

# VOLUNTOWN BOARD OF EDUCATION

195 Main Street Voluntown CT 06384

**SUPERINTENDENT OF SCHOOLS: Adam S. Burrows**

Board Chair – Diana Ingraham

Barbara Gileau  
James Hutchins, Vice-Chairperson  
Vikki Smith

Cathy Grant, Secretary  
Robert Iovino  
April Woodcock

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## **BOARD MINUTES**

### **Regular Board Meeting**

Thursday, December 11, 2014

Board of Education Meeting Room - 7:00 p.m.

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**ATTENDANCE** Present: Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham  
Absent: Robert Iovino, Vikki Smith, April Woodcock  
Also Present: Superintendent Adam Burrows, Principal Alycia Trakas, Special Education Director, Elaine Lee

**CALL TO ORDER** The Board Chair called the regular meeting to order at 7:16 p.m.

**PLEDGE OF ALLEGIANCE** Recited

**CONSENT AGENDA** **MOTION #1 (12/11/14):** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education approve the Consent Agenda as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**CITIZENS COMMENTS** There were no citizens present.

**GUEST SPEAKER** Jim Ward, Technology Coordinator, provided Board members with Google Documents and Google E-mail training and distributed Chrome Books to members of the Board.

**PRINCIPALS REPORT** **Students as a Focal Point SRBI** ~ Session 2 is continuing; **After School Tutorial** ~ Session 2 is continuing; **School Assembly** ~ First Quarter Assembly was held on Friday, November 21<sup>st</sup> to recognize students who achieved Honors/High Honors and who were chosen as Student of the Quarter; **Parent/Teacher Conferences** ~ held on Monday, November 24<sup>th</sup> and Tuesday, November 25<sup>th</sup>; Winter Concert ~ held December 11, 2014 - A big thanks to Mrs. Jennifer Smith for her dedication to our music program at VES!

**Curriculum, Learning, and Instruction Chaired Meetings** ~ Crisis Intervention Team, School Readiness Council, and Faculty Meeting; **In-house Meetings** ~ TEAM Mentors/Mentees met with Gracie Levin on November 17, 2014, Safe School Climate Meeting, Title IX/Bullying/Harassment Meeting, and Youth Service Bureau Meeting; **Trainings** ~ Conducting Investigations and Report Writing (ACES), EASTCONN's CCSS Coaches PLC, School Readiness CT Charts-A-Course Registry Training, and CSDE Smarter Balanced Usability, Accessibility, and Accommodations Training (EASTCONN); **Grants/Reports** ~ **NAEYC** ~ Our 15 day window will be December 18, 2014-January 8, 2015 for NAEYC Reaccreditation - **CCSS Coaching Days** ~ Today, December 11, 2014, was our first full CCSS Coaching Day with Cathy Carolyn-Smith from EASTCONN. The 6-8 ELA Coaches met to discuss priorities, goals, timelines, and CCSS Units of Study. Our next meeting is scheduled for December 18, 2014; **Teacher Evaluation** ~ working on Informal Observations; **High School Connection** ~ Kristin Goodwin and I visited with John Iovino from NFA on Thursday, December 4, 2014. I have been in contact with both GHS and NFA regarding the transition from Middle School to High School; **Staff Connection** ~ Some of the VES Faculty/Staff volunteered at the St. Vincent de Paul soup kitchen on Saturday, November 15, 2014. We worked in the Food Bank and ran the Clothing Drive.

**Building, Grounds, and Transportation Safety Drills:** We have had (4) fire drills, (1) lockdown drill, and (1) evacuation drill.

**Community and Public Relations PTO** ~ attended PTO Meeting on Tuesday, November 18, 2014; **YSB First Aid/CPR/AED Course** ~ I was at school this Saturday, December 6<sup>th</sup>, while Brian Racicot held a First Aid/CPR/AED Training Course for 7 students. Melinda Bryan organized this event on behalf of the Voluntown YSB.

**SPECIAL** **Special Education Population:** Our Special Education population in the elementary building is

**EDUCATION REPORT**

now at forty six (46). The present population is divided as follows: One (1) in the PreK-3 program; two (2) in the PreK-4 program; two (2) in Kindergarten; one (1) in first grade; one (1) in second grade; eight (8) in third grade; eight (8) in fourth grade; six (6) in fifth grade; four (4) in sixth grade; nine (9) in seventh grade and four (4) in eighth grade. The high school special education population is now at eight (8); two (2) students attending NFA; five (5) students attending Griswold High School and one (1) student attending Quinebaug Middle School. In addition there are eleven (11) students presently out-placed; six (6) students attend The Learning Clinic; one (1) student attends Griswold Elementary School; four (4) students attend Northeast Regional, and one (1) attends the IRSP program at NFA. The combined locations show a total of sixty-five (65) students presently receiving special education services; **504 Populations:** There are no changes in the 504 population which has thirty (30) students receiving 504 services; twenty-four (24) in the elementary building and six (6) attending high schools. **Speech and Language:** All second grade students passed Speech and Language screening; **Teacher Evaluations:** evaluations scheduled for completion before the December break have been completed; **School Climate Committee:** met December 4th, 2014 in the library and Title IX procedures as well as conducting investigations and report writing was reviewed. The Administrative Team and Kristen Goodwin met and revised the Report form for Report of Incident of Bullying, Harassment/Retaliation as well as the Investigation Procedure and Summary form; **Paraprofessionals:** The Evaluation Form was revised and is now structured using similar language as found on the Teacher Evaluation Form. Activities are divided into the four domains as identified on the CCT Rubric = Below Standards/Developing/Proficient/Exemplary. There is also an area on the form for paraprofessional to state their goal for the school year as well as an area for comments and signatures; **Special Education Secretary:** The new Special Education secretary, Darlena Loranger, completed both the Data Time Line and SEDAC reports, not only without errors but a week early. I think this is commendable. It is not an easy task.

**SUPERINTENDENT REPORT**

The Superintendent reviewed his Calendar of Events for December and November 2014; the Enrollment Report noted there are **318** students (Pre-K through 8<sup>th</sup> Grade) plus **123** High School Students.

**INDOOR AIR QUALITY (TfS) AND SAFETY**

The Superintendent noted walkways have been repaired, roof maintenance has been performed and the fuel oil contract was approved for the 2015-2016 school year.

**TRANSPORTATION (BACK UP DRIVER)**

**MOTION #2 (12/11/14):** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education approve a Back-up Driver for 6 hours per day  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**COMMUNITY CONVERSATIONS**

The Superintendent noted it has been one-year since the Community Conversations event. The process of holding discussions on "Coordinating our Efforts in Voluntown to Educate and Support our Youth Now and in the Future" was a great success. Significant progress has been made especially with improving the high school selection process.

**HIGH SCHOOL**

Kristin Goodwin reported on recent activities such as shadowing, high school visits, high school choices and student placement. All Eighth graders are in the process of finalizing the choice of a High School.

**BUILDING COMMITTEE / VES ROOF**

Barbara Gileau reported that the Architect provided the Committee with recent and future assessments of the VES roof. He reviewed timelines and authorization process for local and state requirements including a suggestion for a Town Meeting in late or early February.

**LIBRARY**

Barbara Gileau reported Andrea Kelly has completed the purchase of books that will enhance education and increase the interest of students.

**PARAPROFESSIONAL EVALUATION PROCESS**

This topic was covered under the report of the Special Education Director.

**SAFE SCHOOL CLIMATE PLAN (#5131.911)**

This topic was covered under the report of the Special Education Director.

**SCHOOL CALENDAR 2015-2016**

This topic will be placed on the Agenda for the January 8, 2015 meeting. A sub-committee is reviewing a tri-semester report card schedule for 2015-2016.

**AFTER-SCHOOL VOLLEYBALL COACH**

**MOTION #3 (12/11/14):** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education approve Brian Racicot as the After School Intramural Volleyball Coach  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**SOLAR**

Contractors continue to visit the site.

**PANEL  
PROJECT****2015-2016  
BUDGET**

The Superintendent reviewed the Draft of an initial 2015-2016 Proposed Budget.

**EIGHTH GRADE  
FIELD TRIP**

**MOTION #4 (12/11/14):** made by Cathy Grant **SECONDED BY** Jim Hutchins that the Board of Education approve the Eighth Grade Field Trip to the Science Museum in Boston on Friday, April 10, 2015

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**SPEECH AND  
LANGUAGE  
JOB DESCRIPTION**

The Board performed a first reading on the Speech-Language Pathologist Job Description. A second reading will be placed on the Agenda for the January 8, 2015 meeting.

**BY-LAWS**

There was review of the By-Laws. There will be further review at the January 8, 2015 meeting.

**FACILITIES  
USE**

**MOTION #5 (12/11/14):** made by Cathy Grant **SECONDED BY** Barbara Gileau that the Board of Education approves the use of the school facilities for the Recreation Commission for basketball on Saturdays from January through May

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**ADJOURNMENT:**

**MOTION #6 (12/11/14):** made by Barbara Gileau **SECONDED BY** Cathy Grant that the Board of Education adjourn the meeting at 9:30 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**APPROVED BY THE BOARD JANUARY 8, 2015**

Respectfully submitted,  
Sherry Pollard  
Board Clerk