

# 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, March 13, 2014

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

#### **CALL TO ORDER**

The Board Vice Chair Jim Hutchins called the meeting to order at 7:00 p.m.

#### **ATTENDANCE**

**Present:** Barbara Gileau, Cathy Grant [Secretary], James Hutchins [Vice Chair], Robert Iovino, Vikki Smith, and April Woodcock. **Absent:** Diana Ingraham [Board Chair]

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

#### **PLEDGE OF ALLEGIANCE**

Recited

#### **CONSENT AGENDA**

**MOTION #1 3/13/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education add the following to the Agenda: (1) 2013-2014 Calendar, (2) Field Trip Request and (3) Appoint Liaison to the Statewide Readiness Council

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**MOTION #2 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve the consent agenda as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

#### **CITIZEN COMMENTS**

No citizens present.

#### **PRINCIPAL REPORT**

Alycia Trakas presented information about the following:

**Students as a Focal Point:** After School Tutorial, Retention Letters/Meetings: Scientific Research-Based Interventions (SRBI), CMT Assessments, SBAC Assessments, DEAFinitely Magic Assembly, 2<sup>nd</sup> Quarter Assembly covering Read Across America, Winter Sports Awards, and NJHS Induction.

**Curriculum, Learning, and Instruction:** VES Weekly Notes, Teacher Evaluation, Common Core State Standards (CCSS), Smarter Balanced Assessment Consortium (SBAC), Schedule, Chaired Crisis Intervention Team, Faculty Meeting, School Readiness Council Meeting, Professional Development/Teacher Evaluation Committee, Data Team Meetings with STAR, and ELA Committee, Attended – Youth Service Bureau, Technology Committee, and School Climate/SRBI Behavior, Attended Out-of-District Workshops – STAR Enterprise Webinar, Mental Health Meeting with NFA, CCSS Coaches Network “Kick-Off” Meeting, and Assessment Literacy Workshop, Athletic Handbook/Crisis Plan (drafting), and Mental Health First Aid Training

**Building, Grounds, and Transportation:** **Drills:** we have had 6 fire drills / 3 lockdown drills / 1 evacuation drill / and 1 earthquake drill

**Community and Public Relations:** Chikumbuso was a success!!, Dodgeball Tournament, Family Night and the PTO meetings are both planned for Tuesday, March 25, 2014.

#### **SPECIAL EDUCATION REPORT**

Dr. Elaine Lee presented information about the following: Special Education Population, 504 Populations, Goal Setting, a new web site which will include information about services provided, parental rights, special education forms, staffing information and links to help parents understand how to help their children be successful even if they have disabilities, and the Art Show at the Mystic Art Center on Saturday, March 8, 2014-- several of our students won awards and their art work was displayed at the art center.

#### **SUPERINTENDENT REPORT**

Superintendent Burrows reviewed his Calendar of Events for February and March 2014, and the Enrollment Report as of March 4, 2014 - (there are 319 students (Pre-K through 8<sup>th</sup> Grade) plus 123 High School Students), 2014-15 Griswold Public Schools Tuition Rates, 2002-2014 Voluntown Tuition History for regular and special education students, CIRMA Insurance Plan, an Agreement between the Voluntown Board of Education and Norwich Free Academy and also between Griswold High School regarding the provision of a high school education and facilities.

**SCHOOL CALENDAR  
2013-2014**

**MOTION #3 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve, pending no other school cancellations, that the last day of school is June 20, 2014, with teacher Professional Development days on Monday, June 23 and Monday, June 24; and that Friday, May 23 and Friday, June 20, 2014 will be full days of school  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**COMMITTEE  
REPORT**

**Youth Services Bureau/Local Prevention Council:** The Board reviewed YSB minutes from the January 14, 2014 meeting.

**SCHOOL READINESS  
COUNCIL**

**MOTION #4 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education moves as per the guidelines established by Administered State-Funded Program General Policy 14-05, the Voluntown Board of Education appoints Alycia M. Trakas to the position of Liaison to the statewide School Readiness Council, a collaborative network charged with planning for those who serve 3 and 4 year old children in high quality programs  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**Building Committee – Roof:** Barbara Gileau and Superintendent Burrows updated the Board about the roof project. Discussion is taking place about options for repair of the existing roof as well as future replacement of the roof.

**\*\*OLD BUSINESS:****2014-2015 BUDGET  
PROPOSAL**

Mr. Burrows presented the updated and adjusted budget proposal for 2014-15 for \$6,544,855 that represents an increase of \$175,899 or 2.76% over the 2013-14 approved budget of \$6,368,956. The goal is to again make every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes.

**MOTION #5 3/13/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve the 2014-2015 budget proposal with adjustments, as presented, for submittal to the Town Hall for public dissemination in preparation for a Budget Hearing on Thursday, April 10, 2014 at 7:00 PM in the Board of Education Meeting Room

**VOICE VOTE: 5:1:0** In favor: Barbara Gileau, Cathy Grant, James Hutchins, Vikki Smith, April Woodcock  
 Opposed: Robert Iovino **MOTION CARRIES**

**SCHOOL CALENDAR  
2014-2015**

**MOTION #6 3/13/14:** made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education approves the 2014-2015 School Calendar, Option #2, as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**STRATEGIC PLAN  
2014-2018**

Board members continue to review the plan. Possible approval of the plan will be placed on the April 10, 2014 Board of Education agenda.

**SCHOOL SECURITY  
GRANT**

To be discussed in executive session.

**REPLACEMENT  
OLDEST  
VAN**

**MOTION #7 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approves to waive the bid process and authorize the Superintendent of Schools to encumber funds for the purchase of a 2014 Ford E-150 Van in an amount not to exceed \$21,944.00  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**APPROVAL  
CHANGE - TEACHER  
EVAL PLAN**

**MOTION #8 3/13/14:** made by Robert Iovino **SECONDED BY** Cathy Grant that the Board of Education authorize the Superintendent of Schools to submit the Connecticut's Educator and Evaluation and Support System 2013-2014 Flex Request Submission Form as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**\*\* NEW BUSINESS:****NON RENEWAL  
NON TENURED  
TEACHERS**

**MOTION #9 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approves pursuant to Connecticut General Statutes Section 10-151 that the Voluntown Board of Education non-renew the following non-tenured teacher contracts of Andrea Bunger, Hailie Davis, Anna-Marie Potter, Julia Stands, and Katelyn Stockford, and that the Board further moves that the Superintendent of Schools be directed to communicate this action of the Board in writing to Andrea Bunger, Hailie Davis, Anna-Marie Potter, Julia Stands, and Katelyn Stockford and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which

may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and further move that the Superintendent be directed that any response to a request for a hearing, and if a hearing is required by law, indicate that such hearing is to be before the Board of Education."

- |                     |               |             |             |             |              |
|---------------------|---------------|-------------|-------------|-------------|--------------|
| • Andrea Bunger     | <b>MOTION</b> | Cathy Grant | seconded by | Vikki Smith | All in favor |
| • Hailie Davis      | <b>MOTION</b> | Cathy Grant | seconded by | Vikki Smith | All in favor |
| • Anna-Marie Potter | <b>MOTION</b> | Cathy Grant | seconded by | Vikki Smith | All in favor |
| • Julia Stands      | <b>MOTION</b> | Cathy Grant | seconded by | Vikki Smith | All in favor |
| • Katelyn Stockford | <b>MOTION</b> | Cathy Grant | seconded by | Vikki Smith | All in favor |

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**JOB DESCRIPTION  
.2 ADMINISTRATOR**

The Board performed a first reading. A second reading will be placed on the April 10, 2014 Board of Education agenda.

**BOARD GOALS  
2014-2015**

The Board performed a first reading. A second reading will be placed on the April 10, 2014 Board of Education agenda.

**APPOINTMENT  
DISTRICT TEST  
COORDINATOR**

**MOTION #10 3/13/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education appoint Hailie Davis as the District Test Coordinator

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**IT SERVICES  
TECHNICAL  
SUPPORT**

**MOTION #11 3/13/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve Barrie Eshman to the IT/Technical Support position as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**UPDATE  
POLICIES**

The Board performed a first reading on policies #5111.11 Designated High Schools, #5111.3 Transfers, and #5111.2 Fifth Year Student. Second readings will be placed on the April 10, 2014 Board of Education Agenda.

**SUGGESTIONS  
FOR NEXT MEETING**

2014-2018 Strategic Plan, IT Job Description, .2 Job Description, 2014-15 Board Goals

**EXECUTIVE  
SESSION**

**MOTION #12 3/13/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education enter into Executive Session at 9:20 p.m. for the purpose of discussing Superintendent Evaluation, School Security and Negotiations

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**MOTION #13 3/13/14:** made by Barbara Gileau **SECONDED BY** April Woodcock that the Board of Education move out of Executive Session at 10:00 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**MOTION #14 3/13/14:** made by Vikki Smith **SECONDED BY** Barbara Gileau that the Board of Education approve the 2014-2015 Superintendent of Schools Contract as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**ADJOURNMENT:**

**MOTION #15 3/13/14:** made by Barbara Gileau **SECONDED BY** Vikki Smith that the Board of Education Adjourn the meeting at 10:11 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**APPROVED BY THE BOARD ON APRIL 10, 2014**