

Ashford Board of Education  
Ashford, Connecticut  
Regular Meeting Minutes - September 3, 2020  
7:00 pm

***Electronic Meeting via Zoom***

*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.*

Chair John Lippert called the meeting to order at 7:07 pm. Present were members Jane Urban, Tess Grous, Kim Kouatly, Al Maccarone, Marian Matthews and Tina Fradette. Also present were Superintendent Dr. James Longo, Principal Troy Hopkins, Director of Pupil Personnel Cindy Ford, Asst. Principal Polly Borysevich and Zoom meeting host Scott Waddell, AEA co-president Jen Lindsay, as well as approximately 20 members of the school staff and the public.

**1. Appointment of Board Member to Fill Vacancy**

John Lippert reviewed the history of this appointment to the BOE. Due to an oversight in making a formal motion and vote at the 8/13 meeting, an emergency meeting was held on 8/17 to affirm the appointment of Kim Kouatly. Kim has been sworn in, however, on the advice of counsel the formal appointment is being revisited.

Tess reviewed the timeline of this matter: 8/6 meeting was canceled due to widespread power outages, 8/13 special meeting was held to interview candidates, at which time Kim Kouatly was chosen. An emergency meeting was held on 8/17 to have the formal vote and the town clerk swore in the candidate on 8/19. Once again, on 8/20 a meeting was to be held to appoint the candidate due to FOI concerns; there was no quorum, therefore the appointment is on the agenda tonight.

***Motion by Marian Matthews to appoint Kim Kouatly to the board of education. Motion seconded by Al Maccarone and carried with two abstentions (T. Grous, T. Fradette).***

Lengthy discussion and debate followed concerning board meeting procedure with members expressing their opinions on meeting procedure.

**2. Update on the Opening of School**

- Dr. Longo commended the administrators, teachers and staff on the opening of school. Thanks to the effort of everyone, school opening went very well and students were welcomed into a clean and safe school environment.
- Mr. Hopkins reviewed the flow of the day, from drop off, to in person and at home learning, very successful. Board should be very proud of the staff, he expressed his pride in how well it went, all were prepared and the day was smooth. Jane Urban attended the mock drop off and pick up for students. She complimented Mr. Hopkins on the plan and his collaboration with the staff. In real time, there were some concerns for traffic, but sure all will work out.
- Al Maccarone noted his grandson is in 6<sup>th</sup> grade and he is currently remote learning, and he felt a part of the class and Al was impressed, congrats to Troy, well planned. Jane U. attended CABA webinar on IAQ; key is good air flow, units ideally should recognize 4 air exchanges per hour, however many systems cannot perform at this level, so it is best is to bring in as much fresh air as possible via open windows and air conditioners. Preschool mask guidance has changed, important factor with kids eating in class, food allergies are a concern, are we on top of that? Dr. Longo responded that the whole HVAC system cleaned throughout the building last week. Jane – what is air exchange rate? Dr. Longo – I don't have an answer. Discussion followed about capital plans and was this item on the list.

**3. Communications**

**a. Resignation of BOE Recording Secretary**

- BOE recording secretary resignation letter read from Jen Barsaleau effective 9/4/20 (attached)
- John Lippert received a letter from Gerry Nagy and the Ashford Republican Town Committee endorsing Meghan Smith for the vacant BOE seat. John responded in writing to Mr. Nagy ~~and the~~, copying the Board of Selectmen, explaining that the Board had chosen to appoint Kim Kouatly. He also sent a letter to the Board of Selectmen explaining the timeline of the process followed and oversight that occurred. (attached)
- Notified of a legal proceeding naming Ashford BOE as defendant, however, most school districts in the US are being named as a result of special education services during the pandemic.
- An email was received from Shannon Gamache regarding home school families being asked to file a notice of intent with the district. Dr. Longo will review the homeschool packet. All that is needed is a letter or email noticing their intent to homeschool. Counsel to review.
- The BOE was unable to perform an exit interview with Krysta Parisen, but she wrote to Jane and gave permission for her email to be read. In summary it read, *"I loved working at Ashford it became my home away from home, I thought I would retire here, but only left to pursue a remedial reading position that*

*opened, I was very happy in Ashford!”*

- Tess Grous received a lengthy email from a parent asking specific questions about reopening plan that was sent to numerous staff members (attached). Extensive discussion followed between board members and the administration about the information that is available and responses provided to the author to date.

#### **4. Opportunity for Public Comment**

- Kevin van Rysseghem feels he’s not getting answers to his emails. He addressed contact tracing, 6 foot distancing, etc. and trying to identify school policy communicating to others regarding those who are not quarantined upon a positive result in the school. What communication from the school, if any, would come to others regarding someone in the classroom or on the bus? Dr. Longo responded that our containment plan for a positive test in the school is that all persons who have been in contact with that person will be contacted per EHHD and CDC guidelines. Community wide notification was discussed, and administrators noted that we are following the advice of local health officials, the CDC and the EHHD. Notification processes will be revisited and discussed by the administrators, specifically concerning the receipt of a general notice from the school if a positive case exists within the school community.
- Kim Kouatly, Jane Urban and Tess Grous support notification to families of the existence of positive COVID case in the school.
- Al Maccarone stated that we should be trusting and accepting the advice of medical and other professionals rather than being guided by emotion.
- Lynn Fontaine noted that several parents sent their children back to school, but were uneasy in doing so, so finding out a case exists in school would be useful information for them. They should be able to make a decision whether or not to send their child to school.
- Kevin Van Rysseghem sought clarification on quarantine of a classroom or school bus in the event of a positive case. Cindy Ford responded.
- Troy Hopkins expressed frustration in that the teachers and staff have worked so hard to open up the year, this is the first day; and the expectation that we have every answer to every possible scenario being discussed here is unreasonable.
- Dr. Longo spoke about the reopening plan, COVID policies and procedures were left to the Superintendents and not the BOE’s for this very reason. He requested that any questions or concerns be addressed to him and not bring such debate over procedure into public discussion.

#### **5. Approval of Minutes: 07/16/2020; 08/13/2020 (special); 08/17/2020 (emergency)**

***Motion by Tess Grous to table the minutes, seconded by Al Maccarone. John recommended approval of the minutes. Motion was called to a vote and the motion carried with the following vote Yes: Al, Tess, Tina No: John, Marian, Abstain: Kim, Jane***

#### **7. Old Business**

##### **a. COVID-19**

##### **1. Use of School Facility**

Dr. Longo would not like to have the facility open to the community at this time to ensure proper cleaning and disinfection of the school premises.

##### **2. International Travel**

Mr. Hopkins noted the trip to Bermuda has been rescheduled from December to April, 2021. Germany is off until spring of 2021.

##### **3. Format of Future Meetings**

Member Al Maccarone spoke in favor of resuming in person board meetings. Al would like to meet in person, he feels the BOE is more effective and communication would be better. We are back to school and that is face to face, so why can we not follow what the rest of the school is doing? Jane Urban noted we are doing our best to limit the number of people in the building; the doors are closed to the public unless it is necessary to go in. Discussion followed in favor of in person meetings, zoom meetings, along with a hybrid option. This item will be added to the next agenda. Tess Grous and Tina Fradetre agreed with Al Maccarone.

Marian Matthews stated that either is okay, but zoom allows for a lot more public participation, so would like to keep that in place. Kim Kouatly likes meeting in person, but not comfortable opening the doors to the public, likes the hybrid option – she’s on the fence.

Others did not voice an opinion. John Lippert noted that it must be open to the public if in person meetings are resumed. Zoom option should also be available to accommodate those who don’t wish to attend in person. Jane noted people cannot be turned away, if it is public, it is public. Are other boards in town meeting in person? Al asked when do we resume meeting in person then?

Will look at first October meeting as a gauge, see how things are going at the school.

***Motion by Al Maccarone to hold an in person board of education meeting in October pending contingencies.***

***Motion seconded by Tina Fradette and carried as follows:***

***Yes: Al, Tina, Tess, Jane, Kim, Marian No: John Lippert***

**b. FY 20 Budget/Audit Update**

Dr. Longo noted that audit will be underway, and final numbers are pending the outcome of the audit. Martha Guidry is on board and has reached out to each member of the BOE to chat and open line of communication. Tess noted that all members need to transition over to BOE email address, not personal addresses.

***Motion by John Lippert to add item 7c to the agenda: BOE E-mails. Motion seconded by Jane Urban and carried unanimously.***

**c. BOE E-mails**

Al Maccarone and Marian Matthews noted they were having difficulties in accessing the BOE email. Marian is now ready to use BOE email after speaking with Scott Waddell. Tina Fradette, Tess Grous, Kim Kouatly, Jane Urban and John Lippert are able to access their board email account. For the immediate future, the plan will be to use BOE email addresses and a copy to Al Maccarone's personal email address until he has the opportunity to meet with Scott Waddell to familiarize himself with his assigned Gmail account.

**8. New Business**

**a. USDA School Meals Waiver**

Dr. Longo reviewed a USDA program extension for free meals to be provided to resident children (18 or under) under a new USDA program, the same as we were doing from March 2020 – June 2020.

***Motion made by Jane Urban to authorize Ashford Food Services to pursue the USDA school meals waiver agreement. Motion seconded by Al Maccarone, carried unanimously.***

**b. Approval of Medical Standing Orders (Confidential, not for public distribution)**

Orders are confidential and were sent only to BOE members under separate cover.

***Motion by Kim Kouatly to approve the medical standing orders for the 2020-2021 school year. Motion seconded by Jane Urban, carried unanimously.***

**c. Approval of Ashford Education Association Memorandum of Agreement**

Item was set to be discussed at the 8/20 regular meeting, which was not held. Dr. Longo explained that all education associations in the state are entering into such MOA's. This MOA is only in effect for this school year and does not set a precedent. Jen Lindsay, AEA co-president Jen Lindsay was invited to address the Board and said that she was very pleased with communications with Dr. Longo over the summer on this matter.

***Motion made by Jane Urban to approve the AEA Memorandum of Agreement for the current school year.***

***Motion seconded by Marian Matthews and carried unanimously.***

**d. Staff Resignation**

***Motion made by Jane Urban to accept the resignation of driver Karen Holmes, motion seconded by Al Maccarone and carried unanimously.***

**e. Staff Appointment**

***Motion made by Marian Matthews to approve the appointment of Karen Jung to the position of school bus driver. Motion seconded by Kim Kouatly. Motion carried unanimously.***

The board thanked Joan Celotti for her work in securing a replacement driver.

**9. Opportunity for Public Comment**

- Jane Urban noted that when she attended the mock drop off, every person was happy, smiling and excited to be back, it was a lovely experience.
- Jen Lindsay stated that we are lucky to work in such a great place, it makes it easy to smile. Tess Grous asked Mrs. Lindsay, any items on a wish list? New document cameras would be most helpful, ours are outdated and they are needed for remote learning. Discussion followed obtaining funding as these are necessitated by the pandemic.

**10. Next Meeting Date/Agenda Items**

A special meeting is scheduled for Monday 9/14 with Atty. Littlefield to review board meeting practices/procedure. The next regular meeting date is 9/17, teacher Carly Imhoff will be asked to attend to discuss Project Oceanography; administrative reports, BOE recording secretary vacancy. □

**11. Adjournment**

***Motion made by Marian Matthews to adjourn the meeting (10:08 pm). Motion seconded by Tess Grous and carried unanimously.***

Respectfully submitted,

Jennifer Barsaleau  
Recording Secretary



# Ashford Public Schools

Respect, Responsibility and Pride

*Office of the Superintendent*



440 Westford Road, Ashford, CT 06278 ■ Tel: (860) 429-1927 ■ Fax: (860)-429-3651 ■ [www.ashfordct.org](http://www.ashfordct.org)

*Dr. James P. Longo*  
*Superintendent of Schools*

*Cynthia A. Ford*  
*Director of Pupil Services*

*Troy Hopkins*  
*Principal/Asst. Superintendent*

*Polly Borysevicz*  
*Asst. Principal*

August 27, 2020

Ashford Board of Education  
c/o John Lippert, Chair  
440 Westford Rd.  
Ashford, CT 06278

Dear John and Members of the Board;

After careful consideration, I have made the decision to step down from my role as recording secretary for the Board of Education effective September 4, 2020.

I will of course continue to provide support to the Board in all other ways, as that is a part of my responsibilities in my role as the Administrative Assistant to the Superintendent of Schools.

I would like to thank all board members, past and present, for the respect and kindness I have been shown over these past 12 years.

I truly admire all of you for the time you give and the sacrifices that you make to serve your community.

Sincerely,

  
Jen Barsaleau

Ashford Board of Education  
Ashford, Connecticut  
July 16, 2020

Regular Meeting – Record of Motions and Votes

***Electronic Meeting Detail Information***

Topic: Ashford Board of Ed's Zoom Meeting

Time: Jul 16, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86281120882?pwd=M1NpSC9LUTRvNjdzMk5yVkJ5WIFPUT09>

Meeting ID: 862 8112 0882

Password: 7eyzJ7

***Agenda***

1. Call To Order

***The meeting was called to order by Chair John Lippert at 7:14 pm. Present: Tess Grous, Marian Matthews, Al Maccarone, Tina Fradette, Shannon Gamache and Jane Urban. Also present: Dr. James Longo, Troy Hopkins, Polly Borysevicz, Cindy Ford, Karen Munroe, Scott Waddell and Jen Barsaleau.***

2. Communications

*Member Shannon Gamache requested to read aloud a statement from a written communication she had sent to members of the BOE concerning mask requirements for students. Mrs. Gamache announced her resignation from the Board of Education effective immediately upon completion of the reading of her statement. She will provide notice to the Town Clerk. Mrs. Gamache exited the meeting.*

3. Opportunity for Public Comment

*No action, participant comments heard*

4. Administrative Reports

*Dr. Longo discussed a communication from the CSDE dated 7/14 regarding a 3 day recommended reduction to the 180 day school calendar requirement for 2020-2021 to allow for staff professional development related to COVID which precipitated the following motion:*

***Motion made by Al Maccarone to revise the 2020-2021 school calendar as recommended with a starting date for students of Sept. 3<sup>rd</sup> and the last day of school moved to June 11<sup>th</sup>. Motion seconded by Tina Fradette and carried unanimously.***

5. Old Business

a. COVID-19 Update

*No action, discussion/information only*

b. Superintendent Evaluation

*N/A (item was supposed to have been omitted from the agenda prior to posting)*

6. New Business

a. Planning for the Reopening of School

*No action, discussion/information only*

7. Opportunity for Public Comment

*No action, participant comments heard and discussed*

8. Next Meeting Date/Agenda Items

*Discussion of agenda items/meeting format for Strategic Planning Meeting scheduled for August 6, 2020 at 3 pm. Members shared ideas about several topics for the meeting. agenda will be created by BOE chair and the Superintendent.*

9. Adjournment

***Motion made by Marian Matthews to adjourn the meeting (9:47pm). Motion seconded by Tina Fradette and carried unanimously.***

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Motions and Votes Obtained Via Zoom Recording Dated 7/16/2020

Submitted by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education  
Ashford, Connecticut  
July 16, 2020

Regular Meeting Minutes – July 16, 2020  
Electronic Meeting - Zoom

Chair John Lippert called the meeting to order at 7:14 pm. Present: Tess Grous, Marian Matthews, Al Maccarone, Tina Fradette, Shannon Gamache and Jane Urban. Also present: Dr. James Longo, Troy Hopkins, Polly Borysevicz, Cindy Ford, Karen Munroe, Zoom meeting host Scott Waddell and Jen Barsaleau, recording secretary. There were approximately 47 members of the public signed in via Zoom.

**Communications**

- John Lippert stated he was very impressed with the zoom meeting held the evening prior hosted by Dr. Longo regarding the reopening of school. He noted the presentation was well-prepared and complimented Dr. Longo and Mr. Hopkins for their depth of knowledge and collaboration in preparing for the meeting.
- Member Marian Matthews noted that CAFE was hosting a webinar, “*The Toolkit for Safe Distance Learning*” on 7/17. She encouraged other members of the BOE to sign up.
- Member Shannon Gamache requested to read aloud a statement from a written communication she had sent to members of the BOE concerning mask requirements for students. Mrs. Gamache announced her resignation from the Board of Education effective immediately. She will provide written notice to the Town Clerk. Mrs. Gamache exited the meeting.

**Opportunity for Public Comment**

- Christina Davis sent a letter to Dr. Longo and Mr. Hopkins via [myopinion@ashfordct.org](mailto:myopinion@ashfordct.org) in support of surveillance testing for COVID-19 in schools. She asked the board to investigate the cost of such testing for Ashford School. Jane Urban noted there is an alternative to surveillance testing called batch testing. It may be more cost effective. Dr. Longo will look into what the actual cost may be. Further discussion followed concerning procedures for the identification and notification to others should someone be diagnosed with COVID-19. Dr. Longo explained the concept of contact tracing, touching on personal privacy and how notification would occur.
- Kim Kouatly followed up on Dr. Longo’s comments about contact tracing noting that as a parent, she would want to know if there was a confirmed case of COVID in the school.

**Administrative Reports**

Dr. Longo discussed a communication from the CSDE dated 7/14 regarding a 3-day recommended reduction to the 180 day school calendar requirement for 2020-2021 to allow for staff professional development related to COVID which precipitated the following motion:

***Motion made by Al Maccarone to revise the 2020-2021 school calendar as recommended with a starting date for students of Sept. 3<sup>rd</sup> and the last day of school moved to June 11<sup>th</sup>. Motion seconded by Tina Fradette and carried unanimously.***

**Administrative Reports**

- Dr. Longo provided a report to the board which included the latest COVID count from Eastern Highlands (EHHD).
- Mr. Hopkins reported that green tape has been laid down in hallways to create safe two-way travel lanes for social distancing. The custodial staff reported that many classrooms had obstructed air vents and they are moving any items that are causing this out of the classrooms and into the hallways. Staff can pick up those items or opt for them to be disposed of. Classroom spacing, lunch and specials were discussed.
- Mrs. Ford provided an update on Extended School Year (ESY), she discussed ESY hybrid learning activities noting they were very individualized for the student and their family based on what plan was best for their situation.

**Old Business**

**a. COVID-19 Update**

Dr. Longo addressed the FY 20 budget and approximate dollars remaining are not yet known as we are waiting for outstanding invoices from some vendors. Lengthy discussion followed concerning budget transfers and how the CARES Act funding would be applied and spent. Jane Urban inquired about the business manager search.

**b. Superintendent Evaluation**

N/A (item was supposed to have been omitted from the agenda prior to posting)

## **New Business**

### **a. Planning for the Reopening of School**

Ashford School nurse Martha Sibley-Jett shared that numerous touchless hand sanitizer dispensers have been purchased. She went on to discuss particulars about symptoms and response to COVID. Also discussed were water coolers and fountains.

### **Opportunity for Public Comment**

- Tim Rhodes inquired if setting up Go Fund Me accounts or making monetary donations would be allowed.
- Kim Kouatly inquired about staffing for the start of school, were there any unfilled teacher positions?
- Jesse Burnham asked about class sizes versus what was reported in February. Dr. Longo responded that due to COVID class sizes are lower as more students will be schooled remotely and not present in the building.

### 8. Next Meeting Date/Agenda Items

Discussion of agenda items/meeting format for Strategic Planning Meeting scheduled for August 6,2020 at 3 pm. Members shared ideas about several topics for the meeting. Agenda will be created by BOE chair and the Superintendent.

### 9. Adjournment

***Motion made by Marian Matthews to adjourn the meeting (9:47pm). Motion seconded by Tina Fradette and carried unanimously.***

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Submitted by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education  
Ashford, Connecticut  
Special Meeting Agenda  
August 13, 2020

**5:30 pm**

***Electronic Meeting via Zoom (see log in information below)***

1. Call To Order

*Chair John Lippert called the special meeting to order at 5:35 pm. Present were Jane Urban, Tess Grous, Tina Fradette, Marian Matthews and Al Maccarone (5:40 pm). Also present was Dr. James Longo, Superintendent, Director of Pupil Personnel Cindy Ford, Principal/Asst. Superintendent Troy Hopkins and Zoom meeting host Scott Waddell. Also present were Kim Kouatly, Meghan Champagne and Meghan Smith candidates to fill a vacancy on the board of education.*

2. Opportunity for Public Comment (will be limited)

*None*

3. Communications

- Thank you notes were received from Marcella Vertefeuille and Haley Ignatowicz, two of the four Bicknell Scholarship recipients.*
- A resignation letter was submitted to the Town Clerk by board member Shannon Gamache.*
- The school reopening plan was sent to board members on 7/31 and is available on the school website.*

4. Staff Resignation

***Motion made by Jane Urban to regretfully accept the resignation of Krysta Parisen effective July 28, 2020.***

***Motion seconded by Tina Fradette and carried unanimously.***

5. Staff Appointments (School Business Manager, Special Education Teacher, Classroom Teacher)

***Motion made by Al Maccarone to appoint Martha Guidry to the position of Business Manager effective August 24, 2020. Motion seconded by Tess Grous and carried unanimously.***

***Motion made by Jane Urban to appoint Josie Borysevicz to the position of special education teacher. Motion seconded by Tina Fradette and carried unanimously.***

***Motion made by Al Maccarone to appoint Joshua Carpentier to the position of Grade 5/6 teacher. Motion seconded by Jane Urban and carried unanimously.***

6. Requests for Leave of Absence

***Motion made by Jane Urban to approve a maternity leave of absence for Dory Moore to commence on or about January 21, 2021. Motion seconded by Marian Matthews and carried unanimously.***

7. Approval of Temporary Policy Series C-19 (as provided by Counsel)

***Motion made by Jane Urban to approve temporary policy series C-19 provided by counsel. Motion seconded by Al Maccarone and carried unanimously.***

8. Reschedule Date for Strategic Planning Meeting

*The meeting will be rescheduled for Thursday August 20<sup>th</sup> from 3-6 pm.*

9. Opportunity for Public Comment (will be limited)

*None*

10. Next Meeting Date/Agenda Items

*The next regular meeting is scheduled for Thursday, August 20<sup>th</sup>.*

11. Board of Education Vacancy

a. Interview Candidates

*Candidates were interviewed by random draw of names, responding to questions in this order: Meghan Champagne, Kim Kouatly, Meghan Smith.*

b. Move to Non-Meeting to Review Responses

*Members moved to a non-meeting entering a private Zoom break out room to discuss candidate responses and will reconvene upon completion of their review.*

c. Selection of Member to Fill Board of Education Vacancy

*Board secretary Tess Grous spoke upon the board's return to session that it has unanimously chosen to seat Kim Kouatly to the position vacated by Shannon Gamache.*

12. Request for Release of Unexpended Educational Funds to Board of Finance

*Dr. Longo exited the board meeting to join the Board of Finance meeting in progress.*

13. Adjournment

***Motion made by Al Maccarone to adjourn the special meeting (7:27 pm) made by Tess Grous and carried unanimously.***

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Ashford Board of Education Zoom Meeting Link to recording:

[https://us02web.zoom.us/rec/share/2o9KFlz8sVFOEoHBwkTCU49\\_FLXaeaa8gCIZ-qAPzUdv8JkHR95ZyPFPO7pNJIKM](https://us02web.zoom.us/rec/share/2o9KFlz8sVFOEoHBwkTCU49_FLXaeaa8gCIZ-qAPzUdv8JkHR95ZyPFPO7pNJIKM) Password: wU%?k2d5

Ashford Board of Education  
**Emergency Meeting Minutes – August 17, 2020**  
**7:00 pm**  
**Meeting Held Via Zoom**

*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 emergency meeting to order at 7:12 PM. Present were Jane Urban, Al Maccarone and Marian Matthews Also present was Zoom host Scott Waddell. Unable to attend were Tina Fradette and Tess Grous.

Note: Tess Grous attempted to join in by phone and emailed Jane Urban to report that she was unsuccessful in connecting. Attempts to reach Tina Fradette by phone were unsuccessful.

This emergency meeting was called in order for the Board to take action on the appointment of a new member to fill a vacancy.

***Motion made by Marian Matthews to appoint Kim Kouatly to the Board of Education to fill the position vacated by Shannon Gamache. Motion seconded by Al Maccarone and carried unanimously.***

**Adjournment**

There being no other business to address, the meeting adjourned at 7:17pm

Recorded by:

Jennifer Barsaleau  
Recording Secretary





Jennifer Barsaleau <jbarsaleau@ashfordct.org>

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## Fwd: USDA Extends SFSP/SSO Waivers

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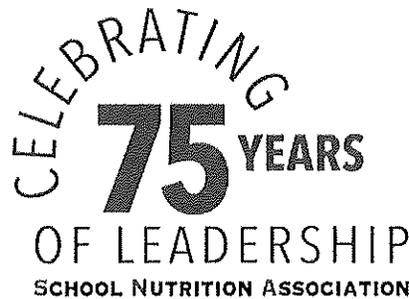
Karen Samperi <ksamperi@ashfordct.org>  
To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Tue, Sep 1, 2020 at 8:03 AM

Let's talk when you have time!!! I'm in the kitchen office today.

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

From: **School Nutrition Association** <jsmith@schoolnutrition.org>  
Date: Mon, Aug 31, 2020 at 2:23 PM  
Subject: USDA Extends SFSP/SSO Waivers  
To: <ksamperi@ashfordct.org>



## USDA Extends SFSP/SSO Waivers

Dear Karen,

Today, the U.S. Department of Agriculture extended all Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) waivers through as late as December 31, 2020, dependent on available funding. The move allows schools to offer meals to all children at no charge this fall to minimize the challenges of meal service during a pandemic. SNA is continuing to advocate for these waivers to be extended through School Year 2020/21.

The announcement came less than one week after SNA's Board of Directors hosted a call with USDA officials to share urgent feedback from schools that have seen dramatic declines in student lunch participation in the opening weeks of school, leaving meal programs in dire financial circumstances. Read more in [SNA's press release](#).

SNA President Reggie Ross, SNS, was quoted in [USDA's press release](#) saying, "School Nutrition Association greatly appreciates USDA addressing the critical challenges shared by our members

serving students on the frontlines these first weeks of school. These waivers will allow school nutrition professionals to focus on nourishing hungry children for success, rather than scrambling to process paperwork and verify eligibility in the midst of a pandemic." said School Nutrition Association (SNA) President Reggie Ross, SNS. "We look forward to continuing our dialogue with USDA to ensure school meal programs are equipped to meet the future needs of America's students."

SNA will share further details at [www.SchoolNutrition.org](http://www.SchoolNutrition.org) as they become available.

Read More



School Nutrition Association | 703-824-3000 | [www.schoolnutrition.org](http://www.schoolnutrition.org)

CONNECT WITH US!



School Nutrition Association | 2900 S. Quincy St., Suite 700, Arlington, VA 22206

Unsubscribe [ksamperi@ashfordct.org](mailto:ksamperi@ashfordct.org)

Update Profile | About our service provider

Sent by [jsmith@schoolnutrition.org](mailto:jsmith@schoolnutrition.org)

--  
Karen Samperi  
Kitchen Manager  
Ashford School Lunch Program  
860-429-6419 x 360

(Rec'd Stamp)

Ashford School  
440 Westford Rd. (Rt. 89)  
Ashford, CT 06278  
860-429-1927

For office use only:
POSITION:
Interviewed On:
Rate: _____ Start
Apprv'd By _____ / /
Supt. App.: _____ / /

**APPLICATION FOR EMPLOYMENT**

(For Positions which do not fall under the Teachers' Retirement Board)

NOTE: All sections must be completed in order for this application to be considered. Please **PRINT** clearly in ink or **TYPE** and return this form to the Superintendent's Office.

JUNG \_\_\_\_\_ Karen \_\_\_\_\_ H \_\_\_\_\_  
 NAME: (Last) (First) (Middle Initial)

223 South Bear Hill Rd \_\_\_\_\_  
 ADDRESS: (Street) (and/or P.O. Box) \_\_\_\_\_  
Chaplin \_\_\_\_\_ CT \_\_\_\_\_ 06235 \_\_\_\_\_  
 (City) (State) (Zip)

(603) 455-9899 \_\_\_\_\_ (860) 207-7591 \_\_\_\_\_  
 TELEPHONE NUMBER CELL PHONE

POSITION(S) FOR WHICH YOU ARE APPLYING: (Please circle):

- PARAPROFESSIONAL (AIDE) - CAFETERIA - BUS DRIVER - CUSTODIAN -  
 SECRETARY -  
 SUBSTITUTE TEACHER - NURSE - OTHER Van driver

**PERSONAL DATA:**

Present Employer: LEARN.  
 Describe what you do: Transport special needs student to and from school  
 Current Salary: Annual \_\_\_\_\_ and/or Hourly \_\_\_\_\_  
13.84 General Health: GOOD Days Absent in  
 Past 6 Months: 1

**AVAILABILITY OF APPLICANT:**

Available as of: ASAP Shift Preference:  
 \_\_\_\_\_ Partial Day  Full Day  Either  
 Substitute \_\_\_\_\_ Best time for interview: \_\_\_\_\_ Day of  
 Week: \_\_\_\_\_

**EDUCATIONAL PREPARATION:**

Dates Attended	High School/College	State	List Diploma/Degree /Certification Obtained
<u>1977-1982</u>	<u>Lyman HS</u>	<u>CT</u>	<u>HS. Diploma</u>

**RELATED WORK EXPERIENCE:**

From: Mo./Yr.	To: Mo./Yr.	Firm/Institution & Location	Nature of Work
<u>1984 Jan</u>	<u>Jan 2002</u>	<u>Chaplin</u>	<u>Bus driver</u>
<u>Jan 2002</u>	<u>Sept 2018</u>	<u>Eastconn</u>	<u>Bus driver</u>
<u>Dec SEPT 2018</u>	<u>AUG 2019</u>	<u>WRTO</u>	<u>Driver</u>
<u>AUG 2019</u>	<u>present</u>	<u>LEARN.</u>	<u>Van driver</u>

L.H. N.R.  
Joni Collins

(over)

**REFERENCES:**

Name, Address & Telephone of three contacts who you called and have agreed to give references:

1. Kate Thompson 860 303-8870 LEARN. TRANS. 228-6751
2. Julio Nieves 860 228-6751 EASTCONN 860 453-0707
3. Christina Siggins 860 429 7578 FRIEND

**BUS DRIVER APPLICANTS:** CDL Operator's License No. 174500113

Are you willing to work A. M. Run? yes P.M. Run? yes Field Trips?

yes  
Do you have a valid operator's license? yes Type:

CDL CLASS B

Training may be provided to applicants committed to Ashford School.

**-Connecticut's Public Act 93-328 - An Act Concerning Applicants For School Employee Position**  
The Ashford School has the responsibility to comply with Federal and State mandated regulations.

1. Were you ever known by any **other legal name**? If yes, please list the name(s) below.

( ) Yes (X) No

2. Have you ever been **convicted of a crime**, either within or outside of Connecticut?

( ) Yes (X) No

If yes, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this form.

3. Are any criminal **charges currently pending** against you either within or outside of the State of Connecticut?

( ) Yes (X) No

If yes, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach it to this form.

4. Please read the following carefully **before signing** below:

I understand that if I am employed by the Ashford School, I will be required to submit to a state and national **criminal history check** within a period of 90 days from my date of employment and I will be required to submit to **fingerprinting** for purposes of submitting my finger prints to the Federal Bureau of Investigation for a national criminal history records check. I further understand and agree that if I have been **convicted** of a crime which has not been disclosed to the Ashford Board of Education, the Board may immediately terminate my contract of employment in accordance with the provisions of Public Act 93-328

I hereby **authorize** any and all law enforcement agencies, current and former employers, and academic institutions to supply any applicable information regarding my **background** to the Ashford Board of Education and to its agents, and I hereby release all such former employers, law enforcement agencies, and academic institutions, their agents and employees from any liability arising from supplying and the use of such information.

I **certify** that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application for employment and I understand that any **omission** and/or **falsehood** made by me on this application will be sufficient grounds for **denial** of employment or for my **discharge** should I become employed by the school district.

Karen H. Jung  
Applicant's Signature

8/21/2020  
Date

**NOTE:** Please **attach a personal statement** which lists the position(s) you seek and the **reasons** you feel you are suited for employment with the Ashford School.

Please also include any **letters of reference** and/or any **other past employment data** pertinent to the position that you seek. (for example: transcripts, evaluations, job descriptions, etc.)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Ashford Board of Education  
440 Westford Road  
Ashford, Connecticut 06278

John E. Lippert, Chair  
Marian K. Matthews, Vice-Chair  
Tess M. Grous, Secretary  
(860) 429-1927

Tina M. Fradette  
Kimberley Kouatly  
Alfred Maccarone Jr.  
Jane M. Urban

August 26, 2020

Ashford Republican Town Committee  
c/o Gerald Nagy  
151 Nagy Rd.  
Ashford, CT 06278

Dear Mr. Nagy and Members of the ARTC;

Thank you for your endorsement of Meghan Smith as a candidate for the Ashford Board of Education. We have completed the process of appointing someone to fill the seat vacated by Shannon Gamache. On August 13 we heard from, and asked questions of, three candidates, including Meghan. After deliberating, we chose Kim Kouatly, who has since been sworn in by the town clerk.

In our deliberations, we initially considered the question of party affiliation but decided to set that aside in favor of choosing who we thought was the best candidate for the Board. I am aware that our ratio is now 5D:2R – legal, though not in line with recent traditions. The next election will offer three seats that are now held by Democrats, so in all likelihood the traditional 4:3 or 3:4 balance will be restored.

The Board was impressed with all three candidates. Meghan, with her legal background and experience with non-profit Boards, was especially impressive. I am hoping that she will run for a full term on the BOE at the next municipal election in November 2021. I believe she will be a Board member of considerable consequence.

Thank you,



John Lippert  
Chair, Ashford Board of Education

cc: Ashford Board of Selectmen

Ashford Board of Education  
440 Westford Road  
Ashford, Connecticut 06278

John E. Lippert, Chair  
Marian K. Matthews, Vice-Chair  
Tess M. Grous, Secretary  
(860) 429-1927

Tina M. Fradette  
Kimberley Kouatly  
Alfred Maccarone Jr.  
Jane M. Urban

August 28, 2020

Board of Selectmen  
Town of Ashford  
5 Town Hall Rd.  
Ashford, CT 06278

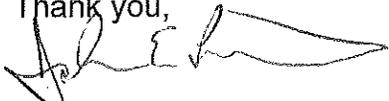
To the Members of the Board of Selectmen:

At our August 13 meeting, the Board of Education met with three candidates for the open seat left vacant by the resignation of Shannon Gamache. After hearing from the candidates, asking them questions, and then deliberating, we announced that we had chosen to appoint Kim Kouatly to the Board.

In the excitement, unfortunately, I forgot to call for a motion and vote to make the appointment official. To attempt to rectify that, we held an emergency meeting on August 17 and formally voted to appoint Kim to the Board. Town Clerk Sherri Mutch swore her in later that week but expressed concern that our use of an emergency meeting was not proper. I have since discussed this with board counsel, who confirmed that our use of an emergency meeting in this instance could be subject to an FOIA complaint. She also said that, although the vote may have taken place in an improper meeting, the vote and subsequent swearing-in *are* valid. She further advised that we should vote again at our next regular meeting on September 3 to appoint Kim to the Board, which we will do.

As you know, if the Board of Education is unable to fill a vacant seat within 30 days, the task falls to the Board of Selectmen. Although we made our selection within the 30-day window, it could be argued that we didn't fully and properly complete the task within that time period. It is possible, then, that when all is said and done the Board of Selectmen will be required to make the appointment. If it comes to that, I ask that you affirm the choice made by the Board of Education and appoint Kim Kouatly.

Thank you,



John Lippert, Chair  
Ashford Board of Education

cc: file



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## Fwd: Copy of email sent to Dr. Longo

2 messages

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**My Opinion** <myopinion@ashfordct.org>  
To: James Longo <jplongo@ashfordct.org>

Thu, Aug 27, 2020 at 8:18 AM

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

From: <woolieboys@icloud.com>

Date: Fri, Aug 21, 2020 at 1:24 PM

Subject: Copy of email sent to Dr. Longo

To: <msibleyjett@ashfordct.org>, <MSibley-Jett@ashfordct.org>, <mjett@ashfordct.org>, <myopinion@ashfordct.org>

Dr. Longo,

I know the time and attention of the school Superintendent is very valuable. Therefore I took another stab at making our questions as clear and concise as I can. I don't want to be taking up your bandwidth, so if anyone else from your team or reopening committee has the knowledge and time to address our concerns, please feel free to pass them on. I have added Martha Sibley-Jett to this email as a few of the questions relate to contact tracing and notifications.

At this time we would like our child to attend school for in-person instruction, but our final decision will be dependent upon your input.

Thank you!

Kevin Van Rysseghem

### Parent Meeting(s)

In the Zoom meetings with parents last month (7/15, 7/17), you had committed to holding additional Zoom meetings in August as more information regarding the reopening would then be available.

1) ***When will these meetings be held?***

### Communication Protocol(s)

2) ***Is there any documentation available which details the communication protocol adopted by the district in the event of a positive COVID case being reasonably suspected by the school?***

As examples:

Will there be ANY reporting to parents for suspected (but not yet confirmed) cases of COVID in the school? (NO names or personally identifiable information of course...just 'A Student', or 'A Teacher', etc.)

If the answer is NO, please skip to question #3.

— If there is to be reporting to parents for suspected cases, will this reporting only be limited to students and the teacher in the affected classroom?

— Will this reporting also include anyone suspected of COVID that may have had some contact with any student in the classroom, including 'Specials' teachers, bus drivers or passengers, speech therapists, after-school program attendees, etc.?

— How are you defining the contact threshold for reporting? 15 minutes or more of contact within 6 feet of the individual? ...or something else?

**3) Is there any documentation available which details the communication protocol adopted by the district in the event of a positive COVID case being confirmed by the school?**

As examples:

Will there be ANY reporting to parents for confirmed cases of COVID in the school? (NO names or personally identifiable information of course...just 'A Student', or 'A Teacher", etc.)

Will this reporting only be limited to students and the teacher in the affected classroom?

— Will this reporting also include anyone confirmed as COVID positive that may have had some contact with any student in the classroom, including 'Specials' teachers, bus drivers or passengers, speech therapists, after-school program attendees, etc.?

— How are you defining the contact threshold for reporting? 15 minutes or more of contact within 6 feet of the individual? ...or something else?

**4) Will there be any general community reporting identifying the number of confirmed cases in the school, and what will that look like?**

### Recess and Mask Breaks

As I have stated previously, we believe your no-mask policy during recess to be ludicrous and needlessly endangers students and families. Therefore:

5) How specifically will recess differ from 'mask-breaks' in the lower grades?

6) Will there be ANY possibility that students from one classroom will interact with or be in the same area as students from another classroom during recess?

7) Will classrooms be assigned areas to stay within during recess, and how are you physically separating classrooms during recess?

8) Will all playground equipment be roped off, or barricaded in some way to prevent students from using said equipment?

9) Is there ANY possibility that playground equipment will be used by any students?

10) If there is any possibility that playground equipment will be used by students, how, and when, will this equipment be cleaned or disinfected?

11) Will each classroom have their own high-touch items for recess, or will high-touch items be shared across classrooms? (balls, jump ropes, sand toys, etc.)

12) If high-touch items are shared across recess periods, how, and when, will these items be cleaned or disinfected?

Thanks again.

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**James P. Longo** <jplongo@ashfordct.org>  
To: My Opinion <myopinion@ashfordct.org>

Thu, Aug 27, 2020 at 9:24 AM

Our last parent meeting is tonight at 7 pm, Zoom.

Sent from my iPad

On Aug 27, 2020, at 8:19 AM, My Opinion <myopinion@ashfordct.org> wrote:

[Quoted text hidden]