

Practices/Circles, Professional Code of Conduct, Technology/Google Training, and IEP/504 Reviews. Thanks to Jim Ward for presenting the Technology/Google Training and to our Special Education Teachers and Student Services Secretary for preparing for the IEP/504 Reviews.

Tuesday, August 30, 2016 ~ Teachers: PMT Training. **Paraprofessionals:** BBP Training, DCF CT Mandated Reporter Training for School Employees, De-escalation Strategies, and Conscious Discipline. Thank you to Kristin Goodwin for presenting the Conscious Discipline Training to our Paraprofessionals.

- **Educator Evaluation Data Collection Part A and Part B** were submitted the EEDC to CTSDE on 8/31/16.
- The entire Preschool/School Readiness staff was certified or re-certified in Pediatric CPR/AED/First Aid during the first two days of school. We are still waiting to hear from the American Red Cross, in order to schedule a CT Child Care Course for the staff as well. Thanks to Brian Racicot for training our staff!
- **School Safety** ~ Mrs. Suffoletto and I continue to meet with substitutes and volunteers to review safety processes and procedures. All staff, substitutes, and volunteers must complete the DCF Authorization Form. **Safety Drills** ~ We have had one fire drill.
- **Recreation Commission** ~ I attended the 4th Annual Back to School Farmer's Market for "Popsicles with the Principal" on Sunday, August 28th from 10am-1pm. Mrs. Suffoletto and I handed out popsicles and popcorn to students and families to welcome them back to the 16/17 school year.

2. Director of Student Services:

- The department welcomed Giselle Neri as our new student services Secretary and Emilee Penman as the special education teacher for grades Pre K-4. Emilee is scheduled to participate in the three-day training for the Wilson Reading Program this month.
- The Federal IDEA Law requires our being responsible for the education of students with disabilities from age 3 to 21.
- The Independent Living Skills Program initial planning was completed this summer. Ms. Trakas scheduled this course into the 16-17 master schedule. Currently, three students are eligible to participate in this class. Thanks go to Julia Stands, Sue Obertello and Donna Pendill-Brown for working on this curriculum development project.
- Current census of students Pre-K to 12+ receiving special services: IEPs: 70
- The Board of Education approved the purchase of "Foundations" and this will help identify early reading issues and support students in their academic growth

3. Superintendent of Schools

- Adam S. Burrows, Superintendent of Schools has reviewed his Schedule of Events for October and November. An enrollment report for the opening of school noted there are 286 students (Pre Kindergarten through eighth grade) plus 134 high school students. Registration of new students is still in the process of being completed in preparation for October 1, the annual date for submitting enrollment figures to the State Department of Education.
- Congratulations were extended to Diana M. Ingraham, Board of Education Chairperson who earned CAFE's Master Board of Education Member designation. Very few other Connecticut board of education members have earned this prestigious honor.
- SBAC
 - a. A summary of the English/Language Arts and Mathematics performance of our third through eighth graders on the "Standards Based Achievement Consortium" or SBAC assessment electronically administered in the spring of 2015 and 2016. Congratulations are extended to the faculty, staff, parents, Board of Education, and above all, the students for the following accomplishments.
 - b. Voluntown is in "DRG F" which is a 2006 District Reference Group determined by similarities: median family income, parent education/occupation, single parent families, free/reduced-price meals, families speaking a language other than English at home, etc. Out of the sixteen (16) towns in "DRG F" Voluntown was #1 in English Language Arts with 68% and #1 in Mathematics with 49.5% for 2015 and in 2016 was #2 in ELA with 66.8% and #2 in Math with 56.6%. Voluntown performed above the state averages of 55.4%/55.57 for ELA and 39.1%/44% in Math.
- Mr. Burrows noted that a check of \$3,440.00 was given to the Town of Voluntown. This amount of Board of Education funds was originally used as part of the architectural planning process for the Stairway Project that was recently completed. A special request was made to the state to use grant funds

to pay for this cost. It was approved and Richard Osga, the Town Treasurer has deposited these funds into the general fund for Voluntown.

Agenda Item: VII - Committee Reports 9-8-16 submitted by Adam S. Burrows – Superintendent of Schools

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

- Our summer custodial crew has done an excellent job by systematically cleaning all areas of the school in preparation for a very successful first day of school.
- The IAQ/TfS Safety Committee is in the process of reviewing our current Five-Year Facilities and Maintenance Plan (attached to this report). A new plan for 2017 through 2022 is being developed. It is an SDE requirement to share this plan with the Boards of Education and Selectmen to keep them informed about upcoming infrastructure expenditures.
- The Auditor will update the annual “Fixed Assets Report” this fall as part of our annual report.
- DEF installed A/C in the new expanded pre-school classroom funded by the state grant.
- The State Library has approved another forty boxes of older documents for shredding.
- Alycia Trakas, Principal/Assistant Superintendent has worked with the custodians to clean out obsolete supplies and materials in storage areas.
- Paul Ricard, Director of Facilities and Maintenance, is still working to complete a major repair on the motor that moves the divider wall in the gymnasium. He has also installed A/C units in the Kindergarten and third grade classrooms.
- The two HVAC systems for the central office building have been serviced and were found to be in good working order.
- New England Fire and Security, our new vendor, completed a fire alarm inspection on August 3, 2016.
- The Pre-School and Kindergarten area of the school received a thorough cleaning as a follow-up to the recent wall removal project
- Trees have been trimmed in the front area of the school and the area surrounding the playscape.
- A damaged chimney cap is being manufactured and will soon be installed
- Arrangements are being made for the annual cleaning of the boilers and furnace

2. Youth Services Bureau/Local Prevention Council

- Melinda Bryan, YSB Director, will now have an office area in the central office. YSB grant funds will be used to financially contribute to a portion of our expenses for utilities.
- 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.
- A YSB 15-16 expenditure was inadvertently charged to the Board of Education budget and a transfer of approximately \$160.00 will be sent to the Town as an adjustment.
- YSB/LPC meetings dates for 16-17 will be Wednesdays at 3:45PM in the central office on September 14, October 12, November 9, December 14, January 11, February 8, March 8, April 5, May 10, and June 14

3. Curriculum Steering Committee

- We are in the process of updating membership lists for each curriculum committee to represent changes in faculty and staff as well as to meet the requirements of any new state mandates.
- A three-year history of the STAR reading and mathematics assessments for Kindergarten through eighth graders published by Alycia M. Trakas noted our school system has consistently exceeded the SGP or Standard Goal of Proficiency in both areas. We now have three years of performance data that allows the Board of Education to monitor the overall performance of the school districts and make adjustments in the curriculum to improve student performance.
- Voluntown again had excellent performance on the annual SBAC administered to third through eighth graders throughout the state. Voluntown scored above state averages, was #1 in our sixteen-town DRG in ELA and Math in 2015 and was #2 for ELA and Math in 2016.

<i>Year</i>	<i>Vol. ELA Ave.</i>	<i>State ELA Ave.</i>	<i>Vol. MATH Ave.</i>	<i>State Math Ave</i>
2015	68.0	55.4%	49.5%	39.1%
2016	64.2	55.75	56.5%	44.0%

4. Transportation

- The DMV has inspected all eight (8) of our new buses here in our bus depot. Terry Chenette, Transportation Coordinator, reported all buses are fully registered, insured and ready to go.
- Our bus drivers completed the training process with Terry to comply with new mandated federal guidelines for pre-inspections for safety and the updated equipment on the buses.
- A local security company installed high definition video and audio surveillance equipment in all the buses. This allows for quick access, immediate support and repairs for maintaining bus security.
- It is important to note that our new fleet will significantly reduce the cost of maintenance and repairs encountered in the past two with our old fleet of busses that more needed repairs due to normal “wear life” especially because of traveling the scenic and, at times, winding country roads of Voluntown.

5. School Security and Safety

- A comprehensive report is being completed to document our work to maintain a safe school environment in compliance with the State of Connecticut Workman’s Compensation Department regulations. The report includes information about our 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 safety priorities.
- An additional server will be added to the security closet that is accessed via the school library. We are exploring the installation of A/C in this area to protect the equipment from excessive heat.
- 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.
- Flooring, cabinets, shelving and other finishing touches have been completed.
- The Voluntown Building Inspector and the Fire Marshall have completed their inspections.
- This project allows us to increase our Pre-school enrollment and hopefully obtain more state funding.
- The wall removal project has been completed on time and within budget

7. 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 charges. 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.

Solar Panel Production

Date	# KWH	# Days	Daily Ave.	Monthly Cost
07-10-16	172,769.61	205	842.78	\$2,272.52
08-01-16	198,209.04	227	873.16	\$2,272.52
09-04-16	234,675	261	899.14	\$2,272.52

8. Stairway Committee

- The State Bonding Commission on 1-29-16 approved a \$176,000 grant submitted by the Stairway Committee chaired by Lloyd VanLanen with representation from the Recreation Commission and the Youth Service Bureau (YSB)/Local Prevention Council (LPC).
- We have received word from the office of the Attorney General that the funds have been released. A Stairway Committee meeting has been scheduled for Thursday, September 8, 2016 to review the timeline for the bid process, selecting a contractor, and following the guidelines for expending this state grant.
- The committee met on Thursday, September 8, 2016 to approve the process of advertising for bids for the project.

9. Technology Committee:

- The first two phases of a major technology upgrade using 15-16 funds have been completed. Phase III is in the process of being completed using 2016-2017 funds.

Agenda VIII (Old Business)

1. Final 15-16 Budget Report

MOTION #2 (9/18/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves all transfers as presented for the 2015-2016 budget.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

2. Budget Development Timeline for 2017-2018

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. The central office has completed the process of entering all funds into the appropriate Function Object location to create the monthly Function/Object Report. The first monthly report for 16-17 was presented in the above Consent Agenda.

Mr. Burrows gave an overview of the projected costs for teacher salaries. He also reviewed a multi-year report of the overall cost health insurance and the cooperative efforts made for significant costs savings we have experienced over these past several years. In 2011-2012 our actual health insurance expenditures were \$608,944 and for 2016-2017 our current costs are projected at \$540,421.

3. Update of 16-17 Faculty Staff

A draft of the current 8-11-16 Faculty and Staff was distributed to members of the Board of Education. We are still seeking a van driver for the Marine Science Magnet High School in Groton and we also need a back-up bus driver.

4. Five-Year Facilities Plan

The Board will review information about the 2012-2017 Five-Year Facilities Plan at the 9-8-16 meeting. We will also start the process of creating the 2017-2022 written plan in the upcoming months. The target date for publishing the next plan is 2-9-17 to contribute to the budget development process as well as submitting it to the Board of Selectmen.

Our Tools for Schools – Indoor Air Quality – Safety Committee meets on a regular basis throughout the school year and summer. This committee annually develops all requests for maintenance and facilities expenditures.

5. Before and After School Care

There was a follow-up discussion about the need for a before and after school care program at Voluntown Elementary School. A program was implemented eight (8) years ago by a licensed day care. The enrollment never reached the anticipated levels and it was, therefore, discontinued. Board members requested gathering additional information and suggested a survey to assess parental interest and review any changes in available space for the next school year.

Agenda Item IX (New Business)

1. Review of Board of Education Strategic Plan 2014-2018

This 2014-2018 Strategic Plan emphasizes ways to improve our school system. This plan built upon identifying the best practices in our school system and extensive input from a special Community Conversations program held in December 2013. Priority areas include:

- Students as a Focal Point
- Finances
- Curriculum/Instruction/Learning
- Building/Grounds/Transportation
- Community/Public Relations

The Board of Education reviewed each priority area and the accomplishments of our school system. It was suggested adding the review of a before and after school care program.

2. Appointment: Kayla Barber as a First Grade Teacher

MOTION #3 (9/8/16): made by Kristen Trahan SECONDED BY Cathy Grant that the Board of Education appoint Kayla Barber to the position of First Grade Teacher.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

3. Wellness Policy #6142.101

An SDE audit of our Wellness Program occurred during the 2015-2016 school year and specific recommendations were made to include additional information to our written policy to reflect all of the excellent activities that have been successfully implemented in our school system. Vin Mustaro, CAFE Senior Policy Advisor, recommended waiting to approve any revisions until after CAFE releases additional information in January 2017. We have an active Wellness Committee that meets on a regular basis each school year and has guided the process of implementing all state mandates for

nutrition and physical activity. Our current policy was revised and approved by the Board of Education on January 9, 2014. The committee will review this new information and update the policy as needed for review by the Board of Education and approval by the recently established June 30, 2017 deadline.

Agenda Items for the next regular meeting scheduled for October 13, 2016 at 7:00PM include:

- Van Driver and Back-up Bus Driver
- Before and After School Program - Update
- Stairway Update
- 2017-2018 Budget Development Process

MOTION #4 (9/8/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education move into Executive Session for the purpose of reviewing non-certified negotiations.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

ADJOURNMENT:

MOTION #5 (9/8/16): made by Jim Hutchins SECONDED BY Kristen Trahan the Board of Education adjourn at 9:00p.m.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Respectfully Drafted and Edited by:

Adam S. Burrows ---- Superintendent of Schools

Melinda Bryan ----- Substitute Board Clerk

Rachel Ricard ----- Executive Assistant to the Superintendent of Schools