

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, October 9, 2014

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

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

CALL TO ORDER The Board Chair called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE Recited

CONSENT AGENDA **MOTION #1 (10/9/14):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education approve the Consent Agenda as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADDITIONS TO THE AGENDA **MOTION #2 (10/9/14):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education add the following to the Agenda: (1) Library, (2) Health & Wellness, (3) Tools for Schools 2015-16 Fuel Oil Contract, (4) Job Description Director of Facilities & Maintenance, (5) Bullying Policy and (6) Request by the Baptist Church for the use of a school bus
VOICE VOTE: UNANIMOUS; MOTION CARRIES

CITIZEN COMMENTS None

GUESTS: The Board of Education congratulated Taylor Rogers for his work in achieving a Certificate of Completion of his high school program.

PRINCIPAL: REPORT **Students as a Focal Point:** The PTO sponsored an anti-bullying assembly, "Reverse Order" musical group, on September 23rd. We had our annual Open House on September 23rd. Many VES families and students came to meet their teachers and tour their classrooms. We had members from local groups showcasing their organizations (Youth Service Bureau, Girl Scouts, Boy Scouts, and Recreation Department). It was a successful event. 5th – 8th grade students participated in an Evacuation Drill to the Voluntown Baptist Church on September 30th. SRBI ~ We held Fall Data Team Meetings on October 2nd and 3rd. Academic Teams (grade level teachers, special education teachers, speech/language teachers, SRBI teachers, counseling department and administration) reviewed students' Fall Benchmark Assessment Data and classroom performance. Fifty Five Kindergarten through 8th grade will begin receiving SRBI on Tuesday, October 14th. In the SRBI Program, (37) students will receive literacy instruction (33 Tier II and 4 Tier III) and (33) students will receive numeracy instruction (32 Tier II and 1 Tier III). The break down per grade level is as follows: Kindergarten (5), 1st Grade (6), 2nd Grade (6), 3rd Grade (6), 4th Grade (8), 5th Grade (5), 6th Grade (6), 7th Grade (9), and 8th Grade (4); After School Tutorial ~ After School Tutorial will begin Tuesday, October 14th. Twenty-eight students, grades 4-8, were invited to this program.

Curriculum, Learning, and Instruction: I continue to send VES weekly and monthly notes to VES Faculty/Staff and meet with all level teams on a bi-weekly basis; **Chaired Meetings** ~ Crisis Intervention Team, School Readiness Council, and Faculty Meeting; **In-house Meetings** ~ Technology Committee, Safe School Climate Committee, and School/Community Safety Team Meeting; **Out-of-District Meetings** ~ Competitive School Readiness Council; **Trainings:** Connecticut Child Care and Infant/Child CPR Training; **Grants/Reports** ~ **NAEYC Renewal Materials** ~

This report was completed and submitted on September 30th; **Teacher Professional Development Day** ~ Staff participated in a PD Day on September 19th. The following committees met to review curriculum, instruction, and assessment information for the 2014-2015 school year: Mathematics, Social Studies, and Science. The Social Studies Committee is planning an event at school in honor of Veteran's Day, November 11th; **Teacher Evaluation** ~ We are in the middle of our Goal Setting Conferences. I have met with 18/26 certified teachers to review SMART Goals and Parent Feedback Goals for the 2014-2015 school year; **Student Teacher** ~ Jazmin Figueroa from Griswold High School has been student teaching with Amy Suffoletto.

Building, Grounds, and Transportation: Safety Drills: We have had 1 fire drill - We have had 1 lockdown drill. We have had 1 evacuation drill:

Community and Public Relations: **PTO** ~ I attended the PTO Planning Meeting on September 16th; **YSB Soccer Tournament** ~ The YSB 3v3 Soccer Tournament will be postponed until Spring 2015 due to low interest; **Hat's on Day to support VIE for the Kids** ~ VES staff, students, and families helped raise \$1,107.60 to support the clinical trials program at CCMC.

EDUCATION REPORT

SPECIAL

Special Education Population - Special education population is now at (49) students in the elementary school building, (1) in the PreK-3 program; (2) in the PreK-4 program; (2) in Kindergarten; (1) in first grade; (2) in second grade; (8) in third grade; (8) in fourth grade; (6) in fifth grade; (4) in sixth grade; (9) in seventh grade and (6) in eighth grade. High school special education population is now at (8); (2) attending NFA and (5) students attending Griswold High School and (1) attending Quinebaug Middle School. In addition there are (9) students presently out-placed; (4) attend The Learning Clinic; (1) student attends Griswold Elementary School; two (2) students attend Northeast Regional, (1) attends the IRSP program at NFA and (1) student works with Project Genesis. Combined locations show a total of (66) students presently receiving special education services.

504 Populations - There are now (29) students receiving 504 services; (23) in the elementary building and (6) attending high school.

Speech and Language: all students identified as special education have been tested for grade level skills in math and reading through STAR testing.

Special Education Teachers: All teachers assigned to me for evaluation have completed their goal setting conferences.

School Climate: September School Climate meeting was held September 23, 2014. Discussion took place on the type of behavioral surveys we would select to replace Aimswebb, strengths and difficulties questionnaire and plans to enhance a healthy school climate.

Paraprofessionals: Para's received training on Google from Jim Ward. A refresher course will be provided in January.

SUPERINTENDENT REPORT

The Superintendent reviewed his Calendar of Events for August and September 2014; the Enrollment Report noted there are **319** students (Pre-K through 8th Grade) plus **129** High School Students; correspondence from the State Department of Education regarding the McKinney/Vento Act currently providing rights and relief to thousands of homeless children and youth in Connecticut, and the Final Grant Awards to Voluntown School for the Fiscal Year 2015 IDEA-Part B, Section 611/619.

TOOLS FOR SCHOOLS

MOTION #3 (10/9/14): made by Vikki Smith **SECONDED BY** Jim Hutchins that the Board of Education authorize the Superintendent of Schools to work with the Voluntown First Selectman to approve a fuel oil purchase contract, at the current rate, for approximately 17,500 gallons, in the estimated amount of \$50,750 for the 2015-2016 school year

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

YOUTH SERVICES BUREAU

Diana Ingraham reported on the many YSB activities being planned for 2014-2015. Topics of discussion included, but were not limited to, the Birth to Three Initiative, Mission Statement and Home School Families. The Superintendent mentioned a Juvenile Review Board is being developed.

CURRICULUM STEERING

There was review of correspondence from the State Department of Education regarding the 2014-15 Connecticut Student Assessment Calendar.

TRANSPORTATION

There was review of the Voluntown School Bus Diesel Usage Reports from 2012-2014.

SCHOOL COMMUNITY SAFETY TEAM/	School Administration continues to work cooperatively with school staff, community members, law enforcement officials and local emergency response teams on school safety and preparedness procedures. Planned security upgrades at Voluntown School are continuing.
SCHOOL READINESS COUNCIL	Preparations are being made to complete NAEYC accreditation which occurs every five (5) years.
PROFESSIONAL LEARNING TEACHER EVALUATION PLAN	There was review of correspondence from the State Department of Education, dated September 25, 2014 indicated CSDE approval of the Voluntown 2014-2015 Educator and Support Plan.
STRATEGIC PLAN (2014-2018)	The Board held discussion on the Board of Education, Voluntown CT, Strategic Plan for 2014-2015.
BUILDING COMMITTEE ROOF	The Building Committee met October 8, 2014, and reviewed RFQ documents including a list of proposals, as submitted. Paul Ricard supervised a tour of the roof following the above mandated general meeting. Information about the RFP for the project was distributed prior to the tour. The Building Committee will meet on Wednesday Oct 22, 2014 to interview architects.
PTO	There was review of the schedule of events for the 2014-2015 school year as submitted.
LIBRARY	With establishing a Library/Reading Integration Teacher, use of the Library has greatly increased. Discussion took place about consideration for an expansion initiative within the library including the purchasing of new books. Barbara Gileau will represent the Board of Education on the Library Committee scheduled to meet November 5, 2014.
HEALTH AND WELLNESS/ CRISIS / INTERVENTION	The Board reviewed Policy Series #5141 and #6114 about wellness, student health services, illness and public health and crisis interventions. Cathy Grant will represent the Board of Education at a Wellness Committee Meeting on the morning of November 5, 2014.
SOLAR PANEL PROJECT	Superintendent Burrows noted work continues on specifics of the solar panel project and the associated power purchase agreement. ENCON representatives visited our school district on October 8, 2014 to review the site.
DEVELOPMENT OF THE BUDGET 2015-2016	The Board reviewed projected Strategic Plan priorities as they relate to the budget process.
ANNUAL 2012-2013 REPORT - CT STATE PERFORMANCE PLAN	The Board reviewed the State Department of Education Plan as presented.
STRATEGIC SCHOOL PROFILE 2012-13	The Board reviewed the Strategic School Profile for Voluntown Elementary School as submitted.
KELLY SERVICES	The Board reviewed information about Kelly Services. This topic will be placed on the November 13, 2014 Agenda.

**DIRECTOR OF
SPECIAL
EDUCATION**

MOTION #4 (10/9/14): made by Jim Hutchins **SECONDED BY** Barbara Gileau that the Board of Education approve the Job Description for the Director of Special Education as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**REGULATION
#5131.911
SAFE SCHOOL
CLIMATE
PLAN / BULLYING**

The Board reviewed Regulation #5131.911, Safe School Climate Plan, Bullying. There was review and discussion about the priorities of the Voluntown Safe School Climate Plan. The Board of Education requested continuing review at the November 13, 2014 meeting.

APPOINTMENTS:

MOTION #5 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve Mike Creaturo as a Title I After School Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #6 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve Katelyn Stockford as a Title I After School Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #7 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve Margaret Voland as a Title I After School Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #8 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve Lauren Roderick as a Title I After School Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #9 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve Sue Obertello as a substitute Title I After School Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**DIRECTOR OF
FACILITIES &
MAINTENANCE**

MOTION #10 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approve the Job Description for the Director of Facilities & Maintenance as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

EXECUTIVE SESSION: None

**USE OF BUS
VOLUNTOWN
BAPTIST
CHURCH**

MOTION #11 (10/9/14): made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approves the request from Voluntown Baptist Church for use of a school bus for round trip transportation of youth to Providence, RI on November 21 and 22, 2014
VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #12 (10/9/14): made by Barbara Gileau **SECONDED BY** Jim Hutchins that the Board of Education adjourn the meeting at 9:12 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

APPROVED BY THE BOARD NOVEMBER 13, 2014

Respectfully Submitted,
Sherry Pollard, Board Clerk