

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

Phone: 860.376.9167
www.voluntownct.org

BOARD OF EDUCATION
MINUTES
Regular Board Meeting

Thursday, December 8, 2016
Board of Education Meeting Room - 7:00 p.m.

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- CALL TO ORDER** Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Barbara Gileau, Cathy Grant, James Hutchins, Diana Ingraham, Kristen Trahan, and Vikki Smith (Arrived at 8:00 p.m.)
Absent: Jim Hutchins and Flo Harman.
Also Present: Superintendent Adam S. Burrows and Nancy MacBride
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.
- Change AGENDA:** **MOTION #1 (12/8/16):** made by Kristen Trahan, SECONDED BY Cathy Grant to move approval of the minutes of the 11-10-16 Board of Education meeting to Old Business or Agenda Item VIII-7.
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- Consent Agenda:** **MOTION #2 (12/8/16):** made by Kristen Trahan, SECONDED BY Cathy Grant to approve the remaining items on the consent agenda.
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- CITIZEN COMMENTS:** None

Guest Speaker: Nancy MacBride – Art Teacher

Nancy MacBride, full time art teacher at Voluntown Elementary School, reviewed the comprehensive curriculum she has researched and developed over many years for our pre-school through grade eight students. She displayed a wide variety of student work displaying the continuous development of student creativity and accomplishments as they participate in a wide variety of artistic activities to clearly meet the guidelines of the common core standards. Students moving through grades 1-8 experience a three-year spiral curriculum. Mrs. MacBride presented photographs of multiple years of individual student achievements to document academic growth. She also displayed evidence of how students using reading, writing, math, and geography to further develop effective communications skills.

Agenda Item VI. - Administrative Reports:

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

Students as a Focal Point

- **SRBI** ~ SRBI Session 2 began on December 5 and provides literacy and math services to **68 students** in grades K-8; some students receive both literacy and math. SRBI provides services to all students, as it is a general education initiative. The general education teacher provides Tier 1 during WIN block. In grades K-4, Tier 2 and Tier 3 support is provided by our SRBI Interventionists during WIN/Science-Social Studies. In grades 5-8, Reading and Math teachers provide Tier 2 support during WIN block. Recent SRBI Trimester 1 Data Team/Retention

Consideration Meetings resulted in 10 Informal Retention Letters sent home with Tier I Report Cards. An updated SRBI summary includes:

SRBI Session 1: 64 students	SRBI Session 2: 68 students
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** ~ Session 2 began for grade 5-8 students failing an academic subject based on the Tier 1 Report Card. Students in need of study skills support were invited to attend this program. 11 students attended Session 1 and 13 students attend Session 2.
- **Service Learning Project** ~ Our Safe School Climate Committee is organizing monthly projects to teach students empathy by helping others.
- October became “Socktober” for VES and we collected and donated new socks to “Gotta Have Soles”. November focused on a Community Food Drive donating to St. Mary’s Food Bank in Jewett City. December, VES is hosting a Toy Drive and participating in Pajama Day on December 9. All toys and monies collected will benefit the Connecticut Children’s Medical Center (CCMC).
- **Eagle Electives** ~ Our Safe School Climate Committee organized a monthly advisory program, where students in K-2, 3-5, and 6-8 were mixed up on November 18 with their peers and staff, to build stronger and more positive relationships, while working on a common interest.
- **Veterans Day Celebration** ~ VES hosted a Third Annual Veterans Day Celebration. VES staff put on a breakfast at 9:00 a.m. and VES students put on an assembly at 9:30 a.m. Sixty-six military veterans and their families attended. Thank you to all staff for assisting in making our VES celebration a school-community event.
- **Eastern Regional Middle School Festival (ERMS)** ~ Jennifer Knickerbocker, Music Teacher/Director, took 14 students to East Lyme Middle School on Saturday, November 12 to audition in front of a panel of judges. Four were selected to participate in the Eastern Regional Middle School Festival on March 3 and 4, 2017 at RHAM. Congratulations to Kate Allard (Vocals), Audrey Giroux (Vocals), Jennifer Lavoie (Clarinet) and Samuel Wittwer (Trombone – 2 year in a row)!
- **PTO** hosted Magic of Math Assembly on November 21 to learn magic tricks and how they pertain to math!
- **Trimester 1 Report Cards were sent home on November 30.**
- **Parent-Teacher Conferences** were held on December 1 and 2.

Curriculum, Learning, and Instruction

- **VES Weekly Notes** ~ I continue to send VES weekly notes/monthly notes to VES Faculty/Staff.
- **Bi-weekly Team Meetings** ~ Teams/individual subject-area teachers meet on a bi-weekly basis to revise curriculum, discuss assessments, and instructional strategies to strengthen the building of knowledge and skills.
- **Chaired In-house Meetings** ~ SRBI Trimester 1 Data Team/Retention Consideration Meetings, Crisis Intervention Team, School Readiness Council, and December Faculty Meeting.
- **In-house Meetings Attended** ~ SRBI Meeting and December Paraprofessional Meeting.
- **Out-of-District Conference included** ~ CSDE Connecticut Alternative Assessment Training (CTAA).
- **K-4 Standards-Based Report Cards** were implemented. Thank you again to our K-4 teachers and technology coordinator, Jim Ward, for their hard work in implementing SBRC! A supplemental report or “Instructional Level Report Card” went home with their grade level SBRC. Thank you to Emilee Penman, our PK-4 special education teacher, for her hard work in creating/completing these supplemental reports! Mrs. Suffoletto and I hosted two SBRC parent workshops were held on 12/2/16 at 9:00 a.m. and 3:30 p.m.
- **Units of Study** ~ teachers meet to review and strengthen the 3 Units of Study.
- **Faculty/Staff Evaluation** ~ SMART Goals and Goal Setting Conferences are completed.
- **Professional Development**
 - **12/6 Faculty Meeting** ~ “You Can’t Teach Through A Rat” by Marvin Berkowitz
 - **12/6 Para Meeting** ~ Connecticut’s Paraprofessional Guide to Challenging Behaviors

- **Grants/Reports ~**
 - **School Readiness/Quality Enhancement ~** Thank you to Toula Wyland and Deb Glaude for meeting with myself and multiple Preschool Curriculum vendors in our process for choosing Preschool supplemental curriculum materials! We have had the following webinars/phone conferences:
 - 11/7 ~ Frog Street Pre-K and Threes
 - 11/16 ~ McGraw Hill Education World of Wonder Preschool
 - 11/17 ~ High Scope Preschool Curriculum
 - 11/18 ~ The Creative Curriculum / Teaching Strategies, LLC
 - 11/22 ~ Frog Street Pre-K and Threes
 - **2015-2016 Early Childhood Outcomes ~** Thank you to Toula Wyland and Deb Glaude, our Preschool Teachers, for completing the ECO for Voluntown! This data collection was due on November 18.
 - **2016 Fall Kindergarten Entrance Inventory (KEI) ~** Val Lord and Penny Dermody completed the KEI for Voluntown.

Building, Grounds, and Transportation & Safety

- **School Security & Safety ~** Substitutes and volunteers review safety processes and procedures. All staff, substitutes, student teachers/high school job shadow students and volunteers/field trip chaperones must complete the DCF Authorization Form.
- **Safety Drills included:** 1 fire drill, 3 lockdown drills (2 Code Red and 1 Code White), and 1 earthquake drill.

Community and Public Relations

- A PTO meeting was held on Tuesday, November 15 at 3:30 p.m. We are continuing with our 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! PTO events/fundraisers included:
 - 11/21 ~ 9:15am ~ Magic of Math Assembly
 - 12/6 ~ Butter Braid Fundraiser order pick-up
 - 12/8 ~ 5:30-8:30pm ~ Drop-n-Shop Event
- Youth Service Bureau will meet on December 14, 2016 at 3:45 p.m.
- Our VES staff collected food for 20 Thanksgiving Baskets to support community needs. Thank you to all VES staff for their donations and our Transportation Department for delivering the baskets! Thank you to the Voluntown Baptist Church for donating the turkeys for the baskets!

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

1. The Teacher Evaluation program and its related goal setting process are completed. Department staff is engaged in learning activities and data collection to measure and improve student performance in the areas identified by their students’ IEPs.
2. The blending of the IEP Goal Progress reporting system and the K-4 Standards Based Report Card has been completed. Frequently, students with IEPs are not working on their grade level standards/expectations due to their academic delay. All students will receive a SBRC per their assigned grade level. The “Instructional Level Report Card”, that informs parents of their child’s current instructional level progress has been developed.
3. Forms for teacher and parent use have been developed/revised to facilitate the screening for and delivery of the related services of OT, PT, and Speech and Language Therapy through the Pupil Personnel Service (PPS) model. These services are usually provided to Pre-K, K and grade 1 students who are experiencing developmental delays in these areas: speech, fine and gross motor. If the needs do not respond to the intervention, a more formal referral to special education is the next step.
4. Current census of students in grades pre-kindergarten to 12+ receiving special services: IEPs: 72; 504 Plans: 45.

3. Superintendent of Schools:

- Adam S. Burrows, Superintendent of School reviewed his Schedule of Events for December and January.
- An Enrollment Report noted 289 students in grades pre-k plus 133 HS Students.
- The monthly food services report continues to include pre-k student meals.
- A summary of our insurance coverage for the school system for 2016-2017 by CIRMA or the Connecticut Interlocal Risk Management Agency.
- A copy of a letter to the editor by David Royer complimenting our school system for hosting an excellent program on Veterans’ Day.
- A CABE communication about upcoming professional development workshops and events for members of the Board of Education.

Agenda Item: VII - Committee Reports 12-8-16 (Summary Report by Adam S. Burrows)**1. Indoor Air Quality/Tools for Schools and Safety:**

- A new blade for the tractor has been installed for the first snow removal project.
- Snow Plowing bid has been awarded to TRS Landscaping (Timothy Sajkowicz).
- Boilers have been clean, tuned, and ready. The hot water heating system was also serviced.
- Gutters and drains have been cleaned.
- We continue to develop our maintenance budget through the IAQ/TfS/Safety Committee.

2. Youth Services Bureau/Local Prevention Council

- Future YSB/LPC meetings dates will be on Wednesdays at 3:45 p.m. in the central office on December 14, January 11, February 8, March 8, April 5, May 10, and June 14.

3. Curriculum Steering Committee

- Alycia M. Trakas has scheduled Curriculum Steering Committee meetings for Monday, December 12 at 3:30 p.m. and Monday, March 20 at 3:30 p.m.
- All committee reports will be summarized in order to give the Board of Education a comprehensive report at the next meeting scheduled for January 12, 2017.

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

- Cancelled: a two-day statewide training presented by the State Police in Lebanon, CT on Tuesday, December 13 and Wednesday, December 14, 2016.
- The School Security and Safety Committee scheduled for December 21, 2016 has been re-scheduled for Wednesday, January 11, 2017 at 10:00 a.m. in the central office meeting room.

6. Professional Development and Teacher Evaluation Plan: Included in 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

- Kristen Goodwin, our School Counselor, scheduled field trips for eighth graders to visit our designated high schools to help students and their parents make informed decisions when selecting a high school.
- First selections by our eighth graders are as follows: Ellis Tech – 6; Griswold High School – 2; Killingly Ag – 3; Marne 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

A meeting will be scheduled after December 15 with the Voluntown First Selectman to review the annual cost of electricity and project future costs for budgetary purposes.

10. Stairway Committee

- A committee meeting is scheduled for Wednesday, December 14, 2016 at 5:00 p.m. in the central office.
- Thursday, January 5, 2017 is the projected date for advertising for bid proposals from contractors.
- Wednesday, January 18, 2017 at 10:00 a.m. in the Board of Education meeting room is the scheduled pre-bid meeting for contractors to review the site of the stairway and ask questions about the project.

- Wednesday, February 1, 2017 at 2:00 p.m. in the Board of Education meeting room is the deadline for submitting sealed bid proposals. The bids will be opened and John Faulise will review the bids and references.
- There will be a Stairway Committee meeting on Wednesday, February 8, 2017 at 2:00 p.m. in the Board of Education meeting room to select and approve the contractor for the stairway project.
- Lloyd VanLanen will contact the First Selectman to request “Stairway Project” be added to the agenda for the Tuesday, February 21, 2017 at 7:00 p.m. meeting of the for authorization and verification of the selection of the contractor recommended by the Stairway Committee.

11. Technology Committee:

- Our Fiscal Services office needed a new computer because multiple resets were required causing delays in the flow of processing purchase orders, payment of bills, and completing the payroll.
- PA 16-189 “An Act Concerning Data Privacy” is being developed into Board of Education Policy #3520.13 and the processes, procedures, and cost impact with technology is being reviewed to determine the most cost effective approach with implementing the new requirements.
- The status and effectiveness of our telephone system is being reviewed to develop recommendations.

12. School Readiness Council

- Mr. Burrows attended a statewide meeting of all School Readiness Council Chairpersons on Tuesday, November 29 at the Office of Early Childhood in Middletown, Connecticut.
- The wall removal project for expanding the space in the Pre-School has been totally funded by a \$95,000 state grant. This work is in the final stages as we have scheduled the installation of some new cabinets in the Pre-School Program to replace storage areas that were eliminated due to the classroom expansion.
- 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 this 16-17 school year. Enrollment has declined and we are currently at 34 students. Efforts need to be made to enroll non-resident students as soon as possible to verify that our enrollment matches the projected number of students. Please note we have just expanded the space in one of the school readiness classrooms and this will allow us to enroll up to 48 students.

MOTION #3 (12-8-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education supports the Voluntown School Readiness Council vote to implement a School Readiness “Non-Residency Option” as per the Office of Early Childhood Policy C-06.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Agenda VIII (Old Business)

1. Policy #3520.13 Student Data Protection and Privacy/Cloud-Based Issues

MOTION #4 (12-8-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve Policy #3520.13 Student Data Protection and Privacy/Cloud-Based Issues.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

2. Policy #4121 Substitute Teachers

MOTION #5 (12-8-16): made by Vikki Smith, SECONDED BY Cathy Grant that the Board of Education approve Policy #4121 Substitute Teachers.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

3. Policy #4112.5 - Policy and Regulation for Employment Reference Checks

MOTION #6 (12-8-16): made by Cathy Grant, SECONDED BY Vikki Smith that the Board of Education approve Policy #4112.5 - Policy and Regulation for Employment Reference Checks.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

4. Policy #5118.1 – Homeless Students

MOTION #7 (12-8-16): made by Cathy Grant, SECONDED BY Vikki Smith that the Board of Education approves Policy #5118.1 – Homeless Students.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

5. Board of Education Bylaws: 9000 SERIES

MOTION #8 (12-8-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve the Bylaws or 9000 Series of the Board of Education as amended with the inclusion of #9210, #9214, and #9325.5.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

6. 2017-2018 Budget Preparation:

Mr. Burrows reviewed the timeline for the development of the 2017-2018 Board of Education budget and noted the initial proposal by the Superintendent of Schools will be presented to the Board of Education at the January 12, 2017 regular meeting.

7. Minutes of the 11-10-16 Board of Education meeting

MOTION #9 (12-8-16): made by Barbara Gileau, SECONDED by Kristen Trahan to approve the minutes of the November 10, 2016 Board of Education meeting.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item IX (New Business)**1. Substitute Daily Reimbursement**

This topic will be reviewed at the next regular meeting of the Board of Education.

2. Measurements of Student Progress

A summary of all the assessments for pre-k through eighth grade was distributed and reviewed.

3. School Calendar of 2017-2018

This was a first reading of a proposed school calendar for 2017-2018 and time will be spent over the next few Board of Education meetings to review any changes and/or suggestions before approving the final document.

4. Title I and II Grant Application

MOTION #10 (12-8-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education approve authorizing the Superintendent of Schools to sign and submit the annual federal grant application for securing Title I and II funds for 2016-2017.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Items for the next regular meeting scheduled for January 12, 2017 at 7:00 p.m. include:

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

MOTION #11 (12-8-16): made by Cathy Grant, SECONDED BY Kristen Trahan that the Board of Education move into Executive Session at 8:55 p.m. for the purpose of reviewing non-certified negotiations.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #12 (12-8-16): made by Barbara Gileau, SECONDED BY Vikki Smith that the Board of Education move out of Executive Session at 9:07 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #13 (12-8-16): made by Barbara Gileau, SECONDED BY Vikki Smith that the Board of Education adjourns at 9:08 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully Drafted and Edited by:

Adam S. Burrows ---- Superintendent of Schools

Rachel Ricard----- Acting Board of Education Clerk