

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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BOARD OF EDUCATION
MINUTES
Regular Board Meeting

Thursday, March 10, 2016
Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE	Present: Cathy Grant, Barbara Gileau, Jim Hutchins, Diana Ingraham, Vikki Smith. Absent: Flo Harmon, and Kristen Trahan. Also Present: Superintendent Adam Burrows, Principal Alycia Trakas, Director of Special Services, Dr. Lloyd Johnson
CALL TO ORDER	Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.
CONSENT AGENDA	MOTION #1 (3/10/16): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
CITIZENS COMMENTS:	John Savage – discipline policy – asked for clarification Scott Paul – discipline policy – asked for clarification
DIRECTOR OF STUDENT SERVICES REPORT	Dr. Johnson presented his Director of Student Services Report, dated March 10, 2016, and talked about the following: 1) VES staff and the Learning Clinic of Brooklyn collaborated on training and behavior program development, 2) Mid-year supervision conferences are completed and progress continues on SMART Goals by the staff, 3) On-the-job training is being provided for paraprofessionals, 4) The Principal and Assistant Principal have provided training elements related to School Climate, 5) The Student Services Department reviewed Standards-Based Report Cards, 6) Reviewed the Every Student Succeeds – Current census of students Pre-K to 12+ receiving special services: IEP’s – 69 and 504 Plans – 39.
PRINCIPAL REPORT:	Students as a Focal Point: SRBI ~ Session 3 began February 10 th . SRBI will be providing reading and math services to 66 students (Kindergarten – Eighth grade). SRBI provides services to all students; After School Tutorial ~ Session 3 began January 25 th . 29 students (4 th -8 th grade) are participating in this program; PTO Assembly ~ February 19 th the PTO sponsored the “Science Rocks” assembly. Students enjoyed learning about light and sound; Spirit Week and Pep Rally ~ Annual Spirit Week was held the week of February 12 th , At the Pep Rally, classes were awarded points for their “Kindness Chains”, Posters, and Overall Spirit; PTO Movie Night ~ Movie Night was held February 19 th to show the new Disney movie “Inside Out”; Read Across America Week/Dr. Seuss Day ~ K-5 students participated in Read Across American Week during the week of February 29 th . The United Way sent volunteer readers who read to students in PK, PTO Fundraiser ~ PTO Spring Yankee Candle Fundraiser began March 4 th ; 3rd Annual YSB Dodgeball Tournament ~ YSB hosted the 3 rd Annual Dodgeball Tournament Saturday, March 5 th ; NJHS Induction ~ Amelia MacPhail, Destiny Maldonado, and John Wrana were inducted into the NJHS – Congratulations!!; Pancake Palooza ~ Eighth grade students hosted Pancake Palooza March 12 th at the Voluntown Baptist Church from 8am-11am. Curriculum, Learning, and Instruction -; Bi-weekly Team Meetings ~ I continue to meet with all teams on a bi-weekly basis; Chaired In-house Meetings ~ K-4 Standards Based Report Card Committee, March Faculty Meeting, March Paraprofessional Meeting, Professional Development/Teacher Evaluation Committee, SRBI Meeting, Crisis Intervention Team, and School Readiness Council; In-house Meetings Attended ~ Stairway Committee, Wall Removal Committee, and Voluntown Youth Service Bureau; Out-of-District Meetings/Conferences Attended ~ STAR Data Call and CCSS Leadership Cohort; Faculty/Staff Professional Development ~ a PD Day was held February 12 th . Teachers worked on Curriculum Units and Report Cards. Additional topics to review are Differentiation, SBAC Digital Library, Traits Writing, Math Progressions, DRA2 Assessments, Google Classroom, and De-escalation Techniques; Teacher Evaluation ~ Mid-Year Check-In Conferences and Domain 4 Meetings are completed; School Nutrition Program ~ I continue to meet with Tom O’Connor on a bi-weekly basis to review requirements of our upcoming Administrative Review (May 2016). CCSS Units of Study ~ Teachers continue to write/re-write CCSS Units of Study with the assistance of myself and our EASTCONN representatives through our CCSS District Coaching Grant; K-4 Standards Based Report Cards ~ K-4 Teachers and Specials Teachers are preparing to move to a Standards Based Report Card for Fall 2016. Out of District Placement Visits ~ Amy and I have

been visiting Out of District Placements to see our students and the programs. We have visited TLC, GES, and GMS.

Building, Grounds, and Transportation: Safety Drills: We have had 6 fire drills, 3 lockdown drills, and 1 earthquake drill.

Community and Public Relations PTO ~ I attended the PTO meeting held February 19. Assemblies, fundraisers, and activities were discussed and planned; **Blood Drive** ~ Voluntown Elementary School is hosted a Blood Drive March 11th from 11am to 4pm.

SUPERINTENDENT REPORT

Adam S. Burrows reviewed his Calendar of Events for February and March. He reviewed the Enrollment Report - 304 students (Pre-K through Eighth Grade) plus 129 High School Students. He referenced correspondence from the Commissioner of Education indicating the Voluntown School District has met the 95 percent participation rate expectation for the 2014-15 state assessment in English Language Arts, Mathematics, and Science for all students, correspondence from the Department of Education noting the 2015-2016 Out-of-Town Magnet School Transportation Grant Application is now open for spring submission, correspondence from the Department of Education about the Next Generation Accountability System, and the Regional Professional Development Groups Meeting Schedule – March 11, 2016.

POLICY #5144.1 RESTRAINT (PROTECTIVE HOLD)

In reference to Policy #5144.1 Restraint (Protective Hold), Alycia Trakas presented the P.M.T Physical/Psychological Management Training Implementation Plan for review. The plan outlines training requirements, staff assignments, location, and associated costs.

COMMITTEE REPORTS

Indoor Air Quality/Tools for Schools and Safety: A meeting is scheduled for March 23, 2016 at 10:00AM. An odor from room 16 was reported and the classroom was moved to another room while Mr. Ricard turned off the water supply, removed a wet carpet owned by the teacher that was on top of the school carpet, removed and replaced damaged wood under the sink, and fixed the spout for proper flow into the sink drain. Due to a wind storm Mr. Ricard removed a large branch that was on part of the roadway to the white house. There was also a small area of vinyl siding on the white house that needed repair. Our annual volunteer Spring Clean-up organized by Mrs. Voland is scheduled for Saturday, April 2, 2016 from 9-Noon; **Youth Services Bureau/Local Prevention Council:** YSB/LPC meeting was held March 9, 2016 at 3:45PM. A Great After School Program (GRASP) is being scheduled for students to participate in Lego, Science, or Computer classes. Dodge Ball was held March 5, 2016; **Curriculum Steering Committee:** There is a faculty effort under the guidance of Ms. Trakas, Principal/Assistant Superintendent of Schools, to implement a standards-based report card for grades K-6 in 16/17. Mr. Ward, Tech Coordinator, will attend a two-day Power School workshop about utilizing technology to record performance using standards-based report cards; **Transportation:** We are now in year six of using six (6) 77-passenger buses and two (2) 28-passenger mini-buses. There is a significant increase in maintenance costs from year 1 (09-10) of the five-year lease/purchase of \$10,638, and year 5 (14-15) of \$48,348. The Transportation Committee recommends trading in our current fleet for another five-year lease purchase. We are in the process of securing quotes for the trade-in value of our current fleet of busses; **School Security and Safety Committee:** The School Security Safety Committee is in the process of coordinating efforts to install new locks on all classroom doors to further enhance our lockdown procedures. Our Crisis Intervention Team is in the process of learning a total school evacuation drill prior to the end of the school year; **School Readiness Council:** The School Readiness Council is drafting the 16/17 grant application. The Wall Removal Subcommittee is working with Al Jacunski to secure design approval from local officials to secure bids. This project uses funds from a \$95,000 Office of Early Childhood deposited in an account for our Account Payable/Payroll Manager to access; **Wellness Committee** – A meeting is scheduled for Wednesday, March 23, 2016 at 8:30AM; **High School** – Status of 8th grade choices; **Building Committee – Roof Project:** Final costs are being confirmed. This project was completed on time and under the projected budget; **Solar Panel Project:** We are in the process of determining the exact cost savings per month for kWh usage, the transmission, and the electricity charge. Recently, the CT Solar Lease 2, LLC – Power Purchase Agreement used an “expected monthly production of 23,921.25 kWh times a fixed rate of \$0.95 per kWh based on an annual production of 287,055 kWh for a monthly “fixed” cost of \$2,272.52.; **Stairway Committee:** The State Bonding Commission approved the \$176,000 grant. The committee developed a timeline for securing bids and the construction process. A consultant has been hired to guide this process

ANNUAL BOE GOALS

The Board performed a second reading. A third reading will be placed on the April 14, 2016 Agenda.

FACULTY & STAFF PROJECTIONS

The Superintendent of Schools reviewed staffing projections related to future maintenance projects, paraprofessional services, and special education costs.

2016-2017 BUDGET

MOTION #2 (3/10/16): made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education approves the budget proposal for 2016/17 at \$6,929,977 representing an increase of \$181,260 or 2.69% over the 2015/16 total of \$6,748,717

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

- 2016-2017 SCHOOL CALENDAR** **MOTION #3 (3/10/16):** made by Vikki Smith **SECONDED** BY Barbara Gileau that the Board of Education approves the 2016-2017 School Calendar as presented
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- NON RENEWAL NON TENURED TEACHERS** **MOTION #4 (3/10/16):** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approves pursuant to Connecticut General Statutes Section 10-151 that the Voluntown Board of Education non-renew the following non-tenured teacher contracts of Andrea Bunger, Hailie Davis, Katelyn Stockford, Kristin Goodwin, Megan Glidden and Sue Orbertello, and that the Board further moves that the Superintendent of Schools be directed to communicate this action of the Board in writing to Andrea Bunger, Hailie Davis, Katelyn Stockford, Kristin Goodwin, Megan Glidden and Sue Orbertello and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and further move that the Superintendent be directed that any response to a request for a hearing, and if a hearing is required by law, indicate that such hearing is to be before the Board of Education.
- Andrea Bunger **MOTION** Vikki Smith seconded by Cathy Grant All in favor
 - Hailie Davis **MOTION** Vikki Smith seconded by Cathy Grant All in favor
 - Katelyn Stockford **MOTION** Vikki Smith seconded by Cathy Grant All in favor
 - Kristin Goodwin **MOTION** Vikki Smith seconded by Cathy Grant All in favor
 - Megan Glidden **MOTION** Vikki Smith seconded by Cathy Grant All in favor
 - Sue Orbertello **MOTION** Vikki Smith seconded by Cathy Grant All in favor
- VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- 2016-2017 TEACHER EVAL & PROFESSIONAL LEARNING PLAN** **MOTION #5 (3/10/16):** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education table the 2016-2017 Teacher Evaluation and Professional Learning Plan to the April 14, 2016 meeting
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- FIELD TRIP STURBRIDGE VILLAGE** **MOTION #6 (3/10/16):** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approves the 5th Grade Field Trip to Old Sturbridge Village in Massachusetts on May 18, 2016
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- 2016-2017 SCHOOL READINESS GRANT** **MOTION #7 (3/10/16):** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorizes the School Readiness Council to submit the School Readiness Grant for 2016-2017
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- ASSISTANT TRACK COACH** **MOTION #8 (3/10/16):** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve Chuck Salter as the Assistant Track Coach
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- 2016-2017 IDEA GRANT** **MOTION #9 (3/10/16):** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorizes the Superintendent of Schools to submit the IDEA Grant for 2016-2017
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- CIRMA BUDGET STABILIZATION PROGRAM** **MOTION #10 (3/10/16):** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorizes the Superintendent of Schools to sign the Letter of Commitment for the Budget Stabilization Program between the Connecticut Interlocal Risk Management Agency (CIRMA) and the Voluntown Board of Education Effective July 1, 2016 – July 1, 2019
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- EXECUTIVE SESSION** **MOTION #11 (3/10/16):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education move into Executive Session at 9:12 p.m. for the purpose of discussing personnel
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
MOTION #12 (3/10/16): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education move out of Executive Session at 9:30 p.m.
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- There was no action taken.
- ADJOURNMENT:** **MOTION #13 (3/10/16):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education adjourns at 9:36 p.m.
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**

Respectfully submitted,
Sherry Pollard, Board Clerk