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

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BOARD MINUTES

Regular Board Meeting

Thursday, September 10, 2015 Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE

Present: Barbara Gileau, Cathy Grant, James Hutchins, Vikki Smith, Kristen Trahan. **Absent**: Diana Ingraham, Robert Iovino. **Also Present**: Superintendent Adam Burrows, Director of Student Services, Dr. Lloyd Johnson, Principal Alycia Trakas, and Assistant Principal Amy Suffoletto

CALL TO ORDER

Vice Chairperson Hutchins called the regular meeting to order at 7:00 p.m.

CONSENT AGENDA

MOTION #1 (9/10/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education

approve the Consent Agenda as presented

VOICE VOTE: UNANIMOUS; MOTION CARRIES

GUESTS:

The Board welcomed Kayla Barbara as a student teacher at VES.

SUPERINTENDENT REPORT The Superintendent reviewed his Calendar of Events for September and October. He reviewed the Enrollment Report - as of September 2 there are 304 students (Pre-K through 8th Grade) plus 131 High School Students.

Mr. Burrows reported the SBAC or Smarter Balance Assessment Consortium overall test results administered to all 3rd through 8th graders in March 2015 have been published. The SDE report for achievement scores for English Language Arts and Mathematics for "percent at level 3 and 4" documented that Voluntown was NUMBER ONE in our DRG "F" of a 16 town District Reference Group and we also exceeded state standards.

Grades	VES Average	State Average ELA	VES Average	State Average
3-8	English/Lang Arts		Mathematics	Math
Average	68.0	55.4	49.5	39.1

This is excellent news for our school system. Mr. Burrow noted he has received inquiries about the instructional strategies Voluntown used to achieve this level of student performance. He thanked the Board of Education for the instructional decisions they have made to upgrade our technology to complete this new electronic assessment, their approval of proposals for reading, writing, and math instructional materials, and support for professional development opportunities for the faculty and staff.

Mr. Burrows also praised the faculty and staff for their efforts under the leadership of the Principal to continuously improve instructional strategies, review student data to implement appropriate instructional strategies, and participate on curriculum committees.

The State Department of Education has not yet released the summary reports for each student to be sent home to inform parents and/or guardians.

DIRECTOR STUDENT SERVICES REPORT

Dr. Lloyd Johnson, Director of Student Services, formally introduced himself to the Board and noted that he is having a wonderful time meeting school administration, school staff, students, parents and community members. Dr. Johnson has begun his involvement with PPT/504/Parent Meetings as well as meeting with the special services staff. Specific highlights during these first few weeks of school have been to more fully utilize the skills of the building level administrators in chairing 504 meetings that are regular education initiatives. He has also participated in an effort to develop a comprehensive Master Schedule to help with implementing each IEP or Individual Education Program for students, especially in matching the amounts of time required for an effective IEP. He has spent time training Special Education teachers who are case managers in obtaining parental authorization for minor amendments to an IEP to more effectively schedule services.

PRINCIPAL REPORT

Principal Alycia Trakas submitted her report, dated September 10, 2015, and highlighted information about: **Students as a Focal Point**: Pre-school teachers did an amazing job with summer home visits and preschool orientation for students and families. The first day of school went smoothly. Student/Parent Handbooks are updated. **Curriculum, Learning, and Instruction**: VES weekly/monthly notes will continue for the school

year. The two professional development days held at the beginning of the year were very successful. Faculty/Staff Handbooks and back to school packets were reviewed. There was review of the School Nutrition Program and the new requirements for school administrators in determining eligibility. Our Food Services Program is one of the programs in the state scheduled for an audit. **Building, Grounds, and Transportation:** we have had one fire drill. **Community and Public Relations:** A school event at the farmer's market was held August 23rd.

As a follow-up to the overall SBAC results just reviewed by the Superintendent of Schools, Ms. Trakas reviewed grade-by-grade level performance of the CMT Science and SBAC ELA and Math Data. She explained that follow-up data team meetings will be scheduled to review student performance and schedule SRBI or Scientifically Researched-Based Interventions.

COMMITTEE REPORTS:

IAQ/Tfs/Safety: Mr. Burrows reported the first meeting of the year is scheduled for Wednesday, September 23. Voluntown follows all guidelines related to our Indoor Air Quality policy and uses Tools for Schools procedures. Building maintenance priorities are reviewed by this committee to make sure "safety" issues are addressed and corrected.

<u>Youth Services Bureau</u>: The agenda for the 9-9-15 YSB Advisory Board meeting was included in this BOE packet to keep members informed about the efforts of our Youth Services Bureau activities. Summer activities were completed and we have now started GRASP or "Great After School Program".

<u>Curriculum Steering Committee</u>: A list of all 15/16 committees was distributed. Mr. Burrows noted some of these committees include Board of Education Representatives. Committees meet on a regular basis each school year to guide the decision making process for continuous improvement of the overall performance of the school system.

<u>Transportation</u>: Mr. Burrows reported Terry Chenette is in the 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 takes up to six months. When this person obtains their license it will be the first time in over a year that we will have the appropriate numbers of bus drivers.

<u>School, Security, and Safety Committee</u>: This committee recently met to review our safety processes and procedures. The ALL HAZARDS PLAN update for the 15/16 school year has been completed to remain on file with the Connecticut Department of Homeland Security. The committee is reviewing security upgrades. An all-school evacuation drill is being planned for later in the school year.

<u>School Readiness Council</u>: This past summer Ms. Trakas submitted an addendum to the state Office of Early Childhood and received 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 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.

<u>Professional Development and Safety Committee</u>: The work of this committee was reviewed in the Principal's report.

<u>Wellness</u>: 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.

<u>High School</u>: Kristen Goodwin, School Counselor, is developing a schedule of visits to our seven (7) designated high schools. She is also in the process of scheduling an evening program for parents and students to review the process of selecting a high school.

Building Committee: Roof Project: Barbara Gileau noted a Building Committee meeting is scheduled for Wednesday, September 23 to review the final invoices of Quality Roofing Services, the contractor for the project. She noted the Board of Education will be asked to take a vote in the near future as part of the process to secure reimbursement. Mr. Burrows noted this project to replace 43,320 square feet of the 60,165 square foot VES roof was completed on time and under budget. The remaining 16,845 square feet of roof that was replaced in 2000 as part of a previous building expansion is in excellent condition and is still under warranty.

<u>Solar Panel Project</u>: Mr. Burrows noted the 130-foot by 350-foot area in the woods has been cleared and the solar panels are being scheduled for installation. The 650-foot cable connection from the field to the school has been completed. This past weekend electricity was shut off on Friday, September 4 to complete the first part of connecting to the school. One additional shut down is required. This project must be completed by December to allow ENCON to secure state and federal financial incentives. This project has basically been at no or very little cost to the town of Voluntown.

Stairway Update: A committee of school, YSB, and Recreation Commission members has been established and a first meeting is scheduled for Wednesday, September 23, 2015 at 4:30PM in the Board of Education meeting room. Design plans have already been completed for the stairway between VES and Constitution Field. A survey shows that roughly 60% of the stairway will be on school property and the remaining 40% is on town property. The committee is reviewing available grants and has created a rough estimate of \$200,000 for this project.

2016-2017 BUDGET PREPARATION TIMELINE Mr. Burrows provided the Budget Preparation Timeline. It was noted the timeline has been developed in cooperation with the Board of Selectmen to keep them informed of educational priorities, needs of our students, and the goals of our school system based on a long-term Strategic Plan developed through a comprehensive "Community Conversations" process.

BY-LAWS 9000 SERIES

The Board performed a first reading. A second reading will be placed on the October 8, 2015 Agenda.

2015-16 FACULTY REPORT Mr. Burrows submitted an updated 2015-2016 Faculty Staff Assignments Report.

POLICY #4118.51 ACCEPTABLE NETWORK USE The Board performed a first reading. A second reading will be placed on the October 8, 2015 Agenda.

JOB DESCRIPTION HEAD COOK

The Board performed a first reading. A second reading will be placed on the October 8, 2015 Agenda.

JOB DESCRIPTION DIRECTOR OF FOOD SERVICES The Board performed a first reading. A second reading will be placed on the October 8, 2015 Agenda.

BOE STRATEGIC PLAN 2014-2018

Mr. Burrows submitted the Strategic Plan for the 2014-2018 Board of Education. The Board is committed to providing our students the basic skills essential to functioning competently in our society, including their ability to read, write, listen, speak, manipulate basic math concepts, and acquire a general knowledge of science. It is, therefore, our mission to help our students mature into independent, reasoning, and responsible individuals, who can adapt constructively in an ever-changing, multi-cultural, and technological world. The strategic plan will be used in the development of the 16-17 budget proposal.

SOCCER COACHES MOTION #2 (9/10/15): made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education approves Brian Racicot as the Soccer Coach and Jeff Blanchard as the Assistant Soccer Coach VOICE VOTE: UNANIMOUS; MOTION CARRIES

ATHLETIC DIRECTOR

MOTION #3 (9/10/15): made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education

approves Margaret Voland as the Athletic Director

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MEDICAL ADVISOR MOTION #4 (9/10/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approves Dr. Laurentiu Galan as the School Physician/Medical Advisor for the Voluntown School District for

the 2015-2016 school year

VOICE VOTE: UNANIMOUS; MOTION CARRIES

RESIGNATION MARSHA VAN DYNE

MOTION #5 (9/10/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education

recognizes the resignation of Marsha Van Dyne effective September 11, 2015

VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT

MOTION #6 (9/10/15): made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education

adjourns at 8:45 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

APPROVED BY THE BOARD OCTOBER 8, 2015 -