

VOLUNTOWN BOARD OF EDUCATION
195 Main Street, Voluntown, CT 06384
Phone: (860) 376-9167 www.voluntownct.org
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows

BOARD OF EDUCATION MEETING MINUTES

December 12, 2019

Board of Education Meeting Room - 7:00 p.m.

I. CALL TO ORDER Chairperson Beauparlant meeting to order at 7:02 p.m.

ATTENDANCE **Present:** Kate Beauparlant (Chairperson), Cathy Grant (Secretary), Arikka Kalwara, Kristen Trahan (Vice Chair), Meagan Wicks and Christopher Wilson
Absent: Skart Paul
Also Present: Adam S. Burrows (Superintendent), Lloyd A. Johnson Ph.D. and Amy Suffoletto (Principal)

II. PLEDGE OF ALLEGIANCE - The Pledge of Allegiance was recited.

III. CITIZENS / COMMENTS - None

IV. GUESTS - Dennis Page was present. No comments were made.

V. CONSENT AGENDA

MOTION #1 (12/12/19) was made (Trahan, Grant) that the Board approves the Consent Agenda as presented; all in favor. Motion carries.

MOTION #2 (12/12/19) was made (Trahan, Wilson) that the Board adds “Oil Tank Replacement Update” to the Agenda as item VIII-8 under Old Business; all in favor. Motion carries.

VI. ADMINISTRATIVE REPORTS

1. PRINCIPAL’S REPORT (by Amy L. Suffoletto)

Students as a Focal Point

- Sports - Cheerleading and Basketball for the Boys’ Team and the Girls’ were completed in early November. Practices and games are scheduled from late November to early February.
- Fall Benchmark Data Team Meetings - Mini-data team meetings took place on November 20-22, 2019.
- Trimester 1 Report Cards went home on Friday, November 22, 2019.
- An assembly was held on November 26, 2019 to recognize JHS Honor Roll Students; PK-8 Students of the Trimester; Awesome Attendance; and 2019-20 Student Council members.
- Parent conferences were held on December 5, 2019.
- SRBI Session 2 began on November 25th. SRBI provides literacy and math services to Kindergarten - Eighth grade students; some receive both literacy and math. SRBI provides services to all students, as it is a general education initiative. Tier 1 is provided in the general classroom by the general education teacher 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, Tier 2 support is provided by general education Reading and Math teachers.
- JHS Dance: Grades 6-8 were invited to attend the *Red Carpet Dance* on Friday, November 22, 2019.
- Kindergarten Entrance Inventory - Val Lord and Penny Dermody completed all components of the KEI.

Curriculum, Learning, and Instruction

- Teacher Evaluation Plan - Faculty Informal/Formal Observations were completed.
- Grants/Reports/Applications - School Nutrition Program Verification Procedures and the Monthly School Readiness Reports for the Voluntown Elementary School Preschool and School Readiness Program have been completed.

Building, Grounds, and Transportation & Safety

- School Safety - Brief orientation meetings are held on a regular basis for Substitutes and Volunteers to review our security and safety procedures, as well as confidentiality procedures and completion of the DCF Authorization Form. .
- Summary of Drills - Fire Drill (2); Earthquake Drill (1); Lockdown Drill (1); Evacuation Drill (0)

Community and Public Relations

- The PTO held the following events: Butter Braid Fundraiser; Snowflake Shop; and Drop and Shop.
- Youth Service Bureau/Local Prevention Council – The YSB-LPC Advisory Board meets on the second Wednesday of each month at 5:00 p.m. in the central office. YSB has continued to offer so many new

activities for students. We encourage students to register and participate in these fun and educational experiences.

- Fifth Annual Veterans Day Breakfast/Assembly was held on November 11, 2019. VES hosted over 100 Veterans/Active Duty Military Members and their guests. Special thanks to Dean’s Corner and the VES Faculty/Staff for preparing a delicious breakfast and to the Social Studies Committee Members and Amanda Gould, Music Director, for creating a wonderful program.
- The VES Faculty/Staff donated food items, with the help of the Voluntown Baptist Church, for our annual Thanksgiving Day Basket Program. A total of 14 baskets were given to Voluntown families/community members in need.
- Students and staff collected toys and monetary donations for CCMC’s annual Toy Drive during the week of December 9, 2019 and will participate in CCMC’s annual PJ Day for the Kids on December 13, 2019.

2. DIRECTOR OF STUDENT SERVICES REPORT (by Lloyd A. Johnson, Ph.D.)

- The kitchen equipment for the Independent Living Skills Program is completely installed. Students are taking orders, preparing snack items and delivering them to staff once a week. This culinary/business activity is giving the students in this program valuable daily living, social and employment skills development experiences.
- As of December 11, 2019, this Director has chaired 65 PPT/504/parent meetings distributed among the following locations: VES, The Learning Clinic in Brooklyn, EASTCONN’s Northeast School in Killingly, EastConn’s Autism Program in Columbia, NFA, GHS, GAS, The Marine Science Magnet High School in Groton, United Services Inc. in Willimantic, and Quinebaug Middle College in Danielson.
- The census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	50	21
9-12+	23	12
Total	73	33

- The Director of Student Services updated the Board on the positive results and active use of the C-Pens by both the students and the staff. He also expressed his appreciation to the Board on their responsiveness and willingness to approve the recent special education transportation need.
- Grant funds have been received and used to enhance the Independent Living Skills Program and Preschool equipment.
- A thorough discussion occurred on the duties and responsibilities of the school’s Guidance Counselor, Psychologist and Social Worker. The Board asked questions which were answered by the Director of Student Services and Superintendent.

3. SUPERINTENDENT OF SCHOOLS (by Adam S. Burrows)

- Calendar of Events for December, 2019 and January, 2020
- The District Enrollment Report noted 261 students in grades Pre-K to 8 and 129 high school students.
- Fifth Year student request:

MOTION #3 (12/12/19) was made (Wilson, Grant) that the Board of Education approves the Fifth year student request; all in favor. Motion carries.

- The BOE received grants, tuition payments and other funds that have been returned to the Town account. (\$77,542.59 in 2017/18 and \$96,408.40 in 2018/19). \$13,815.86 has been returned to the Town for 2019/20.
- Letter to Meagan Wicks on Safety and Health Policies
- Voluntown BOE letter acknowledging receipt of Diane Ricard’s letter of retirement
- 2020 Approved BOE Meetings Schedule and form submitted to Town Hall
- BOE Member list and committee assignments
- 2019-20 District-Level and School Curriculum related committees
- CABE Liaison Newsletter for December, 2019
- As of 12/12/19 school has been cancelled on 10/17, 11/1, 12/3 and 12/11/19. The projected last day of school for students is Wednesday, June 17, 2020.
- The Voluntown Superintendent of Schools, Board of Education Chairperson and First Selectwoman met with the Griswold Superintendent of School, Board of Education Chairperson, Griswold Selectman and the Director of Special Education on Friday, December 6, 2019 to review the process of maintaining a smooth transition from Eighth grade to Griswold High School. Special emphasis was placed on effectively meeting the needs of students who need special education accommodations.

- The Superintendent distributed a copy of the Griswold/Norwich Educational Service Agreement.
- On Monday, December 2, 2019, Superintendent Burrows and Board of Education Chairperson Beauparlant met with the North Stonington Superintendent, Board of Education Chairperson and Principal of the recently renovated, as new, North Stonington High School. There was a tour of the facilities, a review of meeting all accreditation standards and a desire to have North Stonington as a choice for our Eighth Graders.
- Chairperson Beauparlant expressed praise and appreciation for how well the Superintendent represented VES at these meetings.
- In a follow-up meeting on December 10, 2019, Mr. Burrows and Mrs. Chenette, Transportation Coordinator, visited North Stonington High School to review transportation schedules and some challenges related to the school starting and ending times.
- The Board agreed that they would like North Stonington High School to come and do a presentation at the next BOE meeting.
- On Wednesday, December 4, 2019, at 7:00 a.m. at EASTCONN, area Superintendents met with State of Connecticut Legislators. This legislative update and sharing of information is an annual event. The Superintendent presented and distributed to the Board for their review a comprehensive list of shared educational and support services in three ways; (1) with other districts and schools, (2) with our Town Municipality and (3) with our RESC or Regional Education Service Center (EASTCONN).
- The Voluntown Elementary School Music Department held an excellent “Winter Concert” on Tuesday, December 10, 2019. Music Director, Amanda Gould and a cast of many students in K-8 demonstrated their musical talents. The first performance was presented by students in K-3. The second performance allowed students in grades 4-8 to perform in: Concert Band, Chorus, Jazz Band and a Symphonic Band. The event was well attended by parents, staff, community members and former students.

VII. COMMITTEE REPORTS - Reviewed under Consent Agenda

VIII. OLD BUSINESS

1. **2020-21 Budget Development Session** (Transportation and Maintenance Proposals)

The Superintendent distributed the following for the Board to review/discuss: Strategic Plan for 2018-2022; History of Transportation Expenditures from the last 14 years; History of Maintenance Budget/Expenses.

Thursday	12-12-19	Review 2020-21 projected costs for Transportation and Maintenance
Thursday	01-09-20	Initial Superintendent Summary Proposal of 2020-21 budget to the Board
Thursday	02-13-20	Superintendent’s updated 2020-21 proposal submitted to BOE
Thursday	02-27-20	Board of Education “Budget” Meeting (if needed)
Thursday	03-12-20	Updated 2020-21 budget proposal presented to Board of Education
Thursday	03-19-20	2020-21 Budget Proposal is sent to the Town Clerk for public dissemination
Thursday	04-09-20	Public Hearing about the 2020-21 education budget proposal and Board of Education approval of the 2020-21 budget proposal
Thursday	04-23-20	Approved budget proposal for 2020-21 delivered to Town Clerk for public dissemination
Tuesday	05-05-20	Possible projected date for annual Town Meeting to vote on the Town and Board of Education Budgets at Voluntown Elementary School gymnasium at 7:00 p.m.

2. **School Calendar for 2020-21** (Second review)

3. **Medicaid Reimbursements** – The Director of Student Services gave an update on CompuClaim and that he has found it to be time consuming, not very cost-effective and had a disappointing return.

4. **Special Education: Review High School Programs**

5. **Policy # 5142 – Safety** (Second reading)

MOTION #4 (12/12/19) was made (Trahan, Wilson) that the Board approves the Safety Policy #5142; all in favor. Motion carries.

6. **Policy # 6114.8 – Pandemic/Epidemic Emergencies** (Second reading)

MOTION #5 (12/12/19) was made (Wilson, Grant) to approve Policy #6114.8 on Pandemic/Epidemic Emergencies; all in favor. Motion carries.

7. **RevTrak Update: School Lunch Payment Program**

MOTION #6 (12/12/19) was made (Trahan, Wilson) to promote RevTrak with disclosure of the fees involved; all in favor. Motion carries.

8. Oil Tank Replacement Update

MOTION #7 (12/12/19) was made (Wilson, Trahan) to officially approve the Voluntown Elementary School Oil Tank Replacement Project “as completed” and to authorize the Superintendent of Schools to submit all necessary documentation to the State Department of Education to secure reimbursement of eligible funds, as available, through the state grant; all in favor. Motion carries.

IX. NEW BUSINESS

1. School Use Requests

MOTION #8 (12/12/19) was made (Trahan, Wilson) that the Board approve the request for the Gingerbread House Contest to be held in the gym on December 14, 2019; all in favor. Motion carries.

MOTION #9 (12/12/19) was made (Trahan, Grant) that the Board approve the requests from Wheeler High School to use the gym for Girls Basketball on December 6 and 18, 2019; all in favor. Motion carries.

2. Special BOE Meeting to be held on February 27, 2020 at 7:00 – CABA Presentation by Nick Caruso

MOTION #10 (12/12/19) was made (Kalwara, Wilson) to approve having a Special BOE Meeting on 2/27/20 for the CABA Presentation; all in favor. Motion carries.

- 3. Policy #4112.5/4212.5 – Security Check/Fingerprinting (First reading)**
- 4. Policy #4112.51/4212.51 – Employment/Reference Checks (First reading)**
- 5. Policy #5131 – Conduct and Discipline (First reading)**
- 6. Policy #6153 – Field Trips (First reading)**

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- The next meeting will be on January 9, 2020 at 7:00 p.m.
- Budget Preparation Timeline and Process for 2020-21
- Presentation from North Stonington High School
- School Calendar 2020-2021 (Third draft)
- Policy #4112.5/4212.5 – Security Check/Fingerprinting (Second reading)
- Policy #4112.51/4212.51 – Employment/Reference Checks (Second reading)
- Policy #5131 – Conduct and Discipline (Second reading)
- Policy #6153 – Field Trips (Second reading)

XI. EXECUTIVE SESSION

MOTION #11 (12/12/19) was made (Trahan, Wilson) to move into Executive Session at 9:10 p.m. for the purpose of discussing upcoming Non-Certified Contract Negotiations; All in favor. No action was taken.

XII. ADJOURNMENT

MOTION #12 (12/12/19) was made (Trahan, Wilson) to adjourn at 9:22 p.m.; all in favor. Motion carries.

Witness

Date

Attest

Date

Respectfully drafted and edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools

APPROVED AT THE 1/9/20 BOE MEETING