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 Robert Iovino Kristen Trahan Phone: 860.376.9167 www.voluntownct.org

APPROVED BOARD MINUTES

Regular Board Meeting

Thursday, May 14, 2015 Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE Present: Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, Kristen Trahan, Vikki Smith Absent: Robert Iovino. Also Present: Superintendent Adam Burrows, Principal Alycia Trakas

CALL TO ORDER The Chairperson called the regular meeting to order at 7:00 p.m.

CONSENT AGENDA MOTION #1 (5/14/15): made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES

GUESTS: The Board of Education Chairperson, Diana Ingraham, presented CABE Student Leadership Awards for Scott Davidson and Calla Millovitsch. The Superintendent of Schools and the Board of Education congratulated Mr. Davidson and Ms. Millovitch on their accomplishments.

Lloyd VanLanen was present to discuss the proposed stairway project for Constitution Field. Mr. VanLanen presented a drawing prepared by Boundaries dated May 2015. There was discussion on the design, estimated costs, possible funding, and timeframe of the project. Mr. Bob Sirpenski, Voluntown First Selectman, discussed estimated costs, grants, and other possible funding sources.

PRINCIPAL Principal Alycia Trakas submitted her report and highlighted information about: REPORT

> Students as a Focal Point: SRBI ~ We currently have 39 students that receive SRBI in grades K-8 (31 for Reading and 19 for Mathematics). After School Tutorial ~ 25 students were invited to session 4, which began on Tuesday, March 17th. Earth Day Tree Dedication and Celebration/3Q Assembly ~ On Wednesday, April 22nd our school celebrated Earth Day by wearing green and dedicating a tree near the school garden. 3Q Students of the Quarter and Honor Roll/High Honors were recognized as well. 8th Grade "Hollywood" School Dance ~ Students in grades 6-8 were invited to a JH Dance on April 24th. **Spelling Bee** ~ Our annual Spelling Bee was held on Friday, May 8th. Our spelling bee winners were: 1st ~ Chase Hodgkins, 2nd ~ Kelly Kamienski, and 3rd ~ Sydney Brewer. Congratulations to all student participants and winners! School Climate Activity ~ This week (May 11th – May 15th) was Spring School Spirit Week (Monday – Hat Day (\$1 to School Garden), Tuesday – Class Colors Day, Wednesday – Crazy Hair Day, Thursday - Opposite Day, and Friday - Blue and Gold Day). Thank you to the Safe School Climate Committee for hosting this wonderful week. Screen Free Week ~ Students in Pre-School and Kindergarten were invited to Screen Free Week. The activities were (Monday - Board Games and Dance Party, Tuesday - Book Walk and Book Swap, Wednesday - Family Picnic and Walk, Thursday - Crafts and Cooking, and Friday - Miniature Golf Party). Thank you to Hailie Davis for setting up the activities and all staff members who volunteered. **SBAC/NCSC** ~ All grades have completed the SBAC ELA and Math tests. We are just finishing up make-ups. A huge thank you to Jim Ward, Darlena Loranger, Hailie Davis, and Julia Stands for their efforts to complete testing for our students.

> **Curriculum, Learning, and Instruction: VES Weekly Notes** ~ I continue to send VES weekly notes/monthly notes to VES Faculty/Staff. **Bi-weekly Team Meetings** ~ I continue to meet with all teams on a bi-weekly basis. **Chaired Meetings** ~ ELA Grade Band Meeting, Math Grade Band Meeting, Crisis Intervention Team, School Readiness Council, Faculty Meeting, Safe School Climate Committee, Health Fair Planning Committee and Teacher Evaluation/Professional Development Meeting. **In-house Meetings Attended** ~ Youth Service Bureau and Director of Special Education Search Committee. **Grants/Reports** ~ **CCSS Coaching Days** ~ We will meet again with EASTCONN on 5/20 to review our CCSS Units and next steps for CCSS Implementation. **Outdoor Edible School Garden Mini-Grant Program** – we were awarded \$500 for our Medial/Literacy school garden project. The Norwich Bulletin interviewed Margaret Voland, Andrea Kelly, and students in the VES Garden Club (article was published on May 12th). **School Readiness RFP and Quality Enhancement Grant** – Due May 16, 2015. **Teacher Evaluation** ~ Our Teacher Evaluation Committee met today (5/14/15) to vote and approve the latest edits. After Board

approval, I will submit our plan to the CT SDE (due May 15, 2015). Thank you to Amy Suffoletto and Jackie Vaillancourt for their help editing this document. **K-3 Reading Survey** ~ Our Kindergarten through third grade teachers (including SRBI) all took the K-3 Reading Survey, as mandated by the CT SDE.

Building, Grounds, and Transportation: Safety Drills: We have had six fire drills, four lockdown drills, two evacuation drills, and one earthquake drill.

Community and Public Relations: PTO ~ I attended the April 21st PTO Meeting. **YSB** ~ **Super 5K** ~ We have started to promote our 2nd Annual YSB Super 5K, which will take place on Saturday, May 16th at 9AM in Pachaug Forest. Registration fee is \$25. **Recreation Commission** ~ VES is working with the Recreation Commission to plan activities to raise money for the Constitution Field Stair Project. To date, two events are planned: Voluntown Day at Chili's – May 7th from 11am-11pm and Voluntown Day at CT Tigers – June 19th at 7:05pm - \$190 was raised from the Chili's Give Back Night.

SPECIALThere was review of the Special Education population. Required annual reviews are in the process of
being completed.

- REPORT
- **SUPERINTENDENT REPORT** The Superintendent reviewed his Calendar of Events for and May and June. The Enrollment Report indicates there are 319 students (Pre-K through Grade 8) plus 121 High School Students. Mr. Burrows reviewed the Board of Education eleven-year budget history and seven-year budget comparison that documented budget increases and very little increases in State funding, the 2015 Summer School Program Estimated Cost Report as presented, and State of Connecticut Board of Education correspondence, dated February 27, that indicated the district technology plans are no longer required to be submitted to the State.

INDOOR AIR QUALITY / TfS The Director of Maintenance and Facilities, Paul Ricard, has successfully updated and completed various repairs within the facility. CIRMA has allowed a reduction in the insurance premium due to an excellent maintenance program at VES.

YOUTH SERVICES
BUREAU / LOCAL
PREVENTIONThe Youth Services Bureau / Local Prevention Council continues to coordinate future activities with youth
and other organizations in the community. Summer activities will be starting soon, such as dancing, games,
art projects, and the 2nd Annual YSB Super 5K scheduled for Saturday, May 16th at 9AM in Pachaug Forest.

- SCHOOL READINESS:
- QE GRANT MOTION #2 (5/14/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approve the submission of the "Quality Enhancement Grant Program – FY 2016" application to the Office of Early Childhood in the State Department of Education for the School Readiness Program requesting \$3,790 for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families as per Connecticut General Statues Section 17b-749c. VOICE VOTE: UNANIMOUS; MOTION CARRIES
- SCHOOL READINESS
 MOTION #3 (5/14/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approve the submission of the application for the "School Readiness Grant Program FY 2016" to the Office of Early Childhood in the State Department of Education requesting \$184,275 for the School Readiness Program in the Town of Voluntown to provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families as per Connecticut General Statutes Sections 10-160 through 10-16u.

 VOICE VOTE:
 UNANIMOUS;

PROGRAM	MOTION #4 (5/14/15): made by Barbara Gileau SECONDED BY Kristen Trahan that the Board of	
IN A PUBLIC	Education approve the submission of the "Licensing Verification Form for the School Readiness Program as	
SCHOOL	per Connecticut general Statutes Section 19a-77b to verify a "program administered by a public	
SYSTEM	school system is not required to be licensed to operate"	
	VOICE VOTE: UNANIMOUS;	MOTION CARRIES

 WALL REMOVAL PROJECT PRE-SCHOOL
 MOTION #5 (5/14/15): made by Vikki Smith SECONDED BY Kristen Trahan that the Board of Education approve the submission of the "Agreement for Grant Award Between the Department of Education, in consultation with the Office of Early Childhood, and Town of Voluntown" for use of a Bond Fund Award of \$95,000 for "repurposing space to improve a Pre-Kindergarten classroom in the Voluntown Elementary School located at 195 Main Street, Voluntown, CT 06384. This grant was approved for our Voluntown School Readiness program and the State Bonding Commission authorized funding on March 17, 2015 under Connecticut General Statutes Section 9(e)(4) of Public Act 12-189 as amended by Section 72 of Public Act 14-98.

 VOICE VOTE:
 UNANIMOUS;

 PROFESSIONAL MOTION #6 (5/14/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education **DEVELOMENT &** approve the revised Professional Learning and Evaluation Plan, as presented, for Teachers recently **TEACHER EVAL** approved by the District Teacher Evaluation Committee PLAN VOICE VOTE: UNANIMOUS; **MOTION CARRIES HIGH SCHOOL** A High School information night is scheduled for sixth and seventh graders during the week of May 18. **BLD COMMITTEE** The Building Committee recently sent out bids for the roof project. The Committee will meet next ROOF week to open and review bids and award the contract after review by our Architect. MOTION #7 (5/14/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education DIRECTOR OF move Agenda Item VII - 11. Director of Special Education Search Committee to Executive Session SPECIAL EDUCATION SEARCH COMMITTEE VOICE VOTE: UNANIMOUS; **MOTION CARRIES** 2015-2016 The Superintendent reviewed the 2015-2016 Proposed Board of Education Budget. Mr. Bob Sirpenski, BUDGET discussed the 2015-2016 Town of Voluntown Budget. **BY-LAWS** There was Board consensus to continue review of the by-laws at the July 9 meeting. MOTION #8 (5/14/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education **BOARD GOALS** approve the 2015-2016 Board Goals as presented 2015-2016 VOICE VOTE: UNANIMOUS; **MOTION CARRIES BACK-UP** An advertisement will be placed for a back up bus driver. **BUS DRIVER** CONDITION OF There was review of the Connecticut State Department of Education Condition of Education in Connecticut 2013-2014 Report as submitted. **EDUCATION** 2013-2014 REPORT FIFTH GRADE MOTION #9 (5/14/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approve the fifth grade field trip to Sturbridge Village, MA., on May 11, 2015 FIELD TRIP STURBRIDGE VOICE VOTE: **UNANIMOUS:** MOTION CARRIES VILLAGE **HEALTHY FOOD** MOTION #10 (5/14/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education CERTIFICATION authorize the Superintendent of Schools and the Board of Education Chairperson to sign the 2015-2016 Healthy Food Certification 2015-2016 **VOICE VOTE: UNANIMOUS: MOTION CARRIES** ANNUAL APPROVAL MOTION #11 (5/12/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education **SALE OF FOOD &** permits the sale of foods for the 2015-2016 School Year that do not meet Connecticut Standards at events **BEVERAGES** 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 **VOICE VOTE: UNANIMOUS; MOTION CARRIES** MOTION #12 - (5/12/15): made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education permits the sale of beverages for the 2015-2016 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 VOICE VOTE: UNANIMOUS; **MOTION CARRIES IDEA** MOTION #13 - (5/12/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education authorize the Superintendent of Schools to submit the IDEA grant VOICE VOTE: UNANIMOUS; **MOTION CARRIES** FIRST GRADE MOTION #14 (5/14/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education **FIELD TRIP** approve the first grade field trip to Roger Williams Zoo in Providence. RI on June 17, 2015 **ROGER WILLIAMS** VOICE VOTE: UNANIMOUS; **MOTION CARRIES ZOO**

EXECUTIVE SESSION MOTION #15 (5/14/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education move into Executive Session at 8:50 for the purpose of discussing Evaluation of Superintendent, Non-Certified Contract, Personnel, Director of Special Education Search Committee, and that Alycia Trakas be invited

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

MOTION #16 (5/14/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education move out of Executive Session at 9:25 p.m. VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #17 (5/14/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education Approve, as amended, the Contract between the Board of Education and the Voluntown Non-Certified Employees of CSEA, SEIU, Local 2001 for July 1, 2015- June 30, 2017 VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT: MOTION #18 (5/14/15): made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education adjourn the meeting at 9:28 p.m. VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted, Sherry Pollard, Board Clerk