

**VOLUNTOWN BOARD OF EDUCATION**  
195 Main Street Voluntown CT 06384  
*SUPERINTENDENT OF SCHOOLS: Adam S. Burrows*

Board Chair – Diana Ingraham

Barbara Gileau  
Cathy Grant, Secretary  
James Hutchins, Vice-Chairperson  
Robert Iovino  
Vikki Smith

Phone: 860.376.9167  
Fax: 860.376.3185  
WEBSITE: [www.voluntownct.org](http://www.voluntownct.org)

**BOARD MINUTES**  
**Regular Board Meeting**  
Thursday, October 10, 2013  
Board of Education Meeting Room - 7:00 p.m.

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- CALLED 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 **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 –10/10/13** made by Vikki Smith **SECONDED BY** Cathy Grant 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 about:  
**Students as a Focal Point:** Family Night was a success, those in attendance played literacy games in the Library and Hailie Davis did a great job organizing this event; Open House held Oct 24 was a great success and many VES families and students attended; After School Tutorial Program began Tue Oct 8 and twenty-four students are participating; SRBI will begin Oct 15<sup>th</sup> and sixty-eight students are receiving services; Forty-six students are receiving Literacy intervention (Tier II - 38 / Tier III – 8) and Twenty-two students are receiving Numeracy intervention (Tier II – 21 / Tier III – 1). **Staff as a Focal Point:** Substitute Teacher interviews are taking place; VES Weekly Notes with a detailed calendar of events are sent to all faculty members at the beginning of each week; meetings are being held with grade level teams on a bi-weekly basis and the School Counselor and School Psychologist participate; meetings are being held with teachers about the completion of goal setting. **Curriculum/Instruction/Assessment:** Attended: Sexual harassment training for new administrators at LEARN, State of Connecticut School Readiness Council at SERC, New principal round table at LEARN, and Language Arts Council with 4 other staff members at EASTCONN; Completed the ED205 Title I Evaluation Report for the 2012-2013 school year ; Organized Professional Development Day focusing on (1) STAR Enterprise Reports, (2) Goal Setting (SMART Goals), (3) Parent Feedback Goal, (4) Focus Area Goal, (5) Teacher Summary Goal Form, and (6) BloomBoard. **Building/Grounds/Transportation:** Security upgrades have continued to increase school safety; CIT team took the "Active Shooter Training Course" through the Department of Homeland Security; there was the completion of a third fire drill, first lockdown drill and first evacuation drill for grades 5 through 8.

**Community/Public Relations:** Attended Sep 17<sup>th</sup> PTO Meeting; VES helped raise \$757.35 to support clinical trials program at CCMC during Childhood Cancer Awareness Month; 8<sup>th</sup> grade students took a field trip to attend NFA's "Day of Awareness"

**SPECIAL EDUCATION  
DIRECTOR  
REPORT**

Dr. Elaine Lee presented the Special Education Report that highlighted information about: **Enrollment Special Education:** There will be (32) students receiving Special Education services in one or more subject areas in grades Pre-K through 8<sup>th</sup> grade; **Special Education High School:** 5 students will be receiving services (1 at NFA and 4 at Griswold High School); **Special Education Out-Placed Students:** 10 students will be out-placed; **504 Students:** (27) students are receiving 504 services; **Projections:** There are currently (7) students being evaluated for possible special education placement. **Medicaid Application:** the State of Connecticut, Department of Social Services, released the "Medicaid Provider Enrollment" form. This application will be completed this week and sent to the State for final approval; **Goal Setting:** Meetings have been taking place with teachers about the new Teacher Evaluation system, SMART Goals using the Bloomboard system.

**SUPERINTENDENT'S  
REPORT**

Superintendent Burrows reviewed the following: Calendar of Events for Oct & Nov 2013, the enrollment report that noted, as of 10/1/13, there are 307 students (Pre-K through 8<sup>th</sup> Grade) plus 128 High School Students, 2013-2014 Tuitions, and the School Lunch Program Annual Revenue and Cost Expenditure Report. Superintendent Burrows also reviewed the Professional Learning and Teacher Evaluation, Connecticut Statute Section 10-151b and the PA 13-245 amendment for our Professional Learning and it was noted the Teacher Evaluation Committee has approved not using State Assessments in our plan. We will use local assessments.

**MOTION #1 –10/10/13** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorize the Superintendent of Schools to submit the "District Choice Form" for 2013-2014 for Student Assessment Choice (pending approval by the USED) selecting SB-FT ELA and Math in grades 3-8 and the school system chooses "No" to include the 2014 State assessment results within our educator evaluation and support plan for the 2013-2014 school year which constitutes our request to amend our state approved education and evaluation plan.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**COMMITTEE  
REPORTS**

**Tools for Schools:** This Committee will now be known as IAQ/TfS/Safety Committee  
**Youth Services Bureau:** SERAC grant application has been submitted, discussions on the DARE program are taking place, a 5K run is being planned for April/May in support of YSB. **Curriculum Steering:** the availability of text and non-fiction materials has begun in connection with Social Studies and Science, discussion is taking place to review world language and STAR program data advancements. **Transportation:** next meeting is scheduled for Wed, Oct 23, 2013; **School/Community Safety Team:** discussion of initiatives is taking place about increased school safety. A third fire drill, first lockdown and first evacuation drill has been completed. **Teacher Evaluation Plan and Professional Development:** The Committee is reviewing professional programs as related to the State

**Community Conversations:** This Committee will meet on Monday October 28 at 7:00 p.m., Monday, November 18<sup>th</sup> at 7:00 p.m., and on Monday, December 2 at 5:30 p.m., there will be a community conversations general meeting.

**SOLAR PANEL  
PROJECT**

Review continues on the potential for future solar panel projects that may present additional reductions in electricity usage.

**COMPETITIVE  
GRANT  
TECHNOLOGY  
UPGRADES**

Mr. Burrows noted a grant has been submitted and we are waiting for a decision by the State Department of Education.

**MARCH 2013 CMT  
SCORES 3-8<sup>TH</sup> GRADE**

This topic was tabled until the CMT School Performance Indicators are released by the State Department of Education.

<b>2014-2015 BUDGET PROPOSAL TIMELINE</b>	Superintendent Burrows distributed the sequence of events for developing the 2014-2015 proposed BOE budget. He also distributed a comprehensive budget report with a six-year history of all actual expenditures for 07/08 to 12/13. The purpose of this report is to allow the Board to review the history of our budget to help with the development of the 14/15 budget proposal.
<b>ATHLETIC DIRECTOR</b>	<b>MOTION #2 – 10/11/13</b> made by Vikki Smith <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Margaret Voland as the Athletic Director <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>BASKETBALL COACH BOYS</b>	<b>MOTION #3 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Chuck Salter as the Boys Basketball Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>BASKETBALL COACH GIRLS</b>	<b>MOTION #4 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Vikki Smith that the Board of Education approve Margaret Voland as the Girls Basketball Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>ASSISTANT BASKETBALL COACH BOYS</b>	<b>MOTION #5 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Nate Musser as the Boys Assistant Basketball Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>ASSISTANT BASKETBALL COACH GIRLS</b>	<b>MOTION #6 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Nicole Vitali as the Girls Assistant Basketball Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>CHEERLEADER COACH AND ASSISTANT COACH</b>	<b>MOTION #7 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Lauren Roderick and Hillary Sirois as Cheerleading Co-coaches <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>TITLE I AFTER SCHOOL TUTORS</b>	<b>MOTION #8 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve the following Title I After School Tutors: Mike Creaturo, Adra Hetes, Sherry Riley and Lauren Roderick <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>TITLE I TUTOR</b>	<b>MOTION #9 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Sherry Riley as a Title I Tutor <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>FIELD TRIP 8<sup>TH</sup> GRADE</b>	<b>MOTION #10 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve an 8 <sup>th</sup> Grade Field Trip to the Boston Science Museum on Friday, April 11, 2014 <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>TRACK AND FIELD COACH</b>	<b>MOTION #11 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Brian Racicot as the Track and Field Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>TRACK AND FIELD ASSISTANT COACH</b>	<b>MOTION #12 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approve Andrea Bunger as the Track and Field Assistant Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>RESIGNATION BUS MONITOR</b>	<b>MOTION #13 – 10/11/13</b> made by Vikki Smith <b>SECONDED BY</b> Cathy Grant that the Board of Education accept the resignation of Paula O'Brian - a Bus Monitor <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>NEW BUS MONITOR</b>	<b>MOTION #14 – 10/11/13</b> made by Barbara Gileau <b>SECONDED BY</b> Cathy Grant that the Board of Education approves Julie Kamienski as a new Bus Monitor <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>

**SUGGESTIONS FOR NEXT MEETING:** Election of Officers, Competitive Grant; Solar Projects, Committee Assignments, Recess Policy (Physical Exercise) - PA 13-173 #1

**EXECUTIVE SESSION** **MOTION #15 – 10/11/13** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education enter into Executive Session at 8:15 p.m. for the purpose of discussing personnel issues  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**MOTION #16 – 10/11/13** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education move out of Executive Session at 8:35 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**ADJOURNMENT:** **MOTION #17 – 10/11/13** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education adjourns the meeting at 8:36 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

Respectfully Submitted  
Sherry Pollard, Board Clerk