

Ashford Board of Education  
Meeting Minutes – May 19, 2016  
7:30 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**

Board Chair J. Rupert called the meeting to order at 7:34 pm. Present were members K. Warren, M. Matthews, J. Lippert, K. Rourke and J. Calarese (7:37 pm). Also present were Superintendent Dr. J. Longo, Business Manager D. Neel, Pupil Personnel Director C. Ford, Principal T. Hopkins, Asst. Principal G. Dukette and recording secretary J. Barsaleau. Unable to attend was board member L. Donegan. Present in the audience were H. Welply, S. Lyman, S. Dingler, M. McDonough, P. Borysevicz and C. Imhoff.

**Persons to be Heard**

S. Dingler, M. McDonough and H. Welply addressed the board reiterating concerns about the number of second grade classrooms next year. All requested that the board consider three classrooms next year citing behavioral concerns, self-control and the maturity level of the students. Each noted specials classes as a particularly challenging time for the students. They thanked the board for the opportunity to speak and acknowledged that there have been improvements made since the fall when teachers and administrators met to address parental concerns. Members thanked the parents for coming and sharing their concerns. Discussion with the parents and administrators followed.

S. Lyman asked that the board consider the purchase of a tractor for the school building and grounds maintenance, replacing other equipment that is aging and in need of frequent repair. The estimated the cost would be \$20,000-\$23,000. The board will take the request under advisement for discussion at a future meeting.

**Communications**

A copy of Dr. Longo's article for the next edition of the Ashford Citizen was included in the board agenda packet.

**Approval of Minutes: 05/05/2016**

***Motion made by J. Lippert to approve the regular meeting minutes of 05/05/2016, noting that the motions made to adjourn and the time of adjournment were omitted. Motions and time of adjournment will be added to the unapproved minutes and reposted. Motion seconded by J. Calarese and carried with two abstentions (M. Matthews, K. Warren).***

**Administrative Reports**

Written reports from the Business Manager, Director of Pupil Personnel, Principal and Asst. Principal were included in the agenda packet and reviewed by board members prior to the meeting. Action concerning third quarter budget transfers was tabled at the last meeting. Mr. Neel recommended the board authorize the transfers as stated in his report; moving \$8,000 from Employee Benefits to Supplies, and \$82,000 from Tuition - All Other, to Property.

***Motion made by K. Warren to approve third quarter budget transfers as requested by the Business Manager, motion seconded by K. Rourke and carried unanimously.***

The board acknowledged that there have been no non-contractual payments made to, or for the benefit of the Superintendent this month, or this year. The April financial report for the cafeteria was distributed

**New Business**

**a. 2016-2017 Healthy Foods Certification**

***Motion made by J. Rupert that The Ashford Board of Education, pursuant to section 10-215f of the Connecticut General Statutes, hereby certify that all food items offered for sale to students in the school under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will meet said standards during the period of July 1, 2016 through June 30, 2017. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored. Motion seconded by M. Matthews and carried unanimously.***

**b. Cafeteria and Health Room Reports**

Reports were included in the agenda packet and reviewed by members prior to the meeting. Discussion followed concerning the scheduling of a cafeteria committee meeting. Members were encouraged to direct any questions about these reports to the appropriate author.

### **c. School Lunch Price Increase**

During a comprehensive review by the CT School Nutrition Program in January, it was noted that Ashford School hot lunch prices must be increased in order to comply with USDA and National School Lunch program requirements for reimbursable meals. A proposed price increase of \$0.20 has been recommended beginning next school year.

***Motion made by K. Rourke to increase the school lunch price from \$2.50 to \$2.70 effective July 1, 2016, motion seconded by M. Matthews and carried unanimously.***

### **d. Approval of April Financial Reports**

Reports for the month of April 2016 were included in the agenda packet.

***Motion made by J. Lippert to approve the financial reports for April 2016, motion seconded by J. Calarese and carried unanimously.***

***Motion by K. Rourke to add discussion for the planning of FY 16 year-end spending, motion seconded by J. Lippert and carried unanimously.***

Dr. Longo stated that any anticipated budget surplus for FY 16 has been earmarked for spending prior to the end of the fiscal year. An update will be provided at the next board meeting. Dr. Longo spoke briefly about the board's 5-year capital improvement list. He has contacted an architectural firm to discuss the school construction process. As acoustical ceiling costs would not qualify for school construction reimbursement unless part of a "complete as new" renovation, completing a portion of the acoustical ceiling work will be discussed at the next meeting.

### **Old Business**

#### **a. Discussion of Primary Grade Classroom Sizes**

J. Rupert recapped the budget process and the charge given to the Superintendent in creating a budget for the Board to deliberate and adopt. The charge given was to address a declining enrollment while knowing it would result in staff reductions, and how to best balance the effect of those reductions. Mr. Rupert affirmed that such decisions are not made lightly. There are countless meetings, reviews, and discussions held by the Superintendent, his administrative team and the Board. The administrative team to comment on the second grade class size matter that has been brought before the board. The administrative team acknowledged there were some very specific behavioral concerns raised early in the school year. The concerns were discussed at great length with appropriate members of the staff, resulting in successful development and implementation of plans for the classroom. The specials environment has been reported as difficult and more time will be devoted to providing solutions outside of the academic classroom for these students.

***Motion by J. Lippert to add as agenda item 7a1 a second opportunity for persons to be heard, motion seconded by J. Rupert and carried unanimously.***

Mrs. Dingler expressed appreciation for support plans discussed by the administrators. She acknowledged that students are better behaviorally at this time, but she still has concerns that with two classes behavior issues may increase. Mrs. McDonough said she was initially disappointed to hear that the new intervention position would be a special education teacher, but she was pleased to know that this person will be available to help with this group of students. She feels more hopeful that the improvements made this year will not be lost.

Board members thanked the parents for coming, encouraging continued dialogue with the administration, the Superintendent and the Board. The Board will ask for periodic updates from the administration.

#### **b. Bicknell Scholarship Update**

There were six applications received with four recipients meeting the award criteria. Names of the recipients will be shared at the June 2<sup>nd</sup> meeting.

#### **c. Financial Software Update (D. Neel)**

D. Neel reported that site visits were made to two area towns/boards of education and he has spoken to another vendor, he expects there will be an RFP this summer.

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

The next meeting is scheduled for June 2nd. Agenda items include legislative update and negotiations planning with Atty. Littlefield, second reading of policies, greenhouse report, year-end budget and summer retreat plans and retirement recognition.

### **Non-Union Staff Negotiations**

***Motion made by J. Lippert to enter into executive session (9:31 pm) for the purpose of discussing Non-Union Staff Negotiations the meeting (9:02 pm), seconded by K. Rourke and carried unanimously.***

Present in executive session: J. Rupert, K. Warren, J. Calarese, M. Matthews, K. Rourke and J. Lippert.

The Board exited executive session at 9:44 pm. There was no action taken.

***Motion to adjourn the meeting (9:45 pm) made by J. Calarese, seconded by M. Matthews and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary

*Attachments: Ashford Citizen Article (Dr. Longo)  
Corrected 5/5/16 minutes  
Administrative Reports (Principal, Asst. Principal, Director and Business Manager)  
Healthy Foods Certification (ED099)  
Cafeteria and Health Room Reports  
April Financial Reports  
USDA Memo 09-2016 Paid Lunch Equity*

*Distributed at meeting: April 2016 Cafeteria Financial Report*

Ashford Citizen Article May 19, 2016

Dr. James Longo, Ashford School Superintendent

*“Thank You for Helping us Enjoy Another Great Year”*

Each June the administrative staff of Ashford School meets to review the year, assess our progress in meeting our goals, and begin the process of planning for the coming year. As I collect material for this meeting, I am profoundly aware of just how many people participate in our school, and contribute to our successes. Of course our faculty and staff work diligently, and often well beyond their daily responsibilities for the benefit of our students. They are a dedicated group who really take pride in their work, and joy in the successes of their students. But it is the parents, grandparents, and the community, that I would like to recognize and thank now. Many people come to our school and participate as chaperones, classroom assistants, speakers and donors of time and money to ensure that our students enjoy a full and rich experience in school. Whether it is in the classroom, at an event, or building a greenhouse, you were there, and we thank you! Your participation makes Ashford School the success it is.

I would also like to thank the hundreds of family and friends who attend our special events. You, as the audience at our concerts, art shows, science nights, sporting events, assemblies and many other activities, provide our students with encouragement and reinforcement for the effort it takes to run out on the field, or get up on the stage. From our first open house, to our commencement ceremony, you are there. Children build upon your support, and express their gratitude with the smile on their face, or the effort it takes to participate. We know that it is not always easy to volunteer or to attend school functions. Work and other responsibilities are often in the way, but somehow hundreds of you end up in our school and are there to support the children. Your being there not only inspires and reinforces the efforts of your children, but it also inspires their teachers and all of us at Ashford School to work harder and be more creative and full of enthusiasm and effort.

Growing up in the twenty-first century is not easy. Gone are the carefree days of the past. There are so many distractions and temptations that today's children must overcome and rise above if they are to succeed. We all know about the Internet, social media, television, and the possibility of predators out in the world, and we all do our best to protect the children from them. But often it is the knowledge that you are there, and that you care and participate, that helps a growing student to make the right choices. I am writing this article because you probably don't hear "thank you" as often you deserve. Kids are busy growing up, and dealing with the challenges of every new day, to think of saying thank you. But they feel it, and live it. We at Ashford School see the impact of what you do every day and recognize the impact of your participation and support. We have a great school and that is in large part due to the participation of parents, grandparents, friends and community members. I hope that you do not receive this message as being old fashioned or corny in recognizing the importance of your presence in our school and in support of these children. If so, forgive me, and please just continue to be there. Thank you.

A reminder to all, our school's website has a calendar that lists all of our events and activities. As a matter of fact, it has all sorts of good information, even links to the teacher's individual websites. If you have not made use of our website, take a look. It is a very useful resource!

## Ashford Board of Education

### Meeting Minutes – May 5, 2016

7:30 p.m.

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#### **Call To Order**

Board Chair J. Rupert called the meeting to order at 7:40 pm. Present were members J. Calarese, J. Lippert and K. Rourke. Also present were Superintendent Dr. J. Longo, Business Manager D. Neel, Pupil Personnel Director C. Ford, Principal T. Hopkins, Asst. Principal G. Dukette, recording secretary J. Barsaleau. Unable to attend were board members L. Donegan, K. Warren and M. Matthews. Teacher M. Kiefer and several student members of the *Ashford Howler* newspaper were also present.

#### **Student Writing Presentation**

Mr. Kiefer gave a brief background of how the Ashford Howler came into existence. Student G. McGinley began the presentation by distributing the most recent copy of the newspaper. She gave an overview that it started with some students approaching Mr. Kiefer about the idea of a student run newspaper and asked if he would help them. Since that time, the staff of the newspaper has grown, as have their roles in writing, editing and producing the paper. Mr. Dukette commented that some of the information contained in the Howler has provided helpful feedback to the administration. Board members stated their appreciation to all involved for their hard work and ingenuity. Dr. Longo presented members of the newspaper staff and their advisor Mr. Kiefer with certificates of appreciation.

#### **Persons to be Heard**

Parents Heather Lewis and Maureen Caye addressed the board asking for its consideration of having a third classroom for Grade 2 for next year. Questions and dialogue followed. The Board thanked Mrs. Caye and Mrs. Lewis for their input. This matter will be on the May 19<sup>th</sup> meeting agenda.

#### **Communications**

J. Rupert acknowledged receipt of the following communications in the agenda packet:

- 8<sup>th</sup> Grade Class Events Calendar
- May Enrollment Summary
- Spring 2016 Employment Law Letter
- Follow Up Letter Concerning Safety Ladders
- Letters/Emails from K. Buch, S. Dingler, H. Lewis, M. McDonough and H. Welply
- Annual Contract Extension memo from Dr. Longo

Mr. Rupert noted that the matter of safety ladders has been addressed with the local fire marshal and is pending the disposition the State Fire Marshal.

#### **Approval of Minutes: 04/07/2016**

*Motion made by J. Lippert to approve the regular meeting minutes of 04/07/2016, motion seconded by J. Calarese and carried unanimously.*

#### **Administrative Reports**

##### **a. Superintendent**

Dr. Longo reviewed his written report and Ashford Citizen article with the board. Brief discussion followed concerning regional cooperation, high school transition and school construction funding and space renovation. Atty. Anne Littlefield is planning to attend the June 2<sup>nd</sup> board meeting to discuss upcoming teacher negotiations.

#### **New Business**

##### **a. Authorization to Submit FY 17 IDEA Grant Application**

Copies of the grant application cover page and goals for the period of July 1, 2016 – June 30, 2018 were included with the board packet for review.

*Motion made by K. Rourke to submit the IDEA Grant Application for the period of July 1, 2016 – June 30, 2018. Motion seconded by J. Lippert and carried unanimously.*

##### **b. First Reading of Policies/Administrative Regulations (Series 4000: Cardiac Arrest; Admin. Regulations, Series 3000: Gifts, Grants and Bequests)**

The Sudden Cardiac Arrest policy was provided by counsel and is considered a first reading. D. Neel provided draft regulations for the Gifts, Grants and Bequest policy. The form attached to the regulations is a sample and not part of the regulation. The board will review and forward any questions or concerns prior to the second reading of the policy and regulations on June 2<sup>nd</sup>.

##### **c. Discussion of Certified Staff Negotiations Timeline**

Addressed in the Superintendent's report.

### **Old Business**

#### **a. Request Approval of Financial Statements through March 2016**

Business Manager D. Neel reported that a credit from CIRMA and excess cost reimbursements have been applied to the BOE budget. He suggested that rather than approve the budget transfers that had been presented in the tabled March report, he would provide an updated budget and transfer information for the May 19<sup>th</sup> meeting.

***Motion made by K. Rourke to approve the March 2016 financial reports, noting there were no contractual payments for the benefit of the superintendent. Motion seconded by J. Calarese and carried unanimously.***

#### **b. Review/Approval of Quarterly Budget Transfers**

***Motion made by J. Rupert to table consideration of quarterly budget transfers pending receipt of the April budget report and the updated transfer recommendations of the business manager at the next regular meeting. Motion seconded by J. Calarese and carried unanimously.***

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

The next meeting is scheduled for May 19<sup>th</sup>. Agenda items include Grade 2 class sizes, Healthy Foods Certification, school lunch prices, review of administrative reports, health room report, cafeteria report, financial reports, budget transfers and year-end budget.

Recorded by:

Jennifer Barsaleau  
Recording Secretary

*Attachments: Communications  
Ashford Howler  
Supt. Report  
IDEA grant cover letter/goals  
Sudden Cardiac Arrest policy  
Gifts, Grants and Bequests Regulation  
March 2016 financial reports and business manager report*

**Ashford School  
Board of Education**

Principal's Report – Troy C. Hopkins  
May 19, 2016

**Plans for 2016-2017**

Plans to improve the quality of education at Ashford School are well under way in spite of a challenging budgetary season.

As you know, we are losing two faculty positions. One of these positions provided writing instruction and support for grades 6-8. The other position taught a Communication Technology course to students in grades 5-8, and ran the gifted program.

We are adjusting to this loss in the following ways:

1. Re-assignment of a fifth grade teacher to teach Media Literacy courses in grades 5 and 6. This course will include skills from the Communication Technology course as well as research skills, digital citizenship, and media production.
2. Grades 7 and 8 academic teachers will teach a course in the specials rotation on Student Success Planning, in which students will fine-tune technology skills while developing personal and social habits of success, performing community service, and assembling a portfolio of their learning.
3. Our middle school reading intervention teacher will provide writing instruction and support to students in grades 7 and 8. This is in addition to the writing instruction provided by the ELA teacher.
4. Three faculty members will be trained in writing instruction during a weeklong institute at Columbia University this summer. One of these teachers will provide writing instruction to all grade 5 students. Another teacher will provide writing instruction to all grade 6 students. And the third teacher will provide writing instruction, along with classroom teachers, in grades 2, 3, and 4. This teacher will also teach the Media Literacy courses mentioned above.
5. The gifted program will become the responsibility of our math and reading intervention teachers, as well as other staff members.

Additional Program Enhancements:

- All students in grades 5 and 6 will take a course in Robotics as part of the specials rotation.
- School Schedule and Specials Classes – all students will be on the same 4-day schedule for classes, which will reduce some confusion. In addition, all specials classes are scheduled to be under 20 students. We plan to accomplish this by adding specials class periods within the 4-day schedule. For example, grade 1 and 2 students will have two specials classes on day 3.

**Rain Garden**

We have added a rain garden in the grass circle of the back parking lot! Mrs. Burnham and the fifth grade students collaborated with Michael Dietz, Ph.D., a parent and UCONN professor, to locate a rain garden around a pre-existing drain. The rain garden protects water quality by absorbing contaminated water before it concentrates to environmentally unfriendly levels. The rain garden will be an excellent teaching tool for environmental protection, biodiversity, and migration, among other topics.

## **Plans to support the first grade class moving into two homerooms next year for second grade**

Currently our first grade students are in three classrooms with an average of 11 students per class. However, next year we will have two classrooms averaging 16.5 students, based on current enrollment numbers. Even though this projected class size is low when compared to most surrounding communities, we have many plans and options for ensuring a successful year for each child in the grade. A second adult will be in each room during most of the day to help meet specific individual needs. Every other day, there will be a writing co-teacher in each classroom during the last period of the day. We are in the process of hiring a new special education teacher who will be working with students with identified behavior needs in the younger grades. Our school psychologist and assistant principal will work directly with teachers to support best practices in establishing classroom routines, rules, and consequences. If needed for any particular grade level of students, we can re-allocate some of our reading and math specialists' time to create small group instruction situations. Every summer we bring a group of teachers and administrators together to review data from the previous school year to make decisions on how best to use our resources of time and staff for the next year. Our goal is to optimize the learning for all of our students. We will meet this goal.

## **Smarter Balanced Assessments**

We administered the Smarter Balanced Assessments for a second year, this time finishing earlier to reduce disruption to the busy end of the year schedule.

## **From the State of Connecticut Department of Education:**

State of Connecticut: 12 Next Generation School Accountability System Indicators

There are two main enhancements with this new accountability system. First, in addition to measuring academic achievement, the new system also focuses on student growth over time. Measuring growth provides a more accurate picture than just looking at a snapshot in time of student performance. Growth will be incorporated into the system starting with the 2015-16 results. The second big change is that the new accountability system includes additional key indicators, such as chronic absenteeism, physical fitness and arts access. Research tells us that students who attend school on a daily basis and maintain a healthy lifestyle are more likely to graduate and succeed in college. Access to an engaging arts curriculum creates a well-rounded educational experience.

1. Academic achievement status measured by state assessments
2. Academic growth
3. Assessment participation rate
4. Chronic absenteeism
5. *Preparation for post-secondary and career readiness – coursework*
6. *Preparation for postsecondary and career readiness – exams*
7. *Graduation – on track in 9th grade*
8. *Graduation – four year adjusted cohort graduation rate – all students*
9. *Graduation – six year adjusted cohort graduation rate – high needs*
10. *Postsecondary entrance rate – all students (college enrollment)*
11. Physical fitness
12. Arts access

Items 5-10, *in italics above*, do not pertain directly to Ashford School

Ashford School  
BOE Assistant Principal's Report – Garrett J. Dukette  
May 19, 2016

**Writing**

Third trimester benchmarks are under way and scores will be uploaded by June 3. The writing scores will serve to facilitate vertical discussions that will occur at the beginning of next year, between sending and receiving teachers. The purpose of the writing data is to identify specific areas of weakness so that teachers are better able to plan for targeted instruction and are able to make data-driven modifications to their plan of approach.

Additionally, as we enter year two of our STEAM implementation in Ashford School, the curriculum committee will be looking for ways to tailor the content of the *Writing Pathways* curriculum so that the instruction is better married to the content at each grade level. This will assist teachers in feeling less constricted by the rigidity of the topics laid out in the program.

On a note of surprise, the Smarter Balanced performance task for Language Arts was cancelled by the state of Connecticut; therefore, writing scores will not be calculated in our Language Arts Smarter Balanced scores for 2015-2016.

**Curriculum and Instruction**

Ashford School is moving forward with EduPlanet 21, the online curriculum-writing software we chose earlier in the school year. This software is driven by Understanding by Design (UBD), which tasks teachers to begin their planning with the end in mind (what should students know and be able to do). This software will serve multiple, positive functions for our school and district:

1. It will allow curriculum to be fluid, dynamic, and accessible
2. It will provide a resource for parents to see any specific subject area in terms of a K-8 scope and sequence
3. It will provide our staff with access to a cache of resources, from lessons from around the world, to video trainings led by some of the biggest leaders in curriculum (Heidi Hayes Jacobs, Jay McTighe, etc.).

If we keep in mind two things: 1) this tool will take some getting used to, and 2) science and social studies standards are still very new, the overall goal will be to see a fully fleshed-out curriculum uploaded to the system within 2-3 years max.

**Student Motivation and Behavior**

9 staff members (2 psychologists, 2 paras, 4 teachers, and the assistant principal) were able to attend a fantastic PBIS workshop titled Proactive Discipline for Reactive Students: Implementing Restorative Discipline and PBIS Strategies in the Classroom. This intensive workshop went into details about the stages of child development, while highlighting the difference between typical and atypical behavior patterns. More importantly, it provided specific strategies for creating positive classroom structures that will minimize disruption and behaviors in tier 1 (65-70%), tier 2 (28-33%), and tier 3 (1-3%) students.

Moving forward, this will serve as the foundation of our overhaul of the Ashford PBIS system. The PBIS committee, along with administration, will be working over two days this summer to plan for concrete programming that all teachers can use at

the beginning of the school year in August. The goal of this programming will be to create a system-wide understanding of and approach to student behavior as something to be modified through routine, structures, support, compassion, and consequences, rather than through consequence alone. This approach, while not new, has not been implemented on the scale that we intend to utilize it next year, but with the training provided by the PBIS committee, as well as support from the administrative team, the result should be a culture-shift that is school-wide and that helps students to learn the skills they need rather than to punish them for a lack of those skills.

This system will be especially important in regards to parent concerns around the shift from 3 second grade teachers to 2. As the administrator most responsible for discipline, I will be working closely with the second grade team to ensure that they are comfortable with this approach and to work with them on identifying and supporting their tiers 1,2, and 3 student needs.

### **Career Fair**

The career fair occurred on Friday May 6 and was extremely successful. We had 18 different careers represented in the school and were able to give our students from K-8 and opportunity to see how what they are learning is connected to real-world jobs. See attached list for careers and participants.

I have also facilitated a form for feedback from the staff in order to make the program even more successful for next year. (Rumor has it that we may have a Blackhawk helicopter joining us, with a DEA agent parachuting onto our property...)

### **Communication**

As of Friday Monday May 16, there have been 300+ phone calls home for "Pawsitive Office Referrals."

**Career Fair List of Participants**

<b><u>Position</u></b>	<b><u>Name</u></b>
Health & Wellness/Martial Arts	<b><u>Sensei Johnson L.T.K.</u></b>
Lineworker	<b><u>Jesse Burnham</u></b>
Police Officer	<b><u>Lieutenant Connolly</u></b>
Genetic Engineer	<b><u>Jane McGinley</u></b>
Fireman	<b><u>Amy- Shannon Smith's friend</u></b>
Farming	<b><u>Christine Knowlton</u></b>
Vet	<b><u>Laurie Brown</u></b>
Military	<b><u>Shannon Smith</u></b>
Software designer (Programmer)	<b><u>Mastercam</u></b>
Machinist	<b><u>Mastercam (Mark Baker)</u></b>
Construction/Excavation/Septic	<b><u>Jeff Love</u> <u>Mike Kovarovics</u> <u>Chuck Funk</u></b>
Professor	<b><u>Morgaen Donaldson</u></b>
Electrician	<b><u>Alex Hastillo - Hastillo Electric</u></b>
Paramedic	<b><u>Scott Waddell</u></b>
Woodcarving/Fiber Optics	<b><u>John Rettenmeier</u></b>
Realtor	<b><u>Noah King</u></b>

# Director of Pupil Personnel Service Report

May 16, 2016

Submitted By: Cynthia Ford

## End of the year wrap up:

- Evaluations for both teachers and paraprofessionals are wrapping up. End of the year meetings are starting to occur.
- Letters for our ESY program are going out this week and we will be hiring individuals to cover our students attending the program.
- Next year planning has begun:
  - An ad for the Special Education Teacher to provide additional supports in grades k-3 has been posted and applicants have started coming in. We will be interviewing by the end of May beginning of June for that position.
  - There will also be additional supports needed for a couple of students that will be returning to Ashford School and some new students coming to us from other districts. Ads for these positions will be posted by the end of this week.
  - Continuing consultation with a Clinical Psychologist to ensure we are providing the support needed for our identified students along with our at-risk population. This works as a great support to not only the programing in the building but also acts as the bridge between home and school to ensure that the child is getting the assistance needed.
  - Continuing the consultation services with a speech pathologist to assist with early intervention services in our Prek-3 students.
  - Adding outside behavior consultation for our programing for our more intensive population.
- Scientific Research Based Intervention (SRBI) will continue with the Student Intervention Team (SIT). SIT is a team of teachers, administrators and support faculty getting together to review areas of concern (all academic social and behavioral needs) and document strategies and specific goals to ensure progress in these areas. This team meets every 4-6 weeks to discuss progress.

*Ashford*  
*Business Manager's Report*  
*May 2016*  
*D. Neel*

**Budget 2015-16**

The current unencumbered balance is a surplus of \$164,542, an decrease of \$8,700 from last month. Significant changes are:

1. Excess Cost grant credit of \$72K, applied to various Special Education accounts that were in deficit.
2. Technology Equipment - Technology Plan-driven refreshment of iMacs and laptops, 2 carts (\$49K)
3. Medical/Dental Insurance - Payroll deduction timing (\$12K)
4. Elementary Furniture (\$8K)
5. General Maintenance & Repairs (\$6K)

Significant factors that have not been incorporated into the financial report and will add to the projected surplus are:

- We are in the process of reviewing undesignated encumbrances for potential release, at least one of which is very significant.
- Region 19 Transportation payment of \$20,872.
- Excess Costs and State Agency Placement Grant - We expect an additional \$11,436 for the second and final payment of 2015-16.
- Town, Fire and Ambulance diesel reimbursements based on metered use.

**Budget Transfers**

An updated Transfers report is attached. I recommend transfers among the following categories to eliminate current deficits:

- From Employee Benefits (\$8,000)
- To Supplies \$8,000
- From Tuition, All Other (\$82,000)
- To Property \$82,000

**Financial Software Replacement**

Town and BOE Finance staff visited Region 8 (RHAM) to speak with staff and examine another software product with which I have extensive experience. Although regional school districts collect revenues and run complete general ledger systems, as do towns, consensus was that the product (HTE Phoenix) was not as good a match for our collective needs as the other software we previously reviewed. I am working with the parent company of Phoenix to find out if their other products have a Connecticut client base sufficient to warrant our consideration.

**Non-contractual Payments to or for the benefit of the Superintendent**

None made this month or this year.

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13- 14</u>	<u>Actual 14- 15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Certified Staff	2,864,352	2,819,546	2,947,376	2,068,751	840,197	\$ 38,428	1.3%
Non-Certified Staff	1,378,626	1,374,337	1,480,134	1,142,947	315,224	\$ 21,963	1.5%
Insurance	1,088,731	1,083,642	1,018,356	981,199	1,971	\$ 35,187	3.5%
Other Insurances	279,874	311,366	405,432	341,808	74,803	\$ (11,179)	-2.8%
Instructional Improvement	27,453	40,649	38,500	26,697	11,247	\$ 556	1.4%
Professional Services	232,738	199,015	240,400	156,542	67,712	\$ 16,146	6.7%
Utilities	71,414	61,305	72,000	54,403	10,858	\$ 6,739	9.4%
Maintenance	126,275	117,644	101,668	73,365	33,383	\$ (5,080)	-5.0%
Equipment Maintenance	435	1,821	3,600	542	2,293	\$ 765	21.3%
Liability Insurance	35,381	44,965	46,799	32,252	0	\$ 14,547	31.1%
Transportation	47,272	51,792	73,375	24,675	48,700	\$ -	0.0%
Communication	7,687	13,191	12,000	10,738	2,248	\$ (987)	-8.2%
Outside Services	256,539	391,360	470,831	279,982	84,740	\$ 106,108	22.5%
Purchased Services	37,240	42,837	46,172	7,055	17,069	\$ 22,048	47.8%
Supplies	145,075	162,754	129,018	76,997	45,715	\$ 6,305	4.9%
Fuel, Heating	129,762	107,568	105,000	103,815	1,185	\$ (0)	0.0%
Fuel, Transportation	41,313	44,556	50,500	53,193	5,326	\$ (8,019)	-15.9%
Textbooks	14,749	17,648	2,000	4,534	2,882	\$ (5,416)	-270.8%
Library Books	3,024	728	0	(83)	0	\$ 83	
Equipment	196,636	316,329	153,311	149,904	85,054	\$ (81,647)	-53.3%
Dues & Fees	19,070	36,590	26,099	16,002	2,601	\$ 7,496	28.7%
Audit Adjustments	0	0	500	0	0	\$ 500	100.0%
Total Objects Summary	7,003,646	7,239,645	7,423,071	5,605,320	1,653,209	164,542	2.2%

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elementary Certified Staff	856,049	894,430	929,378	643,415	285,962	\$ -	0.0%
Middle School Certified Staff	694,666	688,353	720,508	519,922	225,213	\$ (24,627)	-3.4%
Art Certified Staff	75,349	76,307	50,000	30,675	13,634	\$ 5,691	11.4%
Music Certified Staff	124,884	94,967	98,645	68,293	30,352	\$ -	0.0%
World Language Certified Staff	138,665	142,427	146,553	101,460	45,093	\$ -	0.0%
Phys Ed/Health Certified Staff	150,448	119,392	101,507	62,689	27,862	\$ 10,956	10.8%
Coaches	11,015	16,357	17,694	11,664	5,168	\$ 862	4.9%
Program Advisors	5,219	5,719	5,389	534	4,855	\$ -	0.0%
Prog Directors & Coordinators	3,108	4,404	6,271	534	5,737	\$ -	0.0%
SpEd Certified Staff	141,467	100,890	133,839	80,458	35,883	\$ 17,498	13.1%
Remedial Certified Staff	124,767	127,854	130,984	90,681	40,303	\$ -	0.0%
Psychologist Certified Staff	120,118	122,992	124,964	66,266	29,451	\$ 29,247	23.4%
Enrichment Certified Staff	41,938	45,208	48,247	33,402	14,845	\$ -	0.0%
Speech Certified Staff	54,065	56,309	58,351	40,397	17,954	\$ -	0.0%
Superintendent	68,924	68,924	70,786	60,403	10,983	\$ (600)	-0.8%
Principal	118,500	123,137	126,490	107,030	19,460	\$ 0	0.0%
Special Ed Director	55,400	47,107	97,770	83,236	15,134	\$ (600)	-0.6%
Assistant Principal	79,770	84,770	80,000	67,692	12,308	\$ -	0.0%
Curriculum Director	0	0	0	0	0	\$ -	
<b>TOTAL Certified Staff</b>	<b>2,864,352</b>	<b>2,819,546</b>	<b>2,947,376</b>	<b>2,068,751</b>	<b>840,197</b>	<b>38,428</b>	<b>1.3%</b>
Regular Ed Paraprofessional	131,226	124,873	108,773	84,998	21,630	\$ 2,145	2.0%
Library Paraprofessional	0	24,250	24,877	20,632	4,132	\$ 113	0.5%
Library Consultant	7,112	0	0	0	0	\$ -	
Athletic Officials	3,762	3,844	4,600	2,855	1,745	\$ -	0.0%
Extracurricular	0	1,089	20,000	8,000	12,000	\$ -	0.0%
After Sch Activities Transport	4,407	2,552	2,118	4,031	223	\$ (2,136)	-100.9%
Event Chaperones	1,428	1,512	1,764	672	1,092	\$ -	0.0%
Nursing Staff	60,150	60,514	62,466	50,664	9,402	\$ 2,400	3.8%
SpEd Paraprofessional	263,839	295,015	318,807	241,981	76,826	\$ -	0.0%
SpEd Substitutes	18,811	43,575	45,000	10,990	14,010	\$ 20,000	44.4%
Business Manager	15,125	1,642	20,000	30,964	2,212	\$ (13,176)	-65.9%
Bookkeeper	104,500	107,531	112,488	95,183	17,306	\$ (1)	0.0%
Superintendent's Secretary	52,000	53,508	54,979	48,082	6,897	\$ -	0.0%
Principal's Secretary	47,543	52,937	57,190	46,253	12,129	\$ (1,192)	-2.1%
Substitute Teachers/Paras	105,170	50,578	80,000	35,986	41,665	\$ 2,349	2.9%
Special Ed Secretary	34,383	35,380	36,353	30,760	5,593	\$ (0)	0.0%
Sub calling stipend	3,000	3,000	3,000	3,000	0	\$ -	0.0%
BOE Meeting Minutes Stipend	1,120	1,000	1,000	0	1,000	\$ -	0.0%
Custodians	170,544	185,334	194,434	163,834	29,968	\$ 632	0.3%
Summer Custodians	8,518	4,182	5,635	4,406	0	\$ 1,229	21.8%
Custodian Substitutes	11,971	9,481	6,864	1,158	4,451	\$ 1,256	18.3%
Emergency OT	1,001	0	1,000	0	1,000	\$ -	0.0%
Community	259	1,241	500	0	500	\$ -	0.0%
Drivers	139,847	124,032	135,206	113,338	11,651	\$ 10,217	7.6%
Transportation Coordinator	8,273	9,604	14,841	10,372	7,785	\$ (3,315)	-22.3%
Mechanic	51,411	46,330	43,744	35,162	8,378	\$ 203	0.5%
Driver Sick/Personal Leave	10,196	18,807	7,280	5,565	1,664	\$ 51	0.7%
Class Trip Transportation	7,611	6,943	10,085	4,193	5,892	\$ (0)	0.0%
Technology Paraprofessional	25,920	26,684	26,062	22,176	3,767	\$ 119	0.5%
Technology Consultant	89,500	78,900	81,070	67,692	12,308	\$ 1,070	1.3%

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
TOTAL Non-Certified Staff	1,378,626	1,374,337	1,480,134	1,142,947	315,224	21,963	1.5%
Medical/Dental Insurance	1,029,293	1,005,269	938,156	919,274	0	\$ 18,882	2.0%
Group Life Insurance	9,568	8,760	10,028	7,498	1,971	\$ 560	5.6%
Workers Compensation Insurance	49,870	69,613	70,172	54,427	0	\$ 15,745	22.4%
TOTAL Insurance	1,088,731	1,083,642	1,018,356	981,199	1,971	35,187	3.5%
Social Security/Medicare Costs	146,870	154,078	178,021	124,308	42,100	\$ 11,613	6.5%
Non-Certified Retirement Costs	25,858	26,061	32,097	29,108	14,964	\$ (11,976)	-37.3%
Non-Certified Other Benefits	28,007	25,964	60,607	77,780	3,764	\$ (20,937)	-34.5%
Unemployment Compensation Cost	9,432	353	1,002	7,202	102	\$ (6,302)	-628.9%
Cert Retirement Healthcare	10,502	23,996	42,105	19,970	7,288	\$ 14,847	35.3%
Certified Other Benefits	59,205	80,913	91,600	83,440	6,585	\$ 1,576	1.7%
TOTAL Other Insurances	279,874	311,366	405,432	341,808	74,803	(11,179)	-2.8%
Workshop Sub Pay	2,295	2,448	3,000	1,085	1,915	\$ -	0.0%
Teacher Workshops (AEA)	5,481	5,135	8,000	5,310	2,690	\$ -	0.0%
Curriculum Development	5,968	19,080	9,000	8,444	0	\$ 556	6.2%
District Professional Dev Days	3,390	2,812	2,500	2,338	162	\$ (0)	0.0%
CT TEAM Mentor	320	679	3,000	0	1,000	\$ 2,000	66.7%
AEA Tuition Reimbursement	10,000	10,000	10,000	9,520	480	\$ -	0.0%
MEUI Tuition Reimbursement	0	495	3,000	0	5,000	\$ (2,000)	-66.7%
TOTAL Instructional Improvement	27,453	40,649	38,500	26,697	11,247	556	1.4%
Speech Outsourced	35,334	35,864	40,000	29,263	10,737	\$ -	0.0%
Training Seminars	7,248	4,270	7,000	1,919	5,069	\$ 11	0.2%
OT Outsourced	56,673	57,522	62,000	46,288	11,572	\$ 4,140	6.7%
Evaluations Outsourced	5,185	6,100	13,000	5,330	7,670	\$ -	0.0%
Physical Therapy Outsourced	6,051	5,945	12,000	7,968	4,032	\$ -	0.0%
Behavioral Therapy Outsourced	36,760	44,720	48,500	31,402	8,268	\$ 8,830	18.2%
Assistive Technology/ACC	2,755	0	2,000	52	1,948	\$ -	0.0%
Pre-K Screening	107	0	1,500	384	1,116	\$ -	0.0%
Legal	53,331	6,746	15,000	2,286	12,715	\$ -	0.0%
Audit	14,250	16,250	15,000	16,150	0	\$ (1,150)	-7.7%
Data Processing	11,571	14,836	12,500	10,401	2,085	\$ 15	0.1%
Consultant	3,419	6,750	11,500	5,100	2,400	\$ 4,000	34.8%
Volunteer Screening	54	12	400	0	100	\$ 300	75.0%
TOTAL Professional Services	232,738	199,015	240,400	156,542	67,712	16,146	6.7%
Plant Utilities	71,414	61,305	72,000	54,403	10,858	\$ 6,739	9.4%
TOTAL Utilities	71,414	61,305	72,000	54,403	10,858	6,739	9.4%
Spec Ed Equip Maintenance	2,544	1,590	1,000	557	443	\$ -	0.0%
Administrative Equipment Maint	140	625	500	39	0	\$ 461	92.2%
Rubbish Removal	8,254	7,288	7,818	6,226	1,311	\$ 281	3.6%
Asbestos Monitoring	660	1,382	550	0	275	\$ 275	50.0%
Water	13,795	22,158	16,000	10,906	4,466	\$ 628	3.9%
General Maintenance & Repairs	29,838	38,118	18,000	11,974	12,486	\$ (6,459)	-35.9%
Sanitary System	3,910	3,000	4,000	3,140	0	\$ 860	21.5%
Fire Equipment	5,157	4,500	10,000	4,119	5,881	\$ -	0.0%
Generator Maintenance	4,255	3,592	4,000	1,169	2,831	\$ -	0.0%
Boiler	9,634	17,420	14,000	15,599	0	\$ (1,599)	-11.4%

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Grounds Upkeep	9,580	5,942	5,000	5,031	0	\$ (31)	-0.6%
Painting	1,144	545	2,000	667	483	\$ 850	42.5%
Floor Covering	12,194	6,539	6,000	6,345	0	\$ (345)	-5.8%
Roof Maintenance	4,543	1,745	4,500	1,800	2,700	\$ -	0.0%
Radon Testing	0	0	300	0	300	\$ -	0.0%
HVAC Maintenance	20,629	3,200	8,000	5,793	2,207	\$ -	0.0%
TOTAL Maintenance	126,275	117,644	101,668	73,365	33,383	(5,080)	-5.0%
Music Instrument Maintenance	435	644	600	305	295	\$ -	0.0%
Audio Visual Equipment Maint	0	0	0	0	0	\$ -	
Tech Equip Maint	0	1,177	3,000	237	1,998	\$ 765	25.5%
TOTAL Equipment Maintenance	435	1,821	3,600	542	2,293	765	21.3%
Student Accident Insurance	995	1,065	1,150	1,065	0	\$ 85	7.4%
Plant Insurance	21,711	26,498	28,750	20,416	0	\$ 8,334	29.0%
Transportation Insurance	12,676	17,402	16,899	10,771	0	\$ 6,128	36.3%
TOTAL Liability Insurance	35,381	44,965	46,799	32,252	0	14,547	31.1%
SpEd Transportation	47,173	51,697	73,275	24,655	48,620	\$ -	0.0%
Class Trip Tolls & Parking	99	96	100	20	80	\$ -	0.0%
TOTAL Transportation	47,272	51,792	73,375	24,675	48,700	0	0.0%
Telephone	6,200	7,490	7,500	6,551	2,232	\$ (1,283)	-17.1%
Postage	1,007	4,425	4,000	3,668	16	\$ 316	7.9%
Advertising	480	1,277	500	520	0	\$ (20)	-4.0%
TOTAL Communication	7,687	13,191	12,000	10,738	2,248	(987)	-8.2%
Elem Out of District Tuition	0	0	0	0	0	\$ -	
RE Homebound Tutoring	2,304	0	0	0	0	\$ -	
MS Out of District Tuition	17,100	32,400	27,100	23,800	3,300	\$ -	0.0%
After School Math Support	0	0	0	0	0	\$ -	
Outplacement Tuition	208,116	317,550	398,731	221,670	76,440	\$ 100,621	25.2%
Homebound Instruction/Tutoring	0	4,410	5,000	0	5,000	\$ -	0.0%
Extended School Year	29,018	37,000	40,000	34,512	0	\$ 5,488	13.7%
After School Math Support	0	0	0	0	0	\$ -	
TOTAL Outside Services	256,539	391,360	470,831	279,982	84,740	106,108	22.5%
Contract Mileage	884	1,352	2,000	162	838	\$ 1,000	50.0%
Printing	1,177	824	1,500	192	1,308	\$ -	0.0%
Fleet Maintenance	31,579	37,061	39,072	9,101	8,923	\$ 21,048	53.9%
Bus Facility Building Usage	3,600	3,600	3,600	(2,400)	6,000	\$ -	0.0%
TOTAL Purchased Services	37,240	42,837	46,172	7,055	17,069	22,048	47.8%
Elementary General Supplies	6,827	6,620	5,000	3,206	1,289	\$ 505	10.1%
Elementary Reading Supplies	2,570	5,961	350	322	0	\$ 28	8.0%
Elementary Math Supplies	1,870	1,964	150	255	396	\$ (501)	-334.2%
Elementary Lang Arts Supplies	1,883	2,485	1,863	671	1,192	\$ -	0.0%
Elementary Health Supplies	15	74	100	0	100	\$ -	0.0%
Elementary Science Supplies	320	347	250	20	230	\$ -	0.0%
Elem Social Studies Supplies	425	323	150	0	150	\$ -	0.0%
Assessments	7,783	8,961	9,800	6,695	3,105	\$ -	0.0%
Elementary Art Supplies	0	251	150	0	150	\$ -	0.0%

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elem Horticulture			0	0	0		
Middle School General Supplies	6,228	5,850	4,000	2,489	1,293	\$ 218	5.4%
Middle School LA Supplies	1,055	1,319	400	470	80	\$ (150)	-37.5%
Middle School Math Supplies	452	153	250	31	569	\$ (350)	-140.0%
Middle School Reading Supplies	493	274	250	0	300	\$ (50)	-20.0%
Middle School Science Supplies	3,454	5,036	600	404	496	\$ (300)	-50.0%
Middle School Social Stud Supp	544	419	100	102	498	\$ (500)	-500.0%
Middle School Testing Supplies	294	0	300	0	0	\$ 300	100.0%
MS Horticulture			0	0	0		
Art Supplies	4,618	2,976	1,500	2,031	1,006	\$ (1,537)	-102.5%
General Music Supplies	285	313	350	107	0	\$ 243	69.4%
Choral Supplies	963	3,400	1,000	460	0	\$ 540	54.0%
Band Supplies	1,408	3,565	1,000	965	35	\$ -	0.0%
World Language Supplies	1,512	582	350	375	225	\$ (250)	-71.4%
Library Supplies	405	1,357	405	160	0	\$ 245	60.4%
Library Periodicals	839	837	800	379	407	\$ 15	1.9%
Library Non-Print Supplies	0	150	650	150	0	\$ 500	76.9%
Phys Ed Supplies	470	3,937	600	1,031	750	\$ (1,181)	-196.9%
Health Supplies	60	631	250	186	0	\$ 64	25.4%
Graduation Supplies	1,271	1,093	1,400	33	1,367	\$ -	0.0%
Athletic Supplies	1,979	6,472	2,300	2,072	228	\$ -	0.0%
After School Activities Suppli		0	0	493	334	\$ (826)	
SpEd Instructional Supplies	1,348	2,731	2,000	543	1,457	\$ -	0.0%
Gifted Program Supplies	4,104	3,762	5,000	0	5,000	\$ -	0.0%
CORR Life Skills Supplies	1,309	997	1,500	532	968	\$ -	0.0%
Behavior Support Supplies	497	332	1,000	0	1,000	\$ -	0.0%
Assessment Supplies	6,524	1,683	1,000	1,000	0	\$ -	0.0%
Enrichment Supplies	10,482	3,957	1,250	5,544	21	\$ (4,315)	-345.2%
Medical Supplies	3,144	5,740	4,000	2,375	1,563	\$ 62	1.5%
ELL Supplies	0	0	79	0	0	\$ 79	100.0%
SpEd Software/Supplies	1,481	783	2,000	479	1,521	\$ -	0.0%
Administrative Office Supplies	2,433	6,664	4,000	2,897	408	\$ 695	17.4%
Report Cards	0	2,400	5,000	0	0	\$ 5,000	100.0%
Copier Paper	5,479	7,757	7,766	1,937	5,829	\$ -	0.0%
Plant Floor Supplies	4,526	10,752	5,000	1,482	2,555	\$ 963	19.3%
Plant Cleaning Supplies	2,233	1,643	2,500	1,748	248	\$ 504	20.2%
Plant General Supplies	6,784	6,784	4,000	4,866	1,342	\$ (2,208)	-55.2%
Plant Paper Supplies	10,715	12,111	10,000	7,807	1,787	\$ 406	4.1%
Plant Lighting Supplies	1,172	551	1,300	766	534	\$ -	0.0%
Plant Tools	4,491	0	500	111	326	\$ 63	12.6%
Transportation Clean Supplies	0	86	150	0	0	\$ 150	100.0%
Transportation Paper Supplies	64	308	200	0	0	\$ 200	100.0%
Technology Elementary Supplies	5,874	3,338	3,000	2,133	1,135	\$ (269)	-9.0%
Technology Middle School Suppl	2,280	1,631	3,000	2,238	1,010	\$ (248)	-8.3%
Technology Arts Supplies	0	0	470	0	0	\$ 470	100.0%
Technology Tech Ed Supplies	0	860	500	0	300	\$ 200	40.0%
Technology Library Supplies	1,462	0	1,485	0	1,485	\$ -	0.0%
Technology Admin Supplies	1,662	5,802	3,000	1,568	1,432	\$ -	0.0%
Technology Subscriptions	18,989	16,732	25,000	15,864	1,595	\$ 7,541	30.2%
<b>TOTAL Supplies</b>	<b>145,075</b>	<b>162,754</b>	<b>129,018</b>	<b>76,997</b>	<b>45,715</b>	<b>6,306</b>	<b>4.9%</b>
Plant Fuel	129,762	107,568	105,000	103,815	1,185	\$ (0)	0.0%

Ashford Board of Education  
2015-16 Budget  
Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
TOTAL Heating Fuel	129,762	107,568	105,000	103,815	1,185	(0)	0.0%
Diesel	28,568	34,599	35,500	48,991	0	\$ (13,491)	-38.0%
Gasoline	12,744	9,957	15,000	4,202	5,326	\$ 5,472	36.5%
TOTAL Transportation Fuel	41,313	44,556	50,500	53,193	5,326	(8,019)	-15.9%
Elementary Supplemental Texts	0	1,567	300	0	0	\$ 300	100.0%
Elementary Curriculum Upgrade	1,824	160	300	3,322	0	\$ (3,022)	-1007.2%
Elementary Periodicals	0	2,146	300	0	0	\$ 300	100.0%
Middle School Supplemental Texts	5,395	2,500	300	0	0	\$ 300	100.0%
Middle School Periodicals	0	1,633	300	0	0	\$ 300	100.0%
Middle School Replacment Text	0	169	0	0	0	\$ -	
Middle School Curriculum Upgrade	7,485	9,473	300	755	2,682	\$ (3,137)	-1045.7%
Art Textbooks	45	0	0	0	0	\$ -	
World Language Textbooks	0	0	0	458	0	\$ (458)	
Specialized Text (NIMAS)	0	0	200	0	200	\$ -	0.0%
TOTAL Textbooks	14,749	17,648	2,000	4,534	2,882	(5,416)	-270.8%
Library Books Grades K-4	1,553	153	0	(83)	0	\$ 83	
Library Books Grade 5-8	1,471	575	0	0	0	\$ -	
TOTAL Library Books	3,024	728	0	(83)	0	83	
Elementary Equipment	3,286	0	350	0	0	\$ 350	100.0%
Elementary Furniture	10,898	742	0	0	7,766	\$ (7,766)	
Middle School Equipment	0	0	350	0	0	\$ 350	100.0%
Middle School Furniture	25,349	3,466	1,000	0	6,049	\$ (5,049)	-504.9%
Music Equipment	5,285	12,304	7,690	8,181	0	\$ (491)	-6.4%
Library Equip/Furniture	945	0	0	0	0	\$ -	
Phys Ed Equipment	970	5,647	6,000	0	2,680	\$ 3,320	55.3%
Athletic Equipment	0	15,185	2,000	0	0	\$ 2,000	100.0%
AT Equipment Rental	2,234	2,946	3,000	3,122	407	\$ (529)	-17.6%
Adaptive Equipment	6,626	1,119	3,000	644	2,356	\$ -	0.0%
Sp Ed Technology Equipment	15,664	5,094	2,500	0	5,730	\$ (3,230)	-129.2%
Copier Lease	30,513	30,004	33,419	25,746	7,673	\$ -	0.0%
Administrative Equip/Furn	2,874	7,522	0	450	0	\$ (450)	
Plant Equipment	24,383	21,500	6,000	20,439	0	\$ (14,439)	-240.6%
Technology Elementary Equip	53,095	112,908	29,800	23,406	18,850	\$ (12,456)	-41.8%
Technology Middle School Equip	2,458	42,880	50,000	58,383	24,760	\$ (33,143)	-66.3%
Technology Admin Equip	1,967	11,537	1,500	9,534	2,081	\$ (10,115)	-674.3%
Technology Network Equip	10,091	10,773	3,222	0	3,222	\$ -	0.0%
Technology SpEd/Support Equip	0	0	3,480	0	3,480	\$ -	0.0%
Technology Music Equipment	0	32,700	0	0	0	\$ -	
TOTAL Equipment	196,636	316,329	153,311	149,904	85,054	(81,647)	-53.3%
Robotic Competition Fees	0	0	2,000	1,894	106	\$ (0)	0.0%
SpEd Dues & Fees	672	6,835	1,000	715	285	\$ -	0.0%
SpEd Extra Curricular Fees	30	0	0	0	0	\$ -	
Character Dev Train & Material	0	16	2,000	0	0	\$ 2,000	100.0%
Dues & Fees	8,823	17,608	9,000	2,497	1,029	\$ 5,474	60.8%
Board of Education Expenses	374	1,543	1,000	379	621	\$ -	0.0%
Professional Development	8,285	9,255	9,000	8,973	439	\$ (412)	-4.6%
Principal's Discretionary Fund	501	854	800	712	121	\$ (33)	-4.1%

Ashford Board of Education  
 2015-16 Budget  
 Status as of April 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Medical/Screenings	289	479	1,299	833	0	\$ 467	35.9%
Penalty Fees & Interest	70	0	0	0	0	\$ -	
Stop Check Payment Fee	27	0	0	0	0	\$ -	
TOTAL Dues & Fees	19,070	36,590	26,099	16,002	2,601	7,496	28.7%
Operating Transfers Out-Cafe	0	0	500	0	0	\$ 500	100.0%
TOTAL Audit Adjustments	0	0	500	0	0	500	100.0%
Supplement Appropriation			0	0	0	0	
<b>General Fund (01) Totals</b>	<b>7,003,646</b>	<b>7,239,645</b>	<b>7,423,071</b>	<b>5,605,320</b>	<b>1,653,209</b>	<b>164,542</b>	<b>2.2%</b>

Ashford Board of Education  
 2015-16 Budget  
 Potential Transfers Report  
 April 2016

<u>Budget Line Items</u>	<u>Adjusted Budget 15- 16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>
Salaries	\$ 4,427,510	\$ 3,211,699	\$ 1,155,421	\$ 60,390
Employee Benefits	\$ 1,423,788	\$ 1,323,007	\$ 76,774	\$ 24,007
Purchased Services	\$ 679,514	\$ 420,782	\$ 198,511	\$ 60,221
Tuition, Public In-State	\$ 27,100	\$ 23,800	\$ 3,300	\$ -
Tuition, All Other	\$ 398,731	\$ 221,670	\$ 76,440	\$ 100,621
Supplies	\$ 286,518	\$ 238,456	\$ 55,108	\$ (7,046)
Property	\$ 153,311	\$ 149,904	\$ 85,054	\$ (81,647)
Other	\$ 26,599	\$ 16,002	\$ 2,601	\$ 7,996
Total	\$ 7,423,071	\$ 5,605,320	\$ 1,653,209	\$ 164,542

<b>A/P Monthly Report</b>			
5/17/16 14:14			
<b>April 2016</b>			
<b>Object 112</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Athletic Officials	202.35	01-1112-112-01012	Baseball/Softball- 4/13/16
<b>Total</b>	<b>\$202.35</b>		
<b>Object 200</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Anthem Blue Cross Blue Shield	12,188.88	01-2200-200-01220	Period 4/1/16-5/31/16 Dental Insurance Premium
Connecticare Inc	181,219.92	01-2200-200-01220	Period 4/1/16-5/31/2016 Medical Insurance Premium
CIRMA	0.00	01-2200-200-02220	4th QTR Workers Comp Insurance Premium
Sun Life Financial	1,546.63	01-2200-200-01230	Period 4/1/16-5/31/16 Group Life Insurance Premium
<b>Total</b>	<b>\$194,955.43</b>		
<b>Object 205</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Department Of Labor	0.00	01-2200-205-03220	Unemployment Expense Period Ending 2/29/2016
Connecticare Inc	5,151.20	01-2200-205-04220	Period 4/1/16-5/31/16 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	400.20	01-2200-205-04220	Period 4/1/16-5/31/16 Cert Retirement Dental Insurance Premium
<b>Total</b>	<b>\$5,551.40</b>		
<b>Object 312</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Ashford School Hot Lunch	1,319.17	01-2200-312-04220	Professional Development Day Staff Lunch, Staff Meetings & Garden Club Meeting
Midway Pizza	130.00	01-2200-312-04220	Professional Development Day Staff Lunch 3/24/2016
Teacher's College @ Columbia University	2,475.00	01-2200-312-02220	June 2016 Writing Institute (Hills, Parisen & Craven)
<b>Total</b>	<b>\$3,924.17</b>		
<b>Object 319</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Complete Payroll Solutions	510.20	01-2200-319-03220	4/8/16 & 4/22/16 Payroll Processing Fee
Business Management Systems Inc	2,847.00	01-2200-319-03220	Annual License Fee-Fund Accounting & Advantage Database Server
Shipman & Goodwin LLP	0.00	01-2200-319-01220	For Period Ending 3/31/2015
UMMHC-Dept of Pediatrics	70.00	01-1200-319-02120	Playground Emergencies Workshop (Sibley-Jett)
PT4 Kids LLC	2,016.00	01-1200-319-05120	April 2016 Physical Therapy Services
Michele Fesenmeyer	5,786.00	01-1200-319-03120	April 2016 Occupation Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-06120	April 2016 Behavioral Therapy Services
Amy Vasington	5,088.82	01-1200-319-01120	April 2016 Speech Services
Horizons Inc	167.00	01-1200-319-06120	March 2016 Behavior Therapy Services
<b>Total</b>	<b>\$20,285.02</b>		
<b>Object 321</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Eversource	3,007.99	01-2540-321-00254	Period 3/9/16-4/8/16 Facility
Eversource	13.21	01-2540-321-00254	Period 3/1/16-4/1/16 Lamp Post
Constellation New Energy	2,724.19	01-2540-321-00254	Period 3/10/16-4/8/16 Facility

<b>Total</b>	<b>\$5,745.39</b>		
<b>Object 322</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Advanced Lock & Security LLC	106.00	01-2540-322-04254	Service Call for Adjusting Bolt for Mortise Lock Trim
Aqua Pump Inc	3,904.76	01-2540-322-03254	March 2016 Maintenance, Service Filters, Test due to discolored H2O & Nano Filters
Becker Construction Co.	422.15	01-2540-322-09254	10.83 tons (3/4)" & 23.41 tons 1(1/4)" proc agg
Hussey Seating Company	400.00	01-2540-322-04254	Inspection: Gym Telescopic Bleachers
Landmark Restoration LLC	1,800.00	01-2540-322-12254	Labor & Material Cost for Roof Repairs
Marcus Communications	39.02	01-2200-322-00220	Li-ion Battery for the TC320 Radio
Stop & Shop	22.96	01-2540-322-03254	Arcadia Spring Bottled H2O 35 Pack QTY# 4
Mansfield Supply Inc	47.98	01-2540-322-09254	Green House Construction Supplies
Village Springs Distributor	115.00	01-2540-322-03254	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2540-322-01254	April 2016 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$7,468.44</b>		
<b>Object 323</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
	0.00	01-2600-323-02260	
<b>Total</b>	<b>\$0.00</b>		
<b>Object 324</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CIRMA	0.00	01-2540-324-00254	4th QTR Plant Insurance
CIRMA	0.00	01-2550-324-00255	4th QTR Transportation Insurance
<b>Total</b>	<b>\$0.00</b>		
<b>Object 340</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Frontier	413.61	01-2200-340-01220	Period 4/3/16-5/2/16 Telephone Expense
FedEx	0.00	01-2200-340-02220	
Ashford Post Office	0.00	01-2200-340-02220	
Stamps.com	15.99	01-2200-340-02220	Monthly Maintenance Fee
Voice New England	0.00	01-2200-340-01220	Period 4/1/15-6/30/15 Telephone Service QTR Fee
<b>Total</b>	<b>\$429.60</b>		
<b>Object 370</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
The CT Institute for the Blind	14,468.38	01-1200-370-01120	Period 3/1/16-3/31/16 SpEd Outplacement Tuition
Natchaug Hospital	13,356.00	01-1200-370-01120	Period 3/1/16-3/31/16 SpEd Outplacement Tuition
EastConn	0.00	01-1200-370-01120	
<b>Total</b>	<b>\$27,824.38</b>		
<b>Object 390</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Gary's	0.00	01-2550-390-01255	
Airgas USA LLC	0.00	01-2550-390-01255	
Bus Parts Warehouse	0.00	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Putnam Chrysler, Dodge, Jeep, Kia	0.00	01-2550-390-01255	Purchased Parts For The Mid Bus
Furness Bros Inc	0.00	01-2550-390-01255	

J&S Radio Sales Inc	0.00	01-2550-390-01255	
Lawson Products Inc	409.77	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Top Line Supplies	189.00	01-2550-390-01255	15/40 Super Duty Oil Plus/Drum
Mansfield Supply	0.00	01-2550-390-01255	Garage/Workshop Kit & Tools
Napa Auto Willmantic	287.72	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Nutmeg International Trucks	0.00	01-2550-390-01255	Serviced Buses & Purchased Parts For Buses
Rawson Manufacturing Inc	0.00	01-2550-390-01255	HR Sheet 48x96 Gauge 16 & QTY #40 Misc Drops
Terry's Transmissions	0.00	01-2550-390-01255	Diesel Treatment
Rossi Bros. LLC	0.00	01-2550-390-01255	
Pete's Tire Barns Inc	0.00	01-2550-390-01255	Bus Replacement Tires
Dattco	0.00	01-2550-390-01255	
<b>Total</b>	<b>\$886.49</b>		
<b>Object 410</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Amazon	486.75	01-2600-410-02260	Califone CA-2 Stereo Headphones w/Resealable Storage Bag QTY# 75
Amazon	19.98	01-1109-410-01009	The Art of Stress-Free Productivity Paperback QTY# 2
Amazon	42.18	01-1200-410-01120	Kangaroo's Flashing LED Light Up Toys, Party Favor Toy Assortment, Matchbox 9
Carbonite	99.99	01-2600-410-08260	Carbonite Personal Plus-One Year Subscription for Business Office
BrainPOP LLC	2,295.00	01-1100-410-08000	Unlimited Access to BrainPOP, BrainPOP Jr & BrainPOP Espanol
Connecticut Invention Convention	150.00	01-1200-410-03120	CIC Science Fair State Finals
Decker Inc	199.76	01-2540-410-03254	Box Locker Knob QTY#50, Right Hand & Left Hand Locker Handles QTY#24
Good-Lite	158.07	01-1200-410-05120	ColorCheck Vision Screener
Lexia Learning Systems LLC	2,250.00	01-1100-410-08000	Annual Lexia Reading Core5 Student Subscription
King's Kountry	36.32	01-1200-410-05120	Vintage Walt Disney Production Winnie the Pooh 4 Wall Hooks Hanging Coat Rack
Nature-Watch	80.85	01-1200-410-03120	Rainbow-Scope Activity Kit
Mansfield Supply Inc	92.37	01-2540-410-03254	Locker Knob Screws, Drill Bit, Hex Sleeve, Liquid Nails, Caulkgun & Pipe PVC etc..
Novel Tees	302.00	01-1112-410-02012	Baseball/Softball Caps, Visors & Dark Green Adult Socks
NCS Pearson Inc	270.00	01-1200-410-02120	Connors 3AI Parent & Teacher QuikScore Forms
PowerSchool Group LLC	7,877.60	01-2600-410-08260	Annual Subscription License, PS Hosting & PS Distance Learning 3/19/16-3/18/17
Really Good Stuff Inc	60.95	01-1100-410-01000	Privacy Shield, Student Work Frames, Idiom Chart
Really Good Stuff Inc	67.20	01-1100-410-02000	Slide & Learn Contractions, E.Z.C Reader Strips, Word Game Pocket Chart & Cards
Vex Robotics Inc	524.36	01-1200-410-03120	Dual Control Starter Kit
School Health Corporation	135.41	01-1200-410-05120	2" Padded Toilet Seat Cover
WB Mason	229.76	01-2200-410-01220	Gray/Aluminum Prestige Bulletin Board, Protectors, Laser Paper & 15" Ticket Holder
WB Mason	265.55	01-2200-410-01220	Black Fabric Bulletin Board Silver/Black, Small & Medium Binder Clips & Push Pins
WB Mason	835.57	01-1101-410-01001	Main Office Supply Closet Replenishment
WB Mason	835.59	01-1100-410-01000	Main Office Supply Closet Replenishment
Teacher's Discovery	103.53	01-1104-410-00004	Bingo Chips, Flashcard Sets, Stickers & Spanish Vocub Classroom
WB Mason	0.00	01-2200-410-01220	
Waltzing Matilda USA	210.00	01-2600-410-07260	Brown Riley Sleeve for 11" MacBook Air
Mansfield Supply Inc	0.00	01-2540-410-03254	
Hillyard/Rovic	0.00	01-2540-410-04254	
Hillyard/Rovic	200.85	01-2540-410-02254	Green, Red & Yellow MF Cloth, Vacuum Paper Dust Bag & Toilet Bowl Swab
Hillyard/Rovic	315.68	01-2540-410-03254	Trowel MF Pocket BL w/Led BK Light, MF Pocket Premium Fit TROWEL 11"
Hillyard/Rovic	407.80	01-2540-410-01254	MOP MF Rapido Velcro, 20" Burnish Pad, Mat 31.5x25.5 Clean Step & Mat Refill
<b>Total</b>	<b>\$18,553.12</b>		
<b>Object 411 &amp; 412</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Dime Oil LLC	0.00	01-2540-411-00254	Plant Heating Oil 6100.0 Gallons

Dime Oil LLC	0.00	01-2550-412-01255	7137.6 Gallons Diesel For BOE, DPW & Fire Dept Use
B.A. Muzio Company Inc	0.00	01-2540-411-00254	100 lbs Cylinder (C3H8) For Bus Shed
Amerigas	0.00	01-2540-411-00254	465.8 Gallons (C3H8) for Café
Wex Bank	555.25	01-2550-412-02255	Period 2/29/16-3/30/16 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$555.25</b>		
<b>Object 420</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
	0.00	01-1100-420-01000	
	0.00	01-1101-420-01001	
<b>Total</b>	<b>\$0.00</b>		
<b>Object 430</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
	0.00	01-1107-430-01007	
	0.00	01-1107-430-01007	
	0.00	01-1107-430-02007	
<b>Total</b>	<b>\$0.00</b>		
<b>Object 540</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
American School For The Deaf	960.50	01-1200-540-01120	April 2016 Audiology Equipment Rental & Consulting Services
Apple Inc	5,245.00	01-2600-540-01260	iMac 21.5" Dual-Core i5 1.6 GHz Turbo Boost upto 2.7 GHz QTY# 5
Apple Inc	41,960.00	01-2600-540-02260	iMac 21.5" Dual-Core i5 1.6 GHz Turbo Boost upto 2.7 GHz QTY# 40
De Lage Landen	1,833.00	01-2200-540-01220	Period 4/15/16-5/14/16 Copier Lease Monthly Contract Fee & Staple Cartridges
Venture Communications & Security LLC	6,880.00	01-2600-540-03260	Labor & Material Cost to Install 5 Panasonic IP Color Dome Interior Cameras
Kittredge Equipment Co	1,946.98	01-2540-540-00254	Refrigerated Merchandiser, Warranty-Parts, Labor & Compressor
<b>Total</b>	<b>\$58,825.48</b>		
<b>Object 640</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CREC	100.00	01-2200-640-01220	CT Consortium For Cooperative Purchasing Annual Membership Fee
CT Occupational Medicine Partners	90.00	01-2200-640-05220	Public Service License Exam (K. Metsack)
Gregory & Howe Inc	175.00	01-2200-640-05220	Bus Driver Drug Screen (Barrett & Holmes) Alcohol Screen (Barrett)
Melissa Osborne	1,430.00	01-2200-640-03220	AHA CPR/First Aid Training for Admin, Teachers & Para Professionals
John Wiley & Sons Inc	131.83	01-2200-640-03220	Personalizing 21st Century Education: A Framework for Student Success QTY#4
CPI	150.00	01-1200-640-00120	Annual Membership Fee (D. Romano)
<b>Total</b>	<b>\$2,076.83</b>		
Report Total	347,283.35		
BMSI Total	347,283.35		
<b>Variance</b>	<b>\$0.00</b>		

<b>Dr. Longo Contracted \$1,500</b>			
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## SNP Claim For Reimbursement Summary

00300 Status: Active  
**Ashford Board of Education**  
 DBA:  
 Ashford Public School District  
 440 Westford Road  
 Ashford, CT 06278  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

**Confirmation #:** CEHO1M

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2016	0	05/10/2016	05/10/2016		Original

### Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
<b>National School Lunch Program</b>			
Free	1,369	3.0700	4,202.83
Reduced	157	2.6700	419.19
Paid	1,459	0.2900	423.11
<b>Total</b>	<b>2,985</b>		<b>5,045.13</b>
<b>Performance-Based Reimbursement (Lunch)</b>			
Claimed	2,985	0.0600	179.10
Adjusted	0	0.0600	0.00
<b>Total</b>	<b>2,985</b>		<b>179.10</b>
<b>School Breakfast Program Severe Need</b>			
Free	626	1.9900	1,245.74
Reduced	43	1.6900	72.67
Paid	169	0.2900	49.01
<b>Total</b>	<b>838</b>		<b>1,367.42</b>
<b>Special Milk Program</b>			
Free	21	0.2600	5.46
Paid	57	0.2000	11.40
<b>Total</b>	<b>78</b>		<b>16.86</b>

**Claim Reimbursement Total** **6,608.51**

<b>Sponsor Claim Reimbursement Totals</b>	
Current Claim Reimbursement Total	6,608.51
Previous Claim Reimbursement Total	0.00
<b>Net Claim Reimbursement Total</b>	<b>6,608.51</b>

[Show Site Meal Details](#)

**Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

On behalf of the \_\_\_\_\_ and  
*(Name of the Board of Education or Governing Authority)*

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the Connecticut State Department of Education, *(select appropriate box)*

**will** *(must complete Sections 3 and 4 on page 2)*

**will not** *(sign below and return form)*

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
*(Signature of the Authorized Representative)*                      *(Printed Name of the Authorized Representative)*

\_\_\_\_\_  
*Title (Superintendent of Schools, President or Chairperson of the Board)*                      *Date of Authorization*

**Section 3 – Exemption Statement**

► **To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.**

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will** exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- will not** exclude from certification food items that do not meet the CNS.

**Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)**

► **To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.**

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

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*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017**.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
*(Signature of the Authorized Representative)*                      *(Printed Name of the Authorized Representative)*

\_\_\_\_\_                      \_\_\_\_\_  
*Title (Superintendent of Schools, President or Chairperson of the Board)*                      *Date of Authorization*

**FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

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Connecticut State Department of Education

Signature: \_\_\_\_\_ Kathy Demsey \_\_\_\_\_  
*(Signature of State Agency Representative)*                      *(Printed Name of State Agency Representative)*

Chief Financial Officer \_\_\_\_\_  
*Title*                      *Date*

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Ashford Public Schools  
Food Service Department  
440 Westford Rd.  
Ashford, Connecticut, 06278



## **Ashford Food Service Department 5/16/16**

### **Cafeteria Update**

The Ashford School food service has been a very busy place lately! We have recently purchased or upgraded some necessary equipment including a new point of sale terminal, a deli style food cold storage unit for students yogurt lunches and ala carte items, a new refrigeration unit for staff member ala carte foods, and a new four compartment warming/serving unit. The new warming unit is much more energy efficient than the older unit it has replaced.

We are currently in the final stage of completing our Child Nutrition Administrative Review, which covers all aspects of our child nutrition program here at Ashford School. This review is required by the State of Connecticut every three years.

This school year the USDA has established minimum professional standard requirements for school professionals who operate the National School Lunch and School Breakfast Programs. All managers for the school year 2015-2016 will complete at least 6 hours of annual continuing education/training, and all other staff must complete at least 4 hours of annual education/training. Training for the Ashford Nutrition Program employees are either finished, some are expected to be finished by the end of this school year with an emphasis increased training/education for school year 2016-2017.

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We will be adding a Summer Meals Button to our website that will promote free, federal Summer Meals Program for kids 18 years old and younger in Connecticut. The button will help locate Summer Meals location, hours, meals served, etc. close to Ashford with a Google Map to assist with location of the feeding sites.

As the school year winds down into June, we reflect on how quickly the end of the school year has come.

It's been a pleasure to serve the students and Staff at Ashford School and I truly look forward to yet another successful year.

Karen Samperi  
Ashford Food Service Manager

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## Ashford School Health Room Report - May 2016

The health room remains a busy spot at Ashford School. The health room continues to average about 40 to 50 children a day, between daily medication administration, diabetic management, additional treatment schedules, asthma care, and everyday illnesses, bumps and bruises. The mandated scoliosis screenings have been completed.

The Mobile Dental program brought the dental van on April 8. They will return to set up the portable equipment on May 24. Our school conference room will be converted over to the dental office for the day. They have provided dental care to 22 students over the year. I do my best to work with each teacher to minimize the time out of the classroom.

Staff first aid and CPR class was completed on April 6. We currently have about 40 to 45 staff members who receive training every two years on a rotating basis. The American Heart Association issues cards for 2 years, so we always have a group of 20 to recertify each year.

We had the Community Health and Wellness Coordinator from the Eastern Highlands Health District join us at our recent wellness meeting. She had lots of great ideas for staff and child wellness programs. She also ran a "Family Nutrition Night" for the Readiness Council. It was a very well received program. She brought healthy ingredients and families were able to make healthy snacks together.

In April, Ashford School hosted a *Tools for Schools* training program. *Tools for Schools* is a program developed by the EPA to help manage indoor air quality. Kenny Foscue from the CT Department of Public ran the program. Staff from four area schools joined us.

I have also begun working with a student enrolled in the CALM study through the University of Connecticut Department of Psychiatry. The purpose of the study is to enhance the capacity of school nurses to reduce excessive anxiety in children. I went to a day-long training in February and am currently working with a 3<sup>rd</sup> grade student. The focus of the study is to help students who are not currently identified with anxiety and are not currently seeing the school psychologists or outside therapists. It is to help the "frequent flyers" to the health office that may have stomachaches or headaches resulting from worries in the classroom.

In April I attended the Critical Issues in School Health Conference in Cromwell. This is a state wide conference put on by the American Academy of Pediatrics for school nurses to speak to current issues relating to school health offices.

In June I will be attending a full day conference specifically addressing playground injuries at UMASS Medical Center.

Martha Sibley-Jett, RN BSN



Food and  
Nutrition  
Service

Park Office  
Center

3101 Park  
Center Drive  
Alexandria  
VA 22302

DATE: November 13, 2015

MEMO CODE: SP 09-2016

SUBJECT: Paid Lunch Equity: School Year 2016-2017 Calculations and Tool

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account. For SFAs in strong financial standing, FNS Memorandum SP 19-2015, *Paid Lunch Equity: Guidance for School Years 2015-16 and 2016-2017*, provides additional guidance for requesting an exemption to the Paid Lunch Equity requirement.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for School Year (SY) 2016-17. In addition, attached is the SY 2016-17 Paid Lunch Equity (PLE) Tool to assist SFAs as they make these required calculations.

### **SY 2016-17 Paid Lunch Equity Calculations**

For SY 2016-17, SFAs which, on a weighted average, charged less than **\$2.78** for paid lunches in SY 2015-16 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.97 percent), totaling **4.97** percent.

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2015-16 when calculating the weighted average lunch price increase for SY 2016-17. For example, if the unrounded SY 2015-16 requirement was \$2.08 but the SFA opted to round down to \$2.05, the calculation of the SY 2016-17 requirement is based on the \$2.08 unrounded SY 2015-16 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2015-16, that excess paid lunch price increase may be subtracted from the total SY 2016-17 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations. Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2015-16, the shortfall must be added to the total SY 2016-17 average weighted paid lunch price adjustment requirement.

### **Use of Non-Federal Sources Calculation**

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2015-16 weighted average paid lunch price requirement and the SY 2015-16 weighted average paid lunch price.

### **Sources of Non-Federal Funds**

For SY 2013-14, SY 2014-15 and SY 2015-16, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and participation in the breakfast program. FNS has received positive response to this flexibility.

**Therefore, for SY 2016-17, SFAs may continue to count as a non-Federal source:**

- 1. Per-meal non-Federal reimbursement for *any paid* meal (breakfast, lunch, etc.)**
- 2. Any funds provided by organizations for *any paid* meal**
- 3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service**

### **Credit for Excess Non-federal Funds**

If an SFA's SY 2015-16 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2016-17 contribution requirement. Further, if the SY 2015-16 estimate was less than required, additional funds from non-Federal sources must be added. The non-Federal Calculator tab in the PLE Tool for determining the estimated amount of non-Federal source contributions will allow for

forward making these calculations using the same rationale as used for paid lunch prices (i.e., credit any extra funds contributed and account for any shortfalls when determining the amount of non-Federal funds requirement for the next school year).

### **SY 2016-17 PLE Tool**

The first tab of the SY 2016-17 PLE Tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

To assist SFAs making these required PLE calculations, the attached SY 2016-17 PLE Tool makes the following calculations:

- Weighted average paid lunch price for SY 2015-16
- Required average weighted paid lunch price increase for SY 2016-17
- Required non-Federal source contribution required for SY 2016-17

The PLE Tool takes into account adjustments to paid lunch prices made by the SFA in SY 2015-16 to calculate any credit or shortfall the SFA may have accrued for SY 2016-17. For SFAs that opted to contribute non-Federal funds, the PLE Tool also calculates credits and shortfalls for the SY 2016-17 required non-Federal contribution.

Additionally, the SY 2016-17 PLE Tool includes a feature that makes calculations for SFAs that wish to split the SY 2016-17 requirement by both raising prices and contributing non-Federal funds. This option may be attractive to SFAs that do not want to raise the weighted average paid lunch price the entire amount that is required.

To use the attached SY 2016-17 PLE Tool, SFAs need the following information:

#### **ALL SFAs need the following data to calculate the Weighted Average Price for SY 2016-17:**

- SY 2015-16 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2015
- Number of paid lunches served associated with each paid lunch price in October 2015

SFAs that have opted to contribute non-Federal sources also need:

- The total number of paid lunches served in SY 2014-2015
- The total dollar amount of SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15 and SY 2015-16 non-Federal contribution

SFAs that wish to split the SY 2016-17 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE Tool includes a report that SFAs can use to track the information they will need to make their SY 2017-18 calculations. SFAs can print the report and keep it in their records.

**SY 2016-17 PLE Tool – Edits and Clarifications**

Based on feedback received from State agencies and FNS staff regarding previous versions of the PLE Tool, a number of edits and clarifications were incorporated into the SY 2016-17 PLE Tool. While not all inclusive, some of the key edits and clarifications are highlighted below.

Tab 1: SY 2016-17 PLE Tool Instructions

- The instructions were clarified to include the addition of several tips for the individual completing the PLE Tool.
- An area to record the SFA name was added to every tab.

Tab 2: SY 2016-17 Unrounded Requirement Finder

- An error in the formula for determining the Unrounded Price Requirement from the SY 2010-11 Weighted Average Lunch price was identified and corrected to ensure the carry forward calculation from SY 2010-11 is accurate.
- Additional instructions were added when an SFA is at or above equity. When the Unrounded Price Requirement entered for SY 15-16 is at or above equity, the tool now indicates this price is at or above equity and directs the user to proceed to the Report tab.

Tab 4: SY 2016-17 Non-Federal Calculator

- An error in the formula in the Non Federal Source Contribution Calculator for SY 2016-17 was identified and corrected to accurately reflect the target average weighted paid lunch price, \$2.78, for SY 2016-17.

Tab 6: SY 2016-17 Report

- A text box to record the source on non-Federal funds contributed was added.
- An option that reads ' "Exemption Granted" ' was added to the drop down for the method chosen for SY 2016-17 to meet requirements.
- Additional direction was added when an SFA is at or above equity. When an SFA is at or above equity, they are now directed to "Keep and use the SY 2016-2017 Average Weighted Paid Lunch Price recorded below for next year's (SY 2017-2018) PLE Tool" and when "at or above equity" is selected from the drop down for method used to meet the PLE requirement for SY 2016-17, they should record the SY 2016-17 average weighted paid lunch price.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Regional Office.

**Original Signed**

Sarah Smith-Holmes  
Program Monitoring and Operational Support  
Child Nutrition Programs

Attachment

**Ashford School Cafeteria Fund**  
**Profit & Loss**  
July 1, 2015 through May 19, 2016

	<u>Jul 1, '15 - May 19, 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Catering	1,978.70
Daily Sales	39,956.82
Intergovernment Revenue	73,878.59
On-line Prepays	21,906.60
Reimbursement	-551.64
<b>Total Income</b>	<u>137,169.07</u>
<b>Expense</b>	
Continuing Education	1,400.00
Delivery Charges	420.00
Employee Pension	1,859.55
Food Purchases	40,601.59
Ice Cream Purchases	1,785.64
Insurance Expense	9,635.71
Milk Purchases	8,694.45
Payroll Expense	69,335.71
Repairs	656.20
Supplies	2,657.86
Taxes	
Employer FICA	5,201.39
<b>Total Taxes</b>	<u>5,201.39</u>
Tech support	400.00
<b>Total Expense</b>	<u>142,648.10</u>
<b>Net Ordinary Income</b>	<u>-5,479.03</u>
<b>Net Income</b>	<u><u>-5,479.03</u></u>

Ashford School Cafeteria Fund  
Balance Sheet  
As of May 19, 2016

	<u>May 19, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Niagara Checking	16,260.16
Total Checking/Savings	<u>16,260.16</u>
Other Current Assets	
Intergovernmental Receivables	15,345.11
Total Other Current Assets	<u>15,345.11</u>
Total Current Assets	<u>31,605.27</u>
<b>TOTAL ASSETS</b>	<b><u>31,605.27</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Other Funds	11,156.79
Unearned/deferred Revenue	2,523.38
Total Other Current Liabilities	<u>13,680.17</u>
Total Current Liabilities	<u>13,680.17</u>
Total Liabilities	13,680.17
Equity	
Committed Fund Balance	
Education	23,394.21
Total Committed Fund Balance	23,394.21
Retained Earnings	9.92
Net Income	<u>-5,479.03</u>
Total Equity	<u>17,925.10</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>31,605.27</u></b>