

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

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BOARD MINUTES

Regular Board Meeting

Thursday, November 14, 2013

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, April Woodcock. **Absent:** Cathy Grant. **Also Present:** Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal

Superintendent of Schools opened the meeting at 7:15 p.m. and requested nominations for Board Chair:

MOTION #1 11/14/13: made by Robert Iovino **SECONDED BY** Vikki Smith 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 reorganization meeting of the Board in November 2014. There were no other nominations. Nominations were closed.

BALLOT VOTE 6:0 UNANIMOUS;

MOTION CARRIES

Superintendent of Schools turned the meeting over to the Board Chair:

CALL TO ORDER: The Board Chair Diana Ingraham called the meeting to order at 7:20 p.m. and Board Chair, Diana Ingraham, opened the floor for nominations for Vice Chair.

MOTION #2 11/14/13: made by Vikki Smith **SECONDED BY** Robert Iovino 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 2014. There were no other nominations. Nominations were closed.

BALLOT VOTE: 6:0 UNANIMOUS;

MOTION CARRIES

Board Chair, Diana Ingraham, opened the floor for nominations for Secretary.

MOTION #3 11/14/13: made by Robert Iovino **SECONDED BY** Jim Hutchins 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 2014. There were no other nominations. Nominations were closed.

BALLOT VOTE: 6:0 UNANIMOUS;

MOTION CARRIES

PLEDGE OF ALLEGIANCE Recited

CONSENT AGENDA MOTION #4 11/14/13: made by Jim Hutchins **SECONDED BY** Barbara Gileau 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: **VES Students as a Focal Point:** Family Night was a success - we provided s'mores, while students and parents read books around the campfire; **After School Tutorial:** 2nd term begins Tuesday, November 19, 2013 - our numbers have decreased which means student academic performance has increased; **SRBI:** Data Team meeting is scheduled for Thursday, November 21, 2013 to determine any SRBI Tier changes. **Soccer Team:** Boys & Girls Soccer Team won State Championships on November, 7, 2013. **First Quarter Assembly:** Students will be recognized for making Honor

Roll/High Honors, being nominated as Student of the Quarter, and for participation in the Governor's Summer Reading Challenge; **Tuancy & Residency:** Administrative Team met with Don Skewes and Carlos Colon from EASTCONN about student residency and truancy; **Junior High School Dance:** held November 1, 2013 was a success; **School Spirit:** PINK DAY for Breast Cancer Awareness was on October 25, 2013. ORANGE/BLACK DAY for Halloween was on October 31, 2013, and BLUE/GOLD DAY to support our soccer team was on November 7, 2013; **Staff as a Focal Point:** Common Planning: Hailie Davis and Sherry Riley meet with grade level teams on a weekly basis for common planning and meet to review data on a monthly basis at SRBI Data Team meetings. Goal Setting Conferences were completed using BloomBoard; Teachers are using BloomBoard to upload Pre and Post-Observation Conference Forms, Lesson Plan Forms, and any additional artifacts; Flu Shot clinic was held November 7, 2013 here at VES and was organized by Rite Aid Pharmacy, Staff Breakfast provided by the Early Childhood Wing (Pre-School and Kindergarten teachers and paras) was on October, 31, 2013. **Curriculum/Instruction/Assessment:** Completed/submitted NCSC Phase 1 Pilot Test School Registration Form and SFY 13 Quality Enhancement Evaluation for the Competitive School Readiness Grant and completed Healthy Connections Partnering to Create Healthy School Communities for Successful Students Component Two - Healthy Eating and Physical Activity Grant (awaiting approval for submission); Organized Professional Development Day Nov 5 - focusing on Teacher Evaluation (Domains, Rubric, and Observation). Joanne Frieberg from the Connecticut State Department of Education gave a two-hour presentation on Bullying & Harassment; **Building/Grounds/Transportation:** Bill Letson is continuing his work with VES to increase school safety. Connecticut State Fire Marshalls came November 7, 2013 to meet with Bill Letson about security measures. Drill: a fire drill and lockdown drill will be done before Thanksgiving break: We have had 3 fire drills, 1 lockdown drill, and 1 evacuation drill, and 1 earthquake drill; **Community/Public Relations:** PTO met October 15, 2013 PTO had their annual Book Fair and started a fall fundraiser (Butter Braids); attended a Community Conversations Grant Planning meeting on October, 28, 2013.

SPECIAL EDUCATION: REPORT Dr. Elaine Lee presented the Report that highlighted information about the following:
Enrollment: There will be (36) students receiving Special Education services in the elementary school building. **Special Education High School:** 5 students will be receiving services (1 at NFA and 4 at Griswold). **Special Education Out-Placed Students:** (9) 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. **Goal Setting:** teachers are being evaluated under the new Teacher Evaluation System. Goals and objectives will be developed as a result of evaluations and will be forwarded to the Superintendent of Schools for approval. **Conferences:** Dr. Lee attended the 2013 Leadership Conference entitled Teacher Evaluation and How Do All the Pieces Stay Connected on October 17 and 18, 2013. Primary concerns were developing appropriate standards for evaluating non-teaching staff such as school psychologists, school counselors and Speech and Language therapists.

SUPERINTENDENT REPORT Superintendent Burrows reviewed the following: Calendar of Events – November & December 2013, Enrollment Report: as of November 4, 2013, there are 311 students (Pre-K through 8th Grade) plus 126 High School Students, Board Briefs October 10, 2013, and the Voluntown Farmers Market support letter. Superintendent Burrows noted Jackie Vaillancourt will provide a presentation on World Language at the Thursday, December 12, 2013 board meeting. Mrs. Vaillancourt will also make a brief presentation about changes the CCSS or Common Core State Standards have made to our math curriculum.

COMMITTEE REPORTS **Indoor Air Quality / Tools for Schools Safety Committee:** Superintendent Burrows noted he has met with an architect to discuss the potential for a classroom expansion grant for three-year olds. The Maintenance Director, Paul Ricard, reviewed the structural condition of the VES roof with an outside company. There was additional discussion about the cost effectiveness of repairing versus replacement of the roof. **Youth Services Bureau:** the Juvenile Review Board is still being developed. Volleyball and Basketball are being planned for High School students; **Curriculum Steering:** Superintendent Burrows submitted the Curriculum Committee Listing. This will be reviewed further at the Thursday, December 12, 2013 meeting. **Community Conversations:** Invitations have been distributed to seek to invite up to 100 people to meet on Mon, December 2, 2013 to join in a process to discuss "Coordinating our Efforts in Voluntown to Educate and Support our Youth Now and in the Future". Financial support for this program is from a grant authorized by the Graustein Foundation.

2014-2015 BUDGET PROPOSAL TIMELINE The timelines for the meetings to develop the 2014-2015 Budget Proposal has been published.

SNOW REMOVAL BID **MOTION #5 – 11/14/13** made by Barbara Gileau **SECONDED BY** Jim Hutchins that the Board of Education award the Snow Removal Bid to TRS Landscaping, Timothy Sajkowicz, for the 2014-2015 school year
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**

BOARD OF ED MEETING DATES 2014 **MOTION #6 – 11/14/13** made by Vikki Smith **SECONDED BY** Jim Hutchins that the Board of Education approve the 2014 Board Meeting Dates, as submitted
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
TITLE I AND II **MOTION #7 – 11/14/13** made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education

- GRANT APPLICATION 2014** authorize the Superintendent to submit the Title I and Title II Grant Application
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- JOB DESCRIPTION OFFICE CLERK** The Board performed a first reading of the Job Description. A second reading was placed on the December 12, 2013 Agenda
- TITLE IX COORDINATOR** **MOTION #8 – 11/14/13** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education authorize Mary Kollman as the Title IX Coordinator
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- ED-099 AGREEMENT CHILD NUTRITION PROGRAM** **MOTION #9 – 11/14/13** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education authorize the Superintendent of Schools Adam Burrows, Principal Alycia Trakas, and the Board of Education Secretary as authorized signers of the ED-099 Agreement for Child Nutrition Programs
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- POLICY #6142.101 WELLNESS** The Board performed a first reading. A second reading was placed on the December 12, 2013 Agenda
- SPECIAL EDUCATION TEACHER** **MOTION #10 – 11/14/13** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education approve Julia Stands as a Special Education Teacher
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- INTRAMURAL VOLLYBALL** Brian Racicot, the Physical Education teacher, is interested in starting an Intramural volleyball team. This topic was placed on the December 12, 2013 Agenda
- SCHOOL CALENDAR 2014-2015** The Board performed a first reading. A second reading was placed on the December 12, 2013 Agenda.
- POLICY #4118.51 SOCIAL NETWORKING WEBSITES** The Board performed a first reading. A second reading was placed on the December 12, 2013 Agenda.
- ADJOURNMENT:** **MOTION #11 – 11/14/13** 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

APPROVED BY THE BOARD ON JANUARY 9, 2014

Respectfully Submitted
Sherry Pollard, Board Clerk