

# 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, August 14, 2014

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

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<b>ATTENDANCE</b>	<b>Present:</b> Barbara Gileau, Cathy Grant [Secretary], James Hutchins, Diana Ingraham, Vikki Smith, April Woodcock <b>Absent:</b> Robert Iovino <b>Also Present:</b> Superintendent Adam Burrows
<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 8/14/14:</b> made by Jim Hutchins <b>SECONDED BY</b> Cathy Grant that the Board of Education approve the Consent Agenda as presented <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>CITIZEN COMMENTS</b>	None
<b>GUEST SPEAKERS:</b>	None
<b>PRINCIPAL: REPORT</b>	<p><b><u>Students as a Focal Point:</u></b> Our school year begins on August 27<sup>th</sup>. We are beginning the school year with 315 students (35 school readiness children) and we are still enrolling new students.</p> <p><b><u>Curriculum, Learning, and Instruction :</u></b> <b>Out-of-District Meetings</b> – EASTCONN’s “Teacher Evaluation Refresher Using the Revised CCT Rubric, 2014” and STAR Beginning of the Year Planning Call; <b>Grants/Reports</b> – Working on the 13/14 School Readiness Community Report and School Readiness Program Report (due August 22<sup>nd</sup>) and the 13/14 QE Report (due August 29<sup>th</sup>); <b>Teacher Professional Development Days: 8/25/14</b> ~ Teacher Evaluation, Traits Writing, Benchmark Assessments, &amp; STAR - <b>8/26/14</b> ~ Faculty/Staff Handbook, Lunch/Recess Supervision Guide, Committees &amp; Drug Endangered Children Training; <b>Traits Writing</b> – A committee of teachers met to convert the new K-8 Traits Writing Program into VES Benchmark Writing Assessments; <b>Master Schedule</b>– A committee met to create a smooth start of the school year; <b>Lunch/Recess Supervision Guide</b> – A committee met to write a Lunch/Recess Supervision Guide in order for faculty/staff/substitutes and students to have consistent practices and expectations during this time of the school day; <b>Staff</b> – faculty interviewed for the Library/Reading Integration Teacher, School Counselor, Special Education Teacher, 7/8 ELA Teacher, and found coverage for all long-term requests. We are fully staffed for the start of the school year!; <b>CMT Science</b> – I created the Six-Year CMT Science Data Analysis chart to monitor how we are doing on the CMT Science Assessment, as compared to the State.</p> <p><b><u>Building, Grounds, and Transportation:</u></b> Worked very closely with the Summer Custodial Staff in an effort to clean out areas of the building to make them more aesthetically pleasing, safe, clean, and organized. Appreciation to the Summer Crew was extended for their hard work and dedication to the cleanliness, safety, and beautification of our building.</p> <p><b><u>Community and Public Relations:</u></b> <b>Farmer’s Market “Back to School Event”</b> was held on Sunday, August 24<sup>th</sup> from 10AM-2PM; <b>YSB Soccer Tournament</b> – I have been working with Melinda Bryan and Brian Racicot on the 1<sup>st</sup> Annual YSB Soccer Tournament, scheduled for October 25<sup>th</sup>.</p> <p>The Principal submitted the VES Six-Year CMT Science Data Analysis Report and the 2014-2015 Paraprofessional Assignments for the 2014-2015 School Year.</p>

**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 (30) students receiving 504 services; (26) in the elementary building and (4) 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** – The Special Education vacancy has been filled by Sue Obertello.

**Paraprofessionals** - Paraprofessionals have been assigned to special education teachers based on IEPs and 504 plans. Adjustments in paraprofessional assignments may occur during the summer. The September report will reflect any changes that have been made to our paraprofessional assignments as a result of any changes in populations.

**SUPERINTENDENT  
REPORT**

The Superintendent reviewed his Calendar of Events for August and September 2014; the Enrollment Report as of August 5, 2014 noted there are 315 students (Pre-K through 8<sup>th</sup> Grade) plus 126 High School Students; distributed the Voluntown Board of Education Chain of Command 2014-15; 2014-2015, the Faculty Staff Handbook has been updated, the State Department of Education approved the Educator and Evaluation Support Plan.

**SCHOOL COMMUNITY  
SAFETY TEAM:**

The Board authorized the Superintendent, upon Auditor's approval, to utilize funds, in the amount of \$12,617.64, from a special account the Town Treasurer has held for the school.

**SCHOOL READINESS  
COUNCIL**

The Superintendent noted the wall removal grant has been completed and will be submitted to the SDE by September 22, 2014 requesting \$95,000.

**YOUTH SERVICES  
BUREAU**

Diana Ingraham reported on YSB activities for 2014-2015. Two student representatives, Jenna Schwery and Quinton Arsenault, have been assigned to YSB. Adam Shaughnessy has resigned as YSB Director and Melinda Bryan has been appointed as the YSB Acting Director.

**HIGH SCHOOL**

The Superintendent met with the GHS Principal to review graduation rates.

**BUILDING  
COMMITTEE  
ROOF**

The Building Committee is scheduled to meet Wednesday, September 3, 2014, at 4:00 p.m., and will discuss Requests for Qualifications [RFQ] for an architect for the VES roofing project.

**COMMITTEE  
ASSIGNMENTS  
2014-2015**

The Board reviewed Committee Assignments and Cathy Grant will be the Parent/Board of Education Representative on the Safe School Climate Plan Committee

**2014-2015 EDUCATOR  
EVALUATION &  
SUPPORT PLAN  
APPROVAL**

Our plan for 2014-2015 has been approved by the State Department of Education.

**2013-2014 FINAL  
BUDGET REPORT**

**MOTION #2 8/14/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve the 2013-2014 Final Budget Report with encumbrances and all transfers as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

- BOARD SELF-EVAL 2013-2014** **MOTION #3 8/14/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education authorize the Board Chair and Superintendent to sign and finalize the Board of Education Self Evaluation 2013-2014  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- CIRMA EXTRA EXPENSE** The Board tabled discussion on this item to the next Board Meeting scheduled for September 11, 2014.
- JOB DESCRIPTION TRANSPORTATION COORDINATOR** **MOTION #4 8/14/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve the Job Description for the Transportation Coordinator as amended  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- JOB DESCRIPTION LIBRARY / READING INTEGRATION TEACHER** **MOTION #5 8/14/14:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve the Job Description for the Library/Reading Integration Teacher as presented  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- ANNUAL 2012-2013 REPORT - CT STATE PERFORMANCE PLAN** The Board performed a 2<sup>nd</sup> reading. A 3<sup>rd</sup> reading will be placed on the agenda for the September 11, 2014 meeting.
- STRATEGIC SCHOOL PROFILE 2012-13** The Board performed a 2<sup>nd</sup> reading of the 2012-2013 Strategic School Profile. A 3<sup>rd</sup> reading will be placed on the September 11, 2014 meeting.
- IDEA PERFORMANCE REPORT** The Board of Education received the report and requested the Director of Special Education present a report at the September 11, 2014 meeting about strategies being implemented to improve in three areas: Reading, Math and the need to increase placement and time with non-disabled peers.
- PROJECTED FACULTY STAFF REPORT 2014-2015** The Superintendent submitted the Faculty / Staff Report including a listing of all positions.
- SOLAR PANEL COMMITTEE PROJECT** The Superintendent noted a Town meeting approved the solar panel project.
- LIBRARY INTEGRATION TEACHER** The Superintendent noted Andrea Kelly has been appointed to the position of Library/Reading Integration Teacher.
- SCHOOL COUNSELOR** **MOTION #6 8/14/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approves Katrina Goodwin as the School Counselor  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- 7<sup>th</sup> & 8<sup>th</sup> GRADE ENGLISH/LANGUAGE ARTS TEACHER** **MOTION #7 8/14/14:** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approves Megan Glidden as a Seventh/Eighth Grade English/Language Arts Teacher  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**
- SPECIAL EDUCATION TEACHER** **MOTION #8 8/14/14:** made by Cathy Grant **SECONDED BY** April Woodcock that the Board of Education approves Sue Obertello as a Special Education Teacher  
**VOICE VOTE: UNANIMOUS;** **MOTION CARRIES**

- LONG-TERM TEACHER SUBSTITUTE / SRBI TEACHER**      **MOTION #9 8/14/14:** made by Cathy Grant **SECONDED BY** Jim Hutchins that the Board of Education approves Sherry Riley as the Long-Term Substitute SRBI Teacher  
**VOICE VOTE: UNANIMOUS;**      **MOTION CARRIES**
- RESIGNATION LINDA LARGE**      **MOTION #10 8/14/14:** made by Cathy Grant **SECONDED BY** Jim Hutchins that the Board of Education accepts the resignation of Linda Large Substitute /Teacher Paraprofessional  
**VOICE VOTE: UNANIMOUS;**      **MOTION CARRIES**
- SUBSTITUTE TEACHER RATE OF PAY**      The Board discussed substitute teacher rates of pay and took no action. The rate will remain at \$83.00 per day.
- JOB DESCRIPTION DIRECTOR OF SPECIAL EDUCATION**      The Board performed a 1st reading. A 2nd reading will be placed on the agenda for the September 11, 2014 meeting.
- POLICY #5131.111 VIDEO SURVEILLANCE**      The Board performed a 1st reading. A 2nd reading will be placed on the agenda for the September 11, 2014 meeting.
- ATHLETIC HANDBOOK**      The Superintendent handed out Athletic Handbooks for review. The handbook will be posted on the school website.
- CONTRACT WITH NFA**      Board of Education members received a copy of the new NFA contract that the Superintendent of Schools will sign.
- 2015-16 BUDGET PREPARATION TIMELINE**      Superintendent Burrows reviewed the initial 2015-16 Budget Timeline.
- ADJOURNMENT:**      **MOTION #11 8/14/14:** made by Jim Hutchins **SECONDED BY** Vikki Smith that the Board of Education adjourn the meeting at 9:06 p.m.  
**VOICE VOTE: UNANIMOUS;**      **MOTION CARRIES**

Respectfully submitted,  
*Sherry Pollard*, Board Clerk