

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

Phone: 860.376.9167
www.voluntownct.org

BOARD OF EDUCATION
MINUTES (unapproved)
Regular Board Meeting

Thursday, June 9, 2016
Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE	Present: Barbara Gileau, Jim Hutchins, Diana Ingraham, Kristen Trahan. Absent: Cathy Grant, Flo Harmon, and Vikki Smith. Also Present: Superintendent Adam S. Burrows and Assistant Principal Amy Suffoletto
CALL TO ORDER	Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
CONSENT AGENDA	MOTION #1 (6/9/16): made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education approves the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
PRINCIPAL REPORT:	<p>Amy Suffoletto was present and submitted the Principal’s Report, dated June 9, 2016. Topics of interest included but were not limited to:</p> <p>Students as a Focal Point: SRBI update, After-School Tutorial, Fire Drills and Excavation Drills, Spelling Bee, Pre-Kindergarten through Fifth Grade Family Formal Dance, Music with Margie, Spring Concert, Athletic/Music Awards Banquet, Eighth Grade Banquet, Field Day, Awards Ceremony, National Junior Honor Society, and Eighth Grade Graduation.</p> <p>Curriculum, Learning, and Instruction: VES Weekly Notes, Bi-weekly Team Meetings, In-house Meetings Chaired, Attendance at Out-of-district Meetings and Conferences, Teacher Evaluation and Support Plan, School Nutrition Program, Common Core State Standards (CCSS) Units of Study, Kindergarten through Fourth Grade Based Report Cards, Connecticut Mastery Test (CMT) / Smarter Balanced Practice and Trailing Test (SBAC) / Connecticut Alternate Assessment System (CTAA), National Association for the Education of Young Children (NAEYC) Annual Report, Fiscal Year 2017 School Readiness and Quality Enhancements Grant Submittals, and the Tanger Kids Grant Awarded to VES in the amount of \$2000.</p> <p>Building, Grounds, and Transportation: Voluntown Elementary School has held eight fire drills, four lockdown drills, one earthquake drill, and one evacuation drill.</p> <p>Community and Public Relations: The PTO sponsored the “Most Improved Student Awards” for the annual award ceremony.</p>
DIRECTOR OF STUDENT SERVICES:	Amy Suffoletto was present and submitted the Director of Student Records Report, dated June 9, 2016. Topics of interest included, but were not limited to, End of the Year Supervision Meetings, the Capitol Region Education Council Facilities Futures Planning Workshop located in Hartford, Planning for a 2016-2017 Independent Living Skills Program, training for the Wilson Reading Program that provides all students with phonics instruction, and Review of the Current Census of students in Pre-kindergarten through twelfth grade receiving special services as follows: IEP’s are at 70, and 504 Plans are a total of 42.
SUPERINTENDENT REPORT:	Adam S. Burrows reviewed his Calendar of Events for June and July. He reviewed the Enrollment Report – 302 students (Pre-Kindergarten through Eighth Grade) plus 129 High School Students and submitted an updated look at Connecticut’s District Reference Groups (DRGs). Voluntown has been moved from the 2006 designation as a DRG F Community to a 2016 designation DRG E Community.

COMMITTEE REPORTS:

Indoor Air Quality/Tools for Schools and Safety: Millenium Water Company has cleaned our water tank as part of a ten-year requirement for maintaining our water system to remain in compliance with state guidelines. The air-conditioners installed in rooms fifteen and twenty-six by Mr. Ricard are now up and running in time for the warmer weather and will also be installed in rooms fourteen and twenty-eight over the summer months.

MOTION #2 (6/9/16): made by Barbara Gileau SECONDED BY Kristen Trahan that the Board of Education authorizes the Superintendent to proceed with the purchase of air-conditioning equipment for the Voluntown Elementary School Kitchen
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Youth Services Bureau/Local Prevention Council: Summer meetings are on Wednesday's June 22, July 13, and August 10 all at 10:00 a.m. There will be a return to Wednesday's at 3:45 p.m. on September 14, October 12, November 9, December 14, 2016 and January 11, February 8, March 8, April 5, May 10, and June 14, 2017.

Transportation

We are in the sixth year with six (6) 2010 77-passenger buses and two (2) 2009 28-passenger mini-buses. The Board of Education has authorized trading-in our current fleet for eight 2017 vehicles (six large buses and two thirty-six passenger buses) and entering into a new five-year contract lease/purchase agreement. The ordering process is complete and the buses will be delivered in the summer.

MOTION #3 (6/9/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education authorizes the Superintendent to proceed with the purchase eight (8)-channel cameras with high definition and audio capabilities for the Voluntown Elementary School buses at an estimated cost of \$9,400.00
VOICE VOTE: UNANIMOUS; MOTION CARRIES

School Security and Safety Committee

New locks have been installed on all classroom doors to further enhance our lockdown procedures. A security upgrade of our White House entrance was completed and is in full operation. An evacuation drill was successfully completed Tuesday, May 17, 2016. The Voluntown Fire Department and the State Police directed traffic.

School Readiness Council

Jacunski/Homes has updated the plans. The floor plan also changed following some field verifications of existing measurements and/or dimensions, resulting in an eight foot opening. The bid process has been completed and DEF Services Group, Ltd., Griswold, CT, was selected as the contractor and construction will be completed this summer. This will allow us to increase our Pre-school enrollment and hopefully obtain more state funding.

High School

Eighth graders have completed the high school selection process and the 2016-17 budget proposal includes the projected cost of all tuitions. Superintendent Burrows reviewed the 2016-17 anticipated tuition costs.

Solar Panel Project

We are in the process of still 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 rates of \$0.95 per kWh based on an annual production of 287,055 kWh for a monthly "fixed" cost of \$2,272.52. This is in addition to the usage we also use from Eversource.

Stairway Committee

The State Bonding Commission on January 29, 2016 approved a \$176,000 grant submitted by the Stairway Committee chaired by Lloyd VanLanen with representation from the Recreation Commission, Youth Services Bureau (YSB)/Local Prevention Council (LPC), and the Board of Education. We are still waiting for the office of the Attorney General to approve the release of funds. We anticipate construction to begin within the next few months.

Technology Committee:

MOTION #4 (6/9/16): made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education moves to waive the bid process and authorizes the Superintendent to proceed with Phase II of the Technology Infrastructure Upgrade Project
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**BUDGET
2016-2017**

The Board of Education 2016-2017 Budget of \$6,797,057 was approved at a Town Meeting on Thursday, June 2, 2016 and this represents a 0.72% or \$48,340.00 increase over the 2015-2016 Board of Education Budget.

BOE MEETING APRIL 2017	The Superintendent of Schools noted that the Board of Education regular meeting scheduled for Thursday, April 13, 2017 falls during the week of April vacation and therefore cannot be held. This topic was tabled for discussion at the September 8, 2016 meeting.																														
FACULTY STAFF UPDATE	Superintendent Burrows and School Administration are in the process of reviewing current and future staffing with consideration of recent staff re-organizations and movements.																														
RESCIND NON-RENEWALS NON TENURED TEACHERS	<p>MOTION #5 (6/9/16): made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education rescind the previous Board of Education MOTION to non-renew the following non-tenured teacher contracts:</p> <table border="0"> <tr> <td>• Hailie Davis</td> <td>MOTION</td> <td>Jim Hutchins</td> <td>seconded by</td> <td>Kristen Trahan</td> <td>All in favor</td> </tr> <tr> <td>• Katelyn Stockford</td> <td>MOTION</td> <td>Jim Hutchins</td> <td>seconded by</td> <td>Kristen Trahan</td> <td>All in favor</td> </tr> <tr> <td>• Kristin Goodwin</td> <td>MOTION</td> <td>Jim Hutchins</td> <td>seconded by</td> <td>Kristen Trahan</td> <td>All in favor</td> </tr> <tr> <td>• Megan Glidden</td> <td>MOTION</td> <td>Jim Hutchins</td> <td>seconded by</td> <td>Kristen Trahan</td> <td>All in favor</td> </tr> <tr> <td>• Sue Orbertello</td> <td>MOTION</td> <td>Jim Hutchins</td> <td>seconded by</td> <td>Kristen Trahan</td> <td>All in favor</td> </tr> </table> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>	• Hailie Davis	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor	• Katelyn Stockford	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor	• Kristin Goodwin	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor	• Megan Glidden	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor	• Sue Orbertello	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor
• Hailie Davis	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor																										
• Katelyn Stockford	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor																										
• Kristin Goodwin	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor																										
• Megan Glidden	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor																										
• Sue Orbertello	MOTION	Jim Hutchins	seconded by	Kristen Trahan	All in favor																										
SUMMER SCHOOL APPOINTMENTS	<p>MOTION #6 (6/9/16): made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of Education approve the appointments of: Summer School Certified Teachers Katelyn Stockford, Megan Glidden, Jake St. John, Lynne McCullough, and Donna Pendill-Brown; Summer School Non-Certified Staff Tina Brayman, Nicole Vitali, Heather Mihailides, Giselle Neri, Mary Rollins, and the Camp Q Paraprofessional (TBD), and Bus Drivers (TBD)</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>																														
SUMMER SCHOOL CURRICULUM WRITING	<p>MOTION #7 (6/9/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education approve the 2016 Summer School Curriculum Writing Program costs as presented in the amount of \$1,543.78</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>																														
ANNUAL APPROVAL SALE OF FOOD & BEVERAGES	<p>MOTION #8 (6/9/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education permits the sale of foods for the 2016-2017 School Year that do not meet Connecticut Standards at events if three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on a weekend, (2) the sale is at the location of the event and (3) the items are not sold from a vending machine or school store</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p> <p>MOTION #9 (6/9/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education permits the sale of beverages for the 2016-2017 School Year that do not meet Connecticut Standards at events if three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on a weekend, (2) the sale is at the location of the event and (3) the items are not sold from a vending machine or school store</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>																														
WELLNESS POLICY UPDATE POLICY #6142.101	The Board reviewed the Wellness Policy and placed a first reading of the policy update on the Agenda for the July 14, 2016 meeting.																														
BOE 2015-2016 SELF-EVALUATION	The Board performed a first reading of their 2015-2016 self-evaluation. A second reading has been placed on the Agenda for the July 14, 2016 meeting.																														
FIVE-YEAR FACILITIES PLAN	The Board reviewed our current Five-Year Facilities Plan. Time to review information about the next Five-Year Facilities Plan is scheduled for the July 14, 2016 meeting.																														
SCIENCE TEACHER	<p>MOTION #10 (6/9/16): made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education approves Alyson Paige as the Voluntown Elementary Science Teacher</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>																														
SUMMER CUSTODIANS	<p>MOTION #11 (6/9/16): made by Barbara Gileau SECONDED BY Kristen Trahan that the Board of Education approve Gary Chenette, Angela Gardella, Tamara Maynard, and Marlena Loranger as Summer Custodians</p> <p>VOICE VOTE: UNANIMOUS; MOTION CARRIES</p>																														

**EXECUTIVE
SESSION**

MOTION #12 (6/9/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education move into Executive Session at 8:25 p.m. for the purpose of discussing Personnel, Forty-five Percent (45%) Teachers Retirement Board (TRB) Contract and Negotiations
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #13 (6/9/16): made by Kristen Trahan SECONDED BY Barbara Gileau that the Board of Education move out of Executive Session at 8:34 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #14 (6/9/16): made by Kristen Trahan SECONDED BY Barbara Gileau that the Board of Education authorize the Board Chairperson to sign the 2016-17 contracts for each Administrator
VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #15 (6/9/16): made by Kristen Trahan SECONDED BY Barbara Gileau that the Board of Education adjourn at 8:35 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted,
Sherry Pollard, Board Clerk