

**VOLUNTOWN BOARD OF EDUCATION**

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

**Kate Beuparlant**  
**Flo Harman**  
**Kristin Trahan – Vice-Chair**

**Barbara Gileau - Secretary**  
**Skart Paul**  
**Christopher Wilson**

***BOARD OF EDUCATION***  
***MINUTES***

**Annual Re-Organization Meeting – Election of Officers**

Thursday, November 9, 2017  
Board of Education Meeting Room - 7:00 p.m.

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**I. CALL TO ORDER** The Superintendent called the Annual Re-organization meeting to order at 7:00 p.m.

**ATTENDANCE** **Present:** Diana Ingraham, Barbara Gileau, Kristin Trahan, Christopher Wilson,  
Kate Beuparlant, and Skart Paul.

**Absent:** Flo Harman

**Also Present:** Superintendent Adam S. Burrows and Alycia Trakas

**ELECTION OF OFFICERS** The Superintendent of Schools opened the floor for nominations for the annual election of the Board of Education Officers: Chairperson, Vice-Chairperson, and Secretary.

**MOTION #1 (11/9/17):** was made (Trahan, Gileau) that the Board nominate and elect Diana Ingraham as the Board of Education Chairperson; **BALLOT VOTE: 5 votes in favor and 1 abstain. Motion is passed.**

Chairperson Diana Ingraham took the floor to continue the nominations.

**MOTION #2 (11/9/17):** was made (Gileau, Beuparlant) that the Board nominate and elect Kristin Trahan as the Board of Education Vice-Chairperson; **BALLOT VOTE: ALL IN FAVOR. Motion is passed.**

**MOTION #3 (11/9/17):** was made (Ingraham, Trahan) that the Board nominate Barbara Gileau as the Board of Education Secretary.

**MOTION #4 (11/9/17):** was made (Wilson, Beuparlant) that the Board nominate Skart Paul as the Board of Education Secretary.

**BALLOT VOTE** for the position of the Board of Education Secretary: 4 votes in favor of Barbara Gileau and 2 votes in favor of Skart Paul. **Motion is passed in favor of electing Barbara Gileau as the Board of Education Secretary.**

**MOTION #5 (11/9/17):** was made (Trahan, Gileau) that the Board close nominations; **ALL IN FAVOR.**

**CALL TO ORDER** Chairperson Diana Ingraham called the regular meeting to order at 7:08 p.m.

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

**III. CONSENT AGENDA**

**MOTION #6 (11/9/17)** was made (Trahan, Paul) that the Board of Education approve the Consent Agenda as presented; **ALL IN FAVOR.**

IV. **CITIZEN COMMENTS** Meagan Wicks, Wendy Gauthier and Dean Wittwer were present. Meagan Wicks introduced herself to the Board and expressed interest (verbally and in writing) should a BOE position become available that she would like to be considered.

V. **GUESTS** None

VI. **ADMINISTRATIVE REPORTS**

1. **Principal's Report**

*Students as a Focal Point*

- **SRBI** - 76 students in grades K- 8
- **After School Tutorial** - Ten students began Session 1 on Tuesday, October 17, 2017.
- **Eighth Grade High School Update** - Students have visited all seven high schools and are in the process of completing applications for high schools that they are interested in attending next year.
- **JHS Dance** - The sixth grade class sponsored a JHS Dance on Friday, October 20, 2017.
- **Get Wild About Reading** - The ELA Committee hosted a school-wide “Get Wild About Reading” event on Monday, October 23, 2017 to kick-off the PTO Book Fair. The theme event invited all to wear western gear reading in our Wild West Reading Rodeo!
- **Red Ribbon Week** - The 2017 Red Ribbon Week theme was “Your Future is Key, So Stay Drug Free”. Emily MacEwen, School Counselor, and Brian Racicot, Physical Education/Health Teacher focused their health/guidance lessons on making healthy choices.
- **PTO Mexican Mask Makers Assembly** - The PTO sponsored a Mexican Mask Makers Assembly on October 27, 2017.
- **Food Drive** - VES is hosting a Food Drive from November 1-17, 2017. We are collecting non-perishable food items, which will be donated to a local food pantry.
- **PTO Rainforest Animals Assembly** - Our PTO sponsored a Rain Forest Animals Assembly on November 7, 2017.
- **Soccer Championship Game** - The VES Soccer Team played against Franklin in the Championship Game on November 8, 2017. We are so proud to congratulate our Team and Coaches as 2017 Soccer Champions!

*Curriculum, Learning, and Instruction*

- **Out-of-District Conferences/Meetings Attended** - CSDE Conducting Investigations and Report Writing; UCONN PK-3 Leadership Program Module 2: Assessment and Evaluation; EASTCONN ELA Council Meeting; Title IV, Part A Grant Webinar; CSDE SAT School Day 2018 Enhancements & Testing Accommodations Webinar; and Annual NFA Meeting.
- **Professional Development and Teacher Evaluation Plan** - Regional Professional Development Day (November 7, 2017); Goal Setting Conferences/SMART Goals; Informal and Formal Observations on staff.
- **Grants/Reports/Applications** - Annual Revenues and Expenditures Report; Food Safety Inspections; Verification Procedures to be submitted to CSDE by November 15, 2015; School Readiness Monthly Report submitted to CT OEC; and Dr Senesac performed observations for our School Readiness classrooms.

*Building, Grounds, and Transportation & Safety*

- **School Safety** - Brief orientation meetings were held with Substitutes and Volunteers to review our security, safety and confidentiality procedures
- **Safety Drills** - Fire Drill (1), Lockdown Drills (3), Earthquake Drill (1)

*Community and Public Relations*

- **PTO** - Meeting held on October 17, 2017. The next meeting will be November 21, 2017 at 6:00 p.m.
- **Youth Service Bureau** - Meetings held on October 18 and November 8, 2017. Recent/upcoming events: 8th Grade Movie Night (November 3, 2017); Managing Childhood Anxiety and Depression Community Event/Magician (November 14, 2017); November/December Grasp Programs (Crazy 8s Math, CAD, and Spanish).

- **Stairway Committee** - Constitution Field stairway dedication and ribbon cutting ceremony was held on October 13, 2017, followed by an aerial photograph by Eagle Eye, LLC.

**2. Director of Student Services**

- An information session for parents on the topic of Managing Childhood Anxiety and Depression will be held at VES in the cafeteria. Dr. Emily Casey will be the presenter. Many community groups have agreed to support and advertise this opportunity. A light dinner will be served from 5:30-6:00 p.m.; program to follow from 6:00-7:00 p.m. with a separate activity planned for children during the presentation.
- As of 11/9/17, this Director has chaired 37 PPT/504 meetings.
- Current census of students Pre-K to 12+ receiving special services:

|              |                                     |            |
|--------------|-------------------------------------|------------|
|              | <u>IEP</u>                          | <u>504</u> |
| Pre-K to 8   | 48                                  | 21         |
| 9-12+        | 16                                  | 15         |
| Out Placed   | 9                                   |            |
| <b>Total</b> | <b>73 (+1 with Nexus of Groton)</b> | <b>36</b>  |

**3. Superintendent of Schools submitted the following:**

- Superintendent’s Calendar of Events for November through January, 2018
- An Enrollment Report noted 283 students in Pre-K through grade 8, and 130 high school students.
- Auditor’s official letter and financial statement for the Town of Voluntown for the year ending June 30, 2017
- List of monies returned to the Town by the Board of Education: \$35,989 in 2016-17 and \$6,816 as of this date in 2017-18.
- SNP Financial Form Details
- October, 2017 Food Service Report
- CABE Policy Update Service
- Letter from Dr. Wentzell announcing a new Title IV Part A opportunity for a possible \$10,000 grant for student support and academic enrichment.
- CABE Liaison Newsletter with update of Professional Development programs
- Overview of allowable SSAE program activities/uses of funds
- NFA letter announcing that Katelyn VanLanen has been selected as one of seven students recognized for academic excellence as October’s Student of the Month
- 2016-2017 Profile and Performance Report (PPR) narratives for the Voluntown School District
- CAPSS Early Education Committee report
- Newsletters about state budget grants to Voluntown
- Memo from CT State Teachers Retirement Board that teachers now will now contribute 8.25% of their total salary for additional support of the old pension plan.

**Agenda Item VII. COMMITTEE REPORTS**

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

- An IAQ-TfS-Safety Committee meeting was held on Wednesday, October 4, 2017. Three additional meetings will be scheduled this school year.
- Our school was designated as an emergency shelter during the recent storm damage. The school was used as a shelter on Monday, October 30 from 7:00 a.m. to 6:00 p.m., Tuesday, October 31 from 7:00 a.m. to 3:00 p.m., and Wednesday, November 1, 2017 from 7:00 a.m. to 3:00 p.m. Mr. Ricard reported numerous people used the shower, charging stations, and accessed for water to receive support during the lengthy power outage. Mr. Ricard reported the generator performed flawlessly during this time of need. There was twenty-four (24) hour access to water via a faucet on the side of the school. Special note: the tree work we completed one year ago protected our school and survived the recent storm.
- Quality Roofing Services, our recent roof replacement contractor, quickly responded to a report by Mr. Ricard of a minor leak in the JHS vestibule. They quickly repaired this area and checked the other areas. A small repair was made in the alley way of the roof about the central hallway.
- Mr. Ricard implements an effective maintenance in the school system.

- Mr. Ricard painted lines in the Town Hall parking lot. Town officials have extended appreciation for this type of support. We extend our appreciation to the Town Crew who helped with mowing our school lawns over the summer months.
- Mr. Ricard contacted Mr. Philip Wilde of the DEEP Underground Storage Tank Division of the State of Connecticut. Our VES in-ground 10,000-gallon heating fuel storage tank is twenty-eight (28) years old and is two years short of its life expectancy. Mr. Ricard is reviewing an approach that will allow for a ten-year extension for the use of our current tank. This involves replacing the copper piping between the tank and the boiler room with a non-metallic material and also installing sensor materials. He is researching state requirements as well as securing contractor estimates of such repairs to determine if we need to develop bid specifications. There is a state contractor program for communities to use to secure a best price contract. This work may need to be completed in the summer of 2018. We are still waiting for a quote.
- Every five years we test for radon and Mr. Ricard has reported this very safe testing of several areas of VES is scheduled for early in December 2017.
- Mr. Ricard serviced the pneumatic compressors for the whole school. This involved changing oil, air filters, and all belts from his available inventory of materials, supplies, and back-up parts.
- The loading dock repair has been completed and looks great. Mr. Ricard is looking forward to reporting this to Jeff Grundt, the CIRMA Safety Inspector, who has been an excellent resource for helping our school district prioritize safety needs and repairs.
- Mr. Ricard, as part of our long-term Asbestos Plan of Action, reviewed our next priority. There is a 94-foot pipe with asbestos insulation that has for many years been in a contained and safe space. He is in the process of securing quotes to see if this project might be completed within the next year or two. We are estimating a \$10,000 to \$12,000 cost. We are also continuing the required safety procedures and monitoring timelines for completing such a project.

## **2. Youth Services Bureau/Local Prevention Council**

- The YSB met on Wednesday, November 8 at 3:45 p.m.
- Future YSB 2017-18 Meetings are scheduled for Wednesdays at 3:45 p.m. on December 13, January 10, February 14, March 14, April 11, May 9, and June 13.
- The State of Connecticut just recently made the decision to approve a 2017-2018 allocation of \$14,000 to Voluntown and we are required to match that amount. The Boards of Education and Selectmen have been budgeting a 50-50 split to match funds to meet the requirements of the grant.

## **3. Curriculum Steering Committee**

- Curriculum Steering Committee meetings have been scheduled for Thursday, December 14, 2017 at 3:30 p.m. and on Thursday, February 8, 2017 at 3:30 p.m. Agendas will be sent out prior to these meetings.

## **4. Transportation**

- A new 10-passenger van arrived. This van was purchased because of the need to significantly reduce the cost of transporting outplaced students requiring extensive Special Education services. In 2016-2017 we were forced to use expensive Contracted Services Special Education Transportation. Mr. Ricard installed the sign on the roof and other mandated State of Connecticut signage on the van. A new van driver has completed the licensing process. This cost-savings approach will start as soon as a DMV Officer inspects the vehicle and the registration is obtained.

## **5. School Security and Safety**

- The Connecticut Department of Homeland Security recently released a competitive grant. We will be able to tally up purchases over these past few years and submit them for possible reimbursement to the Town of Voluntown. We are hopeful to qualify for a \$40,000 allocation to the Town of Voluntown.
- Continuous improvements are being made each school year to update and improve school security equipment as well as processes and procedures.
- We have reviewed the cost projections for two suggested security upgrades, but will still need to wait until we have verification of the amount of funds from state and federal grants and approval of our 17-18 school budget.

## **6. School Readiness Council**

- Our 2017-2018 School Readiness Grant for \$198,000 has been approved for 17-18.

- We have enrolled several non-resident pre-school students to meet the enrollment requirements of the grant.

#### **7. Professional Development and Teacher Evaluation Plan**

- The Teacher Evaluation and Professional Development Committee have met to update and implement the lesson plan format.

#### **8. Wellness**

- The next meeting is scheduled for December 7, 2017 at 9:30 a.m.

#### **9. Solar Panel Project:**

- A study committee is needed to review why the return was so much lower than the original projections.

### **VIII. OLD BUSINESS**

- 1. FMLA Policy and Regulation #4152.6** (Second reading and a third reading was scheduled for the next Board of Education regular meeting.)

**2. 2017-18 Budget Proposal** - The Board of Education presented a 2017-18 budget at the June Town Meeting for a total of \$6,905,174 which represented a 1.59% or \$108,118 increase over the 2016-17 budget of \$6,797,057. The Town, at the requests of the Boards of Education and Selectmen did not approve the budgets and have maintained a temporary 0% increase.

Our school system has been proactive in using an essential spending approach during these first four months of the 2017-18 school year and has implemented several cost-saving measures until the passage of the state budget that occurred during the last full week of October. The cut in our current 2017-18 ECS grant is now \$125,131 rather than the \$1,001,048 cut of just a few weeks ago.

The Board of Education continued with our existing faculty and staff levels to maintain programs to meet the needs of the students currently enrolled in our school system.

Mr. Burrows, Superintendent of Schools, presented an “adjusted” 2017-18 Board of Education budget for a total of \$6,857,225 represents a 0.92% or \$62,269 increase over the 2016-17 budget of \$6,797,057. No action was taken because the Boards of Education and Selectmen need to review the proposed “adjusted” budgets and determine a time for follow-up at a town meeting.

### **IX. NEW BUSINESS**

- 1. Conduct and Discipline Policy and Regulation #5131** (First reading)
- 2. Bus Conduct Policy and Regulation #5131.1** (First reading)
- 3. Use of Physical Force Policy Update #5144.1** (First reading)
- 4. Board of Education Meeting Dates for 2018**  
**MOTION #7 (11/9/17) was made (Trahan, Paul) to approve Board of Education Meeting Dates for 2018 as presented; ALL IN FAVOR.**
- 5. Snow Removal Bids**  
**MOTION #8 (11/9/17) was made (Wilson, Gileau) to approve the lowest snow removal bid submitted by TRS Landscaping; ALL IN FAVOR.**
- 6. Committee Preferences**
- 7. Title IX Coordinator – Emily MacEwen**  
**MOTION #9 (11/9/17) was made (Trahan, Beauparlant) that the Board appoint Emily MacEwen as the Title IX Coordinator; ALL IN FAVOR.**

8. **Boys Basketball Coach – Jeff Blanchard**  
**MOTION #10 (11/9/17) was made (Trahan, Gileau) to appoint Jeff Blanchard as the Boys Basketball coach; ALL IN FAVOR.**
9. **Girls Basketball Coach – Nicole Vitali**  
**MOTION #11 (11/9/17) was made (Trahan, Gileau) to appoint Nicole Vitali as the Girls Basketball Coach; ALL IN FAVOR.**
10. **Girls Basketball Assistant Coach – Chuck Salter**  
**MOTION #12 (11/9/17) was made (Beauparlant, Gileau) to appoint Chuck Salter as the Girls Basketball Assistant Coach; ALL IN FAVOR.**
11. **Drama Co-Coaches – Kayla Barber and Emilee Penman**  
**MOTION #13 (11/9/17) was made (Trahan, Beauparlant) to appoint Kayla Barber and Emilee Penman as Drama Co-Coaches who will utilize and split the existing stipend; ALL IN FAVOR.**
12. **Farmers Market School Use Request**  
**MOTION #14 (11/9/17) was made (Gileau, Trahan) to approve the request made by the EDC to utilize the school parking lot for the Farmers Market each Sunday from July 1, 2018 through October 7, 2018; ALL IN FAVOR.**
13. **Field Trip request by the Voluntown Baptist Church – Providence, RI on November 17-18, 2017**  
**MOTION #15 (11/9/17) was made (Trahan, Gileau) to approve the request made by the Voluntown Baptist Church to use a bus; ALL IN FAVOR.**

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled December 14, 2017 at 7:00 p.m.
- FMLA Policy and Regulation #4152.6 (Third reading)
- Conduct and Discipline Policy and Regulation #5131 (Second reading)
- Bus Conduct Policy and Regulation #5131.1 (Second reading)
- Use of Physical Force Policy Update #5144.1 (Second reading)
- 2017-18 Budget Proposal
- 2018-19 School Calendar (First draft)

**MOTION #16 (11/9/17) was made (Gileau, Trahan) to authorize the submittal of the Title IV Part A Student Support and Academic Enrichment Grant; ALL IN FAVOR.**

**XI. EXECUTIVE SESSION**

**MOTION #17 (11/9/17) was made (Trahan, Gileau) to move into Executive Session at 9:07 p.m. for the purpose of discussing Personnel; ALL IN FAVOR.**

**MOTION #18 (11/9/17) was made (Wilson, Paul) to move out of Executive Session at 9:23; ALL IN FAVOR.**

**ACTION**

**MOTION #19 (11/9/17) was made (Wilson, Paul) to invite Cathy Grant to remain as part of the Board of Education Negotiations Committee until the contract is settled; ALL IN FAVOR.**

**XII. ADJOURNMENT**

**MOTION #20 (11/9/17) was made (Trahan, Paul) to adjourn at 9:24 p.m.; ALL IN FAVOR.**

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**Witness**

Approved by the BOE on December 14, 2017.

Respectfully Drafted and Edited by:

*Dee Dee Jackman, Board of Education Clerk*

*Adam S. Burrows, Superintendent of Schools*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Attest**

\_\_\_\_\_  
**Date**