

VOLUNTOWN BOARD OF EDUCATION
195 Main Street, Voluntown, CT 06384
Phone: (860)376-9167 www.voluntownct.org
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows

MINUTES – Regular BOE Meeting

Thursday, January 11 2018
Board of Education Meeting Room - 7:00 p.m.

I. GUESTS John Iovino and David Klein from NFA were present.

John Iovino, NFA Director of Curriculum, gave an excellent report about the successes of our Voluntown students at NFA:

- A summary of the colleges and higher education facilities attended and applied to by Voluntown students.
- Informational presentation described NFA's wide range of academic courses, career planning, clubs and activities, summer programs, etc.
- The average grade point for the Voluntown students in grades 10-12 currently is 3.04.
- Each Board of Education member received a course selection catalog for the upcoming school year and a One You booklet describing the wide range of career clusters that NFA offers.

II. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:47 p.m.

ATTENDANCE **Present:** Diana Ingraham (Chairperson), Kristin Trahan (Vice-Chair), Christopher Wilson, Kate Beuparlant (arrived at 7:20 p.m.)
Absent: Barbara Gileau (Secretary), Skart Paul and Flo Harman
Also Present: Adam S. Burrows (Superintendent), Lloyd A. Johnson, Ph.D. (Director of Student Services), and Alycia Trakas (Principal)

III. PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited.

IV. CITIZENS / COMMENTS In attendance was Erica Jones, who expressed her concerns. The Board referred her to the Principal, who will meet with her to answer her questions. Also present were Julia Stands and Jo-Anne Weir.

V. CONSENT AGENDA Correspondence: An email was received by Selectwoman Tracey Hanson inviting any Board and Commission members to attend an FOIA best practices training held by Thomas Hennick of the CT Freedom of Information Commission. This training will be held on February 20, 2018 at 7 p.m. at the North Stonington High School media center, 298 Norwich-Westerly Road, North Stonington, CT.

MOTION #1 (1/11/18) was made (Trahan, Wilson) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- **SRBI** - Session 2 began on December 4, 2017. SRBI provides literacy and math services to 73 students (Kindergarten through grade 8). Some receive both literacy and math.
- **After School Tutorial** - Eleven students are attending our program after school.
- **Eighth Grade High School Update** - Students have completed applications for high schools that they are interested in attending.
- **Winter Sports** - Currently underway are Boys Basketball, Cheerleading, and Girls Basketball.
- The annual Winter Concert was held on December 19, 2017. Our Kindergarten through Third Grade students and Chorus/Band Ensembles put on a wonderful show.
- The annual Sixth Grade DARE Graduation Ceremony was held on December 20, 2017.

Curriculum, Learning, and Instruction

- **Grade Level/Team Meetings** - Met with all teams/individual subject-area teachers (regular education and special education) on a monthly basis to revise curriculum and discuss assessments and instructional strategies in order to strengthen our building knowledge and skills. Mrs. Suffoletto is meeting with them as

well to discuss behavioral and social/emotional needs of our students and research-based strategies for staff to use with students.

- **In-house Meetings** - TEAM Coordinating Committee, Student Services Department, SRBI Committee, School Readiness Council, Crisis Intervention Team, Wellness Committee, Paraprofessional Meeting, Faculty Meeting, JHS/HS Transition Committee, Indoor Air Quality/Tools for Schools/Safety Committee, ELA Committee, and Math Committee. The Science Committee and Social Studies Committee will be meeting tomorrow during our Early Release/Professional Development Day.
- **Grants/Reports/Applications** - The SR Monthly Report was submitted to CT OEC on January 2, 2018.

Building, Grounds, and Transportation & Safety

- **School Safety** - Mrs. Suffoletto and I continue to hold brief orientations with substitutes and volunteers to review our security and safety procedures, as well as our confidentiality procedures. In addition to our brief orientation, substitutes and volunteers must complete a DCF Authorization Form.
- Fire Drills (3), Lockdown Drills (4), Earthquake Drill (1), Evacuation Drill (0)

Community and Public Relations

- **PTO** - Next meeting will be held on January 16, 2018. The PTO is currently selling game tickets for a Voluntown PTO Group Outing with the Providence Bruins on Sunday, February 18, 2018 at 3:05 p.m. Tickets cost \$22 per person.
- **Youth Service Bureau** - Meeting was held on January 10, 2018.
- Coordinated with the Salvation Army and YSB to provide holiday gifts for 28 Voluntown families in need.

2. Director of Student Services

- Recently, NPR has highlighted the issue of sexual abuse of people with Intellectual Disabilities. The rate of this offense is alarming. At least one of our high schools includes defensive social training in its program for special education students. We are forming a study committee to develop/choose a program to implement with our students.
- As of 1/11/18, this Director has chaired 72 PPT/504 meetings distributed among the following locations: VES, The Learning Clinic in Brooklyn, EastConn's Northeast School in Killingly, NFA, GHS, GAHS, The Marine Science Magnet High School in Groton, and Quinebaug Middle College in Danielson.
- Current census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	49	22
9-12+	16	17
Outplaced	9	
Total	74 (includes 1 with Nexus of Groton)	39
- Current census of students receiving OT, PT, and Speech Services:
 - Speech** (75 sessions weekly): 24 students with IEPs; 15 students with PPS
 - Occupational Therapy** (25 sessions weekly): 17 students with IEPs; 5 students with 504 Plans
 - Physical Therapy** (6 sessions weekly): 4 students with IEPs, 1 student with a 504 Plan

3. Superintendent of Schools submitted the following:

- Calendar of Events for January through March, 2018
- An Enrollment Report noted 290 students in Pre-K through grade 8, and 131 high school students.
- CABE Liaison Newsletter
- BOE Committee Assignments
- List of monies returned to the Town of Voluntown
- Letter received from the Griswold Public Schools inviting the Voluntown BOE to see a presentation by the Connecticut School Finance Project on February 12, 2018 at 6 p.m. at the Griswold Middle School auditorium.

VII. COMMITTEE REPORTS

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

- School was cancelled on January 4 and 5, 2018 due to blizzard-like conditions on day one and freezing temperatures and high winds on day two. Mr. Ricard worked to clear all access areas to our school. Our

contractor cleared the bus depot and parking lots around the school. The Town Crew completed the sanding, as needed. School resumed on Monday, January 8, 2018.

- A coil in the ceiling of the Transportation office froze and a pipe burst, damaging ten ceiling tiles and saturating the floor and equipment. The computer and electrical devices escaped harm. Mr. Ricard has cleaned the area, ordered new ceiling tiles, and shut off the valves to this heating coil that has not been used for years because it was not needed. This room is above the furnace area and has interior hot water pipes running through it. This room has now been completely fixed by Mr. Ricard.
- The heating oil tank is still under review. As per the recent report, Mr. Ricard contacted Mr. Philip Wilde of the DEEP Underground Storage Tank Division of the State of Connecticut. Our VES in-ground 10,000-gallon heating fuel storage tank is twenty-eight (28) years old and is two years short of its life expectancy. Mr. Ricard reviewed an approach that will allow for a ten-year extension for the use of our current tank. This involves replacing the copper piping between the tank and the boiler room with a non-metallic material and also installing sensor materials. He has secured one estimate for \$64,200, which is much higher than originally anticipated. There is a state contractor program for communities to use to secure the best priced contract. The SDE School Facilities Unit has a fuel tank replacement process and Voluntown may qualify for up to 65% reimbursement for a full tank replacement with a 30-year warranty. There is a need to form a heating oil tank committee to review options and develop recommendations.
- Mr. Ricard has been fully trained as the local education agency designator person in charge of our long-term Asbestos Plan of Action. We have re-inspections every three years by an EASTCONN official. There is a 94-foot pipe with asbestos insulation that has for many years been in a contained and safe space. He is in the process of securing quotes to see if this project might be completed within the next year or two. We are estimating a \$10,000 to \$12,000 cost. We are also continuing the required safety procedures.
- Mr. Ricard secured seal kits for rebuilding two 1990 leaky heating-system circulating pumps located in the basement. These kits had a total of approximately \$400. Mr. Ricard personally completed this rebuild after he studied an online instruction video. We anticipate his work to save about \$1,000 for our school system.
- There are four photocell lights that remain on through the evening. Mr. Ricard has ordered new motion activated switches to save electricity.
- The next IAQ-TfS-Safety Committee meeting was held on Wednesday, January 10, 2018. Two additional meetings will be scheduled this school year.
- Mr. Ricard completed an inspection of our roof and also inspected and cleaned, as necessary, any gutters and roof drains. He implements effective maintenance in the school system.
- Every five years we test for radon. Mr. Ricard has reported this safe testing of several areas of VES is scheduled sometime this winter.
- The loading dock repair has been completed and looks great. Mr. Ricard is looking forward to reporting this to Jeff Grundt, the CIRMA Safety Inspector, who has been an excellent resource for helping our school district prioritize safety needs and repairs.

MOTION #2 (1/11/18) was made (Wilson, Beauparlant) to authorize the Superintendent to write a letter to the Selectwoman requesting that a building committee be formed to view full replacement of the school's oil tank and review it with the State; ALL IN FAVOR.

2. Youth Services Bureau/Local Prevention Council

- The YSB met on Wednesday, January 10, 2018 at 3:45 p.m.
- Future YSB 2017-18 meetings are scheduled for Wednesdays at 3:45 p.m. on February 14, March 14, April 11, May 9, and June 13, 2018.
- The State of Connecticut just recently made the decision to approve a 2017-18 allocation of \$14,000 to Voluntown and we are required to match that amount. The Boards of Education and Selectmen have been budgeting a 50-50 split to match funds to meet the requirements of the grant.

3. Curriculum Steering Committee

- Curriculum Steering Committee met on Thursday, December 14, 2017 at 3:30 p.m. and the minutes will be shared at the 1-11-18 Board of Education meeting to help develop 2018-2019 budget curriculum priorities.
- The next meeting is scheduled for Thursday, February 8, 2017 at 3:30 p.m. Agendas will be sent out prior to the meeting.

4. Transportation

- A multi-year history of the actual costs of transportation is attached.
- Buses started well in the extreme cold on Tuesday, January 2, 2018, but the diesel fuel was much too thick and frozen to circulate. Additives were secured and put into the tanks to diminish the thickness of the diesel fuel. A request was made to the Town Hall to make sure additives were placed in the fueling station by our bus depot because the pumps were not working properly. Bus drivers will now put the appropriate amount of additives into the tank with each fill-up. Temporary use of the local Shell station's diesel fuel may be required if the town pump does not flow properly.

5. School Security and Safety

- The Connecticut Department of Homeland Security recently released a competitive grant. We were able to tally up purchases over these past few years and submit them for possible reimbursement to the Town of Voluntown. We are hopeful to qualify for a \$40,000 allocation to the Town of Voluntown.
- Continuous improvements are being made each school year to update and improve school security equipment as well as processes and procedures.
- We have reviewed the cost projections for two suggested security upgrades, but will still need to wait until we have verification of the amount of funds from state and federal. It is highly unlikely that funds will be available this school year to complete the next items on priority list.
- A School Safety Committee meeting is scheduled for Tuesday, January 23, 2018 at 1:30 p.m. to review school safety procedures, our ALL HAZARDS PLAN, long-term priorities, and the history of our safety drills.

6. School Readiness Council

- Our 2017-2018 School Readiness Grant for \$198,000 was approved for 2017-18.
- A new review process was implemented and required School Readiness program to submit monthly attendance reports and if the enrollment does not match the total number of projected students there may be a \$450.00 reduction of grants for each student below the projected numbers. In the past we were able to state that a student was registered to start in December and we would not receive a reduction in state funds.
- We have enrolled several non-resident pre-school students to meet the enrollment requirements of the grant. Space is always available for Voluntown residents because, if needed, that last registered non-resident student would not continue in the program.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee met to update and implement the lesson plan format.

8. Wellness

- The Wellness Committee met on Wednesday, January 3, 2018 at 9:30 a.m.

9. Solar Panel Project:

- A study committee is in the process of reviewing why the financial return has been so much lower than the original projections.

VIII. OLD BUSINESS**1. 2017-18 Approved Budget****2. Use of Physical Force (Now "Protective Hold") Regulation and Forms #5144.1 (Second reading)**

MOTION #3 (1/11/18) was made (Trahan, Beauparlant) that the Board approve the Use of a Protective Hold (previously "Physical Force") Regulation and Forms #5144.1 as corrected; ALL IN FAVOR.

3. Meeting Conduct Bylaw #9325 (Second reading)

MOTION #4 (1/11/18) was made (Wilson, Trahan) that the Board approve the Meeting Conduct Bylaw #9325; ALL IN FAVOR.

4. **3000 Series – Business and Non-Instructional Operations** (Third reading) Tabled to the next BOE meeting.
5. **2018-19 School Calendar** (Second reading)

IX. NEW BUSINESS

1. **2018-19 Budget Proposal and Timeline** - The first draft of budget proposal for 2018-19 is \$6,988,174 and represents an increase of \$202,520 or 2.98% over the 2017-18 town approved (12-20-17) total of \$6,785,654. The 2018-19 ECS or Education Cost Sharing grant is scheduled for a \$327,930 decrease or holdback. This means the above proposal will need to be reviewed for changes during these next few months as the Board of Education goes through the budget development process, which includes waiting for verification of the actual amount of state and federal grants to education.

This initial proposal includes:

- Negotiated salaries for teachers and classified faculty with the non-certified contract to be finalized.
 - The *projected* cost for the outplacement of Special Education students based on identified needs.
 - *Projected* cost of tuition based on the estimated numbers for attendance at NFA, GHS, MSMHS, and QMC.
 - An initial *projected* increase of 5.0% in the cost of health insurance.
 - *Projected* energy costs for heating fuel, propane, electricity, and diesel/gasoline.
2. **Nondiscrimination Policy and Regulation #0521** (First reading)
 3. **Nondiscrimination Policy and Regulation #4118.11** (First reading)
 4. **Attendance Policy and Regulation #5113** (First reading)
 5. **Community Conversations** (Monday, March 5, 2018 at 5:30 p.m. - Strategic Plan 2018-2022)
 6. **Board of Education Goals 2018-19** (First reading)
 7. **Sacred Heart University Student Teacher** (Marc Frucht)

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled February 8, 2018 at 7:00 p.m.
- 3000 Series - Business and Non-Instructional Operations (Fourth reading)
- 2018-19 Budget Proposal and Timeline
- Nondiscrimination Policy and Regulation #0521 (Second reading)
- Nondiscrimination Policy and Regulation #4118.11 (Second reading)
- Attendance Policy and Regulation #5113 (Second reading)
- Community Conversations/Strategic Plan
- Board of Education Goals 2018-19 (Second reading)

XI. EXECUTIVE SESSION

MOTION #5 (1/11/18) was made (Trahan, Wilson) to move into Executive Session at 9:40 p.m. for the purpose of updating the Board on Negotiations; ALL IN FAVOR.

MOTION #6 (1/11/18) was made (Trahan, Wilson) to move out of Executive Session at 9:53 p.m.

MOTION #7 (1/11/18) was made (Wilson, Beauparlant) to approve the contract between the Voluntown Board of Education and Voluntown Non-Certified Employees CSEA, SEIU, Local 2001 for July 1, 2017 through June 30, 2020 and authorize the Board of Education Chairperson and Superintendent of Schools to sign the contract; ALL IN FAVOR.

XII. ADJOURNMENT

MOTION #8 (1/11/18) was made (Trahan, Wilson) to adjourn at 9:54 p.m.; ALL IN FAVOR.

Witness	Date	Attest	Date
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Respectfully Drafted and Edited by:
 Dee Dee Jackman, Board of Education Clerk
 Adam S. Burrows, Superintendent of Schools