

“APPROVED”

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, August 11, 2016
Board of Education Meeting Room - 7:00 p.m.

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- ATTENDANCE** **Present:** Barbara Gileau, Jim Hutchins, Diana Ingraham, Kristin Trahan, and Vikki Smith (arrived at 7:37PM). **Absent:** Cathy Grant and Flo Harmon. **Also Present:** Superintendent Adam S. Burrows, Principal/Assistant Superintendent Alycia M. Trakas, and Food Services Director Tom O'Connor
- 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 (8-11-16):** made by Kristen Trahan **SECONDED BY** Barbara Gileau that the Board of Education approves the Consent Agenda as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIES
- Guest Speaker:** Tom O'Connor – Food Services Director, reviewed the cost of student meals for 16-17 and recommended increasing the cost of a student lunch to \$3.00. He also made a recommendation for replacing an older, broken refrigerator. Mr. Burrows noted funds were available in the BOE budget to supplement available lunch programs funds.

Agenda Item VI. - Administrative Reports:

1. Principal/Assistant Superintendent of Schools

- **Summer School** ~ We had 24 students, K-8, enrolled in our 2016 Summer School program. The students are receiving Wilson Reading/Comprehension, Mathematics, and Science/Social Studies instruction. They are having a great time in summer school with our staff: Jake St. John, Katelyn Stockford, Megan Glidden, Tina Brayman, Heather Mihaillides and Nicole Vitali. Lynne McCullough and Donna Pendill-Brown are providing speech services and Mary Rollins is providing medical assistance to our summer school crew! Giselle Neri was our Summer School Secretary. Summer School was completed on Thursday, July 21, 2016. Thank you to all staff members who worked summer school! Staff and students all had a great time!
- **Summer Work** ~ I am in the midst of completing state reports, analyzing data and updating the benchmark assessment calendar, scheduling, updating student/parent handbooks, faculty/staff handbooks, back to school packets for staff and substitutes, preparing for August PD, Teacher Evaluation updates, TEAM monitoring, writing a welcome letter to students/families/staff, etc. It has been a huge help having Amy Suffoletto to assist with the summer work duties!
- **STAR Assessment: Three-Year Data Analysis** – Ms. Trakas reviewed a summary report of three years of student performance on the STAR Early Literacy for Kindergarten and First Grade, Reading for Grades One through Eight, and Math for Grades One through Eight. The assessments are completed three times each year to allow faculty, staff, parents, and students to review our academic achievements. In all areas our students exceeded the state goal for each area of assessments.

2. Director of Student Services: Report will be distributed at the 9-8-16 meeting**3. Superintendent of Schools**

- Adam S. Burrows, Superintendent of Schools reviewed his Schedule of Events for August and September, the projected Enrollment Report for the opening of school is estimated at 300 students (Pre Kindergarten through Eighth Grade) plus 129 High School Students. Registration of new students is in the process of being completed in preparation for the opening of school.
- Mr. Burrows announced the receipt of a \$3,365 credit from CIRMA insurance company for excellent performance with safety issues.
- He distributed a 12-year history of our annual total transportation costs noting that our projected 2016-2017 cost \$440,044 is a significant reduction from \$470,013 in 2007-2008.
- A “fixed assets” summary report of the history of our efforts to maintain our facilities was reviewed.
- A copy of a letter regarding the recent audit of our School Nutrition Program from the State Department of Education announcing our successes was also reviewed.
- A Freedom of Information request by the Hartford Courant for the 2015-2016 Board of Education Evaluations of each Connecticut Superintendent. A copy was submitted.
- A State Department of Education memo regarding the new “FY2017 Timing of State Grant Payments” to each Board of Education.

Agenda Item: VII - Committee Reports (Submitted by Adam S. Burrows)**1. Indoor Air Quality/Tools for Schools and Safety:**

- DEF will install A/C in the new expanded pre-school classroom funded by the state wall removal-expansion grant.
- Over sixty (60) boxes of older documents have been approved by the State Library and have been shredded.
- Alycia Trakas, Principal/Assistant Superintendent has worked with the custodians to clean out obsolete supplies and materials in storage areas.
- Paul Ricard, Director of Facilities and Maintenance, is in the process of completing a major repair on the motor that moves the divider wall in the gymnasium. He has also installed A/C units in the Kindergarten and Third Grade classrooms.
- The two HVAC systems for the central office building have been serviced and were found to be in good working order.
- New England Fire and Security, our new vendor, will complete a fire alarm inspection on August 3, 2016.
- Our summer custodial crew has been working to systematically clean all areas of the school in preparation for the first day of school.
- The Pre-School and Kindergarten area of the school will be the last section to receive a thorough cleaning.

2. Youth Services Bureau/Local Prevention Council

- Melinda Bryan, YSB Director, will now have an office area in the central office. YSB grant funds will be used to financially contribute to a portion of our expenses for utilities.
- 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.
- YSB/LPC meetings dates for 16-17 will be Wednesdays at 3:45PM in the central office on September 14, October 12, November 9, December 14, January 11, February 8, March 8, April 5, May 10, and June 14.

3. Curriculum Steering Committee

- The Board of Education reviewed and updated 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.
- Alycia Trakas reviewed a three-year history of the STAR reading and mathematics assessments for Kindergarten through Eighth Graders and noted that we have consistently exceeded the SGP or Standard Goal of Proficiency in both areas. We now have three years of performance data that allows the board of Education to monitor the overall performance of the school districts and make adjustments in the curriculum to improve student performance.

4. Transportation

- The DMV has inspected all eight (8) of our new busses here in our Bus Depot. Terry Chenette has completed the registration process that originally called for registering only three busses at a time with documentation of completed by DMV Inspectors. The registration required a full day to complete in Wethersfield with using the “next in line” number process. All buses are fully registered and insured and ready to go.
- Our bus drivers are now completing the training process with Terry to comply with mandated new federal guidelines for pre-inspections for safety and the updated equipment on the buses.
- We have made arrangements from a local security company to install high definition video and audio surveillance equipment. This will allow us to quickly access immediate support and repairs for maintaining bus security.
- It is important to note that our new fleet will significantly reduce the cost of maintenance and repairs encountered in the past two with our old fleet of busses that more needed repairs due to normal “wear life” especially because of traveling the scenic and, at times, winding country roads of Voluntown.

5. School Security and Safety

- A comprehensive report is being completed to document our work to maintain a safe school environment to comply with the State of Connecticut Workman’s Compensation Department regulations. The report includes information about our 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 safety priorities.
- An additional server will be added to the security closet that is accessed via the school library. We are exploring the installation of A/C in this area to protect the equipment from excessive heat.
- 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.
- Flooring, cabinets, shelving and other finishing touches will be completed this summer.
- This project will allow us to increase our Pre-school enrollment and hopefully obtain more state funding.

7. Solar Panel Project

- 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 from Eversource.

Solar Panel Production

Date	# KWH	# Days	Daily Ave.
07-10-16	172,769.61	205	842.78
08-01-16	198,209.04	227	873.16

8. Stairway Committee

- The State Bonding Commission on 1-29-16 approved a \$176,000 grant submitted by the Stairway Committee chaired by Lloyd VanLanen with representation from the Recreation Commission, and the Youth Services Bureau (YSB)/Local Prevention Council (LPC).
- We are still waiting for the office of the Attorney General to approve the release of funds. We anticipate construction to begin as soon as grant funds are released.

9. Technology Committee:

- The first two phases of a major technology upgrade using 15-16 funds have been completed. Phase III is in the process of being completed using 2016-2017 funds.

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 \$89.43 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. Projected Faculty and Staff for 2016-2017

A draft of the current 8-11-16 Faculty and Staff was distributed to members of the Board of Education. We are currently in the interviewing process for a First Grade Teacher and an Interviewing Committee has been formed and interviews will occur during the week of August 15. We are still seeking a Van Driver for the Marine Science Magnet High School in Groton and we also need a Back-up Bus Driver.

3. FIVE-YEAR Facilities Plan

The Board will review information about the 2012-2017 Five-Year Facilities Plan at the 9-8-16 meeting. We will also start the process of creating the 2017-2022 written plan in the upcoming months. The target date for publishing the next plan is 2-9-17 in order to contribute to the budget develop process as well as submitting it to the Board of Selectmen.

Agenda Item IX (New Business)**1. BUDGET Development Timeline for 2017-2018**

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. The first monthly report for 16-17 was presented in the above Consent Agenda.

2. Committee Assignments for 2016-2017

We are now in the process of rough drafting the membership of the many curriculum and other related committees for the 2016-2017 school year. Board members were asked to review committee assignments and contact the Board of Education Chair or the Superintendent of School for any changes for the upcoming school year.

3. Prices for Breakfast and Lunch in 2016-2017

MOTION #2 (8/11/16): made by Barbara Gileau SECONDED BY Vikki Smith that the Board of Education set the price of a student lunch at \$3.00, adult lunch at \$3.75 and milk at \$0.50 for 2016-2017 and all other costs remain the same as 2015-2016.

VOICE VOTE: Four – In favor; One – Opposed; Zero - Abstained MOTION CARRIES

4. Resignation: Adra Hetes, Third Grade Teacher – Resignation

MOTION #3 (8/11/16): made by Jim Hutchins SECONDED BY Cathy Grant that the Board of Education accepts the resignation of Adra Hetes, Grade Three Teacher, effective on July 21, 2016

VOICE VOTE: UNANIMOUS; MOTION CARRIES

5. Grade One Teacher

Several interviews are scheduled for Monday, August 15, 2016. We have received many excellent applications and every effort is being made to appoint a First Grade teacher for the opening of school.

6. Appointment: Emilee Penman- Special Education Teacher

MOTION #4 (8/11/16): made by Jim Hutchins SECONDED BY Kristen Trahan that the Board of Education appoint Emilee Penman to the position of Special Education Teacher.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

7. Appointment: Shawna Stephanski – Paraprofessional W/Special Services

MOTION #5 (8/11/16): made by Vikki Smith SECONDED BY Kristen Trahan that the Board of Education appoints Shawna Stephanski as a Paraprofessional W/Special Services

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

8. Appointment: Laura O’Lari - Paraprofessional W/Special Services

MOTION #6 (8/11/16): made by Vikki Smith SECONDED BY Kristen Trahan that the Board of Education appoints Laura O’Lari as a Paraprofessional W/Special Services.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

9. Appointment: Kathleen Badley – Camp Q Paraprofessional

MOTION #7 (8/11/16): made by Kristen Trahan SECONDED BY Barbara Gileau that the Board of Education appoints Kathleen Bradley as the Camp Q Paraprofessional W/Special Services

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

10. Appointment: Margaret Voland 2016-2017 Athletic Director

Motion #8 (8/11/16) Made by Vikki Smith SECONDED by Jim Hutchins that the Board of Education appoint Margaret Voland to the position of Athletic Director for the 2016-2017 school year.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

11. Living Word Fellowship use of the Gym

Motion #9 (8-11-16) Made by Vikki Smith and SECONDED by Kristen Trahan that the Board of Education approve the use of the gym by the Living Word Fellowship on available Mondays nights for Basketball Hoops.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

12. Before and After School Care

There was a discussion as a follow-up to a parent inquiry to the Superintendent of Schools regarding the establishment of a Before and After School Care program at Voluntown Elementary School. A program was implemented eight (8) years ago by a licensed Day Care and the enrollment never reached the anticipated levels and it was therefore discontinued. We currently do not have the space for hosting such a program. Mr. Burrows will respond to the parent.

Agenda Items for the next regular meeting scheduled for September 8, 2016 at 7:00PM include:

- Committee Assignments for 16-17
- Appointment of Grade One Teacher
- Van Driver and Back-up Bus Driver
- Approval of 2015-2016 Transfers
- Before and After School Program - Update
- Stairway Update
- 2017-2018 Budget Development Process

ADJOURNMENT:

MOTION #9 (8/11/16): made by Vikki Smith SECONDED BY Barbara Gileau the Board of Education adjourn at 8:58p.m.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Respectfully Drafted by:

*Adam S. Burrows ---- Superintendent of Schools
And Darlena Loranger, Substitute Board Clerk*