

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, January 10, 2019
Board of Education Meeting Room - 7:00 p.m.

- I. **CALL TO ORDER** Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Diana Ingraham, Barbara Gileau, Kristen Trahan, Christopher Wilson, Skart Paul and Kate Beuparlant
Absent: Flo Harman
Also Present: Adam S. Burrows (Superintendent) and Amy Suffoletto (Interim Principal)
- II. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.
- III. **CITIZENS / COMMENTS** Alicia Hernas was present.
- IV. **GUESTS** None
- V. **CONSENT AGENDA**
MOTION #1 (1/10/19) was made (Wilson, Paul) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

VI. **ADMINISTRATIVE REPORTS**

1. **INTERIM PRINCIPAL'S REPORT**

Students as a Focal Point

- **Eighth Grade High School Update** - The Eighth grade students have visited all seven high schools. Students have completed applications for high schools that they are interested in attending.
- **Sports** - Cheerleading and Basketball for the Boys and Girls Team have started. Practices and games are scheduled from late November to early February.
- **Student Council** - VES Student Council is comprised of members from grades 5-8. Student council members are beginning new initiatives such as a bi-weekly school store and hosting concessions during sporting events. They will use the revenue to give back to VES and to support other charities.
- **Winter Concert** - The annual Winter Concert was held on December 11, 2018. The Kindergarten through Eighth Grade students and Chorus/Band Ensembles put on a wonderful show. Thank you to all the student participants for kicking off this winter season. A special thank you to Jennifer Knickerbocker, Music Teacher and Choir/Band Director, for her dedication to this music program at VES.
- **Eagle Electives** - The third Eagle Electives was held on December 20, 2018.
- **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - The State Department of Education has been providing information for the upcoming spring testing.
- **Winter Benchmarks** - The winter benchmark window has begun. Teachers will collect data on students throughout the month of January.
- **SRBI** - Session 2 began on December 3, 2018. SRBI provides literacy and math services to Kindergarten through Eighth grade students; some receive both literacy and math. SRBI provides services to all students, as it is a general education initiative. Tier 1 is provided in the general classroom by the general education teacher during WIN block. In grades K-4, Tier 2 and Tier 3 support is provided by our SRBI Interventionists during WIN/Science-Social Studies. In grades 5-8, Tier 2 support is provided by our general education Reading and Math teachers during WIN block.
- **After School Tutorial** - AST Session 1 began on October 9, 2018 and meets after school on Mondays, Tuesdays, and Wednesdays.

SRBI and AST Session Summary
SRBI Session 2: 54 Students
Literacy: 39 Students
• Tier 2: 31 Students
• Tier 3: 8 Students
Numeracy: 15 Students
• Tier 2: 15 Students
• Tier 3: 0 Students
After School Tutorial: 11 Students

Curriculum, Learning, and Instruction

- **VES Google Calendar** - The staff continues to utilize the Google Calendar tool this year which highlights 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 meeting 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 a monthly Faculty Meeting.
- **Teacher Evaluation Plan - Faculty Informal/Formal Observations:** Trimester 2 Formal and Informal observations are underway.
- **Grants/Reports/Applications- Connecticut Office of Early Childhood** - The monthly School Readiness Reports for the Voluntown Elementary School Preschool and School Readiness Program have been updated for submission by the monthly due date.

Building, Grounds, and Transportation & Safety

- **Director of Maintenance and Facilities** - Faculty, staff and students have extended a warm welcome to Brian Kallio, our new Director of Maintenance and Facilities. Mr. Kallio has spent time working throughout the school with Mr. Ricard in order to make a smooth transition to his new position. A thank you is extended to Mr. Ricard and we wish him the best in his well-deserved retirement after 32 years of excellent service to our school system.
- **School Safety** - Brief orientation meetings are held on a regular basis for Substitutes and Volunteers to review our security and safety procedures as well as confidentiality procedures and completion of the DCF Authorization Form. Substitutes review the job description, schedules, handbooks, supervision guides, safety drills and procedures, restorative practices/discipline suggestions, and the Connecticut Code of Professional Responsibility.
- **Summary of the 2018-2019 Safety Drills:** Fire Drills – 4; Earthquake Drill – 1; Lockdown Drills – 2

Community and Public Relations

- **PTO** - 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 met on November 14, 2018 at 5:00 p.m. in the BOE room. YSB GRASP Programs are offered on Monday afternoons throughout the school year.
- **CCMC Toy Drive and Pajama Day** - Students and staff collected toys and monetary donations for CCMC's annual Toy Drive during the week of December 10, 2018 and participated in CCMC's annual PJ Day for the Kids on December 14, 2018. Voluntown Students, Staff and Families raised \$637.71 and made a large toy donation. A special thank you to Ellen Maloney for organizing this event each year.

2. DIRECTOR OF STUDENT SERVICES REPORT

- Griswold Alternative School is not accepting additional candidates for this school year - they are at capacity. Mr. Champlin indicated that the program could accept new candidates for 2019-20.
- As of December 4, 2018, this Director has chaired 61 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, GAHS, The Marine Science Magnet High School in Groton, 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+	18	13
Out Placed	5	
Total	73 (includes 1 with Nexus of Groton)	35

Note - we had 11 students exit services recently

- Current census of students receiving OT, PT, and Speech Services:
Speech (24 hr. 10 min. of services): 28 students with IEPs, 15 students with PPS;
Occupational Therapy (12 hr. 55 min. weekly): 20 students with IEPs; 5 students with 504 Plans
Physical Therapy (4 hr. Of service weekly): 6 students with IEPs, 1 student with a 504 Plan

3. SUPERINTENDENT OF SCHOOLS SUBMITTED THE FOLLOWING:

- Calendar of Events for January through February, 2019
- An Enrollment Report noted 275 students in Pre-K through grade 8 and 124 high school students.
- BOE received grants, tuition payments and other funds and gave to the Town \$77,542.59 in 2017-18. Thus far, \$48,031.48 is the projected return to the Town account for 2018-19.
- BOE Members Contact Info and Committee Assignments for 2018-19
- CABE Liaison Newsletter for January, 2019
- Four-Year SBAC Voluntown Result Comparisons with DRG "F" and State Average

VII. COMMITTEE REPORTS**1. Indoor Air Quality/Tools for Schools and Safety**

- The members of the IAQ/TfS/Safety Committee served on the Search Committee to complete the interviewing process for the selection of a new Director of Facilities and Maintenance.
- Three (3) heat-valve actuators were replaced/repared. Mr. Ricard replaced the valve in Room 40 (Mr. St. John) by removing the broken actuator, repairing it, and successfully installing the unit. Another more complicated heat-valve actuator for the JHS wing is high above the dropped ceiling in Room 41 (Mrs. Roderick) and required replacement by EMCOR. The third actuator is above the ceiling in the early childhood wing vestibule and Mr. Ricard made the repair.
- The IAQ/TfS/Safety Committee is developing recommendations to be included in an updated Town of Voluntown Capital Improvement Plan.
- The committee is in the process of reviewing a proposal for a comprehensive upgrade of electrical fixtures and equipment to reduce the use of electricity and promote overall cost savings. Eversource has reviewed the list of all upgrades and will authorize a no-interest loan program that uses energy savings to pay off the loan within five years.

2. Youth Services Bureau/Local Prevention Council

- The YSB/LPC Advisory Board met on Wednesday, January 9, 2019 at 5:00 p.m.
- GRASP, or Great After School Programs, are scheduled for January 14, 28, February 4 and 11, 2019 which include: Science for grades K/1, Play-Well Teknologies (STEM) for grades 2/3, and Computer Aided Design/3D Printing for grades 4-7.
- The annual Dodge Ball Tournament will be held on Saturday, March 2, 2019 in the VES gym; Super 5K YSB-LPC Race in the Pachaug State Forest will be on Saturday, May 11, 2019. Future 2019 YSB-LPC Meeting Dates will occur on February 13, March 13, April 10, May 8, and June 12, 2019.

3. Curriculum Steering Committee

- A Comprehensive Curriculum Report was presented to the Board of Education to give a 2018-2019 update about the following:
 - SBAC ELA and Math Results as compared to the state
 - Reading/Language Arts (Amy L. Suffoletto)
 - Mathematics (Jackie Vaillancourt)
 - Science (Lauren Roderick)
 - Social Studies (Jake St. John and Adam S. Burrows)
 - Technology (Jim Ward)
 - Art (Nancy MacBride)
 - Media Literacy (Andrea Kelly and Margaret Voland)
 - Music (Jenn Knickerbocker)
 - Physical Education/Health (Brian Racicot)
 - School Counselor/Guidance (Emily MacEwen)
 - Title I and SRBI Interventions (Amy L. Suffoletto and Adam S. Burrows)
 - Wellness: Nutrition and Physical Activity (Adam S. Burrows)
 - Early Childhood/ School Readiness Council (Amy L. Suffoletto)
 - Student Services (Lloyd A. Johnson)
 - Professional Development and Learning (Amy L. Suffoletto)
 - Teacher Evaluation and Support (Amy L. Suffoletto)
 - CT TEAM (Amy L. Suffoletto)

- Curriculum Development (Adam S. Burrows)
- State Testing (Amy L. Suffoletto and Adam S. Burrows)
- Master Schedule (Amy L. Suffoletto)
- JHS/HS Transition (Amy L. Suffoletto and Emily MacEwen)
- World Language (Jackie Vaillancourt, Amy L. Suffoletto and Adam S. Burrows)
- Committee Curriculum Statement in the Faculty/Staff Handbook
- Board of Education Goals for 2018-2019
- 2018-2019 VES Goals and Motto
- Administrative Goals for 2018-2019

4. Transportation

- A review of projected transportation costs for 2019-20 is being reviewed in order to accurately determine potential costs. We are currently using a cost effective approach of teaming with another school system for transportation to and from a Special Education program in Columbia.
- There is a review of the stepwell heaters used to defrost the entryway when boarding the buses. The windows are currently foggy and the drivers need a clearer line of vision through the lower part of the door window. The shop that completes our mechanical services is working with the manufacturer on an upgrade or solution for these inconsistent heaters.

5. School Security and Safety

- A School Security grant was submitted by the December 2018 deadline. If approved, the grant requires spending school budget funds and any reimbursement for eligible expenditures will be deposited in the Town of Voluntown treasury. The total request was \$102,396 of which \$63,696 has already been expended between 2013 and the present date. This means there is a request for \$38,700 for new purchases. The Voluntown reimbursement rate for eligible expenses is 67.14%.
- VES as a possible evacuation site for a school in another community is being developed. This is part of our school initiative to proactively plan for a wide range of scenarios in the event of an emergency.

6. School Readiness Council

- The 2018-2019 School Readiness Grant of \$198,000 contributes to the expenses of this pre-school program. There are a required 44 slots or the grant will be proportionately reduced by \$450 per month for each student below the required enrollment. Fortunately, the program is at full capacity and we have continually met the requirements of the grant.
- Amy L. Suffoletto serves as our Voluntown Liaison to the Office of Early Childhood.
- Adam S. Burrows serves as the Chair of the School Readiness Council that is mandated by state statutes and meets monthly throughout each school year.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee met to update and implement workshops and learning opportunities.
- A list of activities has already been developed for upcoming early dismissal and Professional Development days.

8. Wellness

- The Wellness Committee will meet on Tuesday, January 15, 2019 at 10:00 a.m. in the Board of Education meeting room. The purpose of this committee is to guide the implementation of the Student Nutrition and Physical Activity Policy #6142.101. Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs.
- The State Department of Health recently distributed information to update the current list of qualifications for a school nurse. The Wellness Committee will review these recommendations prior to sending a first reading to the Board of Education at the February 28, 2019 meeting.
- Reviewed the updated Policy #5141.21 Administering Medication

9. Solar Panel Project and Electric Usage

- The Solar Panel Review Committee met to review the overall costs of electricity and develop recommendations for cost savings.
- The Office of the First Selectman is completing a follow-up of all solar panel contracts.

- The cost of electricity has increased 15% - 25% effective January 1, 2019. The program for the upgrades to electrical fixtures is now paid for by Eversource rather than a third party loan. We are in the process of receiving another quote for upgrading based on new pricing. It is possible to now complete smaller portions of a project. We are looking into upgrading the central office, gymnasium, one hallway, Room 22 and library.

10. Heat Oil Tank Replacement Committee

- Salamone, our Engineering and Design Consultant, and the Superintendent of School have been scheduled to attend a design review meeting at the State Department of Education School Facilities Unit in Hartford on Friday, January 18, 2019. The state must review the design, mandate changes to comply with state statutes, and schedule a follow-up meeting to review all components of the projects to verify items that are eligible for a 67.17% reimbursement from the state to the Town of Voluntown.
- The Voluntown Fire Marshall and Building Inspector have been receiving copies of all agendas and minutes of the Oil Tank Replacement Committee. An Oil Tank Replacement Committee or subcommittee meeting will be scheduled to complete the procedures for approvals and inspections that will meet building code criteria and all Fire Department regulations.

VIII. OLD BUSINESS

1. Initial 2019-2020 Budget Proposal

This 1-10-19 first draft of budget proposal for 2019-2020 is \$6,924,350 and represents an increase of \$34,532 or 0.50% over the 2018-2019 town approved total of \$6,889,818.

This initial proposal includes:

- Negotiated salaries for teachers, non-certified, and classified faculty and staff.
- The *projected* cost for the outplacement of Special Education students based on identified needs.
- *Projected* cost of tuition based on the estimated numbers for attendance at NFA, GHS, MSMHS, and QMC.
- An initial *projected* increase of 5.0% in the cost of health insurance.
- *Projected* energy costs for heating fuel, propane, electricity, and diesel/gasoline.
- Continuation of the 10-11-18 Board of Education decision to reorganize without a full-time Assistant Principal
- A new Art Teacher (M-3) due to a retirement
- A new global language teacher (M-3) based on savings from a retirement of a classroom teacher not being replaced
- New mats in Account #1000-730
- Contracted Social Work Services in Account #2110-340
- Security and telephone upgrades in Account #2600-730

Background:

The budget process is a cooperative approach between the Town and Board of Education to allow for community input and involvement. The goal is to make every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes. This proposal must be reviewed and adjustments considered during these challenging economic times. Our ultimate goal is to meet the educational needs of students.

Note: As of 1-2-19 we have returned \$48,031.48 to the Town.

2. Policy and Form #3520.13 – Student Data Protection and Privacy (Third reading)

MOTION #2 (1/10/19) was made (Wilson, Trahan) to approve the Student Data Protection and Privacy Policy #3520.13 as presented; ALL IN FAVOR. Motion carries.

3. Policy and Regulation #5141.21 – Administering Medication (Second reading) Deferred to Wellness Committee for alternative language.

4. **Policy #6159 – Individualized Education Program/Special Education** (Second reading)

MOTION #3 (1/10/19) was made (Wilson, Paul) to approve the Individualized Education Program/Special Education Policy #6159 as edited; ALL IN FAVOR. Motion carries.

5. **2019-2020 School Calendar** - (Third draft) To be reviewed at next meeting. Many of the area high schools are still in the process of developing their calendars.

6. **Board of Education Professional Development - CAFE** (1/24/19 at 7:00 p.m. with Nick Caruso)

IX. NEW BUSINESS

1. **Policy and Regulation #4212.42 – Drug and Alcohol Testing for Bus Drivers** (First reading)
2. **Policy #6171.2 – Pre-School Special Education** (First reading)
3. **Tuition** (Non-resident students requests) Study
4. **Retirement** (Certified Teachers)

MOTION #4 (1/10/19) was made (Gileau, Wilson) to accept Linda Larsen’s retirement with many thanks and appreciation for her many years of service; ALL IN FAVOR. Motion carries.

MOTION #5 (1/10/19) was made (Paul, Wilson) to accept Nancy MacBride’s retirement with many thanks and appreciation for her many years of service; ALL IN FAVOR. Motion carries.

5. **Annual Notice of Authorized 403(b) Plan Vendors**

MOTION #6 (1/10/19) was made (Wilson, Paul) to accept the Annual Notice of Authorized 403(b) Plan Vendors; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled February 28, 2019 at 7:00 p.m.
- Curriculum Report
- Phone Report
- 2019-2020 School Calendar (Fourth draft)
- 2019-2020 Budget Proposal (Second draft)
- Policy #5141.21 – Administering Medication (Third reading)
- Policy #4212.42 – Drug and Alcohol Testing for Bus Drivers (Second reading)
- Policy #6171.2 – Pre-School Special Education (Third reading)

XI. EXECUTIVE SESSION

MOTION #7 (1/10/19) was made (Wilson, Paul) to move into Executive Session at 9:04 p.m. for the purpose of Personnel; ALL IN FAVOR. Motion carries.

MOTION #8 (1/10/19) was made (Wilson, Paul) to authorize the Superintendent of Schools to publish an internal posting for the position of VES Principal; ALL IN FAVOR. Motion carries.

MOTION #9 (1/10/19) was made (Trahan, Paul) to authorize the Superintendent of Schools to process a stipend to the retiring Director of Facilities and Maintenance; ALL IN FAVOR. Motion carries.

XII. ADJOURNMENT

MOTION #10 (1/10/19) was made (Trahan, Gileau) to adjourn at 9:15 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 3/14/19 Board of Education Meeting