

Ashford Board of Education
Ashford, Connecticut
Meeting Agenda
September 3, 2020

7:00 pm

Electronic Meeting via Zoom (see instructions below)

***Members of the Public May Join in and Listen to the Meeting
Questions or Comments Should be Sent to the Board's Recording
Secretary In Advance if Possible by email to jbarsaleau@ashfordct.org***

1. Call To Order
2. Appointment of Board Member to Fill Vacancy
3. Update on the Opening of School
4. Communications
 - a. Resignation of BOE Recording Secretary
5. Opportunity for Public Comment
6. Approval of Minutes: 07/16/2020; 08/13/2020 (special); 08/17/2020 (emergency)
7. Old Business
 - a. COVID-19
 1. Use of School Facility
 2. International Travel
 3. Format of Future Meetings
 - b. FY 20 Budget/Audit Update
8. New Business
 - a. USDA School Meals Waiver
 - b. Approval of Medical Standing Orders (Confidential, not for public distribution)
 - c. Approval of Ashford Education Association Memorandum of Agreement
 - d. Staff Resignation
 - e. Staff Appointment
9. Opportunity for Public Comment
10. Next Meeting Date/Agenda Items
11. Adjournment

Ashford Board of Education Goals

Curriculum – Ensure a Kindergarten to 8th grade curriculum that challenges students to use methods of inquiry to solve problems, think critically, and to express themselves creatively and effectively.

Financial - Develop a budget that ensures the best possible education while being fiscally responsible to taxpayers.

Culture - Foster an environment of physical and emotional health and wellness for all. Support a community that recognizes professional expertise and provides diverse opportunities that enhance teaching and learning.

Community Relations and Facilities - Provide opportunities for enhanced community engagement and serve as a leader for Ashford in enhancing energy efficiency, developing a maintenance and restoration plan that extends the school's useful life and demonstrates environmental responsibility.

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.

encl: BOE Bylaws, resignation, minutes, meals waiver MOA, resignation, application

Ashford Board of Ed is inviting you to a scheduled Zoom meeting.

Topic: Ashford Board of Ed Meeting by Zoom

Time: Sep 3, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86501740520?pwd=UG9pK0R1aEtZNjhWb2NJV3BtR0VRQT09>

Meeting ID: 865 0174 0520

Passcode: 2Wf5WD

One tap mobile

+13126266799,,86501740520#,,,,,0#,,221530# US (Chicago)

+16465588656,,86501740520#,,,,,0#,,221530# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 865 0174 0520

Passcode: 221530

Find your local number: <https://us02web.zoom.us/u/kgYW8J0nu>

9000 Series - Bylaws of the Ashford Board of Education

Bylaw	Adopted
Code of Conduct for Board Members	01/16/2014
Committees	01/16/2014
Conflict of Interest	01/16/2014
Construction and Posting of Agenda	01/16/2014
Filling Vacancies on the Board	01/16/2014
Formulation, Adoption, Amendment or Deletion of Bylaws	01/16/2014
Formulation, Adoption, Amendment or Deletion of Policies	01/16/2014
Formulation, Adoption, Amendment or Deletion of Administrative Regulations	01/16/2014
Meeting Conduct	01/16/2014
Minutes	01/16/2014
Oath of Office	01/16/2014
Officers	01/16/2014
Official Duties – Chairperson	01/16/2014
Official Duties – Secretary	01/16/2014
Official Duties - Vice Chairperson	01/16/2014
Public Meetings and Executive Session	01/16/2014
Quorum and Voting Procedures	01/16/2014
Reimbursement of Board Members' Expenses	01/16/2014
Removal of Board Officers	01/16/2014
Role of Board and Members	01/16/2014
Suspension of Policies, Bylaws or Administrative Regulations	01/16/2014
Time, Place and Notice of Meetings	01/16/2014
Transaction of Business	01/16/2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the Ashford Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure:

Prior to any vote to censure a Board member for cause:

- 1) The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3) A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose;
- 4) Such censure may be enacted for cause by a majority vote of all Board members.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education.

Approved by the Ashford Board of Education:

January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

COMMITTEES

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affecting Board policy shall be submitted in writing.
 - C. A special committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings.

Approved by the Ashford Board of Education: January 16, 2014

**Series 9000
Bylaws**

CONSTRUCTION AND POSTING OF AGENDA

1. Construction of Agenda
 - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
 - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
 - C. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
 - 1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
 - 2) The Secretary of the Board will present the written request to the Board at its next regular meeting.
 - 3) If at least three Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
 - 4) The Board of Education will decide at which future regular meeting date the item will appear on the agenda.
2. Posting of Agenda
 - A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
 - B. An agenda will be posted at Town Hall and the Administrative Offices of the Board of Education.
 - C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions.

Ashford Board of Education
Ashford, Connecticut

**Series 9000
Bylaws**

CONFLICT OF INTEREST

1. No member of the Board of Education shall be employed by the Board in any position within the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which he or she was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members
of the Board of Education

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

FILLING VACANCIES ON THE BOARD

1. If a vacancy occurs on the Board of Education, the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board of Education should present or have presented, a letter of resignation to the Board of Education at a regular meeting.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board of Education will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes
10-219 Vacancy

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

**Series 9000
Bylaws**

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
 - A. Board of Education Members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

**FORMULATION, ADOPTION, AMENDMENT OR DELETION
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Approved by the Ashford Board of Education:

January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

MEETING CONDUCT

1. Meeting Conduct
 - A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
 - B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
 - C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
 - D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking
 - A. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
 - B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. Procedures for Telephonic Participation
 - A. Board members may participate in meetings telephonically under the conditions set forth herein. When such conditions are met, any Board member participating telephonically shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 - B. When a Board member is participating in a meeting telephonically, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.
4. Public Address
- A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
 - (1) Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
 - (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
 - (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
 - (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

- | | |
|-------|--|
| 1-200 | Definitions |
| 1-206 | Denial of access of public records or meeting. Notice. Appeal. |
| 1-225 | Meetings of government agencies to be public. |
| 1-232 | Conduct of meetings. (re: disturbances) |

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - A. The time, place and date of each meeting.
 - B. The names of those members in attendance.
 - C. The disposition of all matters on which action was recommended.
 - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - E. All decisions concerning future meetings and agendas.
 - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's website, if available, not later than seven days of the date of the meeting to which they refer.

Effective October 1, 2010, the Board of Education may make minutes available on the Board's website, in its discretion.

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes.

Public Act 10-171, An Act Concerning Municipal Mandate Relief

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

OATH OF OFFICE

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes
10-218a Oath of Office

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

OFFICERS

1. The Board shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson and a Secretary.
2. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the board.
3. Officers shall hold their respective offices for two (2) years, and until their successors are duly elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

Legal Reference:

Connecticut General Statutes
10-218 Officers. Meetings.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the Board.
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as ex officio member on all committees.
5. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

OFFICIAL DUTIES - SECRETARY

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|--|
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 7-3 | Warning of Town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the Secretary |
| 10-225 | Salaries of Secretary and attendance officers |

Approved by the Ashford Board of Education: January 16, 2014

Series 9000
Bylaws

OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

Approved by the Ashford Board of Education: January 16, 2014

Series 9000
Bylaws

PUBLIC MEETINGS AND EXECUTIVE SESSION

1. Public Meetings

- A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225.
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- | | |
|-------|--|
| 1-200 | Definitions (Public Agency; Meetings; Person; Public Record; Executive Session) |
| 1-210 | Access to public record. Exempt records. |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 1-231 | Executive sessions. |

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

QUORUM AND VOTING PROCEDURES

1. Quorum:
 - A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.

2. Voting Procedures:
 - A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - B. Members may vote for themselves for any office or other position.
 - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

Approved by the Ashford Board of Education:

January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

REIMBURSEMENT OF BOARD MEMBERS' EXPENSES

1. Remuneration
 - A. A member of the Ashford Board of Education shall receive no compensation for carrying out Board services.

2. Reimbursement
 - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.

 - B. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.

 - C. Receipts in general are required for:
 - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.

 - (2) Meals -- Reasonable expenditures are allowed for meals, but shall not exceed \$50.00 per day. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.

 - (3) Taxi or Bus Fare

 - (4) Parking Fees or Toll Charges (when applicable)

 - (5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

- | | |
|---------------------------|---|
| Conn. Gen. Stat. § 10-225 | Salaries of secretary and attendance officers |
| Conn. Gen. Stat. § 10-232 | Restrictions on employment of members of board of education |

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

**Series 9000
Bylaws**

REMOVAL OF BOARD OFFICERS

It is the policy of the Ashford Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. conduct that interferes with the orderly and efficient operation of the Board.

Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3) Upon the written request of the Board officer within seven (7) days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

Lapointe v. Winchester Board of Education, CV040093257S, 2004 Conn. Super.LEXIS 2574 (Sept. 14, 2004).

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The Board of Education represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute [and Town Charter] including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.

- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of the State identified
- 10-4b Failure of local or regional board to implement educational interests
- 10-220 Duties of Boards of Education
- 10-221 Board of education to prescribe rules
- 10-241 Powers of school district

Approved by the Ashford Board of Education:

January 16, 2014

Ashford Board of Education
Ashford, Connecticut

**Series 9000
Bylaws**

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk, and post this calendar on the Board's website, if available, by November 30.
 - C. Normally the Board shall schedule regular meetings on the first and third Thursday of each month of the year except July and August, when the Board shall schedule no regular meetings.
 - D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
 - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board's website, if available, twenty-four (24) hours before the time stated for the meeting to convene.
 - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 7:30 P.M. or as soon thereafter as a quorum is present and shall adjourn no later than 9:30 P.M. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the District Office Conference room, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings
Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

TRANSACTION OF BUSINESS

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

Approved by the Ashford Board of Education: January 16, 2014

Ashford Board of Education
Ashford, Connecticut

Series 9000
Bylaws

**SUSPENSION OF POLICIES, BYLAWS OR
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
 - A. A majority vote of all members of the Board in attendance at a meeting, and
 - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Approved by the Ashford Board of Education: January 16, 2014



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

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. 3rd and the last day of school moved to June 11th. 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.

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 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 contract 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. 3rd and the last day of school moved to June 11th. 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.

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 Borysevich 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 20th 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 20th.

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.

Ashford Board of Education Zoom Meeting Link to recording:

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>

Fwd: USDA Extends SFSP/SSO Waivers

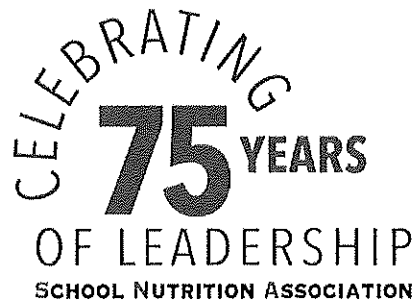
Karen Samperi <ksamperi@ashfordct.org>
To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

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 as they become available.

Read More



School Nutrition Association | 703-824-3000 | www.schoolnutrition.org

CONNECT WITH US!



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

Unsubscribe ksamperi@ashfordct.org

Update Profile | About our service provider

Sent by 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)

(660) 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 No
- 2. Have you ever been **convicted of a crime**, either within or outside of Connecticut?
 Yes 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 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