

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, December 10, 2015
Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE	Present: Barbara Gileau, Cathy Grant, Diana Ingraham, Vikki Smith, and Kristen Trahan Absent: Flo Harmon and Jim Hutchins Also Present: Superintendent Adam Burrows and Principal Alycia Trakas
CALL TO ORDER	Chairperson Ingraham called the regular meeting to order at 7:03 p.m.
CONSENT AGENDA	MOTION #1 (12/10/15): made by Kristen Trahan SECONDED BY Vikki Smith that the Board of Education approve the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
SUPERINTENDENT REPORT	Adam S. Burrows reviewed his Calendar of Events for December and January. He reviewed the Enrollment Report - 308 students (Pre-K through 8 th Grade) plus 129 High School Students. He referenced a recent letter from the State Department of Education indicating another delay in the State Bonding Committee approval of RFP#13 Technology grant funds. Our original request was for \$211,000 and the state is currently considering an amount of \$11,000 for Voluntown.
DIRECTOR STUDENT SERVICES REPORT	Tabled to the next regular meeting.
PRINCIPAL REPORT	Alycia Trakas highlighted information about: SRBI ~Session 2 began and will provide reading and math services to 56 students (K – 8 th) and includes 22 for Math and 34 for reading. After-School Tutorial ~ Session 2 began November 10 th for twenty-five 4 th -8 th graders. Athletics ~ Winter sports includes boys and girls basketball and cheerleading. Parent/Teacher Conferences ~ were held November 23 rd and 24 th . We had many parents, families, and students come in to celebrate their successes. Community organizations were present in the main foyer to promote membership. Annual Winter Concert ~ was held December 10 th with a K-3 rd grade performance followed by 4 th -8 th graders in our chorus/band. A huge thank you goes out to Jenn Smith, our Music Teacher and Chorus/Band Director. VES Volunteers ~ Parent/Guardian volunteers must have a brief meeting with the Principal to review safety procedures, confidentiality expectations, and other important information. VES Substitute Teachers ~ received folders with helpful and necessary information and had a meeting with me to review the contents prior to working at VES including safety procedures and confidentiality expectations. New Visitor Guidelines ~ have been published in order to keep our students and staff safe, while upholding a strong educational school environment. Safety Drills ~ included 4 fire drills, 2 lockdown drills and 1 earthquake drill. PTO ~ The PTO met Tuesday, November 17 th .
COMMITTEE REPORTS:	IAQ/Tfs/Safety: The committee met and reviewed facilities and safety issues related to the maintenance budget. The cost of air conditioning rooms 26, 28, 14, 15, 12, and 13 is being reviewed. YSB: The YSB program voted to contribute \$1,800 from a “collections” account for the stairway project for improved handicapped accessibility to Constitution Field, to enhance YSB outdoor activities, and work with the Recreation Commission and Town. Curriculum: CCSS Units of Study ~ Teachers will each be writing/re-writing two CCSS Units of Study with the assistance of the Principal 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.

Transportation: The committee met and is reviewing the need to keep the buses for a 7th year in 2016-2017 or to start a new bus replacement process. More information will be forthcoming as the committee reviews costs. It is important to note that the average cost of transportation since 2004—2005 has been \$409,472 per year and this 15/16 transportation budget is \$395,472.

School Security and Safety: The funds approved last month by the Board of Education to replace all classroom door locks has also been approved by the Board of Selectmen. The Voluntown Fire Marshall has sent specifications to the State Fire Marshall and the locks will be ordered upon completion of this standard approval process.

School Readiness: The Wall Removal Committee met to review the procedures for using a \$95,000 grant from the state. Al Jacunski has been selected as the Architect for this project. Based on the guidelines of the grant, there may be a need to use some funds available from the Board of Education professional services account to pay for a small part of the engineering and architectural services.

Professional Learning and Teacher Evaluation Plan: All the Voluntown administrators just completed a half-day workshop on inter-evaluator consistency to review the criteria for observing classroom instruction and completing the evaluation of faculty and staff.

Wellness: School Nutrition Program ~ Alycia M.Trakas and Tom O'Connor have been meeting on a bi-weekly basis to review requirements of our upcoming administrative review of our program schedule for May 2016. Alycia recently completed our FSA Verification Collection Report that is due December 15, 2015 as a part of this process.

Building Committee: The State Department of Education is reviewing two change-order documents to determine the final amount eligible for a 63.63% reimbursement. The Town of Voluntown has already received part of the reimbursement. Hopefully, this process will be completed because we just again re-submitted Fire Marshall documents requiring replacement of older gas pipes.

Solar Panel Project: The construction has been completed and the solar panels will be activated as soon as ENCON has received authorization.

Stairway Committee: Barbara Gileau reported that the grant to the state bonding commission has been submitted through the office of Paul Brycki. The following summarizes the financial request:

Voluntown Local Fundraising Efforts

Voluntown Recreation Commission	For design and plans for the project \$2,000
Town of Voluntown	For design and plans for the project \$8,000
Voluntown Youth Services Bureau	Towards the cost of the project \$1,800
Local Fundraising	Towards the cost of the project \$700
Total Local Contribution	<u>\$12,500</u>

Total local contributions: \$12,500

Total State Bonding request: \$176,000

Total estimated cost of project: **\$188,500**

**POLICY
5141.4 / 5241.5**

MOTION #2 (12/10/15): made by Kristen Trahan SECONDED BY Vikki Smith that the Board of Education approves, as amended, Policy and Regulation 5141.4/5241.5 Reporting Child Abuse, Neglect, and Sexual Assault

VOICE VOTE: UNANIMOUS; MOTION CARRIES

**APPOINTMENT
COOKS
ASSISTANT**

MOTION #3 (12/10/15): made by Cathy Grant SECONDED BY Kristen Trahan to appoint Linda Greczkowski as the Cook's Assistant

VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #4 (12/10/15): made by Cathy Grant SECONDED BY Kristen Trahan that the Board of Education adjourns at 8:03 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

- **APPROVED BY THE BOARD JANUARY 14, 2016** -

Respectfully submitted,
Superintendent of Schools, Adam S. Burrows on 12/11/15