

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

MEETING MINUTES

September 14, 2023, in the Central Office Conference Room at 7:00 p.m.

-
- I. CALL TO ORDER** - Chairperson Kate Beauparlant called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

ATTENDANCE

Present:

Kate Beauparlant (Chairperson)
 Cathy Grant (Secretary)
 Valerie Muschiano
 Sarah Thompson
 Christopher Wilson

Absent:

Meagan Wicks (Vice Chair)
 Arikka Kalwara

Also Present:

Adam S. Burrows (Superintendent)
 Lloyd A. Johnson, PhD (Director of Student Services)
 Dee Dee Jackman (BOE Clerk)
 Brian Kallio (Director of Facilities and Maintenance)
 Mike Creaturo (Technology Coordinator)

Chairperson Kate Beauparlant read the BOE Mission Statement.

CITIZENS / COMMENTS – None

- II. GUESTS** – Brian Kallio, Director of Facilities and Maintenance gave the Board an update regarding school priorities completed over the summer: Asbestos Abatement Project (2 hallways in the 1983, 60's and 70's sections). Mystic Air and Talevi did an excellent and timely job in the abatement. These two items were completed using reimbursed funds from the oil tank replacement project project).

Board of Education funds were used for: new carpets in the early childhood hallway; pavement by the gym double doors; 2 new mini split A/C units in third and fourth grades. (The entire school is now air conditioned except 2 Kindergarten rooms that will be addressed as soon as possible); new carpeting in four classrooms; new swing set (increasing the amount and adding a handicap swing); PreK has a new nature activity area; and camera/DVR upgrades in the entire school and central office.

Our second guest, Mike Creaturo, Technology Coordinator, updated the Board on the following:

- **SERVERS** - contacted Apex to discuss options for making upgrades to our system
- **VIEWBOARDS** - There was difficulty signing in to View Boards - updates have been installed
- **CHROMEBOOKS** - Resolved dozens of minor issues (forgotten passwords, Quick Cards for K-2 sign-in, account access, etc). Students have access to IXL, HMH, Heggerty, and STAR.
- **NEW STAFF** - Created/provided badges, accounts, and installed devices for 3 new teachers, 3 new paras, 1 new intern, 1 new student teacher, and 1 custodian
- **NEW STUDENTS** - Created/provided accounts and devices for 12 new students; all students now have headphones as well
- **INVENTORY** – Creating an inventory of all technical equipment
- **EQUIPMENT DISPOSAL** - Contacted companies for information about disposing obsolete equipment in the tech closet.

Mr. Burrows praised all the work that Brian and Mike have done over the summer in preparation for the opening of school.

III. CONSENT AGENDA

MOTION # 1 (9/14/23) was made (Grant/Thompson) for the Board to approve the Consent Agenda as presented; all in favor; motion passes.

IV. ADMINISTRATIVE REPORTS

1. **PRINCIPAL'S REPORT** (Submitted by Amy L. Suffoletto, Presented by Adam S. Burrows)
Mr. Burrows distributed the Connecticut Guidelines for Educator & Leader Evaluation and Support 2023. Also distributed was the PTO Calendar.

Students as a Focal Point

- **Middle School Classes** - Our grades 7 and 8 ventured to Ekonk Hill Turkey Farm for ice cream to kick off the year together. Grade 6 had an ice cream treat and outside time as they began their middle school journey.
- **Exploratory Spanish** - Grades 7/8 have begun their exploration into Spanish this year! Students were eager to begin learning a new language before high school.
- **Fall Soccer** - At this time, we were unable to secure a head soccer coach for the fall season. Without a head coach we are unable to move forward with a soccer team this fall. Our Athletic Director is working on putting together a soccer skills clinic for students in grades 5-7 who wish to work on their skills for the following season. We will be searching for a soccer coach early next Spring in preparation for the 24-25 school year.
- **Preschool Natural Playground** - The preschool natural playground has been installed. It features a miner's sleuth, an exploration table, a wooden boat, a mud kitchen, and a bench to sit on. Preschool and Kinder students have had a great time using it.
- **Playground Swings Update** - Brian Kallio updated our swings and has replaced the structure and the amount of swings available to students this year.
- **Volleyball Update** - Last year the BOE approved an intramural volleyball team. This team was a great way for our students entering HS to feel confident in playing volleyball. Our 9th grade students have made the NFA, Griswold and Wheeler teams.
- **School Lunch Program** - The school lunch program saw an increase of numbers this past year due to free breakfast and lunch. For the 23-24 school year, funding will support FREE breakfast for all students and Free lunch for free/reduced qualifying students. Full pay is \$3.75 per lunch meal.
- **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - Completed and all student reports will be sent to families when received in September 2023. Review of testing and action items will be done at the end of September and throughout the school year.
- **Upcoming:**
 - NESS Field Trip Grade 8 September 15th
 - Picture Day September 19th
 - Open House September 19th 5-7pm
 - Early Dismissal October 6th 12pm
 - No school Monday October 9th

Curriculum, Learning, and Instruction

- **Curriculum/Committee Work** - Teachers in the beginning of the year focused on routine professional learning, working with their grade level teams as well as learning about their Vue Board programs to enhance technology in the classroom. This year teachers will focus on Into Reading and Into Literature, aligning writing instruction/practices and expectations, additionally aligning Science, and Social Studies items into the ELA documents, as well as other curriculum areas to ensure we are meeting the needs of all students. Revamping of pacing guides, benchmark assessments, and report cards will also be throughout this year.
- **VES Website/Social Media** - Great effort has been made to update and post current information/resources for families. VES hosts a Facebook and Instagram page for communication.

- **VES Google Calendar** - Staff continues to utilize the Google Calendar tool, which highlights the important events taking place at VES and in our community.
- **Meetings** - Include regular meeting of the following committees as needed: English/Language Arts, Mathematics, TEAM, Wellness, Student Services Department, Safe School Climate, Crisis Intervention Team, Transportation, School Readiness Council, Indoor Air Quality/Tools for Schools/Safety, School Security and Safety, JHS/HS Transition, and a Faculty Meeting monthly as determined logistically.
- **Professional Development** - Teachers and Paras continue with professional learning as determined for school year 23-24 on early dismissal days, committee meetings and professional learning and grade level work takes place.
- **Teacher Evaluation Plan / TEAM** - Any plan updates will be reviewed with the PDEC committee and according to State guidelines. TEAM is meant for beginning teachers. Julia Lavin and Sarah Seifert have been assigned a mentor that will guide them through the two-year 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.
 - **FY 23 School Readiness and Quality Enhancement Grants** have been awarded and received.
 - **NAEYC Accreditation** – Accreditation is through 2027 and SR staff continue to work in the portfolio to ensure all action items are met and completed regularly.

Technology, Building, Grounds, Transportation & Safety

- Mike Creaturo, Technology Coordinator, continues to support IT needs within the building.
- Brian Kallio, Director of Maintenance, continues to review, implement, and address needs within our school building and on our grounds related to reopening of school. He has worked to maintain our building over the hot summer months.
- Anne Michaud, Director of Transportation, continues to review and address needs within our transportation department. Anne has finalized bus routes for all bus runs and has made adjustments due to arrival times to ensure a smooth back to school.

Community and Public Relations

- **PTO** - Suggestions are welcome for the school year. Contact Hailie Davis hdavis@voluntownct.org.
Voluntown PTO is looking for parent members. Without parent members, we will not be able to host events. Consider supporting an upcoming event.
- **Youth Service Bureau/Local Prevention Council** – The YSB-LPC Advisory Board meets virtually on the third Wednesday each month at 5:00 p.m. Contact Melinda Bryan mbryan@voluntownct.org.

2. DIRECTOR OF STUDENT SERVICES (Lloyd A. Johnson, PhD)

- On July 14, 2023, we received notice that Public Act 23-137 Extends IDEA Eligibility through the End of the School Year during which a Student Turns Age 22. Previously, in accordance with a judge's ruling, eligible students received services until his/her 22nd birthday. That practice is three years old. Prior to that, the practice was to be eligible for services through the school year the student turned age 21. The Special Education tuition budget approved for this year needs an increase to accommodate the longer year for a small number of students. We also reduced our outplacements by one student. Mr. Burrows has made adjustments.
- The state now requires a PPT before a student with an IEP may enroll in a Technical Education and Career School (Tech High Schools). This is our present practice.
- Due to the carpeting project at VES this summer, Amy and I redesigned our Summer School schedule. Thirteen students were served on Tuesdays through Thursdays from 7/5/23 through 7/27/23; 9:00 AM to 12:00 PM. OT, PT, and Speech therapies were also provided to a few students as required by their IEPs.
- During the summer break, members of the department participated in training activities worked on preparing for this new year and attended workshops that included: CT-SEDS Quality Training for B23/Preschool Ages students; reviewing caseload goals and planning assessments to measure

progress on those goals and objectives; and completing an Executive Functioning Course. Some of these activities were funded by the CT-SEDS Stipend Grant we received.

- Annual Performance on Connecticut's State Performance Plan - Voluntown School district; 2020-2021 School Year; publication Date: August 2023. Rating: Meets Requirements. The report will be distributed.
- Dr. Emily Casey, our consulting psychologist, leads 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 these 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 on September 21, 2023. Our Special Education teachers have begun administering the FAR. We have acquired the Feifer Assessment of Mathematics which is designed to identify Dyscalculia (learning disability in math). Our staff will receive training on that assessment in January.
- Dr. Johnson gave many thanks to Dr. Casey for the work and training she has provided to VES and praised the VES Student Services team for their excellent work with our students.
- A discussion was held regarding the process of evaluating the efficiency of IEP/504 accommodations and how they are met. Dr. Johnson explained the process/spreadsheets that Emilee Nelson and Amy Suffoletto utilize.
- Amy Suffoletto, earlier this week, completed a detailed faculty/staff training to review the specific processes and procedures for the accountability in the transitioning an IEP or a 504 Plan from one school year to the next.
- Mr. Burrows has been discussing with Preston and other sources regarding sharing a Social Worker as purchased services utilizing approved funds from a Mental Health three-year grant of \$25,150, \$25,150, and \$17,000.
- Mr. Burrows distributed the Special Education Tuitions report and reviewed it with the Board. A recent 30% tuition increase at TLC has resulted in a deficit in our Special Education tuition account.
- By September 14, 2023, this Director will have chaired 9 PPT/504/Parent Meetings held with the following schools: VES, The Learning Clinic in Brooklyn, EastConn's Northeast School in Killingly, EastConn's Autism Program in Columbia, Norwich Free Academy, Wheeler High School, Griswold High School, Griswold Alternative School, The Marine Science Magnet High School in Groton, and the Norwich Transition Academy.

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

	10/1/2021		10/1/2022		9/14/2023	
	IEP	504	IEP	504	IEP	504
PreK -8	34	31	34	36	37	31
9-12+	20	15	18	18	16	12
TOTAL	54	46	52	54	53	43

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

- Calendar of Events for September and October 2023
- The District Enrollment Report noted 235 students in Pre-K to 8th grade and 127 high school students.
- \$6,045.00 has been returned to the Town of Voluntown Undesignated Fund from grants, rebates, and other unanticipated savings received.
- CSDE Student Assessment News – August 2023
- Approved VES Calendar 23-24
- CABA Liaison Newsletter – Candidate Workshops; CABA/CAPSS Convention – November 17-18, 2023 in Groton, CT
- CABA News from the State Department of Education – August 28, 2023 – Chronic Absenteeism Trend and CT Performance Index
- CABA Policy Highlights – August 31, 2023 (CABA's New Model Generative AI Policy)
- Three-year comparison with our DRG F (District Reference Group) regarding the annual SBAC Testing for 2018-2019, 2021-2022, and 2022-2023. Voluntown has generally scored #1 in the first two years. The performance from 2022-2023 will be reviewed and priority goals for improvement

will be developed to share with the Board. We utilize a STAR reading and Math assessment three times per year and the Board will also receive reports this year to assess multi-year reports of student performance.

- District SBAC Assessment Report - The state has an overall performance goal of 75% for the SBAC ELA, Math, and Science assessments. Over the above three-year period, Voluntown did have scores that met this goal.
- Shipman's 2023 Educational Legislation Update from CAPSS (Connecticut Association of Public School Superintendents) that was over 100 pages of legislation (some with unfunded mandates) that our Board will review and work to implement during the upcoming school years.

VIII. OLD BUSINESS

1. Budget Transfers for 22-23

A Voluntown Referendum on June 7, 2022, officially approved the Board of Education budget for 2022-2023 of \$6,850,333 which represented an increase of \$65,136 or 0.96% over the 2021-2022 budget of \$6,785,196. This budget considered the financial needs of the community as well as the state final ECS or Educational Cost Sharing grant for 2022-2023. The BOE has an approved spending plan and is fully authorized to make adjustments and approve transfers.

All purchase orders for 22-23 have been processed and a list of all transfers for 22-23 is in the process of being completed for distribution to the Board of Education. These transfers will be made because of changes made in Special Education and High School Tuitions, Certified salary accounts, technology related repairs, and other adjustments related to unanticipated changes in meeting the needs of students.

MOTION # 2 (9/14/23) was made (Grant/Thompson) to approve the 22-23 transfers with a special thanks to Crystal Snyder, Accounts Payable/Payroll Manager, for her attention to detail in the 2022-2023 Board of Education budget; all in favor; motion passes.

A Voluntown Town Meeting on May 30, 2023 officially approved the Board of Education budget for 2023-2024 of \$7,055,334 which represented an increase of \$205,001 or 2.99% over the 2022-2023 budget of \$6,850,333. The BOE worked to prevent a MIL increase impacting the town during these challenging times and authorized the Superintendent to make adjustments to utilize savings in various accounts to accommodate price increases in other areas of the budget that is also considered a "spending plan" due to changes that occur each school year.

2. Budget Preparation Timeline for 24-25

This timeline has been developed in cooperation with the Board of Selectmen to keep them informed about educational priorities, needs of our students, and the goals of our school system based on a long-term Strategic Plan developed through a comprehensive "Community Conversation" process.

Thursday	09-14-23	Finalize all transfers in the 22-23 budget spending plan. Update the Board of Education 2024-2025 Budget Preparation Timeline
Thursday	10-12-23	Review a six-year history of all "actual" budget expenditures.
Thursday	11-09-23	Current curriculum initiatives and projected 24-25 curriculum priorities
Thursday	12-14-23	Review 24-25 projected costs for Transportation and Maintenance
Thursday	01-11-24	Initial Superintendent summary proposal of 24-25 budget to the Board
Thursday	02-08-24	Superintendent's updated 24-25 Proposal submitted to Board of Education
Thursday	02-22-24	Board of Education "Budget" Meeting (if needed)
Thursday	03-14-24	Updated 24-25 budget proposal presented to Board of Education
Thursday	03-18-24	24-25 Budget Proposal is sent to the Town Clerk for public dissemination
Thursday	04-18-24	Public Hearing at 7:00 p.m. about the 24-25 education budget proposal and Board of Education approval of the 24-25 budget proposal
Thursday	04-22-24	Budget proposal for 24-25 delivered to Town Clerk for dissemination
Tuesday	05-07-24	Possible annual Town Meeting to vote on Budgets Voluntown Elementary School gymnasium at 7:00 p.m.

3. Federal and State Grants

The following is a summary of short-term grants:

2021 through 2023

- 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 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)
- Special Education Stipend Grant #2: Application from CSDE will soon be distributed.

2023 -2024

- A Mental Health 3-year federal-state grant has been approved for our school system and we will receive allocation of \$25,150 in 23-24, \$25,150 in 24-25, and \$17,605 in 25-26 for a total amount that equals \$67,905. We will be able to use some of the funds to secure part-time Social Worker services from Preston.
- Received a Title IV grant for \$10,000 to purchase technology instructional supplies
- Received Title I (\$42,320) and Title II (\$5,878) grant funds totaling \$48,198 to partially support our SRBI (Scientifically Researched-Based Interventions) program that offer reading and math support for identified students.

MOTION # 3 (9/14/23) was made (Wilson/Grant) to authorize the Superintendent of Schools to submit an application for a fiscal year 2024 ARP ESSER – Small Town Right to Read grant to secure a possible allocation of \$33,000; all in favor; motion passes.

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.

4. Building Committee Update

The agenda for the Building Committee meeting held on Tuesday, September 12, 2023 was provided. Kate Beauparlant gave a verbal update of the Building Committee meeting.

Priorities included a review of the projects completed this summer:

- Mini-Splits for two classrooms (Completed)
- Central Office needs a repair or upgrade on the office side of the building (Gathering Quotes)
- Video Surveillance completed by CT Communication (ESSER III - \$78,879 and change order)
- Telephones: A contract for \$14,752 signed with CT Communication (completed)
- Asbestos Abatement: Hallway completed; Talevi Contract for 6-24; Approve Mystic Air payments
- Board Meeting Room Public Access Project: Completed \$5,755
- Building, Grounds, Playground Repairs, Trimming, Doorway Exit, and other improvements
- Securing a contractor for the Gym HVAC system being partially funded by ESSER III funds of \$84,449
- Review the Capital Improvement Plan for the school system.

HVAC Grant Application Process for 2023-2024

The Building Committee received an update about another State of Connecticut HVAC Grant Application process. It was noted that this grant requires an official Building Committee, a Town Meeting to authorize full funding of the project and then submitting a complete summary of all expenditures to the State Department of Education to determine eligible expenditures that qualify for an estimated 62% reimbursement for approved expenditures, and then receiving re-imbursement at a much later date. Documentation of these decisions related to the HVAC Grant requires motions by the Board of Education to officially start the process.

MOTION # 4 (9/14/23) was made (Grant/Muschiano) to authorize the Superintendent to start the extensive process of applying for another State of Connecticut HVAC grant that was just released with a due date of December, 2023; all in favor; motion passes.

MOTION # 5 (9/14/23) was made (Grant/Thompson) to request, if required by the State of Connecticut HVAC grant guidelines, that the Board of Selectmen re-appoint an official Building Committee to officially process all state mandates; all in favor; motion passes.

MOTION # 6 (9/14/23) was made (Grant/Thompson) to officially document that applying for a State of Connecticut HVAC meets the “Educational Specifications” of the Voluntown Public School System; all in favor; motion passes.

5. Capital Improvement Plan

Capital Improvements will be paid, if possible, by the annual Board of Education operating budget. VES is an older school with sections built in 1953, 1970, 1990, and 2000. Every effort is made to keep the school in excellent repair. The central office is 35-years old and needs a new HVAC system. We have made repairs and replacements, as needed, rather than build a new school. We have not requested special allocations of funds for unanticipated repairs, but we know that the Board of Selectmen would schedule a town meeting for the citizens to review a special allocation. We have had excellent successes in writing and receiving federal and state grants that have become available and some grants have paid for the complete cost of a project. Voluntown receives about 62% reimbursement for “eligible” expenditures for state grants that require full payment by the town prior to securing from the State Department of Education. The town, from time to time, does create accounts to create a local fund for an identified facilities update to keep the school in good repair. Our Maintenance and Facilities Budget is annually developed through our established IAQ/TfS/Safety Committee or Indoor Air Quality-Tools for Schools-Safety as part of a comprehensive approach to gather appropriate information, prioritize projects, and follow-through on frequent building inspections.

Completed and Upcoming Capital Improvement Projects (*Rough estimates for some projected costs*)

Project	Date	Projected Cost	Estimated Final Cost to Town
Boilers	2008	\$280,000	\$117,000 (<i>Balance paid by state</i>)
Tech Infrastructure Upgrade	2007	\$195,000	\$0.00 (<i>State Technology Grant</i>)
Security Improvements	2012	\$136,000	\$47,600
Roof	2016	\$1,104,304	\$435,000
Stairway to Field (with Rec)	2017	\$180,000	\$0.00 (<i>State Bond Commission</i>)
Pre-K Expansion	2017	\$95,000	\$0.00 (<i>Office Early Childhood Grant</i>)
Oil Tank Replacement	2019	\$200,000	\$66,000 (<i>\$112,742.49 paid state</i>)
Roof Top Air Handlers	2021	\$46,000	\$0.00 (<i>ESSER II Funds</i>)
Pavilion	2022	\$67,000	\$0.00 (<i>ESSER II Funds</i>)
Telephone System Upgrade	2023	\$14,752	\$0.00 (<i>ESSER III</i>)- <i>Funds Encumbered</i>
Video Surveillance Upgrade	2023	\$78,579	\$0.00 (<i>ESSER III</i>)- <i>Funds Encumbered</i>
Asbestos Abatement	2023/24	\$112,749	\$0.00 (<i>Oil Tank reimbursement to town</i>)
Security for all Entrances	2023	\$29,000	<i>ESSER and Operating Budget</i>
BOE Remote Access	2023	\$5,726	<i>Comcast Grant and BOE Funds</i>
Sound System	2023	\$8,300	<i>BOE Funds</i>

A \$170,000 HVAC grant was submitted on 12-1-22 to SDE and we did not receive it. Another grant, requiring full funding and about 62% reimbursement was just made available. We plan to request funds for HVAC replacement in the central office, A/C in the school library, rooms 36, 38, electrical upgrades, generator replacement and other priorities.

Projected Future Capital Improvement Projects with Estimates Costs

Project	Date	Estimated Costs	<i>Estimated Final Cost to Town</i>
HVAC for Gymnasium	2023/24	\$84,700	\$0.00 (ESSER III and other sources)
Security– All Entrances	2024/25	\$29,000	Operating Budget or grants
Electrical Panel Upgrade	2024/25	\$18,000	Operating Budget
Central Office Repairs	2024/25	\$68,500	Operating Budget
Replace an old Generator	2025/26	\$65,000	Operating Budget
Gymnasium Stage Curtain	2025/26	\$25,000	Operating Budget
Gym Sliding Door	2024/25	\$140,000	Perhaps a special request to Town
Total		\$345,000	<i>(Does not include gym HVAC)</i>

New buses will be needed in 2025/26. Our Transportation Committee monitors the “wear life” of all our vehicles and the costs of repairs and maintenance. We have had success in running our own bus company and utilizing a five-year lease-purchase program to minimize budget increases.

MOTION # 7 (9/14/23) was made (Grant/Thompson) to approve the updated 9-14-23 Capital Improvement Plan and authorize the Superintendent of School to forward it the Board of Selectmen to officially document possible upcoming projects to address the needs of the Voluntown Public School System ; all in favor; motion passes.

6. NFA 2025-30 Contract Update

Mr. Burrows distributed the “Agreement between the Voluntown Board of Education and Norwich Free Academy and the agreement from another NFA Partner school system to allow the Board to compare documents and plan for negotiating the upcoming 2025-2025 contract.

Nate Quesnel, Head of School, gave an update about the Partner District Master Agreement Process: NFA is working on developing a timeline for discussions and process. As soon as this is complete, he will share with it with the Partner School Systems for review. He will begin cultivating a draft Master Agreement.

It was noted that we will work to cross reference all nine Partner District documents and get in touch regarding any irregularities, as we start the negotiation process for the 2025-2030 contract.

7. Technology Manual 23-24 (2nd review)

A discussion was held regarding new policies acquired from CAFE regarding Generative AI (Artificial Intelligence), student use of Cell phones in school and posting on social media, and intellectual property. Sample CAFE policies were distributed and will be added to the next agenda. The Technology Manual 23-24 was tabled to the next meeting.

8. Kitchen Oven

A recent state audit of our food services program gave us an excellent review. The auditor also recommended using some of the remaining balances being carried over in our account for upgrading the equipment. The current oven is very old and needs to be replaced to allow more efficiency in the food preparation process as well as save energy. Three quotes were reviewed that included taking away the old oven.

MOTION # 8 (9/14/23) was made (Muschiano/Wilson) for the Board waive the bid process and approve the quote from B and G for the purchase of an oven at the cost of \$12,500 using USDA reimbursement funds currently available in our School Lunch account; all in favor; motion passes.

IX. NEW BUSINESS

1. Personnel/Faculty

MOTION # 9 (9/14/23) was made (Thompson/Grant) to accept the resignation from Bonnie Gaudreau as a Custodian; all in favor; motion passes.

MOTION # 10 (9/14/23) was made (Wilson/Grant) to accept the resignation from Melanie Faragosa as a Bus Driver. The Board thanks her for her 15 years of service at VES; all in favor; motion passes.

MOTION # 11 (9/14/23) was made (Muschiano/Thompson) to appoint Linda J. Lozada as a Bus/Van Driver; all in favor; motion passes.

MOTION # 12 (9/14/23) was made (Thompson/Grant) to appoint Juta Fedor as a midday Bus Monitor; all in favor; motion passes.

MOTION # 13 (9/14/23) was made (Muschiano/Wilson) to appoint Julie Kamienski as a Bus Monitor; all in favor; motion passes.

MOTION # 14 (9/14/23) was made (Grant/Thompson) to appoint Katherine Brown as a Paraeducator; all in favor; motion passes.

MOTION # 15 (9/14/23) was made (Wilson/Muschiano) to appoint Amanda Gould as the Music Director; all in favor; motion passes.

MOTION # 16 (9/14/23) was made (Thompson/Muschiano) to appoint Margaret Voland as the Athletic Director; all in favor; motion passes.

MOTION # 17 (9/14/23) was made (Wilson/Thompson) to appoint Andrea Kelly, Megan Glidden, Sue Dander, Jackie Vaillancourt, Katelyn Stockford as available Tutors for an Eagle After School program; all in favor; motion passes.

MOTION # 18 (9/14/23) was made (Thompson/Muschiano) to approve Hailie Davis as a Team Mentor for Sarah Seifert; all in favor; motion passes.

MOTION # 19 (9/14/23) was made (Thompson/Muschiano) to approve Kayla Barber as a Team Mentor for Julia Lavin; all in favor; motion passes.

2. Homeless Liaison

MOTION # 20 (9/14/23) was made (Wilson/Muschiano) to appoint Rachel Sahoo as the 23-24 McKinney/Vento Homeless Liaison for VES; all in favor; motion passes.

3. Policy # 4121 – Substitute Teachers

MOTION # 21 (9/14/23) was made (Muschiano/Wilson) to approve Policy # 4121 on Substitute Teachers as amended; all in favor; motion passes.

4. Policy and Regulation # 6159 – Individualized Education Program/Special Education Program

MOTION # 22 (9/14/23) was made (Grant/Thompson) to approve Policy # 6159 on Individualized Education Program/Special Education Program amended; all in favor; motion passes.

5. Strategic Plan 22-26

The Strategic Plan for 2022-26 was provided and reviewed.

6. BOE Clerk Job Description

MOTION # 23 (9/14/23) was made (Thompson/Muschiano) to approve the BOE Clerk Job Description as amended; all in favor; motion passes.

X. UPCOMING MEETING(S)/AGENDA ITEMS

- BOE Meeting – Thursday, October 12, 2023, at 7:00 p.m. in the Central Office Conference Room
- 22-23 Budget included in an updated report of a six-year comparison of actual expenditures
- Budget Preparation Timeline 24-25
- Building Committee Update
- Personnel (Soccer coach)
- Technology Manual 23-24 and additional policies
- Administrative update about the annual process and procedures for implementing 504 plans

XI. EXECUTIVE SESSION

MOTION # 24 (9/14/23) was made (Wilson/Muschiano) to invite the Superintendent of Schools into Executive Session at 9:16 p.m. for the purpose of discussing Personnel and Negotiations; motion passes.

MOTION # 25 (9/14/23) was made (Muschiano/Grant) to move out of Executive Session at 9:21 p.m.; all in favor; motion passes.

MOTION # 26 (9/14/23) was made (Grant/Wilson) to approve the Voluntown Board of Education and Voluntown Non-Certified Employees CSEA, SEIU, Local 2001 Contract for July 1 2023 through June 30, 2026; all in favor; motion passes.

XII. ADJOURNMENT

MOTION # 27 (9/14/23) was made (Thompson/Wilson) to adjourn at 9:25 p.m.; all in favor; motion passes.

<hr/> Witness	<hr/> Date	<hr/> Attest	<hr/> Date
---------------	------------	--------------	------------

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

APPROVED AT THE 10/12/23 BOE MEETING