

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

**BOARD OF EDUCATION SPECIAL MEETING MINUTES**

Thursday, July 25, 2019  
Board of Education Meeting Room - 7:00 p.m.

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- I. CALL TO ORDER** Chairperson Diana Ingraham called the meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Diana Ingraham (Chairperson), Kristen Trahan (Vice-Chair), Barbara Gileau (Secretary) and Kate Beauparlant  
**Absent:** Skart Paul, Christopher Wilson and Flo Harman  
**Also Present:** Adam S. Burrows (Superintendent)
- II. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. CITIZENS / COMMENTS** - None
- IV. GUESTS** - None
- V. CONSENT AGENDA**  
**MOTION #1 (7/25/19) was made (Trahan, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.**
- VI. ADMINISTRATIVE REPORTS**
- 1. PRINCIPAL'S REPORT**
- Students as a Focal Point*
- **Eighth Grade Graduation** - Held on June 10, 2019 at 6:00 p.m.
  - **PK/K Registrations/Screenings** - PK and K Registrations/Screenings were held on June 13-14, 2019.
  - **Summer School** - We had 17 students in grades K-8 enrolled in our Summer School program, which took place from June 17 to July 19, 2019 from 9:00-11:30 a.m. Students received instruction in phonics/word study, reading comprehension, writing and mathematics.
- Curriculum, Learning, and Instruction*
- **Website** - Jim Ward has worked hard to build our new website, which went live on July 15, 2019. This new platform is very easy to navigate and will help those interested in finding information about our school and district. We will continue to improve and update the website throughout the year.
  - **Data Team/Transition Meetings** - Completed in June.
- Grants/Reports/Applications*
- **FY 20 School Readiness and Quality Enhancement Grants** - Both grants were awarded in full on June 18, 2019. We will enter FY 2019-20 with 44 school readiness slots.
  - **NAEYC**-Submitted on May 30, 2019. We will enter reaccreditation during the 2019-20 school year.
  - **Healthy Food Certification**- Submitted on June 20, 2019 and approved.
- Building, Grounds, and Transportation & Safety*
- **School Safety** - The volunteering procedures include a yearly DCF form and a volunteer meeting on a triennial basis. Those who have completed a volunteer meeting during the 2018-19 school year will not need to complete another one until the 2022-23 school year. Anyone who has not completed a volunteer meeting will need to do so prior to volunteering this school year.
  - **Summer Cleaning, School Transportation and Office Work** - Thank you to all staff members who are helping to beautify our school building and grounds. Thank you also to staff who brought students to/from summer school programs and to those closing out the 2018-19 school year and preparing for the new year ahead.
- 2. DIRECTOR OF STUDENT SERVICES REPORT**
- Griswold Public Schools removed the lengthy temporary hold on accepting new students to GHS's Resource Program and its Alternative School.
  - The Director has chaired PPT/504/parent meetings at the following locations: VES, The Learning Clinic in Brooklyn, EASTCONN's Northeast School in Killingly, 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 will be updated at the September 12, 2019 Board of Education meeting.

**3. SUPERINTENDENT OF SCHOOLS SUBMITTED THE FOLLOWING:**

- Calendar of Events for July and August, 2019
- The 7/18/19 Enrollment Report noted 257 students in grades Pre-K to 8 and 127 high school students.
- 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). \$4,691.00 has been returned to the Town for 2019/20.
- Notification to the Selectman's Office regarding the Annual Appointment of the School Readiness Liaison to the State of CT
- Letter to Gary Chenette II notifying him of the Board vote to hire him as a full-time custodian
- State DOE letter from Dr. Dianna Wentzell regarding ED607-Title IX Coordinator Survey
- Notice from Selectwoman, Tracey Hanson, about the Voluntown Farmers' Market on Sundays (July 14 through October 13, 2019 from 10:00 a.m. to 1:00 p.m.). There will be a Voluntown Volunteers tent for people to publicize their volunteer opportunities and mission to town residents.
- CABA Liaison Newsletter for July 2019
- Updated construction schedule for the Oil Tank Replacement Project to be completed in August 2019
- E-Rate – A plan of action is being developed to prepare an application to complete the necessary documentation to secure "E-Rate" funds. The application is due by March 27, 2020 for partial funding of such items to upgrade our local internet switches, servers, wiring, wireless, etc. If approved, Voluntown, based on our population, has the potential of receiving approximately \$36,000. The current formula requires 40% from our school budget and approximately 60% from the E-Rate fund. The complexity of the grant may require the use of a consultant.

**VII. COMMITTEE REPORTS** - Reviewed under Consent Agenda**VIII. OLD BUSINESS****1. Griswold Policy on Special Education****2. 2018-19 Budget** (End-of-Year Update)

The 2018-2019 budget of \$6,889,818 was approved at a town meeting on June 6, 2018. As of 7/25/19 a balance of \$1,369.36 is the projected return to the Town of Voluntown, but this amount might change because of price adjustments in current purchase orders that are currently being processed.

**3. 2019-20 Budget** (Beginning-of-Year Update)

The Board of Education approved a budget proposal for 2019-20, of \$6,785,196 in June 2019 which represented a decrease of -\$104,622 or -1.52% below the 2018-19 approved budget of \$6,889,818.

**4. Personnel - Nurse Job Description** (Third reading)

**MOTION #2 (7/25/19) was made (Trahan, Beauparlant) to approve the Nurse Job Description as presented; ALL IN FAVOR. Motion carries.**

**5. Personnel**

**MOTION #3 (7/25/19) was made (Trahan, Gileau) to approve Holly Santiago as the School Nurse; ALL IN FAVOR. Motion carries.**

**MOTION #4 (7/25/19) was made (Beauparlant, Trahan) to approve Chelsea Burns as the Art Teacher; ALL IN FAVOR. Motion carries.**

**MOTION #5 (7/25/19) was made (Trahan, Beauparlant) to approve Amanda Gould as the Music Teacher; ALL IN FAVOR. Motion carries.**

**6. Policy #1112 - News Media** (Second reading)

**MOTION #6 (7/25/19) was made (Trahan, Beauparlant) that the Board approves the News Media Policy #1112 as presented; ALL IN FAVOR. Motion carries.**

**7. Policy and Regulation #6141.3271 – Voice Assistance Devices** (Second reading)**IX. NEW BUSINESS****1. Policy #4118.112/4218.112 – Sexual Harassment** (First reading)**2. Policy #5124 – Reporting to Parents** (First reading)**3. Policy #5145.14 – On-Campus Recruitment** (First reading)**4. Policy #6146.2 – Statewide Proficiency/Mastery Examinations** (First reading)**5. Title IX Coordinator**

**6. School Readiness Liaison for 2019-20**

**MOTION #7 (7/25/19) was made (Trahan, Gileau) to confirm the Voluntown Board of Selectman's appointment of Amy L. Suffoletto as the School Readiness Liaison to the Office of Early Childhood for 2019-20; ALL IN FAVOR. Motion carries.**

**7. School Medical Advisor (Dr. Galan)**

**MOTION #8 (7/25/19) was made (Trahan, Gileau) to confirm the appointment of Dr. Galan as the School Medical Advisor for 2019-20; ALL IN FAVOR. Motion carries.**

**8. 403b Vendor List**

**MOTION #9 (7/25/19) was made (Gileau, Trahan) to approve the 403b Vendor list for 2019-20; ALL IN FAVOR. Motion carries.**

**9. Projected Faculty and Staff for 2019-20****10. Budget Preparation Timeline and Process for 2020-21**

Thursday	07-25-19	Review "DRAFT" of the Board of Education 2020-21 Budget Process
Thursday	09-12-19	Finalize all transfers in the 2018-19 budget to officially document actual expenditures. The Board adjusts current 2019-20 salary and health insurance accounts based on faculty and staff changes
Thursday	10-10-19	Review a comprehensive six-year history of all "actual" budget expenditures
Thursday	11-14-19	Current curriculum initiatives and projected 2020-21 curriculum priorities
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 Board of Education
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	<b>2020-21 Budget Proposal is sent to the Town Clerk for public dissemination</b>
Thursday	04-09-20	Public Hearing about the 2020-21 education budget proposal and <b>Board of Education approval of the 2020-21 budget proposal</b>
Thursday	04-23-20	Approved budget proposal for 2020-21 delivered to Town Clerk for public dissemination
Tuesday	05-05-20	<b>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.</b>

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- The August 8, 2019 BOE Meeting is cancelled. The next meeting will be on September 12, 2019 at 7:00 p.m.
- Personnel (Custodian)
- Title IX Coordinator
- Policy #4118.112/4218.112 – Sexual Harassment (Second reading)
- Policy #5124 – Reporting to Parents (Second reading)
- Policy #5145.14 – On-Campus Recruitment (Second reading)
- Policy #6146.2 – Statewide Proficiency/Mastery Examinations (Second reading)
- Policy and Regulation #6141.3271 – Voice Assistance Devices (Third reading)
- Final Budget Report with transfers for 2018-19
- Budget Preparation Timeline and Process for 2020-21

**XI. EXECUTIVE SESSION - None**

**MOTION #10 (7/25/19) was made (Trahan, Gileau) to authorize the BOE Chair to sign the Superintendent's Evaluation; ALL IN FAVOR. Motion carries.**

**XII. ADJOURNMENT**

**MOTION #11 (7/25/19) was made (Trahan, Gileau) to adjourn at 7:55 p.m.; ALL IN FAVOR. Motion carries.**

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 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 9/12/19 BOE MEETING