

**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**  
**Regular Board Meeting**

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

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<b>ATTENDANCE</b>	<b>Present:</b> Barbara Gileau, Cathy Grant, Jim Hutchins, Diana Ingraham, Vikki Smith, and Kristen Trahan <b>Absent:</b> Flo Harmon <b>Also Present:</b> Superintendent Adam Burrows, Principal Alycia Trakas, and Amy Suffoletto
<b>CALL TO ORDER</b>	Chairperson Ingraham called the regular meeting to order at 7:00 p.m.
<b>CONSENT AGENDA</b>	<b>MOTION #1 (1/14/16):</b> made by Jim Hutchins <b>SECONDED BY</b> Cathy Grant that the Board of Education approve the Consent Agenda as presented <b>VOICE VOTE: UNANIMOUS; MOTION CARRIES</b>
<b>GUEST SPEAKERS:</b>	Mr. John Iovino, Director of Student Affairs and Mr. David Klein, Head of School, provided a presentation about the Norwich Free Academy Comprehensive Academic Program.
<b>SUPERINTENDENT REPORT</b>	Adam S. Burrows reviewed his Calendar of Events for January and February. He reviewed the Enrollment Report - 309 students (Pre-K through 8 <sup>th</sup> Grade) plus 128 High School Students. He referenced a recent letter from CAPPs about applauding the process by which the State Board of Education is gathering input related to the development of the Board's next Five Year Comprehensive Plan for Public Education in CT, and he provided the most recent VES Roof Replacement Project Expenditure Report.
<b>DIRECTOR STUDENT SERVICES REPORT</b>	Assistant Principal, Amy Suffoletto, presented the Director of Student Services Report written by Dr. Lloyd Johnson. It was noted, the required fall special education state reporting was completed on time, the addition of 504 Accommodation Plans documentation model to the IEP Direct program has been complete, special education staff received training on the Woodcock Johnson Achievement Test on November 9 <sup>th</sup> , school administration implemented a two-model approach to providing specialized instruction to students with IEPs, training related to new legislation continues for paraprofessionals, and support of students with disabilities on buses to outplacements has been strengthened.
<b>PRINCIPAL REPORT</b>	Alycia Trakas highlighted information about: <b>Students as a Focal Point: SRBI</b> ~ will be providing reading and math services to 56 students (Kindergarten – 8 <sup>th</sup> grade). SRBI provides services to all students. SRBI Q2/Winter Data Team meetings will occur on February 2 <sup>nd</sup> and 3 <sup>rd</sup> . <b>After-School Tutorial</b> ~ AST Session 2 began on Tuesday, November 10 <sup>th</sup> . Twenty-five students (4 <sup>th</sup> -8 <sup>th</sup> grade) are participating in this program; <b>Athletics</b> ~ Winter sports seasons have begun including: boys and girl's basketball, and cheerleading. <b>Pajama Day and Toy Drive for CCMC</b> ~ Friday, December 11 <sup>th</sup> , VES hosted its first annual Pajama Day and Toy Drive for CCMC. Students donated toys and monies for this charity. <b>Griswold High School Concerts</b> ~ GHS Choral and Band students held their annual Holiday Concert for VES on Friday, December 11 <sup>th</sup> . <b>NFA High School Concert</b> ~ NFA Choral, Band, and Dance students held their annual Holiday Concert for VES on Friday, December 18 <sup>th</sup> ; <b>Solar Panel Dedication Assembly</b> ~ Tuesday, December 22 <sup>nd</sup> , we held the Official Dedication to the VES New Solar Panel System.  <b>Curriculum, Learning, and Instruction: Out-of-District Meetings/Conferences Attended</b> ~ Meeting with John Iovino at NFA, School Messenger for Lunch and Absentee Automatic Calls, and PMT Restraint & Seclusion Training; <b>PMT Restraint &amp; Seclusion Training</b> ~ CT SDE has required school districts to train all school employees on Restraint & Seclusion practices. <b>Teacher Evaluation</b> ~ We have begun our 2 <sup>nd</sup> round of

formal observations; **VES Volunteers** ~ For the second year, Parent/Guardian volunteers must have a brief meeting with me to review safety procedures, confidentiality expectations, and other important information prior to volunteering at VES; **VES Substitutes** ~ For the second year, Substitute Teachers receive Substitute Folders with helpful and necessary information for our Substitutes. Each substitute must have a brief meeting with me to review the contents prior to working at VES including safety procedures and confidentiality expectations; **VES Visitors** ~ I created Visitor Guidelines in order to keep our students and staff safe, while upholding a strong educational school environment; **School Nutrition Program** ~ I continue to meet with Tom O'Connor on a bi-weekly basis to review requirements of our upcoming Administrative Review (May 2016). **CCSS Units of Study** ~ Teachers will each be writing/re-writing two 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. **Handbooks** ~ We have created a Transportation Handbook for High School Students and will be providing K-8<sup>th</sup> grade students out-of-district with our Voluntown Elementary School handbook, as we have written an addendum regarding Safety Belts for all students PK-12<sup>th</sup> grade. **16/17 Instructional Supplies** ~ The faculty is in the process of gathering orders for the 16/17 school year. The ELA Committee is looking to implement the Foundations (K-3) program in order to build a stronger foundation in reading and spelling with a strong base in phonics/word study, phonemic awareness, high frequency word study, reading fluency, vocabulary, comprehension strategies, handwriting and spelling, and, the ELA Committee strongly recommends implementing the Foundations Program as soon as possible. Additionally, the Science Committee is looking at some non-fiction literacy sets, as well as Science experiment kits now that the Next Generation Science Standards have been adopted. The SS committee is looking for more hands-on learning experiences in the area to strengthen their programs.

**Building, Grounds, and Transportation: Safety Drills** ~ We have had 5 fire drills, 2 lockdown drills, and 1 earthquake drill.

**Community and Public Relations: PTO** ~ a meeting was held on Tuesday, December 15<sup>th</sup>.

**ENGLISH  
LANGUAGE ARTS  
FOUNDATIONS  
PROGRAM**

**MOTION #2 (1/14/16):** made by Kristen Trahan SECONDED BY Jim Hutchins that the Board of Education approves the purchase of the Foundations (K-3) English and Language Arts Program  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**COMMITTEE  
REPORTS**

**Indoor Air Quality/Tools for Schools and Safety:** An IAQ/TfS/safety Committee is scheduled for Wednesday, January 20, 2016 at 9:15AM. Efforts over these next few months will be placed on reviewing and clearing-out old and/or obsolete equipment, supplies, and other materials to keep storage areas clean and well organized. The gymnasium floor was refinished over the recent holiday vacation.

**Youth Services Bureau/Local Prevention Council:** YSB/LPC meeting was held on Wednesday, January 13, 2016 at 3:45PM. A GRASP or Great After School Program is being scheduled for students to participate in Lego, Science, or Computer classes.

**Curriculum Steering Committee:** There are a number of curriculum committee meetings have been scheduled to consistently review a wide variety of current and future initiatives: English Language Arts, Math, Science, Social Studies, Social Studies, Testing/Assessment, Standards-Based Report Card, and others. Monthly grade level meetings include curriculum planning. EASTCONN consultants visit our school system to work with teacher on a review and update about CCSS or Common Core State Standards.

**Transportation:** The Transportation committee has scheduled a meeting for Thursday, January 14, 2016 to review bus specifications, options, keeping our busses for a 7<sup>th</sup> year in 16/17 versus other potential options.

**School Security and Safety Committee:** The School Security Safety Committee is in the process of coordinating efforts to install new locks on all classroom doors to further enhance our lockdown procedures.

**School Readiness Council:** A contract has been signed with Al Jacunski, architect, to guide the process of completing the wall removal project utilizing funds from a \$95,000 Office of Early Childhood grant that will be directly deposited in an account for our Account Payable/payroll Manager to access.

**High School:** Status of 8<sup>th</sup> grade choices was reviewed by the Superintendent of Schools.

**Building Committee – Roof Project:** Final costs are in the process of being confirmed. This project was completed on time and under the projected budget. The projected portion of the cost to the Town of Voluntown was \$440,000. We received an excellent bid price from Quality Roofing Services and there were very few change orders. The State Department of Education sent us an expenditure cost of \$279,158.16 that results in

a savings of \$160,841.84 to the town. Additional paperwork has been filed with the state requesting a review for us to secure an additional \$4,277 for the town.

**Solar Panel Project:** The solar panel system was successfully activated on 12-15-15 and a special Activation Ceremony was held in 12-22-15. It is still too early to determine the exact cost per month for KWH usage, the transmission charge, and the electricity charge. During the first 21 days of activation (12/15/15 – 1-12-16), the system has produced 12,272.78KWH.

**Stairway Committee:** The State Bonding Commission has not yet met to review our Voluntown application for this stairway completion project.

**2016-2017 BUDGET PREPARATION**

The Superintendent presented the Initial summary proposal of the 2016-2017 Voluntown Board of Education Budget, dated 1/14/16. This initial budget proposal for 2016-2017 is \$6,916,575 and represents an increase of \$167,858 or 2.49% over the 2015/2016 total of \$6,748,717. We are still in the process of reviewing the savings for oil and electricity that may lower this initial increase.

**PARA EVAL FORMAT**

Amy Suffoletto presented the Voluntown Public Schools System Non-Certified – Paraprofessionals Annual Evaluation Form dated February 12, 2015. Paraprofessionals are observed three times per year to allow for input by the paraprofessional as well as coaching and direction by school administration in support of successful job performance. A final end-of-year evaluation is completed.

**POLICY 4118.51 / 4218.51 ACCEPTABLE NETWORK USE**

**MOTION #3 (1/14/16):** made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education approves, as amended, Policy and Regulation 4118.51 / 4218.51 Acceptable Computer Network Use  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**POLICY #5144.1 RESTRAINT**

The Board performed a first reading. A second reading will be placed on the February 11, 2016 Agenda.

**SCHOOL CALENDAR 2016-2017**

The Board performed a first reading. A second reading will be placed on the February 11, 2016 Agenda.

**SUBSTITUTE BUS DRIVER**

**MOTION #4 (1/14/16):** made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education approves Nicole Grillo as a Substitute Bus Driver  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**SPECIAL ED BUS MONITOR**

**MOTION #5 (1/14/16):** made by Barbara Gileau SECONDED BY Jim Hutchins that the Board of Education approves Linda Greczkowski as a PM Bus Monitor  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**ADJOURNMENT:**

**MOTION #6 (1/14/16):** made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education adjourns at 9:35 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

*Respectfully submitted,  
 Sherry Pollard, Board Clerk*