct on school grounds or at a school-sponsored activity to situations in which the conduct either (1) violates a publicized policy of such board *and* is seriously disruptive of the educational process, or (2) endangers persons or property. In addition, the definitions for “electronic nicotine delivery system” and “vapor product” have also been revised.

Sunscreen Application in School (NEW)

We have added a new policy concerning sunscreen application in school, in accordance with Public Act 19-60. Students six (6) years of age and older may now self-apply sunscreen in school prior to outdoor activities, with the signed permission of the parent or guardian. This model policy also includes a sample permission form.

Transportation

The model transportation policy for students was revised to clarify that it is not a hazardous condition for a student whose residence abuts a public street, road, or highway to either (1) wait

on the private property for the bus to arrive, or (2) exit a school bus on the public street, road, or highway so that the student can access the private property where he or she resides.

Notifications/Forms – Federal

Sex Discrimination/Harassment in the Workplace

The sex discrimination and harassment notice updated the required notice, which must now also be emailed to employees within three months of hire with the subject line “Sexual Harassment Policy.”

Notifications/Forms - State

Bullying/Sample Forms

This notice was revised to include reference to the new administrator training required by Section 5 of Public Act 19-166.

Student Expulsion Hearing Notice

The expulsion hearing notice was revised to clarify, pursuant to the new law, that a Board may expel a student for conduct on school grounds or at a school-sponsored activity if the conduct either (1) violates a publicized policy of such board *and* is seriously disruptive of the educational process, or (2) endangers persons or property.

Required Annual Notices

Required Annual Notices

The required annual notices were updated to include changes in the law regarding sexual harassment; the safe school climate plan; the management plan and guidelines for students with food allergies, glycogen storage disease, or diabetes; non-discrimination; student discipline; and smoking on school property.

Ashford School
440 Westford Road (Rt. 89)
Ashford, CT 06278
School Web site: www.ashfordct.org

James P. Longo, Ed.D
Superintendent of Schools
860-429-1927
860-429-3651 fax
jplongo@ashfordct.org

Cynthia A. Ford
Director, Pupil Personnel
860-429-1927
860-429-3651 fax
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Karen Munroe
Interim Business Manager
860-429-1927
860-429-3651 fax
kmunroe@ashfordct.org

Troy C. Hopkins
Principal
860-429-6419
860-487-4393 fax
thopkins@ashfordct.org

Polly A. Borysevicz
Acting Assistant Principal
860-429-6419
860-487-4393 fax
pborysevicz@ashfordct.org

March 3, 2020

To: All Faculty
From: Dr. Longo
Re: Distance Teaching and Learning

By now you have been hearing all sorts of news, warnings, and advice concerning the current outbreak of the Corona virus. This memo is intended to provide you with a bit more. Since we do not know what the path of the virus will be, or how it will impact the state, we have to begin to think about even the least likely eventuality.

I have heard that some are discussing the possibility of required school closings to deal with a pandemic. While this is not likely, it is possible. Therefore, I am asking that you begin personal professional preparations for a worse case scenario: the closing of Ashford School for as many as two weeks or longer. Once again, this is unlikely, but it would require considerable planning and readiness to deal with successfully.

So here is what I am asking you to do in advance of the possibility of our school closing.

1. Ask your students if they or their family have access to the internet at home. Make note of any student who does not.
2. Update your website.
3. Prepare ten (10) one-hour lessons that can be completed over the course of two school weeks at home by your students.
4. Prepare one long-term research project that your students can do over the time school is closed.
5. Each of these lessons must be self-contained. Take about an hour each to complete, have clear instructions, expectations, and evidence of completion.
6. Be ready to post these lessons should we close school.
 - a. Be ready to post them on your website
 - b. Prepare a packet of these lessons that can be posted from our offices on our school website under your name, as well as be given to students who do not have access to the internet at home.
7. Discuss your lessons and your research project with your team so you might think about interdisciplinary possibilities that will engage your shared students.
8. Remember, students will likely not be able to go to the store to buy supplies.

I am sure that there are dozens of details not included in this memo. Instruction is more complicated than a one page memo. I trust that your expertise as a teacher will fill in the blanks. Some other thoughts regarding distance instruction are the following.

1. You must be available throughout the school day (while school is closed) at home to answer questions and provide guidance just as you would do at school.
2. There must be a way to evaluate completed work and to teach and interact with students even if it is just by email or text.
3. If you prepare now, and we receive directives to close, you will be ready. Lesson plans can always be used even if we do not have to close school.

You can discuss this more in your team meetings, department meetings, and staff meetings. If you have any questions either send them to Cindy, Troy, Polly or me.

*Distributed @ meeting
3/5/2020*

	A	B	C
1	DRAFT FOR DISCUSSION 3-5-20		
2	Administrative recommendations to meet the Board of Finance's directive to reduce the Education Budget by \$220,000		
3	Account #	Description	Amount
4			
5	01-1000-113-10000	Sub Teachers/Paras Reg Ed	10,000.00
6	01-1000-210-10000	Medical/Dental Ins. Reg. Ed. Adjust to 8% Increase	16,587.00
7	01-1200-210-20000	Medical/Dental Ins. Sp. Ed. Adjust to 8% Increase	5,384.00
8	01-1000-230-20000	Cert. Retirement Insurance Adjust to 8% Increase	739.00
9	01-1000-260-10000	Unemployment Compensation - Reg Ed	18,800.00
10	01-1200-260-20000	Unemployment Compensation - Sp. Ed.	8,200.00
11	01-1200-340-20000	Legal Expense Sp. Ed.	1,500.00
12	01-2140-340-20000	Evaluations Outsourced	5,600.00
13	01-2190-340-20000	Behavior Therapy Outsourced	3,000.00
14	01-2600-430-10006	Flooring Delay replacing floors in 2 classrooms.	7,000.00
15	01-2600-430-10005	Painting	1,000.00
16	01-2620-430-10000	Roof Repairs	1,000.00
17	01-2640-431-10000	Sp. Ed. Equip Maint.	500.00
18	01-2730-510-10000	Fleet Maintenance	2,000.00
19	01-1200-561-20001	Extended School Year/Summer School	5,000.00
20	01-1200-600-20000	Sp. Ed. Office Supplies	500.00
21	01-2400-600-10000	Administrative Office Supplies	1,000.00
22	01-1000-610-10000	EM Inst./General Supp.	1,000.00
23	01-1000-610-10001	EM Art Supplies	300.00
24	01-1000-610-10014	District Prof. Dev. Supplies	1,000.00
25	01-1001-610-10000	MS inst./General Supplies	1,000.00
26	01-1200-610-20000	CORR Life Skills Supplies	1,000.00
27	01-1200-610-20001	Inst./General Supplies Sp. Ed.	2,555.00
28	01-1200-610-20002	Behavior Supt. Supplies Sp. Ed	1,000.00
29	01-1200-610-20003	Assistive Technology/ACC	1,000.00
30	01-2230-610-10005	Technology Subscriptions: Eliminate Brainpop; Newsela;	5,845.00
31	01-1200-640-20000	Specialized Text (NIMAS)	500.00
32	01-1200-730-20000	AT Equipment Rental	2,100.00
33	01-2230-730-10003	Technology Equipment	20,223.00
34	01-2580-110-10000 <i>and related accounts (ie SS/Med, Medical, etc.)</i>	Technology Assistant	40,569.00
35	01-1000-111-10000	Certified Classroom Teacher	56,416.00
36		TOTAL REDUCTIONS:	222,318.00

Distributed @ meeting
3/5/2020

Assistant Principals and Enrollment

School	Enrollment in 2018-2019	Assistant Principal
Ashford School	409	Yes
Columbia K-8	433	Yes
Willington E.S.	237	No
Willington M.S.	190	No
Mansfield M.S.	553	Yes
Mansfield E.S.'s	183, 186, 220	No
Eastford	165	No
Brooklyn M.S.	362	Yes
Brooklyn E.S.	548	Yes
Ellington M.S.	449	Yes
Thompson E.S.	416	Yes
Thompson M.S.	323	Yes
Pomfret Community School	381	Yes
Putnam E.S.	643	Yes
Putnam M.S.	278	No
Somers E.S.	576	Yes
Somers M.S.	336	Yes
Stafford E.S.	470	Yes
Stafford M.S.	349	Yes

Prepared by TCH - March 2020

Distributed @ BOE
meeting 3/5/2020

Enrollment Summary: Scheduling/Reporting Ethnicity as of 03/02/2020 (D3)

Ashford School

View: Scheduling/Reporting Ethnicity	Students: <input checked="" type="radio"/> All Active Enrollments <input type="radio"/> Current Selection	Date: 3/2/2020 <input type="text"/>
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Grade Level	Total in Grade	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White	Hispanic/Latino	Unclassified
-2	21 10 / 11	0 0 / 0	2 0 / 2	0 0 / 0	6 3 / 3	0 0 / 0	13 7 / 6
-1	24 11 / 13	0 0 / 0	0 0 / 0	0 0 / 0	14 6 / 8	0 0 / 0	10 5 / 5
0	47 21 / 26	0 0 / 0	0 0 / 0	0 0 / 0	37 15 / 22	1 1 / 0	9 5 / 4
1	38 25 / 13	0 0 / 0	2 2 / 0	0 0 / 0	30 18 / 12	0 0 / 0	6 5 / 1
2	42 26 / 16	0 0 / 0	0 0 / 0	0 0 / 0	34 21 / 13	0 0 / 0	8 5 / 3
3	31 17 / 14	0 0 / 0	0 0 / 0	1 0 / 1	26 15 / 11	1 0 / 1	3 2 / 1
4	44 22 / 22	0 0 / 0	0 0 / 0	2 2 / 0	36 17 / 19	0 0 / 0	6 3 / 3
5	37 19 / 18	0 0 / 0	0 0 / 0	4 3 / 1	23 12 / 11	2 1 / 1	8 3 / 5
6	43 21 / 22	0 0 / 0	0 0 / 0	0 0 / 0	35 18 / 17	2 0 / 2	6 3 / 3
7	36 20 / 16	0 0 / 0	0 0 / 0	2 2 / 0	22 14 / 8	4 1 / 3	8 3 / 5
8	40 19 / 21	1 1 / 0	1 0 / 1	1 0 / 1	35 17 / 18	0 0 / 0	2 1 / 1
Total	403 211 / 192	1 1 / 0	5 2 / 3	10 7 / 3	298 156 / 142	10 3 / 7	79 42 / 37

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons  - Date Entry

Distributed @ BOE
3/5/2020