

VOLUNTOWN BOARD OF EDUCATION

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

Barbara Gileau
Cathy Grant, Secretary
Flo Harmon

James Hutchins, Vice-Chairperson
Vikki Smith
Kristen Trahan

BOARD OF EDUCATION
MINUTES
Regular Board Meeting

Thursday, May 11, 2017
Board of Education Meeting Room - 7:00 p.m.

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

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

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

GUESTS: Mike, Brianna, and Linda Graham, Jackie Vaillancourt, Melinda Bryan, Lynne Lawrence, Megan Glidden, Mike and Irene Adams.

- Diana Ingraham presented the CAFE Student Leadership Awards to Brianna Graham and Michael Adams.
- Jackie Vaillancourt read nomination letters describing these student’s academic and citizen achievements and honors.

Agenda Item III. CONSENT AGENDA:

MOTION #1 (5/11/17): made by Cathy Grant and seconded by Vikki Smith to approve the Consent Agenda.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item IV. CITIZEN COMMENTS: None

Agenda Item V. GUESTS: (see above)

Agenda Item VI. ADMINISTRATIVE REPORTS:

1. Principal

Students as a Focal Point

SRBI Session Summary

SRBI Session 1: 64 students	SRBI Session 2: 68 students	SRBI Session 3: 85 students	SRBI Session 4: 82 students
Literacy: 41 students	Literacy: 42 students	Literacy: 53 students	Literacy: 51 students
Tier 2: 34 students	Tier 2: 34 students	Tier 2: 41 students	Tier 2: 38 students
Tier 3: 7 students	Tier 3: 8 students	Tier 3: 12 students	Tier 3: 13 students
Numeracy: 23 students	Numeracy: 26 students	Numeracy: 32 students	Numeracy: 31 students
Tier 2: 23 students	Tier 2: 26 students	Tier 2: 32 students	Tier 2: 31 students
Tier 3: 0 students	Tier 3: 0 students	Tier 3: 0 students	Tier 3: 0 students

AST Session Summary

Session 1: 11 Students	Session 2: 13 students	Session 3: 15 students	Session 4: 15 students
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- **Service Learning Project** - The Safe School Climate Committee is organizing monthly projects that will teach our students empathy by helping those in need. For the month of May, VES made healthy lifestyle choices by participating in Project ACES (All Children Exercising Simultaneously) and Screen Free Week.
- **YSB Cyber/Technology Safety Workshop** - The YSB sponsored Scott Driscoll from Internet Safety Concepts on Wednesday, April 19, 2017 for a Cyber/Technology Safety Workshop for students with their parents/guardians.
- **Junior High School Dance** - The eighth grade sponsored a fourth Junior High School themed dance, “The Outsiders”, on Friday, April 21, 2017.
- **School Garden Clean Up** - Margaret Voland scheduled a School Garden Clean Up Day that was held on April 22, 2017.

- **PTO BOGO Spring Book Fair** - The PTO held their annual Spring BOGO Book Fair from April 24-27, 2017.
- **Mexican Ceramicist Visit** - Mexican ceramicist, Adeline Pedro-Martinez, visited students in grades 1-8 on April 28, 2017.

Curriculum, Learning, and Instruction

- **Units of Study** - Met with teachers during planning time to review and strengthen the three (3) units of study.
- **Teacher Evaluation** - Formally and informally observe teachers and paraprofessionals.
- **Grants/Reports:** FY 18 School Readiness and Quality Enhancement Grant; NAEYC Annual Report (Year 2); Fuel Up To Play 60!

Community and Public Relations

- **PTO** - Meeting was held on Tuesday, April 18, 2017.
- **Youth Service Bureau** - Meeting held on May 10, 2017. On Saturday, May 13, 2017, the Fourth Annual Super 5K Race will be held in Pachaug Forest.
- **Stairway Committee** - Meeting held on Wednesday, May 3, 2017.

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

- Now that the contract with CompuClaim is signed, the Student Services office will begin reaching out to parents of students on the Husky plan to grant permission for us to submit claims. Training of staff in CompuClaim will be scheduled in the near future.
- Transition PPTs are being scheduled and held for our eighth graders with IEPs with their high schools of choice. We have five of them with NFA staff. We anticipate four high school students exiting special education services as of the end of this school year.
- The Student Service Department staff met with Ms. Trakas on 4/24/17 to begin planning staff schedules to meet the IEP service needs of our students.
- As of 5/10/17, this director has chaired 111 PPTs.

	IEP	504
Pre-K to 8	57	27
9 to 12+	19	17
Total	76	44

3. Superintendent of Schools submitted the following:

- Calendar of Events for May through June 2017.
- Enrollment Report noted 298 students in grades Pre-K through 8, plus 128 high school students.
- CABA Liaison Newsletter.
- BOE and Administration Invitation to the Eighth Grade Banquet.
- Letter from Dr. Dianna Wentzell regarding Performance Evaluation Advisory Council (PEAC) recommendations.
- Thank you letter to First Selectman Robert Sirpenski for the town crew’s assistance in cutting the school’s lawn.
- Open letter to State Legislators.
- Killingly Agricultural Education letter requesting that both Thomas Sweet Jr. and Thomas Sweet Sr. each to be appointed to a three (3) year term as liaisons on the Consulting Committee.

MOTION #2 (5/11/17): made by Barbara Gileau and seconded by Kristin Trahan to approve the recommendation for Tom Sweet Jr. and Tom Sweet Sr. each to be appointed to a three (3) year term as representatives on the Consulting Committee at the Killingly Agriculture Education Center.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

- Letter from John Frassinelli summarizing the requirements and changes for submitting the annual HFC Statement.

MOTION #3 (5/11/17): made by Cathy Grant and seconded by Vikki Smith that the Board of Education implement the “Healthy Food Option” in the Healthy Food Certification Statement.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #4 (5/11/17): made by Vikki Smith and seconded by Cathy Grant that the Board of Education implement the “Exemption for Food Items” in the Healthy Food Certification Statement.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #5 (5/11/17): made by Cathy Grant and seconded by Vikki Smith that the Board of Education authorize the Superintendent of Schools to submit the Health Food Certification/Statement for 2017-2018.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

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

- An older A/C window unit will be installed in room 22 and wiring for a future A/C unit will be completed in room 21.
- Major repairs to the large playscape have been scheduled for completion by Mr. Ricard as part of a follow-through to a recent safety inspection.
- Mr. Ricard has sewn and repaired the frayed hem of a large portion of the stage curtain.
- We continue to develop our maintenance budget through the IAQ/TfS/Safety Committee and current items under consideration for 2017/2018 are: loading dock repair and an A/C or increased air circulation in the security server room.

2. Youth Services Bureau/Local Prevention Council

- The last meeting YSB/LPC for the 2016-2017 school year is scheduled for Wednesday, June 14, 2017 at 3:45 p.m. in the central office.
- Summer schedule includes meetings on Wednesdays, July 12 and August 9 at 10:00 a.m.
- YSB 2017-2018 meetings are scheduled on Wednesdays at 3:45 p.m. on September 13, October 11, November 8, December 13, January 10, February 14, March 14, April 11, May 9, and June 13.

3. Curriculum Steering Committee

- The Curriculum Steering Committee met on Monday, March 20.

4. Transportation

- We are still in the process of training a van driver who will hopefully obtain a license within the next several weeks due to the lengthy licensing process by the State of Connecticut. We are still advertising for a back-up school bus driver and another van driver for Special Education purposes.
- We have been forced to secure the expensive services of a transportation company in some instances due to not being able to find a back-up school bus driver.

5. School Security and Safety

- Continuous improvements are being made each school year to update and improve school security equipment as well as processes and procedures.
- Our C.I.T. or Crisis Intervention Team meets on a monthly basis to implement effective security processes and procedures.
- We are reviewing the cost projections for two security upgrades.
- Our School Security and Safety Committee scheduled an evacuation drill for part of our school on Wednesday, May 24, 2017 at 9:30 a.m. This practice will start with a fire drill. Pre-School will return to school and K-8 will be directed to participate in an evacuation drill to the Baptist Church. This part of the drill is to help us practice our evacuation plan if we ever face the situation of not being allowed to go back into the school building.

6. Technology Committee

- The status and effectiveness of our telephone system has been reviewed and we have received a quote for upgrading our current system.
- A major upgrade in our technology infrastructure was completed in the summer of 2016. This upgrade has allowed our school system to access and complete the annual state testing as well as allowed for an increase in technology resources utilized for instruction.

7. Professional Development and Teacher Evaluation Plan

- Friday, May 19, 2017 will be an Early Dismissal Day for Professional Development.

8. School Readiness Council

- The wall removal project for expanding the space in the Pre-School, 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. We now have 44 students that avoided the immediate reduction in grant funds.
- Requesting \$198,000 from the 2017-2018 grant which is in the final stages for submittal to the Office of Early Childhood Education.

MOTION # 6 (5/11/17): made by Cathy Grant and seconded by Barbara Gileau that the Board of Education support the School Readiness Council in submitting the School Readiness Grant for 2017-2018.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

9. Wellness

- Recent legislation and a newly completed three-year audit recommended an update, and we revised our current wellness policy to meet the State of Connecticut mandated deadline of June 30, 2017.
- There are also mandates for updates in the policy for School Lunch Charging.

10. High School Selection Process

- Kristen Goodwin, our School Counselor, has guided the process for eighth graders to select and apply for a high school for 2017-2018. We are now in the final stages of this process.
- Board of Education approved “designated high schools” include Ellis Tech, Griswold, Killingly Ag, QMC, Marine Science Magnet School, NFA, and Norwich Tech.

11. Solar Panel Project

- Summary Report
- A study committee is needed to review the overall annual costs of solar panel electricity.

12. Stairway Committee

- John Faulise, the consultant for the stairway project, opened bids.
- Based on his review and reference checks, the Stairway Committee approved Wiese Construction with a bid of \$145,833 as contractor for the stairway project.

Agenda VIII. OLD BUSINESS:

1. 2017-2018 Budget Preparation

- The third draft of the budget proposal by the Superintendent of Schools for 2017-2018 is \$6,905,174 and represents an increase of \$108,118 or 1.59% over the 2016-2017 budget of \$6,797,057.

MOTION #7 (5/11/17): made by Kristin Trahan and seconded by Cathy Grant to approve the 2017-2018 Budget Proposal of \$6,905,174 which represents an increase of \$108,118 or 1.59% over the 2016-2017 total of \$6,797,057.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

2. Policy #6172.1 - School, Parent, and Family Engagement Policy for Title I Students (Second reading)

MOTION #8 (5/11/17): made by Vikki Smith and seconded by Cathy Grant to approve the School, Parent, and Family Engagement Policy for Title 1 Students - Policy #6172.1.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

3. Policy and Regulation #3542.43 - Lunch Charging (Second reading)

MOTION #9 (5/11/17): made by Barbara Gileau and seconded by Cathy Grant to approve the Lunch Charging Policy and Regulation #3542.43.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

4. Update Facilities Use Form for consistency of Policies #3515 and 1330 (Second reading)

MOTION #10 (5/11/17): made by Cathy Grant and seconded by Vikki Smith to approve the updated Facilities Use Form.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

5. Evaluation of Superintendent of Schools (Second reading - to be reviewed in Executive Session)

Agenda Item IX. NEW BUSINESS:

1. Approval of IDEA 2017-18 Grant (Due May, 2017)

MOTION # 11 (5/11/17): made by Kristin Trahan and seconded by Vikki Smith that the Board of Education authorize the Superintendent to submit the federal IDEA grant application for 2017-2018 to the State Department of Education.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

2. Health Insurance - Projected increase for 2017-2018 is in the Budget Proposal.

3. Second grade field trip to the Ecotarium (Worcester, MA)

MOTION #12 (5/11/17): made by Vikki Smith and seconded by Cathy Grant that the Board of Education approve the second grade field trip to the Ecotarium in Worcester, MA on June 7, 2017.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

4. Art Club field trip to Rhode Island School of Design (Providence, RI)

MOTION #13 (5/11/17): made by Vikki Smith and seconded by Barbara Gileau that the Board of Education approve the Art Club field trip to the Rhode Island School of Design on June 13, 2017.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

5. Preschool field trip to Casey Farm (Saunderstown, RI)

MOTION #14 (5/11/17): made by Barbara Gileau and seconded by Vikki Smith that the Board of Education approve the Preschool field trip to the Casey Farm in Saunderstown, RI on May 30, 2017.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

6. Copiers (Review renewal proposal)

MOTION #15 (5/11/17): made by Vikki Smith and seconded by Kristin Trahan that the Board of Education waive the bid process and authorize the Superintendent to extend the contract with ACT Group.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

7. Van Driver - We are waiting for the state to complete the lengthy authorization process for approving the license for a van driver, who we hope will start as soon as approved.**Agenda Item X. SUGGESTIONS FOR NEXT REGULAR MEETING:**

- Scheduled for June 8, 2017 at 7:00 p.m.
- 2017-2018 Budget
- Van Driver

Agenda Item XI. EXECUTIVE SESSION:

MOTION #16 (5/11/17): made by Kristin Trahan and seconded by Vikki Smith that the Board of Education move into Executive Session at 8:40 p.m. for the purpose of discussing negotiations and the Superintendent evaluation.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #17 (5/11/17): made by Kristin Trahan and seconded by Barbara Gileau that the Board of Education move out of Executive Session at 8.52 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #18 (5/11/17): made by Kristin Trahan and seconded by Vikki Smith that the Board of Education authorize the Chairperson to sign the 2016-2017 Evaluation of the Superintendent of Schools.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item XII. ADJOURNMENT:

MOTION #19 (5/11/17): made by Kristin Trahan and seconded by Vikki Smith that the Board of Education adjourns at 8:53 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