

**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, November 14, 2019  
Board of Education Meeting Room - 7:00 p.m.

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**Annual Re-Organization - Election of Officers**

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- I. CALL TO ORDER** The Superintendent called the Annual Re-organization meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Kate Beuparlant, Cathy Grant, Arikka Kalwara, Kristen Trahan, Meagan Wicks and Christopher Wilson  
**Absent:** Skart Paul  
**Also Present:** Adam S. Burrows (Superintendent) and Amy Suffoletto (Principal)

**ELECTION OF OFFICERS** The Superintendent of Schools opened the floor for nominations for the annual election of the Board of Education Officers: Chairperson, Vice Chairperson, and Secretary.

Trahan nominated Beuparlant for BOE Chairperson, seconded by Kalwara.  
Wicks nominated Wilson for BOE Chairperson, no second was made.

**MOTION #1 (11/14/19): was made (Trahan, Wilson) to close nominations for the Board of Education Chairperson; all in favor. Motion is passed.**

**MOTION #2 (11/14/19): was made (Trahan, Grant) that the Board nominate and elect Kate Beuparlant as the Board of Education Chairperson; BALLOT VOTE RESULTS: 4 votes for Beuparlant, 1 vote for Wilson and 1 abstain. Motion is passed.**

Chairperson Beuparlant took the floor to continue the nominations.  
Grant nominated Trahan for BOE Vice Chair, seconded by Kalwara.

**MOTION #3 (11/14/19): was made (Grant, Trahan) to close nominations for the Board of Education Vice-Chairperson; all in favor. Motion is passed.**

**MOTION #4 (11/14/19): was made (Kalwara, Grant) that the Board nominate and elect Kristen Trahan as the Board of Education Vice-Chairperson; BALLOT VOTE: 5 votes in favor and 1 abstain. Motion is passed.**

Trahan nominated Grant for BOE Secretary, seconded by Kalwara.

**MOTION #5 (11/14/19): was made (Trahan, Kalwara) that the Board close nominations for the Board of Education Secretary; all in favor. Motion passed.**

**MOTION #6 (11/14/19): was made (Trahan, Beuparlant) that the Board nominate Cathy Grant as the Board of Education Secretary; BALLOT VOTE: 4 votes in favor and 2 abstain. Motion is passed.**

Chairperson Beuparlant called the special meeting to order at 7:10 p.m.

- II. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. CITIZENS / COMMENTS** - No comments were made. Citizens present: Karen Britt, Mike Creaturo, Andrea Kelly, Dennis Page, Margaret Voland, Diana Ingraham, Courtney Magario, Mark Skaff
- IV. GUESTS** - None
- V. CONSENT AGENDA**  
**MOTION #7 (11/14/19) was made (Trahan, Grant) 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**
- Trimester 1 Progress Reports were sent home on Monday, October 7, 2019.

- Red Ribbon Week was celebrated in October 21-25, 2019.
- PTO Book Fair was held from Monday October 21-25, 2019.
- Fall Sports - The VES Soccer Team played against Franklin in the Championship Game on October 28, 2019 in Franklin. Congratulations 2019 SEMSAC Soccer Champions!
- Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist) - The CT Next Generation Science Standard reports for grades 5 and 8 from the spring of 2019 have been sent home.
- Eighth Grade High School Update - Eighth grade students have visited all seven high schools. Students are in the process of completing applications for high schools that they are interested in attending.

**Curriculum, Learning, and Instruction**

- Professional Development - Held on 10/31/19: Science, Social Studies, School Climate committees met to discuss current and upcoming related items. There was training provided for use of the CPen and three teachers visited the Makerspace Lab at Shepard Hill Elementary School, Plainfield.

**Grants/Reports/Applications**

- School Nutrition Program Verification Procedures - Verification process has been completed. All letters, forms, and reports have been submitted to CSDE before the due date.
- Connecticut Office of Early Childhood - The Monthly School Readiness Reports for the Pre School and School Readiness Program have been updated for submission by the monthly due date.
- NAEYC - The NAEYC accreditation visit occurred on November 6, 2019. Information regarding the visit will be available within three months.
- The Food Safety Inspections Report was completed on November 5, 2019 with Tom O’Connor.

**Building, Grounds, and Transportation & Safety**

- School Safety - Our volunteering procedures include a yearly DCF form and a volunteer meeting on a triennial basis. Those who have completed a volunteer meeting during the 18-19 school year, will not need to complete one until the 22-23 school year. Anyone who has not completed a volunteer meeting will need to do so prior to volunteering this school year.
- Summary of Drills - Fire Drill (2); Earthquake Drill (1); Lockdown Drill (0); Evacuation Drill (0)

**Community and Public Relations**

- PTO - Upcoming event: Paint Night on November 14, 2019. Monthly PTO meetings are held at either 3:30 p.m. or 6:00 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. YSB has continued to offer so many new activities for students. We encourage students to register and participate in these fun and educational experiences.

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

- The wheelchair accessible van is in service. I am pleased to report that the student for whom the van was purchased is thrilled with the two rides a day the student takes.
- The C-Pens ordered for students with difficulty reading grade level material arrived last month. On October 31st, the student services department staff and the middle school teachers participated in a webinar hosted by the staff of Scanning Pens to be trained on their use. Each special education teacher was issued a C-Pen to use and one for their identified students IEP’d to have access to one.
- As of November 13, 2019, this Director has chaired 56 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	49	21
9-12+	23	12
<b>Total</b>	<b>72</b>	<b>33</b>

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

- Calendar of Events for November and December 2019
- The District Enrollment Report noted 265 students in grades Pre-K to 8 and 130 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). \$13,815.86 has been returned to the Town for 2019/20.
- Superintendent’s Spotlight on School Safety
- Chain of Command templateCAPSS/CSDE/CABE: Joint Statement Addressing Issues of Intolerance

- Letter from BOE to Kimberly Irons acknowledging receipt of her letter of resignation
- CABE Liaison Newsletter for November, 2019
- 2019-20 Estimated Tuitions Report
- The Superintendent congratulates the VES Soccer Team and sends a special thanks to all the students with their undefeated season.

**VII. COMMITTEE REPORTS** - Reviewed under Consent Agenda

**VIII. OLD BUSINESS**

**1. Budget Preparation Timeline and Process for 2020-21: Curriculum Initiatives and Priorities**

The Superintendent reviewed goals of the Curriculum Committees and the Strategic Plan describing the process of developing annual goals that align with the school budget. A report was distributed to the Board with a six year history of 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.

**2. Policy # 6152 – Grouping (Third reading)**

**MOTION #8 (11/14/19) was made (Trahan, Wilson) to remove Policy #6152 on Grouping; all in favor. Motion carries.**

**3. Policy # 6159 – Individualized Education Program/Special Education Program (Third reading)**

**MOTION #9 (11/14/19) was made (Wilson, Grant) to approve Policy #6159 on Individualized Education Program/Special Education Program as presented; all in favor. Motion carries.**

**4. Faculty and Staff Update 2019-20**

**5. Medicaid Reimbursements - Tabled to next meeting**

**6. Special Education: Review High School Programs - Tabled to next meeting**

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

**MOTION #10 (11/14/19) was made (Trahan, Grant) to approve the RevTrak: School Lunch Payment Program; all in favor. Motion carries.**

**IX. NEW BUSINESS**

**1. Snow Removal**

**MOTION #11 (11/14/19) was made (Trahan, Wilson) to approve the Snow Removal bid from T.R.S. Landscaping and have the BOE Chair sign the contract; all in favor. Motion carries.**

**2. Committee Preferences of Board of Education Members**

**3. Board of Education Meeting Schedule for 2020**

**MOTION #12 (11/14/19) was made (Wilson, Grant) to approve the BOE Meeting Schedule for 2020 as presented; all in favor. Motion carries.**

**4. Authorized Signers of the ED-099 Agreement for the Child Nutrition Program**

**MOTION #13 (11/14/19) was made (Grant, Trahan) to designate Adam S. Burrows and Amy Suffoletto as authorized signers of the ED-099 Agreement for the Child Nutrition Program; all in favor. Motion carries.**

**5. Authorize Superintendent to Submit the Title I and Title II Grants**

**MOTION #14 (11/14/19) was made (Wilson, Grant) to authorize the Superintendent to submit the Title I and Title II Grants; all in favor. Motion carries.**

**6. Authorize Superintendent to Submit the Title IV Part A Grant**

**MOTION #15 (11/14/19) was made (Wilson, Grant) to authorize the Superintendent to submit the Title IV Part A Grant; all in favor. Motion carries.**

**7. 2020-2021 School Calendar (First draft)**

**8. Personnel**

**MOTION #16 (11/14/19) was made (Grant, Trahan) to accept Diane Ricard's retirement as a Paraprofessional on February 3, 2020; all in favor. Motion carries.**

**MOTION #17 (11/14/19) was made (Trahan, Grant) to approve Nicole Vitali as the Girls Basketball Head Coach; all in favor. Motion carries.**

**MOTION #18 (11/14/19) was made (Grant, Trahan) to approve Chuck Salter as the Girls Basketball Assistant Coach; all in favor. Motion carries.**

**MOTION #19 (11/14/19) was made (Grant, Trahan) to approve Ed Duncan as the Boys Basketball Head Coach; all in favor. Motion carries.**

**MOTION #20 (11/14/19) was made (Trahan, Kalwara) to approve Margaret Volland as the Boys Basketball Assistant Coach; all in favor. Motion carries.**

**MOTION #21 (11/14/19) was made (Grant, Trahan) to approve Darlena Loranger and Kayla Berard as Cheerleading Co-Coaches; all in favor. Motion carries.**

**MOTION #22 (11/14/19) was made (Grant, Trahan) to approve Kayla Berard and Emilee Penman as Drama Co-Coaches; all in favor. Motion carries.**

**MOTION #23 (11/14/19) was made (Wilson, Trahan) to approve Andrea Kelly as the Track and Field Head Coach; all in favor. Motion carries.**

**MOTION #24 (11/14/19) was made (Trahan, Grant) to approve Rhonda Bursey as the Track and Field Assistant Coach; all in favor. Motion carries.**

**9. Student Teachers**

**MOTION #25 (11/14/19) was made (Trahan, Wilson) to approve Megan Dobrolet as a Student Teacher from Sacred Heart University starting in January, 2020; all in favor. Motion carries.**

**MOTION #26 (11/14/19) was made (Grant, Trahan) to approve Bailey Smith as a Student Teacher from Western Governors University starting in May, 2020; all in favor. Motion carries.**

**10. Bus Use Requests**

**MOTION #27 (11/14/19) was made (Wilson, Grant) that the Board of Education approve the request from the Voluntown Baptist Church to use a bus on November 22 and 23, 2019; all in favor. Motion carries.**

**11. Policy # 5142 – Safety (First reading)****12. Policy # 6114.8 – Pandemic/Epidemic Emergencies (First reading)****X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- The next meeting will be on December 12, 2019 at 7:00 p.m.
- Budget Preparation Timeline and Process for 2020-21
- School Calendar 2020-2021 (Second draft)
- Medicaid Reimbursements
- Special Education: Review High School Programs
- Policy # 5142 - Safety (Second reading)
- Policy # 6114.8 - Pandemic/Epidemic Emergencies (Second reading)

**XI. EXECUTIVE SESSION**

**MOTION #28 (11/14/19) was made (Trahan, Wicks) to move into Executive Session at 8:47 p.m. for the purpose of discussing upcoming Non-Certified Contract Negotiations; All in favor. No action was taken.**

**XII. ADJOURNMENT**

**MOTION #29 (11/14/19) was made (Trahan, Wilson) to adjourn at 9:08 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 12/12/19 BOE Meeting**