

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

APPROVED

Regular Board Meeting

Thursday, November 13, 2014

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

Annual Re-Organization Meeting – Election of Officers

ATTENDANCE Present: Barbara Gileau, James Hutchins, Diana Ingraham, Robert Iovino, **Vikki Smith (arrived 7:40 P.M.)
Absent: Cathy Grant, April Woodcock
Also Present: Superintendent Adam Burrows, Principal Alycia Trakas

Superintendent of Schools opened the meeting at 7:00 p.m. and requested nominations for Board Chair:

MOTION #1 (11/13/14): made by Barbara Gileau **SECONDED BY** Robert Iovino that the Board of Education nominate Diana Ingraham to the position of **Board Chair** commencing on this date through the day prior to the next re-organization meeting of the Board in November 2015. There were no other nominations. Nominations were closed.

BALLOT VOTE 4:0 UNANIMOUS;

MOTION CARRIES

CALL TO ORDER The Board Chair called the regular meeting to order at 7:04 p.m. and opened the floor for nominations for Vice Chair and Secretary.

MOTION #2 (11/13/14): made by Robert Iovino **SECONDED BY** Barbara Gileau that the Board of Education nominate Jim Hutchins for the position of **Vice Chair** commencing on this date through the day prior to the next reorganization meeting of the Board in November 2015. There were no other nominations. Nominations were closed.

BALLOT VOTE 4:0 UNANIMOUS;

MOTION CARRIES

MOTION #3 (11/13/14): made by Robert Iovino **SECONDED BY** Barbara Gileau that the Board of Education nominate Cathy Grant as the Board of Education **Secretary** commencing on this date through the day prior to the next reorganization meeting of the Board in November 2015. There were no other nominations. Nominations were closed.

BALLOT VOTE 4:0 UNANIMOUS;

MOTION CARRIES

PLEDGE OF ALLEGIANCE Recited

CONSENT AGENDA **MOTION #4 (11/13/14):** made by Robert Iovino **SECONDED BY** Jim Hutchins that the Board of Education approve the Consent Agenda as presented

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

PRINCIPAL: REPORT **Students as a Focal Point**: **SRBI** ~ Session 2 begins Monday, November 17th, Sherry Riley and Rhonda Bursey have been meeting with grade level teams to finalize SRBI Tier 2 and Tier 3 groups; **After School Tutorial** ~ Session 2 begins next week on Tuesday, November 18th. Twenty-eight students, grades 4-8, were invited to this session; **Bullying Prevention Month** ~ Kristin Goodwin, School Counselor, organized activities for October's Bullying Prevention Month. Some of these activities included: Mix It Up Day at Lunch and signing the Anti-Bullying Pledge Banner to receive a bracelet; **Red Ribbon Week** ~ Kristin Goodwin, School Counselor, organized activities for the week of October 27th through October 31st. Some of these activities included: Door Decorating Contest, signing the Making Healthy Choices Pledge Banner to receive a bracelet, and dress-up days: Monday – Red Day – “A Drug Free Me is a Healthy Me” - Tuesday – Hat Day – “Put a Cap on Drugs” - Wednesday – Team Gear Day – “Be on a Drug Free Team” - Thursday – Boot Day – “Give Drugs the Boot” - Friday – Bright Colors/Sunglasses Day – “Too Bright to do Drugs” - **PTO Book Fair** ~ The PTO held their annual Book Fair in the Library from October 27th through October 30th. - **PTO Assembly** ~ The PTO sponsored an assembly, “Global Safari” on October 28th; **High School Fair and Information Night** ~ Kristin Goodwin, Jackie Vaillancourt, and Andrea Bunger organized and attended the first annual HS Fair and Information Night on October 28th. 4 of the 7 high schools were present to showcase their schools to our 6th, 7th, and 8th graders and their parents/guardians; **YSB/VES Teddy Bear Pajama Picnic** ~ Melinda Bryan, Toula Wyland, and Deb Glaude organized and ran this student/parent activity on Friday, November 7th. 64 people attended (33 adults and 31 students); **JHS Dance** ~ Andrea Kelly, Megan Glidden and Amy Suffoletto helped run our first JH Dance on Friday, November 7th; **KUBI** ~ Jim Ward and I met with Elizabeth Regan from the Norwich

Bulletin to discuss Voluntown Elementary School's new Kubi telecommunications tool for students who are homebound for extended periods of time due to illness. The article appeared in the paper on Monday, November 10th. Thank you to Jackie Vaillancourt for piloting this tool in her classroom; **Quarter 1 Reports Cards** ~ The 1st Quarter closed on November 5th; report cards went home November 12th.

Curriculum, Learning, and Instruction: **VES Weekly Notes** ~ I continue to send VES weekly notes/monthly notes to VES Faculty/Staff; **Bi-weekly Team Meetings** ~ I continue to meet with all teams on a bi-weekly basis; **Chaired Meetings** ~ TEAM Committee, JHS/HS Committee, Teacher Evaluation/Professional Development Committee, Crisis Intervention Team, School Readiness Council, and Faculty Meeting; **In-house Meetings** ~ Wellness Committee, Library Committee, and Youth Service Bureau; **Out-of-District Meetings** ~ TEAM District Facilitator, EASTCONN's Advisory Council and Competitive School Readiness Council; **Trainings** ~ Adult First Aid/CPR/AED Training, CSDE CTAA and Skills Checklist Training for District Testing Coordinators, Title IX/Equity Coordinators Training, and Connecticut Reading Association Annual Conference; **Grants/Reports** ~ **NAEYC Renewal Materials** ~ Renewal Materials were approved on November 12, 2014; our site visit will be no later than 3/30/15; **CCSS Coaching Days** ~ I met with our EASTCONN representative to plan out our 9.5 CCSS Coaching Days for the 2014-2015 school year; **Teacher Professional Development Day** ~ Staff participated in a PD Day on October 31st. The following committees met to review objectives and priorities: TEAM, JHS/HS, and Teacher Evaluation/Professional Development; **Teacher Evaluation** ~ We are in the midst of our 1st round of Formal Observations (due November 30th); **High School Connection** ~ Jackie Vaillancourt and I met with Sue Rourke (Director of Curriculum) and Matt Peel (High School Assistant Principal) from Griswold Public Schools in order to create a bridge between JHS and HS math teachers. Future meetings are planned to create a common assessment to be given to 8th graders in the spring; **CPR Training** ~ Brian Racicot recertified 8 staff members/coaches on Adult and Child First Aid/AED/CPR on October 31st; **Staff Connection** ~ The VES Faculty/Staff participated in an Apple – Pumpkin Bake Off Challenge on Friday, October 17th. Winners included: Pumpkin – Margaret Volland, Apple – Val Lord, and Best In Show – Diane Magario.

Building, Grounds, and Transportation: **Safety Drills:** We have had 3 fire drills. We have had 1 lockdown drill. We have had 1 evacuation drill.

Community and Public Relations: **PTO** ~ I attended the PTO Meeting on October 21st and the PTO Book Fair Family Night on October 30th; **Veteran's Day Breakfast and Assembly** ~ We held our first Voluntown Elementary School's Veteran's Day Celebration where we honored student/staff family and friends, as well as, Voluntown residents who are veterans or active duty service members. At 9AM, the VES Faculty/Staff hosted a delicious breakfast for about 70 people. At 9:30AM, our students honored 45 veterans/service members with a lovely, heartfelt assembly. I hope this becomes an annual event!

SPECIAL EDUCATION REPORT Will be presented at the December 11, 2014 meeting and will include the Annual Asthma Report and an update on the School Climate Plan.

SUPERINTENDENT REPORT The Superintendent reviewed his Calendar of Events for November and December 2014; the Enrollment Report noted there are **320** students (Pre-K through 8th Grade) plus **125** High School Students. He also reviewed the 2013-2014 Annual Review and Cost Expenditure Report for the Voluntown School Lunch Program.

INDOOR AIR QUALITY / TFS The Superintendent reported that the heating system has been started and is running efficiently.

YOUTH SERVICES BUREAU Diana Ingraham reported on the many YSB activities being planned for 2014-2015. There was review of the Voluntown Juvenile Review Board Policies & Procedures.

CURRICULUM STEERING This topic will be discussed at the December 11, 2014 meeting.

TRANSPORTATION This topic will be discussed at the December 11, 2014 meeting.

SCHOOL COMMUNITY SAFETY TEAM The Superintendent indicated the 2014-15 All Hazards Plan is under review and will be presented to the Board for adoption upon completion.

SCHOOL READINESS COUNCIL The Principal will be more involved with EASTCONN early childhood education initiatives and the School Readiness Council.

TEACHER EVALUATION PLAN **MOTION #5 (11/13/14):** made by Jim Hutchins **SECONDED BY** Robert Iovino that the Board of Education approve the 2014-2015 Teacher Evaluation Plan
VOICE VOTE: UNANIMOUS; MOTION CARRIES

- COMMON CORE / RUBRIC** **MOTION #6 (11/13/14):** made by Diana Ingraham **SECONDED BY** Jim Hutchins that the Board of Education adopt The 2014 Connecticut Common Core of Teaching (CCT) Rubric for Effective Teaching
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- LIBRARY** Barbara Gileau reported there is an increase in student activities in the Library. The PTO held their annual Book Fair in the Library. Andrea Kelly is in the process of building a list of books that will enhance education and increase the interest of students.
- BUILDING COMMITTEE** Barbara Gileau reported the Building Committee met on October 22 2014 and November 13, 2014. The Committee selected Al Jacunski of Jacunski Humes Architects, LLC as the Architect for the roof project. Mr. Jacunski gave an update of recent and future assessments of the roof and reviewed timelines for state requirements.
- ** Vikki Smith arrived at this point in the meeting.
- DEVELOPMENT OF THE BUDGET 2015-2016** The Board reviewed projected Strategic Plan priorities as they relate to the budget process.
- TRANSFERS FY 2014-2015** **MOTION #7 (11/13/14):** made by Vikki Smith **SECONDED BY** Jim Hutchins that the Board of Education approves the transfers as submitted for the current 2014-15 Fiscal Year
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- SAFE SCHOOL CLIMATE PLAN #5131.911** The Board will further review this policy at the December 11, 2014 meeting.
- SOLAR PANEL PROJECT** Contractors have visited the site.
- SNOW REMOVAL BID** **MOTION #8 (11/13/14):** made by Vikki Smith **SECONDED BY** Robert Iovino that the Board of Education awards the Snow Removal Bid to TRS Landscaping, Timothy Sajkowicz, for the 2015-16 school year
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MEETING DATES 2015** **MOTION #9 (11/13/14):** made by Robert Iovino **SECONDED BY** Vikki Smith Robert Iovino that the Board of Education approves the 2015 Meeting Dates as submitted
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- TITLE IX COORDINATOR** **MOTION #10 (11/13/14):** made by Vikki Smith **SECONDED BY** Jim Hutchins that the Board of Education approves Kristin Goodwin as the Title IX Coordinator
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- APPOINTMENTS** **MOTION #11 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Nathan Musser as the Boys Basketball Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #12 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Nicole Vitali as the Girls Basketball Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #13 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Raymond Kamienski as the Assistant Boys Basketball Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #14 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Chuck Salter as the Assistant Girls Basketball Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #15 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Amy Suffoletto and Lauren Roderick as Cheerleader Co-Coaches
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #16 (11/13/14):** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approves Brian Racicot as the Track/Field Coach and Andrea Bunker as the Assistant Track/Field Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES

- BY-LAWS** There was Board consensus to review by-laws at the December 11, 2014 meeting.
- SCHOOL CALENDAR 2015-2016** The Board performed a 1st reading. A 2nd reading will be placed on the Agenda for the December 11, 2014 meeting.
- POLICY #3513.1 ENERGY CONSERVATION** There was Board consensus there will be no further review of this policy.
- REQUEST FOR LEAVE** **MOTION #17 (11/13/14):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education approve the request for leave as requested by Rachel Ricard
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- QUINEBAUG MIDDLE COLLEGE PARTNERSHIP PROGRAM** **MOTION #18 (11/13/14):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education request (8) placeholders for the Quinebaug Middle College Partnership Contract
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- SUPERINTENDENT ABSENCE** **MOTION #19 (11/13/14):** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education authorize Alycia Trakas, Principal, as the acting Superintendent in the event of the absence of the Superintendent
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- ADJOURNMENT:** **MOTION #20 (11/13/14):** made by Barbara Gileau **SECONDED BY** Robert Iovino that the Board of Education adjourn the meeting at 8:20 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted,
Sherry Pollard, Board Clerk