

**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, February 11, 2016

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

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**ATTENDANCE**      **Present:** Barbara Gileau, Jim Hutchins, Diana Ingraham, Vikki Smith. **Absent:** Cathy Grant, Flo Harmon, and Kristen Trahan. **Also Present:** Superintendent Adam Burrows.

**CALL TO ORDER**      Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.

**CONSENT AGENDA**      **MOTION #1 (2/11/16):** made by Barbara Gileau **SECONDED** BY Jim Hutchins that the Board of Education approve the Consent Agenda as presented

**VOICE VOTE:      UNANIMOUS;**

**MOTION CARRIES**

**GUEST:**      Stacey Moseley

**SUPERINTENDENT REPORT**      Adam S. Burrows reviewed his Calendar of Events for February and March. He reviewed the Enrollment Report - 305 students (Pre-K through 8<sup>th</sup> Grade) plus 129 High School Students. The Department of Agriculture awarded \$9,235 to our VES Garden Club through the Connecticut Department of Agriculture's Farm Viability Grant Program. Jackie Vaillancourt has been appointed to participate in a newly formed Commissioner's Council on Mathematics.

**DIRECTOR STUDENT SERVICES**      Adam S. Burrows submitted the Director of Services Report written by Dr. Lloyd Johnson. It was noted, 1) Mid-year supervision conferences required by our Teacher Evaluation Plan are in progress. Progress on SMART Goals by the staff I supervise is rewarding to review; 2) Special Education staff received training on the Woodcock Johnson Achievement Test on November 9<sup>th</sup>, student assessments requiring this test have begun based on requirements of the students' IEP. My observation is that the staff members are fulfilling this requirement well. Of particular pride for me is the spirit of collaboration and collegiality I see as they work together to help each other complete and deliver these reports, 3) We continue to provide on-the-job training to our paraprofessionals. Alycia and Amy presented to our paraprofessional staff the elements of a School Climate Training program recently received by the certified staff. Their engagement and response to the topics was very professional, 4) I continue to attend all PPTs scheduled for our identified students. When those PPTs are at Out Placements, I have toured the facility and learned about the programming offered our students, 5) Our consulting psychologist, Dr. Emily Casey, is an asset to our school. Her service, reports and recommendations are very helpful in developing programs for our students with disabilities. She is very talented at establishing rapport with our parents, 6) The replacement of No child Left Behind – Every Student Succeeds – has a new mandate: Gifted and Talented Students must be identified and serviced. Previously we were only required to identify, and services were "may". We will be studying this new requirement as information of the CT Dept. of Education becomes available, and, 7) Current census of students Pre-k to 12+ receiving special services: IEPs: 73; 504 Plans: 39

**PRINCIPAL REPORT**      Adam S. Burrows submitted the Director of Services Report written by Alycia Trakas. **SRBI** ~ Session 3 began Wednesday, February 10<sup>th</sup> and will be providing reading and math services to 66 students (Kindergarten – 8<sup>th</sup> grade). SRBI provides services to all students. **After-School Tutorial** ~ Session 3 began Tuesday, January 25<sup>th</sup>. Twenty-nine students (4<sup>th</sup>-8<sup>th</sup> grade) are participating in this program; **Athletics** ~ regular season winter sports seasons have concluded and championships are next week. Thank you to all our student athletes who participated in boys' basketball (coaches James Bruno and Nate Musser), girls' basketball (coaches Nicole Vitali and Chuck Salter) and/or cheerleading squad (coaches Darlena Loranger and Kayla Barber). Congratulations to our Cheer Squad and Cheer Coaches for placing 2<sup>nd</sup> in the Southeast Regional Spirit Competition; **2<sup>nd</sup> Quarter Assembly** ~ Staff, students and families gathered Friday, January 29<sup>th</sup> for the 2<sup>nd</sup> Quarter Assembly to recognize Students of the Quarter, Honor Roll Students, and Attendance Award Students; **Winter Data Team Meetings** ~ K-8<sup>th</sup> grade teachers met February 2<sup>nd</sup> and 3<sup>rd</sup> to review Winter Benchmark Assessment Data, Classroom Performance, Behavior Concerns, STAR/SBAC/CMT/CTAA Accommodations, Retention Concerns, and SRBI changes. These meetings were very successful in identifying areas of concern, so that we can meet the needs of all of our learners; **Retention Letters** ~ Retention letters were sent home to students Wednesday, February 10<sup>th</sup>.

**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** ~ ELA Committee, Standards Based Grading Committee, Crisis Intervention Team, School Readiness Council, February Faculty Meeting, Winter Data Team Meetings and February Para Meeting; **In-house Meetings Attended** ~ Wall Removal Committee, Student Services Department Meeting and Transportation Committee; **Out-of-District Meetings/Conferences Attended** ~ Read Naturally LIVE Webinar , 2016 Connecticut District Testing Coordinator Workshop, CCSS Leadership Cohort, and Connecticut State Bonding Commission Meeting; **Faculty/Staff Professional Development** ~ We had a Professional Development Day on Friday, January 15<sup>th</sup>. Meetings included: Improving School Climate, Math Committee, Social Studies Committee, and Science Committee; **Teacher Evaluation** ~ We are working on our Mid-Year Check-In Conferences and Domain 4 Meetings; **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. The report card is still being finalized. Plans for parent informational nights will occur in spring 2016; **16/17 Instructional Supplies** ~ The orders were reviewed. Orders approved were submitted to the Central Office on Wednesday, February 3<sup>rd</sup>;

**Building, Grounds, and Transportation. Safety Drills:** We have had 6 fire drills, 2 lockdown drills, and 1 earthquake drill.

**Community and Public Relations. PTO** ~ attended the PTO meeting held on Tuesday, January 19<sup>th</sup>. Assemblies, fundraisers, and activities were discussed and planned; **Connecticut State Bonding Commission** ~ attended the State Bonding Commission on Friday, January 29<sup>th</sup> with Mr. Burrows, Melinda Bryan, and Lloyd VanLanen to represent Voluntown when our Stairway Project Bond was approved;

## REPORTS COMMITTEE

**Indoor Air Quality/Tools for Schools and Safety:** Mr. Ricard reported that there are no leaks and all drainage is working properly as the downspouts avoid draining water onto the sidewalks to prevent icing, a roof screw penetrated a sound system wire, the annual boiler service was completed and the two boilers are working well during this heating season, and the town crew and our snow plowing contractor worked together clearing the Bus Depot, driveways, and parking areas.

**Youth Services Bureau/Local Prevention Council:** YSB/LPC meeting was held Wednesday, February 10, at 3:45 p.m. A Great After School Program (GRASP) is being scheduled for students to participate in Lego, Science, or Computer classes.

**Curriculum Steering Committee:** Ms. Trakas has scheduled and completed Data Team Meetings to review student STAR assessment results and any individual follow-up DRA assessments. She has completed the master schedule for the upcoming 3<sup>rd</sup> – 8<sup>th</sup> Smarter Balanced Assessment Consortium (SBAC) and documented any accommodations for identified students.

**Transportation:** We are now in year 6 of using six (6) 77-passenger buses and two (2) 28-passenger mini-buses. There is a significant increase in maintenance costs from year 1 (09-10) of the five-year lease/purchase of \$10,638, and year 5 (14-15) of \$48,348. The Transportation Committee recommends trading in our current fleet for another five-year lease purchase.

## TRANSPORTATION

**MOTION #2 (2/11/16):** made by Vikki Smith SECONDED BY Barbara Gileau that the Board of Education moves to waive the bid process for securing six (6) 77-passenger buses and (2) two 36-passenger mini-buses in a new five-year lease/purchase with O'Connor Motor Company as developed using any available 15/16 funds for a down payment and trading in older vehicles to keep the annual cost of the agreement to an approximate cost range of \$66,000-\$70,000 per year effective in the 16/17 budget for the new buses."

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**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. The Board of Selectmen recently authorized \$12,612.54 be transferred into the Board of Education 15/16 budget from a special account to complete this security upgrade.

**School Readiness Council:** The School Readiness Council and the Wall Removal Subcommittee have approved the design plan by Al Jacunski, Architect for the wall removal project. This project utilizes funds from a \$95,000 Office of Early Childhood grant directly deposited in an account for our Account Payable/Payroll Manager to access.

**Wellness Committee:** A meeting is scheduled for March 3, 2016 at 8:30 A.M.

**High School Committee:** Status of 8<sup>th</sup> grade choices.

**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 Town's projected portion of the cost is \$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 submitted for the state's review and may secure an additional \$4,277 for the town.

**Solar Panel Project:** We are in the process of determining the exact cost savings per month for KWH usage, the transmission, and the electricity charge. Since activation on 12/15/15 to 2/7/16, the system has produced 25,453.62 KWH.

**Stairway Committee:** The State Bonding Commission on January 29, 2016 and approved the \$176,000 grant submitted by Voluntown. The committee met on February 10, 2016 to review the design plan and developed a timeline for securing bids and the construction process.

**2016-2017 BUDGET PREPARATION** The Superintendent presented the 2016-2017 Proposed Voluntown Board of Education Budget, dated 2/10/16. This proposed budget proposal for 2016-2017 is \$6,929,977 and represents an increase of \$181,260 or 2.69% 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.

**POLICY #5144.1 RESTRAINT (PROTECTIVE HOLD)** **MOTION #3 (2/11/16):** made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education approve Policy and Regulation #5144.1 Restraint (Protective Hold) as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**SCHOOL CALENDAR 2016-2017** The Board performed a second reading. A third reading will be placed on the March 10, 2016 Agenda.

**HOMELESS REQUEST POLICY #5118.1** **MOTION #4 (2/11/16):** made by Vikki Smith SECONDED BY Jim Hutchins that the Board of Education authorize the Superintendent of Schools to allow a student designated as homeless, per Policy #5118.1, to remain in the Voluntown School District until the end of the 2015/2016 school year or until permanent housing is found  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**HEALTHY FOOD CERTIFICATION 2016-2017** **MOTION #5 (2/11/16):** made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education authorize the Superintendent of Schools and the Board of Education Chairperson to sign the 2015-2016 Healthy Food Certification  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**ANNUAL BOE GOALS** The Board performed a first reading. A second reading will be placed on the March 10, 2016 Agenda.

**RETIREMENT JOYCE MELGEY** **MOTION #6 (2/11/16):** made by Jim Hutchins SECONDED BY Vikki Smith that the Board of Education accepts the retirement request of Joyce Melgey, effective June 30, 2016  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**EXECUTIVE SESSION** **MOTION #7 (2/11/16):** made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education moves into Executive Session at 8:36 for the purpose of discussing personnel  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**MOTION #8 (2/11/16):** made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education moves out of Executive Session at 8:53 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**MOTION #9 (2/11/16):** made by Vikki Smith SECONDED BY Barbara Gileau that the Board of Education authorizes the Superintendent of Schools to recognize Joyce Melgey for her accomplishments and contributions to the school system by utilizing her accumulated sick days on a per diem basis  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**ADJOURNMENT:** **MOTION #10 (2/11/16):** made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education adjourns at 8:25 p.m.  
**VOICE VOTE: UNANIMOUS; MOTION CARRIES**

**APPROVED BY THE BOARD MARCH 10, 2016**

*Respectfully submitted,  
Sherry Pollard, Board Clerk*