

# 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, January 9, 2014

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

- CALL TO ORDER** The Board Chair Diana Ingraham called the meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Barbara Gileau, Cathy Grant [Secretary], James Hutchins [Vice Chair], Diana Ingraham [Board Chair], Vikki Smith, and April Woodcock. **Absent:** Robert Iovino.  
**Also Present:** Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal
- PLEDGE OF ALLEGIANCE** Recited
- CONSENT AGENDA** **MOTION #1 1/9/14:** made by Cathy Grant **SECONDED BY** Jim Hutchins that the Board of Education accept the consent agenda as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- CITIZEN COMMENTS** There were no citizens present.
- PRINCIPAL'S REPORT:** Alycia Trakas presented the Principal's Report that highlighted information on the following:  
**Students as a Focal Point: After School Tutorial** – 2<sup>nd</sup> session ended January 9,. The 3<sup>rd</sup> session will begin January 14. **Scientific Research-Based Interventions (SRBI)** – 2<sup>nd</sup> session will continue through January 31 and the 3<sup>rd</sup> session will begin February 10. **Winter Benchmark Assessments** – Students are taking STAR Enterprise assessments (Early Literacy, Reading, and/or Mathematics), DRA II, Treasures Mid-Year Assessment, and Writing Prompt. Data team meetings will be held to review student growth and SRBI Tier II and Tier III placements. A Special thanks to Margaret Volland and Hailie Davis for creating the STAR Enterprise assessment schedule. **Winter Sports** – Cheerleading and Boys and Girls Basketball continue. **Chikumbuso** – Our students had an impromptu in-school Chikumbuso Celebration with our friends, Gertrude Banda and Maureen Tembo from the Chikumbuso School in Zambia, Africa on December 17. The students were able to meet our special friends and welcome them to Voluntown Elementary School through song and dance. Special thanks to Nancy MacBride and Jen Smith. **Winter Concert** – The Winter Concert was held December 19<sup>th</sup> (Grades K-3) and 6PM (Band & Chorus) and it was a great success. The students sang and played instruments to celebrate the holiday season. A special thanks to Jen Smith. **Curriculum, Learning, and Instruction:** VES Weekly Notes are sent to all faculty members to inform them of what is happening in our school that week/month. **Team Meetings** – Continuing to meet with grade level teams on a bi-weekly basis and continuing to meet with Specialists on a bi-weekly basis. **Teacher Evaluation** - We are in the midst of our second round of Teacher Evaluations. We are getting ready for our Mid-Year Check-In Conferences during the month of February. **Common Core State Standards (CCSS)** – CTSDE has created a CCSS Coaches Network, and will be providing free, monthly workshops to schools to help with the implementation of CCSS. This is an 18-month commitment, January 2014 through June 2015. We have concerns about the value of taking so many teachers away from the instructional program and are reviewing ways to implement CCSS without taking away from students. Six staff members have been chosen to attend these workshops: English/Language Arts (2), Mathematics (1), Science/Technology (1), SS/Arts/Humanities (1), and Related Services (1). **Smarter Balanced Assessment Consortium (SBAC)** – Testing window was released by CTSDE. **Schedule** – We are in the midst of changing the master schedule to incorporate the following: a 30-minute Intervention Block for grades 1-8, a 30-minute Study Hall for grades 5-8 (at the end of the day) and a 30-minute recess for grades K-5 and recess for grades 6-8. **Out-of-District Workshops** – EASTCONN's TEAM District Facilitator Training, CTSDE's Early Learning and Development Standards Webinar, Competitive School Readiness Liaison Meeting, and EASTCONN's Regional Staff Development Consortium (RSDC). **Grants/Reports** – Submitted the "Estimate of Potential Space Needs" Survey for School Readiness. **Building, Grounds, and Transportation:** Security – We have had 5 fire drills, 2 lockdown drills, 1 evacuation drill and 1 earthquake drill. **Staff Badges** – Staff have been given badges which are to be worn on a daily basis. **Student Barcode Lunch Cards** - students have individual lunch cards with their unique barcode for hot lunch which allows for more time to eat. **Community**

**and Public Relations:** Chikumbuso Night 2013 was rescheduled to January 15, 2014, 5:30 p.m. in the VES Gymnasium.

**SPECIAL EDUCATION REPORT**

Dr. Elaine Lee highlighted information about the following: **Special Education Population** - There are now forty-one (41) students identified as Special Education in the elementary school. There are presently six (6) students in the process of being evaluated. The high school special education population remains at five (5) – one (1) student attending NFA and four (4) students attending Griswold High School. In addition there are nine (9) students presently out-placed. The combined locations show a total of fifty-five (55) students presently receiving special education services. **504 Populations** - Two (2) new students have been added to the 504 population and one (1) student was removed from 504 services and placed in Special Education. There are now thirty (30) students receiving 504 services. **Goal Setting** - Teacher Evaluations have been scheduled for the second round which must be completed by January 30<sup>th</sup>. **School Climate** - The School Climate/RTI team continues to meet on a regular basis and has now established two separate meetings times – one for actual school climate issues and one for dealing with behavioral issues. Since the State requires the committee have a parent on the committee it was determined that specific behavioral issues could not be discussed during any meeting in which a parent was present and therefore two separate times were necessary.

**SUPERINTENDENT REPORT**

Superintendent Burrows reviewed the following: Calendar of Events for January and February 2014, Enrollment Report as of January 6, 2014 - there are 312 students (Pre-K through 8<sup>th</sup> Grade) plus 126 High School Students and the Voluntown 10-Year Budget History.

**COMMITTEE REPORT**

**School Community Safety Team:** Superintendent Burrows reviewed recent initiatives for increased school safety. **Community Conversations:** Superintendent Burrows presented the Community Conversations 12-2-13 Summary Report. **Building Committee:** there is a need to replace areas of the roof that are now over 30 years old and to complete some repairs on the remaining sections. There is the option of making extensive repairs on the 30 year-old sections of the roof, but repairs would cost almost just as much as a replacement project and the cost would come directly from the school budget with no state reimbursement. Submitting a request to the state would allow us to receive reimbursement. Superintendent Burrows noted the current reimbursement rate for Voluntown from the state could be up to 65% of the cost of a project.

**BUILDING COMMITTEE VES ROOF:**

**MOTION #2 1/9/14:** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education respectfully request the Board of Selectman establish an official Building Committee for review of the Voluntown Elementary School Roof Project  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**POLICY #6142.101 WELLNESS**

**MOTION #3 1/9/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve Policy 6142.101 Student Wellness - as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**JOB DESCRIPTION OFFICE CLERK**

**MOTION #4 1/9/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve the Office Clerk Job Description - as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**AFTER SCHOOL VOLLYBALL**

**MOTION #5 1/9/14:** made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education endorse the After School Volleyball Program  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**2014-2015 BUDGET PREPARATION**

Mr. Burrows presented the initial budget proposal for 2014/15 for \$6,621,339 that represents an increase of \$252,383 or 3.96% over the 2013/14 total of \$6,386,956. The goals for this budget were reviewed and he noted the every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes. Therefore, this proposal must be carefully reviewed and adjustments considered during these challenging economic times. The ultimate goal is to meet the educational needs of students. This initial proposal includes:

- Negotiated salaries for teachers and classified personnel with the non-certified to be determined
- 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, MSMS, and Killingly Vo-Ag.
- An initial *projected* increase of 5% in the cost of health insurance.
- *Projected* energy costs for heating fuel, propane, electricity, and diesel/gasoline.
- The *projected* cost of implementing a World Language program

The Board will review the proposal and make recommendations for adjustments for review at the February 13, 2014 meeting.

- SCHOOL CALENDAR 2014-2015** The Board performed a second reading and reviewed samples of the regional school calendars published by EASTCONN, LEARN and NFA. A third reading and possible decision will be on the February agenda.
- POLICY #4118.51 SOCIAL NETWORKING WEBSITES** The Superintendent will review this policy and present it at the February meeting.
- STRATEGIC PLAN 2014-2018** An updated second draft of the proposed Strategic Plan 2014-2018 will be sent to Board of Education members and placed on the February agenda
- TITLE I AFTER SCHOOL PROGRAM RESIGNATION** **MOTION #6 1/9/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education accept the resignation of Sherry Riley from the Title I After School Program  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- TITLE I AFTER SCHOOL PROGRAM TUTOR** **MOTION #7 1/9/14:** made by Cathy Grant **SECONDED BY** Barbara Gileau that the Board of Education appoint Valerie Lord as the Title I After School Tutor  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- JHS FIELD TRIP SOARING EAGLES** **MOTION #8 1/9/14:** made by Cathy Grant **SECONDED BY** April Woodcock that the Board of Education approve the JHS Soaring Eagles Field Trip to Warwick, RI on January 24, 2014  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- RESIGNATION** **MOTION #9 1/9/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education accept the resignation of Colleen Delaporta-Wells  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- EXECUTIVE SESSION** **MOTION #10 1/9/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education enter into Executive Session at 9:20 p.m. for the purpose of discussing personnel issues  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- MOTION #11 1/9/14:** made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education move out of Executive Session at 10:05 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- MOTION #12 1/9/14:** made by Vikki Smith **SECONDED BY** April Woodcock that the Board of Education approve a Title I / SRBI 1.0 FTE certified position in accordance with the provisions of the Master Agreement between the Voluntown Board of Education and the Voluntown Education Association  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- MOTION #13 1/9/14:** made by Vikki Smith **SECONDED BY** April Woodcock that the Board of Education eliminate 28 Hours from the In-school Tutor position  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- MOTION #14 1/9/14:** made by Vikki Smith **SECONDED BY** April Woodcock that the Board of Education approve a Part-time (.2 FTE) Administrator to support the Voluntown Learning and Teacher Evaluation Plan in accordance with the provisions of the Master Agreement between the Voluntown Board of Education and the Voluntown Education Association  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- ADJOURNMENT:** **MOTION #15 1/9/14:** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education adjourned the meeting at 9:04 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

Respectfully Submitted,  
Sherry Pollard, Board Clerk