

# 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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## **UNAPPROVED BOARD MINUTES**

### **Regular Board Meeting**

Thursday, May 8, 2014

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

<b>ATTENDANCE</b>	<b>Present:</b> Barbara Gileau, Cathy Grant [Secretary], James Hutchins [Vice Chair], Robert Iovino, Diana Ingraham, Vikki Smith. <b>Absent:</b> April Woodcock <b>Also Present:</b> Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal
<b>CALL TO ORDER</b>	The Board Chair called the meeting to order at 7:00 p.m.
<b>PLEDGE OF ALLEGIANCE</b>	Recited
<b>CONSENT AGENDA</b>	<b>MOTION #1 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Jim Hutchins that the Board of Education Approves the Consent Agenda as presented <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>CITIZEN COMMENTS</b>	Jack Wesa talked about Common Core Standards and he also mentioned preparations are being reviewed by the Economic Development Commission for the 2021 Tri-Centennial for Voluntown.
<b>GUESTS SPEAKERS:</b>	Voluntown First Selectman, Bob Sirpenski, talked about potential joint contracts with the Board of Education and Town of Voluntown regarding the Connecticut Partnership Health Insurance Program, retirement benefits and a heating fuel contract.  Craig Harrington, Encon Solar, LLC, provided a presentation about a solar panel project and the associated power purchase agreement.
<b>SOLAR PANEL PROJECT</b>	<b>MOTION #2 5/8/14:</b> made by Barbara Gileau <b>SECONDED BY</b> Robert Iovino that the Board of Education request the Voluntown First Selectman, Bob Sirpenski, sign a non-binding contract between the Town of Voluntown and Encon Solar, LLC for a solar panel project <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>PRINCIPAL REPORT</b>	<b><u>Students as a Focal Point: SBAC Assessments</u></b> – Smarter Balanced Assessment Consortium (SBAC) Field Testing is still underway. Students are finishing ELA & MATH Performance Task Field Tests. <b><u>National Center and State Collaborative (NCSC) Pilot Test</u></b> – We are participating in the NCSC Skills Checklist Pilot Test - Reading, Writing and Mathematics testing will be completed by Friday, May 16 <sup>th</sup> . <b><u>3<sup>rd</sup> Quarter Assembly</u></b> was held Tuesday, April 22 <sup>nd</sup> to recognize students achieving High Honors and Honors for the 3 <sup>rd</sup> Quarter, as well as students named “Student of the Quarter” by VES Faculty. <b><u>Spelling Bee</u></b> was held April 25 <sup>th</sup> and had to go into “overtime” on May 2 <sup>nd</sup> . <b><u>SERAC Youth Leadership Forum</u></b> – Sent 6 students (two 6 <sup>th</sup> graders, two 7 <sup>th</sup> graders, and two 8 <sup>th</sup> graders) to Mystic Hilton for the day to participate in the SERAC Youth Leadership Forum on May 6 <sup>th</sup> .  <b><u>Curriculum, Learning, and Instruction: VES Weekly Notes:</u></b> sent to faculty members to inform them to what is happening in our school that week/month. <b><u>Team Meetings:</u></b> meeting with grade level teams and Specialist team on a bi-weekly basis. <b><u>Teacher Evaluation:</u></b> final round of formal and/or informal observations are underway, and will be complete May 16 <sup>th</sup> . <b><u>Common Core State Standards (CCSS):</u></b> CCSS Coaches have been to Module 1 and Module 2 training sessions and are in the midst of Module 3 (May). <b><u>VES Committee Meetings:</u></b> Chaired – ELA Committee Meeting, Crisis Intervention Team Meeting, School Readiness Council Meeting and Faculty Meeting. <b><u>Attended</u></b> – IAQ/TfS/Safety Meeting, School Community Safety Team Meeting, and Field Day Committee Meeting. <b><u>Out-of-District Workshops:</u></b> Young Child Expo & Conference. <b><u>TEAM:</u></b> Coordinated TEAM Mentors/Mentees to meet with Gracie Levin, TEAM Facilitator from EASTCONN on April 25 <sup>th</sup> . <b><u>ELA Curriculum:</u></b> Coordinated Scholastic Presentation on April 28 <sup>th</sup> to showcase “Traits Writing” program. <b><u>ELA/Math Supplemental Materials:</u></b> Coordinated Sadlier Presentation on May 5 <sup>th</sup> to showcase Phonics, Grammar, Vocabulary, and ELA/Math Core Progress materials. <b><u>Sacred Heart:</u></b> Conducted Intern Interviews and selected Kayla Barber as our 2014-2015 SHU Intern. Also coordinated Student Teacher for 7/8 ELA for the 2014-2015 school year. <b><u>Teacher &amp; Staff</u></b>

**Appreciation:** Coordinated a Staff Appreciation Luncheon, hosted by Administration (Adam, Elaine, Alycia and Jim) held on May 7<sup>th</sup> to thank the VES staff for their hard work and dedication to our students, school and community.

**Food Service:** UConn Intern, Christina Zacchilli, is coming in tomorrow, Friday, May 9<sup>th</sup> to administer a Breakfast Program Interest Survey to our students K-8. She will be promoting a breakfast participation program to encourage students to eat breakfast as well.

**Grants/Reports:** School Readiness/QE Grant due May 21, 2014. NAEYC Report and Intent to Renew due May 31, 2014. ED 165 due June 6, 2014

**Building, Grounds, and Transportation: Drills:** We have had 8 fire drills; 3 lockdown drills; 1 evacuation drill; 1 earthquake drill. **Security:** met with Bill Letson May 2<sup>nd</sup> to review work done to VES on Spring Break.

**Community and Public Relations: Family Night** – Attended VES Family Night April 29<sup>th</sup>. **PTO Meeting:** Attended the PTO Meeting April 29<sup>th</sup>. **Harlem Superstars:** Participated in the Harlem Superstars basketball game on Saturday, May 3<sup>rd</sup> at Griswold High School at 7PM. **Anti-Bullying/Family Night:** Attended the Anti-Defamation League Anti-Bullying Family Night on Tuesday, May 6<sup>th</sup>.

#### SPECIAL EDUCATION REPORT

**Special Education Population** The population is now at (48) in the elementary school building showing an increase of (2). There is presently (1) students in the process of evaluation. The High School special education population is currently at (6) with (1) student in NFA and (5) students in Griswold High School. In addition, there are (7) students presently out-placed. The combined locations show a total of (61) students presently receiving special education services.

**504 Populations:** There are now thirty one (31) students receiving 504 services; (29) in the elementary building and (2) attending high School.

**Summer School:** We have also posted for the following summer school positions: School Counselor (2 days per week for a total of 30 hours); 3 Certified Regular Education Teachers and one Certified Special Education Teacher; four Paraprofessionals and a school nurse. Summer School will run from June 30<sup>th</sup> through July 31<sup>st</sup>, Monday through Thursday from 9-11:30 am. We presently have 17 students (grades 1 through 6) who will receive reading, math, and, if required through their IEPs, speech and counseling services. Fourteen of these students receive speech services and six students receive counseling services. We also require an additional paraprofessional to work one on one with a student attending Camp Q.

#### SUPERINTENDENT REPORT

Superintendent Burrows reviewed his Calendar of Events for May and June 2014, and the Enrollment Report as of May 5, 2014 - (there are 330 students (Pre-K through 8<sup>th</sup> Grade) plus 127 High School Students), we received a positive rating from the State of Connecticut Monitoring Reduction for Lead & Copper and Organic Chemicals, April 21, 2014 Spotlight on Education including the Board of Education 2014-15 Budget Preparation Timeline and 2014-15 Board Goals.

#### IDEA GRANT GRANT

**MOTION #3 5/8/14:** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education authorize the Superintendent to submit the IDEA Section 611 and 619 Entitlement Grant with program funding dates July 1, 2014 to June 30, 2016

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

#### RESIDENCY REQUEST

**MOTION #4 5/8/14:** made by Cathy Grant SECONDED BY Robert Iovino that the Board of Education grant a residency request submitted by Ms. Costagna effective to the end of the 2014 school year with the condition that the parent is responsible for transportation

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

#### CURRICULUM REPORTS

**Curriculum Steering Committee:** School Administration and the Committee are reviewing development of a written curriculum.

**MOTION #5 5/8/14:** made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education approve the purchase of the Scholastic Traits Writing Materials for Kindergarten through 8th Grade

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

School Readiness Council:

**MOTION #6 5/8/14:** made by Vikki Smith SECONDED BY Robert Iovino that the Board of Education authorize the Superintendent of Schools to submit the 2014-2015 School Readiness Grant

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**Wellness: Physical Education:** discussion is taking place on the potential for health curriculum changes to the current physical education program. **Food Service Program:** efforts are being made to encourage

participation in the Food Service Program and an end-of-the year analysis will be made to develop recommendations regarding the program. A student's garden has been established under the leadership of Mrs. Voland and Mr. Ward. There is a review of the procedures for selling products at the farmers' market.

**High School:** Superintendent Burrows will be meeting with a group of students in regard to development of a handbook explaining the process of selecting a high school.

<b>JOB DESCRIPTION IT SUPPORT TECHNICIAN</b>	<b>MOTION #7 5/8/14:</b> made by Vikki Smith <b>SECONDED BY</b> Cathy Grant that the Board of Education Approve the Job Description for the IT Services Support Technician as presented <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>POLICY #6144 INSTRUCTION CONTROVERSIAL ISSUES</b>	<b>MOTION #8 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Jim Hutchins that the Board of Education Approve Policy #6144 Instruction Controversial Issues as presented <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>2014-2015 BOARD GOALS</b>	<b>MOTION #9 5/8/14:</b> made by Robert lovino <b>SECONDED BY</b> Cathy Grant that the Board of Education approve the 2014-2015 Board of Education Goals as amended <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>HEALTH CURRICULUM</b>	<b>MOTION #10 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Vikki Smith that the Board of Education approve the Glencoe Health Program for grades 1 through 8 <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>RESIGNATION SCHOOL COUNSELOR</b>	<b>MOTION #11 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Vikki Smith that the Board of Education approve the resignation of the School Counselor Mary Kollman <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>SACRED HEART UNIVERSITY INTERM 2014-2015</b>	<b>MOTION #12 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Robert lovino that the Board of Education approve Kayla Barber as a Sacred Heart University Intern for the 2014-2015 school year <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>STUDENT TEACHER 2014-2015</b>	<b>MOTION #13 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Vikki Smith that the Board of Education approve Geoffrey Miller as a Student Teacher for the 7 <sup>th</sup> and 8 <sup>th</sup> grade English Language Arts program for the 2014-2015 school year <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>EXECUTIVE SESSION</b>	<b>MOTION #14 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Vikki Smith that the Board of Education enter into Executive Session at 9:16 p.m. for the purpose of discussing Superintendent Evaluation, School Security and Negotiations <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
	<b>MOTION #15 5/8/14:</b> made by Barbara Gileau <b>SECONDED BY</b> Robert lovino that the Board of Education move out of Executive Session at 9:47 p.m. <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
	<b>MOTION #16 5/8/14:</b> made by Robert lovino <b>SECONDED BY</b> Vikki Smith that the Board of Education waive the bid process and authorize the Superintendent of Schools to expend funds for security and if funds are available expend up to \$55,000 for security measures <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
	<b>MOTION #17 5/8/14:</b> made by Cathy Grant <b>SECONDED BY</b> Barbara Gileau that the Board of Education authorize the Board Chair to complete and sign the Superintendents evaluation <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>
<b>ADJOURNMENT:</b>	<b>MOTION #18 5/8/14:</b> made by Vikki Smith <b>SECONDED BY</b> Jim Hutchins that the Board of Education Adjourn the meeting at 9:50 p.m. <b>VOICE VOTE: UNANIMOUS;</b> <b>MOTION CARRIES</b>

**APPROVED BY THE BOARD ON JUNE 12, 2014**

Respectfully Submitted,  
Sherry Pollard, Board Clerk