

VOLUNTOWN BOARD OF EDUCATION
195 Main Street Voluntown CT 06384
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows
Board Chair – Diana Ingraham

Barbara Gileau
James Hutchins, Vice-Chairperson
Vikki Smith

Cathy Grant, Secretary
Flo Harmon
Kristen Trahan

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www.voluntownct.org

BOARD OF EDUCATION
MINUTES
Regular Board Meeting

Thursday, February 23, 2017
Board of Education Meeting Room - 7:00 p.m.

Agenda Item I. CALL TO ORDER: Chairperson Diana Ingraham called the regular meeting to order at 7:01 p.m.

ATTENDANCE: **Present:** Diana Ingraham, James Hutchins, Vikki Smith, Barbara Gileau, Cathy Grant and Kristen Trahan
Absent: Flo Harman
Also Present: Superintendent Adam S. Burrows

Agenda Item II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

Agenda Item III. CONSENT AGENDA:

MOTION #1 (2-23-17): Made by James Hutchins, SECONDED BY Cathy Grant to approve the Consent Agenda.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item IV. CITIZEN COMMENTS: None

Agenda Item V. GUESTS:

David Klein, NFS Superintendent of Schools, gave the following brief summary about the 2017-2018 NFA budget:

- Total Proposed Budget = \$34,772,160, a 1.62% or \$554,491 increase.
- Norwich Free Academy Foundation (NFAF) Tuition Subsidy to the operational budget = \$1.2 million.
- Note: (\$5.9 million in NFAF tuition subsidization over 5 years (2013-2014 through 2017-2018).
- A tuition increase of 2.5% for all programs. General education tuition = \$12,573 (Norwich per pupil discount of \$200).
- A projected incoming grade 9 class of 550 students will replace a grade 12 class of 607 students.
- No new positions proposed. A part-time College and Career Counselor position will become full-time.

John Iovino, NFA Director of Curriculum, gave an excellent report about the successes of our Voluntown students at NFA:

- A summary of the colleges and higher education facilities attended by the 2016 Voluntown graduates.
- The average grade point for the 2017, 2018, and 2019 Voluntown students being above 3.0.

Each Board of Education member received a course selection catalog for the upcoming school year. There was a summary of a new clustering approach of programs of study to allow students to work on the core curriculum and also a program of interest. Students taking UCONN courses at NFA now receive an official college transcript to verify legitimate college credits.

Agenda Item VI. ADMINISTRATIVE REPORTS:

1. Principal

Students as a Focal Point

SRBI – Changed 40PR (Percentile Rank) to 50PR to increase number of students receiving SRBI services.

SRBI Session 1: 64 students	SRBI Session 2: 68 students	SRBI Session 3: 85 students
Literacy: 41 students	Literacy: 42 students	Literacy: 53 students
Tier 2: 34 students	Tier 2: 34 students	Tier 2: 41 students
Tier 3: 7 students	Tier 3: 8 students	Tier 3: 12 students
Numeracy: 23 students	Numeracy: 26 students	Numeracy: 32 students
Tier 2: 23 students	Tier 2: 26 students	Tier 2: 32 students
Tier 3: 0 students	Tier 3: 0 students	Tier 3: 0 students

After School Tutorial

Session 1: 11 students	Session 2: 13 students	Session 3: 15 students
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- SEMSAC Cheer Competition - February 15 VES hosted the Annual SEMSAC Cheer Competition and our team received the Spirit Award for showing the most positive attitude and sportsmanship.
- SEMSAC Girls Basketball Championships - February 22 VES hosted the championship games and our team will play in the Championship Game at NFA on Saturday, February 25 at 1:30 p.m. against Franklin.
- SEMSAC Boys Basketball Championships - February 23 our team played in the Boys Basketball Championship playoff.

Curriculum, Learning, and Instruction

- Bi-weekly Team Meetings - Meet with all teams/individual subject-area teachers on a bi-weekly basis to revise curriculum, discuss assessments and instructional strategies in order to strengthen our building knowledge and skills.
- Out-of-District Meetings/Conferences Attended - CSDE Alternate Assessment Workgroup/Training and CWCS ESSA Forum and CSDE Facilitated Workgroup Meeting.
- Teacher Evaluation - Mid-Year Conferences and informal/formal observations of teachers and paraprofessionals.
- Professional Development - January 13 Brain POP Workshop; February 17 Improving School Climate: Circle of Courage; Professional Development/Teacher Evaluation Meeting and Testing/Assessment Committee Meeting.
- School Readiness Unutilized Space Survey - As of February 23, 2017 we have 43 of our 44 spaces filled.

Building, Grounds, and Transportation & Safety

- School Security & Safety - Meet with substitutes and volunteers to review safety processes and procedures.
- Safety Drills: 4 fire drills, 5 lockdown drills, 1 earthquake drill.

Fiscal: Compiled the VES Budget Preparation Sheets for the 2017-2018 school year.

Community Relations: January 23 meeting with Representative Kevin Skulczyk, Tracey Hanson and Adam Burrows.

2. Director of Student Services (Submitted by Lloyd A. Johnson, Ph.D.)

- We received a letter from the State of Connecticut Bureau of Special Education indicating the corrective actions required by an omission on an IEP during the 2014-2015 school year are completed. The IEP of an out-placed student was missing a Post Secondary Education goal was the omission that led to our being cited and requiring corrective actions. The actions included training of VES and the out placement’s special education staff and the checking of IEPs for all high school students for the year 2015-2016 and submission of all 2016-2017 high school IEPs. We implemented the use of a Transition Checklist for all high school IEPs. Our department’s secretary was also trained in what to check for as a backup to my review.
- Projections and program needs of VES, high school and outplaced students for 2017-2018 are being developed. Our goal is to increase our capacity to meet the needs of Voluntown students with IEPs in our school building or in programs provided by our designated high schools.
- Current census of students Pre-K to 12+ receiving special services:

	IEP	504
Pre-K to 8	52	24
9-12+	<u>23</u>	<u>17</u>
Total	75	41

3. Superintendent of Schools submitted the following:

- Calendar of Events for February through March 2017.
- An Enrollment Report noted 296 students in grades Pre-K through 8, plus 131 high school students.
- Review of Proposed Bill No. 43 - An act concerning the elimination of the position of Superintendent of Schools for certain towns, and Proposed Bill No. 44 - An act concerning performance evaluations for school administrators.
- Commissioner of Education letter about (1) Guidance for districts regarding refugee students; (2) Annual administration of statewide summative assessments for the spring of 2017; and (3) Application for state adult education funds.
- CAPSS Statement on Burden of Proof.
- Compliance letter from Patricia Anderson, Ph.D., SDE Special Education Consultant, announcing Voluntown is in compliance with IEP standards.
- CIRMA communication listing online courses to assist with staff training and furthering of IAQ team initiatives.
- Summary report of the Governor's funding proposal for 17-18 listing significant cuts to the state grants for Voluntown
- Revised last day of school for the 2016-2017 year is now Monday, June 19, 2017.
- Griswold Board of Education meeting Monday, March 13, 2017 presenting School Finance Project.
- Griswold 2017/18 tuition rates.
- CAPSS - (1) Position statement about the need for Superintendent in small school districts and (2) Testimony regarding Governor's recommendation on state financial support.
- CABE, CAS, CCER, CONNCAN and CAPSS position on state aid to public education and the significant cuts made by the Governor.
- Norwich Adult Education - ED 244 Grant Application.
- EASTCONN area superintendents and Boards of Education members meeting will be on March 20, 2017 at 6:30 p.m.

Agenda Item VII. COMMITTEE REPORTS:**1. Indoor Air Quality/Tools for Schools and Safety**

- We continue to develop our maintenance budget through the IAQ/TfS/Safety Committee.
- The Five-Year Facilities Plan for 2017 through 2022 has been completed and is in the process of being submitted to the Boards of Education and Selectmen as per state guidelines for keeping the community updated about the needs of school facilities.
- Indoor Air Quality/Tools for Schools/Safety meeting was held February 14, 2017.

2. Youth Services Bureau/Local Prevention Council

- Future YSB/LPC meetings dates will be on Wednesdays at 3:45 p.m. in the central office on March 8, April 5, May 10, and June 14.

3. Curriculum Steering Committee

- The next Curriculum Steering Committee meeting is scheduled Monday, March 20 at 3:30 p.m.

4. Transportation

- We are still advertising for a back-up school bus driver, a van driver for the MSMHS route, and another van driver for a Special Education outplacement.

5. School Security and Safety

- A School Security and Safety Committee meeting was held on Wednesday, February 22, 2017.

6. Professional Development and Teacher Evaluation Plan

- Teachers participated in Professional Development activities on an Early Dismissal Day on February 17: (1) There was additional information about Restorative Practices for our entire faculty and staff to work together to foster positive interactions in our school system to utilize effectively disciplinary techniques. There has been a decline in the number of discipline referrals to the school office this year and (2) Time will be spent reviewing the priorities of the Teacher Evaluation Plan to ensure that all mandates and timelines are in compliance with state guidelines.

7. Wellness

- Our Wellness Committee will review recent legislation to update and revise our wellness policy to meet the State of Connecticut mandated deadlines of June 30, 2017.
- A Wellness Committee meeting was held on February 16, 2017.

8. High School Selection Process

- Kristen Goodwin, School Counselor, has guided the process for eighth graders to select and apply for a high school for 2017-2018. We are now beginning to receive information from some of the high schools about who was selected.
- Board of Education approved “designated high schools” include Ellis Tech, Griswold, Killingly Ag, QMC, Marine Science Magnet School, NFA, and Norwich Tech.

9. Solar Panel Project

Solar Panel Production Since the start-up on December 15, 2015

Date	# KWH	# Days	Daily Avg.
01-06-17	327,893	397	825.93
02-22-17	339,066	444	763.66

10. Stairway Committee: The process will include

- Advertising for bid proposals from contractors.
- Pre-bid meeting for contractors to review the site of the stairway and ask questions about the project.
- Bids will be opened and John Faulise, project consultant, will review the bids and references.
- The Stairway Committee will approve the contractor for the stairway project.
- The Board of Selectmen will verify the selection of the contractor recommended by the Stairway Committee.

11. Technology Committee

- PA 16-189 “An Act Concerning Data Privacy” is being developed by the Board of Education. Policy #3520.13 and the processes, procedures, and cost impact with technology is being reviewed to determine the most cost effective approach with implementing the new requirements.
- The status and effectiveness of our telephone system is being reviewed to develop recommendations.
- A Technology Committee meeting was held on Wednesday, February 15, 2017 at 8:15 a.m.

12. School Readiness Council

- The wall removal project for expanding the space in the preschool classroom, totally funded by a \$95,000 state grant, is in the final stages of completion.
- This state-funded program allows for a “School Readiness Non-Residency Option” as per Policy C-06, and we have increased enrollment through registering non-resident students to avoid the immediate reduction in grant funds.
- We now have 43 students in the Pre-School program.

Agenda VIII. OLD BUSINESS:

1. **School Calendar:** Mr. Burrows reviewed the third draft of the proposed 2017-2018 school calendar.

MOTION # 2 (2-23-17): Made by James Hutchins, SECONDED BY Cathy Grant to approve the proposed 2017-2018 school calendar. **VOICE VOTE: UNANIMOUS; MOTION CARRIES**

2. **Healthy Food Certification Statement:** The application for the 2016-2017 school year was approved by our Board of Education and signed on 2-11-16 and the State Department of Education recently sent us the signed notice of approval on 12-29-16.

3. 2017-2018 Budget Preparation

The second draft of the budget proposal by the Superintendent of Schools for 2017-2018 is \$6,978,445 and represents an increase of \$181,399 or 2.67% over the 2016-2017 total of \$6,797,057.

The goal is to make every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes. Therefore, this proposal must be carefully reviewed and adjustments considered during these challenging economic times. Our ultimate goal is to meet the educational needs of students.

This initial proposal includes:

- Negotiated salaries for teachers and classified faculty with the non-certified contract to be negotiated.
- The projected cost for the outplacement of Special Education students based on identified needs.
- Projected cost of tuition based on the estimated numbers for attendance at NFA, GHS, MSMHS, and QMC.
- An initial projected increase of 5.0% in the cost of health insurance.
- Projected energy costs for heating fuel, propane, electricity, and diesel/gasoline.

The budget process seeks to have a cooperative approach between the Town and Board of Education to create a schedule to allow for community input and involvement. The implementation of the budget for 2017-2018 will be completed when the community approves the budget at a Town Meeting usually held in May or a later date. It is important to note that the "bottom line" of this 2-23-17 proposal by the Superintendent may change based on the upcoming work of the Board of Education in the budget development process, as well as the verification of the actual amount of state and federal grants to education.

A recent proposal by the governor cut our current 2016-2017 ECS Grant of \$2,502,621 by \$1,210,563 for 2017-18 and another \$1,210,563 in 2018-2019. A new Special Education grant allocates \$616,948 to Voluntown in the next two years. This means state funding to our school system would cut our 2017-2018 projected \$6,978,445 budget by \$593,615. The Governor wants Voluntown to pay \$295,379 into the State Teachers' Retirement Fund to make up for the years that our state did not make full contributions into this system. State funds to smaller communities have basically been re-distributed by the governor to the cities.

The Board of Education will therefore need to wait until the state legislators approve a final allocation of funds to school systems. The development of a final budget proposal by the Board of Education for 2017-2018 may be delayed until a decision is made. But, the Board of Education is required to send a budget to Town Hall by the end of March in preparation for a Budget Hearing on Thursday, April 6, 2018 at 7:00 pm. in the Board of Education meeting room.

Agenda Item IX. NEW BUSINESS:

1. Policy #6142.101 Wellness:

- An SDE audit of our Wellness Program occurred in 2016-2017 and specific recommendations were made for updating our wellness policy.
- A new suggested policy was available for review by the Board of Education.
- Our Wellness Committee will review this policy and make adjustments, as needed, prior to Board of Education approval and before the mandated June 2017 deadline.

2. NFA Annual Enrollment Projections for 2016-2017:

- Documentation listing the past, present and projected enrollments using figures given by the District.

3. Five-Year Facilities Plan:

- "Requirement: district-wide plan that is complete and up-to-date, projecting at least five years out recognized by both the town and school board as an official plan".
- It is important to note that over the past several years the Board of Education has authorized and funded the completion of several major projects. Therefore, our facilities are in good order and there is a short list of upcoming projects. This is especially helpful during these difficult economic times.

MOTION #3 (2-23-17): Made by Cathy Grant, SECONDED BY Barbara Gileau that the Board of Education approve the proposed Five-Year Facilities Plan.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

4. Board of Education Goals for 2017-2018: A First Reading.

5. NCJI (Non Criminal Justice Information) Physical Protection Policy: Information was distributed about new guidelines to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice information.

6. Automated Fingerprint Identification System (AFIS): Information was distributed about an Agreement for Fingerprint Card Submissions by and between the State of Connecticut Department of Emergency Services and Public Protection and Town of Voluntown Board of Education.

7. Policy #4118.5/4218.5 Acceptable Computer Network Use: First reading.

8. Regulation #4118.5/4218.5 Acceptable Computer Network Use: First reading of Regulation.

Agenda Item X. SUGGESTIONS FOR NEXT REGULAR MEETING:

Scheduled for March 9, 2017 at 7:00 p.m.

Agenda Item XI. EXECUTIVE SESSION: (None)

Agenda Item XII. ADJOURNMENT:

MOTION #4 (2-23-17): Made by Barbara Gileau, SECONDED BY Vikki Smith that the Board of Education adjourns at 9.32 p.m.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Witness Date

Attest Date

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