



through the month of January. During the month of January, we will reevaluate the continuation of offering free breakfasts and lunch to all students.

- **Upcoming Events:**
  - **Winter Concerts: K-3 on 12/7 at 5:30 p.m. & 4<sup>th</sup>-8<sup>th</sup> grade on 12/14/22 at 6:00 p.m.**
  - **Holiday Shop – 12/8/22**
  - **Early Dismissal on 12/23/22 at 1:00 p.m.**
  - **Winter Break – 12/24/22 – 1/1/23**

### Curriculum, Learning, and Instruction

- **Curriculum/Committee Work** - K-8 ELA curriculum documents were revised over this past summer with our new reading series, Into Reading and Into Literature, aligning JHS (5-8) writing instruction/practices and expectations, additionally aligning Science, and Social Studies items into the ELA documents. Two K-8 teachers, SRBI interventionist as well as myself will attend a variety of Eastconn Offerings around the Science of Reading. These will help drive our curriculum review with our reading series. Our current reading series Houghton Mifflin Harcourt, Into Reading has been approved as a K-3 model reading curriculum model for the State of Connecticut.
- **Professional Development** - Teachers and Paras continue with professional learning as determined for the 22-23 school year on early dismissal days, committee meetings and professional learning and grade level work takes place. We are using a new platform for professional learning through CIRMA. We will be using VECTORK12 solutions, which is offered as a free platform for CIRMA school members. This ongoing professional learning is based on a projected three-year plan required through state mandates. Paraprofessionals were offered selected learning courses to take throughout November regarding behavior management and supporting students with special needs. Additionally, a presentation by Julia Stands, special education teacher, regarding CTSEDS, math and dyslexia and using supportive language to promote positive climate was presented after-school.
- **Teacher Evaluation Plan** - Any plan updates will be reviewed with the PDEC committee and according to State guidelines. The TEAM guideline will also be updated this year as per the 3year cycle. Two beginning teachers are in the second year of the TEAM program and will be completed at the end of this year. Both teachers are assigned a mentor to help guide and work through the process.
- **Grants/Reports/Applications**
  - **Connecticut Office of Early Childhood** - The monthly School Readiness Reports for the Voluntown Elementary School Pre School and School Readiness Program have been updated for submission by the monthly due date each month. June is the final month for the program.
  - **FY 23 School Readiness and Quality Enhancement Grants** – Awarded and received. Applications for preschool staff to utilize funding for their education has been sent out.
  - **NAEYC Accreditation** - Full accreditation was awarded until 2027, and, at that time, renewal process will occur.
  - **The School Lunch Program** will be free during the initial phase of reimbursement front the State. After the reimbursement period, lunches will resume to free, reduced and full pay based on qualifications. All Preschool students receive free lunch through our grant program.

### Building, Grounds, and Transportation & Safety

- Brian Kallio, Director of Maintenance, continues to review, implement, and address needs within our school building and on our grounds. Mr. Kallio participates on established committees to support continued building improvements.
- Anne Michaud, Director of Transportation, continues to review and address needs within our transportation department.

### Community and Public Relations

- **PTO** - Suggestions are welcome for the school year. Contact Hailie Davis [hdavis@voluntownct.org](mailto:hdavis@voluntownct.org). A PTO calendar was developed with meeting dates and activities for this year. PTO is looking for members and officers for yearly activities.

- **Youth Service Bureau/Local Prevention Council** – The YSB-LPC Advisory Board meets virtually on the third Wednesday of each month at 5:00 p.m. Contact Melinda Bryan [mbryan@voluntownct.org](mailto:mbryan@voluntownct.org). The YSB hosts so many great programs throughout the year that promote student skills and interests.

## 2. **DIRECTOR OF STUDENT SERVICES** (Submitted by Lloyd A. Johnson, Ph.D.)

- At this point in the year, most department members have developed or completed CT-SEDS IEPs or 504 Accommodation Plans. The time demands are significant. We're pleased with the availability of the Stipend Grant from the State which has helped compensate the department staff as they develop their first CT-SEDS documents - considered a learning experience. After-school hours are needed to complete the documents in a timely manner as required by statutes. Fortunately, the state has chosen not to cite or penalize districts when deadlines are missed this year.
- Dr. Emily Casey, our consulting psychologist, is leading department members in exploring the Feifer Assessments of Reading and Writing. She has administered these new assessments recently for a few of our students. These assessments are more accurate in identifying dyslexia and dysgraphia than those used previously. We purchased the assessments for our department with grant funds. The training in the Feifer Assessment of Reading was completed in October/November. We're planning to engage in the training on the Feifer Assessment of Writing in January. Once trained, our Special Education teachers will be able to administer these assessments when deemed necessary at a PPT with parent approval.
- As of December 8, 2022, this Director has chaired 59PPT/504/Parent Meetings distributed among the following schools: VES, The Learning Clinic in Brooklyn, EastConn's Northeast School in Killingly, EastConn's Autism Program in Columbia, Norwich Free Academy, Griswold High School, Griswold Alternative School, Wheeler, The Marine Science Magnet High School in Groton, Norwich Transition Academy, and EastConn's Regional Transition Program in Danielson.

The census of students in Pre-K to 12+ receiving special services is as follows:

	10/01/2020		10/1/2021		12/8/2022	
	IEP	504	IEP	504	IEP	504
PreK -8	38	21	34	31	34	40
9-12+	22	11	20	15	15	16
<b>TOTAL</b>	<b>60</b>	<b>32</b>	<b>54</b>	<b>46</b>	<b>49</b>	<b>56</b>

## 3. **SUPERINTENDENT OF SCHOOLS** (Submitted by Adam S. Burrows)

- Calendar of Events for November and December 2022
- The District Enrollment Report noted 252 students in Pre-K to 8<sup>th</sup> grade and 115 high school students. Mr. Burrows noted that VES has the ability to absorb new students.

Enrollment Trends

	Elementary	High School
2019-20	265	131
2020-21	249	130
2021-22	260	130
12/1/22	252	115

- \$20,491.18 has been returned to the Town of Voluntown Undesignated Fund from grants, rebates, and other unanticipated savings received.
- Final BOE Meeting Schedule for 2023 – Submitted to Town Hall on 11/17/22
- Congratulatory letters from the BOE to Denali Doran and Ryan Gravelin for their academic achievements and recognitions at NFA.
- CABE Policy Highlights –November 11, 2022 (Remote Learning Guidance: New Attendance Definitions) and November 25, 2022 (Communicating with the Public)
- 51.47% of the 22-23 budget has been expended and there is a remaining balance of \$3,324,504
- An inspector from the State of Connecticut Department of Public Health made an unannounced visit to our school kitchen. We received an excellent score of 97% based on some minor incidents related to storage.

- Senator Heather Somers will host an online meeting with area Superintendents on Monday, December 19, 2022. An important topic for Voluntown is support for avoiding any cutbacks in the ECS or Education Cost Sharing grant.
- In January, the BOE will be requested to participate in the process of completing a required midyear update of our 22/23 “Continuity of Services Plan”. A copy of the plan was distributed to the Board. Our REOPEN Committee will meet on January 11, 2023, to review DPH, CDC, and UNCAS HEALTH District information and any other requirements related to being fully prepared for pandemic challenges. It was suggested the BOE allow for public comments at the beginning of the January 14, 2023, BOE meeting.
- Eversource will have a huge rate increase on January 1, 2023, and the central office has been reviewing the supply rates for electricity from a number of companies. A report comparing rates was distributed to the Board of Education.

**MOTION #2 (12/8/22) was made (Kalwara/Grant) to authorize the Superintendent to research and change electrical energy suppliers in consultation with the Solar Panel Committee if it is financially beneficial. All in favor; motion passes.**

- Our K-3 students presented a wonderful music presentation on Wednesday, December 7, 2022. A special thank you is extended to Amanda Gould, Music teacher and the many people who supported this program.
- Mr. Burrows will be attending a Regional Superintendents Meeting in the LEARN area.

## **VIII. OLD BUSINESS**

### **1. Budget Preparation Timeline for 2023-24**

Curriculum initiatives and projected 23-24 curriculum priorities were reviewed. A draft of the Minutes to the Curriculum Steering Committee was provided and discussed. This draft will be finalized at the end of the 22/23 school year to document the ongoing work of our school system to continuously improve our curriculum and implement instructional strategies to meet the needs of our students. The next Curriculum Steering Committee meeting will be held virtually on January 31, 2023, at 3:30 p.m.

Thursday	12-08-22	Current curriculum initiatives and projected 23-24 curriculum priorities
Thursday	01-12-23	Initial Superintendent summary proposal of 23-24 budget to the Board
Thursday	02-09-23	Superintendent’s updated 23-24 proposal submitted to Board
Thursday	02-23-23	Board of Education “Budget” Meeting (if needed)
Thursday	03-09-23	Updated 23-24 budget proposal presented to Board of Education
Thursday	03-24-23	23-24 Budget Proposal is sent to the Town Clerk
Thursday	04-06-23	Public Hearing about the 23-24 education budget proposal and Board of Education approval of the 23-24 budget proposal
Thursday	04-20-23	Approved budget proposal for 23-24 delivered to Town Clerk for public dissemination
Tuesday	05-09-23	Possible annual Town Meeting to vote on the Town and Board of Education Budgets at Voluntown Elementary School gym at 7:00 p.m.

### **2. Federal and State Grants**

The following is a summary of short-term grants:

- COVID Relief Fund (\$176,639 – Expended)
- Elementary/Secondary Emergency Relief Funds or ESSER I (\$32,674 – Expended)
- Elementary/Secondary Emergency Relief Funds or ESSER II (\$136,204 being expended)
- American Rescue Plan or ARP-ESSER III (\$306,105 being expended)
- Special Education Stipend Grant (\$20,000 Expended)
- ESSER II Special Education Recovery Grant (\$30,000 – Approved)
- ESSER II Bonus Special Populations Recovery Grant (\$25,000 – Approved)
- ESSER II Bonus Dyslexia Recovery Grant (\$3,250 - Approved)
- Homeless Grant (\$1,770 – Application Submitted)
- USDA School Lunch Program Equipment Grant (\$25,000 Expended)
- Comcast local grant to school systems (\$3,500 approved and in the process of being expended)
- Sp. Ed. Grants (\$10,000 for Certified and \$5,000 for Non-certified – Expended)
- HVAC Grant request of \$170,000 to State of Connecticut (submitted on 12/1/22)

The above grants are additional allocations for a wide variety of COVID and other related priorities especially related to improving air quality in schools throughout the nation, addressing learning loss, supporting technology connectivity, additional PPE of Personal Protective Equipment, etc. These funds were not used to replace the day-to-day and year-to-year school expenditures for our local school budget. These federal grants require us to maintain a “Continuity of Services” during this time to implement health and safety protocols and addressing learning loss during the time of COVID.

### 3. **Building Committee Update**

Projects under consideration include asbestos abatement, removal of hallway carpets, video surveillance, security upgrades, telephone system upgrades, A/C for the gymnasium, central office HVAC upgrades and roof maintenance. A Public Hearing vote, held on October 20, 2022, reallocated \$112,742.49 from the Oil Tank Replacement Fund to the Asbestos Abatement Project.

The minutes from the November 29, 2022, Building Committee meeting were reviewed. The HVAC Grant application requesting \$170,000 was submitted to the Connecticut State Department of Education by the deadline of December 1, 2022. Kate Beauparlant praised Darlena Loranger and Adam Burrows for all their hard work in the preparation and submittal of this grant.

Mr. Burrows met with our established contracted phone company, CT Communications, who will be updating the phone system in the near future. We will also be seeing quotes from them on video surveillance and projecting BOE Meetings.

The next meeting of the Building Committee is scheduled for January 10, 2023, at 10:00 a.m.

### 4. **Technology Committee**

IT support services and technology needs continue to be researched. The Building Committee is also in the process of reviewing projects related to technology and will coordinate any upgrades or needs with district priorities.

### 5. **Public Access/Online BOE Meetings**

**MOTION #3 (12/8/22) was made (Grant/Kalwara) to authorize the Superintendent to utilize a \$3,500 Comcast grant allocation to contribute to the equipment to have public access and online BOE meetings; All in favor; motion passes.**

### 6. **Vision of an 8<sup>th</sup> Grade Graduate**

Sample Visions from other schools were provided and discussed. Amy reported she is working with the JHS/HS Transition Team on drafting a “VES” version. A meeting will be scheduled to discuss it more and suggestions can be given to Amy.

### 7. **Policy # 5145.511 – Sexual Abuse Prevention and Education Program (3<sup>rd</sup> reading - Tabled)**

## **IX. NEW BUSINESS**

### 1. **Personnel**

**MOTION #4 (12/8/22) was made (Grant/Kalwara) to approve Christine Driscoll as a temporary Assistant Cook; All in favor; motion passes.**

### 2. **Volunteer Guidelines, Policies, and Procedures**

The Volunteer Letter, Visiting/Volunteering guidelines, Background Check form and a summary of the Emergency Action Plan for the Athletics Program were provided and reviewed. A discussion was held regarding the volunteers that assist with coaches with sports. Sarah Thompson expressed that the Board should be made aware of who is volunteering.

**3. Summer Milette**

A letter from Griswold Public Schools to Summer Milette was provided as she was the recipient of the National School Development Council Award for Academic Growth and Student Leadership in Learning. The Voluntown BOE also sent her a letter of congratulations.

**4. Five-Year Facilities Plan 2023-2027 (1<sup>st</sup> reading)**

Suggested changes or updates can be submitted to Mr. Burrows.

**5. Projected Capital Improvement Plan 2023-2027 (1<sup>st</sup> reading)**

A draft of the 23-27 Capital Improvement Plan was reviewed.

**6. Wellness Committee 2022-23**

The Wellness Committee met on November 15, 2022, and Policy # 6142.101 on School Nutrition/Wellness and Physical Activity was provided to the Board. Mr. Burrows noted this semi-annual review of this Policy is necessary as we develop and publish an annual report to document our compliance with Triennial Wellness Assessment guidelines.

**X. UPCOMING MEETING(S)/AGENDA ITEMS:**

- Regular BOE Meeting – January 12, 2023, at 7:00 p.m. in the Central Office Conference Room
- Public Comment about the Continuity of Services plan
- Superintendent’s Initial 2023-2024 Budget Proposal
- Building Committee Update
- Personnel
- Update about electricity supply rates
- Technology
- Public Access/Online BOE Meetings
- Volunteers
- Vision of and 8<sup>th</sup> Grade Graduate
- Five-Year Facilities Plan 2023-27 (2<sup>nd</sup> reading)
- Capital Improvement Plan 2023-27 (2<sup>nd</sup> reading)
- Policy # 5145.511 – Sexual Abuse Prevention and Education Program (4<sup>th</sup> reading)

**XI. EXECUTIVE SESSION**

**MOTION # 5 (12/8/22) was made (Wicks/Muschiano) to enter Executive Session at 9:15p.m. for the purpose of Personnel; all in favor; motion passes.**

**MOTION # 6 (12/8/22) was made (Wicks/Grant) to exit Executive Session at 9:37 p.m.; all in favor; motion passes.**

**MOTION # 7 (12/8/22) was made (Wicks/Grant) to approve Amy L. Suffoletto to serve as the acting Superintendent of Schools in the event of a rare absence of the Superintendent and the need for an officially designated administrator to process official business; all in favor; motion passes.**

**XII. ADJOURNMENT**

**MOTION # 8 (12/8/22) was made (Wicks/Grant) to adjourn at 9:38 p.m. All in favor; motion passes.**

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Witness

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Date

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Attest

\_\_\_\_\_  
Date

Respectfully drafted and edited by:

*Dee Dee Jackman, Board of Education Clerk*

*Adam S. Burrows, Superintendent of Schools*

**APPROVED AT THE 1/12/22 BOE MEETING**