

Ashford Board of Education  
Special Meeting Minutes – September 21, 2011

7:00 p.m.

*Note: Per C.G.S. §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 exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of 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 J. Sterling-Folker called the meeting to order at 7:03 pm.

**Board Present**

Present were members J. Sterling-Folker, D. Wesson, K. Rourke and J. Lippert. Also present were Superintendent Dr. J. Longo, Principal N. Johndrow, Cafeteria Co-Managers K. Samperi and S. Kauffman, and recording secretary J. Barsaleau. AEA representative D. Backhaus, MEUI representatives S. Fletcher, D. Atkinson and G. Leedie. Unable to attend were members J. Lipker, K. Warren and J. Rupert.

**Persons to be Heard**

None

**Communications**

J. Sterling-Folker reported acknowledged receipt of a letter concerning a personnel matter. This letter will be forwarded to the Superintendent. He will advise the board if any action is necessary.

**a. MEUI Written Address to the Board**

None

**Approval of Minutes: 09/08/2011**

Motion to approve the minutes of 09/08/2011 made by K. Rourke, seconded by D. Wesson and carried unanimously.

**Administrative Reports/Summary**

**a. Superintendent**

**1. Facility Update**

The Superintendent reviewed his report with the board. The report addressed the facility, an update on transportation issues, ad hoc committee, finances and curriculum. There have been unforeseen expenses in the area of vehicle repairs; the bus mechanic has been directed to provide a report to the board.

Dr. Longo stressed that a policy manual update is critical at this time due to statute revisions and legislative action. Legal counsel has provided drafts of required policies and he recommends a first reading of these policies be added to the next regular meeting agenda.

J. Barsaleau is directed to forward these policy drafts to members for review prior to the next meeting.

**2. Bullying and School Climate – Legislation and Policy (Action Anticipated)**

Tabled until the next meeting pending receipt of materials from legal counsel.

**b. Principal – CMT Report**

Mrs. Johndrow read her report to the board (attached) and invited the members to forward to her any questions they might have about the report. She noted that CMT testing will cease in 2013 with the state moving onto standards based testing.

Board members asked if before school help was available or could be made available to students. Dr. Longo will follow up on before school assistance.

**c. Director of Pupil Personnel Services**

Mrs. Hartigan was unable to attend the meeting, but provided a report to the board.

**d. Business Manager**

Mrs. Clements was unable to attend the meeting, but provided updated budget summaries in the board packet.

**e. Cafeteria Year End Report and List**

K. Samperi and S. Kauffman distributed a balance sheet, the October menu and an updated list containing items that need repair, replacement, or that may be considered for future purchase. The most critical is a windows based computer. They currently use a desktop in computer lab to order commodity foods. The board asks the co-managers to review this list and prioritize their needs. There was brief discussion about posting the contents of an elementary bag lunch on the website with the menu, and the free and reduced lunch application process.

### **Committee Reports**

The board's finance committee met last night with Dr. Longo and T. Clements. Committee members were given a complete and comprehensive summary of grants, student activity fund and regular budget. The ED001 was filed on time with the state giving a small extension due to storm Irene. Fiscal policies and procedures, along with new forms have or are being developed.

### **Old Business**

#### **a. Capital Improvements Ad Hoc Committee Representation**

Dr. Longo attended the BOS meeting on Monday evening. The committee hopes to begin meeting in the next week or two. Board member J. Rupert expressed interest in serving on this committee. Any other members interested need to let Dr. Longo know as soon as possible.

#### **b. CABA/CAPSS Convention**

Contact was made to known candidates running for board seats to inform them of the convention and that if elected, the new member could attend the conference on Saturday, November 19<sup>th</sup>. J. Barsaleau will send convention materials and CABA flyers to the candidates.

### **New Business**

#### **a. Staff Appointment**

Dr. Longo recommends that the board approve the appointment of Darcy Morgan to the finance office. Mrs. Morgan had been working in the finance office under an agreement with Robert Half & Associates. Darcy has been working with A/P, payroll and research, allowing Tracey Clements to focus on the budget, reconciliations and grants. Both Mrs. Morgan and Mrs. Clements will be working 25 hours per week.

Motion made by D. Wesson to approve the appointment of Darcy Morgan to the finance office. Motion seconded by J. Lippert and carried unanimously.

#### **b. Approval of 2011-12 Substitute Wage Schedule**

The board received a FY 11-12 proposed wage scale for substitute personnel in their packet. Each year the board will be asked to revisit and approve such a document.

Motion to approve the 2011-12 wage schedule as presented made by D. Wesson, seconded by J. Lippert and carried unanimously.

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

The next meeting is October 6, 2011 at 7 pm

Agenda Items:

First Reading of Policies

Digital Newsletter Presentation (C. Ford)

Reading and Writing

Facility Update

Administrative Report including finances (Supt.)

### **Superintendent Evaluation (Executive Session Anticipated)**

Motion made by D. Wesson (8:23 p.m.) to enter into executive session for the purpose of the evaluation of the Superintendent and to invite Dr. Longo to attend. Motion seconded by K. Rourke and carried unanimously.

The Board and Dr. Longo exited executive session (8:48 pm)

### **Adjournment**

Motion to adjourn the meeting (8:48 p.m.) made by K. Rourke, seconded by J. Lippert and carried unanimously.

Respectfully Submitted,

Jennifer Barsaleau  
Recording Secretary