

Ashford Board of Education  
Meeting Minutes – November 7, 2013  
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 by Superintendent of Schools**

Superintendent of Schools, Dr. J. Longo called the meeting to order at 7:37 pm.

**Board Present**

Present were members D. Wesson, J. Rupert, J. Lippert, K. Warren and K. Rourke (8:04 pm). Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. In the audience was resident G. Leedie. Unable to attend were board members B. Supina and L. Donegan.

**Board Reorganization**

**a. Election of Officers**

Dr. Longo opened the floor for nominations for Board Officers. K. Warren nominated D. Wesson for Board Chair. The nomination was seconded by J. Lippert. K. Warren closed nominations. D. Wesson was elected by a 3-1 vote.

J. Lippert nominated K. Rourke for Board Vice-Chair. The nomination was seconded by J. Rupert. K. Warren closed nominations. K. Rourke was elected by unanimous vote.

D. Wesson nominated K. Warren for Board Secretary. The nomination was seconded by J. Lippert. J. Lippert closed nominations. K. Warren was elected by a 3-1 vote.

**b. Committee Appointments**

Board committee assignments are:

Personnel: K. Warren, Lisa Donegan, J. Rupert

Finance: K. Rourke, D. Wesson, J. Lippert

Transportation: K. Warren, J. Rupert

Cafeteria: K. Rourke, K. Warren

Building & Grounds: L. Donegan, K. Rourke, J. Lippert

Long Term Planning: D. Wesson, J. Rupert

Policy: Policy matters will be added to meeting agendas and addressed by the board as a whole.

**c. Establishment of Regular Meeting Date, Place and Time**

The board received a draft 2014 calendar in their packets. Discussion followed concerning the day of the week of meetings and meeting frequency. Members were not comfortable in taking action to adopt the draft calendar without input from members that were not present. Those present indicated that they were comfortable with the schedule that has been in place of the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 7:30 pm; and with the meeting location moving from the Library to the District Conference room.

Motion made by J. Rupert to suspend final approval of the draft calendar as presented, pending the outcome of a poll by the Superintendent's assistant of all board members seeking input or changes, if any, to the calendar presented. If there are no changes by the majority of the members polled, the calendar is approved. Motion seconded by D. Wesson and carried unanimously.

**Persons to be Heard**

G. Leedie asked that the board members consider their seating location so that those in the audience can clearly hear the board speaking.

**Communications**

The board was reminded that the Ashford Jazz Band will be performing at the CAFE convention on November 15<sup>th</sup>. Dr. Longo will attend.

Letters from three middle school students were received thanking Dr. Longo and Mr. Hopkins for making it possible for them to receive French language instruction, using Rosetta Stone software, in the distance learning lab. Volunteers will be sought that speak French to allow the students to converse with native speakers.

**Approval of Minutes: 10/24/2013**

Motion to approve the special meeting minutes of 10/24/2013 made by J. Rupert seconded by K. Warren and carried unanimously.

**Committee Reports**

None

**Administrative Reports/Summary** (reports may be distributed at meeting)

**a. Superintendent**

No report.

**Old Business**

**a. FY 13 Budget Audit Update**

D. Wesson reported that K. Rourke and C. Miller were attending the draft audit presentation at the town hall.

K. Rourke arrived at the meeting (8:04 pm)

Mrs. Rourke provided a brief summary of the meeting. The auditor presented the draft financial statement to the board of finance. Questions were asked and answered. There will be a management letter forthcoming from the auditor. Final presentation is scheduled for November 14<sup>th</sup>, but has not been confirmed.

**New Business**

D. Wesson asked to review the 5-year plan for capital improvements. Members were provided a copy of the most recent list of capital items designated on 2/21/2013. Discussion followed with several items mentioned. These included, but were not limited to: ceiling installation in the library/media center, replacement of windows in the original sections of the building, the surface of the primary playground; air balancing, air conditioning units and unit types; grading to remedy the slope of the front parking lot; computerized control of boiler units; exterior security cameras and lighting; refurbishing bathrooms/plumbing upgrades and construction of a portico for the front building entry.

J. Rupert shared information on the regional council of governments in the area. Several of the regional councils will be disbanded in the future. The Capitol Region Council of Governments (CROG) offers membership in its purchasing consortium to districts and municipalities for ease in posting bids and soliciting contracts. Dr. Longo was directed to contact the town and see if there are any plans to join another council or remain with its current affiliation, Windham Regional Council of Governments (WINCOG).

Motion made by J. Rupert to authorize the Superintendent to move forward with plans to join the Capitol Region Council of Governments purchasing council, so long as the cost of membership does not exceed \$500. Motion seconded by K. Warren and carried unanimously.

**Next Meeting Date/Agenda Items**

The next meeting date is scheduled for 11/21.

Motion made by J. Rupert to schedule committee meetings for Finance and Long Term Planning prior to the first meeting in December. Motion seconded by K. Rourke and carried unanimously.

**Superintendent Evaluation (Executive Session Anticipated)**

Motion made by K. Warren to tentatively schedule a special meeting for evaluation of the Superintendent On November 14<sup>th</sup> at 7 pm, pending confirmation of the scheduled meeting of the Board of Finance on the same evening. Motion seconded by K. Rourke and carried unanimously.

**Adjournment**

Motion to adjourn the meeting (9:23 p.m.) made by J. Rupert, seconded by K. Rourke and carried unanimously.

Respectfully Submitted,

Jennifer Barsaleau  
Recording Secretary