

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, June 12, 2014

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

ATTENDANCE	Present: Cathy Grant [Secretary], James Hutchins [Vice Chair], Diana Ingraham, Vikki Smith, April Woodcock. Absent: Barbara Gileau, Robert Iovino Also Present: Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal
CALL TO ORDER	The Board Chair called the meeting to order at 7:00 p.m.
PLEDGE OF ALLEGIANCE	Recited
CONSENT AGENDA	MOTION #1 6/12/14: made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
CORRESPONDENCE:	(1) Correspondence from the Superintendent of Schools congratulating Olivia Violette for her receipt of the Griswold High School CABA Student Leadership Award, (2) Correspondence from CABA recognizing the renewal of the annual membership for the Voluntown Board of Education and (3) Correspondence to a parent regarding school attendance/residency
CITIZEN COMMENTS	None
PRINCIPAL REPORT	Students as a Focal Point: State-Wide Assessments Completed - SBAC, CMT, and NCSC; Benchmark Assessments Completed - STAR, Writing Prompt, DRA2, Gates MacGinitie, Treasures, and Math; 2nd Grade National Anthem - 2 nd grade students sang the National Anthem before the Tigers game on 5/13/14, 6 th Grade students attended this field trip as well to celebrate their DARE Graduation and a big thank you to Mrs. Smith, Mr. Creaturo, and Mrs. Weir for their Inter-Disciplinary Social Studies Unit work 8th Grade Annual Fishing Trip held 5/16/14 - the principal attended the fishing trip and it was a great success; DARE Graduation - 6 th grade students graduated DARE on 5/21/14; Pre-K-5 Assembly ~ "A Friendship Adventure with Ronald McDonald" – This assembly was held 5/23/14 for Pre-School through 5 th Grade to teach students how to be good friends. A special thank you to the Ronald MacDonald Foundation for this FREE assembly; Junior High School Dance – I chaperoned the Junior High School Dance on 5/23/14; Student/Parent Program - Attended the Early Childhood 2 nd Annual Book-n-Boogie Family Night to promote reading and physical activity; Spring Concert - Attended the Spring Concert on 6/5/14. A special thanks to Mrs. Smith for her hard work with our band and chorus students this year; 8th Grade Banquet - attended the 8 th Grade Banquet on 6/6/14 to celebrate the success and hard work of our 8 th grade students and their families. A special thanks to the Junior High School Teachers – Jackie Vaillancourt, Andrea Bunger, Andrea Kelly & Lynne Lawrence; CAS Middle School Scholar-Leader Night - attended this event in Southington, CT with Mrs. Vaillancourt to celebrate two VES Middle School Scholar-Leaders: Ryan Kornacki and Kelly Daigneault; 7th/8th Grade Holiday Hills - 7 th and 8 th grade students attended their final Soaring Eagles Field Trip to Holiday Hills on 6/10/14; K-6 Field Day - K-6 grade students enjoyed their 2014 Field Day on 6/11/14. A special thank you to the Field Day Committee for such a successful event (Mr. Racicot, Mrs. Voland, Mrs. Smith, Mrs. Suffoletto, Mrs. Britt, and Mrs. Riley); Student Field Day BBQ Lunch - provided for ALL Pre-School through 8 th Grade students on Field Day, 6/11/14. A big thank you to Tom O'Connor, Diane Magario, Sue Swabby, and Marsha Van Dyne for their help coordinating this lunch for our students and parent volunteers. Curriculum, Learning, and Instruction: VES Weekly Notes - Continue to send to all faculty members to inform them to what is happening in our school that week/month. Team Meetings - Continue meeting with grade level teams and Specialist team on a bi-weekly basis; Mary Kollman and/or Judith Allik are present at these meetings. Teacher Evaluation – The Teacher End-of-Year Summative Evaluations are underway. A special thank you to the entire staff for their flexibility during this time of change. Common Core State Standards (CCSS) – CCSS Coaches have been to Modules 1, 2 and 3. Modules 4 and 5 will take place

next fall. A big thank you to the staff that agreed to be our VES CCSS coaches. **VES Committee Meetings: Chaired** – ELA Committee Meeting, Crisis Intervention Team Meeting, School Readiness Council Meeting, Professional Learning/Teacher Evaluation Committee, Faculty Meeting and Data Team/Transition Meetings. **Attended** – Youth Service Bureau, Paraprofessional, School Community Safety Team Meeting, SRBI Behavior/School Climate Committee and Field Day Committee Meeting. **Out-of-District Meetings** – School Readiness Council. **Pre-School Walk Through-** Participated in the Pre-School Walk Through as part of the School Readiness Grant Application Requirements. **Grants/Reports** – School Readiness/QE Grant was submitted on 5/21/14, NAEYC 4th Annual Report and Intent to Renew was submitted on 5/19/14, ED 165 will be submitted by 6/17/14. **Staff Breakfasts** - Specialist Teachers put on a staff breakfast on 5/23/14. Staff put on a staff breakfast on 6/11/14 to celebrate Mary Kollman and Joan Harris for their dedication to Voluntown. **Staff Field Day BBQ Lunch** – Coordinated a BBQ Field Day Lunch for our Staff on 6/11/14.

Building, Grounds, and Transportation: Drills: We have had 10 fire drills, 3 lockdown drills, 2 evacuation drills, and 1 earthquake drill

Community and Public Relations: Family Night – Attended VES Family Night “Screen Free Week” during the week of May 19th to May 23rd. A special thank you to Hailie Davis for coordinating this event. **PTO Meeting** – Attended the PTO Meeting on May 27th. **Youth Service Bureau Super 5K** – helped coordinate the 1st Annual YSB Super 5K Race on 5/17/14. A special thanks to Brian Racicot, Melinda Bryan, and Judith Allik.

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) student in the process of evaluation. The High School special education population is currently at (5) with (1) student in NFA and (4) students in Griswold High School. In addition, there are (7) students presently out-placed. The combined locations show a total of (60) students presently receiving special education services.

504 Populations: There are now thirty (30) students receiving 504 services; (25) in the elementary building and (5) attending high School.

Summer School: We have invited 21 students to enroll in our summer school program and have received 17 commitments to date. We have hired four teachers and two paraprofessionals to support the program. We have also hired the nurse who will handle attendance and the telephones while we are in session, as well as the handling of medical needs. In addition we have hired a part-time counselor who will work a total of thirty hours over the five week period. The Speech and Language Pathologist will work for no more than 35 hours during the summer school session.

SUPERINTENDENT REPORT

Superintendent Burrows reviewed his Calendar of Events for June and July 2014, June 5, 2014 Enrollment Report - (there are 326 students (Pre-K through 8th Grade) plus 127 High School Students), May 6, 2014 Board Briefs, Draft Board of Education Goals 2014-2015, and the Vehicle Mileage Report for the month of April 2014.

SCHOOL COMMUNITY SAFETY TEAM:

It was noted the process for security upgrades has begun as approved by the Board of Education at their April 2014 meeting.

SCHOOL READINESS COUNCIL

It was noted Voluntown School received the School Readiness/QE Grant for the 2014-2015 school year in the amount of \$175,000 based on a total preschool enrollment of 39 students.

PROFESSIONAL DEVELOPMENT (TEACHER EVALUATION PLAN)

MOTION #2 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorize the Superintendent of Schools to submit the updated Teacher Evaluation Plan, as needed, to the State of Connecticut as recommended by the Professional Teacher Evaluation Committee
VOICE VOTE: UNANIMOUS; MOTION CARRIES

HIGH SCHOOL

Superintendent of Schools has met students and discussed the new high school student handbook and effective techniques for transitioning to high school.

BUILDING COMMITTEE ROOF

Paul Ricard, Director of Maintenance, successfully completed various roof repairs. The Building Committee will meet in September to revisit the roofing project at Voluntown Elementary.

JOB DESCRIPTIONS SCHOOL NURSE

The school nurse job description was tabled to the next Board Meeting scheduled for July 10, 2014.

JOB DESCRIPTIONS 2nd READINGS

The following job descriptions were tabled to the next Board Meeting scheduled for July 10, 2014: Custodian, Sub/Teacher Paraprofessional, Special Education Secretary, School Secretary, Food Service Cashier, School Bus/Van Driver, and Substitute Teacher

CIRMA EXTRA

The Board tabled discussion on this item to the next Board Meeting scheduled for July 10, 2014.

EXPENSE**FIELD TRIP
2ND GRADE**

MOTION #3 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve the 2nd Grade Field Trip to the Ecotarium in Worcester, MA, on June 3, 2014
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**HEALTH
CURRICULUM**

Materials have been purchased for the health/physical education curriculum.

**SUMMER SCHOOL
2014**

MOTION #4 6/12/14: made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education appoints the summer school staff as presented by the Superintendent of Schools
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**SACRED HEART
UNIVERSITY
INTERNSHIP FOR
2014-2015**

MOTION #5 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorizes Kayla Barber as a 2014-2015 Sacred Heart University Intern for Voluntown Schools
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**BOARD SELF-EVAL
2013-2014**

The Board performed a 1st reading of the 2013-2014 Board Self Evaluation. A 2nd reading will be placed on the Agenda for the July 10, 2014 meeting.

**RESCIND
NON-RENEWAL
NON-TENURED
TEACHERS**

MOTION #6 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education rescind the motion to non-renew the non-tenured teacher contract of Andrea Bunger
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #7 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education rescind the motion to non-renew the non-tenured teacher contract of Hailie Davis
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #8 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education rescind the motion to non-renew the non-tenured teacher contract of Julia Stands
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #9 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education rescind the motion to non-renew the non-tenured teacher contract of Katelyn Stockford
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**REQUEST FOR
MATERNITY
LEAVE**

The Board tabled discussion on this item to the next Board Meeting scheduled for July 10, 2014.

**ANNUAL APPROVAL
SALE OF FOOD &
BEVERAGES**

MOTION #10 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith That the Board of Education permits the sale of foods for the 2014-2015 School Year that do not meet Connecticut Standards at events if three conditions are met: (1) The sale is in connection with an event occurring after the end of the regular school day or on a weekend, (2) the sale is at the location of the event and (3) the items are not sold from a vending machine or school store
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #11 - 6/12/14: made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education permits the sale of beverages for the 2014-2015 School Year that do not meet Connecticut Standards at events if three conditions are met: (1) The sale is in connection with an event occurring after the end of the regular school day or on a weekend, (2) the sale is at the location of the event and (3) the items are not sold from a vending machine or school store
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**SPECIAL EDUCATION
SECRETARY**

MOTION #12 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorizes Darlena Loranger as the Special Education Secretary
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**RESIGNATION
.2 ADMINISTRATOR**

MOTION #13 - 6/12/14: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education accepts the resignation of Jim Ward from the .2 Administrator Position
VOICE VOTE: UNANIMOUS; MOTION CARRIES

JOB DESCRIPTION SCHOOL COUNSELOR The Board performed a 1st reading of job description. A 2nd reading will be placed on the Agenda for the July 10, 2014 meeting.

PROJECTED FACULTY & STAFF - 2014-2015 School Administration is in the process of reviewing retirements, resignations and the organization for 2014-2015. Further discussion on this topic will take place at the July 10, 2014 or August 14, 2014 Board meeting.

BUS DRIVERS & STAFF 2014-2015 School Administration is in the process of reviewing current number of drivers, total hours worked and associated costs.

ADJOURNMENT: **MOTION #14 6/12/14:** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education Adjourn the meeting at 7:55 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

APPROVED BY THE BOARD JULY 10, 2014

**Respectfully Submitted,
Sherry Pollard, Board Clerk**