

**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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**BOARD OF EDUCATION**  
**MINUTES**

**Budget Public Hearing**  
**Regular Board Meeting**

Thursday, April 14, 2016  
Board of Education Meeting Room - 7:00 p.m.

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<b>ATTENDANCE</b>	<b>Present:</b> Cathy Grant, Barbara Gileau, Jim Hutchins, Diana Ingraham, Vikki Smith, Kristen Trahan. <b>Absent:</b> Flo Harmon. <b>Also Present:</b> Superintendent Adam Burrows, Principal Alycia Trakas
<b>PUBLIC HEARING 2016-17 BUDGET</b>	There was a Public Hearing about the Board of Education 16/17 Budget Proposal at 7:00PM in the Board of Education Meeting Room. The Superintendent of Schools and Board of Education reviewed the updated and adjusted budget proposal for 2016/17 at \$6,873,018 representing an increase of \$124,300 or 1.84% over the 2015/16 approved budget of \$6,748,717
<b>CITIZENS COMMENTS</b>	Voluntown Selectman Tracy Hanson, Robert Sirpenski, and Jack Wesa were present and asked questions about the Board of Education Budget.
<b>CALL TO ORDER</b>	Chairperson Diana Ingraham called the regular meeting to order at 8:00 p.m.
<b>CONSENT AGENDA</b>	<b>MOTION #1 (4/14/16):</b> made by Kristen Trahan SECONDED BY Vikki Smith that the Board of Education approves the Consent Agenda as presented <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>CABE NEWSLETTER APRIL 2016</b>	There was review of the CABE April 2016 Newsletter about upcoming workshops, the May 10, 2016 Legislative Wrap-Up of the 2016 General Assembly, and the 2016 CABE/CAPSS Convention to be held November 18-19, 2016.
<b>DIRECTOR OF STUDENT SERVICES:</b>	The Superintendent of Schools submitted a written report from Dr. Johnson about the following: 1) The Principal and Assistant principal continue to present to our paraprofessional staff elements of the School Climate Training Program the certified staff has received. 2) The Administration and Student Services Department staff are reviewing outplacements and current students to develop more internal capacity to meet the needs of all our students at VES and are currently developing an Independent Living Skills Program. 3) We are planning to share information about the nature of the tech school curriculum and standards so our students and parents use their high school choice time and energy productively. 4) Current census of students Pre-k to 12+ receiving special services: IEPs: 69, 504 Plans 39.
<b>PRINCIPAL REPORT:</b>	<b>Students as a Focal Point</b> ~ SRBI Quarter 3 Data Team meetings were held the week of April 4, 2016. SRBI Session 4 began on Tuesday, April 12 <sup>th</sup> . SRBI will be providing reading and math services to 60 students (Kindergarten – 8 <sup>th</sup> grade). SRBI provides services to all students. Tier 1 is provided in the general education classroom by the general education teacher during WIN block; <b>After-School Tutorial</b> ~ AST Session 4 began on Tuesday, April 12 <sup>th</sup> . 27 students (4 <sup>th</sup> -8 <sup>th</sup> grade) are participating in this program; <b>K-4 A Friendship Adventure with Ronald McDonald Assembly</b> ~ The Ronald McDonald Foundation put on a free assembly for our K-4 students about being friends/kind to others on March 18 <sup>th</sup> ; <b>Parent/Teacher Conferences</b> ~ Our Winter Parent/Teacher Conferences were held on March 18 <sup>th</sup> . <b>JHS Dance</b> ~ Our 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade students had their third JHS Dance on March 18 <sup>th</sup> ; <b>PTO Staff vs. Student Volleyball Game</b> ~ Students in 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade played volleyball against the VES Staff on March 24 <sup>th</sup> ; <b>Annual Spring Cleanup</b> ~ The annual cleanup was held on Saturday, March 9 <sup>th</sup> . About 15 students with their parents/families and staff

members come out to help beautify our school grounds. Thank you to Margaret Voland, Andrea Kelly, Jim Ward, Nancy MacBride, Mike Creaturo, Nicole Vitali, and Giselle Neri for coming out to help. A special thanks goes out to Margaret Voland for planning this event! **Bill Corbett "No I Won't and You Can't Make Me" Presentation** ~ Thank you to the YSB for sponsoring Bill Corbett, Parent Expert, on April 11<sup>th</sup>. Everyone in attendance thoroughly enjoyed his presentation; **Quarter 3 Assembly** ~ Our 3<sup>rd</sup> Quarter Assembly will be tomorrow, April 15<sup>th</sup>. Students are recognized for achieving Honors/High Honors, having Perfect Attendance, and being named Student of the Quarter;

**Curriculum, Learning, and Instruction ~ VES Weekly Notes** ~ I continue to send VES weekly notes/monthly notes to VES Faculty/Staff; **Bi-weekly Team Meetings** ~ I continue to meet with all teams on a bi-weekly basis; **Chaired In-house Meetings** ~ Curriculum Steering Committee, Professional Development/Teacher Evaluation, Student Services, Crisis Intervention Team, April Faculty Meeting, School Readiness Council, April Para Meeting, and TEAM Committee; **In-house Meetings Attended** ~ Safe School Climate Committee, Wellness Committee, IAQ/TfS/Safety Committee, Science Committee, and Youth Service Bureau; **Out-of-District Meetings/Conferences Attended** ~ Competitive School Readiness, Special Education and 504 Law in Connecticut, Together We Will: Serve Children and Families in Challenging Situations; **EASTCONN Regional Professional Development March 24, 2016** ~ A special recognition for Margaret Voland and Andrea Kelly for being asked to present "Media Literacy": Library/Technology Integration Project" at the 3/24 EASTCONN Regional PD; **Teacher Evaluation** ~ We are in the midst of our last round of Formal Observations. End of Year Evaluations will be in June; **Para Evaluation** ~ Goal Setting, Mid Years, and Observations are complete. End of Year Evaluations will be in June; **2016-2017 Teacher Evaluation & Support Plan** ~ The Professional Development/Teacher Evaluation Committee met and voted today, April 14, to move to a three-year Formal Observation Cycle. After BOE approval, the plan will be submitted to State Department of Education for their approval; **School Nutrition Program** ~ meetings are held with Tom O'Connor, Food Services Director, on a bi-weekly basis to review requirements of our upcoming Administrative Review on May 3-4, 2016; **Common Core State Standards (CCSS) Units of Study** ~ Teachers continue to write/re-write CCSS Units of Study with the assistance of myself and our EASTCONN representatives through our CCSS District Coaching Grant; **K-4 Standards Based Report Cards** ~ K-4 Teachers and Specials Teachers are gearing up to move to a Standards Based Report Card for Fall 2016. The report card is still being finalized. Plans for parent informational nights will occur in spring 2016; **Building, Grounds, and Transportation ~ safety Drills:** We have had six fire drills - We have had four lockdown drills - We have had one earthquake drill; **Community and Public Relations ~ PTO** ~ met to discuss and plan assemblies and fundraisers.

**2016-2017  
TEACHER EVAL &  
PROFESSIONAL  
LEARNING PLAN**

**MOTION #2 (4/14/16):** made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education approves to go to a 3-year Formal Observation Cycle and the updated 16-17 Teacher Evaluation and Professional Learning Plan for submittal to the State Department of Education.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**SUPERINTENDENT  
REPORT:**

Adam S. Burrows reviewed his Calendar of Events for April and May. He reviewed the Enrollment Report – 305 students (Pre-K through 8<sup>th</sup> Grade) plus 129 High School Students. He submitted the Spotlight on Education that outlined information about the Board of Education 2016/2017 Budget, the Budget Preparation Development Process and Timeline, and the 2016/17 Board of Education Goals. He submitted a summary of 2015/16 school cancellations, delays, early dismissals, and revised last day of school – June 14, 2016 (early dismissal). He noted, the Department of Agriculture awarded \$9,235 to our VES Garden Club through the Connecticut Department of Agriculture's Farm Viability Grant Program. The project will start when the grant funds are released.

**COMMITTEE REPORTS:**

- 1. Indoor Air Quality/Tools for Schools and Safety:** An odor from room 16 has continued. Therefore the old sink and counter top is being replaced during the April vacation and Mr. Ricard will also install an A/C unit in the classroom. A leaking pipe under the sink in room 22 has been shut off and a plumber will fix this.
- 2. Youth Services Bureau/Local Prevention Council:** YSB/LPC meeting was held on Wednesday, April 13, 2016 at 3:45PM. An evening with Bill Corbett was held on Monday, April 11. Parents and other in attendance were very appreciative of the many successful child-rearing techniques and strategies Bill presented ... especially with regards to guidelines for using technology.
- 3. Curriculum Steering Committee:** There is a faculty effort under the guidance of Ms. Trakas, Principal/Assistant Superintendent of Schools, to implement a standards-based report card for grades K-6 in 16/17. Mr. Ward, Tech Coordinator, attended a two-day Power School workshop about utilizing technology to record performance using standards-based report cards. Detailed minutes of the 3-28-16 Curriculum Steering Committee meeting summarizing all school system initiatives that have been distributed to members of the Board of Education.

4. **Transportation:** We are now in year six of using six (6) 77-passenger buses and two (2) 28-passenger mini-buses. There has been a significant increase in maintenance costs from year one (09-10) of the five-year lease/purchase of \$10,638, and year five (14-15) of \$48,348. We will trade in our current fleet for a five-year lease purchase for six (6) larger busses and two (2) smaller ones. We have secured quotes for the trade-in value of our current fleet of buses, encumbered funds for a down payment, and have completed the ordering process to have the busses delivered this summer.
5. **School Security and Safety Committee:** New locks have been installed on all classroom doors to further enhance our lockdown procedures. A security upgrade of our white house entrance will be completed over the April vacation. Our Crisis Intervention Team has planned a total school evacuation drill in May prior to the end of the school year.
6. **School Readiness Council:** An updated floor plan and casework drawing incorporating review comments from our Wall Removal Committee has been completed. The casework is now over the length of the entire back wall, with two full-size cabinets on each end and a middle lower and upper cabinet. The floor plan also changed following some field verifications of existing measurements and/or dimensions, resulting in the new eight foot opening moving closer to the window wall.

A pre-bid conference will be held Monday, April 25, 2016 at 1:30 PM, at Voluntown Elementary School. Sealed bids addressed to the Voluntown Board of Education for the Pre-K Classroom Reconfiguration and Expansion project for the Voluntown Elementary School will be received by Superintendent Adam S. Burrows no later than 2:30 PM Thursday, May 5, 2016 at which time they will be publicly opened and read aloud.

7. **Wellness Committee:** A meeting was held on Wednesday, March 23, 2016. The Committee held discussion about the food services update of a new three-year cycle of food services as required by the State Department of Education, fundraisers, annual BOE authorization for sale of food and beverages fundraisers, summer school wellness guidelines for school gardens, green cleaning, health services procedures as listed in the 15/16 student/parent handbooks, health screenings, illness policy, immunizations, medications, homebound instruction, physical fitness and health education, promotion of wellness activities, recess schedule, review of Policy #6142.101 Student Nutrition and Physical Activity, and food allergies.
8. **High School:** Eighth grade choices are in the process of being completed as meetings are scheduled with the Tech Schools to determine if our eighth grade applicants meet the high standards for admission.
9. **Building Committee – Roof Project:** Final costs are being confirmed. This project was completed on time and under the projected budget.
10. **Solar Panel Project:** We are in the process of still determining the exact cost savings per month for kWh usage, the transmission, and the electricity charge. Recently, the CT Solar Lease 2, LLC Power Purchase Agreement used an “expected monthly production of 23,921.25 kWh times a fixed rates of \$0.95 per kWh based on an annual production of 287,055 kWh for a monthly “fixed” cost of \$2,272.52. This is in addition to the usage we also use from Eversource.
11. **Stairway Committee:** The State Bonding Commission approved the \$176,000 grant. The committee developed a timeline for securing bids and the construction process. A consultant has been hired to guide this process. We are waiting for the release of funds.

**2016-2017  
BUDGET PROPOSAL  
UPDATED**

**MOTION #2 (4/14/16):** made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education approve the updated and adjusted budget proposal for 2016/17 at \$6,873,018 representing an increase of \$124,300 or 1.84% over the 2015/16 approved budget of \$6,748,717.

**2016-2017  
TEACHER EVAL &  
PROFESSIONAL  
LEARNING PLAN**

**MOTION #3 (4/14/16):** made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education approves to go to a three-year Formal Observation Cycle  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**ANNUAL BOE  
GOALS  
2016-2017**

**MOTION #4 (4/14/16):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approves the 2016-2017 Annual Board of Education Goals as submitted  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**EIGHTH GRADE  
GRADUATION  
DATE**

**MOTION #5 (4/14/16):** made by Kristen Trahan SECONDED BY Cathy Grant that the Board of Education approves June 8, 2016 as the Eighth Grade Graduation Date  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

- TECHNOLOGY INFRASTRUCTURE** The Technology Infrastructure needs to be updated due to the need for increased capacity and more extended uses of technology in our school system. The Board reviewed quotes from APEX, our infrastructure resource company. Due to the estimated cost of the project at \$77,944.33 it will have to be implemented using a multi-year phased approach.
- RESIGNATION ANDREA BUNGER** **MOTION #6 (4/14/16):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education accepts the resignation of Andrea Bungler effective the end of the 2015-2016 school year  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- APPOINTMENT RACHEL RICARD** **MOTION #7 (4/14/16):** made by Vikki Smith SECONDED BY Kristen Trahan that the Board of Education appoints Rachel Ricard as the Superintendent's Executive Secretary effective July 1, 2016  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- APPOINTMENT DARLENA LORANGER** **MOTION #8 (4/14/16):** made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education appoints Darlena Loranger as the Accounts Payable/Payroll Manager effective July 1, 2016  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- FIELD TRIP SECOND GRADE** **MOTION #9 (4/14/16):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the second grade field trip to the Ecotarium in Worcester MA, on April 29, 2016  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- SUGGESTIONS FOR NEXT MEETING 5-12-16** Superintendent Evaluation, 2016-2017 Budget, BOS invitation to attend the 5-12-16 meeting, CABA Leadership Award
- EXECUTIVE SESSION** **MOTION #10 (4/14/16):** made by Vikki Smith SECONDED BY Kristen Trahan that the Board of Education move into Executive Session at 8:45 p.m. for the purpose of discussing Personnel and Superintendent Evaluation  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- MOTION #11 (4/14/16):** made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education move out of Executive Session at 8:58 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**
- There was no action taken.
- ADJOURNMENT:** **MOTION #12 (4/14/16):** made by Kristen Trahan SECONDED BY Jim Hutchins that the Board of Education adjourns at 8:55 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**APPROVED BY THE BOARD MAY 12, 2016**

Respectfully submitted,  
Sherry Pollard, Board Clerk