

VOLUNTOWN BOARD OF EDUCATION
195 Main Street, Voluntown, CT 06384
Phone: (860) 376-9167 www.voluntownct.org
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows

MINUTES – Monthly BOE Meeting

Thursday, August 9, 2018
Board of Education Meeting Room - 7:00 p.m.

I. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.

ATTENDANCE **Present:** Diana Ingraham (Chairperson), Barbara Gileau (Secretary), Skart Paul, Kristen Trahan (Vice-Chair), and Kate Beauparlant
Absent: Christopher Wilson and Flo Harman
Also Present: Adam S. Burrows (Superintendent)

II. PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited.

III. CITIZENS / COMMENTS None

IV. GUESTS None

V. CONSENT AGENDA

MOTION #1 (8/9/18) was made (Trahan, Paul) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- **Field Day** - Our Annual Field Day was held on June 19, 2018.
- **Awards Ceremony** - Held on June 21, 2018.
- **National Junior Honor Society** - The Trimester 3 National Junior Honor Society Induction was held on June 22, 2018. Congratulations to Kara Boulanger, Denali Doran, and Jada Neri. Thank you to Jackie Vaillancourt and Megan Glidden, our NJHS Class Advisors, for planning and organizing this event.
- **8th Grade Graduation** - Our 8th Grade Graduation Ceremony was held on June 22, 2018.
- **PK/K Registrations/Screenings** - We held PK and K Registrations/Screenings on June 25-27, 2018.
- **Summer School** - Took place from June 28, 2018 to July 25, 2018, 9:00-11:30 a.m.

Curriculum, Learning and Instruction

- **Summer Work** - Completing state reports, analyzing SBAC/CTAA and STAR data, updating the benchmark assessment calendar, scheduling, updating student/parent handbooks, updating faculty/staff handbooks, updating back to school packets for staff and substitutes, updating Teacher Evaluation/TEAM programs, writing welcome letters to students/families/staff, preparing for August PD, and preparing for the 2018-2019 school year.
- **Teacher Work Days (Curriculum/Committee Work)** - On June 25-27, 2018, teachers worked on revising our K-4 Standards-Based Report Card Parent Guides, aligning JHS (grades 5-8) writing instruction/practices and expectations, completing our K-8 English/Language Arts, Mathematics, Science, and Social Studies Scope & Sequences, and revising/creating Units of Study for their grade level/subject areas.
- **Out-of-District Conferences Attended** - 6/18/18 and 6/27/18 - Connecticut Office of Early Childhood Social Emotional Learning Community Planning Institute.
- **Grants/Reports** -
 - **CSDE Child Nutrition Program Operations Study II Year 3 Director Survey (CN-OPS-II)** - Completed on June 14, 2018.
 - **School Nutrition Program Sponsor Application, Checklist, and Site Application** - Completed on July 18, 2018.

- **Educator Evaluation Data Collection Part A and Part B** - Completed the EEDC Part A and Part B (due September 15, 2018) for CT SDE on paper.
- **BloomBoard/EdReflect** - Had our BloomBoard Year 5 Wrap-Up/Year 6 Preparation Conversation on June 26, 2018.
- **STAR** - Had our STAR Year 5 Wrap-Up/Year 6 Preparation Data Conversation on June 22, 2018.

Building, Grounds, and Transportation & Safety

- **Summary of 2017-18 Safety Drills:** Fire Drills – 8; Lockdown Drills - 6 (3 were Code White); Earthquake Drill - 1; Evacuation Drill - 1

Community and Public Relations

- **PTO** - Thank you to the PTO for their continuous support of our school, students, and staff. Their many fundraisers and events made it possible for us to have a fantastic 2018-19 school year.
- **Youth Service Bureau** - Thank you to Melinda Bryan and the Voluntown YSB Committee for their support of the youth of Voluntown.
- **Economic Development Commission** - In contact with the EDC, PTO, and YSB to plan our “Back to School” event at the Farmer’s Market. Final details are being made and we will begin to promote the event soon.

2. Director of Student Services

- The Superintendent distributed a list of all Special Education tuition costs for the 2018-19 school year and noted as we have progressed through the summer months that there have been students moving in and out of the district. We will be monitoring this on a monthly basis.

3. Superintendent of Schools submitted the following:

- Calendar of Events for August through October, 2018
- An Enrollment Report noted 272 students in Pre-K through grade 8 and 130 high school students.
- BOE returned to the Town \$77,542.59 as of 7/31/18 due to grant reimbursements and tuition.
- CIRMA’s letter presenting our Members’ Equity Distribution Check which is returned to the Town Treasury
- 2018-19 Curriculum Related Committees
- Letter from Dr. Dianna R. Wentzell, Commissioner of Education with a summary of educational-related legislation enacted in the 2018 Regular Session of the Connecticut General Assembly
- DEF Services Group Proposal

VII. COMMITTEE REPORTS

1. Indoor Air Quality/Tools for Schools and Safety:

- Summer custodians have been busy cleaning in each room. Mr. Ricard has worked to coordinate activities related to preparing the building for the next school year. Faculty and staff submitted end of the year checklists that have been posted on each room to allow the maintenance department to address any additional needs.
- Grease traps and septic tank #2 have been pumped out as part of an annual scheduled maintenance program. Mr. Ricard has maintained a detailed list of maintenance service schedules for all systems: septic, drainage, heating, water, ventilation, Radon, the generator, and others.
- CIRMA has awarded our school system a \$4,822 refund for our 2017-18 efforts to meet and exceed safety requirements. This refund is directly related to keeping or building and grounds safe. This check will be returned to the Town of Voluntown. All maintenance priorities are carefully recorded by Mr. Ricard. The CIRMA safety inspector noted that Mr. Ricard is a valuable resource in maintaining a safe building.
- Mr. Ricard repaired a ball and socket of the steering on the 28-year old tractor.
- Town maintenance crews have been helping with cutting the grass.
- The new pump was installed in Well #1, has been tested and verifies that bacteria is not in the water. Mr. Ricard has been testing it for visual water quality. Laboratory tests have all come back with good results. Well #1 is ready to be activated but there is some discoloration in the water. There are plans to run off water from the well to eliminate this discoloration.
- New England Mechanical cleaned and tested the boilers during the week of July 9, 2018.

- Gymnasium floors have been refinished and are in excellent shape. The last refinish was two years ago.
- The ventilation unit on the roof above room 16 required service and now is working properly.
- The IAQ/TfS/Safety Committee is developing recommendations to be included in an updated Town of Voluntown Capital Improvement Plan. Suggestions currently include:
 - Replace the 29-year old diesel tractor or replace the tie rods for improved steering. We should consider a diesel tractor because it can be safely stored in the garage at the end of the JHS hallway. If we replace it with a gasoline vehicle we will need to build a shed with large doors for access or rebuild the current shed. The use of our school tractor has decreased because of the significant support from the Town Maintenance Department over these past few years with snow removal and cutting grass.
 - Main hallway carpeting is almost 30 years old
 - Re-sealing the parking lot
 - One length of pipe with properly encapsulated asbestos
 - Repaint hallways
 - Some security upgrades

2. Youth Services Bureau/Local Prevention Council

- The YSB-LPC met on Wednesday, June 18, 2018 at 3:45 p.m.
- 2018-2019 YSB-LPC Meeting Dates (all on Wednesdays at 3:45 p.m. in the central office); September 12, October 10, November 14, December 12, January 9, February 13, March 13, April 10, May 8, and June 12.

3. Curriculum Steering Committee

- The purpose of the Curriculum Steering Committee uses a team approach to enhance meaningful educational opportunities for students and contribute to the process of researching reviewing, prioritizing, implementing, assessing curriculum and supporting professional development in an advisory capacity. Special emphasis is placed on identifying our current best practices, developing ways to assist in the process of monitoring established priorities, and review recommendations by the curriculum committees and coordinate topics for curriculum.

4. Transportation Committee:

- The Transportation department is in the process of reviewing enrollment numbers, the addresses of students, and routes for the 2018-2019. Our goal is to make every effort to utilize our current staff and inventory of vehicles to safely transport all students.
- We have one contracted transportation service to and from Columbia, Connecticut at a reasonable cost with EASTCONN.

5. School Security and Safety

- An Evacuation Drill was completed on Tuesday, May 22, 2018 at 9:30 a.m. and our School Security Committee met afterwards to review procedures and recommendations for our overall security initiatives.
- The procedures for a "Reverse Evacuation" are being reviewed to practice the rapid return to the school to strengthen our protocols for lockdown, severe weather sheltering, and protection from external hazardous materials and other outdoor threats.
- Over the next few months we will be updating our ALL HAZARDS PLAN for 2018-2019.

6. School Readiness Council

- The 2018-2019 School Readiness Grant of \$198,000 was submitted to the State Department of Education. Recent changes in the rules required all 44 slots to be at full capacity on the first day of school. Therefore our School Readiness Council has been preparing for the first day of school to start at full capacity.
- Several non-resident pre-school students will need to enroll in 2018-2019 to meet the requirements of the grant. Space is always available to Voluntown residents because, if needed, that last registered non-resident student would not continue in the program to make sure that a Voluntown resident could be enrolled in the School Readiness program.
- A special request was made to increase our Pre-School enrollment to 48 students to increase the grant allocation to \$216,000. We have the space for additional students because of the recent room expansion totally paid for by a grant. The state recently informed us that our grant award will be based on 44 students.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee met to update and implement workshops and learning opportunities.
- Important topics for review include: roles and responsibilities of general education and Special Education teachers relative to curriculum modifications, classroom accommodations, co-teaching, behavior/discipline related to 504/IEP, technology tools/resources, and other topics.
- As noted in the Principal's Report, on June 25-27, 2018 the teachers worked on revising our K-4 Standards-Based Report Card Parent Guides, aligning JHS (5-8) writing instruction/practices and expectations, completing our K-8 English/Language Arts, Mathematics, Science, and Social Studies Scope & Sequences, and revising/creating Units of Study for their grade level/subject areas.

8. Wellness

- It is time for the Board of Education to approve submitting the form Healthy Food Certification Form in order to obtain additional funds.

9. Solar Panel Project:

- A Solar Panel Review Committee has been meeting on a regular basis to review the overall costs of electricity and develop recommendations for cost-savings. Committee members include: Paul Ricard - Director of Maintenance and Facilities; Diana Ingraham - Board of Education; Rachel Ricard - Executive Assistant to the Superintendent of Schools, Jack Wesa – Citizen, Marc Riel - D/E/F Energy Consultant and Jason Neri -Parent
- A no-cost energy audit was recently completed to determine ways to reduce electricity usage for additional savings.

10. VES Heating Oil Tank Replacement Committee

- The Oil Tank Replacement committee was established by the Selectmen to officially meet the state guidelines to secure "eligible" state reimbursement. Members include: Jack Wesa (Chair), Paul Ricard (Vice Chair), Jim MacBride, Wendy Gauthier, Barbara Gileau, and Diana Ingraham. The Superintendent also attends meetings.
- The committee received bids from three consulting engineering firms, checked references, and has approved Salamone and Associates, P.C. Consultant Engineers. The Selectmen reviewed this decision at the June 12, 2018 meeting and the Board of Education reviewed the proposed sequence of events and contract at the June 14, 2018 meeting.
- Design specifications have been completed by Salamone and are available for review at the central office.
- Salamone is now developing the bid specifications and projected costs.
- It is standard practice to request the Board of Selectmen to schedule a town meeting to approve the project.
- The design, documentation of town approval, and projected costs will then be submitted in an application to the State of Connecticut to secure State Department of Education reimbursement for identified reimbursable expenditures.
- The Town of Voluntown must approve the total amount. This is currently predicted at \$186,000. If we receive an approximate 65% reimbursement, the actual cost to the town could be in the range of \$65,000. The Board of Selectmen has scheduled a town meeting on Wednesday, September 5, 2018 at 7:00 p.m. in the VES gym to review the design and updated costs. A town referendum to request the funds for the heating oil tank replacement project has been scheduled for Tuesday, September 18, 2018.

VIII. OLD BUSINESS

- 1. 2017-18 Budget** - End-of-the-year update
- 2. 2018-19 Budget** - Beginning-of-the-year update
- 3. BOE Self-Evaluation 2017-18** (Second reading)

MOTION #2 (8/9/18) was made (Gileau, Trahan) that the Board approves the signing of the 2017-18 BOE Self-Evaluation as presented; ALL IN FAVOR. Motion carries.

IX. NEW BUSINESS

1. **Policy #5131 Conduct and Discipline** (First reading)
2. **Policy #6162.51 Survey of Students** (First reading)
3. **Summer School Staff** (Paraprofessional, Custodian)

MOTION #3 (8/9/18) was made (Beuparlant, Gileau) to approve Carolyn Stands as a Summer School Paraprofessional; ALL IN FAVOR. Motion carries.

MOTION #4 (8/9/18) was made (Trahan, Paul) to approve Melanie Fargosa as a Summer School Custodian; ALL IN FAVOR. Motion carries.

MOTION #5 (8/9/18) was made (Trahan, Paul) to accept Marissa Loranger's resignation as a Summer School Custodian; ALL IN FAVOR. Motion carries.

4. **Administrative Goals 2018-19**

MOTION #6 (8/9/18) was made (Trahan, Beuparlant) to approve the 2018-19 Administrative Goals as presented; ALL IN FAVOR. Motion carries.

5. **Job Descriptions Revisions**

MOTION #7 (8/9/18) was made (Trahan, Gileau) to accept the revisions made to the Assistant Principal's job description; ALL IN FAVOR. Motion carries.

MOTION #8 (8/9/18) was made (Trahan, Gileau) to accept the revisions made to the Director of Student Services' job description; ALL IN FAVOR. Motion carries.

6. **403(b) Vendor List**

MOTION #9 (8/9/18) was made (Trahan, Paul) that the Board of Education approve the 403(b) Vendor List for 2018-19; ALL IN FAVOR. Motion carries.

7. **Projected Faculty and Staff 2018-19**

Trahan noted that SRBI teachers should all have proper certification and not just be tutors overseen by administrators

MOTION #10 (8/9/18) was made (Paul, Gileau) based on budget needs to eliminate a part-time custodial position and re-assign the responsibilities of cleaning the school office and central office among the other custodians; ALL IN FAVOR. Motion carries.

8. **Voluntown Capital Improvement Plan**

9. **REAP Grant**

MOTION #11 (8/9/18) was made (Paul, Beuparlant) that the Board of Education authorizes the Superintendent to submit the 2018-19 REAP Grant submission; ALL IN FAVOR. Motion carries.

10. **2019-20 Budget Preparation Timeline and Process**

11. Living Word Fellowship Basketball

MOTION #12 (8/9/18) was made (Trahan, Paul) that the Board of Education approve the request from Living Word Fellowship to use the school for basketball on Monday nights during the 2018-19 school year; ALL IN FAVOR. Motion carries.

12. Paraprofessional Resignation

MOTION #13 (8/9/18) was made (Paul, Gileau) to accept Kathleen Baker’s resignation as a Paraprofessional; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled September 13, 2018 at 7:00 p.m.
- 2018-19 Budget Update
- 2019-20 Budget Preparation Timeline and Process
- Policy #5131 Conduct and Discipline (Second reading)
- Policy #6162.51 Survey of Students (Second reading)
- Approve the 2017-18 Transfers
- Faculty and Staff Update

The Superintendent noted that state statutes require us to begin Teacher Negotiations by October 3, 2018.

XI. EXECUTIVE SESSION None

XII. ADJOURNMENT

MOTION #14 (8/9/18) was made (Paul, Trahan) to adjourn at 8:24 p.m.; ALL IN FAVOR. Motion carries.

Witness

Date

Attest

Date

Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools

Approved at the 9/13/18 Board of Education Meeting