

**Ashford Board of Education**  
**Meeting Minutes – February 4, 2021**  
**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 meeting to order at 7:05 p.m.

- Present were members Jane Urban, Kim Kouatly, Tess Grous, and Tina Fradette. Al Maccarone joined the meeting at 7:16 p.m. (also noted below). Marian Matthews was absent.
- Also present were Superintendent Dr. James Longo, Principal Troy Hopkins, Asst. Principal Polly Borysevicz, Director of Pupil Personnel Cindy Ford, Business Manager Martha Guidry, and Zoom meeting host Scott Waddell as well as approximately 10 other members of the school staff and the public.

**Communications**

- Tess Grous: There was conversation with the town regarding Dr. Longo's most recent letter in the Ashford Citizen, which was the second letter sharing leadership lessons learned. There was some question on the town side as to whether it should be published in the Ashford Citizen. They did decide to print the last one after Dr. Longo made revisions. Dr. Longo feels like his lessons in leadership could apply to people no matter what their profession is.

***Motion by Jane Urban to add Ashford Citizen Superintendent Letter to agenda as item 6b. Motion seconded by Tess Grous and carried unanimously.***

Al Maccarone joined the meeting at 7:16 p.m.

**Opportunity for Public Comment – None.**

**Approval of Minutes**

- Recording Secretary Sara Wilson will review recording of 01/21/2021 meeting to see if there was a motion made, seconded, and voted on to enter executive session. Minutes will be discussed and approved during a later meeting.

**Old Business**

**Approval of 2021-2022 School Calendar**

- ***Motion by Al Maccarone to accept proposed calendar for 2021-2022 school year. Motion seconded by Tina Fradette and carried unanimously.***

**School Building and Capital Expenditure Committee Reports**

- Jane Urban was surprised to see price tag associated with the CORE space. What are we doing in that space? Dr. Longo thinks it must be a mistake. Dr. Longo would prefer that it be wrapped into the bonding issue. Original ideas for CORE space included creating a hallway and installing sinks and cabinets.
- Years 3, 4, and 5 will be things that cannot happen in the bonding project.

**FY 22 Budget Work Session**

- Cyber Security Insurance Policy: CIRMA is pulling out of cyber security. We will no longer have cyber security as part of our umbrella policy as of July 1st. The school's portion of the policy would be \$5000. This policy will have a lower deductible than current policy. Planning to have new policy start 03/01/2021.
- Scott Waddell said they have worked extremely hard to move data offsite, outsourced with PowerSchool, Google, Infinite Visions, and Frontline. The school does not have a server that someone could hack into. Scott Waddell and Martha Guidry will have a conversation about backup for the business office computers.
- Dr. Longo said administration, Martha Guidry, and Scott Waddell can get together and discuss cyber security. They are meeting at 1:30 p.m. on Thursday, 02/11/2021.
- Finance Committee could review budget. Dr. Longo said traditionally they get the document to the board members a week before the presentation to the Board of Finance.

- Al Maccarone spoke with Chuck Funk. Board of Finance wants a clear rationale for what we are asking for. They want us to be accountable for what technology we have and where it is.
- Board Chair John Lippert will present the budget to the Board of Finance, and Dr. Longo will be there to answer questions.
- Jane Urban asked about \$13,500 for maintenance technology. That does not include adding anything new.
- Library/media specialist is half time this year at her request. She would like to continue half time this next year.
- Al Maccarrone said we should have a 5-year instructional plan as well as a wish list for things teachers would like to have.
- Dr. Longo would like us to remember this budget will be the honeymoon budget for the new superintendent.
- Jane Urban said technology is what is keeping us afloat this year.
- Dr. Longo said, with Scott Waddell's expertise, our computers last a long time and we get the most out of them.
- Tess Grous asked if there is insurance on devices the kids take home? Scott Waddell said when they purchase a laptop, they purchase a 3-year extended warranty. It will cover some accidental damage. Most of the devices going home are more than 3 years old. In a traditional year, they lose 10%. Scott has priced out insurance in the past, and it was determined to be more cost effective to just replace equipment as needed with the money that would have been spent on insurance.

***Motion by Kim Kouatly to accept proposed budget with 2.98% increase. Motion seconded by Jane Urban and carried unanimously.***

## **New Business**

### **Superintendent Search Update**

- Search Committee has been meeting. They are working on a job posting. They met with representatives from the teacher's union. They will be meeting with Principal Troy Hopkins, Asst. Principal Polly Borysevicz, and Director of Pupil Personnel Cindy Ford. Tentatively planning to post the job February 15<sup>th</sup> and accept applications through the middle of March. Board of Education members should send Jane Urban questions they would like to ask of the candidates. Jen Barsaleau is getting together a list of publications that will post the job for free. Al Maccarone thinks it should also be advertised in Hartford Courant. Tess Grous asked about posting it with C.A.B.E. Search Committee will be meeting again next Thursday, 02/11/2011.

### **Ashford Citizen Superintendent Letter**

- Jane Urban said we need to trust the administration we have hired to represent the school and not censor their communication.
- Al Maccarrone said the last thing we are is a board of censorship.
- Tess Grous expressed concern about the superintendent's letters representing the school/Board of Education and moving beyond school information to contain opinion. She brought up the question of whether the board should read and approve the letters before they are sent to the town to be published.
- The board members do receive the superintendent letters before they are published.

### **Opportunity for Public Comment**

- Cindy Ford, as a community member, asked if the board will be getting community input as to what they are looking for in a superintendent. They are considering a possible Zoom community forum with an opportunity to provide written comments as well. This could happen after the job posting goes out.
- Tess Grous expressed appreciation for Dr. Longo.
- Kim Kouatly thanked the teachers, administrators, and Martha Guidry for keeping the school going and being creative in a crazy time.

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

- Presentation from students.
- Dr. Longo will try to get the budget to the board members by 02/12/2021 so they can review it before it is presented to the Board of Finance on 02/18/2021.
- Written reports from administration.

- Time for public input on what qualities they would like to see in a new superintendent. We can put notice in K12 and a memo in backpacks. Kim Kouatly would like information to get to the whole community, not just current Ashford School families. Al Maccarone said we could put it on the town website. This opportunity for public input could be right after the student presentation.
- Jane Urban would love to see financial reports.

**Adjournment**

***MOTION by Jane Urban to adjourn the meeting (9:35 p.m.). Motion seconded by Al Maccarone and carried unanimously.***

Sara Wilson  
Recording Secretary

Ashford Board of Education  
**Meeting Minutes – January 21, 2021**  
**7:00 pm**  
**Meeting Held Via Zoom**

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**Call to Order**

Chair John Lippert called the meeting to order at 7:03 p.m.

- Present were members Jane Urban, Kim Kouatly, Marian Matthews, and Al Maccarone. Tess Grous joined at 7:20 p.m. Tina Fradette was absent.
- Also present were Superintendent Dr. James Longo, Principal Troy Hopkins, Asst. Principal Polly Borysevicz, Director of Pupil Personnel Cindy Ford, Business Manager Martha Guidry, Attorney Anne Littlefield, and Zoom meeting host Scott Waddell as well as approximately 20 other members of the school staff and the public.

**Student Presentation to Board** – Jennifer Lindsay introduced 8<sup>th</sup> graders Donny Russell, Adriana Torres, and Dylan Yost, who read poetry samples from 7<sup>th</sup> and 8<sup>th</sup> grade, including haiku, "sorry not sorry" poems, and phile/phobe poems.

**FY 22 Public Budget Input** – None.

**MOTION by Al Maccarone to add item 9c Question of a CABE Workshop to the agenda. Motion seconded by Marian Matthews and carried unanimously.**

**Communications**

- Received Freedom of Information Act complaint

**Opportunity for Public Comment**

- Jane Urban thanked administration for quickly and wisely addressing the concern she raised about social distancing of 7<sup>th</sup> graders during lunch.

**Approval of Minutes**

- **MOTION by Jane Urban to approve minutes from 01/07/2021. Motion seconded by Marian Matthews and carried unanimously.**

**MOTION by Jane Urban to add discussion pertaining to pending FOIC complaint: #FIC 2020-0436; Tess Grous v. Chairman, Board of Education, Ashford Public Schools; and Board of Education, Ashford Public Schools to the agenda. Motion seconded by Al Maccarone and carried unanimously.**

**MOTION by Marian Matthews to add possible action pertaining to pending FOIC complaint: #FIC 2020-0436; Tess Grous v. Chairman, Board of Education, Ashford Public Schools; and Board of Education, Ashford Public Schools to the agenda. Motion seconded by Kim Kouatly and carried unanimously.**

Moved: that the Board of Education enter executive session to discuss strategy with respect to pending claims and/or pending litigation ( #FIC 2020-0436; Tess Grous v. Chairman, Board of Education, Ashford Public Schools; and Board of Education, Ashford Public Schools), and further that the Board invite Board Attorney Anne H. Littlefield into executive session in order to inform the Board's discussion pertaining to the FOIC complaint. Executive session entered at 7:32 p.m and exited at 8:12 p.m.

**Possible Action Regarding FOIC Complaint**

- The complaint was filed back in September of 2020. Tess Grous is satisfied with the remedies that have been put in place. She will be withdrawing that complaint.
- **MOTION by Jane Urban to authorize Shipman & Goodwin to enter an appearance on behalf of the Ashford Board of Education and facilitate disposition of the complaint brought to the FOIC. Motion seconded by Marian Matthews and carried unanimously.**

## Administrative Reports

### Director of Pupil Personnel Cindy Ford

- Cindy compiled the list of home school numbers and non-funded mandates. She will forward that information to State Representative Tammy Nuccio.
- Tess Grous asked if there are more kids in need emotionally because of the pandemic. Cindy said there are definitely more struggles. Some families are making difficult decisions between choices where nothing feels right.
- John Lippert asked if it is difficult to determine those who need services. Cindy said no, but it is sometimes hard to tell if it is a disability that is causing a struggle or a struggle because of the pandemic.

### Principal Troy Hopkins

- Jane Urban is excited about the MTR grant Troy applied for and asked when we would find out. Troy thinks we will find out within a month. They did get that grant for a smaller amount a few years ago.
- John Lippert is pleased the Virtual Robotics Tournament was statewide and hosted by us. He would like to see the Wolfbots present to the board.

### Assistant Principal Polly Borysevicz

- Student presentation next month will be a 4<sup>th</sup> grade teacher (Mrs. Welz) presenting with a few students on what she is doing for social-emotional curriculum.

### Business Manager Martha Guidry

- They have launched Infinite Visions. There have been some glitches. They do not have strong technical support. John Lippert asked why is Infinite Visions not providing sufficient support? Martha said their training approach is not effective. She is spending a lot of time on the phone and waiting for emails to resolve issues.
- The cafeteria will be launching a different meal program starting 02/01/2021. Parents should be able to revise and review. It will make things more efficient. If no lunch is ordered, peanut butter and jelly sandwich is the default, which could be a problem for kids with allergies. Tina Fradette is the spokesperson for Cafeteria Committee. We will ask her to look into seeing if we could offer a default option for kids with allergies.
- There are some distance learners without technology to order or transportation to pick up. They can call to order, and meals are being delivered.

## Old Business

- ***MOTION by Marian Matthews to discuss Capital Projects List before FY22 budget. Motion seconded by Al Maccarone and carried unanimously.***

### a.1. Capital Projects List

- Marian Matthews: The drop ceilings for the library media center and primary wing classrooms do not need to be on the list. That will go in with bonding project. Hiring a consultant needs to be added. We need to consider standard bus versus electric bus.
- Jane Urban asked why the portico and bollards are not included in the bonding project.
- Dr. Longo talked to Jim Rupert today. Jim said all we need is the most up-to-date 5-year plan.
- Bonding to include roof, solar, windows, insulation, HVAC (geothermal, boiler upgrades, or mini splits), and fuel tank removal or replacement. We need to add drop ceilings, portico, and bollards to bonding.
- There was no capital money received for 2020 to cover "tech space"/CORR, upgrade to generator, or new lockers.
- Troy Hopkins said the current lockers are not large enough for backpacks and coats. New lockers would be around \$15,000-17,000. Lockers are not being used this year.
- "Tech space/CORR would be around \$140,000 to finish.
- Al Maccarone said the capital projects list needs to reflect clear priorities with dollar amounts attached.
- Dr. Longo said things that we want in the future need to be in the 5-year plan. He will get prices for standard bus and electric bus. There are grants available for electric bus.
- John Lippert mentioned other items that have been on this list in the past, including fencing around the fields.
- Dr. Longo said plumbing needs to be in the bonding, to replace old lead pipes. Water does get tested every year.

### a. FY22 Budget

- Custodian and paraprofessional funded by COVID will not be put in the budget. Custodians have an efficient plan. Not filling those positions estimated to save about \$70,000.
- Marian Matthews asked about tuition reimbursement. Tuition reimbursement for teachers and paraprofessionals is contractual. Administrator tuition reimbursement is optional. Dr. Longo said our contract is one of the few left in the area to include tuition reimbursement for teachers.
- Dr. Longo said he talked with Scott Waddell and decided they can let the computer lab go.
- The board would like a breakdown of dues and fees.
- Jane Urban said she wants the budget to reflect what we need, not what we want.
- Martha Guidry and Jane Urban asked about outsourcing transportation and would like to see a cost comparison for that. Question was asked, why do we pay insurance on the buses if the town owns the buses?
- Dr. Longo will meet with administrative team on Tuesday and go through the budget line by line. Board members can get any questions/concerns to Dr. Longo before then. Hard copy of budget needs to be given to the Board of Finance by 02/18/2021 and presented to Board of Finance 02/25/2021.

Marian Matthews left the meeting.

b. Revisit/Re-approval of Existing Board of Education Bylaws – to be addressed at a later meeting.

### **New Business**

a. Approval of 2021-2022 School Calendar

- Jane Urban asked about the week off in February for students. It is a change from what we have done in the past. Dr. Longo said it worked out really well this year. That would give two professional development days back to back, which could be a benefit for staff. Dr. Longo will get staff feedback on the calendar.
- Jane Urban said she is interested in knowing what happens during professional development days.

b. Authorization of 2021 Bicknell Trust Scholarships

- Trust fund held its own. Last year they gave 4 scholarships of \$1000.
- ***MOTION by Al Maccarone to authorize four \$1000 2021 Bicknell Trust Scholarships.*** Kim Kouatly brought up the \$4900 withdrawal to Ashford School in November 2020. ***Motion seconded by Jane Urban and carried unanimously.***

c. CAFE Workshop

- Al Maccarone proposed two potential dates for CAFE workshop. Tess Grous and Kim Kouatly cannot meet on 01/28/2021. Jane Urban cannot meet on 01/27/2021. Al Maccarone will schedule it for 01/27/2021.

### **Opportunity for Public Comment**

- Tess Grous asked Dr. Longo to share information about the March professional development days. She asked if anyone had been invited, other schools? Dr. Longo said no one has been invited. He is not sure if it will be Zoom or in person. It will be at Ashford School.

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

- Committee break out time?
- Budget
- Approve calendar
- Capital projects?

### **Adjournment**

***MOTION by Kim Kouatly to adjourn the meeting (10:30 p.m.). Motion seconded by Al Maccarone and carried unanimously.***

Sara Wilson  
Recording Secretary

# Ashford BOE

## 2021-2022 Maintenance Budget Recommended Reductions

2/4/21

Recommended Budget Changes	% Incr vs. 20-21
<b>Original Recommendation</b>	<b>\$ 8,094,224.00 4.2%</b>
Eliminate 32 Hr Custodian Position	(41,547.00)
Eliminate 1 Para	(30,443.00)
Reduce Library/Media to .45 FTE (sal + benefits)	(27,932.00)
Reduce Substitutes Reg Ed	(10,000.00)
Reduce Tuition Reimb CO	(2,000.00)
Eliminate Custodian Clothing Allowance for 1 Maintenance Technology	(200.00) 18,500.00
Total Changes	\$ (93,622.00)
<b>Revised Budget Recommendation</b>	<b>\$ 8,000,602.00 2.98%</b>

## Maintenance Budget Presented on 1/21/21

Administration	\$ 516,223.00
Instruction	4,879,571.00
Benefits	1,810,412.00
Student Services	265,682.00
Operations & Maintenance	393,679.00
Tuition	228,657.00
<b>Total</b>	<b>\$ 8,094,224.00</b>

# 2021-2022 Budget Summary By Object (1-20-21)

Description	Object OBJECT	Adopted FY20-21	Budget FY 21-22	Variance	
Administration	100	\$ 491,308.00	\$ 510,623.00	\$ 19,315.00	
Certified Staff	111	2,775,780.00	2,881,254.00	105,474.00	
Non Certified Staff	110	1,518,530.00	1,635,060.00	116,530.00	
Substitutes	113	59,005.00	78,400.00	19,395.00	
Additional Compensation	151	87,239.00	95,844.00	8,605.00	\$ 269,319.00
Employee Insurance	210	1,300,063.00	1,381,816.00	81,753.00	
Social Security/Medicare ER	220	173,632.00	193,357.00	19,725.00	
Retirement Benefit	230	162,760.00	174,344.00	11,584.00	
Tuition Reimbursement	250	15,000.00	20,000.00	5,000.00	
Unemployment	260	50,299.00	5,000.00	(45,299.00)	
Workers Comp	270	37,619.00	35,895.00	(1,724.00)	
Other Benefits	290	3,600.00	5,600.00	2,000.00	73,039.00
Purchased Services	330/340	270,699.00	265,682.00	(5,017.00)	
Maintenance	430	107,822.00	103,676.00	(4,146.00)	
Equipment Repairs	431	2,300.00	2,300.00	-	
Student Transportation	440/510	3,710.00	3,710.00	-	
Insurance Other	520	42,769.00	47,655.00	4,886.00	
Communication	530	33,398.00	30,650.00	(2,748.00)	
Printing	55	700.00	700.00	-	
Tuition - Outside Services	561	266,511.00	228,657.00	(37,854.00)	
Mileage	580	1,169.00	1,169.00	-	
Supplies Other	600	82,292.00	110,483.00	28,191.00	
Instructional Supplies	610	56,000.00	75,654.00	19,654.00	
Utilities	620	67,885.00	69,922.00	2,037.00	
Fuel	624/626	104,098.00	84,581.00	(19,517.00)	
Books	640	2,876.00	2,876.00	-	
Equipment	730	35,355.00	35,765.00	410.00	
Dues & Fees	810	15,974.00	13,051.00	(2,923.00)	
Miscellaneous	910	500.00	500.00	-	(17,027.00)
<b>Total</b>		<b>\$ 7,768,893.00</b>	<b>\$ 8,094,224.00</b>	<b>\$ 325,331.00</b>	<b>\$ 325,331.00</b>



**Ashford School**  
**2021-2022**  
**Superintendent's Proposals**  
Board of Education Budget Worksheet

Here are some options. Each designed to initiate discussion and serve as a starting point for Board of Education (BOE) decision making. The BOE can build from these options, choosing their own priorities, and creating their own budget proposal. Percentages are built upon our current 2020-2021 budget of \$7,768,893. Plan C is the budget necessary to maintain existing staff and programs. Plans A, B, and D narratives describe the changes from Plan C.

**Plan A - \$8,398,063 + 8.10%**

A budget proposal that fixes shortcomings in our current status and is a reasonable way to improve what we offer our community and students.

Staffing - Certified Additions

1. Middle School Math Interventionist
2. K-8 Health

Technology – New Technology + Superintendent technology

- 50 Laptops + Cases
- 50 iPads
- 20 Desktops
- 5 Replacement Smart Boards
- 3 Storage Carts
- 2 Admin Laptops (MacBook Pro)

**Plan B – \$8,301,816 +6.86%**

A budget proposal that fixes shortcomings in our current status while reducing technology purchases and eliminating one position from Plan A

Staffing - Certified Additions

1. Middle School Math Interventionist

Technology - New Technology + Superintendent technology

- 40 Laptops + Cases
- 30 iPads
- 20 Desktops
- 5 Replacement Smart Boards
- 3 Storage Carts
- 2 Admin Laptops (MacBook Pro)

**Plan C – \$8,1969,974 + 5.55%**

A budget proposal that fixes shortcomings in our current status while maintaining one-to-one technology initiative and no staff changes.

Staffing – No Changes

Technology - Keep funding of one-to-one program + Superintendent technology

- 45 Laptops + Cases
- 5 Replacement Smart Boards
- 2 Storage Carts
- 2 Admin Laptops (MacBook Pro)

**Plan D – \$8,117,306 +4.48%**

This plan eliminates Covid-funded employees and replaces obsolete technology

Staffing - Remove two positions funded by COVID Grants

1. 30 Hour Custodian (1)
2. Paraprofessional (1)

Technology - Replacement of aging computers + Superintendent technology

- 25 Desktops
- 5 Replacement Smart Boards
- 2 Admin Laptops

### Explanation of Changes by Object

Outlined below are the major items that impacted the proposed maintenance budget. In addition, the “wish list” of items in column 3 showcases items requested, but excluded. The “wish list” items total \$86,494 which would increase the **Plan A** budget to \$8,567,553, a 10.3% increase vs. the adopted 20-21 budget.

Object	Major Changes	Wish List of Items Not Included in Any Budget	\$ Amount
100	<b>Administration</b> - Increase reflects contractual raises for administrators (+9,000), as well higher than originally planned starting salary for Business Manager (+10,000).	n/a	n/a
111	<b>Certified Staff</b> - Increase reflects contractual raises for certified employees and employees moving to higher steps due to educational achievement (+100,000). In addition, a higher salary (+15,000) for the Social Worker who replaced the Psychologist, contributed to the increase.	n/a	n/a
110	<b>Non Certified Staff</b> - Increase driven predominantly by Paraeducator positions that were eliminated in the 20-21 budget, however, were maintained due to Covid (+104,000). Other increases include hiring A/P full-time (+26,000) and keeping part-time custodian due to Covid, which was funded by a grant in 20-21 that will not be available in 21-22 (+31,000). Transportation savings partially offset gains (-58,000) due to 1 less bus route, and realigning Transportation Coordinator’s salary .	n/a	n/a
113	<b>Substitutes</b> - Increase of \$19,395 based on a more realistic funding scenario for substitutes based on all teachers and paras taking three personal days and 15 sick days, plus three, 8-week FMLAs. Even with this increase, it is still less than historical actual expenditures.	n/a	n/a
151	<b>Additional Compensation</b> - Increase driven by contractual increases in stipends for Advisors, Coordinator and Coaches (+3,600), an allocation for contractual one day wages for planned teacher either moving classroom or grade assignment (+600) and required costs for CT Team mentors for new teachers (+700). <b>Added 100 hours at \$35/hr (+\$3,500)</b>	n/a	n/a
210	<b>Employee Insurance</b> – Based on current participation and assumed 10% increase in health insurance costs. (+82,000)	n/a	n/a

220	<b>Social Security/Medicare</b> - Increase commensurate with salary increases (+20,000).	n/a	n/a
230	<b>Retirement benefit</b> - Increase (+17,000) based on salaries as outlined above, and offset slightly by a savings in medical insurance for retired employee no longer participating (-6,900).	n/a	n/a
250	<b>Tuition Reimbursement</b> - Increase reestablishing funding for Admin in line with contractual obligations (+4,000) and funding for tuition reimbursement for non-certified employees in business office (\$1,000).	n/a	n/a
260	<b>Unemployment</b> – Savings due to no layoffs planned for 21-22 (-45,000).	n/a	n/a
270	<b>Workers Compensation</b> - Slight saving based on actual rates in 20-21 (-1,700).	n/a	n/a
290	<b>Other Benefits</b> - New account to reflect payments for Admins which were previously paid through payroll and need to be reported separately to the state. Increase (+2,000) for contractual custodian/cafeteria clothing allowance that had previously not been budgeted.	n/a	n/a
330/340	<b>Purchased Services</b> - Professional development increased due to a reduction in Federal Grants and the need to reflect required contractual amounts (+5,000), and anticipated increase (+2,000) in outsourced behavior therapy (Sp. Ed). Increases offset by bringing payroll in-house July 1 (-11,300).	n/a	n/a
430	<b>Maintenance</b> - Slight increase (+1,700) for new Rubbish contract and shredding services, plus increases in HVAC (+1,800) and Fire/Safety (+1,200) maintenance reflecting actual contract/spending to date. Offsetting the increase are savings on fleet maintenance (-4,000) and grounds upkeep based on current spending (-5,300).	<ul style="list-style-type: none"> <li>Retile 2 classrooms \$7,000 each (goal is 2 classes per year)</li> </ul>	<b>\$14,000</b>
431	<b>Equipment Repairs</b> - No change	n/a	n/a
440/510	<b>Student Transportation</b> - No change	n/a	n/a
520	<b>Insurance Other</b> - Increase due to actual 20-21 insurance rates (+4,900).	n/a	n/a
530	<b>Communication</b> - Savings based on actual telephone bills/postage and established contract rates for internet (-2,800).	n/a	n/a

550	<b>Printing</b> - No change	n/a	n/a
561	<b>Tuition – Outside Services</b> – Savings (+38,000) due to reduced Sp. Ed. services for magnet school students.	n/a	n/a
600	<b>Supplies Other</b> - Increase due to new line items for School Operations Software (+22,000) for fees for Frontline, Infinite Visions, PowerSchool and other school office related technology. Supplies increase for Central Office to purchase financial forms for payroll and new accounting system (+2,000), and increased transportation supplies (moved from Fleet Maintenance) for buses (+1,000).	<ul style="list-style-type: none"> <li>Integration of Frontline Absence Management and auto dialing subs with Infinite Visions for seamless communication</li> </ul>	<b>\$10,561</b>
610	<b>Instructional Supplies</b> - Majority of increase due to budgeting for educational technology subscriptions (+14,600) that are currently being used in the school. In addition, restoring a portion of the instructional supplies for classrooms - Elementary (+4,100) and Middle (+4,000). This includes the \$200 per teacher allowance. Afterschool programs have been restored to 19-20 levels due to a decrease in grants (+4,800).	<ul style="list-style-type: none"> <li>Instructional/General supplies Elementary School</li> <li>Instructional/General supplies Middle School</li> <li>Instructional/General supplies Music <ul style="list-style-type: none"> <li>Priority 1 – Chorus, Band &amp; Gen'l Music</li> <li>Priority 2 – Chorus, Band &amp; Gen'l Music</li> <li>Priority 3 – Chorus &amp; Gen'l Music</li> </ul> </li> <li>Instructional Tech Subscriptions (Mystery Science, Teachers Pay Teachers, Gimkit, Quizlet, EdPuzzle, etc.)</li> </ul>	\$4,345 \$1,518 -- \$1,737 \$2,949 \$506 <u>\$3,956</u> <b>\$15,011</b>
620	<b>Utilities</b> - Increased by 3% for gain of (+2,000).	n/a	n/a
624/626	<b>Fuel</b> - Currently, fuel prices are less than prior year's budgeted amount resulting in decline (-19,500), however, these numbers may go up as we have not locked in fuel costs for the year.	n/a	n/a
640	<b>Books</b> - No change.	<ul style="list-style-type: none"> <li>Math workbooks for 3<sup>rd</sup> Grade</li> <li>ELA workbooks for 3<sup>rd</sup> Grade</li> <li>ELA mini-books for 2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade</li> <li>ELA Tier 1 word study instruction books</li> <li>Early reading Materials (Makuch)</li> <li>Diversity &amp; Inclusion Books for Library</li> <li>Nutmeg award winning books 2021 for Library</li> <li>Books to add to Sora eBook collection for Library</li> <li>Book to update graphic novel books for Library</li> <li>Books to update nonfiction collection for Library</li> </ul>	\$1,200 \$720 \$149 \$2,469 \$2,159 \$600 \$400 \$800 \$300 <u>\$500</u> <b>\$9,297</b>

730	<b>Equipment</b> - Essentially flat as increases in the copier lease and tech maintenance are offset by decreases in Art Equipment and Furniture/Rentals. Includes asset tagging system for all laptops for systematic inventory tracking (\$1,478).	<ul style="list-style-type: none"> <li>• Finance Office Upgrade tech/backups/security \$13,500</li> <li>• Upgrade Security for ID badges and school entry \$6,000</li> <li>• iPad Storage carts (additional 8) \$6,400</li> <li>• 36 Headphones (5<sup>th</sup> grade) for 1-to-1 \$576</li> <li>• MacBook Pro for easy editing of AM announcements \$2,500</li> <li>• Little Bits Pro Library – STEAM and coding kits <u>\$7,950</u></li> </ul> <b>\$36,926</b>	
810	<b>Dues &amp; Fees</b> - Reallocated to appropriate line items . A net savings (-2,900) is based on contractual memberships for Admin, and actual CABE membership costs and historical student fees paid.	n/a	n/a
910	<b>Miscellaneous</b> - No change	n/a	n/a
<b>TOTAL</b>			<b>82,995</b>

# ASHFORD SCHOOL

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## **Board of Education Report Business Office Martha Guidry January/Feb 2020**

### **Financial System Conversion**

The team continues to work through snags in the Infinite Visions conversion. Martha continues to provide Tech Support to both the School and the Town to troubleshoot any issues. The Town seems to be having more issues than the school at this point; however, they converted their payroll and purchasing process in January, while we launched only the purchasing process.

Karen and Martha have been working on the final numbers to import and set up all of the BOE accounts. We should have this completed and imported by February 1<sup>st</sup>. This will allow system users to check their budget spending and encumbrances by line item in “real time” and create reports for review. Hopefully, this will improve financial control throughout the organization.

Separately, Martha is trying to get the Cafeteria accounts set up to transition from QuickBooks to Infinite Visions. We have not yet tackled the Student Activity Funds for the transition.

### **Budget**

Martha reviewed potential cuts in the budget with Troy and made recommendations to Jim on budget items that could be trimmed. We were able to drop the maintenance budget to a 2.98% increase which includes maintenance technology purchases. It does not include any replacement Smart Boards, Desktops or iPads. The package was distributed for discussion at the meeting.

### **Policy & Procedures**

Martha has updated the Administrative Guide for financial matters. It was last updated in 2015 and was sorely out of date particularly since we transitioned to Infinite Visions. It will need to be reissued in July when we take payroll inhouse. The document is approximately 20 pages and reviews all procedures including:

- Professional Development Requests
- Requisitions & Purchasing
- Reimbursements
- Vendor Bill Payment
- Inventory Tracking
- Student Activity Fund
- Donations & Grants
- Timekeeping & Payroll
- Benefits
- Tuition Reimbursement
- Maintenance & Repair Requests

Our team is reviewing for accuracy and completeness. It will then be given to Troy and Cindy for any comments prior to final approval by Jim.

### **Cafeteria**

Martha launched the new MealOrders.com system for the Cafeteria on February 1<sup>st</sup>. Martha trained Karen S. on the system earlier in the week and helped her set up the calendar features, meal choices and reporting. Martha also created a user manual for parents to access the system which will be available on the school website as well notification for the k-12 alerts. Teachers have been instructed to NOT take orders in class because this will cause duplicates and compromising the Cafeteria efficiency and wasting money.

Our designated volunteers have completed the SafeServe training, but we are having problem with the online test to complete the process and formally be certified. We are working with the vendor to figure it out.

# 2021-2022

Approved by the Ashford BOE:

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Session Days: 0

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Session Days: 20

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Session Days: 15

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Session Days: 21

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days: 20

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Session Days: 17

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days: 22

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days: 11

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Session Days: 19

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Session Days: 20

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Session Days: 15

**Grades Close:**

- T1 Nov.
- T2 March
- T3 TBD

Date	Event
Aug.30-31	Professional Development Days - NO STUDENTS
Sept. 1	All Staff Preparation Day - NO STUDENTS
Sept. 2	First Day for Students
Sept. 6	Labor Day - NO SCHOOL
Sept.	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sept.	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 11	Columbus Day - NO SCHOOL
Oct. 12	Professional Development Day - NO STUDENTS
Nov. 22	Parent Teacher Conferences - Early Dismissal
Nov. 23	Parent Teacher Conferences - Early Dismissal
Nov. 24	Early Dismissal
Nov. 25-26	Thanksgiving Break - NO SCHOOL
Dec. 23	Early Dismissal
Dec. 24-Dec.31	Winter Recess - NO SCHOOL
Jan. 17	Martin Luther King Day - NO SCHOOL
Feb. 21-23	Mid Winter Recess - NO SCHOOL
Feb. 24-25	Professional Development Days - NO STUDENTS
March 14	Professional Development Day - NO STUDENTS
Apr. 15	Good Friday - NO SCHOOL
Apr. 18-Apr. 22	Spring Recess - NO SCHOOL
May 30	Memorial Day - NO SCHOOL
June 15	Last Day of School - Early Dismissal

**School make up dates are June 16-24, if additional dates are necessary they will be taken from the April 18-22 Spring Recess.**

**Early Dismissal Time is 12:25 PM including AM PreK students.**

**Emergency Closing and Dismissals will be announced on WTIC and WILI radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website.**

**Delayed openings will be 2 hours in duration with no AM class held. If so warranted, a 3 hour delay option may be called. If this occurs, PM PreK students will be picked up at the same time as K-8 students.**