

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

Phone: 860.376.9167

www.voluntownct.org

BOARD MINUTES

Regular Board Meeting

Thursday, February 12, 2015

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

ATTENDANCE	Present: Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, Vikki Smith Absent: Robert Iovino, April Woodcock Also Present: Superintendent Adam Burrows
CALL TO ORDER	The Chairperson called the regular meeting to order at 7:00 p.m.
PLEDGE OF ALLEGIANCE	Recited
CONSENT AGENDA	MOTION #1 (2/12/15): made by Vikki Smith SECONDED BY Barbara Gileau 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	There were no guest speakers
PRINCIPAL REPORT	The Board of Education reviewed the Principals Report dated February 12, 2015 as submitted: <u>Students as a Focal Point:</u> SRBI ~ Winter Data Team Meetings were held on February 4 and February 5 to review Winter Benchmark Assessments (STAR, DRA, Treasures, and Math) in order to determine student needs. We currently have 64 students who receive SRBI, grades K-8. 32 for Reading (27 in Tier II and 7 in Tier III) and 32 for Mathematics (26 in Tier II and 2 in Tier III); After School Tutorial ~ At the Winter Data Team Meetings, we determined that 30 students would benefit/qualify for After-School Tutorial. This session began Tuesday, February 10 th ; Retention Letters ~ Retention letters were sent home for students who are not meeting grade level expectations (K-3) or failing one or more subject area (4-8); Second Quarter School Assembly ~ We held our second quarter assembly on Friday, February 6 th to recognize students who achieved Honors and High Honors and acknowledge students who were named "Student of the Quarter" by our staff members; Cheer Competition ~ VES hosted the South East Regional Cheer Competition on Saturday, February 7 th . Our Cheer Squad earned the "Spirit Award" this year!; Spirit Week ~ VES is celebrating Spirit Week this week February 10–13. Tomorrow, February 13, is our Spirit Week Pep Rally to honor our Fall and Winter Athletes, National Junior Honor Society members, Math Counts participants. Poster Contest winners and Teacher Spirit Award winners will be announced. Curriculum, Learning, and Instruction VES Weekly Notes ~ Continue to send VES weekly notes/monthly notes to VES Faculty/Staff; Bi-weekly Team Meetings ~ Continue to meet with all teams on a bi-weekly basis; Chaired Meetings ~ Crisis Intervention Team, School Readiness Council, and Faculty Meeting; In-house Meetings Attended ~ Mathematics Committee, Science Committee, and Social Studies Committee; Out-of-District Meetings Attended ~ EASTCONN CCSS PLC; Out-of-District Trainings Attended ~ Mental Health First Aid Training; Grants/Reports ~ NAEYC ~ Our NAEYC Re-Accreditation Visit was on December 18 th . We have still not heard any results yet; CCSS Coaching Days ~ EASTCONN has met with our ELA Coaches on December 11 and 18 / EASTCONN has met with our Math Coaches December 12. EASTCONN has met with our ELA Teachers on January 20 and 21 / EASTCONN has met with our Specials Teachers on January 20 / Our K-5 ELA Coaches met on January 15 to create a Unit of Study to present to their grade level band / Our 6-8 ELA Coaches met on January 16 to create a Unit of Study to present to their grade level band / All grade level ELA Teachers have a workday scheduled before April break to write 1 ELA Unit of Study / All Specials Teachers have a workday scheduled before the end of March to write one Unit of Study that implements Literacy in the Content Area and Traits Writing. Teacher Evaluation ~ Our Teacher Evaluation Committee will be meeting on February 13 to vote on the addition of our Support Plan to our Teacher Evaluation document. We will need to make edits to our Teacher Evaluation and Support Plan document, approve them, and submit them to the Connecticut State Department of Education this spring. Professional Development ~ We are having a PD Day February 13

for the following committees to meet: JHS/HS Reform Committee, TEAM Mentors/Mentees Committee and Professional Learning/Teacher Evaluation Committee. **Assessment** ~ I have created a Parent Letter, Practice Test Schedule, Assessment Schedule, and Accommodations for SBAC ELA and Math, CMT Science, and NCSC.

Building, Grounds, and Transportation Safety Drills: We have had four fire drills, three lockdown drills, one evacuation drill and one earthquake drill.

Community and Public Relations_PTO ~Attended the January 20th PTO Meeting. **YSB** ~ Melinda Bryan and I are Co-Chairing the Health Fair, scheduled for Thursday, April 9th from 1:30-5:30PM. **Recreation Commission** ~ VES is working with the Recreation Commission to plan activities to raise money for the Constitution Field Stair Project. To date, two events are planned: Voluntown Day at Chili's – May 7th from 11am-11pm and Voluntown Day at CT Tigers on June 19 at 7:05pm. **Bone Marrow** ~ VES sponsored a Bone Marrow Registry Drive on December 22nd. **Other** ~ Part of the planning committee for the January 17th Barbeque Dinner to benefit the Fedor Family.

SPECIAL EDUCATION REPORT

The Special Education Director previously submitted the Board of Education's Special Education Report dated February 12. **Our Special Education population** in the elementary building is now at forty nine (49). 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; nine (9) in fourth grade; seven (7) in fifth grade; five (5) in sixth grade; eight (8) in seventh grade and five (5) in eighth grade. The high school special education population remains 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; two (2) students attend Northeast Regional, and one (1) attends the IRSP program at NFA and one (1) student is placed at the Whitney Hall School in Hamden. The combined locations show a total of sixty-eight (68) students presently receiving special education services;

504 Populations: There are no changes in the 504 population which has thirty (30) students receiving services; twenty-four (24) in the elementary building and six (6) attending high schools.

Evaluations: All teacher evaluations scheduled for the January/February period are in process or completed. In addition, all reviews with Paraprofessionals have been conducted.

School Climate Committee: The latest School Climate meeting was held January 22, 2015 in the library. The meeting focused on reviewing possible school-wide annual questionnaires and the team determined that the one used last year was appropriate. The committee discussed various ways to improve parental response and completion of the questionnaire. The next meeting, to be held February 26, will focus on the Safe School Climate revised Bullying (5131.911) and Sexual Harassment (5145.5) updates as well as a review of PA 14-172; PA 14-232 and PA 14-234 regarding (a) the notification of parents when bullying incidents are reported, (b) the social and emotional well-being of children and (c) domestic violence and sexual assault.

Paraprofessionals: A Paraprofessional Evaluation Form was drafted by Mr. Burrows and is now structured using language that ensures an accurate method of assessing a paraprofessional's effectiveness. Activities are divided into the four domains as identified on the CCT Rubric. There is also an area on the form for the paraprofessional to state their goal for the school year as well as an area for comments and signatures. This form will be reviewed with the paraprofessionals at the next meeting in March.

SUPERINTENDENT REPORT

The Superintendent reviewed his Calendar of Events for February and March 2015. The Enrollment Report indicates that there are **317** students (Pre-K through Grade 8) plus **123** High School Students.

INDOOR AIR QUALITY (TfS) AND SAFETY

The Committee continues to discuss the school security competitive grant, the school roof, electricity, oil and propane use, general facilities and maintenance, generator, and other topics as needed. The Committee met on January 21 and discussed the following: Overall Priorities of the IAQ/TfS/Safety Committee, Recent Accomplishments, Upcoming Priorities, 2015-2016 Maintenance Budget, Roof Replacement Project and the History of Total Gallons of Heating Oil Delivered.

YOUTH SERVICES BUREAU / LOCAL PREVENTION COUNCIL

The Youth Services Bureau / Local Prevention Council continues to coordinate future activities with school personnel and the community.

CURRICULUM STEERING COMMITTEE

The Superintendent of Schools reviewed the 2014- 2015 Practice CMT/SBAC Assessment Schedule as submitted by Principal Alycia Trakas.

- SCHOOL COMMUNITY SAFETY TEAM** This item was reported within the Principals Report dated February 12.
- SCHOOL READINESS COUNCIL** The Council has been working diligently with the child find/community outreach initiative. Enrollment in the program is steadily increasing.
- TEACHER EVALUATION** The Board of Education completed a first reading of an updated Teacher Evaluation Assistance Plan and Process. A second reading will be placed on the Agenda for the March 12 Board meeting.
- HIGH SCHOOL** There was discussion on the 8th grade choice of High Schools and a review of the results of students' choices. We are currently waiting for Ellis and Norwich Tech to make enrollment decisions.
- BUILDING COMMITTEE VES ROOF** **MOTION #2 (2/12/15):** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve the following modification to the roof project: Be it resolved that the Voluntown Board of Education approve forwarding a proposal for a \$1,104,304 roof project based on the recommendation and preparation of schematic drawings of the Voluntown Elementary School Roof Project Building to the Board of Selectmen for consideration to hold a town meeting to approve submitting an ED0049 grant application to the Commissioner of Education
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- TECH GRANT RFP #813** Superintendent Burrows updated the Board on the Technology Grant RFP #813.
MOTION #3 (2/12/15): made by Cathy Grant **SECONDED BY** Barbara Gileau that the Board of Education authorize the Superintendent of Schools to submit the Technology Grant RFP #813 in the amount of \$211,972.00 for infrastructure upgrades and additional chrome books
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- 2015-2016 BUDGET** The Superintendent reviewed the draft 2015-2016 Proposed Budget. We are currently waiting for the 2015-2016 costs of health insurances, high school tuitions and tuitions for out-placements. The Budget Hearing is scheduled for April 9, 2015, at 7 p.m.
- SCHOOL CALENDAR 2015-2016** 15/16 regional calendars for LEARN and EASTCONN were distributed along with a draft of the 15/16 Voluntown calendar. This topic will be placed on the Agenda for the March 12 meeting.
- PARAPROFESSIONAL EVALUATION PROCESS** A completely revised form drafted by Mr. Burrows and Ms. Trakas was distributed for a first reading. A second reading will be placed on the Agenda for the March 12 meeting.
- COMPREHENSIVE SMALL SCHOOL DISTRICT REPORT** Superintendent Burrows provided the Comprehensive Small School District Report for members to review.
- SOLAR PANEL PROJECT** **MOTION #4 (2/12/15):** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education approve a lot line adjustment to the town property and the school property for the solar panel project to be compliant with town regulated set-back requirements
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- RESIGNATION JUDITH ALLIK SCHOOL PSYCHOLOGIST** **MOTION #5 (2/12/15):** made by Jim Hutchins **SECONDED BY** Barbara Gileau that the Board of Education accept the resignation of Judith Allik, Ph.D., School Psychologist
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- POLICY #3515 FACILITIES USE** The Board performed a first reading of Policy #3515 Facilities Use. A second reading will be placed on the March 12, 2015 Agenda.
- SCHOOL CLIMATE PLAN** The Board performed a first reading of the updated #5131.911 Safe School Climate Policy and Regulation. The updates include working to meet the mandates of PA 14-172, PA 14-232 and PA 14-234. A second reading will be placed on the Agenda for the March 12, 2015 meeting.
- ADJOURNMENT:** **MOTION #6 (2/12/15):** made by Cathy Grant **SECONDED BY** Jim Hutchins that the Board of Education adjourn the meeting at 8:50 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted,
Sherry Pollard