

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

Budget Public Hearing
Regular Board Meeting

Thursday, May 12, 2016
Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE	Present: Cathy Grant, Diana Ingraham, Vikki Smith, Kristen Trahan. Absent: Barbara Gileau, Flo Harmon, and Jim Hutchins. Also Present: Superintendent Adam Burrows, and Principal Alycia Trakas.
PUBLIC HEARING 2016-17 BUDGET	There was a Public Hearing about the Board of Education 16/17 Budget Proposal at 7:00PM in the Board of Education Meeting Room.
GUESTS:	Stacey Moseley
CITIZENS COMMENTS	Jack Wesa and Arthur Nieminen were present and discussed the Board of Education 16/17 Budget.
CALL TO ORDER	Chairperson Diana Ingraham called the regular meeting to order at 8:00 p.m.
CONSENT AGENDA	MOTION #1 (5/12/16): made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education approves the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
CORRESPONDENCE:	There was review of the CABA May 2016 Newsletter about upcoming workshops, the May 10, 2016 Legislative Wrap-Up of the 2016 General Assembly, the 2016 CABA/CAPSS Convention to be held November 18-19, 2016, and the June 7 Collective Bargaining Workshop.
DIRECTOR OF STUDENT SERVICES:	Alycia Trakas submitted a written report from Dr. Johnson about the following: 1) End of the year supervision meetings with department staff are underway. 2) Dr. Johnson will be attending a workshop at Capitol Region Education Council (CREC) in Hartford entitled Facilitating Futures Planning designed to help staff assist families in planning their disabled child's goals and activities. 3) The planning and development of an Independent Living Skills Program for 2016-17 is scheduled to begin in June. 4) Three of our four special education teachers are trained in the Wilson Reading Program that helps students read more fluently. 5) We have begun sharing with parents of our seventh grade students information about the tech school curriculum and standards so our students and parents will be fully informed during the selection process. 6) Current census of students in Pre-Kindergarten through twelfth grades receiving special services = IEPs: 70; 504 Plans 39.
CITIZENS COMMENTS	There were no comments.
CABA LEADERSHIP AWARDS	Alyssa Arnold and Evan Clements were recognized for their achievements and presented with the CABA Leadership Awards.
PRINCIPAL REPORT:	LITERACY GRANT: MOTION #2 (5/21/16): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education authorize the Superintendent of Schools to submit the Tanger Kids Literacy Grant VOICE VOTE: UNANIMOUS; MOTION CARRIES

Students as a Focal Point: After-School Tutorial: The fourth through eighth grades are participating in this program. **Q3 Assembly:** Students have been recognized for achieving Honors/High Honors, perfect attendance and being named Student of the Quarter. **PTO Assembly:** PTO sponsored the Reverse Order Assembly for Pre-Kindergarten through eighth grade students. **Regional Youth Forum:** YSB took nine junior high school students to the Annual Youth Forum highlighting leadership opportunities. **Talent Show:** A wonderful performance was put on by VES students and staff. **Screen Free Week:** Weekly activities included a school wide scavenger hunt and book swap, family picnic and walk, crafts & cooking, board games, Zumba, and life sized candy land game and pizza party. **JHS Semi-Formal Masquerade Dance:** Junior High School students had their final dance which was a semi-formal masquerade dance. **Sixth Grade DARE Graduation:** The annual sixth grade DARE program was held and there was a celebration of students oaths and pledges to resist drugs, alcohol, and violence. **Sixth/Seventh Grade High School Information Night:** Annual sixth and seventh grade high school information night was held to inform students and families about high school selection.

Curriculum, Learning, and Instruction ~ VES Weekly Notes: Alycia Trakas continues to meet a comprehensive meeting schedule involving bi-weekly team meetings, in-house meetings, and out-of-district meetings. Preparations are underway for the teacher/paraprofessional evaluation summative for non-certified and certified staff in June. The School Nutrition Program state audit was completed May 4 and VES was congratulated on a job well done. Kindergarten through fourth grade teachers are preparing to move to a Standards Based Report Card for fall 2016. Staff Appreciation Week was held to recognize the dedicated, caring, hardworking, and knowledgeable staff here at VES.

Building, Grounds, and Transportation ~ Safety Drills: We have had seven fire drills, four lockdown drills, and one earthquake drill.

Community and Public Relations: PTO held a book fair the week of May 2, family night was held May 5, and the PTO has sponsored our "Most Improved" student awards to be given at the Annual Award Ceremony in June.

SUPERINTENDENT REPORT:

Adam S. Burrows reviewed his Calendar of Events for May and June. He reviewed the Enrollment Report – 302 students (Pre-Kindergarten through Eighth Grade) plus 129 High School Students. He submitted the Spotlight on Education that included information about the Board of Education 2016/2017 Budget, and correspondence from the State of Connecticut Board of Education regarding Kindergarten Assessment.

COMMITTEE REPORTS:

Indoor Air Quality/Tools for Schools and Safety: Millenium Water Company has cleaned our water tank as part of a ten-year requirement for maintaining our water system to remain in compliance with state guidelines. The air-conditioners installed in rooms fifteen and sixteen by Mr. Ricard are now up and running in time for the warmer weather.

Youth Services Bureau/Local Prevention Council: YSB 5K Race is scheduled for Saturday, May 14, 2016.

Transportation

We are in the sixth year with six (6) 2010 77-passenger buses and two (2) 2009 28-passenger mini-buses. There is a significant increase in maintenance costs from normal age and "wear life". The Board of Education has authorized trading-in our current fleet for eight 2017 vehicles and enter into a new five-year lease/purchase agreement. 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 buses delivered this summer.

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 administrative building entrance was completed and is in full operation. An evacuation drill is scheduled for Tuesday, May 17, 2016. This practice will start with a fire drill, followed by an evacuation drill to the Baptist Church. This drill helps us practice our evacuation plan if we ever face a situation where the students are not allowed to go back into the school building. Some students will be transported by school bus while others will walk the distance with their teachers. The Voluntown Fire Department and the State Police will direct traffic.

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. The bid process has been completed and we will be selecting a contractor. This will allow us to increase our Pre-school enrollment and hopefully obtain more state funding. Construction is scheduled to begin on June 20th and will be completed for the 2016-17 opening of school.

Wellness Committee

A pre-scheduled audit of our School Food Services program was completed by the State of Connecticut and we will be reviewing a comprehensive report to implement any suggestions and/or recommendations. We received excellent comments about our program.

High School

Eighth graders have completed the high school selection process and the 2016-17 budget proposal includes the projected cost of all tuitions.

Solar Panel Project

We are still in the process of determining the exact cost savings per month for kWh usage, and the transmission and the electricity charge. Recently the CT Solar Lease 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 from Eversource.

Stairway Committee

The State Bonding Commission on 1/29/16 approved a \$176,000 grant submitted by a Stairway Committee chaired by Lloyd VanLanen with representation from the Recreation Commission, YSB/LPC, and the Board of Education. We are waiting for the office of the Attorney General to approve the release of funds and anticipate construction to begin within the next few months.

BUS LEASE PURCHASE

MOTION #3 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education waive the bid process and approve the Superintendent to sign a contract with Wells Fargo Equipment Finance for a five-year lease/purchase agreement to secure new buses at an annual cost of \$92,786.23 with a locked-in rate of 2.68%

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

BUDGET PROPOSAL 2016-2017

MOTION #4 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the updated and adjusted budget proposal for 2016/17 at \$6,797,057 representing an increase of \$48,339 or 0.72% over the 2015/16 approved budget of \$6,748,717

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

READINESS GRANT

MOTION #5 (5/12/16): made by Kristen Trahan SECONDED BY Cathy Grant that the Board of Education authorize the Superintendent of Schools to sign the School Readiness Grant for 2016-2017 at such time State Guidelines have been finalized

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

TECHNOLOGY INFRASTRUCTURE UPGRADE

MOTION #6 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education waive the bid process and authorize the Superintendent of Schools to sign a Purchase Order Agreement with Apex Technology Group in the amount of \$28,532.98 for the immediate completion of Phase I for a "core and edge switch upgrade and wiring closet re-organization"

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

IDEA GRANT 2016-17

MOTION #7 (5/12/16): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education authorize the Superintendent to submit the federal IDEA grant application for 2016-17 to the State Department of Education

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

STUDENT SERVICES SECRETARY

MOTION #8 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the appointment of Giselle Neri as Student Services Secretary

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

BUS DRIVER RESIGNATION

MOTION #9 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education accept the resignation of Tamara A. Violette as a bus driver effective June 15, 2016

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

ASSISTANT COOK RESIGNATION

MOTION #10 (5/12/16): made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education accept the resignation of Linda Greczkowski as an Assistant Cook

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

ASSISTANT COOK APPOINTMENT

MOTION #11 (5/12/16): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approve the appointment of Kathy A. Ross as an Assistant Cook

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

**SECOND GRADE
FIELD
TRIP**

MOTION #12 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the second grade field trip to Southwick Zoo in Mendon MA on Tuesday, May 24, 2016
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**FIRST GRADE
FIELD
TRIP**

MOTION #13 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the first grade field trip to Roger Williams Zoo in Providence, RI on Wednesday, May 25, 2016
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**PRE-SCHOOL
FIELD
TRIP**

MOTION #14 (5/12/16): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approve the pre-school field trip the Children's Museum in Providence RI, on Thursday, May 26, 2016
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**VOLLEYBALL
SUPERVISOR**

MOTION #15 (5/12/16): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education approve Brian Racicot as the Volleyball Supervisor
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**TRACK COACH
SUPERVISOR**

MOTION #16 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve Rhonda Burse as an Assistant Track Coach
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**EXECUTIVE
SESSION**

MOTION #17 (5/12/16): made by **Cathy Grant** SECONDED BY **Vikki Smith** that the Board of Education move into Executive Session at 9:10 p.m. for the purpose of discussing Personnel, Superintendent Evaluation, and negotiations
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #18 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education move out of Executive Session at 9:40 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #19 (5/12/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education authorize the Chairperson to sign the 2015-16 Evaluation of the Superintendent of Schools
VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #20 (5/12/16): made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education adjourn at 9:40 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted, *Sherry Pollard*, Board Clerk