

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

Thursday, October 10, 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 7:02 p.m.
- ATTENDANCE** **Present:** Diana Ingraham (Chairperson), Barbara Gileau (Secretary), Kate Beauparlant and Christopher Wilson
Absent: Kristen Trahan, Skart Paul and Flo Harman
Also Present: Adam S. Burrows (Superintendent) and Amy Suffoletto (Principal)
- II. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. CITIZENS / COMMENTS** - Present were Kathleen Groth, Holly Santiago, Amanda Gould, Chelsea Burns, Dennis Page and Tracey Hanson
- IV. GUESTS** - New Faculty Members were welcomed by the Board: Amanda Gould (Music Teacher), Chelsea Burns (Art Teacher), Holly Santiago (School Nurse) and Kathleen Groth (Social Worker). The Superintendent expressed his appreciation for the excellent efforts they have all put forth in getting ready for this new school year. The Superintendent also celebrated and gave special thanks to Barbara Gileau, who has served on the Board of Education for 10 years and also to Diana M. Ingraham, who has faithfully served for the past 30 years! Expressions and appreciations were also given by Amy L. Suffoletto (VES Principal) and Tracey Hanson (Voluntown First Selectman). We are all grateful for your dedication and service to this school.
- V. CONSENT AGENDA**
MOTION #1 (10/10/19) was made (Wilson, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.
- VI. ADMINISTRATIVE REPORTS**
- 1. PRINCIPAL'S REPORT** (by Amy L. Suffoletto)
- Students as a Focal Point**
- **Fall Sports** - Co-ed soccer season is underway with thirty-four student athletes, led by Brian Racicot, Head Coach, Andrea Kelly, Assistant Coach and Tyler Keith, Assistant Coach.
 - **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - Grade 3-8 reports were filed in our students' education records and sent home to families in September.
 - **PTO Wondergy Assembly** - Held on October 3, 2019. Students and staff learned science concepts and had fun during this interactive presentation using skateboards.
 - **Fall Benchmark Data Team Meetings** - Held October 2-10, 2019. Grade Level Teachers, Special Education Teachers, SRBI Interventionist and Administrators met to review benchmark assessment data, classroom performance data and social/emotional/behavioral data for each student in order to meet their individual needs.
 - **Trimester 1 Progress Reports** - Sent home on October 7, 2019.
- Curriculum, Learning, and Instruction**
- **VES Google Calendar** - Staff continues to utilize the Google Calendar tool, which highlights the important events taking place at VES and in our community each week.
 - **Grade Level/Team Meetings** - Teams and/or individual subject-area teachers meet on a monthly basis to review building priorities, schedules, curriculum, assessments and effective instructional strategies in order to meet the needs of students.
 - **In-house Meetings** - Include regular meetings of the following committees: 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 monthly Faculty Meetings.
 - **Teacher Evaluation Plan** - Required updates to the evaluation plan will be completed this fall.
 - **Professional Development (9/13/19)** - The English/Language Arts, Mathematics, Social Studies and JH/HS Committees met to discuss current and upcoming related items.
- Grants/Reports/Applications**
- **School Nutrition Program Verification Procedures** - To be submitted to CSDE by November 15, 2019.
 - **Direct Certification/Lunch Applications** - Several times per week, the Direct Certification site certifies eligible children for free or reduced meals without the need for household applications and review of

household applications to determine eligibility for free or reduced meals. Families are encouraged to complete an application and submit to the Principal to determine eligibility.

Building, Grounds, and Transportation & Safety

- **Flu/Pneumonia/Whooping Cough Clinic** - A Walgreens Vaccination Clinic for our staff and their families was held on September 27, 2019.
- **Summary of Drills** - Fire Drill (2); Earthquake Drill (0); Lockdown Drill (0); Evacuation Drill (0)

Community and Public Relations

- **PTO** - Fall events include: PTO Fall Book Fair (October 21-25, 2019); PTO Check Drive Fundraiser (due October 18, 2019); and PTO Halloween Party (October 31, 2019) from 4:30-6:00 p.m., which is followed by the Recreation Commission's Trunk-or-Treat (from 6:00-7:00 p.m.). The next meeting is scheduled for October 15, 2019 at 3:30 p.m. in the VES Library.
- **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.

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

- The wheelchair accessible van is expected to enter service October 9, 2019. The family and the special services department members are grateful and appreciative of the responsiveness of the Board of Education and Mr. Burrows to this request made at your last meeting.
- We were notified that a Frontline data entry employee accidentally forwarded a file containing Voluntown student demographic data to another school customer by mistake. Frontline responded promptly to the incident by securing the acknowledgement that the two employees of the other district had deleted the file from their records. In accordance with Board Policy, the parents of the students whose information was shared have been notified.
- As we expected, the workload of our new social worker and additional tasks/services she may perform for us exceeds the .2 FTE originally assigned to this position. Mr. Burrows has identified additional funds that could be redirected to this service. This issue will be discussed under New Business.
- We decided to add to our list of memberships United Cerebral Palsy's Assistive Technology Lending and Accessibility Services. The coordinator provides device lending and trials, demonstrations, assessments, training and financial assistance through grants. The fee is \$250/year.
- As of October 10, 2019, this Director has chaired 31 PPT/504/parent meetings distributed among 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:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	50	22
9-12+	23	12
Total	73	34

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

- Calendar of Events for September through October 2019
- The District Enrollment Report noted 265 students in grades Pre-K to 8 and 131 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). \$4963.86 has been returned to the Town for 2019/20.
- Annual Revenue and Cost Expenditure Report for the 2018/19 School Lunch Program
- Letter from Angela Gardella regarding election results for the CSEA/SEIU Local 2001 Chapter. Angela Gardella is the President, April Florence is the Vice-President, Krystal Fitzpatrick is the Secretary and Shawna Stephanski is the Treasurer.
- Notification regarding Mosquitoes in Voluntown testing positive for Easter Equine Encephalitis (EEE)
- EASTCONN Executive Director's letter notifying that our district is eligible to have one seat on the EASTCONN Board of Directors
- Letter from EASTCONN Policy Sub-Committee of EASTCONN's Executive Committee of the Board of Directors regarding an amendment of their By-laws
- Superintendent's Spotlight on Education
- Letters from BOE: to Bonnie Gaudreau informing her of the Board's vote to hire her as a part-time Custodian; to Kathleen Groth of the Board's vote to hire her as a Social Worker; to Marissa Loranger on

the Board's vote to hire her as a Paraprofessional with Special Services; and to Emily MacEwen acknowledging approval of an unpaid leave of absence

- Municipal Training: How to Run Legal and Effective Public Meetings flyer
- CABA Liaison Newsletter for October, 2019
- Editorial from The Day: "The sooner the better in school social work"
- Eversource Energy Conservation Project Update
- Update on Regular and Special Education Tuitions
- RevTrak School lunch payment program discussion

VII. COMMITTEE REPORTS - Reviewed under Consent Agenda

VIII. OLD BUSINESS

1. **2019-20 Budget** – The Superintendent distributed a Six-Year Budget Comparison. 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.
2. **Budget Preparation Timeline and Process for 2020-21**

Thursday	07-25-19	Review "DRAFT" of the BOE 2020-21 Budget Process Timeline
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 "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 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.
3. **Policy #5124 – Reporting to Parents (Third reading)**
MOTION #2 (10/10/19) was made (Gileau, Beuparlant) to approve the Reporting to Parents Policy #5124 as presented; ALL IN FAVOR. Motion carries.
4. **Policy, Regulation and Form #5131.911 – Bullying/Safe School Climate Plan (Second reading)**
MOTION #3 (10/10/19) was made (Gileau, Beuparlant) to approve the Bullying/Safe School Climate Plan Policy, Regulation and Form #5131.911 as presented; ALL IN FAVOR. Motion carries.
5. **Policy and Form #5141.214 – Student Sunscreen Use (Second reading)**
MOTION #4 (10/10/19) was made (Wilson, Gileau) to approve the Student Sunscreen Use Policy and Form #5141.214 as presented; ALL IN FAVOR. Motion carries.
6. **Policy #5144.4 – Physical Exercise and Discipline of Students (Second reading)**
MOTION #5 (10/10/19) was made (Gileau, Wilson) to approve the Physical Exercise and Discipline of Students Policy #5144.4 as amended; ALL IN FAVOR. Motion carries.
7. **Policy #6141.3271 – Voice Assistant Devices (Third reading)**
MOTION #6 (10/10/19) was made (Gileau, Beuparlant) to approve the Voice Assistant Devices Policy #6141.3271 as presented; ALL IN FAVOR. Motion carries.

MOTION #7 (10/10/19) was made (Gileau, Wilson) to rescind Motion #6 for further discussion; ALL IN FAVOR. Motion carries.

MOTION #8 (10/10/19) was made (Gileau, Beuparlant) to approve the Voice Assistant Devices Policy #6141.3271 as amended; ALL IN FAVOR. Motion carries.
8. **Policy #6152 – Grouping (Second reading)**
9. **Policy #6159 – Individualized Education Program/Special Education Program (Second reading)**
10. **Faculty and Staff Update 2019-20**

11. Job Description

MOTION #9 (10/10/19) was made (Wilson, Gileau) to approve the Social Worker Job Description as presented; ALL IN FAVOR. Motion carries.

12. Title IX Coordinator

MOTION #10 (10/10/19) was made (Beauparlant, Gileau) to approve Marisa Kadar as the Title IX Coordinator for 2019-20; ALL IN FAVOR. Motion carries.

13. Medicaid Reimbursements – Tabled to next meeting**14. Special Education: Review of High School Programs – Tabled to next meeting****IX. NEW BUSINESS****1. Personnel**

MOTION #11 (10/10/19) was made (Gileau, Beauparlant) to approve Daisy Phillips as a Paraprofessional with Special Services; ALL IN FAVOR. Motion carries.

MOTION #12 (10/10/19) was made (Gileau, Beauparlant) to accept Kimberly Iron's resignation as a Van Driver; ALL IN FAVOR. Motion carries.

2. Building Use Requests

MOTION #13 (10/10/19) was made (Gileau, Wilson) that the Board of Education approve the request from Smart Recovery-YSB to use the school library on Wednesday nights from 6:30 p.m. to 9:00 p.m. during the 2019-20 school year; ALL IN FAVOR. Motion carries.

MOTION #14 (10/10/19) was made (Gileau, Wilson) that the Board of Education approve the request from QVSA Soccer to use the school gym on October 1, 4, 8, 11, 15, 18, 2019 from 5:30 p.m. to 6:45 p.m.; ALL IN FAVOR. Motion carries.

MOTION #15 (10/10/19) was made (Wilson, Gileau) that the Board of Education approve the request from Old Man Basketball to use the school gym on Tuesday nights based on availability; ALL IN FAVOR. Motion carries.

MOTION #16 (10/10/19) was made (Wilson, Gileau) that the Board of Education approve the request from the Farmer's Market to use the school parking lot on Sundays from 7/12/20 to 10/4/20 from 9:00 a.m. to 1:30 p.m.; ALL IN FAVOR. Motion carries.

3. CIRMA Liability**4. Social Worker**

MOTION #17 (10/10/19) was made (Gileau, Wison) to increase the Social Worker's hours from one day per week to two and a half days per week; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- The next meeting will be on November 14, 2019 at 7:00 p.m.
- Policy #6152 – Grouping (Third reading)
- Policy #6159 – Individualized Education Program/Special Education Program (Third reading)
- Budget Preparation Timeline and Process for 2020-21
- Faculty and Staff Update 2019-20
- Job Description – Social Worker (Second reading)
- Medicaid Reimbursements
- Special Education: Review of High School Programs
- RevTrak: School Lunch Payment Program

XI. EXECUTIVE SESSION - None**XII. ADJOURNMENT**

MOTION #18 (10/10/19) was made (Gileau, Beauparlant) to adjourn at 8:55 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 11/14/19 BOE SPECIAL MEETING