

**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 MEETING MINUTES**

Thursday, September 12, 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), Kate Beuparlant and Christopher Wilson  
**Absent:** Skart Paul and Flo Harman  
**Also Present:** Adam S. Burrows (Superintendent), Lloyd A. Johnson, Ph.D. (Director of Student Services) and Amy Suffoletto (Principal)
- II. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. **CITIZENS / COMMENTS** – Dawn Bertocki was present and had no comments.
- IV. **GUESTS** – None
- V. **CONSENT AGENDA**

**MOTION #1 (9/12/19) was made (Beuparlant, Trahan) 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**

- **Kindergarten Meet & Greet and Preschool Orientations-** Held on August 23, 2019 and August 28-29, 2019, respectively.
- **First Day of School** - Students in grades K-8 began school on August 28, 2019. Preschool began on August 30, 2019. Current enrollment is as follows: 258 students in grades PK-8. Our Preschool/School Readiness program has 48 available spaces (12 per classroom session) – we received funding for 44 spaces from the SR Grant. Current PK enrollment: 44 students (11 non-resident students).
- **Student/Parent and Supervision Handbooks** - Updated all Student/Parent Handbooks, the High School Selection Handbook, the PreSchool/School Readiness Supervision Guide, Lunch/Recess Supervision Guide and the Athletic Handbook.
- **Open House/High School Fair** – Held on September 10, 2019 from 5:00-7:00 p.m.

**Curriculum, Learning, and Instruction**

• **Faculty/Staff Workdays – August 26-27, 2019**

**All Staff** - Faculty/Staff Handbook updates - CIT Handbook; School Map/Safety Drills; Committee Assignments/Google Calendar; Benchmark Assessment Calendar; Data Analysis; CSDE Reports; BOE Policies; BOE Strategic Plan/BOE Goals/Administrative Goals/VES Goals and Motto; Back-to-School Folders; Faculty/Staff Assignments and Extensions; Emergency Phone Lists; Student/Parent Handbooks; Supervision Guides; Restorative Discipline; Code of Professional Responsibility; Schedules/Duties; School Climate Review; Eagle Electives; Blood Borne Pathogens Training; Annual Training Program Regarding Emergency First Aid to Students Who Experience Allergic Reactions; Roles and Responsibilities; and Review of IEPs and 504s

**Teachers** - Medication Administration Training; Teacher Evaluation and Support Plan Overview

**Paraprofessionals** - Paraprofessional Responsibilities

**Early Childhood Staff** - Meaningful Circles Training - LEARN

**Grants/Reports/Applications**

- **Connecticut Office of Early Childhood** - The Monthly School Readiness Reports for the Preschool and School Readiness Program have been updated for submission by the monthly due date.

**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.
- **Summary of Drills** - Fire Drill (1); Earthquake Drill (0); Lockdown Drill (0); Evacuation Drill (0)

### Community and Public Relations

- **Economic Development Commission** - A “Back to School” event was held at the Farmers’ Market on August, 25, 2019. VES collaborated with the EDC, YSB, and PTO to make this event full of fun, family-friendly activities.

The Principal distributed her Voluntown and State of Connecticut Comparison Report showing 5 Year SBAC English/Language Arts and Math Data Analysis.

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

- Recently, it has come to our attention that the availability of wheelchair accessible transportation is necessary. We are exploring alternatives which will be discussed under New Business.
- The Student Services Department met with Shannon Taber, Assistive Technology Coordinator for United Cerebral Palsy, on May 23, 2019. She presented samples of Assistive Devices/Technology for students with disabilities. UCP has a library of devices for review and loan for districts to examine/try out. Of particular interest is the C-Pen which reads lines of text aloud (usually through earphones) to the listener. We are borrowing two to try out with some of our students who have difficulty reading grade level content texts. UCP also provides related Assistive Technology program services such as Augmentative Technology Evaluations. They have a yearly membership fee.
- Griswold Public Schools ended its temporary hold on accepting new students to GHS’s Resource Program and its Alternative School in July when their budget was adopted. Unfortunately, the increase initially requested to make a part-time special education teacher full-time for the Alternative School was removed from the spending plan. A Voluntown family hoping to have their student attend that program was disappointed that the program is closed to additional students at this time. However, that student is being serviced at GHS. We also received direction that any students with IEPs wanting to register at GHS must process the registration paperwork through the Director of Special Education’s office, not the high school.
- As of September 11, 2019, this Director has chaired 9 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	51	21
9-12+	23	12
<b>Total</b>	<b>74</b>	<b>33</b>

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

- Calendar of Events for September through October, 2019
- The District Enrollment Report noted 262 students in grades Pre-K to 8 and 132 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.
- CEN Statement on Network Security; article from the Hartford Current on ransomware attacks; and letter to CABE Member Board Chair on cyberattacks
- Letters from BOE acknowledging receipt of resignations from Sherry Riley and Tanya Martens, and thanking them for their time working at VES
- Welcome letters to new hires; Amanda Gould (Music Teacher), Chelsea Burns (Art Teacher) and Holly Santiago (School Nurse) informing them of the BOE vote to hire them
- CABE/CAPSS Convention notification and registration information
- CABE Liaison Newsletter for September 2019
- State of CT Commissioner of Education's “Back to School” 2019-20 newsletter
- Unveiling the CCC Statue flyer from Friends of Pachaug Forest. To be held on September 21, 2019 from 10:00 a.m. – 2:00 p.m. at the CCC Youth Field.
- **SBAC or Standards-Based Achievement Consortium - Annual State Testing (#1 in DRG)**  
Voluntown recently received the result of the 2018-2019 SBAC statewide assessments and has again displayed noteworthy performance. The Superintendent distributed a written report titled, “Five-Year SBAC Voluntown Result Comparisons with DRG F and State Average”. The combined number of students at highest performance levels three and four scored #1 in ELA with 73.2% (Statewide ELA Average 55.7%) and #1 in Math with 66.7% (Statewide Math Average was 48.1%) in comparison listing of the 16

school systems in our DRG or District Reference Group "F". This report will be shared within our school system to assess student performance. It was noted that we do not publish or release test scores of other school systems, even if part of a comparison study, because each school system is responsible for communicating their own district performance information.

- **Heat Oil Tank Replacement Committee: (Completed on time and will be within budget)**

RIVCO Construction has completed their part of the project. We have received signed invoices by RIVCO for \$146,242.50. These are partial payments for work completed through 8/23/19 which have been certified by the Architect. We have paid Salamone, our Architect consultant, as of 7/30/19 \$13,500. Additionally, there will be a change order to the project for the required "clean fill" that was not originally quoted. We also have a projected cost of \$6,722 from Catalyst Environmental Consulting, Inc. for their work with soil sampling and documentation of the tank closure. This amount will be revised due to the fact that the number of soil samples taken was less than originally quote and due to the need for expedited results to be able to complete the project in time for school starting on 8/28/2019. All invoices with documentation of payment by Voluntown will be submitted to the State Department of Education for a review of reimbursement of "eligible" expenditures. Voluntown is currently listed to receive up to 65% reimbursement for "eligible" items as determined by the state review. The Town approved \$200,000 for the oil tank replacement. Therefore, under the most ideal circumstances, there is a potential for a remaining balance to be available for the Town of Voluntown Capital Improvement Plan.

A special thank you is extended to The Oil Tank Replacement committee that was established by the Selectmen to officially meet the state guidelines to secure "eligible" state reimbursement. Members include: Jack Wesa (Chair), Paul Ricard (Vice Chair), Jim MacBride, Barbara Gileau and Diana Ingraham. Rachel Ricard (Executive Assistant to the Superintendent) attends all meetings and processes all documentation of the decisions of the Committee. Julie Zelinsky, Selectmen's Assistant, has been very helpful in processing all of the payments authorized by the Oil Tank Replacement Committee. Jody Grenier, Town Fire Marshall, and Peter Zvingilas, Building Inspector, have also been very helpful in completing required inspections to comply with state standards. The Superintendent of Schools serves as an Ex Officio member of the committee and is required to sign various state forms to document compliance with state statutes.

- **Griswold Delays in the Placement of Special Education High School Students**

This is a follow-up to the delays at the end of last year that the Griswold Public School system implemented in the placement and acceptance of students with identified Special Education needs. A meeting is scheduled later this month to review program offerings in Plainfield. Program options in the region are always under review. We communicate with area Superintendents and Special Education Directors of smaller school systems as well. Our JHS to HS Transition Committee, Chaired by Amy L. Suffoletto, meets on a regular basis to review our established comprehensive approach to help guide students and parents through the high school selection process. There are deadlines in place for the decision-making process for the 2020-2021 school year. Our School Counselor coordinates activities with eighth graders to visit schools and receives information about our "designated" high schools. Lloyd A. Johnson, our Director of Student Services, maintains communication with parents about any upcoming transitions and available options. A meeting with Griswold will also be scheduled to review their restrictive policies in accepting new students with Special Education needs. Last spring, Griswold certainly lost a number of tuition and students by their lengthy delay in accepting the placement of Special Education students. We are making every effort to avoid any unacceptable delays in future decisions about the placement of students in Griswold. We have completed the process of placement of high school students for the 2019-2020 school year. All of the above efforts seek to review options for the 2020-2021 school year.

Christopher Wilson noted that the Voluntown Board of Education is displeased and concerned with Griswold's policies on accepting Special Education students.

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

**VIII. OLD BUSINESS**

**1. Function Object Report with Transfers 2018-19**

**MOTION #2 (9/12/19) was made (Trahan, Gileau) to approve the End-of-the-Year 2018-19 Function Object Report with transfers as presented; ALL IN FAVOR. Motion carries.**

**2. 2019-20 Budget -** 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.

**3. 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.

**4. Policy and Regulation #4118.112/4218.112 – Sexual Harassment (Second reading)**

**MOTION #3 (9/12/19) was made (Trahan, Wilson) to approve the Sexual Harassment Policy and Regulation #4118.112/4218.112 as presented. ALL IN FAVOR. Motion carries.**

**5. Policy #5124 – Reporting to Parents (Second reading)****6. Policy #5145.14 – On-Campus Recruitment (Second reading)**

**MOTION #4 (9/12/19) was made (Wilson/Trahan) to approve the On-Campus Recruitment Policy #5145.14 as presented. ALL IN FAVOR. Motion carries.**

**7. Policy #6146.2 – Statewide Proficiency/Mastery Examinations (Second reading)**

**MOTION #5 (9/12/19) was made (Beauparlant, Trahan) to approve the Statewide Proficiency/Mastery Examinations Policy #6146.2 as presented. ALL IN FAVOR. Motion carries.**

**IX. NEW BUSINESS****1. Policy, Regulation and Form #5131.911 – Bullying/Safe School Climate Plan (First reading)****2. Policy and Form #5141.214 – Student Sunscreen Use (First reading)****3. Policy #5144.4 – Physical Exercise and Discipline of Students (First reading)****4. Policy #6152 – Grouping (First reading)****5. Policy #6159 – Individualized Education Program/Special Education Program (First reading)****6. REAP Grant**

**MOTION #6 (9/12/19) was made (Wilson, Gileau) that the Board of Education authorizes the Superintendent to submit the 2019-20 REAP Grant; ALL IN FAVOR. Motion carries.**

**7. Strategic Plan Review 2019-22 (first reading)****8. Living Word Fellowship Request**

**MOTION #7 (9/12/19) was made (Trahan, Wilson) that the Board of Education approve the request from Living Word Fellowship to use the school for basketball on Monday nights during the 2019-20 school year; ALL IN FAVOR. Motion carries.**

**9. Sacred Heart University Intern**

**MOTION #8 (9/12/19) was made (Trahan, Beauparlant) to approve Tyler Keith as the Sacred Heart University Intern; ALL IN FAVOR. Motion carries.**

**10. Job Description (Social Worker-first reading)****11. Personnel**

**MOTION #9 (9/12/19) was made (Gileau, Wilson) to accept Sherry Riley's resignation as the SRBI Tier 3 Interventionist; ALL IN FAVOR. Motion carries.**

**MOTION #10 (9/12/19) was made (Gileau, Beauparlant) to accept Tanya Martin's resignation as a Paraprofessional with Special Services; ALL IN FAVOR. Motion carries.**

**MOTION #11 (9/12/19) was made (Wilson, Beauparlant) to approve Marissa Loranger as a Paraprofessional with Special Services; ALL IN FAVOR. Motion carries.**

**MOTION #12 (9/12/19) was made (Trahan, Wilson) to accept the leave of absence without pay for Emily MacEwen as School Counselor effective October 2, 2019 until June 20, 2020 ; ALL IN FAVOR. Motion carries.**

**MOTION #13 (9/12/19) was made (Trahan, Beauparlant) to approve Bonnie Gaudreau as a Custodian; ALL IN FAVOR. Motion carries.**

**MOTION #14 (9/12/19) was made (Gileau, Beauparlant) to approve Margaret Volland as the Athletic Director; ALL IN FAVOR. Motion carries.**

**MOTION #15 (9/12/19) was made (Gileau, Beauparlant) to approve Brian Racicot as the Soccer Head Coach; ALL IN FAVOR. Motion carries.**

**MOTION #16 (9/12/19) was made (Trahan, Gileau) to approve Andrea Kelly as an Assistant Soccer coach; ALL IN FAVOR. Motion carries.**

**MOTION #17 (9/12/19) was made (Beauparlant, Trahan) to approve Tyler Keith as an Assistant Soccer coach; ALL IN FAVOR. Motion carries.**

**MOTION #18 (9/12/19) was made (Trahan, Gileau) to approve Amanda Gould as the Music Director; ALL IN FAVOR. Motion carries.**

**MOTION #19 (9/12/19) was made (Trahan, Beauparlant) to approve Marisa Kadar as a Long-term Substitute School Counselor through October 2, 2019 and School Counselor on October 3, 2019; ALL IN FAVOR. Motion carries.**

**MOTION #20 (9/12/19) was made (Trahan, Wilson) to approve Kathleen (Anderson) Groth as a Social Worker; ALL IN FAVOR. Motion carries.**

**12. District-Level and Curriculum Related Committees for 2019-20**

**13. Special Education Transportation Need**

**MOTION #21 (9/12/19) was made (Trahan, Wilson) to waive the bid process and authorize the Superintendent of Schools to adjust the budget to purchase a wheelchair accessible van to meet the long-term transportation needs of a student; ALL IN FAVOR. Motion carries.**

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- The next meeting will be on October 10, 2019 at 7:00 p.m.
- Policy #6142.3271 – Voice Assistant Devices (Third reading)
- Policy #5124 – Reporting to Parents (Third reading)
- Policy, Regulation and Form #5131.911 – Bullying/Safe School Climate Plan (Second reading)
- Policy and Form #5141.214 – Student Sunscreen Use (Second reading)
- Policy #5144.4 – Physical Exercise and Discipline of Students (Second reading)
- Policy #6152 – Grouping (Second reading)
- Policy #6159 – Individualized Education Program/Special Education Program (Second reading)
- Budget Preparation Timeline and Process for 2020-21
- Faculty and Staff Update 2019-20
- Personnel
- Job Description – Social Worker (Second reading)
- Report on Medicaid Reimbursements
- Timeline of High School Presentations

**XI. EXECUTIVE SESSION - None**

**XII. ADJOURNMENT**

**MOTION #22 (9/12/19) was made (Trahan, Wilson) to adjourn at 9:10 p.m.; ALL IN FAVOR. Motion carries.**

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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 10/10/19 BOE MEETING**