

Ashford Board of Education
Meeting Minutes – January 19, 2012
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

Chairperson D. Wesson called the meeting to order at 7:08 pm.

Board Present

Present were members D. Wesson, K. Rourke, J. Lippert, J. Rupert, B. Supina and L. Donegan. Also present were Superintendent Dr. J. Longo, Principal N. Johndrow, Director of Pupil Personnel D. Hartigan and recording secretary J. Barsaleau. In the audience were MEUI representatives S. Fletcher and G. Leedie, as were AEA representatives E. Turcotte, M. Hardisty and D. Belliveau. Unable to attend was board member K. Warren.

Persons to Be Heard

None

Communications

D. Wesson has received e-mail communication with a quote from ConEdison Solutions that could result in energy cost savings. He asked that Selectmen Fletcher be contacted for a copy of the current Constellation New Energy agreement to review the terms.

Approval of Minutes: 12/15/2011

Motion to approve the minutes of 12/15/2011 made by J. Lippert, seconded by J. Rupert and carried unanimously with one abstention (B. Supina).

Committee Reports

a. Finance/Policy A

1. 2012-13 Budget

The Finance committee met on January 5th. Dr. Longo reported that the committee reviewed an object draft of the FY 12-13 budget representing a 4.89% increase. This percentage is reflective of the current budget plus wage increases negotiated during collective bargaining. Dr. Longo will meet with unions, administrators and maintenance supervisors to discuss the budget and seek areas for reduction. Items remain that will need to be added to the draft budget before discussion of reductions begin, including but not limited to, funds for roof maintenance, bus repairs and curriculum upgrades. It is anticipated that more solid numbers in terms of medical and other insurances will be known in February. Dr. Longo will use Power Point as the format for the budget presentation. The committee was not able to address policies at this meeting. D. Wesson informed the board that “Pay to Play” must be revisited annually in September.

b. Policy B

1. Recommendation of Policies for Board Approval

Policy B committee also met on January 5th. The committee made good progress and recommended the following policies for board approval:

- o Use of School Facilities
- o Chemical Health Policy for Student Athletes
- o Drug and Alcohol Use By Students
- o Instruction on Acquired Immune Deficiency Syndrome (AIDS)

J. Lippert asked about differences between the policy concerning student athletes versus drug and alcohol use by students in general. L. Donegan explained that the chemical policy contains language necessitated in part by school affiliation with the CT Interscholastic Athletic Conference (CIAC) and references are made to performance enhancing drugs in this policy.

J. Rupert recalled that the board had voted at its last meeting to accept all Shipman & Goodwin policies that have been provided as a first reading. Other members of the board recalled this as well. As the vote was omitted from the minutes of December 15, 2011, Dr. Longo asked the motion be re-stated and added to these minutes. The motion as stated on December 15, 2011 is as follows:

“Motion to accept policies provided by Shipman & Goodwin as first readings made by J. Rupert, seconded by K. Warren, and carried unanimously.”

Motion to approve second reading of the policies listed above made by J. Rupert, seconded by J. Lippert and carried unanimously with one abstention (B. Supina).

Administrative Reports/Summary

a. Superintendent

Dr. Longo asked that the board add and accept the resignation of Principal Nancy Johndrow to the agenda. Dr. Longo expressed his thanks to Mrs. Johndrow and recognized of her years of service to Ashford. Board members echoed this sentiment and thanked Mrs. Johndrow for all of her hard work. Motion to add the resignation of Nancy Johndrow to the agenda, and accept her resignation, effective June 30, 2012 made by K. Rourke, seconded by L. Donegan and carried unanimously.

Dr. Longo reviewed the contents of his report (attached) and discussed forming a search committee to fill the Principal vacancy, and an employment posting. The search committee will consist of two board members, Dr. Longo, two teachers and a community member. D. Wesson suggested that board members not on the search committee participate by attending meetings, and perhaps sitting in should a BOE member serving on the committee be unable to attend a meeting. L. Donegan and D. Wesson offered to serve on the search committee.

b. Business Manager

T. Clements was unable to attend due to illness, but distributed her a report, check register and year to date budget to the board (attached) via e-mail to Dr. Longo. The board asks for more detail concerning line items that are presently not shown as encumbered, or allocated in the year to date report. More definitive numbers are needed.

c. Principal

Mrs. Johndrow's report was distributed with the board handout materials (attached). D. Wesson asked about professional development. Mrs. Johndrow gave a brief overview of the most recent professional development day. The day was devoted to the CT Common Core of Standards (CCCS). Amy Drowne from EASTCONN gave a presentation on CCCS to the teachers on January 17th. The board would like Mrs. Drowne to attend a future board meeting to hear about the CCCS process and timeline.

d. Director of Pupil Personnel

D. Hartigan's report focus was on special education law, framing the definitions of least restrictive environment (LRE) and others legal guidelines of special education. She noted that behavioral issues seem to be on the rise in our school at this time.

e. Cafeteria

Cafeteria reports were distributed in the board handout materials. The board was pleased with the reports provided.

Old Business

None. J. Lippert and D. Wesson both noted that the light poles in the center of the lower level parking area are not working and present a safety issue. Dr. Longo will speak to M. Mellady about this matter.

New Business

a. Appointment of Legal Counsel

Motion to appoint Shipman & Goodwin, LLC as legal counsel for the board made by J. Rupert, seconded by L. Donegan and carried unanimously.

b. Request for Leave of Absence

Dr. Longo reported he had received a written request for a medical leave of absence commencing February 7th from bus driver Kathleen MaKray.

Motion to approve the request for medical leave of absence made by J. Rupert, seconded by J. Lippert and carried unanimously.

c. Approval of Ashford Safe School Climate Plan

The plan had been provided to members at a previous meeting and was compiled by Dr. Longo and fellow superintendents in Region #19. The school climate plan is a necessary appendix in our already adopted Safe School Climate policy.

Motion by K. Rourke to approve the Ashford Safe School Climate Plan, seconded by J. Rupert and was carried unanimously, with one abstention (B. Supina).

Next Meeting Date/Agenda Items

Discussion was held about the next scheduled meeting date, to have committee meetings or post a full board meeting on February 2nd. It was decided by mutual consent of the members present to post a special board meeting. Agenda items will be 2011-12 budget and 2012-13 budget. Business Manager T. Clements is to attend and provide current budget projections, encumbrance information and grant analysis. Board members were asked to keep February 23rd open in their calendars should the need arise to call for a special budget worksession.

Adjournment

Motion to adjourn the meeting (10:12 p.m.) made by J. Rupert, seconded by K. Rourke and carried unanimously.

Respectfully Submitted,


Jennifer Barsaleau
Recording Secretary

Ashford
Superintendent's Report
J. Longo
January 19, 2012

Budget

I met with the administrative team and asked them to put together a prioritized list of potential cuts or new needs for their budget.

The BOE Finance Committee met and was presented with a first look at the 2012-2013 budget by Tracey Clements. The committee will be reporting at the 1/19 BOE meeting.

Search Committee

I have enclosed a first draft copy of the posting for Ashford School Principal. I would like to form the search committee at the 1/19 BOE meeting, and have one search committee meeting prior to the end of the posting and discuss the approach to interviews.

Ad Hoc Committee

The Ad Hoc Committee for Capital Projects met on January 10 and the minutes to that meeting are attached. This committee has been extremely effective and will be beneficial to BOE capital planning.

Curriculum

We have continued to have our two consultants at Ashford School. This has been an effective way to begin the long and complex curriculum writing project that we must undertake over the next few years.

Moving Administrative Offices to Town Hall

I spoke with First Selectman Fletcher and he indicates that the space will be available by the end of the month. I am asking our Network Consultant to meet with the Technology Company that handles the Town Hall to develop an ability to have remote access to all of the Ashford School files, networks and programs.

Bus Drivers

The bus drivers are participating in a professional development session in March on de-escalation techniques.

Maintenance Projects

During the Holiday recess the Custodial team came in and did considerable heavy cleaning to compensate for the loss of the February vacation, which is usually the time this is done. Mike also did a construction project in the nurse's office and procured some free cabinets from UCONN for around the school. He also built some music storage cabinet using the same cabinets.

Water

We are changing companies from Connecticut water to Aqua Pump to save money and improve service.

Policy

Policy committee B met and will be making recommendations on 1/19.

Weather

I have done my best to see to it that the weather be as mild as possible. But it is difficult to promise that I will remain successful.

P O S T I N G
Ashford School
Principal

Ashford School is seeking a highly qualified and collaborative educational leader for the position of PK- 8 Principal beginning July 1, 2012. Candidates must possess a CT Intermediate Administrator and Supervisor Certification (092). Applicants must be highly motivated, innovative, creative, and collaborative; possess insight and compassion into the unique needs of all learners, and have an ability to work with teachers to build an inclusive learning community with a healthy climate and positive culture.

Qualifications:

The successful candidate will possess and effectively articulate:

- Ability to work collaboratively with faculty and parents to improve student performance
- Strong leadership, management and interpersonal skills
- Knowledge of pedagogy for development of curriculum and assessment that supports student learning
- Facilitate and encourage creative and innovative educational solutions
- Persistent data and researched-based focus on student achievement
- Strong background in Common Core, standards based curriculum development
- A commitment to the achievement of all students

Experience:

Successful teaching and leadership at the elementary and/or middle school level level

Compensation:

Regionally Competitive Salary and benefits

Application Procedure:

Applications must include:

- A letter of intent
- A completed Ashford School application (application can be found on our web site: www.Ashfordct.org, click on forms and documents, and download certified application
- Current Resume
- Copy of Connecticut (092) certification
- Unofficial College Transcripts
- Three recent letters of reference

The completed application packet is due in the Superintendent's office no later than March 16, 2012 for an Appointment beginning July 1, 2012.

Applications should be sent to:

Dr. James Longo
Superintendent, Ashford
440 Westford Road
Ashford, CT 06278

TO: Dr. James Longo, Board of Education members

FROM: Donna A. Hartigan, Director of Pupil Personnel Services

DATE: January 19, 2012

RE: Pupil Personnel/Special Education services

Federal Requirements - Impact on programming and budget:

The district must continually provide data as proof that the district's policies, practices and procedures related to the education of children with disabilities ensures that all comply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 20 U.S.C. 1418(d) and Section 34 C.F.R. §300.646. The State collects this data as part of its compliance with Federal regulations through SEDAC. The Pupil Services Department uploads this data on a periodic basis. One of the essential tenants of IDEA, 34 C.F.R. Section 300.114 is Least Restrictive Environment (LRE) which requires that each district ensure that:

- To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities are educated with children who are nondisabled and
- Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The State evaluates the district data yearly to determine if there is significant disproportionality by race and placement. The state has set 70% as the statewide target for students with disabilities to be educated with their nondisabled peers. In the state's Annual Performance Report dated May, 2011, Ashford's data from 2008-2009 was analyzed and showed that Ashford's rate of placement of disabled students with their non disabled peers (TWNDP) in regular education classes was 57.41% during that school year. Efforts during the last two and half years have focused on addressing this disparity in a proactive and thoughtful manner.

The law requires that the district consider a continuum of supports/settings that are progressively more restrictive. The regular education classroom is considered to be the least restrictive setting that a student with a disability can be educated in. In Ashford, placement in the least restrictive setting is evaluated for each student with a disability as well as the staff supports, specialized services, devices and software to be considered for this to occur. The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) requires:

- {34 C.F.R. §300.115} requires that each public agency must ensure that a continuum of alternative placements (instruction in regular classes, special classes, special schools, home instruction and instruction in hospitals and institutions) is available to meet the needs of children with disabilities for special education and related services.
- {34 C.F.R. § 300.116} requires that placement and supports be completed annually to review any potentially harmful effect this may have on the child or the quality of services provided the student. The law also requires that a child with a disability not be removed from education in age-appropriate regular classrooms solely because of needed modifications in

Ashford School

Student Count by Homeroom Report

Date Printed: Jan 3, 2012

<u>Homeroom Teacher</u>	<u>Grade</u>	<u>Number of Students in Homeroom</u>
LongoAM	PKAM	14
LongoPM	PKAM	1
LusaAM	PKAM	15
LongoPM	PKPM	13
LusaPM	PKPM	11
Connolly	K	19
Dingler	K	19
Marionneaux	K	18
Benton	1	18
HornB	1	17
Makuch	1	17
Busse	2	19
RossB	2	20
Christopher	3	19
HornJ	3	16
Klock	3	18
Parisen	4	17
Zotti	4	16
Belliveau	5	17
Burnham	5	17
outplaced	5	1
Turcotte	5	17
Anderson	6	16
Compton	6	17
Young	6	18
Austin	7	12
Belair	7	13
Preston	7	13
Quinn	7	12
Backhaus	8	15
Bryce	8	12
Lindsay	8	13
Perkins	8	12

492

 - 2 outplaced
 490

PS Total	K Total	1 Total	2 Total	3 Total	4 Total	5 Total	6 Total	7 Total	8 Total
54	56	52	39	53 52	33	52 51	51	50	52

Ashford School

Health Room Summary Report

Printed 1/5/2012

Total visits from
beginning of school
year to date report
printed:

3494

This report is for the following date range:

12/1/2011...12/23/2011

Number of Vists During Date Range: 835

Number Of School Days Covered: 17 (Enter # of school days during this time frame.)

Average Visitors Per Day: 49.1

Total Students Sent Home: 26

Summary of Symptoms:

Total Abrasions:	<u>54</u>
Total Lacerations:	<u>2</u>
Total Punctures:	<u>1</u>
Total Asthma:	<u>36</u>
Total Vague Symptoms:	<u>24</u>
Total Headache:	<u>75</u>
Total Nausea / Stomach Ache:	<u>84</u>
Total Dental:	<u>0</u>
Total Ear:	<u>17</u>
Total Eye:	<u>22</u>
Total Bloody Nose:	<u>12</u>
Total Bump or Hit:	<u>86</u>
Total Other Symptoms:	<u>563</u>

Summary of Treatments:

Total Clean:	<u>67</u>
Total Vaseline:	<u>74</u>
Total Bandaid:	<u>55</u>
Total Cold Pack:	<u>110</u>
Total Tylenol:	<u>71</u>
Total Throat Loz:	<u>126</u>
Total Asthma Meds:	<u>39</u>
Total Daily Meds:	<u>94</u>
Total Other Meds:	<u>0</u>
Total Other Treatment:	<u>335</u>

JANUARY 19, 2012 - BOARD MEETING HANDOUTS

- Principal Report
- December Business Manager Reports
- Cafeteria Reports

Informational Handouts:

- Bicknell Scholarship Calendar
- Library Circulation Count

Policies:

- Use of School Facilities
- Chemical Health Policy for Student Athletes
- Drug + Alcohol Use by Students
- Acquired Immune Deficiency Syndrome

Correspondence for Action:

Letter from N. Johnson
Letter from K. Makray

To: Dr. Longo, Board of Education
Principal's Report
January 19, 2012

Professional Development Day, January 17, 2012

Amy Drowne from EASTCONN presented on the Common Core of State Standards in order to lay the foundation for district curriculum revision. Even with a delayed opening and arrival of presenter Amy was able to present mini-workshops on *Effective Teaching Strategies*, *the Revised Bloom's Taxonomy*, and *Depth of Knowledge*. All of this is in preparation for the long-term curriculum writing.

Amy Drowne meets with the entire staff at every other staff meeting. On January 9th she presented information on lesson planning. During the following two weeks she then meets with individual grade level teams for individual follow up.

Reading

Kim Reith, a Reading Specialist and Title IX Coordinator at Franklin Elementary School is currently working with second grad teachers on effective reading strategies and with Susan Cunningham on reading intervention forms. She is also working on refining data collection forms that will help improve communication between intervention and classroom teachers.

Teacher Observations

Along with formal observation of non-tenured teachers I have been working with new teachers on individualized areas of instruction.



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Reports for Tonight's BOE Meeting

1 message

Tracey Clements <tclements@ashfordct.org>

Thu, Jan 19, 2012 at 3:24 PM

To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>, jplongo@ashfordct.org, "J.P. Longo" <jplongo123@aol.com>

Jen and Jim,

I'm still not feeling well enough to venture out tonight. The following attachments are for tonight's meeting:

1. Consolidated Check Register for December - Please note large expenditures for Woodcock relate to boiler repairs and HVAC fan repair. CREC payment is due to balance of outplacement tuition.
2. FY11-12 Budget vs Actual Expenses - On track for FY11-12 - Please note that negative expense in Medical Insurance reflects the amount of expense that is reduced due to EE cost sharing of premiums as well as the fact that the December Anthem BCBS bill was paid late November and does not show up in current month activity. Note that Quarterly CIRMA Worker's Compensation and Liability Insurance bills were paid in December.
3. Initial Draft of FY12-13 Budget assuming 2.8% salary increase, \$153K of salary expense that will not be covered by Ed Jobs Grant in FY11-12, Health Insurance increase of 10%. Fuel flat based on prices that have already been locked in for FY12-13. All other expenses left flat with FY11-12. Overall increase of 4.9% over FY11-12.

Let me know if you have everything that you need.

Thanks,

--

Tracey M Clements
Business Manager
Phone: (860) 429-1927 ext 364

3 attachments

-  Consolidated Check Register 12-31-11.pdf
18K
 -  FY11-12 Budgeted Expenditures Through 12-31-11.pdf
31K
 -  FY12-13 Preliminary Budget Estimate 1-19-12.xls
93K
-

CONSOLIDATED CHECK REGISTER

Sequenced By Check Date - 12/01/11 to 12/31/11

Check Range = First to Last

Include All Check Types

Pay From: PICK CORRECT ACCOUNT NUMB

* Indicates sequence skip

chk#	Date	Vnd#	Vendor Name (*=Payee)	Original Amt	Current Amt	Type	Reg Ctl	Posting Period	Reconciled?
135949	12/13/11	007010	NEW ENGLAND WATER UTILITY SERV		719.65	Regular	000471-01	December 2011	- No -
135950	12/13/11	ADP010	ADP INC		483.45	Regular	000471-01	December 2011	- No -
135951	12/13/11	AEA010	AEA DUES		2,048.58	Regular	000471-01	December 2011	- No -
135952	12/13/11	AFLAC	AFLAC		97.35	Regular	000471-01	December 2011	- No -
135953	12/13/11	ALP050	ALPHABET SOUP		1,400.00	Regular	000471-01	December 2011	- No -
135954	12/13/11	AME085	AMERICAN SCHOOL FOR THE DEAF		400.00	Regular	000471-01	December 2011	- No -
135955	12/13/11	AMY	Amy E. Vasington		3,330.00	Regular	000471-01	December 2011	- No -
135956	12/13/11	CEL010	George Celotti		25.50	Regular	000471-01	December 2011	- No -
135957	12/13/11	CHR030	CHRONICLE		36.18	Regular	000471-01	December 2011	- No -
135958	12/13/11	CHRIST	CHRISTINE GAMACHE		150.00	Regular	000471-01	December 2011	- No -
135959	12/13/11	CON085	CONNECTICUT LIGHT & POWER		12.04	Regular	000471-01	December 2011	- No -
135960	12/13/11	CRE060	CREC		76,450.98	Regular	000471-01	December 2011	- No -
135961	12/13/11	DAT010	DATTCO		187.00	Regular	000471-01	December 2011	- No -
135962	12/13/11	DEP020	DEPARTMENT OF LABOR		1,494.00	Regular	000471-01	December 2011	- No -
135963	12/13/11	DONNA	DONNA HARTIGAN		422.00	Regular	000471-01	December 2011	- No -
135964	12/13/11	FLE070	FLEET SERVICES		591.62	Regular	000471-01	December 2011	- No -
135965	12/13/11	GAR020	GARY'S GARAGE		278.62	Regular	000471-01	December 2011	- No -
135966	12/13/11	GDC010	TSA Consulting Group		4,381.06	Regular	000471-01	December 2011	- No -
135967	12/13/11	GTL010	GT LYNCH LLC		89.99	Regular	000471-01	December 2011	- No -
135968	12/13/11	HAR007	Harvard Medical School		275.00	Regular	000471-01	December 2011	- No -
135969	12/13/11	JAMES	James Longo		34.02	Regular	000471-01	December 2011	- No -
135970	12/13/11	KIN010	KINSLEY POWER SYSTEMS		1,399.46	Regular	000471-01	December 2011	- No -
135971	12/13/11	LAW050	LAWSON PRODUCTS INC		179.10	Regular	000471-01	December 2011	- No -
135972	12/13/11	MAN050	MANSFIELD SUPPLY INC		51.46	Regular	000471-01	December 2011	- No -
135973	12/13/11	MAR020	MARCUS COMMUNICATIONS LLC		206.30	Regular	000471-01	December 2011	- No -
135974	12/13/11	MAR070	MARJORIE E C ROY		4,949.44	Regular	000471-01	December 2011	- No -
135975	12/13/11	MAR080	MARK PHELPS		48.51	Regular	000471-01	December 2011	- No -
135976	12/13/11	MAR110	MARTHA HARDISTY		97.02	Regular	000471-01	December 2011	- No -
135977	12/13/11	MEU010	MEUI		983.82	Regular	000471-01	December 2011	- No -
135978	12/13/11	MIC040	MICHELE FESENMEYER MS OTR/L		5,447.33	Regular	000471-01	December 2011	- No -
135979	12/13/11	MOO010	MOORE MEDICAL LLC		44.80	Regular	000471-01	December 2011	- No -
135980	12/13/11	NAN010	NANCY JOHNDROW		106.32	Regular	000471-01	December 2011	- No -
135981	12/13/11	NAP012	NAPA AUTO WILLIMANTIC		334.00	Regular	000471-01	December 2011	- No -
135982	12/13/11	NUT010	NUTMEG INTERNATIONAL TRUCKS		1,148.28	Regular	000471-01	December 2011	- No -
135983	12/13/11	PET020	PETER BLUME		48.51	Regular	000471-01	December 2011	- No -
135984	12/13/11	PIT	Pitney Bowes Inc		88.48	Regular	000471-01	December 2011	- No -
135985	12/13/11	ROV010	Hillyard/ Rovic		443.50	Regular	000471-01	December 2011	- No -
135986	12/13/11	SAR060	SARAH HODGSON PHD		1,317.50	Regular	000471-01	December 2011	- No -
135987	12/13/11	SON050	SONITROL		612.00	Regular	000471-01	December 2011	- No -
135988	12/13/11	TAR010	TARGET ALARM SYSTEMS INC		231.00	Regular	000471-01	December 2011	- No -

CONSOLIDATED CHECK REGISTER

Sequenced By Check Date - 12/01/11 to 12/31/11

Check Range = First to Last

Include All Check Types

* Indicates sequence skip

Pay From: PICK CORRECT ACCOUNT NUMB

Chk#	Date	Vnd#	Vendor Name (*=Payee)	Original Amt	Current Amt	Type	Reg Ct]	Posting Period	Reconciled?
135989	12/13/11	UNIV	UNIVERSITY OF CONNECTICUT		500.00	Regular	000471-01	December 2011	- No -
135990	12/13/11	USH050	USHUS THERAPY SERVICES, LLC		1,200.00	Regular	000471-01	December 2011	- No -
135991	12/13/11	VER010	VERNON WALK IN MEDICAL CENTER		20.00	Regular	000471-01	December 2011	- No -
135992	12/13/11	VIL050	VILLAGE SPRINGS DISTRIBUTOR		52.70	Regular	000471-01	December 2011	- No -
135993	12/13/11	WBM050	W B MASON CO INC		27.00	Regular	000471-01	December 2011	- No -
135994	12/13/11	WIL040	WILLIMANTIC WASTE PAPER		607.36	Regular	000471-01	December 2011	- No -
135995	12/13/11	WOO010	WOODCOCK REFRIGERATION CO INC		5,371.84	Regular	000471-01	December 2011	- No -
135996	12/13/11	MEL050	MELISSA MCDONOUGH		1,500.00	Regular	000472-01	December 2011	- No -
135997	12/13/11	MIC040	MICHELE FESENMEYER MS OTR/L		337.50	Regular	000473-01	December 2011	- No -
135998	12/13/11	COL001	Collaborative Learning Inc		450.00	Regular	000474-01	December 2011	- No -
135999	12/13/11	EAS010	EASTCONN		240.00	Regular	000474-01	December 2011	- No -
136000	12/13/11	JUL010	JULIA RHUBIN		74.04	Regular	000475-01	December 2011	- No -
136001	12/28/11	007010	NEW ENGLAND WATER UTILITY SERV		85.00	Regular	000476-01	December 2011	- No -
136002	12/28/11	ACC	Accountemps		516.20	Regular	000476-01	December 2011	- No -
136003	12/28/11	ADP010	ADP INC		959.65	Regular	000476-01	December 2011	- No -
136004	12/28/11	AEA010	AEA DUES		2,048.58	Regular	000476-01	December 2011	- No -
136005	12/28/11	AED010	AED Brands		159.00	Regular	000476-01	December 2011	- No -
136006	12/28/11	AME085	AMERICAN SCHOOL FOR THE DEAF		251.36	Regular	000476-01	December 2011	- No -
136007	12/28/11	AME140	AMERIGAS - HAMPTON 9290		1,278.14	Regular	000476-01	December 2011	- No -
136008	12/28/11	APP020	APPLE BOOKS		59.82	Regular	000476-01	December 2011	- No -
136009	12/28/11	ARM050	ARMAND GAUDETTE		115.22	Regular	000476-01	December 2011	- No -
136010	12/28/11	ATT050	AT&T		219.35	Regular	000476-01	December 2011	- No -
136011	12/28/11	AZT040	AZTEC TECHNOLOGIES LLC		12.75	Regular	000476-01	December 2011	- No -
136012	12/28/11	BAM010	BA MUZIO COMPANY INC		85.00	Regular	000476-01	December 2011	- No -
136013	12/28/11	BAN030	BANC OF AMERICA LEASING		1,625.00	Regular	000476-01	December 2011	- No -
136014	12/28/11	BAR	ELIANA BAR-SHALOM		1,400.00	Regular	000476-01	December 2011	- No -
136015	12/28/11	BUS010	BUS PARTS WAREHOUSE		113.47	Regular	000476-01	December 2011	- No -
136016	12/28/11	CAM050	HORIZONS INC		440.00	Regular	000476-01	December 2011	- No -
136017	12/28/11	CIR010	CIRMA		27,363.00	Regular	000476-01	December 2011	- No -
136018	12/28/11	CIVELL	Charles Civello		115.22	Regular	000476-01	December 2011	- No -
136019	12/28/11	CON055	CONSTELLATION NEWENERGY		4,638.23	Regular	000476-01	December 2011	- No -
136020	12/28/11	CON085	CONNECTICUT LIGHT & POWER		3,136.40	Regular	000476-01	December 2011	- No -
136021	12/28/11	CRA050	CRA/CONFIDENTIAL RESEARCH ASSO		72.00	Regular	000476-01	December 2011	- No -
136022	12/28/11	CRE060	CREC		1,944.82	Regular	000476-01	December 2011	- No -
136023	12/28/11	CTI050	CT INVENTION CONVENTION		150.00	Regular	000476-01	December 2011	- No -
136024	12/28/11	DAT010	DATTCO		2,700.00	Regular	000476-01	December 2011	- No -
136025	12/28/11	EAS010	EASTCONN		1,075.00	Regular	000476-01	December 2011	- No -
136026	12/28/11	GRE030	GREGORY & HOWE INC		42.50	Regular	000476-01	December 2011	- No -
136027	12/28/11	GREAT	GREAT STRIDES, LLC		125.00	Regular	000476-01	December 2011	- No -
136028	12/28/11	HEBERT	David Hebert		57.61	Regular	000476-01	December 2011	- No -

CONSOLIDATED CHECK REGISTER
 Sequenced By Check Date - 12/01/11 to 12/31/11
 Check Range = First to Last
 Include All Check Types

Pay From: PICK CORRECT ACCOUNT NUMB

* Indicates sequence skip

Chk#	Date	Vnd#	Vendor Name (*=Payee)	Original Amt	Current Amt	Type	Reg Ctl	Posting Period	Reconciled?
136029	12/28/11	JOA020	JOAN CELOTTI		10.00	Regular	000476-01	December 2011	- No -
136030	12/28/11	JOS050	JOSEPH COOPER		57.61	Regular	000476-01	December 2011	- No -
136031	12/28/11	KABEL	Brian Kabel		57.61	Regular	000476-01	December 2011	- No -
136032	12/28/11	MEU010	MEUT		983.82	Regular	000476-01	December 2011	- No -
136033	12/28/11	NUT010	NUTMEG INTERNATIONAL TRUCKS		989.67	Regular	000476-01	December 2011	- No -
136034	12/28/11	O'CONN	Kevin O'Connor		57.61	Regular	000476-01	December 2011	- No -
136035	12/28/11	PET020	PETER BLUME		6.00	Regular	000476-01	December 2011	- No -
136036	12/28/11	PIN050	PINE TREE SOCIETY		943.90	Regular	000476-01	December 2011	- No -
136037	12/28/11	PRICE	Mark Price		57.61	Regular	000476-01	December 2011	- No -
136038	12/28/11	ROM040	ROMEO BLACKMAR		57.61	Regular	000476-01	December 2011	- No -
136039	12/28/11	ROV010	Hillyard/ Rovic		1,297.47	Regular	000476-01	December 2011	- No -
136040	12/28/11	SAR060	SARAH HODGSON PHD		2,805.00	Regular	000476-01	December 2011	- No -
136041	12/28/11	SHIP	Shipman & Goodwin		2,304.50	Regular	000476-01	December 2011	- No -
136042	12/28/11	ST.LOU	Todd ST. Louis		57.61	Regular	000476-01	December 2011	- No -
136043	12/28/11	STE015	STEVE MARTEL		57.61	Regular	000476-01	December 2011	- No -
136044	12/28/11	USH050	USHUS THERAPY SERVICES, LLC		1,050.00	Regular	000476-01	December 2011	- No -
136045	12/28/11	VER050	VERIZON WIRELESS		33.58	Regular	000476-01	December 2011	- No -
136046	12/28/11	VIL050	VILLAGE SPRINGS DISTRIBUTOR		52.70	Regular	000476-01	December 2011	- No -
136047	12/28/11	WIL070	WILTON RE OF NEW YORK		140.40	Regular	000476-01	December 2011	- No -
136048	12/28/11	WIN010	WINGFOOT COMMERCIAL TIRE		88.00	Regular	000476-01	December 2011	- No -
136049	12/28/11	WOO010	WOODCOCK REFRIGERATION CO INC		3,623.88	Regular	000476-01	December 2011	- No -
136050	12/28/11	MEL050	MELISSA MCDONOUGH		1,424.69	Regular	000477-01	December 2011	- No -
136051	12/28/11	MIC040	MICHELE FESENMEYER MS OTR/L		375.00	Regular	000478-01	December 2011	- No -
Bank Totals				0.00	188,344.51				

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-#####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
Certified Staff							
01-1100-111-00000	Elementary Certified Staff	744494.00	57268.78	257709.51	0.00	486784.49	65.38
01-1100-111-07100	ARRA Stablization Elemtry Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-111-00001	Middle School Certified Staff	776942.00	61390.74	276258.33	0.00	500683.67	64.44
01-1101-111-07102	ARRA Stablization Middle Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1103-111-01003	Art Certified Staff	71949.00	5534.54	24905.43	0.00	47043.57	65.38
01-1103-111-02003	Music Certified Staff	114340.00	8795.38	39579.21	0.00	74760.79	65.38
01-1104-111-00004	World Language Certified Staff	54359.00	4181.48	19339.34	0.00	35019.66	64.42
01-1109-111-00009	Phys Ed/Health Certified Staff	198807.00	16624.34	75339.91	0.00	123467.09	62.10
01-1109-111-07104	ARRA Stablization PE Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-111-01012	Coaches	5202.00	0.00	3254.00	0.00	1948.00	37.45
01-1112-111-02012	Program Advisors	4470.00	0.00	0.00	0.00	4470.00	100.00
01-1112-111-03012	Prog Directors & Coordinators	4532.00	0.00	1512.00	0.00	3020.00	66.64
01-1200-111-01120	SpEd Certified Staff	268903.00	22326.72	97432.80	0.00	171470.20	63.77
01-1200-111-02120	Remedial Certified Staff	104676.00	7076.28	31843.26	0.00	72832.74	69.58
01-1200-111-03120	Psychologist Certified Staff	118147.00	8372.60	37676.70	0.00	80470.30	68.11
01-1200-111-04120	Enrichment Certified Staff	39517.00	3763.52	16935.84	0.00	22581.16	57.14
01-1200-111-05120	Speech Certified Staff	49261.00	3789.30	17051.85	0.00	32209.15	65.38
01-1200-111-06220	DCF Placement Cert Salaries	0.00	(2922.95)	(2284.23)	0.00	2284.23	0.00
01-1200-111-07106	ARRA Stablization SpecEd Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-111-07108	ARRA Stablization Speech Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-111-01220	Superintendent	139458.00	10727.54	69729.01	0.00	69728.99	50.00
01-2200-111-02220	Principal	96556.00	7427.38	48277.97	0.00	48278.03	50.00
01-2200-111-03220	Special Ed Director	51000.00	3923.08	23538.48	0.00	27461.52	53.85
01-2200-111-04220	Assistant Principal	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-111-05220	Curriculum Director	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Certified Staff	2842613.00	218278.73	1038099.41	0.00	1804513.59	63.48

Non-Certified Staff

01-1100-112-00000	Elementary Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-112-00010	Regular Ed Paraprofessional	176602.00	15216.58	56479.37	0.00	120122.63	68.02
01-1101-112-00000	Middle School Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1107-112-01007	Library Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1107-112-02007	Library Consultant	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-112-01012	Athletic Officials	1530.00	691.32	1366.32	0.00	163.68	10.70
01-1112-112-02012	Extracurricular	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-112-03012	After Sch Activities Transport	1740.00	437.52	1224.54	0.00	515.46	29.62
01-1112-112-04012	Event Chaperones	634.00	252.00	756.00	0.00	(122.00)	(19.24)
01-1200-112-01120	Nursing Staff	46716.00	3910.08	18995.36	0.00	27720.64	59.34
01-1200-112-02120	SpEd Paraprofessional	249556.00	26364.68	95695.61	0.00	153860.39	61.65

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
TOTAL Other Insurances		288122.00	13376.60	121670.50	6316.00	160135.50	55.58
Instructional Improvement							
01-2200-312-01220	Workshop Sub Pay	9500.00	85.00	2305.00	0.00	7195.00	75.74
01-2200-312-02220	Teacher Workshops	8000.00	0.00	950.00	1281.00	5769.00	72.11
01-2200-312-03220	Curriculum Development	1690.00	0.00	0.00	0.00	1690.00	100.00
01-2200-312-04220	District Professional Dev Days	1200.00	0.00	0.00	0.00	1200.00	100.00
01-2200-312-05220	CT TEAM Mentor	750.00	0.00	0.00	0.00	750.00	100.00
01-2200-312-06220	Tuition Reimbursement	10000.00	0.00	10000.00	0.00	0.00	0.00
TOTAL Instructional Improvement		31140.00	85.00	13255.00	1281.00	16604.00	53.32
Professional Services							
01-1200-319-01120	Speech Outsourced	71350.00	6130.00	22045.00	0.00	49305.00	69.10
01-1200-319-02120	Training Seminars	6000.00	275.00	1210.94	0.00	4789.06	79.82
01-1200-319-03120	OT Outsourced	55000.00	5447.33	21789.32	0.00	33210.68	60.38
01-1200-319-04120	Evaluations Outsourced	15000.00	1275.00	1275.00	0.00	13725.00	91.50
01-1200-319-05120	Physical Therapy Outsourced	45000.00	5305.73	9688.97	0.00	35311.03	78.47
01-1200-319-06120	Behavioral Therapy Outsourced	40908.00	5232.32	12129.26	0.00	28778.74	70.35
01-1200-319-07120	Assistive Technology/ACC	10000.00	943.90	6943.90	0.00	3056.10	30.56
01-1200-319-08120	Spec Ed Consultant	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-319-09120	Pre-K Screening	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-319-01220	Legal	20000.00	2304.50	9323.00	0.00	10677.00	53.39
01-2200-319-02220	Audit	20000.00	0.00	15000.00	0.00	5000.00	25.00
01-2200-319-03220	Data Processing	15600.00	1443.10	7297.66	0.00	8302.34	53.22
01-2200-319-04220	Consultant	21873.00	516.20	5020.12	0.00	16852.88	77.05
01-2200-319-05220	Volunteer Screening	500.00	72.00	300.00	0.00	200.00	40.00
TOTAL Professional Services		321231.00	28945.08	112023.17	0.00	209207.83	65.13
Utilities							
1-2540-321-00000	Plant Utilities	0.00	0.00	0.00	0.00	0.00	0.00
1-2540-321-00254	Plant Utilities	93099.00	7786.67	37519.73	0.00	55579.27	59.70
TOTAL Utilities		93099.00	7786.67	37519.73	0.00	55579.27	59.70
Maintenance							
01-1200-322-15254	Spec Ed Equip Maintenance	0.00	125.00	125.00	1549.28	(1674.28)	0.00
01-2200-322-00220	Administrative Equipment Maint	0.00	153.16	153.16	0.00	(153.16)	0.00

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-2540-322-01254	Rubbish Removal	8000.00	607.36	3644.16	0.00	4355.84	54.45
01-2540-322-02254	Asbestos Monitoring	350.00	1075.00	1075.00	0.00	(725.00)	(207.14)
01-2540-322-03254	Water	8000.00	910.05	4210.50	0.00	3789.50	47.37
01-2540-322-04254	General	15000.00	0.00	11658.06	133.28	3208.66	21.39
01-2540-322-05254	Sanitary System	5000.00	0.00	3710.00	0.00	1290.00	25.80
01-2540-322-06254	Fire Equipment	7000.00	231.00	5956.75	0.00	1043.25	14.90
01-2540-322-07254	Generator Maintenance	1500.00	1399.46	2424.50	0.00	(924.50)	(61.63)
01-2540-322-08254	Boiler	15000.00	8995.72	10113.39	0.00	4886.61	32.58
01-2540-322-09254	Grounds Upkeep	5000.00	89.99	389.66	0.00	4610.34	92.21
01-2540-322-10254	Painting	3000.00	0.00	0.00	0.00	3000.00	100.00
01-2540-322-11254	Floor Covering	0.00	0.00	0.00	0.00	0.00	0.00
01-2540-322-13254	Renovations	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Maintenance	67850.00	13586.74	43460.18	1682.56	22707.26	33.47
Equipment Maintenance							
01-1103-323-02003	Music Instrument Maintenance	600.00	0.00	135.00	150.00	315.00	52.50
01-1107-323-01007	Audio Visual Equipment Maint	850.00	0.00	0.00	0.00	850.00	100.00
01-1109-323-00009	Phys Ed/Health Equipment Maint	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-323-02260	Tech Equip Maint	3000.00	0.00	829.21	0.00	2170.79	72.36
	TOTAL Equipment Maintenance	4450.00	0.00	964.21	150.00	3335.79	74.96
Liability Insurance							
01-2200-324-00254	Student Accident Insurance	0.00	0.00	995.00	0.00	(995.00)	0.00
01-2540-324-00254	Plant Insurance	21554.00	5388.50	16165.50	0.00	5388.50	25.00
01-2550-324-00255	Transportation Insurance	21554.00	5388.50	16165.50	0.00	5388.50	25.00
	TOTAL Liability Insurance	43108.00	10777.00	33326.00	0.00	9782.00	22.69
Transportation							
01-1200-331-00120	SpEd Transportation	75000.00	5349.82	18136.02	0.00	56863.98	75.82
	TOTAL Transportation	75000.00	5349.82	18136.02	0.00	56863.98	75.82
Communication							
01-2200-340-01220	Telephone	6200.00	864.93	4078.94	0.00	2121.06	34.21
01-2200-340-02220	Postage	6200.00	102.63	2466.52	1000.00	2733.48	44.09
01-2200-340-03220	Internet	100.00	0.00	95.40	0.00	4.60	4.60
01-2200-340-04220	Advertising	450.00	36.18	630.90	0.00	(180.90)	(40.20)

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
TOTAL Communication		12950.00	1003.74	7271.76	1000.00	4678.24	36.13
Outside Services							
01-1100-370-05120	Elem Out of District Tuition	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-370-05120	MS Out of District Tuition	7480.00	4950.00	4950.00	0.00	2530.00	33.82
01-1200-370-01120	Outplacement Tuition	186961.00	68945.25	137890.50	0.00	49070.50	26.25
01-1200-370-02120	Homebound Instruction/Tutoring	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-370-03120	Extended School Year	46000.00	0.00	40701.42	0.00	5298.58	11.52
01-1200-370-04120	After School Math Support	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Outside Services		240441.00	73895.25	183541.92	0.00	56899.08	23.66
Purchased Services							
01-2200-390-01220	Contract Mileage	5500.00	203.95	540.76	0.00	4959.24	90.17
01-2200-390-02220	Printing	600.00	0.00	0.00	0.00	600.00	100.00
01-2550-390-01255	Trans Purchased Services	88166.00	6008.70	33649.55	0.00	54516.45	61.83
01-2550-390-02255	Bus Facility Building Usage	6000.00	0.00	0.00	0.00	6000.00	100.00
TOTAL Purchased Services		100266.00	6212.65	34190.31	0.00	66075.69	65.90
Supplies							
01-1100-410-01000	Elementary General Supplies	4430.00	0.00	3055.55	537.17	837.28	18.90
01-1100-410-02000	Elementary Reading Supplies	1748.00	0.00	1771.58	0.00	(23.58)	(1.35)
01-1100-410-03000	Elementary Math Supplies	3226.00	0.00	3526.40	0.00	(300.40)	(9.31)
01-1100-410-04000	Elementary Lang Arts Supplies	3261.00	0.00	3736.31	0.00	(475.31)	(14.58)
01-1100-410-05000	Elementary Health Supplies	1873.00	(57.43)	1260.02	0.00	612.98	32.73
01-1100-410-06000	Elementary Science Supplies	514.00	0.00	44.11	0.00	469.89	91.42
01-1100-410-07000	Elem Social Studies Supplies	1103.00	0.00	683.59	500.00	(80.59)	(7.31)
01-1100-410-08000	Elementary Testing Supplies	1054.00	0.00	839.53	275.00	(60.53)	(5.74)
01-1100-410-09000	Elementary Art Supplies	0.00	0.00	14.22	0.00	(14.22)	0.00
01-1101-410-01001	Middle School General Supplies	7802.00	(1968.20)	2087.70	165.00	5549.30	71.13
01-1101-410-02001	Middle School LA Supplies	1068.00	0.00	358.41	0.00	709.59	66.44
01-1101-410-03001	Middle School Math Supplies	2505.00	0.00	2044.24	0.00	460.76	18.39
01-1101-410-04001	Middle School Reading Supplies	820.00	0.00	693.28	0.00	126.72	15.45
01-1101-410-05001	Middle School Science Supplies	3552.00	150.00	1781.16	0.00	1770.84	49.85
01-1101-410-06001	Middle School Social Stud Supp	239.00	0.00	277.09	0.00	(38.09)	(15.94)
01-1101-410-07001	Middle School Testing Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1103-410-01003	Art Supplies	1281.00	0.00	969.52	0.00	311.48	24.32
01-1103-410-02003	General Music Supplies	219.00	0.00	209.59	0.00	9.41	4.30
01-1103-410-03003	Choral Supplies	1500.00	150.00	1000.90	361.77	137.33	9.16

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-####

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Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1103-410-04003	Band Supplies	1736.00	2.50	1104.33	365.45	266.22	15.34
01-1104-410-00004	World Language Supplies	847.00	0.00	565.49	0.00	281.51	33.24
01-1107-410-01007	Library Supplies	600.00	0.00	351.28	0.00	248.72	41.45
01-1107-410-02007	Library Periodicals	1100.00	0.00	857.69	0.00	242.31	22.03
01-1107-410-03007	Library Non-Print Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-410-01009	Phys Ed Supplies	1599.00	0.00	1214.18	0.00	384.82	24.07
01-1109-410-02009	Health Supplies	315.00	0.00	164.82	0.00	150.18	47.68
01-1112-410-01012	Graduation Supplies	600.00	0.00	0.00	0.00	600.00	100.00
01-1112-410-02012	Athletic Supplies	0.00	0.00	687.17	0.00	(687.17)	0.00
01-1112-410-04012	After School Insurance Costs	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-410-01120	SpEd Instructional Supplies	5500.00	0.00	1757.54	0.00	3742.46	68.04
01-1200-410-02120	Assessment Supplies	3500.00	0.00	3497.55	0.00	2.45	0.07
01-1200-410-03120	Enrichment Supplies	0.00	0.00	113.50	0.00	(113.50)	0.00
01-1200-410-04120	Remedial Supplies	0.00	0.00	166.77	0.00	(166.77)	0.00
01-1200-410-05120	Medical Supplies	1194.00	215.30	1383.27	426.65	(615.92)	(51.58)
01-1200-410-06120	ELL Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-410-07120	SpecEd software	3160.00	0.00	0.00	0.00	3160.00	100.00
01-1200-410-08120	Special Needs Products (SIT)	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-01220	Administrative Office Supplies	5000.00	8.50	1020.26	157.24	3822.50	76.45
01-2200-410-02220	Report Cards	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-03220	BOE Newsletter	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-04220	Copier Paper	0.00	1995.20	1995.20	0.00	(1995.20)	0.00
01-2540-410-01254	Plant Floor Supplies	4400.00	503.67	3229.32	0.00	1170.68	26.61
01-2540-410-02254	Plant Cleaning Supplies	8000.00	20.54	1289.78	0.00	6710.22	83.88
01-2540-410-03254	Plant General Supplies	14000.00	180.81	1129.05	0.00	12870.95	91.94
01-2540-410-04254	Plant Paper Supplies	3000.00	709.95	3929.53	0.00	(929.53)	(30.98)
01-2540-410-05254	Plant Lighting Supplies	4000.00	(4.27)	317.35	0.00	3682.65	92.07
01-2560-410-01256	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2560-410-02256	Manage Breakfast Program	650.00	0.00	0.00	0.00	650.00	100.00
01-2600-410-01260	Technology Elementary Supplies	1607.00	12.75	1036.72	0.00	570.28	35.49
01-2600-410-02260	Technology Middle School Suppl	3070.00	0.00	1070.42	262.37	1737.21	56.59
01-2600-410-03260	Technology Arts Supplies	267.00	0.00	32.70	0.00	234.30	87.75
01-2600-410-04260	Technology Tech Ed Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-05260	Technology Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-06260	Technology SpEd Supplies	844.00	0.00	0.00	0.00	844.00	100.00
01-2600-410-07260	Technology Admin Supplies	2000.00	0.00	1049.18	104.16	846.66	42.33
01-2600-410-08260	Technology Subscriptions	7150.00	0.00	6496.00	0.00	654.00	9.15
TOTAL Supplies		110334.00	1919.32	58812.30	3154.81	48366.89	43.84

Fuel

01-2540-411-00254	Plant Fuel	111163.00	1363.14	78397.57	0.00	32765.43	29.48
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ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = 01-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: December 2011

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1200-540-01120	Assistive Technology Equipment	4298.00	651.36	1851.36	0.00	2446.64	56.93
01-1200-540-02120	Adaptive Equipment	6000.00	53.14	1711.19	0.00	4288.81	71.48
01-2200-540-01220	Copier Lease	32280.00	1625.00	16005.05	0.00	16274.95	50.42
01-2200-540-02220	Administrative Equip/Furn	0.00	0.00	113.00	0.00	(113.00)	0.00
01-2540-540-00254	Plant Equipment	10000.00	0.00	2238.38	0.00	7761.62	77.62
01-2600-540-01260	Technology Elementary Equip	6564.00	0.00	3596.00	199.98	2768.02	42.17
01-2600-540-02260	Technology Middle School Equip	11057.00	0.00	0.00	899.93	10157.07	91.86
01-2600-540-03260	Technology Admin Equip	1593.00	0.00	49.00	0.00	1544.00	96.92
01-2600-540-04260	Technology Tech Ed Equip	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-540-05260	Technology Network Equip	2260.00	0.00	338.53	0.00	1921.47	85.02
01-2600-540-06260	Technology SpEd/Support Equip	37000.00	0.00	1798.00	0.00	35202.00	95.14
01-2600-540-08260	Technology Art Equip	500.00	0.00	0.00	0.00	500.00	100.00
	TOTAL Equipment	115624.00	2329.50	30117.17	1099.91	84406.92	73.00
Dues & Fees							
01-1200-640-00120	SpEd Dues & Fees	600.00	422.00	672.00	0.00	(72.00)	(12.00)
01-2200-640-01220	Dues & Fees	7861.00	0.00	6762.00	100.00	999.00	12.71
01-2200-640-02220	Board of Education Expenses	1000.00	205.37	205.37	954.45	(159.82)	(15.98)
01-2200-640-03220	Professional Development	3000.00	0.00	180.00	650.00	2170.00	72.33
01-2200-640-04220	Principal's Discretionary Fund	300.00	112.32	112.32	0.00	187.68	62.56
01-2200-640-05220	Medical/Screenings	1000.00	62.50	500.00	42.50	457.50	45.75
	TOTAL Dues & Fees	13761.00	802.19	8431.69	1746.95	3582.36	26.03
01-2200-670-01220	Superintendent Newsletter	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-700-99999	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-910-00000	Supplement Appropriation	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL General Fund	6845002.00	488308.71	2954087.94	16431.23	3874482.83	56.60

Object Draft

Ashford Board of Education
Actual & Budgeted Expenses & Encumbrance
 Report Sequence: Account Number
 Accounts: First thru Last
 Report Period: July 2011 thru June 2012
 Level Of Detail: Account Number

General Fund (01)		FY 09-10 Budget	FY 10-11 Budget	FY 11-12 Rev 10-26-11 Budget	FY12-13 Estimate
Account Number	Account Description				
	Certified Staff	2,960,743	2,846,892	2,842,614	2,963,053
	Non-Certified Staff	1,275,035	1,224,352	1,272,194	1,346,211
	Insurance	1,125,635	1,076,483	1,022,035	1,135,963
	Other Insurances	167,244	251,450	288,123	302,963
	Instructional Improvement	33,200	37,700	31,140	31,140
	Professional Services	271,350	301,615	321,231	321,231
	Utilities	102,168	102,168	93,099	102,409
	Maintenance	83,999	64,880	67,850	67,850
	Equipment Maintenance	4,496	4,400	4,450	4,450
	Liability Insurance	56,100	45,430	43,108	43,108
	SpEd Transportation	25,790	75,954	75,000	77,100
	Communication	16,925	13,425	12,950	13,570
	Outside Services	274,550	326,984	240,441	240,441
	Purchased Services	54,930	59,600	100,266	100,266

Object Draft

Account Number	Account Description	FY 09-10 Budget	FY 10-11 Budget	FY 11-12 Rev 10-26-11 Budget	FY12-13 Estimate
	Supplies	128,953	134,371	110,333	110,333
01-2540-411-00254	Plant Fuel (bldg heat)	101,890	103,700	111,163	111,163
	Fuel	65,120	65,920	64,346	64,346
	Textbooks	19,379	14,170	9,274	9,274
	Library Books	6,000	7,000	6,000	6,000
	Equipment	78,302	70,907	115,624	115,624
	Dues & Fees	15,100	16,900	13,761	13,761
01-2200-670-01220	Superintendent Newsletter	700	700	0	0
01-2200-910-00000	Supplemental Appropriation	0	0	0	0
	General Fund (01) Totals	6,867,609	6,845,002	6,845,002	7,180,256
	Totals Consolidated Funds	6,867,609	6,845,002	6,845,002	7,180,256
					4.90%

Cash Flow Report

12/1/11 through 1/19/12

Category	12/1/11- 1/19/12
Inflows	
daily sales	10,362.66
Online prepays	1,778.15
reimbursement	5,464.35
vending machine	56.00
Total Inflows	17,661.16
Outflows	
Auto:	
Fuel	193.32
Total Auto	193.32
food	4,836.19
ice cream	288.27
milk	2,029.58
paper supplies	111.93
payroll	10,136.76
repairs	1,585.00
Outflows - Other	0.00
Total Outflows	19,181.05
Net Inflows/Outflows	-1,519.89

Cash Flow Report

7/1/11 through 1/19/12

Category	7/1/11- 1/19/12
Inflows	
Catering	135.60
daily sales	29,610.77
Online prepays	7,388.05
rebate from ConAgra	12.34
rebate from Guida	521.49
reimbursement	24,672.23
vending machine	269.00
Total Inflows	62,609.48
Outflows	
Auto:	
Fuel	193.32
Total Auto	193.32
Bank Charge	15.00
deliver charge usda	150.50
food	14,464.84
ice cream	606.61
milk	5,304.88
paper supplies	954.98
payroll	41,896.15
repairs	1,585.00
supplies	4,536.73
Outflows - Other	0.00
Total Outflows	69,708.01
Net Inflows/Outflows	-7,098.53

Profit & loss
As of 12/1/11

Accounts	12/1/11 Balance
Assets	
Cash and Bank Accounts Kitchen 2001-Current Year	22,682.29
Total Cash and Bank Accounts	<u>22,682.29</u>
Total Assets	<u><u>22,682.29</u></u>
Liabilities & Equity	
Liabilities	0.00
Equity	22,682.29
Total Liabilities & Equity	<u><u>22,682.29</u></u>

Balance Sheet
As of 1/19/12

Accounts	1/19/12 Balance
Assets	
Cash and Bank Accounts Kitchen 2001-Current Year	17,137.24
Total Cash and Bank Accounts	17,137.24
Total Assets	17,137.24
Liabilities & Equity	
Liabilities	0.00
Equity	17,137.24
Total Liabilities & Equity	17,137.24

Ashford School District

Prepaid Account Summary

By Building

School	Students		Adults		Total
	Pos +	Neg -	Pos +	Neg -	
00001 - Ashford School	6528.29	-50.80	415.70	-1.60	6891.59
All	-	-	13.60	-0.05	13.55
Totals:	6528.29	-50.80	429.30	-1.65	6905.14

Ashford School District

Menu Items Sold

By Station
12/1/11 thru 1/19/12

Ashford School

00001 - AS Line 1

Item #	Description	Breakfast				Lunch				Grand Total	Total \$		
		Free	Red	Paid	SubTotal	Adult	Total	Free	Red			Paid	SubTotal
1	Reimbursable Meals	0	0	0	0	0	0	0	0	0	0	0	0
5	Adult Meal	-	-	-	-	-	-	-	-	-	-	-	-
93	No Charge Meal	0	0	0	0	0	0	0	0	0	0	0	0
101	Ice Cream	0	0	0	0	0	0	0	0	0	0	0	0
103	Chips Large	0	0	0	0	0	0	0	0	0	0	0	0
104	Water Large	0	0	0	0	0	0	0	0	0	0	0	0
105	Water Small	0	0	0	0	0	0	0	0	0	0	0	0
108	Ala Carte	0	0	0	0	0	0	0	0	0	0	0	0
109	Salad Large	0	0	0	0	0	0	0	0	0	0	0	0
110	Salad Small	0	0	0	0	0	0	0	0	0	0	0	0
112	Rice Krispie Small	0	0	0	0	0	0	0	0	0	0	0	0
113	Fruit	0	0	0	0	0	0	0	0	0	0	0	0
114	Milk	0	0	0	0	0	0	0	0	0	0	0	0
115	Oven Potatoes	0	0	0	0	0	0	0	0	0	0	0	0
116	Pasta Salad	0	0	0	0	0	0	0	0	0	0	0	0
117	Pizza Slice	0	0	0	0	0	0	0	0	0	0	0	0
121	Fizz - ed	0	0	0	0	0	0	0	0	0	0	0	0
124	Pretzles	0	0	0	0	0	0	0	0	0	0	0	0
125	Bagel	0	0	0	0	0	0	0	0	0	0	0	0
126	Cream Cheese	0	0	0	0	0	0	0	0	0	0	0	0
127	4oz Peanut Butter	0	0	0	0	0	0	0	0	0	0	0	0
128	4oz Cheese	0	0	0	0	0	0	0	0	0	0	0	0
129	Juice 4oz	0	0	0	0	0	0	0	0	0	0	0	0
130	Juice 10oz	0	0	0	0	0	0	0	0	0	0	0	0
131	Cup of Soup	0	0	0	0	0	0	0	0	0	0	0	0
134	Fruit Fresh	0	0	0	0	0	0	0	0	0	0	0	0
135	Veggie Fresh	0	0	0	0	0	0	0	0	0	0	0	0
137	Milk-Pre-Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0
138	Milk-Free	0	0	0	0	0	0	0	0	0	0	0	0
140	Sandwich	0	0	0	0	0	0	0	0	0	0	0	0
143	Lg. Bowl Veggies	0	0	0	0	0	0	0	0	0	0	0	0
144	Seasoned Noodles	0	0	0	0	0	0	0	0	0	0	0	0
145	Bread, roll, or breadstick w/butter	0	0	0	0	0	0	0	0	0	0	0	0
146	Fruit with dip	0	0	0	0	0	0	0	0	0	0	0	0
148	Salad Dressing	0	0	0	0	0	0	0	0	0	0	0	0
149	Fruit pie	0	0	0	0	0	0	0	0	0	0	0	0
150	Muffin top	0	0	0	0	0	0	0	0	0	0	0	0
154	Small chips	0	0	0	0	0	0	0	0	0	0	0	0
Total		2,123	585	3,642	6,350	104	5	0	0	0	0	0	0

Ashford School District

Menu Items Sold

By Station
12/1/11 thru 1/19/12

All Buildings/All Lines

Item #	Description	Breakfast			Lunch			Grand Total	Total \$
		Free	Red	Paid	Free	Red	Paid		
1	Meals	0	0	0	2,123	585	3,642	6,350	9326.50
5	Adult Meal	0	0	0	0	0	0	104	364.00
93	No Charge Meal	0	0	0	0	0	0	5	0.00
101	Ice Cream	0	0	0	71	42	425	538	553.00
103	Chips Large	0	0	0	35	6	198	239	272.00
104	Water Large	0	0	0	0	2	4	6	36.00
105	Water Small	0	0	0	3	1	23	27	14.50
108	Ala Carte	0	0	0	1	1	1	3	64
109	Salad Large	0	0	0	0	0	0	0	128.00
110	Salad Small	0	0	0	0	0	0	0	227.50
112	Rice Krispie Small	0	0	0	21	4	91	116	72.00
113	Fruit	0	0	0	0	0	0	0	32.00
114	Milk	0	0	0	18	40	782	840	13.00
115	Oven Potatoes	0	0	0	0	0	0	0	458.50
116	Pasta Salad	0	0	0	0	0	1	1	12.00
117	Pizza Slice	0	0	0	1	2	2	3	39.00
121	Fizz - ed	0	0	0	21	1	140	162	54.00
124	Pretzles	0	0	0	9	2	173	184	221.25
125	Bagel	0	0	0	0	0	40	40	111.50
126	Cream Cheese	0	0	0	0	0	13	13	49.60
127	4oz Peanut Butter	0	0	0	0	0	13	13	13.50
128	4oz Cheese	0	0	0	0	0	21	21	13.50
129	Juice 4oz	0	0	0	3	0	1	4	19.50
130	Juice 10oz	0	0	0	0	0	15	15	19.00
131	Cup of Soup	0	0	0	0	1	13	14	8.00
134	Fruit Fresh	0	0	0	0	1	0	1	28.00
135	Veggie Fresh	0	0	0	0	0	0	0	276.00
137	Milk-Pre-Kindergarten	0	0	0	0	0	0	0	2.25
138	Milk-Free	0	0	0	0	0	0	0	4.00
140	Sandwich	0	0	0	193	0	147	147	73.50
143	Lg. Bowl Veggies	0	0	0	0	0	10	203	0.00
144	Seasoned Noodles	0	0	0	0	0	1	189	378.00
145	Bread, roll, or breadstick w/butter	0	0	0	0	0	0	4	4.00
146	Fruit with dip	0	0	0	0	0	0	2	2.00
148	Salad Dressing	0	0	0	0	0	0	2	0.60
149	Fruit pie	0	0	0	5	0	69	74	73.50
150	Muffin top	0	0	0	24	20	156	200	37.00
154	Small chips	0	0	0	5	17	35	57	104.00
Total		0	0	0	2553	723	6008	9264	13094.70

2012

Maurice B. and Mildred C. Bicknell Scholarship Program
Calendar for Implementation

2012

- January The Ashford Board of Education reviews program materials and makes initial payment of 2/3 estimated management fee.
- Ashford Board of Education drafts program announcement; sends to Scholarship Management Services for review.
- Scholarship Management Services approves program announcement.
- February 15 Ashford Board of Education distributes materials and publicizes the program.
- April 1 Application postmark deadline.
- May 1 Scholarship Management Services notifies Ashford Board of Education of award recipients.
- Ashford Board of Education and Scholarship Management Services coordinate notification of recipients.
- May 15
(approx) Scholarship Management Services sends congratulatory letters to student recipients after Awards Ceremony, with a return mailer for verifying enrollment.
- Scholarship Management Services notifies nonrecipients.
- June Scholarship Management Services provides program summary and management reports and sends invoice to Ashford Board of Education.
- Ashford Board of Education forwards check to Scholarship America for total amount of scholarship awards and remainder management fee.
- August 15 Scholarship Management Services mails scholarship checks to student recipients. Checks are mailed to each recipient's home address and are made payable to the institution for the student.

2012

Maurice B. and Mildred C. Bicknell Scholarship Program
Program Description

THE PROGRAM

The program will be called the Maurice B. and Mildred C. Bicknell Scholarship Program.

The sponsor will be Ashford Board of Education.

ELIGIBILITIES

Applicants must be residents of the Town of Ashford as of the application deadline date.

Applicants must be high school seniors or graduates who plan to enroll or students already enrolled in a full-time undergraduate course of study at an accredited two- or four-year college, university, or vocational-technical school.

AWARDS

The program will utilize standard Scholarship Management Services recipient selection procedures including the consideration of past academic performance and future potential, leadership and participation in school and community activities, work experience, statement of career and educational aspirations and goals, unusual personal or family circumstances, and an outside appraisal.

The authorized distribution for new awards will be \$9,000. Based on the applicant pool, six (6) awards of \$1,500 each, or four (4) awards of \$2,000 each will be given.

Financial need will be considered.

Awards are not renewable; however, students may reapply to the program each year they meet eligibility requirements.

Awards are for undergraduate study only.

1901
910
666
~~760~~
3247

Since Sept, 3247 books have circulated
This total doesn't include
the number of paperbacks that
are circulated

1/6/12

Vernon R. Proffitt
Library Consultant

Series 1000
Community/Board Operation

USE OF SCHOOL FACILITIES POLICY

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Ashford Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Ashford Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Superintendent of Schools
For use of athletic fields and facilities	Superintendent of Schools
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit community groups not under the direct control of either school or town agencies. Such groups are defined as:
 - A. Comprised of 30% of Ashford Residents.
 - B. Participation and membership open to all who wish to join.
 - C. Sponsored or administered by a board of directors.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be

prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs when school is not normally staffed.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs when school is not normally staffed.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees

and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities. Municipal entities, not-for-profit community groups will be required to provide a "Certificate of Insurance Liability".

Legal References:

Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes
Connecticut General Statutes Title 9. Elections.
Public Act 06-63, An Act Concerning Healthy Food and Beverages in Schools

Approved by the Ashford Board of Education: January 19, 2012

**Series 5000
Students**

CHEMICAL HEALTH POLICY FOR STUDENT ATHLETES

Policy Statement

The Board participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance enhancing substances. This policy applies to all student athletes participating in school sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging,

storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. Connecticut General Statutes Section 21a-240(20)(A).

- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) www.wada-ama.org, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." Connecticut General Statutes Section 10-154a(a)(2).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

(3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of using performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).
- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).

- (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
 - (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.
- (5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete *from a source other than the student athlete's confidential disclosure*, that the student athlete, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that

person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.

- (a) Any student athlete in the Ashford Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol either on or off school property, or at a school-sponsored activity, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have their have their student athletic participation privileges revoked.
- (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of

athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.

- (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statute, Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
- (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
- (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
- (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.

(8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.

- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.

- (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Approved by the Ashford Board of Education:

January 19, 2012

**Series 5000
Students**

DRUG AND ALCOHOL USE BY STUDENTS

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a

registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).

- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

- (1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

- (2) Prescribed Medications.

The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

- (3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.

- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.
- (a) Any student in the [] Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.

- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy.
- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

Section 10-154a	Sections 10-233a through 10-233f
Section 10-212a	Section 21a-240
Section 10-221	Section 21a-243

Approved by the Ashford Board of Education:

January 19, 2012

Ashford Board of Education
Ashford, Connecticut

Series 6000
Instruction

INSTRUCTION ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

In accordance with the provisions of Section 10-19(b) of the Connecticut General Statutes, it is the policy of the Board of Education to provide, during the regular school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). The Superintendent of Schools shall develop procedures concerning the exemption of pupils from such instruction upon the written request of the pupil's parent or guardian.

Legal reference:

Conn. Gen. Stat. §10-19(b).

Approved by the Ashford Board of Education: January 19, 2012

Ashford School

440 Westford Road (Rt. 89)

Ashford, CT 06278

School Web site: www.ashfordct.org

Dr. James Longo

Superintendent of Schools

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Nancy Johndrow

Principal

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Donna Hartigan

Director of Pupil Personnel

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dhartigan@ashfordct.org

May 31, 2011

Dear Dr. Longo,

This letter is to inform you that I will be resigning my position as Principal of Ashford School effective the end of the 2011-2012 school year.

Sincerely,



Nancy P. Johndrow

Principal

*Approved by the
Ashford BOE
01/19/2012*

Jan. 11, 2012

To Whom It May Concern:

I am requesting an unpaid leave of absence for medical reasons commencing Feb.7, 2012. I expect to return in 6 weeks.

Sincerely,

Kathleen Makray

Cc: Danielle McMullen

*Approved by
the Ashford
Board of Education
01/19/2012*