

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, August 8, 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], Vikki Smith. **Absent:** Robert Iovino. **Also Present:** Superintendent Adam Burrows, Dr. Elaine Lee, Director of Special Education, and Alycia Trakas, Principal

PLEDGE OF ALLEGIANCE: Recited

CONSENT AGENDA: **MOTION #1 - 08/08/13:** made by James Hutchins **SECONDED BY** Cathy Grant that the Board of Education accept the consent agenda as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

CITIZEN COMMENTS Mary Kollman and Sara Thompson were present.

GUEST SPEAKER Mr. Tom O'Connor, Food Services Director, was present to discuss the food services program for the 2013-2014 school year. There was discussion about ways to increase participation in the breakfast and lunch programs and the role the USDA plays regarding food prices, types of food offered and portion sizes. There were USDA changes in the menu this past year which resulted in an overall decline in participation throughout the region. Mr. O'Connor added he has significantly increased the number of commodity items overall from the USDA in 2013-2014.

PRINCIPAL'S REPORT Alycia Trakas presented the Principal's Report that highlighted information about:
Students as a Focal Point: updated the 2013-2014 Student / Parent Handbook, updated back to school materials for a smooth transition to the opening of school and distributed a welcome letter to faculty and staff.
Curriculum / Instruction/ Assessment: attended Teacher Evaluation Training and Proficiency at EASTCONN; reviewed various committees in our school and the decision making format for the review, research, and development of curriculum, met with the school security consultant regarding security procedures in conjunction with the School/Community Safety Team
Community / Public Relations: planning has begun for a Voluntown Elementary School 5K run/walk in support of the Youth Services Bureau and a local Farmer's Market is planned for Sunday, August 25, 2013.

SPECIAL EDUCATION DIRECTOR REPORT Dr. Elaine Lee presented the Special Education Report that highlighted information about:
Enrollment Special Education: There will be (36) students receiving Special Education services in one or more subject areas in grades Pre-K through 8th grade; **Special Education High School:** 3 students will be receiving services (1 at NFA and 2 at Griswold High School); **Special Education Out-Placed Students:** 9 students will be out-placed; **504 Students:** (25) 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 - (18) students will be receiving services in this program

Evaluation: Special education teachers will complete more of the assessment evaluations in 2013-2014.

Medicaid Application: the application for a National Provider Identifier number from the State has been completed. The Superintendent has requested that VES become a provider for the School Based Child Health Program.

Paraprofessional Assignment: paraprofessionals are being assigned case loads and will be responsible for all accommodations that do not require direct teacher services.

SUPERINTENDENT'S REPORT

Mr. Burrows reviewed the following: Calendar of events for Aug & Sep 2013; July 11, 2013 Board Briefs, CAFE Update / Legislative Public Act Updates (2013 Actions Boards Must Take); History of the annual reduction in electricity as it relates to the systematic approach to energy conservation. In 2012-2013, we used 98,404 less KWH than 2006-2007; the potential for future solar panel projects that may present additional reductions in electricity usage; Curriculum & Related Committee Reports 2013-2014; and the Voluntown Board of Education Chain of Command Organizational Chart 2013-2014.

FACULTY / STAFF PROJECTIONS 13-14

There was review of the Voluntown Public Schools Faculty/Staff Projections list as presented by the Superintendent.

2012-2013 BOARD SELF-EVALUATION

MOTION #2 - 08/08/13: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education approve the 2012-2013 Board of Education Self-Evaluation as amended
VOICE VOTE: UNANIMOUS; MOTION CARRIES

2012-2013 FINAL ENCUMBRANCES & TRANSFERS

MOTION #3 - 08/08/13: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorize 2012-2013 Budget Transfers
VOICE VOTE: UNANIMOUS; MOTION CARRIES

DISTRICT TEST COORDINATOR JOB DESCRIPTION

The Board performed a 2nd reading. A 3rd reading was placed on the September 12, 2013 Agenda. The State is changing over from the CMT to a computer adaptive testing format and the job description must reflect these new requirements.

TITLE I FAMILY COORDINATOR

MOTION #4 - 08/08/13: made by Cathy Grant **SECONDED BY** James Hutchins that the Board of Education approve the Title I Family Involvement Coordinator Job Description as amended
VOICE VOTE: UNANIMOUS; MOTION CARRIES

5112 DISENROLLMENT POLICY

MOTION #5 - 08/08/13: made by James Hutchins **SECONDED BY** Cathy Grant that the Board of Education approve Policy 5112.4 Disenrollment as amended
VOICE VOTE: UNANIMOUS; MOTION CARRIES

SPECIAL EDUCATION TEACHER

MOTION #6 - 08/08/13: made by James Hutchins **SECONDED BY** Cathy Grant that the Board of Education authorize the hiring of Jill Warren as a Special Education Teacher
VOICE VOTE: UNANIMOUS; MOTION CARRIES

SOCCER COACH

MOTION #7 - 08/08/13: made by Barbara Gileau **SECONDED BY** Cathy Grant that the Board of Education approve Brian Racicot as a Soccer Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES

TECHNOLOGY GRANT

MOTION #8 - 08/08/13: made by Barbara Gileau **SECONDED BY** Cathy Grant that the Board of Education authorize the Superintendent to submit by the August 16, 2013 due date the competitive grant for "Technology Investments to Implement Common Core Standards and Aligned Assessments, specifically Smarter Balanced Assessments" pursuant to Public Act PA 07-7(32)(h)(i)JSS and Public Act 13-239(36)
VOICE VOTE: UNANIMOUS; MOTION CARRIES

PART-TIME VAN/BUS DRIVER

MOTION #9 - 08/08/13: made by Cathy Grant **SECONDED BY** Vikki Smith that the Board of Education authorize the hiring of Tamara Maynard as a Part-Time Van/Bus Driver
VOICE VOTE: UNANIMOUS; MOTION CARRIES

PARAPROFESSIONAL EVALUATION FORMAT **MOTION #10 - 08/08/13:** made by Cathy Grant **SECONDED BY** James Hutchins that the Board of Education approve the Paraprofessional Evaluation Format as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES

READING LANGUAGE ARTS COORDINATOR The Board performed a 1st reading of the job description. A 2nd reading was placed on the September 12, 2013 Agenda.

EXECUTIVE SESSION **MOTION #11 - 08/08/13:** made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education enter into Executive Session at 8:35 p.m. for the purpose of discussing personnel issues and invites Mary Kollman
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #12 - 08/08/13: made by Vikki Smith **SECONDED BY** Cathy Grant that the Board of Education move out of Executive Session at 9:15 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #13 - 08/08/13: made by James Hutchins **SECONDED BY** Vikki Smith that the Board of Education change the Psychologist Job Description as recommended
VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT: **MOTION #14 - 08/08/13:** made by Vikki Smith **SECONDED BY** James Hutchins that the Board of Education adjourn at 9:19 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

APPROVED BY THE BOARD SEPTEMBER 12, 2013

Respectfully Submitted
Sherry Pollard, Board Clerk