

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, July 10, 2014

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

ATTENDANCE	Present: Barbara Gileau, James Hutchins, Diana Ingraham, Vikki Smith, April Woodcock Absent: Cathy Grant [Secretary], 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 7/10/14: made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
CABE:	Registration forms for the Annual CABE/CAPS statewide conference to be held November 14, & 15, 2014 were distributed.
GUEST SPEAKERS:	Terry Chenette, Transportation Coordinator gave a summary report of the accomplishments of the Transportation Department for 2013-2014 and upcoming priorities. Tom O'Connor, Food Services Director, noted the cost of goods has increased while State subsidiaries/commodities have decreased. Mr. O'Connor continues to find ways to best utilize the current State commodity program while improving menu choices. Mr. O'Connor recommended keeping breakfast and lunch food items the same price in 2014-2015.
CITIZEN COMMENTS	None
PRINCIPAL REPORT	<u>Students as a Focal Point - Island Rhythms</u> ~ PTO Assembly – PTO sponsored end of year PreK-8 th grade assembly June 18 th - students and staff sang and danced to “Island Rhythms”; Awards Ceremony - 2013-2014 PreK-8 th Grade Awards held June 19 th to recognize 4 th Quarter Students of the Quarter, Most Improved Students, Spring Athlete Participants, Winter and Spring Scholar/Athletes, and Other Special Awards; NJHS Induction – Spring Induction held June 19 th ; 8th Grade Graduation - Ceremony held on June 19 th ; Last Day of School - June 20 th was the last day of the 2013-14 school year <u>Curriculum, Learning, and Instruction</u> - VES Committee Meetings: Chaired – Pre-School through 8 th Grade Transition Meetings, Attended –Youth Service Bureau; Out-of-District Meetings – School Readiness Council, STAR EOY Data Conversation, CAS Summer Leadership Institute, and BloomBoard Year 1 Wrap-Up/Year 2 Preparation Conversation; Grants/Reports – Submitted Educator Aggregate Data for CT SDE, Submitted Reading Survey List for CT SDE, Submitted Educator Evaluation & Support Plan to CT SEED, Exported Summative Data for BloomBoard, Submitted 1) Support Map, 2) Rubrics, and 3) Year 2 Preparation Form to BloomBoard; Teacher Professional Development Days- 6/23/14 ~ Google Docs Training, School Climate Committee Recap, and STAR Training, 6/24/14 ~ Scholastic K-8 Traits Writing Training; Summer Curriculum Work – A committee of teachers met to convert the new K-8 Traits Writing Program into VES Benchmark Writing Assessments

**SPECIAL
EDUCATION
REPORT**

Special Education Population - Special education population is now at (44) students in the elementary school building, (1) in the PreK-3 program; (2) in the PreK-4 program; (2) in Kindergarten; (1) in second grade; (7) in third grade; (7) in fourth grade; (6) in fifth grade; (4) in sixth grade; (8) in seventh grade and (6) in eighth grade. High school special education population is now at (7); (3) attending NFA and (4) students attending Griswold High School. In addition there are (8) students presently out-placed. Combined locations show a total of (59) students presently receiving special education services.

504 Populations - There are now (32) students receiving 504 services; (26) in the elementary building and (6) attending high school.

Summer School - (21) students are enrolled in our summer school program. We have hired (4) teachers and (2) paraprofessionals to support the program and a nurse. The Speech and Language Pathologist will work for no more than (35) hours during the summer school session. A school counselor is providing (20) hours of service over the five week period.

New Special Education Teacher/ School Counselor Position - Due to the resignations of a special education teacher and the School Counselor we now have (2) vacancies in the Special education Department. These vacancies have been posted and our goal is to fill these positions before the start of the new school year.

Paraprofessionals - Paraprofessionals have been assigned to special education teachers based on IEPs and 504 plans. Adjustments in paraprofessional assignments may occur during the summer.

**SUPERINTENDENT
REPORT**

Superintendent Burrows reviewed his Calendar of Events for July and Aug 2014; Enrollment Report as of July 20, 2014 (there are 326 students (Pre-K through 8th Grade) plus 127 High School Students). The electricity, propane and fuel usage, administrative goals and 2013 CMT results were reviewed. He noted the essential role the Transportation Department holds during all emergency evacuation procedures.

**JOB DESCRIPTION
TRANSPORTATION
COORDINATOR**

The Board performed a 1st reading on the Transportation Coordinator Job Description. A 2nd reading will be placed on the Agenda for the August 14, 2014 meeting.

**APPROVAL
BUS-DRIVER
POSITION**

MOTION #2 7/10/14: made by Vikki Smith **SECONDED BY** April Woodcock that the Board of Education add Approval of Bus Driver to this Agenda under New Business
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**SCHOOL COMMUNITY
SAFETY TEAM:**

A contractor is completing security upgrades in our school system. It is anticipated upon completion of this work approved by the School Community Safety team, that the Town will receive a reimbursement of 67.14% of the total cost of the project.

**SCHOOL READINESS
COUNCIL**

MOTION #3 7/10/14: made by Jim Hutchins **SECONDED BY** April Woodcock that the Board of Education Authorize the Superintendent of Schools to submit an application due on August 22, 2014 to the Connecticut State Department of Education Early Childhood Bond Funds Grant for Minor Capital Improvements and request up to \$95,000 for a wall removal project to expand space in a School Readiness classroom
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**YOUTH SERVICES
BUREAU**

Diana Ingraham reported on YSB activities for 2014-2015 including summer workshops, sports programs, the annual 5K run, CPR courses, fire safety, Great After School Program (GASP) and dodge-ball. Melinda Bryan has been selected as the YSB Coordinator.

HIGH SCHOOL

Superintendent of Schools noted NFA has developed a new tuition policy that will be shared at the August 14, 2014 meeting.

**BUILDING
COMMITTEE
ROOF**

Superintendent Burrows noted the Town is in the process of reviewing a solar panel project. The Building Committee will meet at the beginning of the School year to continue the process of securing town authorization to submit an ED 049 form to the State Department of Education to secure a grant for partial reimbursement of the cost.

COMMITTEE ASSIGNMENTS 2014-2015	Superintendent Burrows submitted the Committee Assignments Report.
BOARD SELF-EVAL 2013-2014	The Board performed a 2 nd reading. A 3 rd reading will be placed on the agenda for the August 14, 2014 meeting.
JOB DESCRIPTION SCHOOL NURSE	MOTION #4 7/10/14: made by Jim Hutchins SECONDED BY Vikki Smith that the Board of Education approves the Job Description for the Nurse as amended VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION CUSTODIAN	MOTION #5 7/10/14: made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education approves the Job Description for the Custodian as amended VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SUB/TEACHER PARAPROFESSIONAL	MOTION #6 7/10/14: made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education approves the Job Description for the Sub/Teacher Paraprofessional as amended VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SPECIAL EDUCATION SECRETARY	MOTION #7 7/10/14: made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education approves the Job Description for the Special Education Secretary as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SCHOOL SECRETARY	MOTION #8 7/10/14: made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education approves the Job Description for the School Secretary as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION FOOD SERVICE CASHIER	MOTION #9 7/10/14: made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education approves the Job Description for the Food Service Cashier as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SCHOOL BUS/VAN DRIVER	MOTION #10 7/10/14: made by Vikki Smith SECONDED BY April Woodcock that the Board of Education approves the Job Description for the School Bus/Van Driver as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION OFFICE CLERK	MOTION #11 7/10/14: made by Vikki Smith SECONDED BY April Woodcock that the Board of Education approves the Job Description for the Office Clerk as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SUBSTITUTE TEACHER	MOTION #12 7/10/14: made by Vikki Smith SECONDED BY Barbara Gileau that the Board of Education approves the Job Description for a Substitute Teacher VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION SCHOOL COUNSELOR	MOTION #13 7/10/14: made by Vikki Smith SECONDED BY Barbara Gileau that the Board of Education approves the Job Description for the School Counselor VOICE VOTE: UNANIMOUS; MOTION CARRIES
LEAVE OF ABSENCE	MOTION #14 7/10/14: made by Jim Hutchins SECONDED BY April Woodcock that the Board of Education authorize the Superintendent to respond to the request for a leave of absence based on the legal advice of our Board of Education Attorney VOICE VOTE: UNANIMOUS; MOTION CARRIES
JOB DESCRIPTION TRANSPORTATION COORDINATOR	The Board performed a 1 st reading. A 2 nd reading will be placed on the agenda for the August 14, 2014 meeting.

**JOB DESCRIPTION
LIBRARY MEDIA
SPECIALIST** **MOTION #15 7/10/14:** made by Jim Hutchins **SECONDED BY** April Woodcock that the Board of Education approves creating the Library / Reading Integration Teacher Position
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**JOB DESCRIPTION
BUS DRIVER** **MOTION #16 7/10/14:** made by Jim Hutchins **SECONDED BY** April Woodcock that the Board of Education approved Phillip Clerkin as a bus-driver
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**STRATEGIC SCHOOL
PROFILE
2012-2013** The Board performed a 1st reading. A 2nd reading will be placed on the agenda for the August 14, 2014 meeting.

**ANNUAL 2012-2013
REPORT - CT STATE
PERFORMANCE
PLAN** The Board performed a 1st reading. A 2nd reading will be placed on the agenda for the August 14, 2014 meeting.

**EXECUTIVE
SESSION** **MOTION #17 7/10/14** made by Vikki Smith **SECONDED BY** Jim Hutchins that the Board of Education enter into Executive Session at 9:55 p.m. for the purpose of discussing Personnel
VOICE VOTE: UNANIMOUS; MOTION CARRIES

No action taken.

ADJOURNMENT: **MOTION #18 7/10/14:** made by Jim Hutchins **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 AUGUST 14, 2014

Respectfully Submitted,
Sherry Pollard, Board Clerk