

VOLUNTOWN BOARD OF EDUCATION
195 Main Street Voluntown CT 06384
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows

Board Chair – Diana Ingraham

Barbara Gileau
Cathy Grant, Secretary
James Hutchins, Vice-Chairperson
Robert Iovino
Vikki Smith

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BOARD MINUTES
Regular Board Meeting
Thursday, September 12, 2013
Board of Education Meeting Room - 7:00 p.m.

CALLED TO ORDER The Board Chair Diana Ingraham called the meeting to order at 7:00 p.m.

ATTENDANCE **Present:** Barbara Gileau, Cathy Grant [Secretary], James Hutchins [Vice Chair], Diana Ingraham [Board Chair], Robert Iovino (arrived after meeting began), and Vikki Smith. **Also Present:** Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal

PLEDGE OF ALLEGIANCE Recited

CONSENT AGENDA **MOTION #1 – 09/12/13** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education accept the consent agenda as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

CITIZEN COMMENTS There were no citizens present.

GUESTS: Andrea Bunger, Andrea Kelly, Mary Kollman, and Jackie Vaillancourt were present. Craig Harrington, ENCON, was present to present a Solar Panel Project. Superintendent Burrows introduced Andrea Bunger as a new 7th/8th Grade Science Teacher. A special welcome was given by the Board of Education.

PRINCIPAL'S REPORT Alycia Trakas presented the Principal's Report that highlighted information about:
Students as a Focal Point: Voluntown Elementary School (VES) had a very successful opening for the 2013-2014 school year; CMT data has been distributed to appropriate personnel - this data is being used at grade level meetings in order to meet the needs of all learners and to write SMART Goals for Teacher Evaluation systems; VES weekly notes are sent to all faculty members to inform them of what is happening in school for that week/month. **Curriculum/Instruction/Assessment:** completed and submitted the School Readiness Individual Report and Community Report to the Connecticut State Department of Education; we will be implementing the STAR Enterprise system that assesses math and reading; Teacher Evaluation materials were distributed and the new evaluation system was explained. **Building/Grounds/Transportation:** school administration, personnel, and students have successfully completed a practice fire drill; there was review of enhanced security upgrades as well as lockdown and evacuation procedures. **Community/Public Relations:** Principal Trakas attended the local farmers market on Sunday, August 25, 2013; welcomed new kindergarten and first grade families at a meet-n-greet over the summer; sent a Scientific Research Based Intervention (SRBI) letter home to families explaining what this program is about and how school administration will continue to meet the needs of VES students; met with the PTO to coordinate upcoming events and assemblies; noted the first Family Night is planned for Tuesday, Sep 17, 2013, an open house is scheduled for Tue, Sep 24, and Wal-Mart chose VES as their "Teacher Rewards Program" recipient this year and presented our staff with twenty - \$50 gift cards and school supplies for staff and students.

SPECIAL EDUCATION DIRECTOR REPORT	Dr. Elaine Lee presented the Special Education Report that highlighted information about: Enrollment Special Education: there will be (32) students receiving Special Education services in one or more subject areas in grades Pre-K through 8 th grade; Special Education High School: 5 students will be receiving services (1 at NFA and 4 at Griswold High School); Special Education Out-Placed Students: 10 students will be out-placed; 504 Students: (26) students are receiving 504 services; Alternative 5th through 8th Grade Program: this program continues to provide valuable services to both special education students and regular education students - (17) students will be receiving services in this program; Evaluation: special education teachers will complete more of the academic assessments in 2013-2014; Medicaid Application: we are currently waiting for the State to provide the three-party agreement form to begin applying for reimbursement for services such as OT, PT, and Speech and Counseling for students that qualify; Paraprofessional Assignment: paraprofessionals have been assigned actual case loads and support accommodations that do not require direct teacher services.
SUPERINTENDENT'S REPORT	Mr. Burrows reviewed the following: Calendar of Events for Sep & Oct 2013; the enrollment report that noted, as of 9/4/13, there are 308 students (Pre-K through 8 th Grade) plus 129 High School Students; Mr. Burrows is in receipt of the notice for Healthy Food Certification for the 2013-2014 school year; Mr. Burrows reviewed current status of REAP, IDEA, and Title I grants.
COMMITTEE REPORTS	Tools for Schools: Mr. Burrows provided a summary report of the Connecticut State Department of Education School Facilities Survey for VES; Youth Services Bureau: scheduled to meet Wednesday, September 18, 2013. Curriculum Steering: scheduled to meet Wednesday, September 25, 2013. Transportation: next meeting is scheduled for Wednesday, October 23, 2013; School/Community Safety Team: scheduled to meet this month to review security upgrades and plan for a fire drill and evacuation procedures; School Readiness Council: we have received a \$90,000 grant for 2013/2014; Teacher Evaluation Plan and Professional Development: this year we will implement a pilot program that meets the new state guidelines for Professional Learning and Teacher Evaluation; Community Conversations: Voluntown was awarded a \$1500 Grant. Mr. Burrows explained we will have a planning committee and schedule a special meeting in March 2014.
SOLAR PANEL PROJECT	The Board reviewed a proposal by ENCON. This topic was placed on the agenda for the next regular monthly meeting scheduled for Thursday, October 10, 2013.
COMPETITIVE GRANT TECHNOLOGY UPGRADES	Mr. Burrows noted a grant has been submitted and we are waiting for a decision by the State Department of Education.
DISTRICT TEST COORDINATOR JOB DESCRIPTION	MOTION #2 – 09/12/13 made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education approve the District Test Coordinator Job Description as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
MARCH 2013 CMT SCORES 3-8TH GRADE	This topic was tabled until the CMT Performance Indicators are released by the State Department of Education.
RESIGNATION JILL WARREN	MOTION #3 – 09/12/13 made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education accept the resignation of Jill Warren VOICE VOTE: UNANIMOUS; MOTION CARRIES
ASSISTANT SOCCER COACH	MOTION #4 – 09/12/13 made by Cathy Grant SECONDED BY Robert Iovino that the Board of Education approve Matt Dillon as the boys and girls assistant soccer coach VOICE VOTE: UNANIMOUS; MOTION CARRIES
GIRL'S SOCCER COACH	MOTION #5 – 09/12/13 made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education approve Tana Brewer as the girls soccer coach VOICE VOTE: UNANIMOUS; MOTION CARRIES

- DISTRICT TEST COORDINATOR** **MOTION #6 – 09/12/13** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education approve Linda Christensen as the District Test Coordinator
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- CUSTODIAL POSITION** **MOTION #7 – 09/12/13** made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve the hiring of Angela Wagner as an evening custodian working 7.5 hrs per week
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- BAPTIST CHURCH BUS REQUEST** **MOTION #8 – 09/12/13** made by Robert Iovino **SECONDED BY** Vikki Smith that the Board of Education approve the request from the Voluntown Baptist Church requesting use of a Voluntown Elementary School bus for a field trip to the Mullins Center in Amherst, MA, September 27, 2013 and September 28, 2013.
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**
- SUGGESTIONS FOR NEXT MEETING:** Competitive Grant; Solar Panels, Technology Upgrade; March 2013 CMT Scores
- ADJOURNMENT:** **MOTION #9 – 09/12/13** made by Cathy Grant **SECONDED BY** Barbara Gileau that the Board of Education adjourn the meeting at 8:50 p.m.
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**

APPROVED BY THE BOARD OF EDUCATION ON OCTOBER 10, 2013

Respectfully Submitted
Sherry Pollard, Board Clerk