

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

Phone: 860.376.9167 / www.voluntownct.org

APPROVED BOARD MINUTES

Regular Board Meeting

Thursday, July 9, 2015

Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE	Present: Barbara Gileau, Cathy Grant, James Hutchins, Vikki Smith. Absent: Diana Ingraham, Robert Iovino, Kristen Trahan. Also Present: Superintendent Adam Burrows and Principal Alycia Trakas
CALL TO ORDER	Vice Chairperson James Hutchins called the regular meeting to order at 7:00 p.m.
CONSENT AGENDA	MOTION #1 (7/9/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
GUESTS:	Tom O'Connor, Food Service Director, discussed progress of the 2014-2015 Food Service Program. There was discussion on the number of meals purchased, cost of meals, types of food and drink offered and associated budget considerations. Currently, a student lunch is \$2.75, adult lunches are \$3.75, milk is \$.50 per carton and breakfast is \$1.25. Mr. O'Connor recommended keeping breakfast and lunch food items the same price in 2015-2016. The Board concurred. He will complete a cost analysis for maintaining a breakfast program and submit a report to the Board.
PRINCIPAL REPORT	Principal Alycia Trakas submitted her report, dated July 9, 2015, and highlighted information about: Students as a Focal Point: There are twenty-six students, Kindergarten through eighth grade, enrolled in the 2015 Summer School Program. Curriculum, Learning, and Instruction: Summer work includes completing state reports, analyzing data and updating the benchmark assessment calendar, scheduling, updating student/parent handbooks and faculty/staff handbooks, completing back to school packets for staff and substitutes, preparing for August professional development and Teacher Evaluation updates, TEAM monitoring, and writing a welcome letter to students/families/staff, etc. Chaired Meetings: Summer Curriculum and Committee work includes development of a Math Metric Olympics Committee and Standards-Based Report Card Committee. In-house Meetings Attended: Youth Service Bureau. Out-of-District Conferences Attended: CAS Summer Leadership Institute and Improving School Climate Basic and Advanced Training. Grants/Reports: Submitted the FY 15 Quality Enhancement Grant Report and the School Readiness Community Report and Individual Report. We received news that we have been awarded \$198,000 for our 2015-2016 School Readiness Program. Worked with Joyce Melgey to submit the ED 607 – Title IX Compliance Survey and Darlena Loranger to submit the CSEPS – Connecticut Special Education Parent Survey Address List and Parent Communication Survey. Teacher Evaluation: Educator Evaluation Data Collection Part A and Part B / Submitted the EEDC Part A and Part B to CT SDE. Bloom Board: Held discussion on the two-year wrap-up and the three-year preparations. Building, Grounds, and Transportation: Work continues on the roof project, summer cleaning, summer school and summer office reconfiguration. Community and Public Relations: Attended the June 23rd PTO Dinner Meeting. Recreation Commission: Attended the June 19 th CT Tigers Game. We raised over \$500 for the Constitution Field Stairs Project.
SPECIAL EDUCATION REPORT	Mr. Burrows reviewed a 12-year history of our Special Education population by grade level to allow the Board of Education to monitor increases and/or decreases. He noted that Dr. Llyod A. Johnson, our new Director of Student Services will start on July 14, 2015.
SUPERINTENDENT	The Superintendent reviewed his Calendar of Events for July and Aug. He presented a significant list of state legislation passed pertaining to educational issues. Local Boards of Education will be busy updating and/or developing policy language.
INDOOR AIR QUALITY (Tfs) & SAFETY	Received correspondence from CIRMA indicating VES is doing a commendable job of maintaining the play areas and equipment. A 2012-2015 electricity usage report was reviewed.
YOUTH SERVICES	The Youth Services Bureau / Local Prevention Council continue to coordinate future activities with youth. The 2014-2015 grants and matching funds were expended and 2014-2015 was an excellent year.

- CURRICULUM STEERING** SBAC results have not yet been received. There was review of a blank sample student SBAC form. Alycia Trakas reviewed the STAR Enterprise Assessment Data Analysis to compare growth in reading and math for 2013-2014 and 2014-2015.
- TRANSPORTATION** There was review of bus maintenance costs and our bus maintenance service provider for 2015-2016. A Diesel Usage Report for 2012-2015 was presented to the Board.
- SCHOOL SECURITY AND SAFETY: COMMITTEE** **MOTION #2 (7/9/15):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education authorize the Superintendent to submit the 2015-2016 All Hazards Plan to the State of Connecticut Department of Homeland Security
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- SCHOOL READINESS COUNCIL:** VES has been awarded a School Readiness Grant of \$198,000 for 2015-2016 to fund the Voluntown School Readiness program for Pre-School students. Alycia Trakas authored the grant and received State approval. A requirement of the grant is for the Board of Selectmen to appoint a School Readiness Liaison to the State.
MOTION #3 (7/9/15): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education request the Board of Selectmen appoint Alycia Trakas as the Voluntown School Readiness Council Liaison to the State
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- PROFESSIONAL DEVELOPMENT & TEACHER EVALUATION** The Voluntown School District's 2015-2016 Educator Evaluation and Support Plan has been approved by the Connecticut State Department of Education as confirmed in correspondence received by the Superintendent of Schools, dated June 15, 2015.
- ASSISTANT PRINCIPAL JOB DESCRIPTION** **MOTION #4 (7/9/15):** made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education approve the Assistant Principal Job Description as submitted
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- DIRECTOR OF STUDENT SERVICES JOB DESCRIPTION** **MOTION #5 (7/9/15):** made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education approve the Director of Student Services Job Description as submitted
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- ASSISTANT PRINCIPAL** **MOTION #6 (7/9/15):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education approve Any Suffoletto as the Assistant Principal pending confirmation from the State of Connecticut Teacher Certification Bureau
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- SRBI INTERVENTIONIST JOB DESCRIPTION** The Board performed a first reading. A second reading will be placed on the Agenda for the August 13, 2015 meeting.
- BOARD SELF EVAL 2014-2015** The Board performed a first reading. A second reading will be placed on the Agenda for the August 13, 2015 meeting.
- BOARD OF ED BY-LAWS** Review of the by-laws was tabled to the August 13, 2015 meeting.
- PROJECTED FACULTY AND STAFF 2015-2016** There was review of the 2015-2016 Curriculum and Related Committee Assignments and Board of Education assignments were reviewed and updated for 2015-2016.
- EXECUTIVE SESSION** **MOTION #7 (7/9/15):** made by Vikki Smith SECONDED BY Cathy Grant that the Board of Education move into Executive Session at 9:14 for the purpose of discussing VEA/BOE negotiations; Non-Certified negotiations
VOICE VOTE: UNANIMOUS; MOTION CARRIES
MOTION #8 (7/9/15): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education move out of Executive Session at 9:25 p.m. There was no action taken.
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- ADJOURNMENT:** **MOTION #9 (7/9/15):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education adjourn the meeting at 9:26 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

- APPROVED BY THE BOARD ON AUGUST 13, 2015 -

Respectfully submitted,
Sherry Pollard, Board Clerk