

Ashford Board of Education
Special Meeting Minutes – October 4, 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 7:04 pm.

Board Present

Present were members D. Wesson, K. Rourke, J. Lippert, K. Warren and L. Donegan. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins and recording secretary J. Barsaleau. In the audience were MEUI representatives D. Atkinson and G. Leedie (7:28), AEA representative D. Backhaus and resident L. Gagne. Unable to attend were board members B. Supina and J. Rupert.

Persons to Be Heard

None

Communications

D. Wesson reported he had received a forwarded e-mail of a letter from Linda Gagne concerning non-meetings and FOI. He distributed copies of the letter and attachment was distributed to the board members present. K. Rourke thanked Mrs. Gagne for the letter, and expressed appreciation for her willingness to give constructive feedback to the board.

D. Wesson received a request to respond to the CABA Communication survey and a schedule of events for the CABA/CAPSS annual convention.

Approval of Minutes: 09/06/12

Motion to approve the special meeting minutes of 09/06/12 made by J. Lippert with the following amendments:

- *Motion made by J. Rupert to enter into executive session (9:12 pm) for the purpose of superintendent evaluation. Motion seconded by L. Donegan and carried unanimously. Present in executive session were L. Donegan, J. Rupert, D. Wesson, J. Lippert and K. Rourke. The board exited executive session at 9:49 pm. No action was taken.*
- *Motion to adjourn (9:49 pm) made by J. Rupert, seconded by J. Lippert and carried unanimously.*

The motion was seconded by K. Rourke and carried with one abstention (K. Warren).

Committee Reports

a. Building & Grounds

The committee was not able to meet. However, included in the board meeting handouts, were reports from M. Mellady and W. Squier as requested by the board at a previous meeting, identifying facility and maintenance items to be addressed. The board was appreciative of their efforts to create the lists, and asks that they now be merged and prioritized into one list with estimated costs and timeline for completion. Dr. Longo reported that an arborist looked at the trees in the library courtyard and advised they be removed, and a painting contractor has looked at the finish on the main hallway brick walls, both will be forwarding estimates.

Administrative Reports/Summary

a. Superintendent

The Superintendent's Report is attached. K. Rourke expressed concern about the business manager item in his report. Because of the recent resignation submitted by T. Clements, the business office will be utilizing the services of Cheryl Miller of CL Services on a contracted basis. Ms. Miller will be available to assist with the year-end audit, scheduled to begin October 11, and will provide guidance to the payroll and accounts payable personnel as needed. Mrs. Rourke spoke of her concerns about availability of the financial staff to have a person at the ready to provide guidance on a daily basis. Further discussion followed concerning the parameters of functions unique to public school management versus the private sector. Dr. Longo will report back to the board at the next meeting concerning options to address the business manager vacancy.

Dr. Longo, Mr. Hopkins and Mrs. Hartigan have been working collaboratively on a district professional development plan for 2012-13 (attached) and are a report of staff activities. Dr. Longo provided a draft copy of the Student Success Plan for Ashford. This plan results from state mandate and requires board

approval. Mr. Hopkins shared his view that this is an excellent plan, and is very detailed and comprehensive in comparison to those of other districts.

Ashford Board of Education – Page 2
Special Meeting Minutes – October 4 2012

Dr. Longo asked that the board approve the plan as a working draft, with the knowledge that input will be sought from teachers and others before the final version is completed. The state has required all plans to be published by January 2013.

Motion made to approve the working draft of the Student Success Plan and plan guidance document as presented by Dr. Longo made by L. Donegan, seconded by K. Warren and carried unanimously.

b. Principal Report

Mr. Hopkins report dated September 20, 2012 is attached. He reported that teacher in charge, Cindy Ford, and he are working very well together. Mrs. Ford has been attending 504 meetings and working with students on disciplinary matters and conflict resolution. Mr. Hopkins was asked about a peer mediation program. He will research the program and provide a report to the board in January. Mr. Hopkins reported that several teachers are attending TEAM mentor training. Teachers receiving this training will be allowed to host student teachers. An assessment survey went out to address the many types of assessments that are used in Ashford School. It is important to narrow the number of assessments used; as 45% of new teacher evaluation plan prepared by the State will be based on student assessment. There was an all school PBS (Positive Behavior Supports) assembly held in September. It was a very spirited event with attendance by the Ashford wolf mascot. Following the event, there was name the wolf contest held. Based on student vote, the Ashford mascot has been named “Paws”. Mr. Hopkins spoke of the “Lost at School” book club meetings, WINGS and a formal process is being developed to address gifted and talented education and identification of students.

c. Director of Pupil Personnel

The director’s report dated September 20, 2012 is attached.

Old Business

a. Facility/Maintenance Follow-Up

None, addressed during Committee Reports.

New Business

a. Staff Resignations

Dr. Longo reported he had received letters of resignation from Tracey Clements, Business Manager, effective October 4, 2012 and driver Marilyn Rossi, effective October 12, 2012.

Motion made by K. Warren to accept with regret, the resignations of Tracey Clements and Marilyn Rossi. Motion seconded by K. Rourke and carried unanimously.

b. Approval of Student Success Planning Guidance and Student Success Plan

Addressed during Superintendent’s Report.

Chair D. Wesson reversed action on items d and c below, citing time may be needed for members to review the policies under consideration for approval.

d. Approval of Medical Standing Orders

Medical orders have been reissued with a change in the name of the school medical advisor.

Motion to approve the Medical Standing Orders as presented made by K. Warren, seconded by L. Donegan and carried unanimously.

c. Second Reading: Policies

(4000 Series: Admin Regulation/ Concussion Training; Policy: Psychotropic Drugs)

(5000 Series: Admin Regulation/Health Assessments; Policy & Admin Regulation/Suicide Prevention; Field Trips Policy; Fundraising Policy; Student Dress Policy; Pledge of Allegiance Policy; Student Privacy Policy & Notification)

(Series 6000: Homework Policy; Individuals w/Disabilities Act – Alternative Assessments Policy; Promotion & Retention Policy)

Members had been provided the listed policies electronically prior to the meeting and took some time to review them before proceeding.

Motion to approve second reading of the policies as provided by legal counsel, made by K. Rourke, seconded by L. Donegan and carried with one abstention (K. Warren).

Next Meeting Date/Agenda Items

The next regular meeting is scheduled for October 18th.

Agenda items:

Policy Readings

Financial Matters (Audit, Budget, Business Manager Options)

Superintendent Evaluation

Superintendent Evaluation

Motion to enter into executive session (9:00 pm) for the purpose of superintendent evaluation with Dr. Longo invited into the session made by L. Donegan, seconded by K. Rourke.

The board and Dr. Longo exited executive session at 10:15 pm, no action was taken.

Adjournment

Motion to adjourn the meeting (10:15 p.m.) made by J. Lippert, seconded by L. Donegan and carried unanimously.

Respectfully Submitted,

Jennifer Barsaleau
Recording Secretary