

“UNAPPROVED”

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 (unapproved)
Regular Board Meeting

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

ATTENDANCE	Present: Barbara Gileau, Jim Hutchins, Diana Ingraham, Cathy Grant, and Vikki Smith (arrived at 7:37PM). Absent: Kristen Trahan and Flo Harmon, and Vikki Smith. Also Present: Superintendent Adam S. Burrows
CALL TO ORDER	Chairperson Diana Ingraham called the regular meeting to order at 7:06 p.m.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
CONSENT AGENDA	MOTION #1 (7/14/16): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves the Consent Agenda as presented VOICE VOTE: UNANIMOUS; MOTION CARRIES
Guest Speaker:	Tom O'Connor – Food Services Director presentation will be tabled to the August meeting. The Board of Education briefly reviewed the cost of student meals for 16-17 and will review these again at the August 11 th meeting.

Agenda Item VI. - Administrative Report:

Adam S. Burrows, Superintendent of Schools noted the reports by the Principal/Assistant Superintendent of School and the Director of Student Services will be presented the August Board of Education meeting. He reviewed his Calendar of Events for July and August, the June Enrollment Report – 302 students (Pre Kindergarten through Eighth Grade) plus 129 High School Students. He noted that Mrs. Jody Lefkowitz has been appointed as Director of the Norwich Adult Education Program. Catherine A. Crisanti and Quin Ye, two Voluntown residents, recently graduated from this program. He also reported the Voluntown Board of Selectmen, as required by state guidelines, appointed Alycia M. Trakas as School Readiness Liaison for our Pre-School program to process and administer the \$198,000 grant that completely funds our pre-school program for three and four-year olds. He distributed the following: a copy of a news release submitted to the Norwich Bulletin for an upcoming Back to School issue, information about state legislation, a summary report submitted to the CSDE documenting that our district had zero student restraint incidents in 2015-2016, the announcement that all K-3 teachers will again be required to take an online reading test in 2106-2017 (It was noted that all of our K-3 teachers did exceptionally well on this test three years ago),

Agenda Item: VII - Committee Reports (Submitted by Adam S. Burrows)

1. Indoor Air Quality/Tools for Schools and Safety:

- An air-conditioner system for the kitchen was approved by the Board of Education on 6-9-16 has been installed and is up and running in time for the opening of the school year. DEF, the contractor, worked in cooperation with Quality Roofing Services to make sure the installation complied with roof warranties.
- DEF will again work with Quality Roofing Services to install the pre-school A/C in compliance with warranty standards for the roof. This is part of the wall removal project funded by a state grant.
- An old worn-out and rather bumpy carpet has been replaced in room 24.
- Our summer custodial crew has been working to systematically clean all areas of the school in preparation for the first day of school.

2. Youth Services Bureau/Local Prevention Council

- The YSB/LPC Board has completed the annual evaluation of Melinda Bryan, YSB Director, a self-evaluation for the 15-16 YSB/LPC Advisory Board, and expended all state grant funds and the required matching funds from the Voluntown Boards of Selectmen and Education. The YSB Board is allowed to carry-over SERAC survey awarded grant funds and any balances from program registration fees paid by participants.
- Programs and priorities for 16-17 are in the process of being scheduled and developed. This will be year #2 of a two-year YSB grant.

3. Curriculum Steering Committee

- We will now go through the annual process of reviewing and updating the membership lists on each curriculum committee to represent changes in faculty and staff as well as meeting the requirements of any new state mandates.
- The August Board of Education meeting will include a comprehensive report by the Principal/Assistant Superintendent of School about the 2015-2016 STAR Reading and Math performance scores for third through eighth graders. These results are used by the Board of Education to set instructional priorities, purchase learning materials, and measure goal based on the identification of specific student needs
- Mr. Burrows also noted that we recently processed the 2016-2017 purchased order through an EASTCONN consortium for our 2016-2017 STAR online testing program for third through eighth graders. The STAR assessment offers our school system immediate results for identifying student needs
- Mr. Burrow noted the statewide SBAC or Standards-Based Assessment Consortium administered months ago are not yet available from the state. Hopefully, the results will soon be released to utilize another measure to assess the performance of our school system.

4. Transportation

- We are now in the process of trading in our old busses. Some of our older busses have already been picked-up by O'Connor Motors to make room in our bus depot for delivery of the six new 77-passenger busses within the next few weeks. The down payment from 15-16 BOE funds and the first payment of five-year lease purchase agreement from the BOE 16-17 budget have been arranged.
- The DMV will inspect all busses and Terry Chenette will then make the arrangements to complete the registration process that calls for registering three busses at a time with complete DMV inspections. This means she will select more than one "next in line" number to complete the DMV registration rules.
- The two thirty-six passenger busses will be delivered over these summer months.
- We have made arrangements to locally install high definition with audio surveillance equipment in order to quickly access immediate support for maintaining bus security.
- It is important to note that our new fleet will significantly reduce the cost of maintenance and repairs encountered in 15-16 with our current six-year old fleet of busses that needed repairs due to "wear life" especially because of traveling the scenic and, at times, winding country roads of Voluntown.

5. School Security and Safety

- New safety plates have been installed on several classroom doors that were observed as needing a slight upgrade to prevent anyone from prying open classroom doors. All classroom doors received new locks to allow for a more efficient lockdown.
- A comprehensive report is being completed to submit to the State of Connecticut Workman's Compensation Department to document our work to maintain a safe school environment. The report includes information from the following: school security safety committee, Indoor Air Quality/Tools for Schools, and Safety Committee, Crisis Intervention Team, Arrival and Dismissal Procedures, Board of Education motions approving maintenance and facility improvements, and several other documented issues.
- The 2016-2017 Safety Committee will meet at least four times to comply with state standards.

6. School Readiness Council

- Jacunski/Humes has approved all construction schedules and any minor change-orders. The floor plan was slightly changed following some field verifications of existing measurements and/or dimensions, resulting in an eight-foot opening. The bid process was completed and DEF Services Group, Ltd., Griswold, CT, was selected as the contractor and construction has been rapidly progressing.
- The openings in the walls have been completed. DEF is now in the process of painting as needed. Flooring, painting, preparing the walls for paint. Flooring, cabinets, shelving and other finishing touches will be completed this summer. This will allow us to increase our Pre-school enrollment and hopefully obtain more state funding.

- The Board of Selectmen, as required by School Readiness grant requirements, has appointed Alycia M. Trakas as the 2016-2017 School Readiness Liaison to attend monthly meetings and follow state guidelines for processing the \$198,000 grant awarded to Voluntown.

7. Professional Development and Teacher Evaluation Plan

- This committee has planned professional development activities for Monday, August 29 and Tuesday, August 30 as part of ongoing activities to meet local and state priorities as we start a new school year.
- The assignments for the evaluation of all faculty and staff for the next school year are also in the process of being finalized.

8. Wellness

- The wellness policy is under review for updating as part of a suggestion made in the recent audit of our food services program.
- As noted earlier, Tom O'Connor will be a guest speaker at the 8-11-16 meeting.

9. High School

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

10. Solar Panel Project and Electricity Usage

- We are still in the process of determining the exact cost savings per month for kWh usage, the transmission, and the electricity charge. The CT Solar Lease 2, LLC Power Purchase Agreement has 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 we also use from Eversource.
- Our solar panels have produced 172,769.62 KWH from December 15, 2015 through July 10, 2016. This means these first 205 days have had an average daily output of 842.78 KWH per days.
- An electricity savings proposal that included a tube replacement option or a fixture replacement option for our existing school lights was reviewed. A summary report of our KWH usage for these past ten years documented our previous successes in reducing electricity use in the district. It was determined that we would continue to carefully review cost saving strategies. There was a request to review proposals from other companies. It was also noted another company is assessing the efficiency of the HVAC system in the central office building for possible savings.

11. Stairway Committee

- The State Bonding Commission on January 29, 2016 approved a \$176,000 grant submitted by the Stairway Committee chaired by Lloyd VanLanen with representation from the Recreation Commission, Youth Services Bureau (YSB)/Local Prevention Council (LPC), and the Board of Education.
- We are still waiting for the office of the Attorney General to approve the release of funds to fully fund this project. We anticipate construction to begin as soon as grant funds are released.

12. Technology Committee:

- The Board of Education at the 6-9-16 meeting voted to complete phase II of a technology upgrade with 15-16 funds. All the equipment and work for Phase I and Phase II have been completed.
- We are now ready for Phase III and these funds are in the 16-17 budget. The Board of Education noted they have approved Phase III of this Technology Infrastructure Upgrade Project

Agenda VIII (Old Business)

1. 2015-2016 Budget

All purchase orders for 15-16 have been processed and we are waiting for the receipt of a few outstanding bills to allow us to officially close out the school year. The completion of this process determines the amount to be returned to the Town of Voluntown. This amount, currently at \$90.07 may change in the next few weeks based on the receipt of some outstanding bills that may include slight changes such as the cost of shipping, etc. Any remaining balances in various accounts are a result of savings in the cost of electricity, fuel for transportation, honoring requests for "unpaid" days, and other accounts, which fluctuated to our financial advantage this past year.

2. BOE 2015-2016 SELF-EVALUATION

The Board performed a second reading of their 2015-2016 self-evaluation.

MOTION #2 (7/14/16): made by Jim Hutchins SECONDED BY Vikki Smith that the Board of Education authorize the Superintendent of Schools and the Board Chairperson to sign the annual Board of Education evaluation as edited to document the 2015-2016 accomplishment of the Voluntown Board of Education and lists the 2016-2017 priorities

VOICE VOTE: UNANIMOUS; MOTION CARRIES

3. FIVE-YEAR Facilities Plan

The Board reviewed information about the next Five-Year and more information will be available at the 8-10-16 meeting. It was suggested that the condition of the central office be reviewed.

4. WELLNESS POLICY Update POLICY #6142.101

The Board will review the Wellness Policy and placed a first reading of the policy update on the agenda of a future meeting.

Agenda Item IX (New Business)

1. BUDGET 2016-2017

The Board of Education 2016-2017 Budget of \$6,797,057 was approved at a Town Meeting on Thursday, June 2, 2016 and this represents a 0.72% or \$48,340.00 increase over the 2015-2016 Board of Education Budget. The central office has completed the process of entering all funds into the appropriate Function Object location. Monthly reports will then be presented to the Board of Education at the August 10, 2016 meeting.

2. Projected Faculty and Staff for 2016-2017

Superintendent Burrows and School Administration are in the process of reviewing current and future staffing with consideration of recent staff re-organizations and movements. We have advertised for the following positions: Special Education Teacher, Bus Driver, Van Driver, Paraprofessional with Special Services (one position for 15 hours/week and another for 28.5 per week), and Board of Education Clerk

3. RESIGNATION: Stacey Moseley – Special Education Teacher

MOTION #3 (7/14/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accepts the resignation of Stacey Moseley effective on June 30, 2016

VOICE VOTE: UNANIMOUS; MOTION CARRIES

4. RESIGNATION: Sherry Pollard – Board of Education Clerk

MOTION #4 (7/14/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accepts the resignation of Sherry Pollard effective on June 24, 2016

VOICE VOTE: UNANIMOUS; MOTION CARRIES

5. RESIGNATION: Thomas Szafranski– Van Driver

MOTION #5 (7/14/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accepts the resignation of Thomas effective on June 30, 2016

VOICE VOTE: UNANIMOUS; MOTION CARRIES

6. APPOINTMENT of Soccer Coach

MOTION #6 (7/14/16): made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education appoints Brian Racicot as the 2016-2017 Soccer Coach

VOICE VOTE: UNANIMOUS; MOTION CARRIES

7. APPOINTMENT of Assistant Soccer Coach

MOTION #7 (7/14/16): made by Cathy Grant SECONDED BY Vikki Smith that the Board of Education appoints Jeff Blanchard as the 2016-2017 Assistant Soccer Coach

VOICE VOTE: UNANIMOUS; MOTION CARRIES

8. Approval of 403(b) Vendor List as presented for 2016-2017

MOTION #8 (7/14/16): Made by Cathy Grant, seconded by Vikki Smith Approves the 403(b) Vendor List for 2016-2017

VOICE VOTE: UNANIMOUS; MOTION CARRIES

9. Approval of Use of a School Bus

Motion #9 (7/14/16) Made by Cathy Grant SECONDED by Barbara Gileau to authorize the use of a school bus for the Voluntown Seniors to take a trip to Newport in August

EXECUTIVE SESSION

MOTION #10 (7/14/16): made by Jim Hutchins SECONDED BY Vikki Smith that the Board of Education move into Executive Session at 8:35 p.m. for the purpose of discussing Personnel and and Negotiations

VOICE VOTE: UNANIMOUS; MOTION CARRIES

MOTION #11 (7/14/16): made by Jim Hutchins SECONDED BY Barbara Gileau that the Board of Education move out of Executive Session at 8:55p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

ADJOURNMENT:

MOTION #12 (7/14/16): made by Jim Hutchins SECONDED BY Barbara Gileau the Board of Education adjourn at 8:56p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Respectfully submitted,
Darlana Loranger, Substitute Board Clerk