

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
Kristen Trahan

Phone: 860.376.9167 / www.voluntownct.org

BOARD MINUTES

Regular Board Meeting

Thursday, October 8, 2015

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

ATTENDANCE	Present: Barbara Gileau, Cathy Grant, James Hutchins, and Diana Ingraham. Absent: , Robert Iovino, Vikki Smith, Kristen Trahan. Also Present: Superintendent Adam Burrows, and Principal Alycia Trakas.
CALL TO ORDER	Chairperson Ingraham called the regular meeting to order at 7:00 p.m.
CONSENT AGENDA	MOTION #1 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
GUESTS:	None.
PRINCIPAL REPORT	Principal Alycia Trakas submitted her report, dated October 8, 2015, and highlighted information about: Students as a Focal Point: SRBI Session I begins Tuesday, October 13 and will be providing reading and math services to all students. After School Tutorial: AST Session I begins Tuesday, October 6 th . Twenty-five students are participating in this program. The Open House was held September 22 and there were many visitors including parents/guardians, families, PTO, YSB and the Boy Scouts, etc. Voluntown Camp Read S'MORE: The First Annual Voluntown Camp Read S'MORE was held September 25 th . Those in attendance included the VES Library/Reading Integration Teacher, Town Librarian, and many individual readers. The YSB and student volunteers were on hand to make S'MORES. Curriculum, Learning, and Instruction: VES weekly/monthly notes will continue for the school year. Alycia Trakas shared information regarding many of the committee meetings, training, and conferences held throughout the month. Building, Grounds, and Transportation: There were two fire drills and one lockdown drill this month. Community and Public Relations: The PTO held their annual Officers Meeting on September 15.
DIRECTOR OF STUDENT SERVICES REPORT	Mr. Burrows reported that Dr. Llyod Johnson has been actively involved with attending Planning and Placement Team Meetings and completing the effective change-over to his leadership. He will attend the November 12 Board of Education meeting.
SUPERINTENDENT REPORT	The Superintendent reviewed his Calendar of Events for October and November. He reviewed the Enrollment Report. As of October 1, there are 305 students (Pre-K through 8 th Grade) plus 131 High School Students. He reviewed the Spotlight on Education and provided information on SBAC (Smarter Balance Assessment Consortium) Assessment Results, Faculty and Staff update, Solar Panel Project, and Roof Project.
COMMITTEE REPORTS	IAQ/TfS/Safety: Mr. Burrows reported the first meeting of the year was held on Wednesday, September 23. Voluntown (1) follows all guidelines related to our Indoor Air Quality policy, (2) uses Tools for Schools procedures, (3) addresses and corrects identified maintenance "safety", and has (4) updated the Five-Year Facilities Plan. The Board of Education reviewed this plan and offered suggestions. MOTION #2 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves the updated 2015-2019 Five-Year Facilities Maintenance Plan as required by the State Department of Education Annual Facilities Report VOICE VOTE: UNANIMOUS; MOTION CARRIES

Youth Services Bureau: The next monthly meeting of the YSB Advisory Board is October 14, 2015. Efforts are focused on creating programs for the youth of our community such as: GRASP or "Great After School Program", JRB, or Juvenile Review Board, activities for high school students, birth to three activities, and community events such as the recent YSB/Library/Rec Commission "reading" activity last Friday night on Constitution Field.

Curriculum Steering Committee: The next Curriculum Steering Committee will be held Monday, October 9, at 3:30PM to review information from a wide variety of curriculum initiatives to guide the decision making process for continuous improvement of the overall performance of the school system.

Transportation: Mr. Burrows distributed a two-year history of diesel fuel usage and it was noted 4,719.63 gallons were consumed in 13/14 at a cost of \$71,316.86 and 4,815.77 gallons were consumed in 14/15 at a cost of \$63,025.49. Terry Chenette is still in the three-month process of training a person who has applied to be a bus driver. The process of receiving a CDL B License with air brakes, and PS endorsements can take up to six months. A Transportation meeting will be scheduled to review the status of our seven-year-old busses and a replacement process.

School, Security, and Safety Committee: Our 15/16 ALL HAZARDS PLAN has been submitted to the Connecticut Department of Homeland Security. An all-school evacuation drill is being planned for later in the school year. The committee has recommended the next security recommendation and will seek to upgrade the locks on classroom doors.

MOTION #3 (10/8/15): made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education authorizes the Superintendent of Schools to expend all funds from the Citizens Accrued Benefits Account for school security upgrades

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

MOTION #4 (10/8/15): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves to waive the bid process to secure the services of our current locksmith for school security upgrades

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

School Readiness Council: This past summer Ms. Trakas submitted an addendum to the state Office of Early Childhood and we have been approved for an additional \$22,500 for this school year to accommodate up to forty-four (44) three and four-year olds. Mr. Burrows noted we have been approved for a wall removal grant of \$95,000 to expand the size of the room for the three-year old program in the summer of 2016 to allow us to expand the program by four (4) more spaces. A wall removal committee has been formed to include Barbara Gileau as a Board of Education representative.

Professional Development and Teacher Evaluation Planning Plan: The work of this committee was again reviewed in the Principal's report. A meeting has been scheduled for Friday, October 16 to gather information about professional development activities. Amy L. Suffoletto, Assistant Principal, recently completed the five-day mandatory training about the state-mandated teacher evaluation process. Alycia M. Trakas recently completed additional training about effectively calibrating teacher evaluation data.

Wellness: A Wellness Committee meeting has been scheduled for Wednesday, October 28th to allow time to receive legislative updates and review how these fit into our wellness plan.

MOTION #5 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accept the creation of a Pokémon Group for seventh and eighth graders as presented by the Principal, Alycia Trakas

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

High School: Kristen Goodwin, School Counselor, has scheduled a High School Fair for Wednesday, November 4, at 6:00PM for parents and students to review the process of selecting a high school. Field trips for Eighth Graders to our designated high schools will be completed prior to this event.

Building Committee: Roof Project: Barbara Gileau noted the Building Committee voted to approve the project completed on Wednesday, September 23 as well as approved all final invoices from Quality Roofing Services, the contractor for the project. She requested the Board of Education vote to approve the project as completed and this information will be forwarded to the SDE to secure 63.63% reimbursement for "eligible" expenditures. Mr. Burrows noted this project replaced 43,320 square feet of the 60,165 square foot VES roof and was completed on time and under budget. The remaining 16,845 square feet of roof was replaced in 2000

as part of a previous building expansion and is in excellent condition and is still under warranty. The town approved \$1,104,304 and the final cost was \$856,409.45 for the roof replacement.

MOTION #6 (10/8/15): made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of Education approves that State Project No. 147-0018 RR for replacing 43,320 square feet of the total 60,165 square feet the Voluntown Elementary School Roof has been completed

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Solar Panel Project: Mr. Burrows noted the installation of the solar panel array is making excellent progress. 904 solar panels in a 128 by 305 square foot area will produce well over 200,000 KWH per year and the installation of 650 feet of underground conduit to the school is in the final process of being completed. The final electrical connection will require one more shutdown over a weekend. There is ZERO UPFRONT COST for this system. This power purchase agreement with ENCON Solar involves significant savings through federal financial incentives that will allow our school system to purchase electricity at a greatly reduced rate. This system will be fully installed before December 2015.

Stairway Update: A committee of school, YSB, and Rec Commission members has been established and the next meeting is scheduled for Tuesday, October 20, at 5:00PM in the Board of Education meeting room. Design plans have already been completed on this stairway between VES and Constitution Field. A survey shows that roughly 60% of the stairway will be on school property and the remaining 40% on town property. The committee is actively reviewing available grants and has created a rough estimate of over \$200,000 for this project.

2016-2017 BUDGET PREPARATION Mr. Burrows distributed a six-year Budget Comparison for the years 2010-2015 for review.

**BY-LAWS
9000 SERIES**

MOTION #7 (10/8/15): made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of Education approve the Board of Education By Laws, 9000 Series, as presented

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**POLICY #4118.51
ACCEPTABLE
NETWORK USE**

MOTION #8 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approve Policy #4118.51, Acceptable Network Use, as amended

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**JOB DESCRIPTION
HEAD COOK**

MOTION #9 (10/8/15): made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education approve the Job Description for Head Cook as presented

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**JOB DESCRIPTION
DIRECTOR OF
FOOD
SERVICES**

MOTION #10 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approve the Job Description for Director of Food Services as amended

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**FINAL 14/15
FUNCTION
OBJECT REPORT**

MOTION #11 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accept the 2014-15 Budget as adjusted

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**POLICY #9325.5
REQUEST FOR
INFORMATION
BY BOARD
MEMBERS**

The Board performed a first reading. A second reading will be placed on the November 12, 2015 Agenda.

**PART TIME
PARA**

MOTION #12 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves Giselle Neri as a part-time Paraprofessional

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**PART TIME
PARA**

MOTION #13 (10/8/15): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves Rhonda Bursey as a part-time Paraprofessional

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

- SUMMARY OF EDUCATION RELATED LEGISLATION** Mr. Burrows submitted the State of Connecticut, Department of Education, Summary of Education-Related Legislation Enacted in the 2015 Regular and Special Sessions of the Connecticut General Assembly. The summary is comprised of the public acts passed during the regular and special sessions that appear to be of applicability and interest to school districts.
- CONNECTICUT STUDY OF REGIONAL COOPERATION BETWEEN BOARDS OF EDUCATION** Mr. Burrows noted the Legislative Program Review and Investigations Committee of the Connecticut General Assembly voted on April 22, 2015, to undertake a study on regional cooperation between local boards of education. The study is examining the prevalence, advantages, and disadvantages of such efforts and will identify factors related to implementing, replicating, or expanding potentially beneficial regional cooperative efforts. Mr. Burrows provided a copy of the study scope for reference.
- MUSIC DIRECTOR POSITION** **MOTION #14 (10/8/15):** made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of Education create a Music Director position and pay an immediate stipend as available within the current 15-16 Budget
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MUSIC DIRECTOR JOB DESCRIPTION** The Board performed a first reading. A second reading will be placed on the November 12, 2015 Agenda.
- PART TIME TITLE I SRBI TUTOR** **MOTION #15 (10/8/15):** made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approve Linda Lavender as a part-time Title I/SRBI Tutor
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- EXECUTIVE SESSION** **MOTION #16 (10/8/15):** made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education moves into Executive Session at 9:00PM for the purpose of discussing Personnel, VEA/BOE Negotiations, Non-Certified Negotiations, and 45% Rule, and Security
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- MOTION #17 (10/8/15):** made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education moves out of Executive Session at 9:27 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- There was no action taken.
- ADJOURNMENT:** **MOTION #18 (10/8/15):** made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education adjourns at 9:32 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

- APPROVED BY THE BOARD NOVEMBER 12, 2015 -

Respectfully submitted,
 Sherry Pollard, Board Clerk