

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
Flo Harmon
Kristen Trahan

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www.voluntownct.org

BOARD OF EDUCATION MINUTES
Regular Board Meeting

Thursday, January 12, 2017
Board of Education Meeting Room - 7:00 p.m.

Agenda Item I. CALL TO ORDER: Chairperson Diana Ingraham called the regular meeting to order at 7:30 p.m. (Waited for a quorum)

Agenda Item II. ATTENDANCE: **Present:** Diana Ingraham, James Hutchins, Vikki Smith (Arrived at 7:25 p.m.), and Cathy Grant (Arrived at 7:30 p.m.)
Absent: Barbara Gileau, Kristen Trahan, and Flo Harman.
Also Present: Superintendent Adam S. Burrows and Alycia M. Trakas

Agenda Item III. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

Agenda Item IV. CONSENT AGENDA: **MOTION #1 (1-12-17):** Made by Vikki Smith, SECONDED BY James Hutchins to approve the Consent Agenda.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item V. CITIZEN COMMENTS: None

Agenda Item VI. ADMINISTRATIVE REPORTS:

1. Principal/Assistant Superintendent of Schools (*Submitted by Alycia M. Trakas*)

Students as a Focal Point

SRBI – Currently provides literacy and math services to 68 students in grades K-8.

<i>SRBI Trimester 1: 64 students</i>	<i>SRBI Trimester 2: 68 students</i>
Literacy: 41 students	Literacy: 42 students
Tier 2: 34 students	Tier 2: 34 students
Tier 3: 7 students	Tier 3: 8 students
Numeracy: 23 students	Numeracy: 26 students
Tier 2: 23 students	Tier 2: 26 students
Tier 3: 0 students	Tier 3: 0 students

- **After School Tutorial** - Eleven (11) students attended in Trimester 1; thirteen (13) students are attending in Trimester 2.
- **Service Learning Project** - “Socktober” we collected and donated new socks to “Gotta Have Soles”. November was St. Mary’s Food Bank. December was Toy Drive and Pajama Day and a carload of toys and \$725 was donated to CCMC. January was Winter Warmth Clothing Drive for Safe Futures in Norwich, CT.
- **Eagle Electives** - Our Third Eagle Elective took place on Friday, December 16, 2016.
- **Students of Trimester 1 Assembly** - Students were recognized for Perfect Attendance, obtaining Honors or High Honors (Grades 5-8), and for being selected by the staff as Students of the Trimester.
- **National Junior Honor Society Induction** – Congratulations to new members: Cal Barber, Hope O’Lari, Lily Paul, and Nicholas Zelinsky. Jackie Vaillancourt, our NHS Advisor, organized the event.

Curriculum, Learning, and Instruction

- **In-house Meetings** - ELA Committee, Curriculum Steering Committee, School Readiness Council – Special Meeting, Student Services Department Meeting, Co-Chaired the January Paraprofessional Meeting, January Faculty Meeting, Co-Chaired the January SRBI Meeting, January Crisis Intervention Team, and January School Readiness Council.
- **Attended** - CREC Leadership Workshop Series: SRBI Tier 2 and Tier 3 Protocols for Administrators, Competitive School Readiness Liaison Meeting, and CSDE Alternate Assessment Workgroup.
- **Units of Study** - Teachers have been getting release time to write their remaining units of study.
- **Teacher Evaluation** - Working on Informal and Formal Observations of Teachers and Paraprofessionals.
- **School Readiness/Quality Enhancement** - Purchased the Frog Street Preschool and Threes Curriculum Programs.

Building, Grounds, and Transportation & Safety

- **School Security & Safety** - All substitutes and volunteers review safety processes and procedures.
- **Safety Drills** - 3 fire drills; 4 lockdown drills; 1 earthquake drill.

Community and Public Relations

- **PTO** - Box-Tops Collection Contest. The homeroom with the most collected will get to “Silly String the Principals” during our School Spirit Week Pep Rally Assembly.

2. Director of Student Services (Submitted by Lloyd A. Johnson, Ph.D.)

- The administrative staff has worked with a small number of our families whose students were outplaced. Transition plans were developed to return these students to VES. I’m pleased with the high level of collaboration demonstrated by the administrative staff, the special education teachers and the grade level teaching teams in implementing the successful return of these students for this current 2016-2017 school year.
- We are reviewing projections and the program needs of VES, high school and outplaced students for 2017-18. Our goal is to increase our capacity to meet the needs of Voluntown students with IEPs in our school building or in programs provided by our designated high schools.
- Current census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	53	24
9-12+	<u>24</u>	<u>17</u>
Total	73	41

3. Superintendent of Schools:

- Adam S. Burrows, Superintendent of Schools, reviewed his Schedule of Events for January and February.
- An Enrollment Report noted 289 students in grades Pre-K through 8, plus 133 high school students.
- The monthly food services report continues to include Pre-K student meals.
- A CABE communication about upcoming professional development workshops and events for members of the Board of Education.
- Reviewed 2017 CAPSS Federal Relations Agenda to support: (1) Reauthorization of IDEA: Support Students, Families and Special Populations (2) Burden of Proof: Support Swift Resolution to Disputes Involving Special Needs Programs, and (3) Fully Funding of Title I. The guiding principles for federal education policy all stem from equity and the important role the federal government stands to play in leveling the education playing field for all students.
- Reviewed the CAPSS Op-Ed Piece on the Evaluation of Superintendents supporting the local decision making authority of for the evaluation of Connecticut Superintendents.
- Notice of an immediate reduction of \$13,942 in the Voluntown Education Cost Sharing grant for the current 2016-2017 budget. The transfer to accommodate this reduction will be reviewed later in this budget year for available balances due to savings in other areas of the budget.
- Approve use of the VES gymnasium for a regional cheerleading competition on Saturday, February 11, 2017 from 8:00 a.m. until 3:00 p.m. Five (5) classrooms will be made available for visiting teams. This event is rotated each year among participating school systems and has had excellent attendance.
- Acknowledged receipt of the “Connecticut Core Knowledge and Competency Framework for Professionals Working with Young Children and Their Families” recently published by the Connecticut Office of Early Childhood. This will be shared with the Pre-School instructional faculty and staff as part of ongoing professional development activities.

Agenda Item VII. COMMITTEE REPORTS:**1. Indoor Air Quality/Tools for Schools and Safety:**

- An IAQ/TFS/Safety Committee was recently held to review facilities and maintenance priorities.
- A contract was signed for a service to complete quarterly inspections in efforts to eliminate any mice as well as check the building for any entry points.

2. Youth Services Bureau/Local Prevention Council:

- A meeting was held on Wednesday, January 11, 2017 and minor revisions in the Youth Service Bureau Bylaws were approved. There will also be a review of the Local Prevention Council Bylaws. These Bylaws are required to apply for and receive the annual YSB and LPC grants.
- Future YSB/LPC meetings dates will be on Wednesdays at 3:45 p.m. in the White House on February 8, March 8, April 5, May 10, and June 14.

3. Curriculum Steering Committee:

- Alycia Trakas submitted the comprehensive minutes of the Curriculum Steering Committee meeting held on Monday, December 12 at 3:30 p.m. in order to give a comprehensive report of our continued efforts to research, review, and implement a curriculum to promote academic success and meet the high standards and expectations of the Board of Education.

4. Transportation:

- We are still advertising for a back-up school bus driver and also a van driver for the MSMHS route.

5. School Security and Safety:

- The School Security and Safety Committee meeting was held on Wednesday, January 11, 2017 at 10:00 a.m. in the central office meeting room.
- All-Hazard Plan will receive minor edits and be submitted to the state police.

6. Professional Development and Teacher Evaluation Plan:

- Included in the principal's report.

7. Wellness:

- Our Wellness Committee will review the need to update our wellness policy, as needed, for review by the Board of Education for approval prior to a June 30, 2017 deadline.

8. High School:

- The first selections by our eighth graders are as follows: Ellis Tech - 6; Griswold High School - 2; Killingly Ag - 3; Marine Science Magnet School - 4; NFA - 12; and Norwich Tech - 3.

9. Solar Panel Project:*Solar Panel Production:*

Date	# KWH	# Days	Daily Ave.
12-02-16	300,552	352	853.84

We have not yet received any financial savings from the solar panels. We pay Eversource per month for usage and transmission charges. We also pay \$2,273 for an estimate of solar panel production. The Connecticut Green Energy Bank follows a net meter year that the utilities adhere to, which runs from April to March. At the end of March, they run an analysis of what the solar panel system has produced over the past year. This is compared to our estimates and what we have billed you for. The Green Energy Bank produces an analysis along with an outstanding bill or refund/credit that would go to the Town of Voluntown, the signer of the solar panel contract. A meeting will be scheduled with the Voluntown First Selectman to review the annual cost of electricity and project future costs for budgetary purposes.

10. Stairway Committee:

- Will eventually distribute a publication to advertise for requests for bid proposals from contractors for the project.

11. Technology Committee:

- Preparations are being made to make sure our inventory of wireless Chrome Books are fully operational to meet the technology requirements for students to take the upcoming statewide SBAC test in March.
- The status and effectiveness of our telephone system is being reviewed to develop recommendations.

12. School Readiness Council:

- The wall removal project for expanding the space in the Pre-School has been totally funded by a \$95,000 state grant. The installation of new cabinets in the Pre-School was completed at the end of December. These cabinets will replace storage areas that were eliminated due to the classroom expansion into a storage area.
- The School Readiness Program for three and four-year olds is fully funded by the state department Office of Early Childhood (OEC). There is a "School Readiness Non-Residency Option" as per Policy C-06 and this allows non-residents to attend our program in Voluntown at no cost to the local taxpayer because the program is fully funded by a School Readiness grant. We had 44 students in the program for 2015-2016 and therefore requested \$198,000 from OEC for the 2016-2017 school year. Enrollment has declined and last month we had 34 students in the program. Efforts need to be made to enroll non-resident students as soon as possible to verify that our enrollment matches the projected number of 44 students. Several new students (including some non-residents) have been added to the program over these past weeks. This, hopefully, will allow Voluntown to continue to receive the full \$198,000 grant.

Agenda VIII. OLD BUSINESS:

1. School Calendar: Mr. Burrows reviewed the second draft of the proposed 2017-2018 school calendar and noted another review and final approval will be scheduled for the February 8, 2017 Board of Education meeting.

2. 2016-2017 Budget: MOTION # 2 (1-12-17): Made by James Hutchins SECONDED BY Vikki Smith to authorize the Superintendent of Schools to immediately make the necessary transfers from the accounts as presented in the current 2016-2017 budget to accommodate unanticipated expenses in the following accounts: 1000-121 Salary Certified Substitutes for Regular Education, 1200-121 Salaries Certified Substitutes for Special Education, 1200-320 Professional Educational Services, and 2712-510 Contracted Student Transportation.

VOICE VOTE:

UNANIMOUS;

MOTION CARRIES

Agenda Item IX. NEW BUSINESS:**1. 2017-2018 Initial Budget Proposal by the Superintendent of Schools**

The 2017-2018 initial budget proposal by the superintendent of schools is \$7,042,440 and represents a significant increase of \$245,384 or 3.61% over the 2016-2017 approved budget of \$6,797,057. This "initial" proposal is the first draft of projected costs and expenditures for the next school year and includes:

- The negotiated salaries for teachers and classified personnel with the non-certified to be negotiated.
- The *significant* increases in the cost for the outplacement of Special Education students based on identified needs.
- The cost of tuition based on the estimated students attending Norwich Free Academy, Griswold High School, Norwich Tech, Ellis Tech, Quinebaug Middle College, and the Marine Science Magnet High School.
- An overall estimated 5% increase in the cost of health insurance premiums.
- Projected energy costs for heating fuel, propane, electricity, and diesel/gasoline.

This budget proposal will require careful analysis by the Board of Education over these upcoming months because of the potential impact on the local taxpayer. We recently received a mid-year reduction in our Educational Cost Sharing grant and there are discussions at the state level for further reductions in grants to municipalities.

Our annual budget development process always includes researching ways for further cost savings. Over these next few months we anticipate receiving confirmation of the actual amounts for state and federal grants to our school system. Confirmation of the actual amount of state and federal support may result in cost savings.

The projected sequence of events for finalizing the 2017-2018 budget is as follows:

Thursday	02-23-17	Board of Education "Budget" meeting <i>(if needed)</i>
Thursday	03-09-17	Updated 2017-2018 budget proposal presented to Board of Education
Thursday	03-24-17	2017-2018 Budget is sent to the town clerk for public dissemination
Thursday	04-06-17	Public Hearing about the 2017-2018 education budget proposal and Board of Education approval of the 2017-2018 budget proposal
Thursday	04-28-17	Budget proposal for 2017-2018 delivered to the town clerk for public dissemination

The budget is finalized by taxpayer approval at the Annual Town Meeting.

2. Appointment: Dianne Anderson as a Long-Term Special Education Substitute Teacher

MOTION #3 (1-12-17): Made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education appoint Dianne Anderson as a Long-Term Special Education Substitute Teacher.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

3. Appointment: Dee Dee Jackman as the Board of Education Clerk

MOTION #4 (1-12-17): Made by Cathy Grant SECONDED BY James Hutchins that the Board of Education appoint Dee Dee Jackman as the Board of Education Clerk.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item X. SUGGESTIONS FOR NEXT REGULAR MEETING:

Scheduled for February 9, 2017 at 7:00 p.m. and to include the following agenda:

- 2017-2018 Voluntown School Calendar
- 2017-2018 Budget Development Process

Agenda Item XI. EXECUTIVE SESSION: None.

Agenda Item XII. ADJOURNMENT:

MOTION #5 (1-12-17): Made by James Hutchins SECONDED BY Vikki Smith that the Board of Education adjourns at 7:48 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Witness Date

Attest Date

Respectfully Drafted and Edited by:
Adam S. Burrows, Superintendent of Schools
Dee Dee Jackman, Board of Education Clerk