

Ashford Board of Education  
**Regular Meeting Minutes – July 21, 2022**  
**7:00 pm**

**Meeting Held in Person and Electronically 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 Jane Urban called the meeting to order at 7:05 p.m.
- Present in person were members Tess Grous, Kim Kouatly, Al Maccarone, and Marian Matthews as well as *ex officio* member First Selectman William Falletti. Present via Zoom was member Jennifer Leszczynski. Kim Kouatly was absent.
- Also present were Director of Pupil Personnel/Acting Superintendent Cindy Ford, Principal Polly Borysevicz, and Zoom host Scott Wadell. There were approximately 18 members of the school staff and the public present via Zoom.

**Pledge of Allegiance**

**Board Chair Comments**

- Hope everyone has been enjoying a break from frequent Board meetings and is having a good summer.

**Communications**

- Letter from Trevor Wilson – Thank you to the Board of Education for the Bicknell Scholarship, which will help with the financial burden of pursuing a computer science degree at the University of Connecticut.

**Opportunity for Public Comment**

- Scott Wadell – In a previous meeting, Scott said that Business Manager Deana Chrzan had a prior relationship with Savage Computing Systems. He has since been told that is not the case.

**Approval of Minutes**

***MOTION made by Marian Matthews to approve the minutes of the June 14, 2022 meeting. Motion seconded by Al Maccarone and carried unanimously.***

***MOTION made by Marian Matthews to approve the minutes of the June 16, 2022 meeting. Motion seconded by Al Maccarone and carried unanimously.***

***MOTION made by Al Maccarone to approve the minutes of the June 23, 2022 meeting. Motion seconded by Marian Matthews and carried unanimously.***

***MOTION made by Marian Matthews to approve the minutes of the June 28, 2022 meeting. Motion seconded by Al Maccarone and carried unanimously.***

***MOTION made by Marian Matthews to add Green Initiatives to the agenda under New Business. Motion seconded by Al Maccarone and carried unanimously.***

**Consent Agenda**

- Cindy Ford provided an overview of the following items included under the consent agenda:
  - Request for FMLA – Request received from Hilary Lemos and a second FMLA leave request is expected. Approval of FMLA leave requests is at the discretion of the Acting Superintendent.
  - Anticipated staff resignation – Resignation letters were received from Mrs. Zotti and Mrs. Gauvin.
  - Staff appointments – Offers have been made to candidates for several open positions and a contract has been signed with Ms. Desocio for the preschool teacher position.
  - Certified staff negotiations – A letter was sent to the Board of Finance informing them that the Board of Education will be negotiating the Ashford Education Association’s contract this year.

- First Reading of Policies Provided by Counsel – First reading of the “2022 Education Legislation that May Require Summer 2022 Planning” provided by counsel.

***MOTION made by Marian Matthews to approve the consent agenda. Motion seconded by Al Maccarone and carried unanimously.***

### **Roof/UST Project Update**

- Cindy Ford attended a meeting on Thursday, July 21<sup>st</sup>, with Bill Falletti and members of the Town Building Committee to discuss the oil UST replacement project. Cindy will be sending out a bid for some quotes and will be filing the grant application. The State will cover 63% of the cost of the tank replacement.
- Planning to replace the roof is underway. Goal is to replace the roof next summer (Summer 2023).
- The three biggest priorities for the Town Building Committee are the UST removal/replacement, the roof replacement, and solar.

### **Technology Service Agreement**

- Cindy Ford reviewed the questions raised by the Board and members of the public at the June 28, 2022 and met with Eric Gould from Savage Systems to discuss.
- The Town has been using Savage Systems for over 10 years and Ashford School has an existing contract with Savage Systems to provide support for the HP computers in the business office.
- Cindy stated that the cybersecurity offerings were the main benefit of working with Savage Systems. She recommended this change to the technology services.
- Al Maccarone and Jenn Leszczynski raised concerns about the 5-year term of the contract. Bill Falletti and Cindy explained that the 5-year contract would help control costs.
- Eric Gould participated via Zoom and answered questions from the Board regarding the services Savage would provide.
- The length of the contract was discussed and Eric stated that Savage would consider a 3-year or 5-year term, but not a 1-year term.
- Jenn questioned whether the teachers were consulted and stated that their feedback is valuable.
- Cindy and Scott said that time was running out to get technology work completed in time for the new school year.

***MOTION made by Tess Grous to authorize Acting Superintendent Cindy Ford to enter into a technology services agreement with Savage Systems, pending contract review by the Board’s attorney, for a period of 5 years. Motion seconded by Al Maccarone. Motion failed with one yes vote (Tess Grous) and four no votes (Al Maccarone, Jenn Leszczynski, Jane Urban, and Marian Matthews).***

***MOTION made by Jane Urban to authorize Acting Superintendent Cindy Ford to enter into a technology services agreement with Savage Systems, pending contract review by the Board’s attorney, for a period of 3 years. Motion seconded by Al Maccarone. Motion carried with 4 yes votes (Tess Grous, Al Maccarone, Jane Urban, and Marian Matthews) and one no vote (Jenn Leszczynski).***

***Bill Falletti left the meeting at 8:40 p.m.***

### **Approval of Educational Specifications for UST Removal/Replacement**

- Tabled for a future meeting

### **Discussion of Filling Board of Education Vacancy**

- Jane Urban stated that Jon Laughlin formally resigned from the Board and that the Board has 30 days from his July 13<sup>th</sup> resignation to fill the vacancy.
- The new board member must be registered to vote as a member of any political party except the Democratic Party. The Board has the maximum number of members (5) from one party for a 7-member board.
- The unapproved meeting minutes, which are not draft minutes, documenting the motion to appoint the new board member are required for the new member to be sworn in at Town Hall.

- The Board discussed the process for filling the vacancy and agreed to request letters of interest from potential candidates. Letters of interest are due by noon on Monday, August 1<sup>st</sup>, and candidates will be interviewed during the Board's Special Meeting on Thursday, August 4<sup>th</sup>. A notice soliciting candidates will be advertised as widely as possible (K-12 alert; school and town website).

### **Strategic Planning Meeting Date – Items for Discussion**

- The Board's annual strategic planning meeting will be held on Thursday, August 4<sup>th</sup>. The special meeting will start at 4:30 p.m.
- The agenda for the strategic planning meeting will include the following:
  - Board self-evaluation
  - Goals for the Acting Superintendent
  - School security (likely held in executive session)
  - Curriculum – a review of the work done this summer and plans for the upcoming year
  - Policies and procedures
  - Committee meetings

### **Green Initiatives**

- Marian Matthews stated that there are several new initiatives related to green energy and she asked Mark Robbins to discuss them with the Board.
- Mark Robbins of MHR Development, LLC joined via Zoom to describe MHR's proposal to provide clean energy project development and management services to Ashford to facilitate the solar and battery initiative.
- The proposal was previously approved by the Board of Education but requires approval by the Board of Finance.
- Mark Robbins requested that the Board sign the proposal so that the projects can move forward within the required timeframes. Jane Urban stated that the Town is the appropriate signatory and that the Board could not sign the proposal.
- Cindy Ford will research the status of the green energy projects and determine the next steps.

### **Personnel/Staffing**

- Jane Urban thanked Cindy Ford, Polly Borysevicz, and everyone else involved in filling the vacancies at the school.
- Cindy stated that the school is in very good shape, but that there is one critical gap in that there is no school psychologist. Cindy stated that we have previously outsourced school psychology services and will have to continue to do so. She clarified that the school psychologist is responsible for diagnosis and testing of students.
- Cindy plans to advertise for another mental health provider, such as a social worker.
- Jenn Leszczynski stated that she supported the plan to look for alternate mental health providers since it is important to have "boots on the ground".
- The Board expressed support for the plan to hire a social worker or other mental health provider.

### **Opportunity for Public Comment**

- No public comment.

### **Adjournment**

***MOTION made by Marian Matthews to adjourn the meeting at 9:46 p.m. Motion seconded by Al Maccarone and carried unanimously.***

Jane Urban  
Board Chair

July 1, 2022

Jane M. Urban

Maurice B. & Mildred C. Bicknell Scholarship Program

440 Westford Road

Ashford, CT 06278

Dear Jane M. Urban,

Thank you! I am honored to be a recipient of the Maurice B. & Mildred C. Bicknell award. I am enthusiastic to be beginning the next chapter of my educational journey. There are sure to be many new adventures and challenges.

Through this scholarship, my financial burden is eased and I am a step closer to realizing my goals. My main goal is to learn as much as I can during my college years and continue to formulate my plans for the future. Ultimately, as long as what I do for work in the future is helping people, I will consider it a successful career.

I am soon to be a computer science major at the University of Connecticut at the Storrs campus. I am eager to learn a lot more about what has been just a simple hobby for me in the past, as well as excited to learn more applicable real world skills. I am most interested in AI and data science currently, but the field is changing rapidly so I am sure there will always be something interesting for me to pursue.

Gratefully,



Trevor Wilson

Ashford Board of Education  
**Special Meeting Minutes – June 14, 2022**  
**6:00 pm**

**Meeting Held in Person and Electronically Via Zoom**

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**Call to Order**

- Chair Jane Urban called the meeting to order at 6:04 p.m.
- Present were members Tess Grous, Kim Kouatly, Jennifer Leszczynski, Al Maccarone, and Marian Matthews. Jon Laughlin was absent. Ex-officio member Bill Falletti joined the meeting at 6:06 p.m.
- Also present were Superintendent Craig Creller, Director of Pupil Personnel Cindy Ford, Principal Troy Hopkins, Assistant Principal Polly Borysevicz, Business Manager Deana Chrzan, and Zoom meeting host Scott Waddell. There were 2 members of the public present. There were approximately 57 members of the school staff and the public present via Zoom.

**Pledge of Allegiance**

Ex-officio member Bill Falletti joined the meeting at 6:06 p.m.

**Opportunity for Public Comment**

- Kim Kouatly read emails the board received from Carrie Pramuka (6/9), Sabrina and Dan Bowersett (6/9), Amanda Cantrell (6/9), Cortney and Brandon Gerlach (6/9), Jennifer Mozeiko (6/9), Corinne Zanetti (6/12), Susan Irvine (6/12), Crystal Carvalho (6/13), James Hendricks (6/13), Toni Gobin (6/14), Chantel Pelletier (6/14), Melissa Knight (6/14), and Katherine Duval (6/14) expressing support for the teachers and noncertified staff in their vote of no confidence in Superintendent Craig Creller. Emails attached.
- Kim Kouatly read an email received by the board from Traci Dutcher Hastings with The Chronicle (6/11). Email attached.
- John Kopec (North Rd.): When I bought property here in 2017, Ashford School was somewhere in the middle of rankings by U.S. News and World Report; now, they rank the top 420 out of 560 elementary schools in Connecticut, and we are unranked. SchoolDigger.com ranked us in the top 65% of schools in 2017; now, we are in the bottom 35%. Realtor.com (GreatSchools.org) ranked us a 7 in 2017; now, we are a 4. This slide predates the current superintendent. For people on the outside, test scores are the information they have access to. If I was looking at towns today, I would have written this town off right from the start. I hear people say that investing in Ashford School increases property value, but if we keep on our current trajectory, it will become a liability. Something is not working. We must improve. We must make changes. Demonizing the superintendent the way that I have seen...do you really think he is trying to hurt education? I have heard so much talk about how poorly he handled the budget, yet he got the largest increase in recent memory at least, if not ever. I have had several conversations with him. He wants to turn things around, and I am confident that he will. I think that you need to hear from some different perspectives. I have four kids in Ashford School. You may not like what I have to say, but surely you cannot think that I want anything but the best for my children's education. I am asking that each of you individually have a private conversation. Let's see if we can understand each other a little better. It would be very nice to have a conversation outside the stress of budget season.

**Personnel Discussion – Exit Interview**

***MOTION made by Marian Matthews to enter executive session for the purpose of conducting an exit interview, inviting Troy Hopkins and Craig Creller. Motion seconded by Al Maccarone and carried unanimously.***

The board, Troy Hopkins, and Craig Creller entered executive session at 6:27 p.m. At 6:57 p.m., the board, Troy Hopkins, and Craig Creller exited the executive session and took a brief recess.

**Discussion Concerning Superintendent's Performance Evaluation and Superintendent's Contract**

***MOTION made by Marian Matthews to enter executive session for discussion concerning the superintendent's performance evaluation and superintendent's contract, inviting Craig Creller. Motion seconded by Kim Kouatly and carried unanimously.***

The board and Craig Creller entered executive session at 7:03 p.m. Bill Falletti exited the executive session at 9:11 p.m. Craig Creller exited the executive session at 9:21 p.m. The board exited the executive session at 9:54 p.m. and took a recess until 10:00 p.m.

**Discussion and Possible Action Concerning Adoption of Superintendent’s Performance Evaluation**

- There will be no action taken on that tonight.

**Discussion and Possible Action Concerning Superintendent’s Contract**

*MOTION made by Kim Kouatly to approve the contract request discussed in executive session related to the current 2021-2022 year. Motion seconded by Al Maccarone. Motion failed with 2 yes votes (A. Maccarone, T. Grous) and 4 no votes (J. Leszczynski, K. Kouatly, M. Matthews, J. Urban)*

*MOTION made by Kim Kouatly to approve the contract request discussed in executive session related to the 2022-2023 year. Motion seconded by Jennifer Leszczynski. Motion failed unanimously.*

**Opportunity for Public Comment - None**

**Adjournment**

*MOTION made by Marian Matthews to adjourn the meeting at 10:05 p.m. Motion seconded by Kim Kouatly and carried unanimously.*

Sara Wilson  
Recording Secretary

Ashford Board of Education  
**Meeting Minutes – June 16, 2022**  
**7:00 pm**

**Meeting Held in Person and Electronically Via Zoom**

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**Call to Order**

- Chair Jane Urban called the meeting to order at 7:03 p.m.
- Present were members Tess Grous, Kim Kouatly, Jennifer Leszczynski, Al Maccarone, Marian Matthews, and ex-officio member William Falletti. Jon Laughlin was absent.
- Also present were Superintendent Craig Creller, Director of Pupil Personnel Cindy Ford, Assistant Principal Polly Borysevich, Business Manager Deana Chrzan, and Zoom meeting host Scott Waddell. Principal Troy Hopkins was present via Zoom. There were 6 members of the public present. There were approximately 40 members of the school staff and the public present via Zoom.

**Pledge of Allegiance**

**Communications (Secretary)**

- The board received three emails from the community/parents. The first is from Crystal Carvalho (Pompey Hollow Rd.). She is praising the teachers and staff at Ashford School. She is also asking the board to remove Mr. Creller as soon as possible. The second is from Stephanie Ellis. She wrote about the recent Eighth Grade Graduation, the staff at Ashford School, and her own children. She also stated that she has had her own dealing with Mr. Creller and is asking him to remove himself from his position. The last email is from Meghan Dudas. She is deeply troubled by the no confidence vote by the Ashford teachers. She is also urging the board to remove the Superintendent.

**Opportunity for Public Comment**

- Amanda Williams (Old Town Rd.) – spoke about her and children’s experiences at Ashford School. She praised Mrs. Longo, her child’s teacher, and is devastated by her resignation at the end of the year. Amanda expressed her support of the staff at Ashford School and asked the board to help make the school community right again.
- Jane Urban (Wormwood Hill Rd.) – thanked everyone that put in the time and effort to make the graduation/commencement last night wonderful and special. She wanted to especially thank Christine Knowlton for all her work.
- Meghan Dudas (Sand Hill Rd.) – was taken back and very upset when she sent the email communication to the board. She wants to look further and determine where the problem is and whose responsibility it is. She wants the board to see how they got here and remember the most important thing is the kids.
- William Falletti (Squaw Hollow Rd.) – spoke about something being broken at the school that needs to be fixed. He spoke about the recent teacher turnover due to COVID. He spoke about the children being his number one priority in town. Mr. Falletti also shared his experiences with Mr. Creller and shared that he has had positive experiences with Mr. Creller and feels that he is a good man.

**Approval of Minutes: 05/19/2022; 05/23/2022; 06/08/2022**

***MOTION made by Tess Grous to table the minutes from the 05/19/2022 regular meeting. Motion was not seconded. Motion failed.***

***MOTION made by Kim Kouatly to approve the minutes from the 05/19/2022 regular meeting. Motion seconded by Jennifer Leszczynski and carried with 5 yes votes (K. Kouatly, J. Leszczynski, A. Maccarone, M. Matthews, J. Urban) and 1 no vote (T. Grous).***

***MOTION made by Al Maccarone to approve the minutes from the 05/23/2022 special meeting. Motion seconded by Kim Kouatly and carried with 5 yes votes (K. Kouatly, J. Leszczynski, A. Maccarone, M. Matthews, J. Urban) and 1 no vote (T. Grous).***

***MOTION made by Kim Kouatly to approve the minutes from the 06/08/2022 special meeting. Motion seconded by Jennifer Leszczynski and carried with 5 yes votes (K. Kouatly, J. Leszczynski, A. Maccarone, M. Matthews, J. Urban) and 1 no vote (T. Grous).***

***MOTION made by Jennifer Leszczynski to add Bicknell Scholarships to the agenda as item 7b. Motion seconded by Kim Kouatly and carried unanimously.***

### **Consent Agenda Items**

- a. Staff Resignation – Ashley Tullock, Grade 4
- b. Staff Appointment – Samantha Hollis, Preschool
- c. Distribution of May 2022 Financial Statement

***MOTION made by Marian Matthews to approve the consent agenda items. Motion seconded by Al Maccarone.*** Jennifer Leszczynski said Ashley Tullock was absolutely amazing. It was her first year, but she was incredible. Her son is upset that she is moving on and teaching 5<sup>th</sup> grade at another school. Jennifer Leszczynski and Jane Urban wished her luck. ***Motion carried unanimously.***

### **Old Business**

- a. 2022-2023 Ashford School Calendar – The two half day professional development days that remain are 10/24/2022 and 03/20/2023.
- b. Bicknell Scholarships – Jennifer Leszczynski said we have some incredible Ashford students going on in further education. It was a hard decision to make. The four scholarship winners are Alaycia Bovain, Rayann Knowlton, Grace Maines, and Trevor Wilson. The board congratulated the four winners and everyone who applied.

### **New Business**

- a. Consider Request for International Travel
  - Superintendent Craig Creller: We have a request for our German exchange trip. We are expecting about 20 students to be interested in this trip. We have received deposits from 13 students already. Any travel that is longer than one day has to be approved by the board and the superintendent. It is a difficult decision only because of what is going on in the world right now with the pandemic and the war in Ukraine. We can get all but \$100 of our money back by 08/09/2022. After 08/09/2022, we would lose \$300 per student.
  - Principal Troy Hopkins: We just had a great visit from Einstein Gymnasium in Rheda-Wiedenbruck, Germany. We visited them in the fall of 2018 with 20 students, Dr. Imhoff, Mrs. Craven, and myself. That was the beginning of this program. They visited us the following spring, and then the pandemic hit. We also had Mrs. Podolski go over for a few weeks as part of a teacher exchange that we were starting, but the pandemic got in the way of that as well. We had 18 kids come over. They stayed with host families; several staff members and families hosted. They had a great time. One of the teachers co-taught rugby and cricket to the kids. We would love to be able to visit them again in the fall. We picked some dates out, November 8-21. We would probably send 2 or 3 teachers, depending on the number of kids. It is about \$700 per student. Some of them are applying for scholarships through the GAPP program. We also have money through the Dressman grant that supports international travel. The cost to the Board of Education is minimal. In the past, the district has provided an insurance rider, and there is a cost for substitutes to cover the teachers who go.

***MOTION made by Jane Urban to approve the request for international travel. Motion seconded by Marian Matthews and carried unanimously.***

### **Discussion Concerning Superintendent's Performance Evaluation and Superintendent's Contract**

***MOTION made by Kim Kouatly to enter into executive session for discussion concerning superintendent's performance evaluation and superintendent's contract. Motion seconded by Marian Matthews and carried unanimously. Kim Kouatly amended the motion to include we anticipate inviting Superintendent Craig Creller into relevant portions of executive session. Amended motion seconded by Marian Matthews and carried unanimously.***

The board entered the executive session at 7:41 p.m. William Falletti left the executive session at 8:25 p.m. Craig Creller entered the executive session at 10:58 p.m. The board and Craig Creller left the executive session at 11:18 p.m.



**Discussion and Possible Action Concerning Adoption of Superintendent’s Performance Evaluation**

***MOTION made by Kim Kouatly that the board authorize the board chair to finalize the superintendent evaluation for the 2021-2022 school year and issue it to him on 06/23/2022 without the need for further board discussion. Motion seconded by Marian Matthews and carried unanimously.***

**Discussion and Possible Action Concerning Superintendent’s Contract**

- There is nothing to discuss at this time.

**Opportunity for Public Comment**

- Rachelle Beaulieu (Westford Rd.) – expressed her concern with the current school environment. She has removed her child until the situation is fixed. Rachelle doesn’t know what needs to be done but wants the board to consider finding a solution to create a healthy learning environment.
- Alissa Tatro (Knowlton Hill Rd) – spoke that her personal experiences with Mr. Creller have been positive but the teachers have spoken. She spoke about her support of the teachers and staff and that she trusts them. Alissa spoke about the current issues with teacher burnout, but our teachers are leaving the district, not the profession. She wants the board to think about the children and how these teacher losses are affecting them.

**Adjournment**

***MOTION made by Marian Matthews to adjourn the meeting at 11:28 p.m. Motion seconded by Tess Grous and carried unanimously.***

Sara Wilson  
Recording Secretary

Ashford Board of Education  
**Special Meeting Minutes – June 23, 2022**  
**7:00 pm**

**Meeting Held in Person and Electronically Via Zoom**

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**Call to Order**

- Chair Jane Urban called the meeting to order at 7:03 p.m.
- Present were members Tess Grous, Kim Kouatly, Jennifer Leszczynski, Al Maccarone, and Marian Matthews. Jon Laughlin was absent.
- Also present was Attorney Anne Littlefield, Director of Pupil Personnel Cindy Ford, Assistant Principal Polly Borysevicz, and one member of the public. There were approximately 27 members of the school staff and the public present via Zoom.

**Pledge of Allegiance**

**Communications (Secretary)**

- Email from Judith Austin (Mansfield Rd.) on 06/21/2022 – She is trying to learn both sides of the current situation with the superintendent. It is unfair to say the loss of 13 teachers rests on one individual. The public should hear the superintendent’s perspective. She praised the superintendent for his handling of budget season.
- Email from The Chronicle on 06/23/2022 requesting comment.
- Email from Paul Varga on 06/23/2022 – He is concerned about the issue with the board and superintendent. He has not heard facts, only opinions and assumptions. Staff leaving is not a problem unique to this district. He asked that the 60-page document the teachers submitted be made available to the public.
- Email from Christina Davis on 06/23/2022 – Smart and well-intentioned people are not always fit for the job. She was disappointed in the superintendent’s performance during budget season, mentioning lack of transparency and health plan savings that never materialized. She said there seems to be a lack of alignment between the board and the superintendent, and she hopes the board listens to the teachers and parents.
- Two additional communications were received, one being a personnel issue and one that has been referred to the union.
- Tess Grous and Marian Matthews did not receive the last two communications. Discussion about this being an ongoing problem that needs to be resolved. The correct email address to use for the board is [ashfordboe@ashfordct.org](mailto:ashfordboe@ashfordct.org). All members of the board should receive emails sent to that email address.

**Opportunity for Public Comment**

- No public comment.

**Discussion and Possible Action Concerning Town Request for Information/Action on Ashford School Oil Tank**

- Chair, Jane Urban, summarized information from the 06/20/2022 Board of Selectmen meeting: Jim Rupert mentioned that he had serious concerns about the progress we are making getting the oil tank removed. He provided the school with information on the steps that needed to be taken, but he had no information on current status. He felt that the project was in jeopardy due to insurance expiring as well as lead times on supplies and getting contractors. He recommended that we consider having a consultant lead the process because, right now, it is getting lost between the school and the town. He recommended that the Board of Education make a request of up to \$15,000 from the non-lapsing fund to cover this project management piece. Jim Rupert will be getting a quote from Friar and Associates.
- Tess Grous asked if we would be getting multiple quotes.
- Jane Urban said at last week’s meeting Superintendent Craig Creller mentioned likely being held up by the supply chain and inability to get the size tank that we need. When Jane Urban reached out to him 06/22/2022, Mr. Creller also said there was a miscommunication between him and Friar and Associates regarding an application that is needed for state reimbursement.

- Marian Matthews said we may not need to get multiple quotes to hire a consultant for this, with cost less than \$15,000 and the urgent need to get this done. Friar and Associates is already familiar with our building.
- Jane Urban said it would be up to the Building Committee to select the consultant.
- Jennifer Leszczynski also listened to the Board of Selectman meeting. She wanted the public to understand that we may lose funding because letters were not sent on time. Hiring this consultant would not have been necessary if the process had been followed.

***MOTION made by Marian Matthews to authorize Chair Jane Urban to request up to \$15,000 from the non-lapsing fund to hire a consultant. Motion seconded by Kim Kouatly and carried unanimously.***

**Discussion Concerning Superintendent’s Performance Evaluation and Superintendent’s Contract  
Discussion Regarding Appointment of Acting Superintendent**

***MOTION made by Marian Matthews to enter into executive session for discussion concerning superintendent’s performance evaluation and superintendent’s contract, inviting board counsel Anne Littlefield. Motion seconded by Al Maccarone and carried unanimously. Motion amended by Marian Matthews to include discussion regarding appointment of acting superintendent. Amended motion seconded by Kim Kouatly and carried unanimously.***

The board and Anne Littlefield entered the executive session at 7:28 p.m. Anne Littlefield exited the executive session and left the meeting at 9:25 p.m. The board exited the executive session at 9:30 p.m.

**Discussion and Possible Action Concerning Superintendent’s Performance Evaluation**

***MOTION made by Kim Kouatly to extend the chair’s authority to finalize and issue the superintendent’s evaluation. Motion seconded by Marian Matthews and carried unanimously.***

**Discussion and Possible Action Concerning Superintendent’s Contract**

**Discussion and Possible Action Regarding Appointment of Acting Superintendent**

- These items will not be discussed tonight. The board will be holding a special meeting on Tuesday, 06/28/2022 at 7:00 p.m. to address these items.

**Opportunity for Public Comment**

- No public comment.

**Adjournment**

***MOTION made by Marian Matthews to adjourn the meeting at 9:32 p.m. Motion seconded by Al Maccarone and carried unanimously.***

Sara Wilson  
Recording Secretary

Ashford Board of Education  
**Special Meeting Minutes – June 28, 2022**  
**7:00 pm**  
**Meeting Electronically Via Zoom**

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**Call to Order**

- Chair Jane Urban called the meeting to order at 7:06 p.m.
- Present via Zoom were members Tess Grous, Kim Kouatly, Jennifer Leszczynski, Al Maccarone, and Marian Matthews. Jon Laughlin was absent.
- Also present via Zoom were Director of Pupil Personnel Cindy Ford, Assistant Principal Polly Borysevicz, and Zoom host Scott Waddell. There were approximately 55 members of the school staff and the public present via Zoom.

**Pledge of Allegiance**

**Board Chair Remarks**

- Jon Laughlin has indicated to the board that he intends to resign from the Board of Education. There will be a request sent out to solicit people who are interested in joining the board. The new board member must not be registered as a democrat. There are 5 democrats currently on the board, the maximum number from one party for a 7-member board.
- It is not the board's choice that they do not answer or respond to public comments. They want to stay on task for the agenda items. Sometimes public comments will result in items being added to the agenda for a future meeting. There has been frustration with the number of times the board has been in executive session in recent meetings. That is a legal requirement for the personnel issues that the board has been discussing. It is not something the board is doing to be secretive or keep information from the public.

**Opportunity for Public Comment**

- The board received communication from Dr. James Longo, former superintendent, regarding outsourcing technology services: He has heard very little positive about outsourcing technology services from other superintendents. Staff members who need IT help usually need it immediately and are more likely to get help quickly with an in-house person. The full email will be attached to the minutes.
- Dr. James Longo: If anyone has questions, feel free to send him a text or an email.
- Steve Morytko (Varga Rd.): He echoed what Dr. Longo said. He visited Savage Systems' website and was unimpressed with the company. They juxtapose the salary of the full-time person as cost savings, but he feels the school will need some local support. The town will also need some local people. Did this go through an RFP process?

**Appointment of Assistant Principal**

- Polly Borysevicz said we are excited to welcome David Eichorn to Ashford School. There were 11 people on the hiring committee. He was the unanimous number one choice.

*Kim Kouatly moved to appoint David Eichorn as the new Assistant Principal of Ashford School. Motion seconded by Al Maccarone and carried unanimously.*

- David Eichorn thanked the board for the opportunity. He said he is looking forward to working with the students, parents, and staff of Ashford School.

**Approval of Request to Broaden Scope of Specials Offered at Ashford School**

- Polly Borysevicz spoke about the difficulty finding a music teacher. She mentioned other possibilities for specials, including computer science and drama. She spoke with Kate Craven, who mentioned a computer science program called code.org.
- Kim Kouatly asked if it is a state requirement that we have music for elementary education.
- Jennifer Leszczynski spoke in support of having more arts and asked if we could get some stakeholder input.

- Tess Grous would like to get input from parents and teachers.
- Jane Urban would prefer to try to stay in the arts. Drama would be an exciting addition. She wondered if we could broaden our advertisement for a specials teacher.
- Cindy Ford said she does not think there is any state requirement for music. She said it would be good to put feelers out to the teachers and the community to see what other ideas there are.
- Polly Borysevich will proceed with getting input from parents and teachers as well as possibly working on creative advertising for a specials teacher.

#### **Discussion and Action Concerning Contract for Technology Services**

- Proposal from Savage Systems is in the agenda packet.
- Kim Kouatly spoke about her concerns, including turnaround times and what our people currently do being more than what is included in this contract.
- Jennifer Leszczynski spoke against outsourcing, saying technology is absolutely essential on an everyday basis when you teach.
- Tess Grous said before we make a hasty decision, we need to ask some important questions. Could we have someone from Savage come and speak to the board?
- Jane Urban said the proposal is dated 05/24/2022, but it just now coming before the board with our new fiscal year starting 07/01/2022. This is a 5-year contract with no way for us to get out.
- Kim Kouatly said we should get multiple estimates, and we need more time.
- Al Maccarone asked what gain there would be for Ashford School to join with the town for this service. When you have a vendor on the outside, you are dependent on when they show up.
- Kim Kouatly said it looks like the town already uses this for their phone system.
- Scott Waddell said somehow Savage Systems is in our school system, but he has no knowledge of what they are currently doing for the school. He said our business manager has a prior connection with Savage Systems.
- The board will take some more time to consider this, hoping to discuss with First Selectman Bill Falletti and possibly have an opportunity to hear from Savage Systems.

#### **Discussion and Action Concerning Exploration of After School Childcare Program**

- Sherry York said they are exploring the possibility of being able to offer an after school program run through the Ashford Parks and Recreation Department. Would Ashford School be willing to house this program?
- Discussion about the need in the community for an after school childcare program.

*Kim Kouatly moved to authorize the school administration to work with Ashford Parks and Recreation to explore an after school childcare program for children of Ashford. Motion seconded by Tess Grous and carried unanimously.*

#### **Discussion Regarding Performance Evaluation of Superintendent**

#### **Discussion Regarding Agreement with Superintendent**

#### **Discussion Regarding Appointment of Acting Superintendent**

*Al Maccarone moved to enter into executive session for discussion regarding performance evaluation of superintendent, agreement with superintendent, and appointment of acting superintendent. Motion seconded by Tess Grous and carried unanimously.*

The board entered the executive session at 8:03 p.m. The board exited the executive session at 9:06 p.m.

#### **Discussion and Possible Action Regarding Agreement with Superintendent**

*Kim Kouatly moved that the Ashford Board of Education authorize the Board Chair, Jane Urban, to enter into an agreement with Superintendent of Schools, Craig Creller, reflecting the terms and conditions of his employment through September 30, 2022 and replacing his current contract of employment. Motion seconded by Marian Matthews and carried unanimously.*

#### **Discussion and Possible Action Regarding Appointment of Acting Superintendent**

*Kim Kouatly moved, in accordance with Section 10-157 of the Connecticut General Statutes, that the Board appoint Cindy Ford as Acting Superintendent of Schools, effective July 1, 2022, subject to the following conditions: 1) approval of the Commissioner of Education in accordance with Section 10-157 of the Connecticut General Statutes; and 2) completion of*

***satisfactory negotiations on the terms and conditions of her employment and moved further that the Board Chair be authorized to negotiate, finalize, and execute the proposed employment contract with Cindy Ford on behalf of the Board. Motion seconded by Marian Matthews and carried unanimously.***

#### **Discussion and Possible Action Concerning Acting Superintendent's Legal Authority**

- Per board legal counsel, this is not necessary. There will be no action taken on this agenda item.

#### **Opportunity for Public Comment**

- Steve Morytko (Varga Rd.): Spoke congratulating the board on resolving the superintendent matter. He said Cheryl Baker retired recently from the Ashford Town Hall, and she did a lot of their website work, which may have put them in a bit of a bind. He said it may make sense at some point for the town and the school to share IT resources, but this seems rushed. He suggested it be studied carefully.
- Rick Kouatly (Eastford Rd.): Spoke in agreement with Steve Morytko. He said the effort Savage Systems put forth is minimal and that multiyear contracts need to be examined really closely. He said a 5-year contract is a red flag.
- Christina Davis (Squaw Hollow Rd.): Spoke to thank the board for their efforts to resolve the issue with the superintendent and to thank Cindy Ford for stepping up.
- Morgan Gerstenlauer (Kidderbrook Rd.): Spoke to thank the board for looking into the issues with the superintendent. As a parent and as a taxpayer, she asked to see the superintendent's review. Kim Kouatly said the superintendent's review is not public.
- Chonte Fields (Southworth Dr.): Spoke and said the superintendent was investigating an issue she raised. With Cindy stepping up, she wondered how her issue would be handled. She is waiting for his report.

#### **Adjournment**

***Marian Matthews moved to adjourn the meeting at 9:23 p.m. Motion seconded by Al Maccarone and carried unanimously.***

Sara Wilson  
Recording Secretary

Friday, July 1, 2022

To: Ashford Board of Education

Dear Mrs. Ford and Ashford Board of Education,

The purpose of this letter is to request a leave of absence from my position at Ashford School for the 2022-2023 school year in order to care for a sick family member.

At this time, I fully expect to return to work for the 2023-2024 school year. Thank you for your consideration.

Sincerely,

Hillary Lemos, M.A. CCC-SLP



# CHRISTINE DESOCIO

cbassett44@hotmail.com | 203-232-4815 | Stafford Springs, CT 06076

## Summary

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Caring and professional teacher candidate skilled in forming and fostering relationships that create a positive learning environment. Highly experienced in working with young children and their families. Dedicated to creating a culture of caring and acceptance among all learners and their families. Flexible and creative in ways that young learners find engaging.

## Education and Training

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Eastern Connecticut State University | Willimantic, CT

**Master of Science in Education**

8/2020-5/2022

Charter Oak State University | New Britain, CT

**Bachelor of Arts in Child Studies**

12/2017

Nonnewaug High School | Woodbury, CT

**High School Diploma**

06/1995

## Experience

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Somers Public Schools | Somers, CT

**Student Teacher**

01/2022-4/2021

- Completed 12 weeks in classroom setting.
- Supported students in whole group, small group, and individual instruction across all domains of learning.
- Created and implement lesson plans across all domains.
- Acted as substitute teacher in teacher's absence.
- Provided positive classroom management techniques.
- Completed all assignments assigned by University supervisor including lesson planning, supporting positive classroom culture, identifying student strengths and funds of knowledge, and implementing positive classroom management techniques.

Willington Public Schools | Willington, CT

**Student Teacher/Special Ed**

**Practicum**

4/2022-5/2022

- Completed 12 weeks in classroom setting.
- Supported students in whole group, small group, and individual instruction across all domains of learning.
- Created and implement lesson plans across all domains.
- Acted as substitute teacher in teacher's absence.
- Provided positive classroom management techniques.
- Completed all assignments assigned by University supervisor including lesson planning, supporting positive classroom culture, identifying student strengths and funds of knowledge, and implementing positive classroom management techniques.



Stafford Family Resource Center | Stafford Springs, CT  
Parent Educator  
02/2018 – 10/2021

- Visit with families weekly to discuss: child development and model ways to positively influence, family well being and protective and risk factors, and promote positive, language rich parent-child interaction for children ages 0-5 following the Parents as Teachers Curriculum.
- Assess children's development using PAT Milestones and the ASQ.
- Plan and implement activities for children ages 0-9 and their caregivers that promote positive relationships between children and adults that fosters a sense of community.
- Support and assist in Family Resource Child Care program as needed.
- Identify relevant resources for clients within local area and obtain necessary referrals when necessary.
- Maintain organized and complete records and documentation.

Discovery Zone Learning Center | Columbia, CT  
Educational Director/Assistant Director  
6/2007 - 06/2011

- Reviewed lesson plans for 8 classrooms to ensure all domains of development were addressed and developmentally appropriate for children ages 0-5 in a child care setting.
- Reviewed assessments of students to ensure children were thoughtfully assessed and progressing developmentally.
- Trained teachers and Assistant Teachers in Center policies, procedures, and expectations.
- Ensured Department of Public Health regulations were met or exceeded at all times.
- Ensured Staff met or exceeded NAEYC requirements and maintained NAEYC accreditation.
- Acted as liaison between staff, families, and Director/Owner.
- Manage child care center of 30 staff and 150 students in Director/Owner's absence.
- Worked to maintain maximum enrollment through advertisement, actively seeking new clients, provide potential clients with tours of the facility.
- Maintained financial records and provided statements for parents using ProCare Childcare Software.
- Managed incoming and outgoing funds. Maintained impeccable records.
- Created schedules for staff to ensure students were well cared for in alignment with Department of Public Health required ratios.

Discover Zone Learning Center | Columbia, CT  
Preschool Teacher  
06/2004 - 06/2007

- Planned and executed curriculum for children ages 3-5 that promoted learning in all domains of development.
- Assessed children's growth and development as least bi-annually. Compiled a portfolio of student work to track progress across all domains of development.
- Conducted bi-annual parent-teacher conferences.
- Provided a safe, nurturing, and educational environment for children ages 3-5.
- Maintained positive relationships with students, parents, and staff.
- Provided many opportunities for family engagement.
- Completed the NAEYC accreditation process.

## Skills

- CPR and First Aid Certified
- Parents as Teachers Certified
- Proficient in Microsoft Suite and Google Suite
- Personable and enjoy collaboration and teamwork



Ashford School District  
 Office of the Superintendent  
 440 Westford Rd. Ashford, CT 06278  
 860-429-1927 Phone 860-429-3651 Fax

website: [www.ashfordct.org](http://www.ashfordct.org)

Cynthia A. Ford, Acting Superintendent  
 Director of Pupil Personnel  
[cford@ashfordct.org](mailto:cford@ashfordct.org)

Deana M. Chrzan, Business Manager  
[businessmanager@ashfordct.org](mailto:businessmanager@ashfordct.org)

July 15, 2022

Judith Austin, Chair  
 Ashford Board of Finance  
 5 Town Hall Rd.  
 Ashford, CT 06278

Re: Negotiations with the Ashford Education Association

Dear Ms. Austin:

As you may know, the Ashford Board of Education (the “Board”) is scheduled to negotiate with its teacher bargaining unit for a new contract to take effect on July 1, 2023. Under the statutory timelines, we are required to negotiate in accordance with the following schedule:

Date	Action
7/18/22-8/16/22	Board of Education must meet with the municipal fiscal authority.
8/17/22	Parties must commence negotiations.
10/6/22	Parties must name a mediator if the contract has not been settled.
10/31/22	Parties must name arbitrator(s) if the contract has not been settled.

As noted above, Section 10-153d of the Connecticut General Statutes, the Board is required to meet with the fiscal authority for the municipality within the thirty-day period prior to the commencement of negotiations. In addition, the statute provides that a representative from Ashford’s fiscal authority may be present during the negotiating sessions. If the Ashford Board of Finance has already selected a representative to observe the negotiations process, please forward me the name of the individual and his or her contact information so that the Board can notify him or her regarding scheduled negotiation dates.

In accordance with the statutory requirements referenced above, the Board is willing to meet with the Board of Finance to confer regarding the negotiations process. The Board has scheduled this meeting for **[date]**, **[time]**, at **[location]**. We are looking forward to meeting with you to confer regarding the negotiations process. Feel free to call me with any questions. Thank you.

Sincerely,

Cynthia Ford  
 Acting Superintendent  
 Ashford Public Schools

cc: Jane Urban, Chair – Ashford Board of Education





## 2022 Education Legislation that May Require Summer 2022 Planning

POLICIES AND PROCEDURES		
Opioid Antagonists in Schools	<a href="#">Public Act 22-80</a> Sections 7-9	<ul style="list-style-type: none"> <li>• The new law allows school nurses or, in their absence, qualified school employees to maintain and administer opioid antagonists, on an emergency basis, to students experiencing opioid-related drug overdoses without prior written authorization, provided certain statutory requirements are met.</li> <li>• Administration of opioid antagonists must be in accordance with the new law and the board of education’s policies and procedures regarding the administration of medication.</li> <li>• Model Policy Revisions: Administration of Medication (Series 5000)</li> </ul>
Withholding Time Devoted to Physical Exercise as a Form of Student Discipline	<a href="#">Public Act 22-81</a> Section 9	<ul style="list-style-type: none"> <li>• Boards of education are already required to adopt policies concerning employees involved in preventing a student from participating in the entire time devoted to physical exercise or undirected play as a form of discipline.</li> <li>• Starting with the 2022-23 school year, the new law requires each board of education to adopt a policy, consistent with new statutory requirements, concerning the circumstances when, as a form of discipline, a school employee may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise during the regular school day.</li> <li>• Model Policy Revisions: Physical Activity, Undirected Play and Student Discipline (Series 5000)</li> </ul>
Policies on Reporting Child Abuse and Neglect	<a href="#">Public Act 22-87</a> Section 5	<ul style="list-style-type: none"> <li>• Boards of education are already required to adopt a written policy for the mandatory reporting of suspected child abuse or neglect by a school employee. Under existing law, the policy must be distributed annually to all school employees.</li> <li>• The new law requires that this annual distribution now be done electronically. In addition, starting with the 2022-2023 school year, boards of education must distribute electronically a copy of the guidelines on identifying and reporting child sex abuse developed by the Governor’s task force on justice for abused children to all school employees, board members, and the parents and guardians of enrolled students.</li> <li>• Model Policy Revisions: Child Abuse, Neglect and Sexual Assault Reporting (Series 4000)</li> </ul>
Student Truancy	<a href="#">Public Act 22-47</a> Section 16	<ul style="list-style-type: none"> <li>• Boards of education are already required to adopt policies and procedures concerning truant students that contain specific requirements.</li> <li>• The new law further requires that boards of education include the following in their policies and procedures concerning truant students: 1) on or before September 1, 2023, the adoption and implementation of a truancy intervention model developed by the State Department of Education (“SDE”) that accounts for mental and behavioral health; 2) providing notice to the parent or guardian of a child who is truant of the information concerning the existence and availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools</li> </ul>

# SHIPMAN

		<p>described in General Statutes Section 17a-22rt; and 3) on and after July 1, 2023, a requirement that an appropriate school mental health specialist conduct an evaluation of each child who is a truant to determine if additional behavioral health interventions are necessary for the well-being of the child. While #1 and #3 are not required to be implemented until 2023, #2 is required as of July 1, 2022.</p> <ul style="list-style-type: none"> <li>• Model Policy Revisions: Attendance, Truancy and Chronic Absenteeism (Series 5000)</li> </ul>
Student Trauma Assessment Added to the Strategic School Profile	<a href="#">Public Act 22-47</a> Section 20	<ul style="list-style-type: none"> <li>• Existing law requires each school district superintendent to annually submit to the SDE a strategic school profile that, among other things, provides information on measures of student needs.</li> <li>• Beginning July 1, 2022, boards of education are now required to include, as part of this category, a needs assessment that identifies resources necessary to (1) address student trauma impacting students and staff in each school and (2) adequately respond to students with mental, emotional, or behavioral health needs.</li> <li>• Model Policy Revisions: None at this time</li> </ul>
Advanced Course or Program/Challenging Curriculum/Equitable Identification of Gifted and Talented Students/FAFSA Completion Rates		<ul style="list-style-type: none"> <li>• Although not part of the 2022 legislative session, in 2021, the General Assembly passed laws requiring boards of education to adopt policies, by July 1, 2022 and consistent with statutory requirements, regarding the following: <ul style="list-style-type: none"> <li>○ Policy concerning the eligibility criteria for student enrollment in an advanced course or program</li> <li>○ Challenging curriculum policy</li> <li>○ Policy for the equitable identification of gifted and talented students</li> <li>○ Policy to improve completion rates of the FAFSA</li> </ul> </li> <li>• Model Policy Revisions: Completed during 2021-2022 school year</li> </ul>
<b>EMPLOYEE MATTERS</b>		
Minimum Duty-Free Lunch Periods for Teachers	<a href="#">Public Act 22-80</a> Section 14	<ul style="list-style-type: none"> <li>• Current law provides that all professional certified employees of a school district who work directly with children must have a guaranteed, duty-free period for lunch.</li> <li>• Effective July 1, 2022, this period must be (1) uninterrupted and (2) the greater of 30 minutes or the amount of time prescribed in the appropriate collective bargaining agreement.</li> <li>• Model policy revisions: None at this time</li> </ul>
Paraeducator Professional Development	<a href="#">Public Act 22-118</a> Sections 257 and 258	<ul style="list-style-type: none"> <li>• Effective July 1, 2022, the new law (1) requires school districts' professional development and evaluation committees to develop, evaluate, and annually update a comprehensive professional development plan for paraeducators beginning in the 2022-2023 school year, in accordance with statutory requirements, and (2) requires paraeducators employed by a board of education to annually participate in professional development beginning in the 2022-2023 school year.</li> <li>• Model Policy Revisions: None at this time</li> </ul>

# SHIPMAN

Career and Technical Pathways Instructor Permit	<a href="#">Public Act 22-80</a> Section 24	<ul style="list-style-type: none"> <li>• The new law authorizes the State Board of Education, for the 2022 and 2023 school years, to issue career and technical pathways instructor permits if requested by a board of education or regional educational service center.</li> <li>• Such permits allow individuals who meet specified criteria to teach part time, up to 20 classroom hours per week, in the following specialized fields: manufacturing, allied health, computer technology, engineering, or the construction trades, provided other requirements are also met.</li> <li>• Model Policy Revisions: None at this time</li> </ul>
Employee Freedom of Speech and Conscience	<a href="#">Public Act 22-24</a>	<ul style="list-style-type: none"> <li>• Effective July 1, 2022, the new law generally prohibits employers from disciplining or discharging (i.e., penalizing) an employee or threatening to do so because the employee refused to attend employer-sponsored meetings, listen to speech, or view communications primarily intended to convey the employer’s opinion about religious or political matters (i.e., “captive audience meetings”).</li> <li>• The prohibition covers meetings with the employer or its agent, representative, or a designee.</li> <li>• Model Policy Revisions: None at this time</li> </ul>
Behavior Intervention Meetings	<a href="#">Public Act 22-47</a> Section 19	<ul style="list-style-type: none"> <li>• Beginning with the 2022-2023 school year, any classroom teacher may request a behavior intervention meeting with the crisis intervention team for the school for any student whose behavior has caused a serious disruption to the instruction of other students, or caused self-harm or physical harm to such teacher or another student or staff member in such teacher’s classroom. The crisis intervention team shall, upon the request of such teacher, convene a behavior intervention meeting regarding such student. The participants of such behavior intervention meeting shall identify resources and supports to address such student’s social, emotional and instructional needs.</li> <li>• Model Policy Revisions: None at this time</li> </ul>
<b>STUDENT MATTERS</b>		
Remote Learning	<a href="#">Public Act 22-80</a> Section 25	<ul style="list-style-type: none"> <li>• Last year, the General Assembly passed legislation allowing local and regional boards of education to authorize remote learning, for the school year beginning July 1, 2022, for students in grades nine through twelve, if school districts (1) provide instruction in compliance with the SDE’s standards for remote learning, and (2) adopt a policy regarding the requirements for student attendance during remote learning.</li> <li>• Effective July 1, 2022, the new law requires districts to prohibit dual instruction, defined as “the simultaneous instruction by a teacher to students in-person in the classroom and students engaged in remote learning,” as part of a remote learning model.</li> <li>• The new law also expands the authority of boards of education to permit remote learning for students in grades kindergarten through twelve, beginning with the 2024-2025 school year.</li> </ul>

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		<ul style="list-style-type: none"> <li>Model Policy Revisions: Revisions to Credit for Online Courses/Remote Instruction completed during 2021-2022 school year</li> </ul>
Pipeline for Connecticut's Future Program	<a href="#">Public Act 22-81</a> Section 5	<ul style="list-style-type: none"> <li>Current law allows local or regional boards of education to set up a "Pipeline for Connecticut's Future" program with local business to create onsite student training opportunities for course credit.</li> <li>Effective July 1, 2022, the new law requires SDE, in collaboration with the Department of Labor (DOL), to administer this program.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Family Care Coordinators	<a href="#">Public Act 22-81</a> Section 8	<ul style="list-style-type: none"> <li>Beginning in the 2022-2023 school year and for each subsequent school year, the new law requires each board of education to hire or designate an existing employee to serve as the district's family care coordinator.</li> <li>The family care coordinator must work with school social workers, school psychologists, and school counselors in the district and serve as the school system's liaison with mental health service providers to (1) provide students with access to mental health resources in the community and (2) bring mental health services to students inside of the school.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Information About the Availability of Technical Education and Career Schools and Regional Agricultural Science and Technical Education Centers	<a href="#">Public Act 22-125</a> Section 3	<ul style="list-style-type: none"> <li>Effective July 1, 2022, the new law directs boards of education to require that their school counselors provide information to middle and high school students and their parents on the availability of (1) vocational, technical, technological, and postsecondary education and training at technical education and career schools and (2) agricultural science and technology education at regional agricultural science and technology education centers.</li> <li>The new law also requires school boards to publish this information on their websites.</li> <li>Model Policy Revisions: Annual Notifications</li> </ul>
Special Education Disability Terminology	<a href="#">Public Act 22-47</a> Section 67	<ul style="list-style-type: none"> <li>Beginning July 1, 2022, the new law requires SDE and boards of education to use the term "emotional disability" instead of "emotional disturbance" when administering and providing special education.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Connecticut School Health Survey	<a href="#">Public Act 22-87</a> Sections 1-3	<ul style="list-style-type: none"> <li>The new law requires the Department of Public Health ("DPH"), beginning in the 2022-2023 school year and biennially thereafter, to administer the Connecticut School Health Survey to students in grades nine to twelve, provided DPH receives funding from the Centers for Disease Control and Prevention ("CDC"). The DPH will provide guidelines to boards of education regarding the administration of the survey to high schools selected at random by the CDC and boards of education will then administer the survey in accordance with the provided guidelines. The new law further requires the SDE, by January 1, 2023, and in consultation with DPH, to develop a uniform parental notification policy and form for boards of education to use in administering the survey.</li> </ul>

		<ul style="list-style-type: none"> <li>Model Policy Revisions: None at this time</li> </ul>
<b>GRANT OPPORTUNITIES</b>		
Grant Program for School Social Workers, Psychologists, Counselors, Nurses, and LMFTs	<a href="#">Public Act 22-80</a> Sections 4 and 5, as revised by Sections 7 and 8 of <a href="#">Public Act 22-116</a>	<ul style="list-style-type: none"> <li>The new law requires the SDE to administer a program, for the fiscal years ending June 30, 2023 through June 30, 2025, to provide grants for boards of education to hire and retain school social workers, school psychologists, school counselors, school nurses, and licensed marriage and family therapists.</li> <li>Model Policy Revisions: None at this time</li> </ul>
School-based Health Center Expansion Grant Program	<a href="#">Public Act 22-80</a> Section 12	<ul style="list-style-type: none"> <li>The new law directs the Department of Public Health (“DPH”) to administer a school-based health center (“SBHC”) expansion grant program for the fiscal year ending June 30, 2023 to provide grants to certain operators of SBHCs to expand the centers and the services they provide.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Indoor Air Quality Grant Program	<a href="#">Public Act 22-118</a> Section 367	<ul style="list-style-type: none"> <li>The new law directs the Department of Administrative Services (“DAS”) to administer a reimbursement grant program for costs related to indoor air quality improvements in school buildings. It allows local or regional boards of education or regional education service centers to apply for the grants to reimburse costs associated with projects to install, replace, or upgrade HVAC systems or other improvements. Boards may submit an application for a project that (1) began on or after March 1, 2020, and was completed before this act’s effective date or (2) began on or after this act’s effective date.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Grant for Student Mental Health Specialist	<a href="#">Public Act 22-47</a> Section 13	<ul style="list-style-type: none"> <li>The new law requires the SDE to administer a program to provide grants for the fiscal years ending June 30, 2023 to June 30, 2025 to boards of education for hiring student mental health specialists. Boards may file grant applications with the Commissioner of Education beginning on January 1, 2023.</li> <li>Model Policy Revisions: None at this time</li> </ul>
Grant for Delivery of Student Mental Health Services	<a href="#">Public Act 22-47</a> Section 14	<ul style="list-style-type: none"> <li>The new law requires the SDE to administer a program to provide grants for the fiscal years ending June 30, 2023 to June 30, 2025 to boards of education, youth camps, and other summer program operators for delivery of student mental health services. Boards may file grant applications with the Commissioner of Education beginning on January 1, 2023.</li> <li>Model Policy Revisions: None at this time</li> </ul>



# **Savage Systems**

**Computing Evolved.**

**Town of Ashford  
and**

**Ashford Board of Education**

**Managed IT Proposal**

**Submitted on May 24, 2022**

# Solutions Overview

First Selectman William A Falletti and Superintendent Cynthia Ford:

Thank you for the opportunity to submit our proposal for IT Services to help you take the hassle out of managing your IT. Based on our recent conversation, we understand that you are after:

- A local IT Support Business (that is not a one-man band or costly employee)
- Fast and dependable IT support (no answering machines)
- A company that understands how Town Halls and Public Schools function

Our goal is to do everything we can to make sure you we give you reliable, cost effective, fast and most of all WORRY-FREE IT Support, so that you can focus on what you do best; running your Town Hall and School.

- We provide the following:
  - Local US Based Helpdesk - A friendly IT Helpdesk at your service
  - Monitoring - 24/7/365 Monitoring of your IT and Cloud Infrastructure
  - Security and Disaster Recovery (backup) systems and monitoring
  - Antivirus Software and Monitoring, including Endpoint Detection and Response (EDR)
  - IT Planning - Regular IT Catch-up on budgets/planning
  - Network Infrastructure Design; as your technology needs grow, we grow with you
  - Vendor Management - we deal with your other IT vendors on your behalf
  - Fixed Costs – all for the one fixed monthly price
  - VOIP Telephony and Unified Communications Platform
- You get the following:
  - Faster IT systems allowing for better productivity
  - Fixed monthly costs, allowing for easy budgeting
  - Regular reporting so you know what's happening
  - Reduced downtime with proactive monitoring and maintenance
  - PEACE OF MIND

*As a special surprise gift from Savage Systems to the Town of Ashford and Ashford Board of Education; This proposal includes a hosted VOIP Telephony System for up to 120 Extensions for both entities. For the Town, this will represent a cost savings of \$3,203.40 as they are currently paying separately for our VOIP services. The school will need to purchase new phones, but this will replace any Telco and PBX costs you currently have, excluding any copper phone lines needed to support elevators and/or security/fire systems.*

We'd love the opportunity to become your IT Provider and thank you for the opportunity!

Warm Regards,



Eric Gould & The Team @ Savage Systems

# Your Investment

## AFFORDABLE TECHNOLOGY SERVICE FOR PUBLIC EDUCATION

Please find pricing and agreement details below

### YOUR FIXED FEE IT SOLUTION INCLUDES:

SERVICES		Total	
<b>Fixed Fee IT Remote Support Agreement providing unlimited onsite, remote and in house IT Support for the Town of Ashford and Ashford Board of Education</b> Remote and Onsite Business Hours Helpdesk Support Guaranteed Response Time / Service Level Agreement 24/7/365 Server and PC Monitoring Backup Monitoring and Testing Antivirus and Security Software and Monitoring Server and PC Maintenance Monthly Executive Report Quarterly CIO/IT Management Meeting 1 to 1 Computing Support for Students and Faculty <b>VOIP Telephony and Unified Communications (Phone System, PBX) Service for up to 120 Extensions!</b> Wordpress CMS Support and Training Hybrid Virtual Meeting Support and Training		<b>Ashford Board of Education Portion:</b> <b>\$79,500.00</b> per year (paid in monthly increments of <b>\$6,625.00</b> )  Town of Ashford Portion: <b>\$21,600.00</b> per year (paid in monthly increments of <b>\$1,800.00</b> )	
OPTIONAL SERVICES		QTY	Total
1	<b>Scheduled Weekly Half-Day Onsite Visit (Monthly Charge)</b>	2	\$0
2	<b>Daily Half Day Visits For First 2 Months of the 2022-2023 School Year</b>	1	\$0
<b>TOTAL PRICE PER MONTH</b>			<b>\$8,425.00</b>
<b>TOTAL PRICE PER YEAR</b>			<b>\$101,100.00</b>
Commitment Term			<b>5 Years</b>

*\*All Prices quoted are exclusive of any applicable sales tax.*

# Fixed Fee Agreements

## UNLIMITED REMOTE HELPDESK



A friendly local US based Helpdesk where you can call or email for all your IT issues.

## ONLINE AND ONSITE SUPPORT



Friendly onsite engineers available for any IT assistance you might need; desk moves, new server installs, network design, Smartboard installs etc.

## VENDOR MANAGEMENT



We can act on your behalf with your IT vendors (e.g. software vendors, multi-function printers and more).

## REGULAR CIO MEETINGS



A regular quarterly catch up with your Account Manager to budget and plan for the future.

## FIXED FEE COSTS



Imagine being able to know your IT costs well in advance. Makes for easy budgeting right?

## EXECUTIVE REPORTING



You will receive a monthly easy to read IT Executive Report with metrics that matter.

## AFTER HOURS SUPPORT



We have 24/7/365 support available for those critical after hours emergencies.

## 24/7/365 MONITORING



Our Helpdesk continually monitors for issues that could affect your network and proactively works on them.

## PROACTIVE MAINTENANCE



Keep your network up to date with Microsoft, Adobe, Java, Chrome, Firefox and other updates automatically delivered!

## CENTRAL ACCESS PORTAL



A web based portal where you and your staff can access things such as Open Tickets, Invoices, Agreements and more.

Last but not least, with all of the above working together on your network, you will have Peace of Mind that IT is not one of the worrying parts of your business – THAT'S OUR NUMBER ONE GOAL

# About Savage Systems

## Who are we?

For the past 20 years Savage Systems has been providing computer support, flat rate outsourced IT Services and network design and implementation solutions to small business, small government, and public education clients in the CT, MA and RI area. Our team has the skills and motivation to support the technology you use every day to operate your organization and we are absolutely delighted to provide support for your users!

Our services are focused around the idea that being proactive is far better than being reactive... We monitor, maintain and properly design your network so that you have less problems and can spend more time focusing on what's most important; running your organization.

We've been around since 2002 and have extensive experience in installing, configuring and maintaining IT Infrastructure for small to medium sized businesses, small government, and public education. We are able to understand our clients' needs and plan and implement solutions that work for your organization, both in the short term and long term.

## Our Work

Approximately 80% of our work is performed offsite via the use of various remote management tools and access methods. This allows us to be able to respond very quickly to fix a problem you or your staff may have. If we aren't able to quickly resolve your issue remotely, we will head out to your location as soon as possible! Our goal is to keep you up and running at all times and we work hard towards that goal.

# Frequently Asked Questions

## What is covered under this Agreement?

Please check your individual agreement, however as a rule of thumb, everything related to keeping your existing IT environment in tip-top shape is covered.

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## What are the standard Helpdesk Hours?

Our helpdesk is available 8am – 6pm Monday to Friday excluding some CT State Holidays.

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## Can I have regular onsite visits?

Absolutely, in fact we encourage every client of ours to have regular visits. Most productivity affecting IT issues go ignored until the IT person “walks past”.

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## How is pricing managed?

Town Hall and Public School agreements are based on agreed upon pricing. Some additional costs, like software and cloud service licensing, may be based on per user (like Google Workspace, Office365, Town of Education specific software, etc)

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## Do you support students with 1 to 1 computing?

Yes! We support Windows, Mac, IOS, Android and Chromebook based 1 to 1 computing setups for School Systems. That includes support for standardized testing!

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## Do you support Tablets and Phones?

Absolutely, we live in an age where everyone is connected all the time and we can assist your team with this.

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## Are Projects covered in my Agreement?

Typically, projects are quoted separately to your ongoing monthly Agreement. However, our Town Hall and School System agreements include project work (excluding infrastructure wiring).

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## When is After Hours Support Available?

Simple, 24x7x365. Whilst we may not be able to respond as fast as we can during business hours, we will always aim to do our best.

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## What technologies do you support?

We have in-house experience with loads of different technologies (Microsoft, Apple, Google, and much more).

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## Is the Cloud useful for my business?

We strongly believe a “Hybrid Approach” is currently the best approach to utilizing Cloud technologies. A mixture of onsite and offsite infrastructure works for most businesses.

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## Can I cancel my Agreement?

Absolutely, if we break any of the conditions, we promise to you, you have grounds to cancel your agreement with us and walk away.

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## Do you have standard forms we can use?

Absolutely, we have a vast array of Computer and Email Policies, Privacy Policies and Other forms. Ask us for more details.

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# Guaranteed Response Time

We always aim to hit our “Response Target” when it comes to responding to your issues, however we absolutely guarantee we will respond by the “Response Guarantee” times listed below:

PRIORITY	EXAMPLE	RESPONSE GUARANTEE	RESPONSE TARGET
 Critical	Entire Company Offline (Call Us!)	1 Hours	15 Mins
 High	Department Offline (Call Us!)	4 Hours	1 Hour
 Medium	User PC Offline	8 Hours	4 Hours
 Low	New User Setup/Maintenance	24 Hours	8 Hours

## Next Steps

- Accept the proposal as is by signing below, or call or email me to discuss any required changes
- We will generate and email our Service Agreement for you to sign and send your first Invoice for next month’s service (we give you the first part-month of service leading up to the agreement start date for free as a “Welcome Thank You”)
- We book in a “Meet the Team” appointment to start the onboarding process and introduce you to your assigned “Account Engineer”

**We start working together supporting your organization!**

**By signing below, you agree that you understand and accept the terms of this proposal.**

Accepted by:

---

Eric Gould

Savage Systems

Date

---

Authorized Signature

Town of Ashford

Date

---

Authorized Signature

Ashford Board of Education

Date

William A Falletti  
First Selectman  
Town of Ashford

Cynthia Ford  
Superintendent of Schools  
Ashford Board of Education

Hello!

We are absolutely thrilled to partner with the Town of Ashford and Ashford Board of Education to handle your IT needs!

We really don't like long and boring legal documents (who does?).

But it is important to have some things written down so that we both know what's what, who should do what and when, and what will happen in the unlikely event something goes wrong.

We try hard to not include complicated legal terms or long passages of unreadable text in our Agreement and we have no desire to trick you into signing something that we've tried to hide in legalese. Our desire is to provide great service, advise and planning in order to allow your faculty and staff to focus on their core objectives. Imagine your users coming in to work everyday to be greeted by technology that just works!

However, we do want what's best for the safety of both parties, now and in the future.

We can't wait to start working with you!

Talk soon.

Warm Regards,



Eric Gould & The Team @ Savage Systems



# OVERVIEW

We love simplicity – so in short;

You *The Town of Ashford and Ashford Board of Education*,

located at *5 Town Hall Road and 440 Westford Road in Ashford, CT* (“You”, “Yourself” or “Your”)

are engaging us *Savage Systems, LLC*

of *84 Providence Street in Putnam, CT* (“We”, “Us” or “Our”)

to provide:

The services to you as outlined in this Agreement for the pricing as outlined in our **initial Proposal**.

**You:** You have the authority to enter into this agreement on behalf of Your Organization and will do everything you can to allow Us to provide Our World Class services to You.

**Us:** We have the experience and ability to do everything we’ve agreed with You and We’ll do it all in a professional and timely manner.

We’ll endeavour to provide World Class support to You and on top of that We’ll maintain the confidentiality of everything We come across.

**Of course, it’s a little more complex than that and there are a few more areas we need to cover, so let’s get down to the Finer Details!**

## THE FINER DETAILS

### OUR GENERAL TERMS AND CONDITIONS

All of the Terms in this Agreement are in addition to Our *General Terms and Conditions*, which can be found at <http://www.savageweb.net>.

By signing this Agreement, you also agree to those *General Terms and Conditions*.

For any terms that exist in both, the terms in this Agreement will override.

### COMMITMENT TERM

The minimum term that You have agreed to use Our Services is outlined in Our Proposal to you and is referred to as the Commitment Term.

The Commitment Term begins from the first day of the next month (after the date of accepting Our Proposal) unless otherwise noted in the Proposal.

After the expiry of the Committed Term, an extension of the Term will automatically commence for 1 year, unless earlier terminated as outlined in the 'Termination' section below.

## TERMINATION

You agree that if You need to Terminate this Agreement before the end of the Commitment Term, You agree to pay Us the current Agreement Fee multiplied by the number of months left in the current Commitment Term within 14 days of providing Us Notification of Termination.

Should there be any pricing adjustments made to this Agreement during a Commitment Term, the Plan Fee used to calculate any Termination Payment will be based on the latter of the original Proposal or any updated Pricing adjustments made in writing from Us to You.

All Termination requests must be made in writing to: [eric.gould@savageweb.net](mailto:eric.gould@savageweb.net)

## ESCALATION

While We strive to provide You with the best possible support at all levels, We leave an open communication channel right up to "the big boss" for You in the event You ever need to Escalate an issue further

If you ever need to escalate a Service Request or Issue, you agree to use the following escalation order to ensure quickest possible resolution time.

### **1. Team Leader**

**Name:** Christopher Horne

**Email:** [chris.horne@savageweb.net](mailto:chris.horne@savageweb.net)

**Phone:** 860.928.3422

## 2. Service Manager

**Name:** Wade Manuilow

**Email:** [wade.manuilow@savageweb.net](mailto:wade.manuilow@savageweb.net)

**Phone:** 860.928.3422

## 3. Managing Director / CEO

**Name:** Eric Gould

**Email:** [eric.gould@savageweb.net](mailto:eric.gould@savageweb.net)

**Phone:** 860.928.3422

**Please note that these Escalation Points are not to be used for lodging Service Requests.**

All Service Requests must be lodged through the normal methods as outlined in our General Terms and Conditions.

# OUR RESPONSIBILITIES

## OUR RESPONSE TIME GUARANTEE

We agree to respond to your Service Requests within the Maximum time frames set out in **Appendix A**.

If the support request is lodged outside Our Business Hours Our Response Time Guaranteed does not apply. We will still work on your Service Request as fast as possible, however it will be on a best effort basis.

Response Times are calculated as per the Definition as outlined in **Appendix E**.

Response Times are Guaranteed maximum times to respond to a Service Request.

Please see **Appendix B** for a list of the types of Service Requests that our Response Time Guarantee does not apply to.

## SERVICE REQUEST PRIORITIES

We classify Service Request priorities as shown in **Appendix A**.

These priorities tie directly in with Our Response Time Guarantee to provide you with information about how quickly We will respond to Your issues.

If you require a Service Request that would normally be classed as a High, Medium or Low priority to be escalated and remediated as a Critical Priority – then You can request for an “Emergency Upgrade”. Please see our Rate Schedule for more information on “Emergency Upgrades”.

As we know, not everything in life fits into a box so the final decision on classifying the priority of an issue will be made by Our responding technician.

## WHAT’S COVERED

As part of this Agreement, we endeavour to include all of the day to day IT support items that are typically required to run a typical Business Technology Baseline Infrastructure.

You can see a list of all the items we will cover under this Agreement in **Appendix C**.

It’s important to note that anything not included in **Appendix C** is explicitly excluded from Your Agreement and will be billed at our normal rates as found on our Rate Schedule.

From time to time, we may provide support for items not explicitly included in **Appendix C** without charge – **however we will do this at our sole discretion**.

## SCHEDULED SITE VISITS

As part of this Agreement, we will perform Quarterly Onsite Visits as indicated in the Proposal.

These visits are typically 2 hours in length and will be attended by one of our Team.

During these visits, we will perform a physical inspection and clean, if necessary, of all your Networking and Server Infrastructure at your main site.

We will send your Primary IT Contact a reminder email 7 Business Days before every Onsite Visit so You and Your team can have any requests

We will select the recurring day and time with You during the Onboarding process.

You agree to give us at least 7 Business Days’ notice if you need to re-schedule or amend an upcoming Visit. If You don’t give us at least 7 Business Days’ notice, that monthly or quarterly site visit allowance will still be counted as used.

## REPORTING

Each week, we will email Your Primary IT Contact a list of any Service Requests that we currently have in Our system that are currently waiting on input from You. This is to help figure out what Service Requests may be on hold whilst We are waiting on more information from someone on Your team.

Each month, we will email an Executive Summary report to Your Primary IT Contact with metrics from the previous months use of our services.

This report will contain metrics such as:

- ⇒ Number of Service Requests Opened and Closed for the Month
- ⇒ Antivirus Coverage Disposition
- ⇒ Windows Update Statistics
- ⇒ Device Breakdown

We may modify the metrics We use in this report from time to time as We continually improve how we report to Our clients.

## QUARTERLY BUSINESS REVIEWS

As part of this Agreement – every quarter We will provide to You to a Quarterly Business Review Session. Think of this session as meeting with your Virtual IT Manager.

In this session, we run through items such as, but limited to, the following:

- ⇒ Last Quarters Metrics
- ⇒ Your Plans for the next Quarter
- ⇒ Refresh Cycle Update / Minimum Standards
- ⇒ Technology Budget Update
- ⇒ Technology Update
- ⇒ Anything else you need to raise / discuss related to your IT

You agree to allocate 2 hours to each of these sessions to ensure that We can provide our Service to You at the world class levels that We strive for.

You agree to give us at least 5 Business Days' notice if you need to re-schedule or amend an upcoming Quarterly Business Review. If You don't give us at least 7 Business Days' notice, that quarters Business Review will still be counted as used.

# YOUR RESPONSIBILITIES

## MINIMUM STANDARDS

There are some Hardware and Software requirements that You need to have in place in order for Us to meet Our Service obligations:

- ⇒ All servers with Microsoft Windows Operating Systems must be running Windows Server 2016 or later and have all of the latest service packs and critical updates installed.
- ⇒ All computers with Microsoft Windows Operating Systems must be running Windows 10 or later and have all of the latest service packs and critical updates installed.
- ⇒ All server and computer operating systems and software must be genuine, licensed, and vendor supported.
- ⇒ The environment must have a currently licensed, up-to-date and Vendor-Supported Server-based Antivirus Solution protecting all Servers, Desktops and Notebooks/Laptops. (typically provided as part of our service contract)
- ⇒ The environment must have a currently licensed, Vendor-Supported Disaster Recovery (backup) Solution that can be monitored, and send notifications on job failures and successes. (typically provided as part of our service contract)
- ⇒ The environment must have a currently licensed, Vendor-Supported Hardware Firewall between the Internal Network and the Internet.
- ⇒ All Wireless data traffic in the environment must be securely encrypted.

We will update this list from time to time as certain technologies age and other technologies are released and tested by us.

If You do not have all of these Minimum Standards in place before Your Agreement start date, we will work with you on a plan to bring your Network up to our Minimum Standards.

We understand that this may take some time depending on timing and budgets so we will do our best to support any items that do not currently meet Our Minimum Standards.

However, if an item requiring support does not meet our Minimum Standards, it will be at our sole discretion whether we charge You for any time incurred for supporting that Item.

## APPROVED BUSINESS SOFTWARE

The list in **Appendix D** shows all of the Approved software that can be installed on any of the Computers or Devices covered by this Agreement.

This doesn't mean that all other software can't be installed – it simply means that if other software is installed, then it's up to our sole discretion whether we cover any Service Requests related any other Software under the scope of this Agreement.

If We deem any Service Requests to be Out of the scope of This Agreement, We will ask for Your approval before performing any work.

This list may change over the time we work together under this Agreement. We will email any updates to this list to Your Primary IT Contact.

## LODGING OF SERVICE REQUESTS

The process for lodging Service Requests is outlined in Our General Terms and Conditions as referenced in the General Section of this Agreement.

Critical and High Priority Service Requests must be lodged via phone only otherwise Our Response Time Guarantee will only be applicable at Our Medium priority level for these .

It's important You and Your team follow this process to ensure You are guaranteed to receive the support at the levels We have promised.

You agree to make sure Your team is aware of any restrictions You have in place regarding who is authorized to lodge Service Requests, as all requests received by us will be chargeable and/ or allocated against this Agreement.

## ACCESS REQUIREMENTS

You agree to allow Us full and free access to Your computers, associated equipment. Your premises and Your team for the purposes of providing the Services in this Agreement.

## PRIMARY IT CONTACTS

You agree to nominate from Your team a Primary IT Contact and a Secondary IT Contact (who We will treat as the Primary IT Contact should the current Primary IT Contact not be available).

When issues of Critical and High Priority are happening, your Team are to channel all communication through these people during business hours.

This allows Our team to work most effectively in restoring Your services as fast as possible, instead of fielding calls from multiple sources about the same problem.

The Primary IT Contact is to inform all staff at these times, to ensure fast resolutions.

The role of the Primary IT Contact is to also assist Our team to be the eyes and hands onsite, to allow them to remotely diagnose and solve issues in the fastest possible manner.

You will be asked to provide the details of your nominated Primary and Secondary IT Contacts during your Onboarding process, and you agree to update us if and when these Contacts change during the Term of this Agreement.

### THIRD PARTY AUTHORIZATIONS

In order to be able to assist You quickly in times of need, You need to make sure We are authorized to work with all of Your external Vendors that We may require to work with to provide you Our Service.

This includes but is not limited to Your Internet Service Provider, Your Web and Domain Hosting Provider and Your Telephony Provider.

During your Onboarding process We will run through with You to determine all the Vendors You will need to give authorization to. You can use the template found in **Appendix F** to assist.






If You start working with any new Vendors that We will need to interact with after We start work on this Agreement, You agree to make sure that We are authorized to act on Your behalf on commencement of Your relationship with the new Vendor.



# APPENDIX A

## GUARANTEED RESPONSE TIMES & PRIORITY LEVELS

The following table shows the Guaranteed Response times for each priority level and provides priority level examples.

PRIORITY	EXAMPLES	GUARANTEED RESPONSE TIMES
 <b>Critical</b>	Your Main Server is offline and all users are unable to work.	1 Hour
	One of your Network Switches has failed and stopped half the company from working.	
	A VPN link between 2 x offices is offline causing one office to be unable to work.	
 <b>High</b>	Your Internet Connection is offline, users can still work locally	4 Hours
	Your CEO's computer has stopped working	
	Your main Accounting Software has stopped working	
 <b>Medium</b>	A user's desktop won't turn on so they can't work	8 Hours
	One of the main printers is not working, but users can print to another one	
	A user is having problems connecting to the Wireless network	
 <b>Low</b>	Printing is slower than normal	24 Hours
	A single user is unable to scan	
	A user needs a program installed on their PC	
 <b>No Priority</b>	Pro-Active maintenance of systems	N/A

# APPENDIX B

## RESPONSE TIME GUARANTEE EXCLUSION LIST

The Response Time Guarantee does not apply to:

- ⇒ Additions, moves or changes to users, devices, configurations, or network
- ⇒ Issues lodged in any other manner than specified in this Agreement and our *General Terms and Conditions*
- ⇒ Issues lodged outside Our Business Hours
- ⇒ Items caused by Hardware or Software not meeting our Minimum Standards
- ⇒ Service Requests related to Software not on our Approved Software List (see Appendix D)
- ⇒ Service Requests for issues that have been caused by You not acting on advice or recommendations given by Us
- ⇒ Service Requests for Issues caused by You or third parties modifying any Hardware or Software Configuration

# APPENDIX C

## AGREEMENT INCLUSION LIST

DESCRIPTION	FREQUENCY	INCLUDED
<b>→ CONSULTING</b>		
Onsite Quarterly Business Review (QBR)	Quarterly	YES
IT Budget/Equipment Replacement Planning	Quarterly	YES
<b>→ DESKTOP, LAPTOPS AND SERVERS</b>		
Setup New Profiles on Desktops and Laptops	As Needed	YES
Add / Edit / Delete User Accounts	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & Files)	As Needed	YES
Setup & Maintain Security Groups	As Needed	YES



Setup & Maintain Network Drives	As Needed	YES
Restore Files from Backups <sup>(1)</sup>	As Needed	YES
Troubleshoot Operating System Not Working	As Needed	YES
Troubleshoot Microsoft Office Not Working	As Needed	YES
Troubleshoot Anti-Virus Not Working	As Needed	YES
Reboot Servers	As Needed	YES
Troubleshoot Hardware Issues <sup>(3)</sup>	As Needed	YES
Hard Drive Clean-up (Remove Temp & Unnecessary Files)	As Needed	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES
Microsoft Patch Management (Service Packs & Updates)	Daily	YES
Update Approved Common 3 <sup>rd</sup> Party Applications (Edge/Chrome/Firefox, Adobe Reader, PDF Creator, Java, etc)	Daily	YES
Monitor all Critical Server and Computer Services and Fix	24x7x365	YES
Monitor Anti-Virus Running & Protection Enabled	24x7x365	YES
Monitor Anti-Virus Definitions +Updating Correctly	24x7x365	YES
Monitor Anti-Malware Running & Protection Enabled	24x7x365	YES
Monitor Anti-Malware Definitions Updating Correctly	24x7x365	YES
Monitor Hard Disk Health + Space & Defrag if Necessary	24x7x365	YES
Monitor High CPU Usage	24x7x365	YES
Monitor Security and Event Logs	24x7x365	YES
Roll out our Best Practise Security Policies	On-Going	YES
<b>→ BACKUPS AND DISASTER RECOVERY</b>		
Monitor Server and Computer Backups <sup>(1)</sup>	24x7x365	YES
Troubleshoot Server and Computer Backup Failures <sup>(1)</sup>	As Needed	YES
Monitor Office365 or Google Workspace Backups <sup>(1)</sup>	24x7x365	YES



Troubleshoot Office365 or Google Workspace Backup Failures <sup>(1)</sup>	As Needed	YES
Manual Test Restore & Report of All Approved Backups <sup>(1)</sup>	Monthly	YES
<b>→ PRINTERS</b>		
Clear & Reset Printer Queues	As Needed	YES
Troubleshoot Printer Issues	As Needed	YES
Add / Edit / Delete Printer Mapping Group Policies	As Needed	YES
Add / Edit / Delete Printer Drivers for Existing Printers	As Needed	YES
Troubleshoot Printer Hardware Issues <sup>(3)</sup>	As Needed	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES
<b>→ NETWORK</b>		
Troubleshoot Internet Service Provider Issues & Outages	As Needed	YES
Troubleshoot Network Switch Issues	As Needed	YES
Troubleshoot Wi-Fi Access Point Issues	As Needed	YES
Update Wi-Fi SSID / Keys	As Needed	YES
Troubleshoot Router Issues	As Needed	YES
Troubleshoot Firewall Issues	As Needed	YES
Firewall Security Audit and Adjustment	Monthly	YES
Monitor Network Switches Operations & Availability	24x7x365	YES
Monitor Wi-Fi Access Points Operations & Availability	24x7x365	YES
Monitor Router Operations & Availability	24x7x365	YES
Monitor Firewall Operations & Availability	24x7x365	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES
<b>→ DOMAIN NAMES</b>		
Add / Edit / Delete MX Records	As Needed	YES
Add / Edit / Delete TXT Records	As Needed	YES
Add / Edit / Delete PTR Records	As Needed	YES
Add / Edit / Delete CNAME Records	As Needed	YES

Add / Edit / Delete A Records	As Needed	YES
<b>→ MOBILE PHONES &amp; TABLETS</b>		
Configure Outlook or Stock Mail App for IOS or Android <sup>(2)</sup>	As Needed	YES
Configure Microsoft OneDrive App <sup>(2)</sup>	As Needed	YES
Configure Microsoft Teams App <sup>(2)</sup>	As Needed	YES
Best Effort Support for Business Related Apps	As Needed	YES

<b>→ OFFICE 365 or Google Workspace</b>		
Add / Edit / Delete User Accounts	As Needed	YES
Add / Edit / Delete User and Security Groups	As Needed	YES
Add / Edit / Delete Shared Mailboxes	As Needed	YES
Add / Edit / Delete Distribution Groups	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & OneDrive/Google Drive)	As Needed	YES
Restore Files from Backups <sup>(1)</sup>	As Needed	YES
Install & Connect OneDrive or Google Drive Desktop Client <sup>(2)</sup>	As Needed	YES
Install Microsoft Office Applications <sup>(2)</sup>	As Needed	YES
Install & Connect Teams Desktop Client <sup>(2)</sup>	As Needed	YES

<b>→ VOIP Telephony and Unified Communications</b>		
Add / Edit / Delete Phone System Extensions	As Needed	YES
Maintenance of IVR Menus and Recordings	As Needed	YES
VOIP Call Quality and Stability Troubleshooting	As Needed	YES
Voice Hardware Deployment and Configuration	As Needed	YES

**(1)** Only applies to when using the Backup Platforms provided by Savage Systems.



**(2)** This assumes that you already have the back-end systems and company-wide configurations all setup and configured for this product. If you don't, then We will discuss with You the scope of any potential Project and send You a separate Proposal for your review.

**(3)** If the Hardware we are troubleshooting was not purchased from us and/or the device is not currently covered by the Manufacturer's warranty, a care pack or a maintenance agreement, then it is in Our sole discretion as to whether We will cover this work under the Scope of this Agreement or set it as Billable Out of Scope work.

## APPENDIX D

### APPROVED SOFTWARE LIST

- ⇒ Microsoft Software – *Microsoft Office Suite*
- ⇒ Google Chrome
- ⇒ Microsoft Edge
- ⇒ Firefox
- ⇒ Adobe Applications – *Acrobat, Reader, Air, Creative Cloud, Etc*
- ⇒ Java Runtime Environment
- ⇒ PDF Creator
- ⇒ 7 Zip
- ⇒ FileZilla
- ⇒ Emsisoft Antivirus, BitDefender, Webroot
- ⇒ Financial Software – Quickbooks, Sage, Xero, Infinite Visions
- ⇒ Quality Data Systems, Vision Appraisal
- ⇒ Student Information Systems; PowerSchool and Rediker etc
- ⇒ Student Grading Systems; GradeQuick, GradeBook etc

# APPENDIX E

## DEFINITIONS & INTERPRETATIONS

**"Agreement"** means any arrangement between Us and You (whether alone or in conjunction with any other person) for Services and/or the provision of Goods provided by Us under an arrangement in connection with Work agreed to be done or progressed for or on behalf of You or any other person at Your request, including as set out in this Agreement and any corresponding Proposal;

**"Plan Fee"** means a quote provided to You by Us;

**"Proposal"** means a Quote or Proposal provided to You by Us;

**"Rate Schedule"** means the schedule of rates, charges and conditions for the services of Ours as set, and as may be varied, by Us from time to time in Our absolute discretion;

**"Response Time"** Response Time is measured as the difference between the time We are first notified of a New Service Request as per the process outlined in our *General Terms and Conditions* and the time that We start providing Service on the Service Request. We do not count any triage, scheduling or dispatch work when calculating Response Times.

**"Services"** means the provision of any services by Us including Work, advice and recommendations;

**"Service Request"** means any request for work that either you ask us to perform or we perform proactively on your behalf;

**"Software"** includes software and any installation, update, associated software and any services provided in connection with any of these things;



# APPENDIX F

## LETTER TO VENDORS FOR AUTHORIZATION

Copy and paste this text on to your letterhead and then modify to suit each vendor that We will need to work with while We support You.



### EMAIL SCRIPT EXAMPLE

To Whom It May Concern,

This letter is to inform you that we have contracted Savage Systems to manage our IT and Technology needs.

To be able to do this effectively, Savage Systems needs to be able to support and manage all of our technology suppliers on our behalf.

As such, this letter authorizes anyone from the team at Savage Systems to access and modify all aspects of our account and all the products and services that we have with <insert vendor name> effective immediately.

This authorization is valid until we give you written notice otherwise. Should you require any further details, please let us know.

Regards,

<Authorized Account Contact>

<Title>

By signing below, you agree that you understand and accept the terms of this agreement.

Accepted by:

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Eric Gould	Savage Systems	Date
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Authorized Signature	Town of Ashford	Date
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Authorized Signature	Ashford Board of Education	Date
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### Savage Managed Services Contract vs. In-house IT

IN-HOUSE	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	Year 1	Year 2	Year 3	Year 4	Year 5
Tech Director	91,403.00	93,231.00	95,096.00	96,997.59	98,938.00
7% 403 ER contribution	6,398.21	6,526.17	6,656.72	6,789.83	6,925.66
Tech Director Health Ins	23,571.00	26,870.94	30,632.87	34,921.47	39,810.48
Employer Payroll Taxes	6,992.33	7,132.17	7,274.84	7,420.32	7,568.76
<b>TOTAL IN-HOUSE TECH DEPT</b>	<b>128,364.54</b>	<b>133,760.28</b>	<b>139,660.43</b>	<b>146,129.21</b>	<b>153,242.90</b>
					Assuming a 2% increase each year
					Assuming a 14% increase each year
					0.0765%
					701,157.36

SAVAGE CONTRACT	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Contract Cost	79,500.00	79,500.00	79,500.00	79,500.00	79,500.00
Unemployment for Tech Director	21,000.00	-	-	-	-
<b>TOTAL SAVAGE CONTRACT</b>	<b>100,500.00</b>	<b>79,500.00</b>	<b>79,500.00</b>	<b>79,500.00</b>	<b>79,500.00</b>
					Assuming UI is used
					418,500.00

District Savings Over 5 Years Switching to SAVAGE **282,657.36**



# Educational Specifications

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## Ashford School

Removal and Replacement of Underground Storage Tank

State Project Number: TBD

ASHFORD PUBLIC SCHOOLS

BOE Approval: **07/21/2022**

**PROJECT EXTRACT FROM  
EDUCATIONAL SPECIFICATIONS FOR  
ASHFORD PUBLIC SCHOOLS  
ASHFORD SCHOOL**

**Removal and Replacement of Underground Storage Tank Project**

**1. PROJECT RATIONALE**

The plan for the Ashford School calls for removal and replacement of the existing fiberglass UST at the school. The current 20,000 gallon UST was installed 8/31/1993 for the storage of heating fuel for the 83,021 sf school and will reach its natural life expectancy on 8/31/2023 and must be removed according to

**2. LONG-RANGE PLAN**

The long-range plan for the school building in Ashford calls for provision of a safe and appropriate learning environment. In order to comply with this aspect of the plan, it is necessary for Ashford to remove and replace the UST at the Ashford School and obtain a stable utility cost so that additional areas are not impacted adversely by increasing energy costs. We will also adopt a comprehensive maintenance plan with regularly scheduled inspections.

**3. THE PROJECT**

Roof replacement:

Ashford proposes the following components of its UST replacement project:

1. Temporarily move (and later reinstall) rooftop equipment.
2. Remove all roofing materials down to the deck and dispose of hazardous materials (if required) in appropriate manner.
3. Inspect roof deck and repair problem areas as appropriate.
4. Install new insulation per Energy Code and minimum 20-year warranted roofing systems (proposed type: TPO membrane roof for low-slope roof).
5. Replace existing roof drains which will tie into existing stormwater piping within the building (where achievable) and provide overflow roof drainage with either secondary roof drains or scuppers at the roof edge.

Current space: Not applicable.

Construction: No major construction will impact any of these spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks. As well, any water stains will be repainted.

FF&E: None.

**4. BUILDING SYSTEMS**

Security:	Not applicable.
Public Address:	Not applicable.
Technology:	Not applicable.
Phone System:	Not applicable.
Clocks:	Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics:	Ceilings: If ceiling tiles are damaged due to water leaking through the roof, they will be replaced as part of the project. As well, if there are any water marks on the walls, they will be repainted.
Lighting:	Not Applicable.
HVAC:	Roof-top units will be temporarily moved and then returned to original location as necessary during the roof replacement.
Plumbing:	New stormwater piping may be required if it is determined the existing locations of roof drains proves to be insufficient. Overflow stormwater piping to be installed if the installation of overflow scuppers at the roof edge is not achievable.
Windows/Doors:	Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Ashford School does not house any of the special programs eligible for a construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Ashford School will be designed to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department will use the gymnasium for evening activities when it is not being used by the students.
- Programs are usually held over Summer break but will not take place during construction.

- Upon completion, the Elementary School can be used as an emergency shelter in the event of power outages or other town or area wide emergencies.

9. **EXISTING BUILDING USES**

The existing Ashford School provides a prekindergarten-through-eighth grade instructional program to the students of Ashford. Students experience a 180-day school year and teachers work 187 days. Students are served by a broad academic program and benefit from ample extracurricular programs provided for by both the Board of Education and the school's Parent Teacher Organization.

Project		Ashford School - Underground Fuel Storage Replacement			Architect:		Friar Architecture		OSCG Project #		xxx-xx-xxx		
District / Location		Ashford, CT			Construction Manager:		NA						
Date		12-Jul-22											
		Level 1	Level 2	Level 3	Quantity	UoM	Unit Rate	Sub-Total	Element Total	Group Total	Ineligible Costs by Element	Ineligible Costs Total by Group	
<b>A</b>		<b>SUBSTRUCTURE</b>											
A10		<b>Foundations</b>											
		A1010	Standard Foundations		0	SY	\$ -	\$ -			\$ -		
		A1020	Special Foundations		0	SY	\$ -	\$ -			\$ -		
		A1030	Slab on Grade		0	SY	\$ -	\$ -			\$ -		
A20		<b>Basement Construction</b>											
		A2010	Basement Excavation		0	SY	\$ -	\$ -			\$ -		
		A2020	Basement Walls		0	SY	\$ -	\$ -			\$ -		
<b>B</b>		<b>SHELL</b>											
B10		<b>Superstructure</b>											
		B1010	Floor Construction		0	SF	\$ -	\$ -			\$ -		
		B1020	Roof Construction		0	SF	\$ -	\$ -			\$ -		
B20		<b>Exterior Enclosure</b>											
		B2010	Exterior Walls		0	SF	\$ -	\$ -			\$ -		
		B2020	Exterior Windows		0	SF	\$ -	\$ -			\$ -		
		B2030	Exterior Doors		0	EA	\$ -	\$ -			\$ -		
B30		<b>Roofing</b>											
		B3010	Roof Covering		0	SF	\$ -	\$ -			\$ -		
		B3020	Roof Openings		0	EA	\$ -	\$ -			\$ -		
<b>C</b>		<b>INTERIORS</b>											
C10		<b>Interior Construction</b>											
		C1010	Partitions		0	SF	\$ -	\$ -			\$ -		
		C1020	Interior Doors		0	SF	\$ -	\$ -			\$ -		
		C1030	Fittings		0	SF	\$ -	\$ -			\$ -		
C20		<b>Stairs</b>											
		C2010	Stair Construction		0	EA	\$ -	\$ -			\$ -		
		C2020	Stair Finishes		0	EA	\$ -	\$ -			\$ -		
C30		<b>Interior Finishes</b>											
		C3010	Wall Finishes		0	SF	\$ -	\$ -			\$ -		
		C3020	Floor Finishes		0	SF	\$ -	\$ -			\$ -		
		C3030	Ceiling Finishes		0	SF	\$ -	\$ -			\$ -		
<b>D</b>		<b>SERVICES</b>											
D10		<b>Conveying</b>											
		D1010	Elevators and Lifts		0	EA	\$ -	\$ -			\$ -		
		D1020	Escalators and Moving Walks		0	EA	\$ -	\$ -			\$ -		
		D1090	Other Conveying Systems		0	EA	\$ -	\$ -			\$ -		
D20		<b>Plumbing</b>											
		D2010	Plumbing Fixtures		0	EA	\$ -	\$ -			\$ -		
		D2020	Domestic Water Distribution		0	SF	\$ -	\$ -			\$ -		
		D2030	Sanitary Waste		0	SF	\$ -	\$ -			\$ -		
		D2040	Rain Water Drainage		0	SF	\$ -	\$ -			\$ -		
		D2090	Other Plumbing Systems		0	SF	\$ -	\$ -			\$ -		
D30		<b>HVAC</b>											
		D3010	Energy Supply		0	SF	\$ -	\$ 105,450.00		Install new fuel tank / piping	\$ -		
		D3020	Heat Generation Systems		0	SF	\$ -	\$ -			\$ -		
		D3030	Cooling Generation Systems		0	SF	\$ -	\$ -			\$ -		
		D3040	Distribution Systems		0	SF	\$ -	\$ -			\$ -		
		D3050	Terminal & Package Units		0	SF	\$ -	\$ -			\$ -		
		D3060	Controls and Instrumentation		0	SF	\$ -	\$ -			\$ -		
		D3070	Systems Testing and Balancing		0	SF	\$ -	\$ -			\$ -		
		D3090	Other HVAC Systems		0	SF	\$ -	\$ -			\$ -		
D40		<b>Fire Protection</b>											
		D4010	Sprinklers		0	SF	\$ -	\$ -			\$ -		
		D4020	Standpipes		0	SF	\$ -	\$ -			\$ -		
		D4030	Fire Protection Specialties		0	SF	\$ -	\$ -			\$ -		
		D4090	Other F. P. Systems		0	SF	\$ -	\$ -			\$ -		
D50		<b>Electrical</b>											
		D5010	Electrical Service & Distribution		0	SF	\$ -	\$ -			\$ -		
		D5020	Lighting and Branch Wiring		0	SF	\$ -	\$ -			\$ -		
		D5030	Communications and Security		0	SF	\$ -	\$ -			\$ -		
		D5090	Other Electrical Systems		0	SF	\$ -	\$ -			\$ -		
<b>E</b>		<b>EQUIPMENT AND FURNISHINGS</b>											
E10		<b>Equipment</b>											
		E1010	Commercial Equipment		0	SF	\$ -	\$ -			\$ -		
		E1020	Institutional Equipment		0	SF	\$ -	\$ -			\$ -		
		E1030	Vehicular Equipment		0	SF	\$ -	\$ -			\$ -		
		E1090	Other Equipment		0	SF	\$ -	\$ -			\$ -		
E20		<b>Furnishings</b>											
		E2010	Fixed Furnishings		0	SF	\$ -	\$ -			\$ -		
		E2020	Movable Furnishings		0	SF	\$ -	\$ -			\$ -		
<b>F</b>		<b>SPECIAL CONSTRUCTION AND DEMOLITION</b>											
F10		<b>Special Construction</b>											
		F1010	Special Structures		0	SF	\$ -	\$ -			\$ -		
		F1020	Integrated Construction		0	SF	\$ -	\$ -			\$ -		
		F1030	Special Construction Systems		0	SF	\$ -	\$ -			\$ -		
		F1040	Special Facilities		0	SF	\$ -	\$ -			\$ -		
		F1050	Special Controls and Instrumentation		0	SF	\$ -	\$ -			\$ -		
F20		<b>Selective Demolition</b>											
		F2010	Building Element Demolition		0	LS	\$ -	\$ 28,500.00			\$ -		
		F2020	Hazardous Components Abatement		0	SF	\$ -	\$ -			\$ -		
<b>G</b>		<b>OSCG REQUIREMENTS</b>											
G10		<b>Site Acquisition and Related</b>											
		G1010	Site Acquisition		0	LS	\$ -	\$ -			\$ -		
		G1020	Site Remediation		0	LS	\$ -	\$ -			\$ -		
		G1030	Temporary Facilities		0	LS	\$ -	\$ -			\$ -		
		G1040	Swing Space		0	LS	\$ -	\$ -			\$ -		
		G1050	Off-Site Costs		0	LS	\$ -	\$ -			\$ -		
G20		<b>Owner Costs</b>											
		G2010	Professional Design Fees		0	LS	\$ -	\$ 10,500.00			\$ 395.00		
		G2020	Testing and Inspections		0	LS	\$ -	\$ -			\$ -		
		G2030	Project Management Fees		0	LS	\$ -	\$ -			\$ -		
		G2040	Construction Management Fees		0	LS	\$ -	\$ -			\$ -		
		G2050	Overhead and Profit		0	LS	\$ -	\$ 20,092.50		15%	\$ -		
		G2060	Construction Interest		0	LS	\$ -	\$ -			\$ -		
		G2070	Escalation Costs		0	LS	\$ -	\$ -			\$ -		
		G2080	Reimbursable Expenses and Allowances		0	LS	\$ -	\$ -			\$ -		
		G2090	Design Contingency		0	LS	\$ -	\$ -			\$ -		
		G20901	Construction Contingency		0	LS	\$ -	\$ -		5%	\$ 6,698		
		G20902	Other Soft Costs		0	LS	\$ -	\$ -		Permit	\$ 34.83		
		<b>PROJECT TOTAL</b>										<b>\$ 164,543</b>	<b>\$ 7,127</b>



Project		Alcott ES - Underground Fuel Storage Replacement					Architect:		Friar Associates		OSCG Project #		TMP-166- JZNR		
District / Location		Wolcott, CT					Construction Manager:		NA						
		Level 1	Level 2	Level 3	Quantity	UoM	Unit Rate	Sub-Total	Element Total	Group Total					
<b>A</b>										<b>SUBSTRUCTURE</b>		\$ -			
A10		<b>Foundations</b>								\$ -		Remarks		\$ -	
		A1010	Standard Foundations		0	SY	\$ -	\$ -			\$ -				
		A1020	Special Foundations		0	SY	\$ -	\$ -			\$ -				
		A1030	Slab on Grade		0	SY	\$ -	\$ -			\$ -				
A20		<b>Basement Construction</b>								\$ -					
		A2010	Basement Excavation		0	SY	\$ -	\$ -			\$ -				
		A2020	Basement Walls		0	SY	\$ -	\$ -			\$ -				
<b>B</b>										<b>SHELL</b>		\$ -			
B10		<b>Superstructure</b>								\$ -		Remarks		\$ -	
		B1010	Floor Construction		0	SF	\$ -	\$ -			\$ -				
		B1020	Roof Construction		0	SF	\$ -	\$ -			\$ -				
B20		<b>Exterior Enclosure</b>								\$ -					
		B2010	Exterior Walls		0	SF	\$ -	\$ -			\$ -				
		B2020	Exterior Windows		0	SF	\$ -	\$ -			\$ -				
		B2030	Exterior Doors		0	EA	\$ -	\$ -			\$ -				
B30		<b>Roofing</b>								\$ -					
		B3010	Roof Covering		0	SF	\$ -	\$ -			\$ -				
		B3020	Roof Openings		0	EA	\$ -	\$ -			\$ -				
<b>C</b>										<b>INTERIORS</b>		\$ -			
C10		<b>Interior Construction</b>								\$ -		Remarks		\$ -	
		C1010	Partitions		0	SF	\$ -	\$ -			\$ -				
		C1020	Interior Doors		0	SF	\$ -	\$ -			\$ -				
		C1030	Fittings		0	SF	\$ -	\$ -			\$ -				
C20		<b>Stairs</b>								\$ -					
		C2010	Stair Construction		0	EA	\$ -	\$ -			\$ -				
		C2020	Stair Finishes		0	EA	\$ -	\$ -			\$ -				
C30		<b>Interior Finishes</b>								\$ -					
		C3010	Wall Finishes		0	SF	\$ -	\$ -			\$ -				
		C3020	Floor Finishes		0	SF	\$ -	\$ -			\$ -				
		C3030	Ceiling Finishes		0	SF	\$ -	\$ -			\$ -				
<b>D</b>										<b>SERVICES</b>		\$ -			
D10		<b>Conveying</b>								\$ -		Remarks		\$ -	
		D1010	Elevators and Lifts		0	EA	\$ -	\$ -			\$ -				
		D1020	Escalators and Moving Walks		0	EA	\$ -	\$ -			\$ -				
		D1090	Other Conveying Systems		0	EA	\$ -	\$ -			\$ -				
D20		<b>Plumbing</b>								\$ -					
		D2010	Plumbing Fixtures		0	EA	\$ -	\$ -			\$ -				
		D2020	Domestic Water Distribution		0	SF	\$ -	\$ -			\$ -				
		D2030	Sanitary Waste		0	SF	\$ -	\$ -			\$ -				
		D2040	Rain Water Drainage		0	SF	\$ -	\$ -			\$ -				
		D2090	Other Plumbing Systems		0	SF	\$ -	\$ -			\$ -				
D30		<b>HVAC</b>								\$ -					
		D3010	Energy Supply		0	SF	\$ -	\$ -			\$ -				
		D3020	Heat Generation Systems		0	SF	\$ -	\$ -			\$ -				
		D3030	Cooling Generation Systems		0	SF	\$ -	\$ -			\$ -				
		D3040	Distribution Systems		0	SF	\$ -	\$ -			\$ -				
		D3050	Terminal & Package Units		0	SF	\$ -	\$ -			\$ -				
		D3060	Controls and Instrumentation		0	SF	\$ -	\$ -			\$ -				
		D3070	Systems Testing and Balancing		0	SF	\$ -	\$ -			\$ -				
		D3090	Other HVAC Systems		0	SF	\$ -	\$ -			\$ -				
D40		<b>Fire Protection</b>								\$ -					
		D4010	Sprinklers		0	SF	\$ -	\$ -			\$ -				

Project		Alcott ES - Underground Fuel Storage Replacement					Architect:		Friar Associates		OSCG Project #		TMP-166- JZNR	
District / Location		Wolcott, CT					Construction Manager:		NA					
Level 1	Level 2	Level 3	Quantity	UoM	Unit Rate	Sub-Total	Element Total	Group Total			BSF Guidelines			
									Ineligible Costs by Element	Ineligible Costs Total by Group				
	D4020	Standpipes	0	SF	\$ -	\$ -			\$ -					
	D4030	Fire Protection Specialties	0	SF	\$ -	\$ -			\$ -					
	D4090	Other F.P. Systems	0	SF	\$ -	\$ -			\$ -					
	D50	<b>Electrical</b>					\$ -							
	D5010	Electrical Service & Distribution	0	SF	\$ -	\$ -			\$ -					
	D5020	Lighting and Branch Wiring	0	SF	\$ -	\$ -			\$ -					
	D5030	Communications and Security	0	SF	\$ -	\$ -			\$ -					
	D5090	Other Electrical Systems	0	SF	\$ -	\$ -			\$ -					
<b>E</b>	<b>EQUIPMENT AND FURNISHINGS</b>								\$ -					
	E10	<b>Equipment</b>					\$ -			Remarks		\$ -		
	E1010	Commercial Equipment	0	SF	\$ -	\$ -			\$ -					
	E1020	Institutional Equipment	0	SF	\$ -	\$ -			\$ -					
	E1030	Vehicular Equipment	0	SF	\$ -	\$ -			\$ -					
	E1090	Other Equipment	0	SF	\$ -	\$ -			\$ -					
	E20	<b>Furnishings</b>					\$ -							
	E2010	Fixed Furnishings	0	SF	\$ -	\$ -			\$ -					
	E2020	Movable Furnishings	0	SF	\$ -	\$ -			\$ -					
<b>F</b>	<b>SPECIAL CONSTRUCTION AND DEMOLITION</b>								\$ -					
	F10	<b>Special Construction</b>					\$ -			Remarks		\$ -		
	F1010	Special Structures	0	SF	\$ -	\$ -			\$ -					
	F1020	Integrated Construction	0	SF	\$ -	\$ -			\$ -					
	F1030	Special Construction Systems	0	SF	\$ -	\$ -			\$ -					
	F1040	Special Facilities	0	SF	\$ -	\$ -			\$ -					
	F1050	Special Controls and Instrumentation	0	SF	\$ -	\$ -			\$ -					
	F20	<b>Selective Demolition</b>					\$ -							
	F2010	Building Element Demolition	0	SF	\$ -	\$ -			\$ -					
	F2020	Hazardous Components Abatement	0	SF	\$ -	\$ -			\$ -					
<b>G</b>	<b>BSF REQUIREMENTS</b>								\$ -					
	G10	<b>Site Acquisition and Related</b>					\$ -			Remarks		\$ -		
	G1010	Site Acquisition	0	LS	\$ -	\$ -			\$ -					
	G1020	Site Remediation	0	LS	\$ -	\$ -			\$ -					
	G1030	Temporary Facilities	0	LS	\$ -	\$ -			\$ -					
	G1040	Swing Space	0	LS	\$ -	\$ -			\$ -					
	G1050	Off-Site Costs	0	LS	\$ -	\$ -			\$ -					
	G20	<b>Owner Costs</b>					\$ -			Remarks		\$ -		
	G2010	Professional Design Fees	0	LS	\$ -	\$ -			\$ -					
	G2020	Testing and Inspections	0	LS	\$ -	\$ -			\$ -					
	G2030	Project Management Fees	0	LS	\$ -	\$ -			\$ -					
	G2040	Construction Management Fees	0	LS	\$ -	\$ -			\$ -					
	G2050	Overhead and Profit	0	LS	\$ -	\$ -			\$ -					
	G2060	Construction Interest	0	LS	\$ -	\$ -			\$ -					
	G2070	Escalation Costs	0	LS	\$ -	\$ -			\$ -					
	G2080	Reimbursable Expenses and Allowances	0	LS	\$ -	\$ -			\$ -					
	G2090	Design Contingency	0	LS	\$ -	\$ -			\$ -					
	G20901	Construction Contingency	0	LS	\$ -	\$ -			\$ -					
	G20902	Other Soft Costs	0	LS	\$ -	\$ -			\$ -					
<b>PROJECT TOTAL</b>									\$ -			\$ -		

Project	Alcott ES - Underground Fuel Storage Replacement	Architect:
District / Location	Berlin, CT	CM:

**State Project #**

General: The classroom addition to Danbury High School is xx,xxx Net SF. The lowest level , a facilities, staff offices and mechanical space. The middle level will house X general classroom the upper level will house x science rooms, computer labs, art rooms, staff offices and toilet building via bidges, for access to other parts of the school.

Level 1	Level 2	Level 3
---------	---------	---------

<b>A</b>	<b>SUBSTRUCTURE</b>		
	A10	<b>Foundations</b>	
		A1010	Standard Foundations
		A1020	Special Foundations
		A1030	Slab on Grade
	A20	<b>Basement Construction</b>	
		A2010	Basement Excavation
		A2020	Basement Walls
<b>B</b>	<b>SHELL</b>		
	B10	<b>Superstructure</b>	
		B1010	Floor Construction
		B1020	Roof Construction
	B20	<b>Exterior Enclosure</b>	
		B2010	Exterior Walls
		B2020	Exterior Windows
		B2030	Exterior Doors
	B30	<b>Roofing</b>	
		B3010	Roof Covering
		B3020	Roof Openings
<b>C</b>	<b>INTERIORS</b>		
	C10	<b>Interior Construction</b>	
		C1010	Partitions
		C1020	Interior Doors
		C1030	Fittings
	C20	<b>Stairs</b>	
		C2010	Stair Construction
		C2020	Stair Finishes
	C30	<b>Interior Finishes</b>	
		C3010	Wall Finishes
		C3020	Floor Finishes
		C3030	Ceiling Finishes
<b>D</b>	<b>SERVICES</b>		
	D10	<b>Conveying</b>	
		D1010	Elevators and Lifts
		D1020	Escalators and Moving Walks
		D1090	Other Conveying Systems
	D20	<b>Plumbing</b>	

	D2010	Plumbing Fixtures		
	D2020	Domestic Water Distribution		
	D2030	Sanitary Waste		
	D2040	Rain Water Drainage		
	D2090	Other Plumbing Systems		
D30	<b>HVAC</b>			
	D3010	Energy Supply		
	D3020	Heat Generation Systems		
	D3030	Cooling Generation Systems		
	D3040	Distribution Systems		
	D3050	Terminal & Package Units		
	D3060	Controls and Instrumentation		
	D3070	Systems Testing and Balancing		
	D3090	Other HVAC Systems		
D40	<b>Fire Protection</b>			
	D4010	Sprinklers		
	D4020	Standpipes		
	D4030	Fire Protection Specialties		
	D4090	Other F.P. Systems		
D50	<b>Electrical</b>			
	D5010	Electrical Service & Distribution		
	D5020	Lighting and Branch Wiring		
	D5030	Communications and Security		
	D5090	Other Electrical Systems		
<b>E</b>	<b>EQUIPMENT AND FURNISHINGS</b>			
	E10	<b>Equipment</b>		
	E1010	Commercial Equipment		
	E1020	Institutional Equipment		
	E1030	Vehicular Equipment		
	E1090	Other Equipment		
	E20	<b>Furnishings</b>		
	E2010	Fixed Furnishings		
	E2020	Movable Furnishings		
<b>F</b>	<b>SPECIAL CONSTRUCTION AND DEMOLITION</b>			
	F10	<b>Special Construction</b>		
	F1010	Special Structures		
	F1020	Integrated Construction		
	F1030	Special Construction Systems		
	F1040	Special Facilities		
	F1050	Special Controls and Instrumentation		
	F20	<b>Selective Demolition</b>		
	F2010	Building Element Demolition		
	F2020	Hazardous Components Abatement		
<b>G</b>	<b>BSF REQUIREMENTS</b>			
	G10	<b>Site Acquisition and Related</b>		
	G1010	Site Acquisition		
	G1020	Site Remediation		
	G1030	Temporary Facilities		

	G1040	Swing Space		
	G1050	Off- Site Costs		
G20	<b>Owner Costs</b>			
	G2010	Professional Design Fees		
	G2020	Testing and Inspections		
	G2030	Project Management Fees		
	G2040	Construction Management Fees		
	G2050	Overhead and Profit		
	G2060	Construction Interest		
	G2070	Escalation Costs		
	G2080	Reimbursable Expenses and Allowances		
	G2090	Design Contingency		
	G20901	Construction Contingency		
	G20902	Other Soft Costs		

Friar Associates inc.
NA

**OSCG Project #**

at grade, will house a gym and (M-W) locker rooms, two classrooms, toilet , small group instruction spaces, staff offices, a computer lab and toilet facilities. facilities. The middle level and the upper level are connected to the existing

<b>BSF Gui</b>

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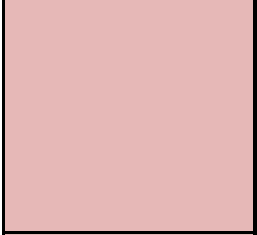

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July 12, 2022

Received July 13, 2022  
at 8 9:30 AM PM.  
Attest Shawn L. White  
Ashford Town Clerk

Dear Sherri,

Please accept this letter as my resignation from the Board of Education.

Thank you,



Jon Laughlin

173 Pumpkin Hill Road

Ashford, CT 06278

# **Ashford Board of Education**

## *Plan to Fill Vacancy*

*July 2022*

### **Advertise:**

- Post the advertisement on the Ashford School website and on the Town website.
- Send a link to the advertisement out via the K-12 alert system and on the school's Twitter account.

### **Advertisement:**

The Ashford Board of Education (BOE) is soliciting candidates to fill a vacant position on its 7-member board. If you are interested, please review the following information regarding the requirements, deadline, and process.

### ***Requirements***

To be considered, a nominee must be a resident of Ashford and a voter who is registered with any party other than the Democratic Party (Republican, Unaffiliated, Libertarian, Green Party, or other). Additional requirements for BOE members are detailed in the Board bylaws (**Ideally, we'll have a link to the bylaws here, but I don't think they are all on the website right now**).

### ***Deadline for nominations***

Monday, August 1st, at 12pm

### ***Process***

- Nominees must submit a 1-page letter of intent that addresses the following: 1) Why you are interested in becoming an Ashford BOE member; 2) Experience or involvement with Ashford School that would qualify you for this position; 3) Other information that helps demonstrate why you are the best candidate to fill this vacancy; and 4) A statement verifying that you meet the requirements to be a BOE member and are registered to vote as a member of any party other than the Democratic Party.
- Nomination letters should be emailed to the BOE ([ashfordboe@ashfordct.org](mailto:ashfordboe@ashfordct.org)) or mailed to or dropped off at Ashford School, c/o Jen Truax, 440 Westford Road, Ashford, CT 06278. Letters of intent must be received by 12pm on Monday, August 1<sup>st</sup>.
- Applicants who meet the requirements and submit their letters of intent by the deadline will be notified on Wednesday, August 3<sup>rd</sup>, of their interview time for an interview on Thursday, August 4<sup>th</sup>.
- The BOE will interview candidates starting at 7pm on Thursday, August 4<sup>th</sup>. Each interview will last approximately 15 minutes. After all interviews are complete and the BOE has had time for discussion, a candidate will be selected via a motion approved by a majority of the BOE members present. The goal is for the BOE to select a candidate on August 4<sup>th</sup>.
- The selected applicant must be sworn in by the Ashford Town Clerk prior to August 12<sup>th</sup>. The selected applicant cannot be seated as a BOE member until sworn in.

## **Requirements**

To be considered, a nominee must be a resident of Ashford and a registered voter who is registered with any party other than the Democratic Party (Republican, Unaffiliated, Libertarian, Green Party, or other). Additional requirements for BOE members are detailed in the Board bylaws (JEN - PLEASE ADD LINK).

## **Deadline for nominations**

Monday, August 1st, at 12 noon

## **Process**

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- The BOE will interview candidates starting at 7pm on Thursday, August 4th. Each interview will last approximately 15 minutes. After all interviews are complete and the BOE has had time for discussion, a candidate will be selected via a motion approved by a majority of the BOE members present. The goal is for the BOE to select a candidate on August 4th.

- The selected applicant will have to be sworn in at town hall prior to August 12th. The selected applicant cannot be seated as a BOE member until sworn in.