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

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APPROVED BOARD MINUTES

Regular Board Meeting

Thursday, August 13, 2015 Board of Education Meeting Room - 7:00 p.m.

- ATTENDANCE Present: Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, Kristen Trahan. Absent: Vikki Smith, Robert Iovino. Also Present: Superintendent Adam Burrows and Principal Alycia Trakas
- **CALL TO ORDER** Chairperson Ingraham called the regular meeting to order at 7:00 p.m.
- CONSENT AGENDA MOTION #1 (8/13/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES

GUESTS: Karen Britt.

PRINCIPAL REPORT Principal Alycia Trakas submitted her report, dated August 13, 2015, and highlighted information about: Students as a Focal Point: Summer School was completed July 24, 2015. Curriculum, Learning, and Instruction: Summer work includes completing state reports, analyzing data and updating the benchmark assessment calendar, scheduling, updating student/parent handbooks and faculty/staff handbooks, completing back to school packets for staff and substitutes, preparing for August PD and Teacher Evaluation updates, TEAM monitoring, and writing a welcome letter to students/families/staff, etc. In-house Meetings Attended: Solar Panel Project, Roofing Project and Youth Service Bureau. Out–of-District Conferences Attended: July 13-July 17 Improving School Climate Training. Grants/Reports: Received news that we were awarded the CCSS Systems for Professional Learning District Coaching Request For Service 2015-16 grant. Building, Grounds, and Transportation: Work continues on the roof project, solar panel project, summer cleaning, and school office. Community and Public Relations: The Recreation Commission continues to pursue funds for the Constitution Field Stairs.

- STUDENTSuperintendent Burrows reported that Dr. Lloyd Johnson, our new part-time Director of Students Services,
started his position a few weeks ago and has already participated in the PPT process. Dr. Johnson is
scheduled to attend the Board of Education meeting currently scheduled for September 10, 2015.
- **SUPERINTENDENT** The Superintendent reviewed his Calendar of Events for Aug and Sep. He reviewed the following: Voluntown Elementary School and the Board of Education received a CIRMA Members' Equity Distribution in the amount of \$2,686 for outstanding efforts and successful commitment to risk management and loss reduction efforts. He reviewed assignments for the 2015-16 Curriculum Related Committees.
- INDOOR AIR The Indoor Air Quality/ TfS Committee is scheduled to meet September 23. QUALITY & TOOLS FOR SCHOOLS (Tfs)

YOUTH SERVICES The Youth Services Bureau / Local Prevention Council continue to coordinate future activities with youth.

BUREAU / LOCAL PREVENTION

TRANSPORTATION Superintendent Burrows reviewed the History of Total Costs of Transportation Report - An Eleven-Year Trend - that included information about repairs and maintenance, fuel usage, fuel costs, mileage updates and overall expenditures.

SCHOOL READINESS COUNCIL	Principal Alycia Trakas indicated funds have been received from the School Readiness Grant of \$198,000 for 2015-2016 to fund the Voluntown School Readiness Program. Currently all spaces have been filled by students and the program is at full capacity.
PROFESSIONAL DEVELOPMENT	School Administration is planning and developing agenda items for the professional development days.
HIGH SCHOOL	High School registrations are active.
VES ROOF PROJECT:	The roofing project is nearing completion, on schedule, and will be completed under the budget of \$1,104,304.00.
	MOTION #2 (8/13/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves waiving the bid process allowing Quality Roofing to perform masonry work on the Voluntown Elementary School front wall and walkway for an estimated cost of \$13,785 VOICE VOTE: UNANIMOUS; MOTION CARRIES
SOLAR PANEL PROJECT	ENCON has hired a subcontractor to clear a space behind the school playground. ENCON will place 903 Solar Panels in this 128 X 305 square foot area and anticipates generating well over 200,000 KWH per year.
STAIRWAY UPDATE	VES is working with the Recreation Commission to plan activities to raise money for the Constitution Field Stair Project.
SOLAR PANEL ROJECT	Site preparation work continues for placement of 903 solar panels at the Voluntown Elementary School. Currently, preparation work is being performed for the initial electrical connection to the school building. The connection to the school requires additional time to complete the program.
2015-2016 SCHOOL CALENDAR:	MOTION #3 (8/13/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education modify the 2015-2016 School Calendar in that the Voluntown Elementary School is closed on Friday, September 4, 2015 for the purpose of completing electrical work on the initial connection to 903 solar panels to the school
	VOICE VOTE: UNANIMOUS; MOTION CARRIES
2015-2016 BUDGET UPDATE	Superintendent Burrows provided an update on the beginning of the year 2015-16 Budget and reviewed 21 accounts that required adjustments or transfers.
2014-2015 BUDGET END OF YEAR TRANSFERS	Superintendent Burrows reviewed the recommended end-of-year update and adjustment transfers necessary to eliminate shortfalls in specific accounts.
	MOTION #4 (8/13/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves the 2014-2015 End-of-Year Budget Transfers as submitted VOICE VOTE: UNANIMOUS; MOTION CARRIES
2015-2016 REVISED BUDGET	MOTION #5 (8/13/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves the 2015-2016 Revised Budget with transfers as submitted VOICE VOTE: UNANIMOUS; MOTION CARRIES
SRBI JOB DESCRIPTION	MOTION #6 (8/13/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves the SRBI Interventionist Job Description as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
BOARD SELF	MOTION #7 (8/13/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education

EVALUATION	authorize the Board Chair and Superintendent to sign the Annual Board of Education Self Evaluation as submitted VOICE VOTE: UNANIMOUS; MOTION CARRIES
BOARD OF ED BY-LAWS	Board of Education By-Laws will be further reviewed at the September 10, 2015 meeting.
GRISWOLD PARA SERVICES	MOTION #8 (8/13/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approves securing a contract with Griswold Public Schools for paraprofessional services as part of an outplacement contract VOICE VOTE: UNANIMOUS; MOTION CARRIES
2015-2016 FACULTY & STAFF	MOTION #9 (8/13/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approves two part-time paraprofessional positions VOICE VOTE: UNANIMOUS; MOTION CARRIES
CHRISTINE ATKINS CAMP Q PARA	MOTION #10 (8/13/15): made by Kristen Trahan SECONDED BY Cathy Grant that the Board of Education confirms the appointment of Christine Atkins as a Camp Q Paraprofessional VOICE VOTE: UNANIMOUS; MOTION CARRIES
USE OF SCHOOL FACILITIES	MOTION #11 (8/13/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approves the use of the Voluntown Elementary School gymnasium by Living World Fellowship upon availability VOICE VOTE: UNANIMOUS; MOTION CARRIES
EXECUTIVE SESSION	MOTION #12 (8/13/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education moves into Executive Session at 8:50 for the purpose of discussing negotiations VOICE VOTE: UNANIMOUS; MOTION CARRIES
	MOTION #13 (8/13/15):made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Educationmoves out of Executive Session at 9:06 p.m.MOTION CARRIESVOICE VOTE:UNANIMOUS;MOTION CARRIES
	There was no action taken.

MOTION #14 (8/13/15):made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of
Education adjourns at 9:07 p.m.VOICE VOTE:UNANIMOUS;MOTION CARRIES

Respectfully submitted, Sherry Pollard, Board Clerk