

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, March 14, 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 (arrived at 7:30)
Absent: 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** - Tracey Hanson (First Selectman)
- IV. GUESTS** - None
- V. CONSENT AGENDA**

The committee reports are now listed under the “Consent Agenda” section. Any action items related to that report will be addressed under the “Committee Reports” section of the agenda.

MOTION #1 (3/14/19) was made (Trahan, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

VI. ADMINISTRATIVE REPORTS

1. PRINCIPAL’S REPORT

Students as a Focal Point

- **Sports** - Our Winter sports season has finished. Congratulations to our Girls’ Basketball team for winning first place at the S.E.M.S.A.C. Basketball Finals.
- **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, hosting concessions during sporting events, and working with the PTO on future activities. They will use the revenue to give back to VES and to support other charities.
- **Eagle Electives** - The next Eagle Elective is on April 4, 2019.
- **Read Across America Week** - A fun-filled week celebrating the love of reading was held from February 25 to March 1, 2019. K-3 students participated in multiple activities centered on reading. The entire school also participated in themed reading days as well. Rep. Brian Lanoue, the United Way and the Read Across America Bus sponsored by the Connecticut Education Association visited and read to students.
- **Pennies for Patients** - Pennies for Patients has begun and runs through March 22, 2019.
- **Spirit Week** - Spirit week was held the week of February 19, 2019. Students and staff participated in a variety of theme days and attend a pep rally. This year we unveiled our Cheerleading Banner.
- **After School Tutorial** - AST began on October 9, 2018 and meets after school on Mondays, Tuesdays, and Wednesdays. Throughout the year students are added as needed.

SRBI and AST Session Summary
SRBI Session 2: 49 Students
Literacy: 35 Students
• Tier 2: 27 Students
• Tier 3: 8 Students
Numeracy: 14 Students
• Tier 2: 14 Students
• Tier 3: 0 Students
After School Tutorial: 12 Students

Curriculum, Learning, and Instruction

- **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.
- **Teacher Evaluation Plan** - The PDEC committee met on March 7, 2019 to review our Professional Learning and Teacher Evaluation Plan. This plan will be revised with technical edits and submitted to the CTSDE for renewal.

- **Faculty Informal/Formal Observations** - Trimester 2 Formal and Informal observations are completed.
- **Professional Development** - Regional professional development was held on March 8, 2019 as well as in house professional development.
- **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.

Building, Grounds, and Transportation & Safety

- **School Safety** - Brief orientation meetings are held on a regular basis for Substitutes and Volunteers to review the security and safety procedures, as well as confidentiality procedures and completion of the DCF Authorization Form. Our Substitutes review of 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 (5), Earthquake Drill (1), Lockdown Drills (3)

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. The PTO is planning a March movie night and a family dance in the spring.
- **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 GRASP Programs are offered on Monday afternoons throughout the school year. Upcoming **GRASP** programs are: Crafts (K-1 grade), Sports and Games (grades 2-3), Drone Commanders (grades 4-5) and Science Technology (grades 6-8).

The Principal reviewed the plans to prepare for program and staffing changes for 2019-20 due to retirements, enrollment reductions and program needs.

2. DIRECTOR OF STUDENT SERVICES REPORT

- There is a an immediate need to add a Special Education Teacher for a Special Needs Program at VES to meet the needs of students here instead of outplacements.
- This year we have a student in EASTCONN’s Regional Transition Program at QMC for the first time. I recently chaired an Annual Review PPT for this student. The parents and I are very pleased with the quality of the program and the effectiveness of the staff in meeting the needs of the student in completing activities to prepare for competitive employment.
- As of 3/13/19, this Director has chaired 97 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	55	22
9-12+	19	13
Out Placed	5	
Total	79 (includes 1 with Nexus of Groton)	35

- Current census of students receiving 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
- A survey showed that Voluntown had similar numbers of outplaced students compared to local towns.

3. SUPERINTENDENT OF SCHOOLS SUBMITTED THE FOLLOWING:

- Calendar of Events for March and April, 2019
- An Enrollment Report noted 276 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, \$65,780.59 is the projected return to the Town account for 2018-19.
- Superintendent’s Testimony to the Educational Committee at the State Capitol on March 1, 2019
- CABA Liaison Newsletter for March, 2019

- Eastern Region Middle School Music Festival program that the following VES students participated in: Paige Allard, Aubrie Hlavac, Summer Milette and Nicole Schulze

MOTION #2 (3/14/19) was made (Trahan, Gileau) to approve Martha Wittwer as a paraprofessional; ALL IN FAVOR. Motion carries.

MOTION #3 (3/14/19) was made (Trahan, Wilson) to approve Martha Wittwer as a Virtual Learning Academy tutor; ALL IN FAVOR. Motion carries.

MOTION #4 (3/14/19) was made (Gileau, Beauparlant) to approve Rhonda Burse as a tutor; ALL IN FAVOR. Motion carries.

MOTION #5 (3/14/19) was made (Gileau, Beauparlant) to approve Jenn Rogers on a temporary basis as a tutor to support the special education program; 5 were in favor and 1 opposed. Motion carries.

VII. COMMITTEE REPORTS

The next Curriculum Steering meeting is scheduled for April 9, 2019 at 9:30 a.m. in the central office.

MOTION #6 (3/14/19) was made (Wilson, Paul) to authorize 3/14/19 as the date that the local Board of Education approved the final plans, project manuals and professional cost estimates for the oil tank replacement as noted on form #SCG-042 "Request for Review of Final Plans" which will be submitted to the Department of Administrative Services (DAS).

VIII. OLD BUSINESS

1. 2019-2020 Budget Proposal

The current budget proposal for 2019-2020 of \$6,837,430 represents a decrease of -\$52,388 or -0.76% below the 2018-2019 town approved total of \$6,889,818. The Governor's budget proposal drastically cuts the ECS grant to Voluntown by \$579,002 over two budget years. There is a proposed decrease in Education Cost Sharing funds of \$316,019 in 2019-2020 and another decrease of \$263,003 in 2020-2021. Public Hearings will now be held at the state capitol to review the Governor's proposal. Hopefully there will be a repeat of past practices when the legislators restored funding to the ECS to help municipalities.

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 8.0% 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
- Contracted Social Work Services in Account #2110-340

Eliminated from the 1/10/19 budget proposal:

- New mats in Account #1000-730
- Security and telephone upgrades in Account #2600-730
- A new global language teacher (M-3 plus benefits)

The budget process is a cooperative approach between the Town and Board of Education to allow for community input and involvement. The goal is 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 3/1/19 we have returned \$65,780.59 to the Town.

MOTION #7 (3/14/19) was made (Gileau, Beauparlant) that the Board of Education approve the current budget proposal for 2019-2020 of \$6,837,430 represents a decrease of -\$52,388 or -0.76% below the 2018-2019 town approved total of \$6,889,818 for public dissemination; 5 in favor and 1 opposed. Motion carries.

2. **2019-20 Calendar** (Fourth draft)
MOTION #8 (3/14/19) was made (Trahan, Gileau) to approve the 2019-20 VES Calendar as presented; ALL IN FAVOR. Motion carries.
3. **BOE 2019 Meetings Schedule Correction**
MOTION #9 (3/14/19) was made (Wilson, Gileau) to accept the revised 2019 BOE Meeting Schedule; ALL IN FAVOR. Motion carries.
4. **DEF Eversource Energy Conservation Project** – Tabled to the next meeting
5. **Policy and Regulation #5141.21 - Administering Medication** (Third reading)
MOTION #10 (3/14/19) was made (Wilson, Gileau) to approve the Administering Medication Policy and Regulation #5141.21 as presented; ALL IN FAVOR. Motion carries.
6. **Policy #6171.2 – Pre-School Special Education** (Second reading)
MOTION #11 (3/14/19) was made (Trahan, Paul) to approve the Pre-School Special Education Policy #6171.2 as presented; ALL IN FAVOR. Motion carries.
7. **Policy and Regulation #4212.42 – Drug and Alcohol Testing for Bus Drivers** (Second reading)
MOTION #12 (3/14/19) was made (Trahan, Paul) to approve the Drug and Alcohol Testing for Bus Drivers Policy and Regulation #4212.42 as presented; ALL IN FAVOR. Motion carries.

IX. NEW BUSINESS

1. **Policy #3541.2 – Bus Drivers** (First reading)
2. **Policy #5131.81 – Electronic Devices** (First reading)
3. **Custodial Job Description**
MOTION #13 (3/14/19) was made (Wilson, Gileau) to approve the updated Custodial Job Description as presented; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled April 11, 2019 at 7:00 p.m.
- 2019-20 Proposed Budget Hearing
- Policy #3541.2 – Bus Drivers (Second reading)
- Policy #5131.81 – Electronic Devices (Second reading)

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT

MOTION #14 (3/14/19) was made (Wilson, Gileau) to adjourn at 9:35p.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 4/11/19 BOE Meeting