

# 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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[www.voluntownct.org](http://www.voluntownct.org)

## BOARD MINUTES

### Regular Board Meeting

Thursday, September 11, 2014

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

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<b>ATTENDANCE</b>	<b>Present:</b> Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, Robert Iovino <b>Absent:</b> Vikki Smith, April Woodcock <b>Also Present:</b> Superintendent Adam Burrows, Director of Special Education Elaine Lee, Principal Alycia Trakas
<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 (9/11/14):</b> made by Jim Hutchins <b>SECONDED BY</b> Cathy Grant that the Board of Education approves the Consent Agenda as presented <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>CITIZEN COMMENTS</b>	None
<b>GUESTS:</b>	Matthew Foster and Jake Cady
<b>PRINCIPAL: REPORT</b>	<p><b><u>Students as a Focal Point: Meet and Greets:</u></b> attended First Grade (August 20<sup>th</sup>) and Kindergarten (August 21<sup>st</sup>) Meet and Greets to welcome students and families back to school; <b>Student/Parent Handbooks:</b> updated the School Readiness/Pre-School, Elementary (K-5), and Junior High School (6-8) Student/Parent Handbooks; <b>First Day of School (Wednesday August 27<sup>th</sup>): VES Volunteers:</b> Parent/Guardian Volunteers must have brief meeting with the principal to review safety procedures and other important information; <b>VES Substitutes:</b> created substitute folders with helpful and necessary information; <b>School Readiness:</b> created school readiness flyer in hopes of filling our part-day pre-school spaces. The school readiness webpage has been updated and the flyer is on our main VES webpage. A School Messenger will also be sent to all current VES families letting them know that we have pre-school spaces open.</p> <p><b><u>Curriculum, Learning, and Instruction: Chaired Meetings:</u></b> Professional Development, Faculty/Staff Workday, Faculty Meeting, Crisis Intervention Team, and School Readiness Council; <b>Grants/Reports: FY 13/14 School Readiness Community Report and Program Report:</b> completed and submitted reports to CT SDE August 19<sup>th</sup> (due date: August 22<sup>nd</sup>); <b>FY 13/14 Quality Enhancement Report:</b> completed and submitted report to CT SDE August 19<sup>th</sup> (due date: August 29<sup>th</sup>); <b>Educator Evaluation Data Collection:</b> completed and submitted report to CT SDE September 11<sup>th</sup> (due date: September 15<sup>th</sup>); <b>NCSC Phase 2 Pilot:</b> submitted to CT SDE September 11<sup>th</sup> (due date: September 12<sup>th</sup>) - a special thanks to Jim Ward and Julia Stands for their assistance; <b>NAEYC Renewal Materials:</b> currently working on Renewal Materials report (for reaccreditation) - due September 30<sup>th</sup>.</p> <p><b><u>Teacher Professional Development Days:</u></b> <b>August 25<sup>th</sup>:</b> we had a very successful Professional Development Day. Staff learned the *NEW* Teacher Evaluation Plan, had a Traits Writing and STAR Refresher. District Benchmark Assessment Calendar and District Benchmark Assessments were also reviewed; <b>August 26<sup>th</sup>:</b> had a very successful Faculty/Staff Workday and reviewed schedules, calendars, CMT and STAR assessment data, Discipline Procedures, Safety Drill Procedures, Faculty/Staff Handbook, and Lunch/Recess Supervision Guide. Staff members received "Drug Endangered Children" training by Connecticut State Police; <b>Blood-borne Pathogens Training:</b> Faculty members watched the BBP video and took the BBP quiz. White House staff, Cafeteria staff, Custodian staff, and Front Office staff also watched the video and took the quiz; <b>DRA 2 Training:</b> scheduled and attended DRA 2 Training September 9<sup>th</sup>. All ELA teachers, SRBI teachers, and Special Education teachers attended a 2-hour session to further</p>

familiarize themselves with the assessment, answer questions, and review proper testing administration procedures. **Supervision Guides:** updated School Readiness/Pre-School Supervision Guide and created (with the assistance of several staff members) Lunch/Recess Supervision Guide; **American Red Cross "Child Care" training:** scheduled American Red Cross "Child Care" training on September 22<sup>nd</sup> for all School Readiness staff to meet NAEYC requirements.

**Building, Grounds, and Transportation: Safety Drills:** We have had 1 fire drill and 1 lockdown drill.

**Community and Public Relations: "Back to School" Farmer's Market:** attended Farmer's Market "Back to School" event August 24 and handed out pencils and welcomed students and their families back to school; **Voluntown Seniors Meeting:** visited the Voluntown Seniors at their meeting at the Voluntown Fire House on September 2<sup>nd</sup> to introduce myself; **Parent/Teacher Organization:** met with PTO Officers on September 9<sup>th</sup> to review schedule of events for the 2014-2015 school year; **YSB Soccer Tournament:** working with Melinda Bryan and Brian Racicot on the 1<sup>st</sup> Annual YSB Soccer Tournament scheduled for October 25<sup>th</sup> at 9:00AM.

#### SPECIAL EDUCATION REPORT

**Special Education Population** - Special education population is now at (49) students in the elementary school building, (1) in the PreK-3 program; (2) in the PreK-4 program; (2) in Kindergarten; **(1) in first grade;** (2) in second grade; (8) in third grade; (8) in fourth grade; (6) in fifth grade; (4) in sixth grade; (9) in seventh grade and (6) in eighth grade. High school special education population is now at (8); (2) attending NFA and (5) students attending Griswold High School and (1) attending Quinebaug Middle School. In addition there are (9) students presently out-placed; (4) attend The Learning Clinic; (1) student attends Griswold Elementary School; two (2) students attend Northeast Regional, (1) attends the IRSP program at NFA and (1) student works with Project Genesis. Combined locations show a total of (66) students presently receiving special education services.

**504 Populations** - There are now (29) students receiving 504 services; (23) in the elementary building and (6) attending high school.

The Annual Performance Report (2012-2013) was reviewed.

#### SUPERINTENDENT REPORT

The Superintendent reviewed his Calendar of Events for August and September 2014; the Enrollment Report noted there are 319 students (Pre-K through 8<sup>th</sup> Grade) plus 129 High School Students; reviewed the Summer School Program Cost 14-15, Alycia M. Trakas was nominated for the CDSC Connecticut Association of Schools William Cieslukowski First Year Principal Award.

#### SCHOOL COMMUNITY SAFETY TEAM:

**MOTION # 2 (9/11/14):** made by Jim Hutchins **SECONDED BY** Robert Iovino that the Board of Education authorizes the Superintendent to submit the School Security Grant application, as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

#### 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. Preparations are being made to complete NAEYC accreditation which occurs every five (5) years.

#### YOUTH SERVICES BUREAU

Diana Ingraham reported on the many YSB activities being planned for 2014-2015. The Superintendent mentioned the Juvenile Review Board is being developed.

#### HIGH SCHOOL

The Superintendent distributed a new handbook titled "The Sequence of Events in Selecting a High School. A special message for 8<sup>th</sup> Graders and their families"

#### BUILDING COMMITTEE ROOF

The Building Committee met on September 3, 2014, and an advertisement for Requests for Qualifications (RFQ) for Design Professionals for Roof Replacement on Voluntown Elementary School will be placed in the newspaper. Information about this roof project is on our website.

#### CIRMA EXTRA EXPENSE

**MOTION #3 (9/11/14):** made by Robert Iovino **SECONDED BY** Cathy Grant that the Board of Education approves an increase to the CIRMA extra expense coverage limit to \$1,000,000 resulting in an annual cost increase of \$1,063  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

<b>IDEA PERFORMANCE REPORT</b>	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 Reading and Math.
<b>ANNUAL 2012-2013 REPORT - CT STATE PERFORMANCE PLAN</b>	The Board completed a 2 <sup>nd</sup> reading.
<b>STRATEGIC SCHOOL PROFILE 2012-13</b>	The Board completed a 3 <sup>rd</sup> reading.
<b>SUBSTITUTE TEACHER</b>	The Board reviewed information about Kelly Services. This topic will be placed on the October 9, 2014 Agenda.
<b>JOB DESCRIPTION DIRECTOR OF SPECIAL EDUCATION</b>	The Board performed a 2 <sup>ND</sup> reading. A 3 <sup>RD</sup> reading will be placed on the October 9, 2014 Agenda.
<b>POLICY #5131.111 VIDEO SURVEILLANCE</b>	<b>MOTION #4 (9/11/14):</b> made by Jim Hutchins <b>SECONDED BY</b> Cathy Grant that the Board of Education approves Policy #5131.11, Video Surveillance, as amended <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>ATHLETIC HANDBOOK</b>	The Board completed review of the Athletic Handbook. After updating the handbook, it will be posted on the school website as well as distributed to students.
<b>CONTRACT WITH NFA</b>	Board of Education members received a copy of the draft NFA contract which will be finalized by the NFA Board of Directors.
<b>SOLAR PANEL PROJECT</b>	The company is preparing for the installation of solar panels.
<b>2015-16 BUDGET PREPARATION TIMELINE</b>	Superintendent Burrows distributed the timeline to developing the 2015-2016 Budget Proposal.
<b>BUS DRIVER:</b>	<b>MOTION #5 (9/11/14):</b> made by Cathy Grant <b>SECONDED BY</b> Jim Hutchins that the Board of Education approves Cynthia Wrana as a Bus Driver pending receipt of a valid bus drivers license <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>DRAMA COACHES:</b>	<b>MOTION #6 (9/11/14):</b> made by Cathy Grant <b>SECONDED BY</b> Jim Hutchins that the Board of Education approves Nancy McBride, Karen Britt, Jennifer Smith, and Adra Hates as Drama Coaches <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>SOCCER COACHES:</b>	<b>MOTION #7 (9/11/14):</b> made by Cathy Grant <b>SECONDED BY</b> Jim Hutchins that the Board of Education approves Brian Racicot as the Boys Soccer Coach, Tana Brewer as the Girls Soccer Coach and Matt Dillon as an Assistant Soccer Coach <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>ADDITIONS TO THE AGENDA</b>	<b>MOTION #8 (9/11/14):</b> made by Cathy Grant <b>SECONDED BY</b> Robert Iovino that the Board of Education add the following to the agenda: (1) Resignation of Philip Clerking, and (2) Title I and Title II Grant Application <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>

**MOTION #9 (9/11/14):** made by Jim Hutchins **SECONDED BY** Cathy Grant that the Board of Education approves the resignation of Philip Clerking - a Bus Driver  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**MOTION #10 (9/11/14):** made by Cathy Grant **SECONDED BY** Robert Iovino that the Board of Education authorizes the Superintendent to submit the Connecticut State Department of Education Title I, Part A and Title II, Part A, Federal Grant application, as submitted  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** **MOTION #11 (9/11/14):** made by Barbara Gileau **SECONDED BY** Cathy Grant that the Board of Education adjourns the meeting at 9:05 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**APPROVED BY THE BOARD OCTOBER 9, 2014**

Respectfully Submitted,  
Sherry Pollard, Board Clerk