

Voluntown Board of Education Agenda

Regular Board Meeting 7:00PM
July 14, 2016

Voluntown Board of Education
Board of Education Meeting Room

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda

- Approve Minutes – June 2016
- Approval of Bills – June 2016
- Function/Object – June 2016
- Food Services Accounts – June 2016
- Correspondence

- IV. Citizen Comments
- V. Guests: *Tom O'Connor – Food Services Director*
- VI. Administrative Reports:

1. Principal
2. Director of Student Services
3. Superintendent

- VII. Committee Reports:
 1. Indoor Air Quality/Tools for Schools and Safety
 2. Youth Services Bureau/Local Prevention Council
 3. Curriculum Steering Committee
 4. Transportation
 5. School Security and Safety Committee
 6. School Readiness Council
 7. Professional Development and Teacher Evaluation Plan *(SDE approval has been received)*
 8. Wellness
 9. High School
 10. Solar Panel Project
 11. Stairway Update
 12. Technology

- VIII. Old Business
 1. 2015-2016 Budget *(End-of-the-year Update)*
 2. BOE 15-16 Self Evaluation
 3. Five Year Facilities Plan

- IX. New Business
 1. 2016-2017 Budget *(Beginning-of-the-year Update)*
 2. Projected Faculty and Staff for 2016-2017
 3. Special Education Teacher - Stacey Moseley *(Resignation)*
 4. Board of Education Clerk - Sherry Pollard *(Resignation)*
 5. Van Driver - Thomas Szafranski *(Resignation)*
 6. Soccer *(Brian Racicot – Coach and Jeff Blanchard – Assistant Coach)*
 7. 403(b) Vendor List for 16-17
 8. Collaboration with Voluntown Seniors

Suggestions for Next Regular Meeting – August 11, 2016 @ 7:00PM

- XI. Executive Session – Personnel *(Negotiations)*
- XII. Adjournment

*Adam S. Burrows, Superintendent of Schools, 195 Main Street, Voluntown, CT 06384
860-376-9167 (Fax 860-376-3185) and E-Mail is aburrows@voluntownct.org*

Voluntown Board of Education Mission Statement

The Voluntown Board of Education commits to providing our students the basic skills essential to competent functioning in our society, including their ability to read, write, listen, speak, manipulate basic math concepts, and acquire a general knowledge of science.

It is, therefore, our mission to help our students mature into independent, reasoning, and responsible individuals, who can adapt constructively in an ever-changing, multi-cultural, & technological world. (April 2004)

Public Comment Disclaimer

The Board welcomes public participation and asks that speakers please limit their comments to five minutes. Speakers may offer objective comments of school operations and programs that concern them. To protect the impartiality of the board, we will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the Voluntown Public Schools. Such issues should be brought to the school administration. The board will not respond to comments made during public comment, except to clarify issues. When appropriate, district administration will follow-up at a later point in time.

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: Amy Suffoletto was present and submitted the Principal's Report, dated June 9, 2016. Topics of interest included but were not limited to:

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.

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.

Building, Grounds, and Transportation: Voluntown Elementary School has held eight fire drills, four lockdown drills, one earthquake drill, and one evacuation drill.

Community and Public Relations: The PTO sponsored the "Most Improved Student Awards" for the annual award ceremony.

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
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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

Agenda Reporting Form**Board of Education
Voluntown, Connecticut**Board Meeting Date: July 14, 2016
Agenda Code: III – Consent AgendaInformation Only:
Decision Requested: **Yes****Agenda Topic: Function Object Report 2015-2016 Budget****Summary of the Issue:**

The attached Function Object report allows the Board of Education to review in detail the initial “encumbrances” and “expenditures” for the current budget as of 7-6-16. Please note a balance of \$90.07 is the current projected return to the Town of Voluntown.

Background:

The Board continuously monitors the budget, makes suggestions, prioritizes approaches in processing the expenditures of the approved budget, and authorizes any transfers, as noted in the “Adjustments” column, to document expenditures.

Rachel Ricard, our 15-16 Accounts Payable/Payroll Manager, and Darlena Loranger, our new 16-17 Accounts Payable/Payroll Manager have worked together to create the attached 2015-2016 Function Object Report. They entered the numbers for the Board of Education to review Appropriations, Adjustments, Encumbrances, Expenditures, and Available Balances.

All purchase orders for 15-16 have been processed and we are waiting for the receipt of a few outstanding bills to allow us to officially close out the school year. The completion of this process determines the amount to be returned to the Town of Voluntown. This amount, currently at \$90.07 may change in the next few weeks based on the receipt of some outstanding bills that may include slight changes such as the cost of shipping, etc. Any remaining balances in various accounts are a result of savings in the cost of electricity, fuel for transportation, honoring requests for “unpaid” days, and other accounts, which fluctuated to our financial advantage this past year.

A Special “Thank You” is extended to Rachel Ricard, Accounts Payable/Payroll Clerk for the last 8 years and is now assigned as the Executive Assistant to the Superintendent of Schools.

A special “Thank You” is also extended to Joyce Melgey, recently retired Executive Assistant to the Superintendent, who published the annual budget, accurately reviewed all balances, processed all contracts, developed accurate projections of upcoming expenditures, and worked as a valuable resource in maintaining our records for the annual auditing process.

Alternative Strategies:**Beginning Date of Program or Project:****Ending Date of the Program or Project:****Recommendation or Comment:****Amend****July 1, 2015****June 30, 2016**

Approve as a part of the “Consent Agenda”. A final 15-16 Function/Object Report with “adjustments” is scheduled for review and approval at the August 11, 2016 Board of Education meeting.



Adam S. Burrows
Superintendent of Schools

Attachments:

*One-Page 2015-2016 Function Object Report as of 7-6-16 displaying 100% of the budget expended.
A multi-page Function Object Report that displays 15/16 Expenditures by Object & Code as of 7-6-16.*

2015-2016 Function Object Report

6/1/2016 - 6/30/16

Dated 7/6/2016 @ 8:34

Code	Description		Appropriation	Adjust	Encumbrance	Y-T-D Expenditures	Avail. Balance	% Expended
1000	Reg Ed	\$	3,002,723	\$(36,531)	\$ 26,166.75	\$ 2,907,781.79	\$ 32,243.46	98.91%
1200	Spec Ed	\$	1,285,520	\$(7,651)	\$ 7,807.76	\$ 1,164,177.87	\$ 105,883.37	91.71%
2000	Support Services	\$	165,331	\$(72,492)	\$ 126.21	\$ 95,502.07	\$(2,789.28)	103.00%
2120	Guidance	\$	74,621	\$ -	\$ 2,077.40	\$ 74,025.72	\$(1,482.12)	101.99%
2130	Health	\$	58,378	\$ -	\$ 55.96	\$ 61,823.18	\$(3,501.14)	106.00%
2140	Psychological Services	\$	49,800	\$ -	\$ 2,302.50	\$ 44,659.12	\$ 2,838.38	94.30%
2150	Speech & Language	\$	122,064	\$ -	\$ 97.84	\$ 118,479.17	\$ 3,486.99	97.14%
2160	Occupational Therapy	\$	70,780	\$ -	\$ -	\$ 53,820.46	\$ 16,959.54	76.04%
2210	Improv. Of Instruct.	\$	14,998	\$ -	\$ -	\$ 12,158.80	\$ 2,837.20	81.08%
2213	Staff Development	\$	11,319	\$ -	\$ 1,000.00	\$ 13,905.21	\$(3,586.21)	131.68%
2220	Library	\$	109,141	\$ -	\$ 2,127.64	\$ 107,337.84	\$(324.48)	100.30%
2230	Technology	\$	246,205	\$ -	\$ 3,675.12	\$ 306,277.04	\$(63,747.16)	125.89%
2310	Board of Ed	\$	151,066	\$ -	\$ 51,618.00	\$ 100,079.46	\$(631.46)	100.42%
2320	Superintendent office	\$	185,215	\$ -	\$ 2,344.53	\$ 190,958.33	\$(8,087.86)	104.37%
2410	Principal Office	\$	216,782	\$ 114,674	\$ 4,648.03	\$ 330,015.94	\$(3,207.97)	100.97%
2510	Fiscal Support	\$	122,579	\$ -	\$ 397.44	\$ 115,580.55	\$ 6,601.01	94.61%
2600	Building Maintenance	\$	405,995	\$ 14,613	\$ 15,769.91	\$ 398,808.41	\$ 6,029.32	98.57%
2700	Transportation	\$	346,937	\$ -	\$ 18,184.00	\$ 425,318.75	\$(96,565.75)	127.83%
2712	Transportation - Spec Ed	\$	48,824	\$ -	\$ 234.00	\$ 37,859.94	\$ 10,730.06	78.02%
3100	Food Services	\$	26,050	\$ -	\$ -	\$ 23,347.10	\$ 2,702.90	89.62%
3200	Activities	\$	27,391	\$ -	\$ -	\$ 27,689.73	\$(298.73)	101.09%
3300	Community Services Operations	\$	7,000	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
4000	Building Improvements	\$	-	\$ -	\$ 3,200.00	\$ 2,800.00	\$(6,000.00)	#DIV/0!
TOTALS		\$	6,748,717.00	\$ 12,612.64	\$ 141,833.09	\$ 6,619,406.48	\$ 90.07	100.00%

Agenda Reporting FormBoard of Education
Voluntown, ConnecticutBoard Meeting Date: July 14, 2016
Agenda Code: III Consent AgendaInformation Only:
Decision Requested: **Yes**Agenda Topic: Food Services Count for Breakfast and Lunch 2015- 2016

Maintaining an effective Food Services Program at a reasonable cost is a priority in meeting student needs. The following chart documents the progress of the 2015-2016 Food Services Program. In 15-16 a student lunch was \$2.75. Adult lunches were \$3.75. The cost of milk was \$0.50 a carton. Breakfast was \$1.25. Tom O'Connor, Director of Food Services will attend this meeting to review any projected changes in 16-17.

15/16 Monthly Food Services Count for Breakfast and Lunch (22,866 in 184 days =124.27/day)

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
<i>Breakfast</i>	335	334	330	297	226	188	230	204	246	106
<i>Adult</i>	1	0	0	0	0	0	0	0	2	0
<i>Student Lunch</i>	2774	2144	2031	1908	2116	1930	2230	1772	2147	1020
<i>Adult Lunch</i>	30	37	37	27	33	30	27	25	28	12
<i>Total</i>	3140	2515	2398	2232	2375	2148	2487	2001	2433	1138
<i>Days/Month</i>	25	21	19	17	19	17	20	16	21	9
<i>Per Day</i>	125.6	119.76	126.21	131.29	125	126.35	124.36	125.06	115.86	126.44



Adam S. Burrows – Superintendent of Schools

Attachments:

- Cash Flow as of 7-5-16 shows a balance of \$4,067.12
- Board of Education Account #3100 as of 7-5-16 of \$2,702.90

Six-Year Summary of the Annual Food Services Account:15/16 Food Services Count for Breakfast and LunchTotal equals 22,866 in 184 days for 124.27 per dayAvailable remaining balance to start 16/17 as of 7-6-16 is currently \$4,067.12 (without May/June SDE reimbursements)14/15 Food Services Count for Breakfast and LunchTotal equals 22,091 in 184 days for 120 per dayAvailable remaining balance to start 15/16 as of 10-2-15 is currently \$8,587.4613/14 Food Services Count for Breakfast and LunchTotal equals 20,064 for 182 days is 110.24 per dayAvailable remaining balance to start 14/15 as of 9-2-14 is currently \$2,875.1712/13 Food Services Count for Breakfast and LunchTotal equals 18,010 for 180 is 100.05 per dayAvailable remaining balance to start 13/14 as of 7-3-13 is currently \$2,713.7911/12 Food Services Count for Breakfast and LunchTotal equals 29,531 for 183 days is 161.37 per dayAvailable remaining balance to start 12/13 is currently \$13,110.10/11 Food Services Count for Breakfast and LunchTotal equals 24,790 for 183 days is 135.6 per day)Available remaining balance to start 11/12 is currently \$10,324.43

Cash Flow Budget Spreadsheet School Breakfast/Lunch Program

	Sept	October	November	December	January	February	March	April	May	June	Total
Beginning Balance	2,582.54	\$7,998.26	\$4,614.31	\$1,653.79	\$1,115.99	\$2,104.11	\$3,241.69	\$5,253.89	\$1,597.67	\$5,908.19	\$2,582.54
Cash Inflows (Income):											
Reimb. - State Checks	621.00	0.00	3000.00	0.00	0.00	1293.00	0.00	0.00	0.00	521.00	5435.00
Reimb. - Breakfast	1293.32	0.00	0.00	551.26	560.16	559.90	0.00	1078.46	331.42	663.06	5037.58
Reimb. - Lunch	4711.60	0.00	0.00	3900.64	3288.87	2947.80	0.00	5831.90	2700.86	5666.02	29047.69
Collections	6012.58	5227.51	4532.68	5969.90	3994.65	3854.79	7615.55	2328.00	8540.85	4733.91	52810.42
Total Cash Inflows	12638.50	5227.51	7532.68	10421.80	7843.68	8655.49	7615.55	9238.36	11573.13	11583.99	92330.69
Available Cash Balance	15221.04	13225.77	12146.99	12075.59	8959.67	10759.60	10857.24	14492.25	13170.80	17492.18	94913.23
Cash Outflows (Expenses):											
Wages	4263.27	4355.56	5768.25	6089.20	3947.14	2698.87	4358.95	4467.68	3847.18	5213.63	45009.73
Benefits	326.23	333.22	441.26	465.82	301.96	206.46	333.46	341.79	294.30	398.84	3443.34
Retirement				0.00	0.00	92.41	275.15	235.44	219.98	147.88	970.86
Services				145.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00
Travel	0.00	0.00	0.00	20.13	0.00	0.00	0.00	0.00	7.56	0.00	27.69
Supplies	2633.28	3922.68	4283.69	4239.45	2606.46	4520.17	635.79	7849.67	2893.59	6834.04	40418.82
Subtotal	7222.78	8611.46	10493.20	10959.60	6855.56	7517.91	5603.35	12894.58	7262.61	12694.39	90015.44
Total Cash Outflows	7222.78	8611.46	10493.20	10959.60	6855.56	7517.91	5603.35	12894.58	7262.61	12694.39	90015.44
Ending Cash Balance	7998.26	4614.31	1653.79	1115.99	2104.11	3241.69	5253.89	1597.67	5908.19	4897.79	4897.79

*The above funds do not include Board of Education Food Services account # 3100.

Board of Education Food Services Acct # 3100 6/1/16-6/30/16

Object Description	Appropriation	Adjust	Encumbrance	Expenditures	Avail. Balance	% Expended
112 Non-Cert Wages	\$ 22,158	\$ -	\$ -	\$ 19,641.18	\$ 2,516.82	88.64%
152 Add. Compensation	\$ 2,000	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
210 Group Life Insurance	\$ 44	\$ -	\$ -	\$ 50.40	\$ (6.40)	114.55%
220 FICA/Medicare Taxes	\$ 1,848	\$ -	\$ -	\$ 1,655.52	\$ 192.48	89.58%
Totals	\$ 26,050	\$ -	\$ -	\$ 23,347.10	\$ 2,702.90	89.62%

Voluntown Board of Education

SLP ACCOUNT-CASH FLOW SPREADSHEET

Fiscal Year: 2015-2016

From Date: 6/1/2016 To Date: 6/30/2016

Include pre encumbrance
 Exclude inactive accounts with zero balance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
40.0400.000.000	Revenue - School Lunch Program	\$0.00	\$0.00	\$0.00	(\$11,583.99)	(\$94,913.23)	\$94,913.23	\$0.00	\$94,913.23	0.00%
	FUNC: Revenue - 0400	\$0.00	\$0.00	\$0.00	(\$11,583.99)	(\$94,913.23)	\$94,913.23	\$0.00	\$94,913.23	0.00%
40.3100.112.000	SLP - Non-Cert Salaries	\$0.00	\$0.00	\$0.00	\$5,213.63	\$45,009.73	(\$45,009.73)	\$0.00	(\$45,009.73)	0.00%
40.3100.220.000	SLP - FICA/Medicare Taxes	\$0.00	\$0.00	\$0.00	\$998.84	\$3,443.34	(\$3,443.34)	\$0.00	(\$3,443.34)	0.00%
40.3100.230.000	SLP - Retirement Services	\$0.00	\$0.00	\$0.00	\$147.88	\$970.86	(\$970.86)	\$0.00	(\$970.86)	0.00%
40.3100.570.000	Services - SLP	\$0.00	\$0.00	\$0.00	\$0.00	\$145.00	(\$145.00)	\$0.00	(\$145.00)	0.00%
40.3100.580.000	Travel - SLP	\$0.00	\$0.00	\$0.00	\$0.00	\$27.69	(\$27.69)	\$0.00	(\$27.69)	0.00%
40.3100.610.000	General Supplies - SLP	\$0.00	\$0.00	\$0.00	\$6,834.04	\$40,418.82	(\$40,418.82)	\$830.67	(\$41,249.49)	0.00%
40.3100.730.000	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNC: FOOD SERVICES OPERATIONS - 3100	\$0.00	\$0.00	\$0.00	\$12,594.39	\$90,015.44	(\$90,015.44)	\$830.67	(\$90,846.11)	0.00%
	FUND: SCHOOL LUNCH PROGRAM - 40	\$0.00	\$0.00	\$0.00	\$1,010.40	(\$4,897.79)	\$4,897.79	\$830.67	\$4,067.12	0.00%
Grand Total:		\$0.00	\$0.00	\$0.00	\$1,010.40	(\$4,897.79)	\$4,897.79	\$830.67	\$4,067.12	0.00%

End of Report

Voluntown Board of Education

BOE FOOD SERVICES ACCT3100- FUNCTION OBJECT REPORT

Fiscal Year: 2015-2016

From Date: 6/1/2016 To Date: 6/30/2016

Include pre encumbrance
 Exclude inactive accounts with zero balance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.3100.112.000	Non-Certified Wages	\$22,158.00	\$0.00	\$22,158.00	\$1,883.34	\$19,641.18	\$2,516.82	\$0.00	\$2,516.82	11.36%
10.3100.152.000	Additional Compensation, Non-Certified	\$2,000.00	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.3100.210.000	Group Life Insurance	\$44.00	\$0.00	\$44.00	\$3.60	\$50.40	(\$6.40)	\$0.00	(\$6.40)	-14.55%
10.3100.220.000	FICA/Medicare Taxes	\$1,848.00	\$0.00	\$1,848.00	\$220.58	\$1,655.52	\$192.48	\$0.00	\$192.48	10.42%
10.3100.430.000	Repairs & Maintenance Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10.3100.610.000	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10.3100.730.000	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10.3100.810.000	Dues/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNC: FOOD SERVICES OPERATIONS - 3100	\$26,050.00	\$0.00	\$26,050.00	\$3,107.52	\$23,347.10	\$2,702.90	\$0.00	\$2,702.90	10.38%
	FUND: ELEMENTARY - 10	\$26,050.00	\$0.00	\$26,050.00	\$3,107.52	\$23,347.10	\$2,702.90	\$0.00	\$2,702.90	10.38%
Grand Total:		\$26,050.00	\$0.00	\$26,050.00	\$3,107.52	\$23,347.10	\$2,702.90	\$0.00	\$2,702.90	10.38%

End of Report

To: Members of the Board of Education

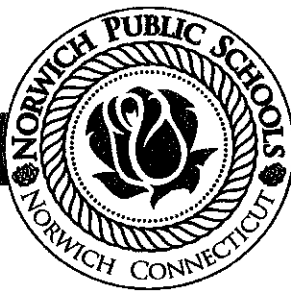
From: Adam S. Burrows
Superintendent of Schools

Re: Calendar of Events for Superintendent: July August 2016

Tuesday	July 5	in Voluntown
Wednesday	July 6	in Voluntown
Thursday	July 7	in Voluntown
Tuesday	July 12	in Voluntown
Wednesday	July 13	in Voluntown; 2:00PM – YSB/LPC Advisory Board Meeting
Thursday	July 14	7:00PM Board of Education Meeting
Wednesday	July 12	in Voluntown
Thursday	July 21	in Voluntown
Friday	July 22	in Voluntown
Monday	July 25	in Voluntown
Tuesday	July 26	in Voluntown
Monday	August 1	in Voluntown
Tuesday	August 2	in Voluntown
Tuesday	August 9	in Voluntown
Wednesday	August 10	in Voluntown; 10AM – YSB/LPC Advisory Board Meeting
Thursday	August 11	7:00PM Board of Education Meeting
Friday	August 12	in Voluntown
Wednesday	August 17	in Voluntown
Thursday	August 18	in Voluntown
Monday	August 22	Commissioner’s Welcome Back Meeting with Superintendents
Wednesday	August 24	in Voluntown
Monday	August 29	in Voluntown; Faculty/Staff Report Back to School
Tuesday	August 30	in Voluntown; Professional Development Day for Faculty/Staff
Wednesday	August 31	First Day of School for Students
Thursday	September 8	7:00PM Board of Education Meeting

Enrollment Report as of 6/7/2016

ELEMENTARY	PK-3	PK-4	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Total
10/1/2013												
Voluntown Elementary	9	23	24	29	30	33	25	31	30	35	34	303
SE Regional(Eastconn)											1	1
Benhaven School										1		1
The Learning Clinic							1	1				2
												307
10/1/2014												
Voluntown Elementary	15	16	28	30	27	29	36	28	32	34	38	313
The Learning Clinic								1	1		1	3
Griswold Elementary						1						1
												317
10/1/2015												
Voluntown Elementary	15	24	27	24	28	25	29	31	31	28	34	296
The Learning Clinic						1			1	1		3
Griswold Elementary							1					1
NE Regional(Eastconn)										1		1
Winthrop Elem Magnet			1									1
												302
6/7/2016												
Voluntown Elementary	20	24	28	23	27	25	28	31	28	28	34	296
The Learning Clinic						1			1	1		3
Griswold Elementary							1					1
NE Regional(Eastconn)										1		1
Winthrop Elem Magnet			1									1
												302
HIGH SCHOOL												
	Gr 9	Gr 10	Gr 11	Gr 12	12+							
10/1/2013												
GHS	9	4	9	10								32
NFA	13	15	16	21								65
NFA Sachem Pgm	0	0	1	0								1
Killingly Vo-Ag	0	0	0	1								1
Ellis Tech	0	1	1	0								2
Norwich Tech	4	5	1	6								16
Marine Science Magnet HS	4	1	0	0								5
EASTCONN	0	1	0	0	1							2
Project Genesis	1	0	0	0								1
The Learning Clinic	0	0	1	0								1
Natchaug/Joshua Ctr	0	0	0	1								1
To be determined	1	0	0	0								1
												128
10/1/2014												
GHS	5	11	9	9								34
NFA	27	14	13	13								67
Ellis Tech	1	0	2	1								4
Norwich Tech	1	3	6	1								11
Marine Science Magnet HS	0	4	1	0								5
Quinebaug Middle College	2	0	0	0								2
EASTCONN	1	0	1	0								2
The Learning Clinic	0	0	0	1								1
												126
10/1/2015												
GHS	9	6	9	8								32
NFA	15	24	13	14								66
Ellis Tech	2	0	0	1								3
Norwich Tech	3	1	3	5								12
Marine Science Magnet HS	2	0	4	1								7
Quinebaug Middle College	2	4	0	0								6
The Learning Clinic	2	1	0	1								4
												130
6/7/2016												
GHS	9	7	7	9								32
NFA	16	24	14	14								68
Ellis Tech	2	0	0	1								3
Norwich Tech	4	1	3	5								13
Marine Science Magnet HS	2	0	4	1								7
Quinebaug Middle College	1	2	0	0								3
The Learning Clinic	1	1	0	0								2
Tutored through 6/14/16	1	0	0	0								1
												129



ADMINISTRATIVE OFFICES

ABBY I. DOLLIVER
SUPERINTENDENT OF
SCHOOLS

ATHENA L. NAGEL
BUSINESS
ADMINISTRATOR

JOSEPH F. STEFON
DIRECTOR OF
CURRICULUM
AND INSTRUCTION

MARY DONNELLY
DIRECTOR OF STUDENT
SERVICES AND
SPECIAL EDUCATION

June 20, 2016

Mr. Adam Burrows, Superintendent
Voluntown Public Schools
195 Main Street
Voluntown, CT 06384

Dear Mr. Burrows,

I am pleased to take this opportunity to inform you that Mrs. Jody Lefkowitz has been appointed Director of the Norwich Regional Adult Education Program. Mrs. Lefkowitz comes to us with many years of experience in Special Education at various levels and more recently is involved with grants and programs for adults in several districts. Mrs. Lefkowitz started her work in Norwich this year as Interim Director of Adult Education and has had a positive impact in our organization throughout that time.

During the last year we have gone through several transitions and due to a strong and supportive staff and excellent leadership, we have continued to provide multiple learning opportunities for our adults.

Mrs. Lefkowitz will reach out to you as we move forward. We are excited about our continued partnership as we provide educational opportunities for the adults in our respective communities.

Sincerely,

Abby I. Dolliver, Superintendent

cc: Jody Lefkowitz, Director of the Norwich Regional Adult Education Program

RECEIVED
JUN 23 2016

BY: *Jam*

Voluntown Public Schools
Voluntown, Connecticut
June 28, 2016

To: Bob Sirpenski
First Selectman Town of Voluntown

From: Adam S. Burrows
Superintendent of Schools

Re: Annual Appointment of the School Readiness Liaison to the State Connecticut

We have been awarded a School Readiness Grant of \$198,000 for 2016-2017 to fund our Voluntown School Readiness program for Pre-School students. A requirement of the grant is for the Board of Selectmen to appoint a School Readiness Liaison to the State. *This is a request for you to make a motion to appoint Alycia M. Trakas as the 2016-2017 Voluntown School Readiness Program Liaison.*

Nature of Work

This is a professional position responsible for facilitating the smooth and efficient operation of the School Readiness Program for the Town of Voluntown. The School Readiness Liaison must have considerable knowledge, skill and ability in Early Childhood Development, grant writing, management, record keeping skills, and knowledge of the laws and regulations regarding school readiness programs.

Responsibilities

1. Oversee School Readiness (SR) program to assure compliance with local and state guidelines.
2. Compile and submit SR monthly reports to the State
3. Conduct quarterly site visits to the program receiving SR funding.
4. Facilitates SR council meetings; records and distribute minutes of all proceedings.
5. Ensure community services are linked and networking opportunities are available to providers.
6. Coordinate pre-school curriculum development.
7. Attend statewide SR meetings and serve as the contact person for the Town of Voluntown.
8. Provide technical assistance to facilitate plans for transition to kindergarten
9. Coordinate professional development activities as they relate to SR guidelines.
10. Coordinate the mini-grant program for the Quality Enhancement funding.
11. Verify accuracy of the monthly report for the DSS funded program as well as compliance with DSS policies and NAEYC accreditation standards.
12. Write the SR and Quality Enhancement Grant applications
13. Facilitate local program RFP's: distribution, technical support, grants review process, notification, contracts, etc.
14. Complete the annual evaluation forms as required by the grant

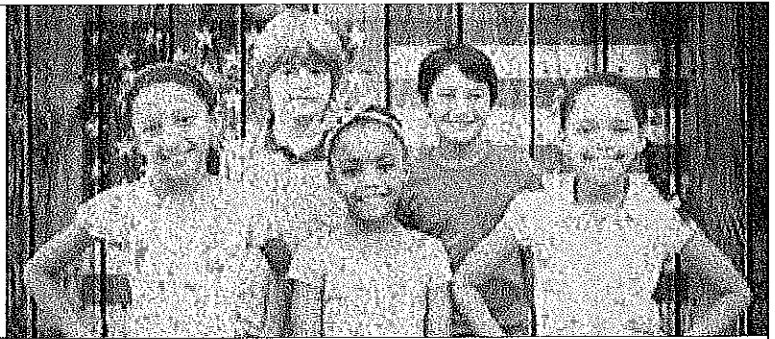
Over these past ten years our School Readiness Council has secure the following grant funds to maintain this program:

2007-2008	\$107,000
2008-2009	\$107,000
2009-2010	\$107,000
2010-2011	\$ 85,500
2011-2012	\$ 85,500
2012-2013	\$ 75,000
2013-2014	\$ 70,000
2014-2015	\$175,500 (AMT authored grant and received this increase)
2015-2016	\$198,000 (AMT authored grant and received approval on 7-6-15)
2016-2017	\$198,000 (AMT authored grant and received approval on 6-21-16)

The creation of the School Readiness program has had significant impact on our efforts to meet the needs of students at VES. A School Readiness Council meets monthly during the school year to oversee the program, develop policies, publish minutes to document decisions, and follow procedures based on state and federal guidelines.

July 2016

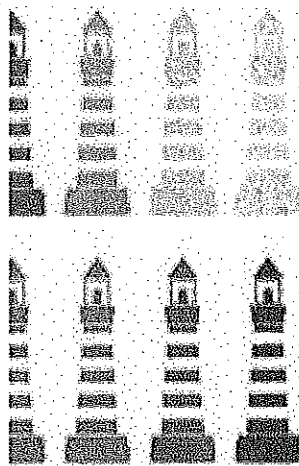
CABE Liaison Newsletter



**CABE Liaisons: at your next board meeting,
please talk with the board about these upcoming events.**

UPCOMING WORKSHOP

Save The Date!
**6th Annual
CABE Summer
Leadership
Conference**
July 26, 2016
**Saybrook Point Inn,
Old Saybrook**



12:00 - 1:30 pm
Leadership Institute Reunion Program
and Luncheon

1:30 pm
Registration for Leadership Conference

2:00 - 6:45 pm
Program

Register online at:
<http://www.cabe.org/page.cfm?p=1141>

The Countdown Begins

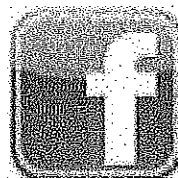
- **2016 CABE/CAPSS
Convention**
November 18-19, 2016
**Children First:
Opening Opportunities for All!**



There are **40** working days until the Early Registration Deadline of August 29. Take advantage of this opportunity and save your district money. Log into the CABE website at:
<https://em.eboardsolutions.com/Events/Registration/Wizard/EventDetails.aspx?C=PNOR&EID=H-FLD> and register NOW!

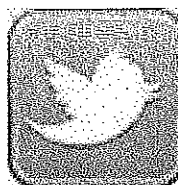
Hotel reservations can be made by going to: <http://www.cabe.org/page.cfm?p=1145>

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Local, State and Federal -
by Following CABE on Social Media!**



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@ConnecticutAssociationofBoardsofEducation



@CTAssocBdsOfEd

To: Voluntown Board of Education

From: Adam S. Burrows – Superintendent of Schools

Re: Agenda Item: VII - Committee Reports 7-14-16

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

- An air-conditioner system for the kitchen was approved by the Board of Education on 6-9-16 has been installed and is up and running in time for the opening of the school year. DEF, the contractor, worked in cooperation with Quality Roofing Services to make sure the installation complied with roof warranties.
- DEF will again work with Quality Roofing Services to install the pre-school A/C in compliance with warranty standards for the roof. This is part of the wall removal project funded by a state grant.
- An old worn-out and rather bumpy carpet has been replaced in room 24.
- Our summer custodial crew has been working to systematically clean all areas of the school in preparation for the first day of school.

2. Youth Services Bureau/Local Prevention Council

- The YSB/LPC Board has completed the annual evaluation of Melinda Bryan, YSB Director, a self-evaluation for the 15-16 YSB/LPC Advisory Board, and expended all state grant funds and the required matching funds from the Voluntown Boards of Selectmen and Education. The YSB Board is allowed to carry-over SERAC survey awarded grant funds and any balances from program registration fees paid by participants.
- Programs and priorities for 16-17 are in the process of being scheduled and developed. This will be year #2 of a two-year YSB grant.

3. Curriculum Steering Committee

- We will now go through the annual process of reviewing and updating the membership lists on each curriculum committee to represent changes in faculty and staff as well as meeting the requirements of any new state mandates.

4. Transportation

- We are now in the process of trading in our old busses. Some of our older busses have already been picked-up by O'Connor Motors to make room in our bus depot for delivery of the six new 77-passenger busses within the next few weeks. The down payment from 15-16 BOE funds and the first payment of five-year lease purchase agreement from the BOE 16-17 budget have been arranged.
- The DMV will inspect all busses and Terry Chenette will then make the arrangements to complete the registration process that calls for registering three busses at a time with complete DMV inspections. This means she will select more than one "next in line" number to complete the DMV registration rules.
- The two thirty-six passenger busses will be delivered over these summer months.
- We have made arrangements to locally install high definition with audio surveillance equipment in order to quickly access immediate support for maintaining bus security.
- It is important to note that our new fleet will significantly reduce the cost of maintenance and repairs encountered in 15-16 with our current six-year old fleet of busses that needed repairs due to "wear life" especially because of traveling the scenic and, at times, winding country roads of Voluntown.

5. School Security and Safety

- New safety plates have been installed on several classroom doors that were observed as needing a slight upgrade to prevent anyone from prying open classroom doors. All classroom doors received new locks to allow for a more efficient lockdown.
- A comprehensive report is being completed to submit to the State of Connecticut Workman's Compensation Department to document our work to maintain a safe school environment. The report includes information from the following: school security safety committee, Indoor Air Quality/Tools for Schools, and Safety Committee, Crisis Intervention Team, Arrival and Dismissal Procedures, Board of Education motions approving maintenance and facility improvements, and several other documented issues.
- The 2016-2017 Safety Committee will meet at least four times to comply with state standards.

6. School Readiness Council

- Jacunski/Humes has approved all construction schedules and any minor change-orders. The floor plan was slightly changed following some field verifications of existing measurements and/or dimensions, resulting in an eight-foot opening. The bid process was completed and DEF Services Group, Ltd., Griswold, CT, was selected as the contractor and construction has been rapidly progressing.
- The openings in the walls have been completed. DEF is now in the process of painting as needed. Flooring, painting, preparing the walls for paint. Flooring, cabinets, shelving and other finishing touches will be completed this summer. This will allow us to increase our Pre-school enrollment and hopefully obtain more state funding.
- The Board of Selectmen, as required by School Readiness grant requirements, has appointed Alycia M. Trakas as the 2016-2017 School Readiness Liaison to attend monthly meetings and follow state guidelines for processing the \$198,000 grant awarded to Voluntown.

7. Professional Development and Teacher Evaluation Plan

- This committee has planned professional development activities for Monday, August 29 and Tuesday, August 30 as part of ongoing activities to meet local and state priorities as we start a new school year.
- The assignments for the evaluation of all faculty and staff for the next school year are also in the process of being finalized.

8. Wellness

- The wellness policy is under review for updating as part of a suggestion made in the recent audit of our food services program.
- Tom O'Connor will be a guest speaker at this 7-14-16 meeting.

9. High School

- Eighth graders have completed the high school selection process.
- The 2016-17 budget proposal includes the projected cost of all tuitions.

10. Solar Panel Project

- We are still in the process of determining the exact cost savings per month for kWh usage, the transmission, and the electricity charge. The CT Solar Lease 2, LLC Power Purchase Agreement has 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.
- Our solar panels have produced 172,769.62 KWH from December 15, 2015 through July 10, 2016. This means these first 205 days have had an average daily output of 842.78 KWH per days.

11. 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 to fully fund this project. We anticipate construction to begin as soon as grant funds are released.

12. Technology Committee:

- The Board of Education at the 6-9-16 meeting voted to complete phase II of a technology upgrade with 15-16 funds. All the equipment and work for Phase I and Phase II have been completed.
- We are now ready for Phase III and these funds are in the 16-17 budget. It is requested that the Board of Education moves to waive the bid process and authorizes the Superintendent to proceed with Phase III of the Technology Infrastructure Upgrade Project

(ASB and RR on 7-11-16)

Board of Education Performance Self-Evaluation (July 2015 through June 2016)

Accomplishments for 2015-2016 include:

Educational Leadership (15/16)

Continue to implement systems that encourage and support the use of data and research in decision-making

- Utilized electronic copies of detailed information for each Board of Education meeting
- Maintained agendas in compliance with FOI guidelines as developed by the BOE Chair in collaboration with the Superintendent of Schools
- Supported the use of a written "ARF" (Agenda Reporting Form) to summarize agenda items
- Updated Board of Education by-laws, policies, mandates, and/or regulations
- Used an updated Committee Reports Summary as an agenda item for each regular Board of Education meeting
- Participation by Board members in Professional Development such as the CABE/CAPSS Conference
- Prepared the annual goals for the school system
- Implemented year #3 of the 2014-2018 Strategic Plan by prioritizing goals developed by a Community Conversation Program
- Maintained a Curriculum Steering Committee to guide instructional priorities and program improvement
- Measured achievement of goals via assessments such as STAR and other local assessments

Education Program Leadership and Support (15/16)

Provide instructional guidance that is aligned with state and national standards providing enriched curriculum utilizing updated educational materials and resources, including technology

- Supported an approach to start the process of implementing the Common Core State Standards
- Implemented year #8 of a Full Day Kindergarten Program
- Supported programs based on securing grants for a Youth Service Bureau and Local Prevention Council
- Approved the revised Teacher Evaluation and Development Plan to meet new state statutes
- Supported the Curriculum Steering Committee which completed major curriculum updates
- Budgeted for the purchase of materials and textbooks to implement approved curriculum revisions
- Supported the "Bullying" policy to be in compliance with PA 11-232 for maintaining a Safe School Climate
- Scheduled agenda time for curriculum presentations at Board meetings
- Supported faculty attendance at statewide School Readiness Grant meetings
- Supported the work of year #9 of the School Readiness Grant for Three-Year Olds
- Supported implementing STAR assessment to more effectively implement SRBI (Response to Intervention)
- Maintained "Power School", a student data collection program
- Budgeted for programs to meet identified Special Education needs of students requiring outplacement

Professional Development and Education Program (15/16)

Provide visionary faculty and staff professional learning opportunities that anticipate meeting local and state requirements

- Developed annual goals based on available performance indicators
- Supported regular education initiatives and strategies to support appropriate Special Education outplacements
- Participated in maintaining and evaluating the program for Three-Year-Olds
- Supported SRBI (Scientific Researched-Based Intervention) strategies through the use of Title I funds
- Supported RTI (Response to Intervention) for behavior needs and implemented improvement strategies
- Encouraged instructional strategies which helped reduce the number of identified Special Education students
- Worked with the Administration to research, develop, and implement with the faculty/staff a wide variety of meaningful educational learning opportunities
- Supported and approved the Teacher Evaluation Plan for Certified faculty
- Implemented the recommendations of the district Strategic Plan
- Maintained a Curriculum Steering Committee that promotes continuous instructional improvement
- Continued efforts for the effective storage of instructional supplies and materials
- Matched discipline/suspension/expulsion policies with Parent/Student Handbook information

- Organized the Title I grant to include Family Involvement, After School Tutoring and Summer School
- Approved the 2015-2016 School Calendar compatible with the region

Community Relations (15/16)

Provide a school climate in which all community members are valued, accepted, and feel secure in their relationships with our school system

- Kept the Board of Selectmen updated on educational priorities
- Supported the update of information on the website and the use of School Messenger
- Attended Senior Citizens meetings to make presentations, and answer questions
- Developed a timeline for the 16/17 budget process in cooperation with the Boards of Selectmen and Education
- Encouraged publishing newsletters to inform the community about our school system
- Supported the YSB/Local Prevention Council as part of a coordinated school/community initiative
- Supported publishing Student/Parent Handbooks for Early Childhood, Elementary, and Junior High School
- Authorized a 6th, 7th, and 8th Student/Parent High School Handbook to guide the transition to high school
- Supported high school information evening programs for 6th, 7th, and 8th graders
- Maintained a School Safety Team to update Emergency Management Preparedness and Security
- Made calendar adjustments due to cancelled school (9/7, 2/5, 2/8, 2/25, and 3/21) and delayed openings (11/2, 2/9 and 4/4) for a total of eight (8) major changes
- Collaborated with the Board of Selectmen on cooperative cost savings approaches for fuel and electricity

Personnel Relations (15/16) ---- Hire, support, and retain top teaching talent

- Verified the completion of all required state/federal forms, documents, and/or contracts
- Documented outgoing and incoming faculty/staff
- Approved contracts, as needed, and other legal agreements within specified timelines
- Implemented Year #3 of a three-year certified employee contract
- Negotiated the 2016-2019 contract with the certified faculty
- Implemented year #2 of a three-year non-certified contract
- Effectively supported the principal who completed year #3 in our school system
- Created the position of a 0.40 FTE Director of Student Services
- Created the position of a 1.0 FTE Assistant Principal
- Eliminated a 1.0 FTE SRBI teacher position
- Created a 28-hour per week STBI Tutor position based on the availability of Title I funds
- Recognized the 32 years of contributions of the retiring Executive Assistant of the Superintendent

Business Matters (15/16)

Structure the Voluntown public school system so that priorities are consistently addressed, resources are aligned with educational priorities, the needs of students are identified, and district goals, while respecting and working within budget limitations

- Advocated for the elimination of unfunded mandates
- Monitored finances to encumber and expend the 14/15 budget by 6-30-15
- Implemented the 15/16 budget on July 1, 2015 and monitored all encumbrances, expenditures, and balances
- Supported the implementation of strategies and timelines for developing the 16/17 budget proposal
- Promoted ways to best store and retrieve supplies and inventories to reduce duplicate purchases
- Implemented year #7 of an accounting software system to accurately process the school budget
- Monitored Special Education outplacements and tuition costs for developing an appropriate budget
- Drafted a 16/17 budget proposal that seeks to minimize increases in the cost of local property taxes
- Guided efforts to promote the increase of student participation in the Breakfast/Lunch Programs
- Approved the changeover to the CT Partnership 2.0 Health plan for 16/17 to maintain coverage at a lower cost

Infrastructure, Maintenance, and Facilities (15/16)

Maintain a safe and orderly school climate that allows the students, faculty/staff, and administration to concentrate on student achievement in a distraction free environment

- Maintained a comprehensive Indoor Air Quality/Tools for Schools/Safety Committee
- Completed Year #4 of a 5-Yr Facilities/Maintenance Plan approved by the Boards of Education and Selectmen
- Documented the continued excellent performance of two new boilers replaced in 07-08

- Updated security and CIT (Crisis Intervention Team) procedures through a school security grant
- Again updated our Technology Infrastructure for the SBAC testing of the Common Core State Standards
- Submitted a technology grant to implement Chrome Books for wireless access to complete testing
- Supported preventive maintenance work as recommended through our IAQ/TfS/Safety Committee
- Participated in energy conservation initiatives especially in researching various proposals
- Researched and reviewed possible grants for funding energy conservation projects
- Followed through with recommended upgrades in our school library
- Guided the process of securing Board of Selectmen approval for a Building Committee for a roof project
- Reviewed recommendations for the upcoming installation of a solar panel project

Supported a Comprehensive Decision-Making Process through such 15/16 committees as:

Curriculum Steering	English/Language Arts	Mathematics
Art	Library	Administrative Team
Technology	PE/Health	Social Studies
Science	Transportation	Wellness
Crisis Intervention Team	Teacher Evaluation and PD	School Readiness Council
Communication Committee	YSB/LPC	School/Community Safety Team

SRBI (Response to Intervention/Scientifically Research-Based Interventions) for improving reading and math
 School Climate Committee (Bullying) and RTI (Response to Intervention) for improving student behavior
 IAQ/TfS/Safety (Indoor Air Quality/Tools for Schools/Safety)

Conferences and Professional Development Attendance in 2015-2016 ---CABE/CAPSS Convention
Membership in Professional Associations: CABE (Connecticut Association of Boards of Education)

Board of Education Priorities for 2016-2017:

Educational Leadership (16/17)

- Implement year #3 of an updated Strategic Plan for 2014-2018
- Document student progress over multi-years to review our progress in meeting new standards as defined by the state SBAC for Common Core State Standards and STAR as a local test
- Work with the school administration to create an accountability pilot program to assess student progress and program implementation
- Continue to update policies and expand the use of the CABE Online Policy Service
- Expand the use of “paperless” Board of Education meetings and expand electronic communications of the “consent agenda” and other standard monthly documents
- Maintain records to document our achievements for The Strategic Plan, Indoor Air Quality/Tools for Schools/Safety, Crisis Intervention Team, School/Community Emergency Management Team, Curriculum Steering Committee, Strategic Planning, Wellness, Nutrition and Physical Activity, Substance Abuse Prevention Council, Facility and Maintenance, and other initiatives
- Articulate high expectations and seek reporting formats to clearly document the progress of our school system

Education Program (16/17)

- Use available academic data to enhance educational decisions and priorities
- Support efforts to effectively store and retrieve instructional materials in a limited space
- Participate in efforts to strengthen the electronic storage and retrieval of information
- Implement and update a Safe School Climate Plan (bullying) as per the guidelines of PA 11-232
- Continue to support the School Readiness Program that will be in its tenth year
- Implement the mandated guidelines for a School Readiness Council
- Strengthen communications with parents regarding SRBI (Scientifically Researched-Based Intervention) to coordinate information with our report card and progress report format
- Strengthen the use of the Common Core State Standards throughout our curriculum
- Actively encourage safe school climate initiatives
- Support the continued publishing of a high school informational/procedural handbook for 6, 7, and 8 graders
- Develop a high school graduation report to track the accomplishments of our high school students

Professional Development and Education Program (16/17)

- Implement state mandates for Professional Development and Teacher Evaluation Plan
- Further strengthen technology as new equipment is purchased
- Support the process of participating in a regional calendar approach for Professional Development
- Support the implementation of Bloom Board to meet state requirements for teacher evaluation

Community Relations (16/17)

- Monitor the list of policies and other pertinent information on the website
- Pursue media coverage
- Attend regional meetings to represent our school system to coordinate activities and cost saving approaches
- Support the work of the YSB/LPC Advisory Board and the efforts to implement a Juvenile Review Board
- Follow-through on Community Conversation priorities by implementation of the 2014-2018 Strategic Plan
- Participate in community networking with town committees and boards to coordinate activities
- Attend Senior Citizen meetings to make presentation and answer questions

Personnel Relations (16/17)

- Approve, as needed, the completion of all required state/federal forms, documents, and/or contracts
- Support updated security and CIT (Crisis Intervention Team) procedures and submit mandated plans with assigned personnel in the annually updated All Hazards Plan.
- Support all legal documents related to outgoing and incoming faculty/staff
- Authorize the Superintendent to sign all annual contracts and salary agreements within specified timelines
- Implement Year #1 of the 3-year certified contract and Year #3 of the non-certified contract
- Negotiate a new contract with the non-certified union for a year #1 implementation in 2017-2018
- Guide the hiring process by utilizing and expanding committees to hire faculty and staff, as needed
- Guide the process of maintaining an effective administrative team
- Support new personnel in the positions of Executive Assistant to the Superintendent, Accounts Payable-Payroll Manager, and the Secretary for the Department of Student Services

Business Matters (15/16)

- Seek ways to save on costs for maximum use of available funds
- Update business procedures, as needed
- Participate in maintaining a three-year budget planning process

Infrastructure, Maintenance, and Facilities (16/17)

- Utilize an Indoor Air Quality/*Tools for Schools/Safety* approach to budget for maintenance priorities
- Utilize a Community/School Emergency Planning Team for VES as an up-to-date emergency shelter
- Continue to seek Energy Saving Initiatives
- Implement, as needed, a multi-year process for maintaining carpets, floor coverings, and the gym floor
- Implement the enhancement of building security and control through use of security grant funds
- Support the excellent record keeping system to document the working status of all mechanical systems
- Support efforts to review energy savings through initiatives such as installing solar panels, etc.
- Update the Five-Year Facilities Maintenance Plan

This Self-Evaluation by the Board of Education was reviewed at the 6-9-16, 7-14-16 and 8-11-16 meetings.

Diana Ingraham -- Chairperson

Adam S. Burrows – Superintendent of Schools

Date _____

Date _____

Copies to: *Vikki Smith, Catherine Grant, Barbara Gileau,
Jim Hutchins, Kristen Trahan, Flo Harmon and Board of Selectmen*



**Voluntown
Board of
Education**
P.O. Box 129
195 Main Street
Voluntown, CT 06384-1821
860/376-9167
Fax 860/376-3185

June 20, 2016

Stacey Moseley
5 Williams Street, Apt 2
Pawcatuck, CT 06379

Dear Ms. Moseley:

This is to acknowledge receipt of your letter received on June 16, 2016, resigning your teaching position in Voluntown effective 6/14/16.

On behalf of the Administration and Board of Education, I would like to thank you for your years working with Voluntown students and I wish you good luck in your future endeavors.

Sincerely yours,

Adam S. Burrows
Superintendent of Schools

c: Board of Education
Alycia M. Trakas
Lloyd A. Johnson, PhD
Amy L. Suffoletto



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Board of
Education**
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June 13, 2016

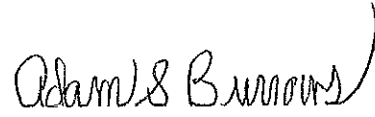
Sherry Pollard
38 Huntington Drive
Plainfield, CT 06374

Dear Sherry:

This is to acknowledge receipt of your letter of resignation as the Board of Education and Central Office Clerk at Voluntown Public Schools, effective June 24, 2016.

On behalf of the Board of Education and administrative team, I would like to thank you for your service to the school district. We appreciate your commitment over the past eight plus years and wish you the best in your future endeavors.

Sincerely,


Adam S. Burrows
Superintendent of Schools

c: Board of Education



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Board of
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July 6, 2016

Thomas Szafranski
39 Charles Street
Jewett City, CT 06351

Dear Mr. Szafranski:

This will acknowledge receipt of your notice dated June 29, 2016, in which you resign your position as van driver for Voluntown Public Schools, effective immediately.

On behalf of the administration and the Board of Education, I would like to thank you for your years of service to the school and the children of Voluntown and I wish you best of luck in your future endeavors.

The Board of Education will officially ratify your resignation at the July 14, 2016 meeting.

Sincerely,

Adam S. Burrows
Superintendent of Schools

C: Alycia M. Trakas
Terry Chenette
Rachel Ricard
✓ Board of Education

APPENDIX 1

Vendors authorized to receive ongoing contributions, and, if applicable, Exchange and Transfers under the Plan:

Name of Organization	Contact Person	Telephone Number
AXA Equitable Equi-Vest Unit Annuity Collections PO BOX 13463 Newark, NJ 07188-0463	Michael S. Graziano Gerald LePain	203-288-4351 ext. 50 401-738-2316
American Funds PO BOX 2560 Norfolk, VA 23501-2560	Paul Vardoulakis David M. Gladue	860-887-8811 860-376-5219
Capital Bank and Trust PO BOX 2560 Norfolk, VA 23501-2560		
Franklin Templeton Bank & Trust c/o Retirement Services PO BOX 33033 St. Petersburg, FL 33733-8033	David Stewart	860-886-0576 ext 3653

Important Notes:

- 1. As provided under the Plan, any authorized Vendor named in Appendix 1 agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.**
- 2. Each Vendor named above is required to maintain records of the Funding Vehicles offered under the Plan to comply with the information sharing requirements of the Plan and applicable information sharing agreements.**

This Appendix is dated: July 14, 2016

Approved 12/10/2009