

“APPROVED”

VOLUNTOWN BOARD OF EDUCATION
195 Main Street Voluntown CT 06384
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows
Board Chair – Diana Ingraham

Barbara Gileau
James Hutchins, Vice-Chairperson
Vikki Smith

Cathy Grant, Secretary
Flo Harmon
Kristen Trahan

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BOARD OF EDUCATION MINUTES
Regular Board Meeting & Re-Organizational Meeting

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

CALL TO ORDER The Superintendent of Schools called the meeting to order at 7:00 p.m.

ATTENDANCE **Present:** Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, and Kristen Trahan
Absent: Vikki Smith and Flo Harman.
Also Present: Superintendent Adam S. Burrows and Dee Dee Jackman

The Superintendent of Schools opened the floor for nominations for the annual election of the Board of Education Officers: Chairperson, Vice-Chairperson, and Secretary/Treasurer.

(Elections of Officers) **MOTION #1 (11/10/16):** made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education nominate Diana Ingraham as the Board of Education Chairperson
BALLOT VOTE: UNANIMOUS; MOTION CARRIES

MOTION #2 (11/10/16): made by Cathy Grant, SECONDED BY Barbara Gileau that the Board of Education nominate Jim Hutchins as the Board of Education Vice-Chairperson
BALLOT VOTE: UNANIMOUS MOTION CARRIES

MOTION #3 (11/10/16): made by Kristen Trahan, SECONDED BY Barbara Gileau to nominate Cathy Grant as the Board of Education Secretary/Treasurer
BALLOT VOTE: UNANIMOUS; MOTION CARRIES

MOTION #4 (11/10/16): made by Kristen Trahan, SECONDED BY Cathy Grant that the Board of Education close nominations
VOICE VOTE: UNANIMOUS; MOTION CARRIES

CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:10 p.m.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited.

CONSENT AGENDA: **MOTION #5 (11/10/16):** made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve the Consent Agenda as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

AMEND AGENDA: **MOTION #6 (11-10-16):** made by Kristen Trahan, SECONDED BY Cathy Grant to add lunch recess monitors to the agenda.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

CITIZEN COMMENTS: None

GUESTS: None

Guest Speaker: None

Agenda Item VI. - Administrative Reports:

1. Principal/Assistant Superintendent of Schools *(Submitted by Alycia M. Trakas)*

Students as a Focal Point

- **SRBI** ~ SRBI began on October 11 and provides literacy and math services to **64 students** (grades K-8); some receive both literacy and math. SRBI provides services to all students, as it is a general education initiative. Tier 1 is provided in class during WIN block. In grades K-4, Tier 2 and Tier 3 support is provided by our SRBI interventionists during WIN/science-social studies. In grades 5-8, our general education reading and math teachers provide Tier 2 support during WIN block.
 - **Literacy: 41 students (Tier 2: 34 students and Tier 3: 7 students)**
 - **Math: 23 students (Tier 2: 23 students and Tier 3: 0 students)**
- **After School Tutorial** ~ began on October 18. Grades 5-8 students failing an academic subject based on their Tier I progress report and/or who are in need of study skills support were invited to attend this program (thirteen students).
- **Grades 5 and 6 Space Day** ~ Tom Lavoie from UTS Aerospace Systems visited grades 5 and 6 for a 45-minute presentation, which included a thirteen minute space center video and a demonstration with a four-foot space suit. Lauren Roderick organized the event.
- **Red Ribbon Spirit Week** focused on making healthy choices. Kristin Goodwin organized the event.
 - **Monday 10/24: Wear Red Day ~ I pledge to take care of myself**
 - **Tuesday 10/25: Team Day ~ Be on a healthy team**
 - **Wednesday 10/26: Hat Day ~ Hats off to a healthy me**
 - **Thursday 10/27: Bright Colors/Sunglasses Day ~ Bright futures ahead**
 - **Friday 10/28: Crazy Outfit Day ~ Mix up your outfit and mix it up at lunch on 11/4**
- **Service Learning Project** ~ The Safe School Climate Committee is organizing monthly projects to teach empathy by helping those in need. October became "Socktober" as we collected and donated new socks to "Gotta Have Soles". October 31 ended the project with a "Crazy Sock Day"! During the month of November, VES is hosting a Community Food Drive.
- **Eagle Electives** ~ Our Safe School Climate Committee organized a monthly advisory program, where students in K-2, 3-5, and 6-8 are mixed up with their peers and staff to build stronger, more positive relationships, while working on a common interest.
- **Visiting Artist Program (VAP)** ~ Cilau Valadez-Huichol, Mexican yarn-painter, visited on October 28. Thank you to the PTO for sponsoring and Nancy MacBride for organizing his visit!
- **JHS Dance** ~ The first dance was held on October 27. Thank you to Lauren Roderick, Andrea Kelly, Megan Glidden, the PTO and the sixth grade parents for chaperoning, organizing and sponsoring this dance.
- **VES/YSB Teddy Bear Pajama Picnic** was on November 3. The Early Childhood staff and YSB organized this event.
- **Annual Athletic/Music Pasta Dinner** was held on November 4. Thank you to Margaret Voland, Athletic Director, and Jennifer Knickerbocker, Music Director, for organizing this event that served about 300 dinners!
- **Election Day** ~ Grades 2-8 participated in the MOCK Presidential Election. Students registered to vote, voted, and received "I Voted" stickers! Student volunteers assisted in all parts of the process. Thank you to Diana Ingraham, Registrar of Voters, for working with VES to make this day a success! A special thanks to Jake St. John, Social Studies Chair and grades 5-6 social studies teacher, and Lynne Lawrence, grades 7-8 social studies teacher, for helping me organize this event!
- **Veterans Day Celebration at VES** will host its third Annual Veterans Day Celebration with a breakfast at 9:00 a.m. followed by an assembly at 9:30 a.m. Thank you to all staff for assisting in making this celebration a school community event.

Curriculum, Learning, and Instruction

- **VES Weekly Notes** ~ A comprehensive calendar of events is sent weekly to VES faculty and staff.
- **Bi-weekly Team Meetings** ~ I meet with all teams and individual subject-area teachers on a bi-weekly basis to revise curriculum, discuss assessments, and instructional strategies in order to strengthen our building capacity.
- **Chaired In-house Meetings** ~ JHS/HS Committee, TEAM Committee, Faculty Meeting, Crisis Intervention Team, and School Readiness Council.
- **In-house Meetings Attended** ~ Social Studies, Technology, Safe School Climate, and November Paraprofessional Meeting.
- **Out-of-District Meetings/Conferences Attended** ~ TAC Officer Meeting for Noncriminal Justice Agencies, McKinney-Vento Homeless Liaison Meeting and CSDE Accessibility, Usability and Accommodations Training.
- **K-4 Standards-Based Report Cards** ~ A new Trimester 1 Progress Report and Report Card was implemented. Teachers collect data points per standards to assess students on the new Tier I SBRC. Thank you grades K-4 teachers and Jim Ward.
- **Units of Study** ~ I have met with teachers during planning time to review and strengthen the three Units of Study that were created. Teachers have been getting release time to write their remaining units of study. These will be reviewed with me during their planning time during the second half of the school year.
- **Teacher Evaluation** ~ SMART Goals are approved and Goal Setting Conferences are completed.
- **Professional Development on October 31** ~ Restorative Practices Training, JHS/HS Meeting and TEAM Meeting
 - **Faculty and Para Meetings on Tuesday, November 1** ~ McKinney-Vento Homeless Education Training
- **Grants/Reports ~ School Nutrition Program** - completed the Verification Report on October 31.
 - **Food Safety Inspection Report** completed with Tom O'Connor on November 7.

Building, Grounds, and Transportation & Safety

- **School Security & Safety** ~ Substitutes and Volunteers were trained about safety processes and procedures. Staff, substitutes, student teachers, HS job shadow students, volunteers and field trip chaperones must complete DCF Authorization Form.
- **Safety Drills:** 1 fire drill, 1 lockdown drill, and 1 earthquake drill.

Community and Public Relations

- **PTO** ~ Sponsored a Box-Tops Collection Contest. The homeroom with the most collected will get to “Silly String the Principals” at a Spirit Week Pep Rally Assembly! Current activities include the Butter Braid Fundraiser and Lego Drive.
 - **Fall Fundraiser Principal’s Limo** ~ Fenix Larsen, the winner of the PTO Fall Fundraiser Principal’s Limo contest was escorted to/from class via the Principal’s Limo. He had a blast!
 - **PTO Book Fair and Family Night** ~ The PTO Fall Book Fair took place Monday, October 24 – Thursday, October 27. The PTO “Fall into Books” Family Night took place on October 27 from 6:00-8:00 p.m. Thank you to the PTO members, parent volunteers and VES teachers that made this day possible. Thank you to Andrea Kelly for organizing this fun family evening full of apple crisp and fall crafts.
- **Youth Service Bureau** ~ met on Wednesday, November 9.
- **Recreation Commission** ~ Annual Trunk-or-Treat on Monday, October 31 from 6:00-7:00 p.m.
- **Stairway Committee** ~ Meeting on Wednesday, October 26.

2. Director of Student Services (Submitted by Lloyd A. Johnson, Ph.D.)

- The Teacher Evaluation program and its related goals setting process is underway. Special Education teachers are engaged in data collection to measure and improve student performance in the areas identified by student IEPs.
- An “Instructional Level Report Card” for K-4 students is being developed to inform parents and students of academic progress based on Standards-Based expectations.
- Significant work is being completed on an ongoing basis to implement an “Independent Living Skills” program.
- Current census of students Pre-K to 12+ receiving special services: IEPs: 70 and 504 Plans: 45
- A 13-year history of the Pre-K through grade 12 special education enrollment was reviewed. The 13-14 data noted that the Voluntown Special Education enrollment was 12.2%, our DRG reference group was 10.75%, and the state was at 12.4%. This chart will be updated as DRG data is reported by the SDE for these last three years.

3. Superintendent of Schools:

- Adam S. Burrows, Superintendent of School reviewed his Schedule of Events for October and November.
- An Enrollment Report for October 1 noted 290 students in grades pre-K-8 plus 134 HS Students.
- The monthly food services report was recently updated to add 585 Pre-K student meals that will now be added to the monthly total. Therefore 585 meals were added to the October 31 total.
- A summary report was given to display the projected monthly distribution of the 17,500 gallons per year of heating fuel based on a contracted price of \$1.49 per gallon.
- A recent CSDE letter about the new federal ESSA Annual Financial Reporting Requirements for determining the actual annual expenditure per student in school districts, completing the annual CSDE ED001 report and the implementation of the Uniform Chart of Accounts (UCOA) project. Our existing Board of Education accounting program complies with these new requirements.

Agenda Item: VII - Committee Reports 11-10-16 (Summary Report by Adam S. Burrows)**1. Indoor Air Quality/Tools for Schools and Safety:**

- Paul Ricard, Director of Facilities and Maintenance, replaced the motors and the belts on two exhaust fans; one is for the JHS lavatories and the other is over the early childhood wing.
- Our 1990 Emergency generator had the annual service and testing. It is in excellent shape.
- A new blade for the tractor will be order in time for the first snow removal project.
- Portion of the skirt at the bottom of the white house has been replaced
- Boilers are serviced for the heating season. They have been cleaned, tuned, and ready. The hot water heating system was also serviced.

2. Youth Services Bureau/Local Prevention Council

- Angela Duhaime, SERAC Community Educator, has faithfully served on our YSB/LPC Board for these past four years. She has resigned due to increased SERAC responsibilities.
- The 2016-2017 SERAC Grant Application has been submitted, requesting \$2,600 for LPC activities.
- A special welcome is extended to Cathy Rubin, Town Library Director, who will join the YSB/LPC Board

- Future YSB/LPC meetings dates will be on Wednesdays at 3:45 p.m. in the central office on December 14, January 11, February 8, March 8, April 5, May 10, and June 14.

3. Curriculum Steering Committee

- Alycia M. Trakas has scheduled Curriculum Steering Committee meetings for Monday, December 12 at 3:30 p.m. and Monday, March 20 at 3:30 p.m.

4. Transportation

- We are still advertising for a back-up school bus driver and also a van driver for the MSMHS route.

5. School Security and Safety

- The CIT or Crisis Intervention Team at the building level meets monthly. This team provides a support system for a situation, which must be acted upon and cannot be solved by normal procedures (going to principal, counselor, grade meetings, etc.). Our team effectively and efficiently responds to critical situations which may include such events as: suicidal threats, abuse, death, depression, etc. and to provide preventive measures to address a wide variety of issues related to the well being and safety of our school community.
- The CIT (1) establishes prevention and crisis intervention procedures, guidelines, and channels of communication, (2) educates the school community concerning crisis procedures (referrals, etc.) and channels of communication should a crisis, or the potentiality of a crisis, arise, (3) assists an individual, parent(s), and/or the school community when a crisis occurs in order to provide resource information referral, support, and concern and (4) meets regularly or as needed to assess referrals and to evaluate the team's procedures and effectiveness. This team also follows through with the requirements of PA 15-205 mandating "Rapid Response Team" requirements.
- The School Security and Safety Committee is scheduled to meet on Wednesday, 12-21-16 to review security standards and the All Hazards Plan. A Voluntown representative will be sent to a State Police workshop in December.

6. School Readiness Council

- Mr. Burrows, our local SRC Chairperson, will attend a statewide meeting of all School Readiness Council Chairpersons on Tuesday, November 29 at the Office of Early Childhood in Middletown, Connecticut.
- The wall removal project for expanding the space in the pre-school has been totally funded by a \$95,000 state grant. This work is in the final stages as we have scheduled the installation of some new cabinets in the pre-school program to replace storage areas that were eliminated due to the classroom expansion.

7. Professional Development and Teacher Evaluation Plan

- An early dismissal day on 10-31-16 enabled all teachers to participate in professional development that included the following: (1) Restorative Practices have been a focus of our entire faculty and staff to work together to foster positive interactions in our school system to utilize effectively disciplinary techniques. There has been a decline in the number of discipline referrals to the school office this year, (2) Time was spent on coordinating TEAM efforts to support the work of beginning teachers, and (3) The JHS-HS Committee met to review helping students make a smooth transition from one school year to the next and prepare for the upcoming change to attending high school.

8. Wellness

- Our Wellness Committee will review the need to update our wellness policy, as needed, for review by the Board of Education for approval prior to a June 30, 2017 deadline.

9. High School

- Kristen Goodwin, our school counselor, scheduled field trips for eighth graders to visit our designated high schools to help students and their parents make informed decisions when selecting a high school.
- The deadline for submitting the choices of high schools is next month. This helps with creating the tuition cost for the 2017-2018 budget.

10. Solar Panel Project:

Solar Panel Production

Date	# KWH	# Days	Daily Ave.
07-10-16	172,769	205	842.78
08-01-16	198,209	227	873.16
09-04-16	234,675	261	899.14
10-02-16	256,955	289	889.11
11-02-15	281,259	319	881.68

11. Stairway Committee

- Thursday, January 5, 2017 is the projected date for advertising for bid proposals from contractors.
- Wednesday, January 18, 2017 at 10:00 a.m. in the Board of Education meeting room is the scheduled pre-bid meeting for contractors to review the site of the stairway and ask questions about the project.
- Wednesday, February 1, 2017 at 2:00 p.m. in the Board of Education meeting room is the deadline for submitting sealed bid proposals. The bids will be opened and John Faulise will review the bids and references.
- There will be a Stairway Committee meeting on Wednesday, February 8, 2017 at 2:00 p.m. in the Board of Education meeting room to select and approve the contractor for the stairway project.
- Lloyd VanLanen will contact the First Selectman to request "Stairway Project" be added to the agenda for the Tuesday, February 21, 2017 at 7:00 p.m. meeting of the for authorization and verification of the selection of the contractor recommended by the Stairway Committee.

12. Technology Committee:

- The final switch upgrade was completed on October 28 and the school network was down while APEX made the installation.
- Our fiscal services office needed a new computer because multiple resets were required causing delays in the flow of processing purchase orders, payment of bills, and completing the payroll.
- PA 16-189 "An Act Concerning Data Privacy" is being developed into Board of Education Policy #3520.13 and the processes, procedures, and cost impact with technology is being reviewed to determine the most cost effective approach with implementing the new requirements.
- The status and effectiveness of our telephone system is being reviewed to develop recommendations.

Agenda VIII (Old Business)**1. Board of Education Clerk: Job Description**

MOTION #7 (11-10-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve the Job Description for the Board of Education Clerk as amended.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

2. 17-18 Budget Preparation: *Review of annual vendor contracts, enrollment projections, heating fuel contract, health insurance projections, salaries, Special Education needs, IAQ/Tfs/Safety needs, and school security.*

Agenda Item IX (New Business)**1. Policy #3520.13 Student Data Protection and Privacy/Cloud-Based Issues**

First reading; scheduled for a second reading at the 12-8-16 Board of Education Meeting.

2. Policy #4121 Substitute Teachers

First reading; scheduled for a second reading at the 12-8-16 Board of Education Meeting.

3. Policy #4112.5 - Policy and Regulation for Employment Reference Checks

First reading; scheduled for a second reading at the 12-8-16 Board of Education Meeting.

4. Policy #5118.1 – Homeless Students

First reading; scheduled for a second reading at the 12-8-16 Board of Education Meeting.

5. Board of Education Meeting Dates 2017

MOTION #8 (11-10-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve the Board of Education Meeting Dates for 2017 with one change listing April 6, 2016 for the monthly meeting to avoid a conflict with the April vacation.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

6. Student Teacher in Grade Three with Mrs. Sirois

Lisa Zerbarini of Sacred Heart University

7. Board of Education Bylaws – 9000 Series

First reading; scheduled for a second reading at the 12-8-16 Board of Education Meeting.

8. Snow Plowing Bid

MOTION #9 (11-10-16): made by Kristen Trahan, SECONDED BY Cathy Grant that the Board of Education approve TRS Landscaping (Timothy Sajkowicz) for the 2016-2017 snow plowing contract.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

9. Lunch/Recess Monitors

This was a first review of the potential for additional supervision at grades 6-8 lunch and recess. A second review is scheduled for the 12-8-16 Board of Education meeting.

Agenda Items for the next regular meeting scheduled for December 8, 2016 at 7:00 p.m. include:

- Bylaws – 9000 SERIES (*Second Reading*)
- Van Driver and Back-up Bus Driver (*Update*)
- Second reading of policies for Substitute Teachers, Homeless, Reference Checks, and Data Protection
- 2017-2018 Voluntown School Calendar (*First Reading*)
- 2017-2018 Budget Development Process
- Grade 6-8 Lunch/Recess Monitors (*Update*)

MOTION #10 (11-10-16): made by Jim Hutchins, SECONDED BY Barbara Gileau that the Board of Education move into Executive Session at 8:34 p.m. for the purpose of reviewing non-certified negotiations.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

ADJOURNMENT:

MOTION #11 (11-10-16): by Kristen Trahan, SECONDED BY Cathy Grant the Board of Education adjourn at 8:55PM.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Respectfully Drafted and Edited by:

Adam S. Burrows ---- Superintendent of Schools

Dee Dee Jackman----- Acting Board of Education Clerk