

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

MINUTES – Monthly BOE Meeting

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

I. CALL TO ORDER Vice- Chair Kristen Trahan called the regular meeting to order at 7:05 p.m.

ATTENDANCE **Present:** Barbara Gileau (Secretary), Kristen Trahan (Vice-Chair), Christopher Wilson, Kate Beauparlant and Skart Paul
Absent: Diana Ingraham and Flo Harman
Also Present: Adam S. Burrows (Superintendent), Lloyd A. Johnson, Ph.D. (Director of Student Services) and Alycia M. Trakas (Principal)

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

III. CITIZENS / COMMENTS Crystal Piolunek expressed her concerns with a transportation request for her child.

IV. GUESTS None

V. CONSENT AGENDA

MOTION #1 (10/11/18) was made (Beauparlant, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- Co-ed soccer consists of twenty-five (25) student-athletes, led by Brian Racicot, Head Coach, with Alex Smola and Rhonda Bursey as Assistant Coaches.
- Our 2018-2019 Student Council Members are: Summer Milette, President, Jada Neri, Vice President, John Howe, Treasurer, Tyler Williams, Secretary, Denali Doran, Abigail Matheson, Emma Brayman, Marielle Hursey, and Evie Curry.
- Grades 3-7 SBAC 2017-18 assessment results have been distributed to parents. Grade 8 will be sent out after an SDE reprint.
- A PK-8 Robotics PTO Assembly was held, where students reviewed STEAM concepts.
- Fall Benchmark Data Team Meetings were held.
- Trimester 1 Progress Reports were sent home.
- SRBI - Session 1 began and provides literacy and math services to K – 8 grade students.
- After School Tutorial - AST Session 1 began on October 9, 2018.

SRBI and AST Session Summary
SRBI Session 1: 51 Students
Literacy: 36 Students
• Tier 2: 28 Students
• Tier 3: 8 Students
Numeracy: 15 Students
• Tier 2: 15 Students
• Tier 3: 0 Students
AST Session 1: 9 Students

- The North Stonington Lions Club conducted vision screenings on our Preschool through Grade 3 students; this is the second year that we have participated in this free program.
- Eighth Grade High School Visits – Scheduled on:
 - October 10, 2018 - Griswold High School (GHS)
 - October 11, 2018 - Marine Science Magnet High School (MSMHS)
 - October 15, 2018 - Norwich Free Academy (NFA)

- October 16, 2018 - Harvard H. Ellis Technical High School, Killingly Agricultural Education Program, and Quinebaug Middle College (QMC)
- October 17, 2018 - Norwich Technical High School
- Crisis Intervention Team is hosting our first annual October Safety Month in order to teach our students how to be safe at home, at school, and outdoors. Our presentation schedule includes:
 - October 11, 2018 - Grades PK-2 - Police Safety Presentation - Trooper Katherine Cummings, Connecticut State Police
 - October 18, 2018 - Grades 5-8 - Power Line Safety Presentation - Eversource Representative
 - October 18, 2018 - Grades PK-8 - Earthquake Safety Drill - The Great Northeast Shakeout
 - October 29, 2018 - Grades PK-8 - Fire Safety Presentation - Jody Grenier, Voluntown Fire Department

Curriculum, Learning, and Instruction

- Grade Level/Team Meetings are held with all teams and individual subject-area teachers on a monthly basis. The purpose of Team Meetings is to review building priorities, schedules, curriculum, assessments, and effective instructional strategies in order to meet the needs of students.
- Teacher Professional Development Day - Friday, September 14, 2018 - The English/Language Arts and Mathematics Committees met for two hours to work on Curriculum Units, Scope and Sequences, Common Assessments/Grading Practices/Rubrics, and to plan for school-wide committee events.
 - The ELA Committee planned our 2nd Annual Kick-Off to the PTO Fall “Enchanted Forest” Book Fair, *Make-Believe Monday*, for October 22, 2018, from 9:00-9:30 a.m.
 - The Math Committee planned our 4th Annual Metric Olympics and Multicultural Day, scheduled for October 12, 2018, in honor of National Metric Day. Throughout the day, as students compete, they will also have opportunities to explore facts about their country, its national song, its flag, as well as taste some snacks that represent their country.
- Student Services Department met to work on the Circles Curriculum.
- School Nutrition Program Verification Procedures is due on November 15, 2018, and the Connecticut Office of Early Childhood - Monthly School Readiness Reports for the Voluntown Community and Voluntown Elementary School Preschool/School Readiness Program was submitted on October 4, 2018.

Building, Grounds, and Transportation & Safety

- All substitutes and volunteers reviewed our security and safety procedures, as well as our confidentiality procedures.
- Flu/Pneumonia/Whooping Cough Clinic - We held a Walgreens Vaccination Clinic for our staff and their families at VES on September 28, 2018.
- PMT Refresher Training - Our Crisis Intervention Team completed their annual PMT Refresher Training on October 5, 2018.
- Summary of the 2018-2019 Safety Drills: Fire Drill - 1; Lockdown Drill - 1

Community and Public Relations

- PTO fall events include: “Enchanted Forest” Book Fair (October 22-25, 2018), PTO Check Drive Fundraiser (due October 26, 2018), and PTO Halloween Party (October 31, 2018 from 4:30 - 6:00 p.m.), followed by the Recreation Commission’s Trunk-or-Treat (October 31, 2018 from 6:00 - 7:00 p.m.) Their next meeting is scheduled for November 20, 2018, at 6:00 p.m. in the VES Library.
- The YSB held a meeting on September 12, 2018. Fall events include: GRASP Programs - Crazy 8’s Math for students in grades K-1 and Sports & Games for students in grades 2-3 (September 17, September 24, October 1, and October 15, 2018 from 3:30 - 5:00 p.m.), Community Conversation on Promoting Behavioral Health, Preventing and Treating Substance Abuse Disorders, a Town of Voluntown/Voluntown Substance Abuse Prevention Council co-sponsored event (October 4, 2018 from 6:15 - 8:00 p.m.), Cheerfest for students in grades 5-8 (October 13 and October 14, 2018 from 9:00 a.m.- 1:00 p.m.), and Lego Emotions for students in grades PK/K and their families (October 16, 2018 from 5:30 - 6:30 p.m.).
- School Supply Donations - Thank you to the United Way Campaign for their donations of school supplies for the staff and students at Voluntown Elementary School.

2. Director of Student Services

- With the school initiative “Choose Love” beginning this fall, the Student Services Department’s development of activities and/or programs to meet the social decision making needs of students with disabilities is being woven into the school-wide effort. We are using the Circles Curriculum Level A. Lessons are being planned to use with students in the Unified Activities program which meets weekly and our Life Skills Program.
- An additional follow up to the June report on the closing of Griswold Alternative School to referrals, I was notified last week that GAHS is again available to us as an option for placement of students with IEPs. Mr. Champlin, Director of Special Education, shared with me that the program was allocated an additional .5 FTE teacher. One of our families is planning to schedule a visit.
- We are monitoring the recent events regarding an administrator at the Learning Clinic.
- As of 10/11/18, this Director has chaired 21 PPT/504 meetings distributed among the following locations: VES, The Learning Clinic in Brooklyn, EASTCONN’s Northeast School in Killingly, Autism Program in Columbia, NFA, GHS, GAHS, The Marine Science Magnet High School in Groton, and Quinebaug Middle College in Danielson.
- The census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	49	16
9-12+	19	14
Out Placed	6	
Total	74 (includes 1 with Nexus of Groton)	30

Note - we had 11 students exit services recently
- 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
- The Superintendent distributed a Tuition Report for Regular and Special Education for 2018-19 and a long-term comparison report on Special Education costs.

3. Superintendent of Schools submitted the following:

- Calendar of Events for October through November, 2018
- An Enrollment Report noted 268 students in Pre-K through grade 8 and 123 high school students.
- BOE received grants, tuition payments and other funds and gave to the Town \$77,542.59 in 2017-18.
- Thus far, \$10,774.48 has been deposited in the town account for 2018-19.
- Letter to Juta Fedor thanking her for her time working at Voluntown Elementary School.
- Save the Date - Addressing Inequities; Bringing Mental Health Services to Connecticut’s Rural Quiet Corner, October 18, 2018, 8:00 a.m. to 12:00 p.m. at the EASTCONN Conference Center.
- CABE Liaison Newsletter for October, 2018
- Noted that we have expanded our substitute list to include a substitute bus driver with their CDL license.
- Alycia Trakas’ letter of resignation from the position as School Principal

MOTION #2 (10/11/18) was made (Paul, Gileau) to accept Alycia Trakas’ resignation as the Principal/ Assistant Superintendent of Schools as of October 25, 2018; ALL IN FAVOR. Motion carries. The Board expressed many verbal thanks and words of appreciation to Alycia for doing such a great job at helping our students succeed. Lloyd Johnson stated what a pleasure it has been to work with and collaborate with Alycia and that her school spirit and helpfulness will be missed. Adam Burrows also added praises about the wonderful contributions she has made to our school and community over the years that she has been with VES.

MOTION #3 (10/11/18) was made (Gileau, Beauparlant) to authorize the Superintendent of Schools to sign the 2018-19 CIRMA insurance coverage for liability, automobile and property; ALL IN FAVOR. Motion carries.

- The Superintendent distributed a report on Budget Comparisons from 2013 to 2018.

- Letter to Paul Ricard acknowledging receipt of his retirement
- Letter to Alycia Trakas acknowledging receipt of her resignation

VII. COMMITTEE REPORTS

1. Indoor Air Quality/Tools for Schools and Safety

- Efforts were made to improve the airflow in the school office due to an increase in moisture over the summer months and the need to keep the A/C on during periods of excessive heat. This required purchasing dehumidifiers for the three smaller offices, the teacher workroom and copier area. There is a need to complete additional cleaning in this area as well as replace all the ceiling tiles (currently in-stock).
- The IAQ/TfS/Safety Committee is developing recommendations to be included in an updated Town of Voluntown Capital Improvement Plan.
- The committee reviewed an update about a comprehensive upgrade of electrical fixtures and equipment to reduce the use of electricity and the overall cost savings. Eversource has reviewed the list of all upgrades and will authorize a no-interest loan program that uses energy-savings to pay off the loan in less than five years.

2. Youth Services Bureau/Local Prevention Council

- A Community Forum was held on Thursday, October 4, 2018 from 6:30 to 8:15 p.m. The purpose of the event was to keep the public updated about prevention strategies, available resources, and community support and initiatives. This program was funded through a grant for our LPC (Local Prevention Council) from DMHAS (Department of Mental Health and Addiction Services) to seek ways to offer support for families or relatives. The planning subcommittee included Judith Allik, Melinda Bryan, Tracey Hanson, Christopher Wilson, and Paula Grillo. The presenters were Angela Duhaime, Jody Grenier, a Connecticut State Police Troop E Commander, an EMS specialist, Tracey Hanson, Alycia M. Trakas, and Emily MacEwen.
- Chris Wilson gave a verbal update on the Community Forum and said it was well done, very informative and educational.
- The YSB-LPC Advisory Board met on Wednesday, October 10, 2018 at 3:45 p.m.
- Future 2018-2019 YSB-LPC Meeting Dates (all on Wednesdays at 5:00 p.m. in the central office); November 14, December 12, January 9, February 13, March 13, April 10, May 8, and June 12.

3. Curriculum Steering Committee

- The purpose of the Curriculum Steering Committee is to use a team approach to enhance meaningful educational opportunities for students and contribute to the process of researching reviewing, prioritizing, implementing, assessing curriculum and supporting professional development in an advisory capacity. Special emphasis is placed on identifying our current best practices, developing ways to assist in the process of monitoring established priorities, and review recommendations by the curriculum committees and coordinate topics for curriculum.

4. Transportation Committee

- The Transportation Committee met on October 1, 2018, to review a multi-year history of the overall cost of transportation, maintenance, repairs and fuel.
- Enrollment numbers, routes and the number of bus and van drivers for the 2018-2019 were also reviewed.
- Our goal is to utilize our current staff and inventory of vehicles to safely transport all students.
- We have one contracted service to and from Columbia at a reasonable cost with EASTCONN.
- The committee reviewed a parent request to extend transportation to Gate Street for a high school student.
- The Board reviewed the above transportation request.

5. School Security and Safety

- The School Security Committee met on October 9, 2018, to review the recent summary of all 2017-2018 emergency drills submitted to the State Police, as required by state statutes.
- The ALL HAZARDS PLAN was reviewed and updated for 2018-2019 and will be submitted to the State Police as mandated by state law.
- The active shooter part was reviewed to consider any recent updates as proposed by the State Police.
- The Connecticut Department of Homeland Security just released information about the possible release of a competitive grant for security upgrades. The School Security and Safety Committee reviewed security

needs to develop a list of projected upgrades. This grant, if approved, requires the school system to spend the funds for any upgrades out of the school budget, and the reimbursement check for eligible items will be deposited in the Town of Voluntown treasury.

6. School Readiness Council

- The 2018-2019 School Readiness Grant of \$198,000 was submitted to the State Department of Education. Recent changes in the rules required all 44 slots to be at full capacity on the first day of school and we have met that requirement.
- Several non-resident pre-school students have been enrolled in 2018-2019 to meet the requirements of the grant. Space is always available to Voluntown residents because, if needed, the last registered non-resident student would not continue in the program to make sure that a Voluntown resident could be enrolled in the School Readiness program.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee met to update and implement workshops and learning opportunities.
- A list of activities has already been developed for upcoming early dismissal and Professional Development days.

8. Wellness

- The Wellness Committee met on Tuesday, September 25, 2018 at 10:00 a.m. in the Board of Education meeting room. Kate Beauparlant gave a verbal update on how well the Committees collaborate together and consistently follow through with their various themes and topics to implement the Wellness Policy.
- The purpose of this committee is to guide the implementation of the Student Nutrition and Physical Activity Policy # 6142.101. Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs.
- The USDA is reviewing three *possible* common-sense proposals regarding the student nutrition program:
 1. Change the fruit/vegetable rule from requiring each student to take ½ cup of fruits/vegetables to offering ½ cup of fruits/vegetables – if the student has no intention to eat it, the student should not be required to take it.
 2. Change the whole grain requirement back to 50% for all schools. The 2010 Healthy Hunger-Free Kids Act bumped that to a 100% requirement. Every year, the Department has issued a one-year waiver for which districts can apply.
 3. Allow all foods served in the reimbursed line to be served as an a-la-carte item. It has proven difficult to explain to students why some people can have an item, while others cannot.

9. Solar Panel Project

- A Solar Panel Review Committee has met to review the overall costs of electricity and develop recommendations for cost-savings.
- The Office of the First Selectman is completing a follow-up of all solar panel contracts.

10. Heating Oil Tank Replacement Committee

- A recent referendum approved \$200,000 for the overall cost of a fuel tank replacement project.
- The State Department of Education has strict guidelines for securing state funds for reimbursement of eligible expenditures for oil tank replacement projects based on a 30-year longevity cycle. The Town of Voluntown must, therefore, approve the total amount, currently set at \$200,000. Our consulting engineer anticipates a contractor bid in the range of \$180,000 to \$190,000. The state currently has set our reimbursement rate at approximately *65% for eligible expenditures*. It is anticipated that the actual cost to the town could be in the range of \$65,000 or even lower.
- It is important to note that oil tanks are mandated for replacement every 30 years as per environmental guidelines and there is a financial penalty if not in compliance.
- An application is being prepared to submit to the State of Connecticut to secure approval of all design specifications and costs. The State Department of Education will identify reimbursable expenditures.
- Our goal is to have the contractor start the oil tank replacement project as soon as possible after the last day school for the students of the 2018-2019 school year.

VIII. OLD BUSINESS**1. 2017-18 Final Budget Transfers Report**

MOTION #4 (10/11/18) was made (Wilson, Gileau) to approve the final 2017-18 Budget Transfers; ALL IN FAVOR. Motion carries.

2. 2019-20 Budget Preparation Timeline and Process**3. Review of BOE Strategic Plan for 2018-2022****4. Policy #5113 - Attendance (Second reading)**

MOTION #5 (10/11/18) was made (Gileau, Wilson) to approve the Attendance Policy #5113 as presented; ALL IN FAVOR. Motion carries.

5. Policy #5141.4 - Reporting of Child Abuse, Neglect and Sexual Assault (Second reading)

MOTION #6 (10/11/18) was made (Wilson, Beauparlant) to approve Policy #5141.4 on Reporting of Child Abuse, Neglect and Sexual Assault as presented; ALL IN FAVOR. Motion carries.

IX. NEW BUSINESS**1. Title I After School Tutors**

MOTION #7 (10/11/18) was made (Gileau, Beauparlant) to appoint Jackie Vaillancourt, Alyson Paige, Megan Glidden, Katelyn Stockford, Sue Dander, and Emily MacEwen (substitute tutor) as a Title I After School Tutors; ALL IN FAVOR. Motion carries.

2. Co-Cheerleading, Girls Basketball, Boys Basketball Coaches

MOTION #8 (10/11/18) was made (Paul, Gileau) to appoint Darlena Loranger and Kayla Barber as Co-Cheerleading Coaches; ALL IN FAVOR. Motion carries.

MOTION #9 (10/11/18) was made (Beauparlant, Gileau) to appoint Nicole Vitali as the Girls Basketball Head Coach; ALL IN FAVOR. Motion carries.

MOTION #10 (10/11/18) was made (Gileau, Beauparlant) to appoint Chuck Salter as the Girls Basketball Assistant Coach; ALL IN FAVOR. Motion carries.

MOTION #11 (10/11/18) was made (Gileau, Beauparlant) to appoint Brian Racicot as the Track and Field Head Coach; ALL IN FAVOR. Motion carries.

MOTION #12 (10/11/18) was made (Gileau, Beauparlant) to appoint Rhonda Bursey as a Track and Field Assistant Coach; ALL IN FAVOR. Motion carries.

MOTION #13 (10/11/18) was made (Paul, Gileau) to appoint Emily MacEwen as a Track and Field Assistant Coach; ALL IN FAVOR. Motion carries.

3. Bus Monitor

MOTION #14 (10/11/18) was made (Beauparlant, Gileau) to appoint Julie Kaminski as a Bus Monitor; ALL IN FAVOR. Motion carries.

4. Director of Facilities and Grounds

MOTION #15 (10/11/18) was made (Paul, Wilson) to accept Paul Ricard's retirement request as the Director of Facilities and Grounds as of January 15, 2019; ALL IN FAVOR. Motion carries. The Board extended their deepest appreciation for the amazing job that Paul has done and how handy he has been all these years. His "MacGyver" skills are unmatched and he will be very hard to replace.

5. Job Description Revision

MOTION #16 (10/11/18) was made (Wilson, Paul) to approve the revisions of eliminating the Assistant Superintendent component of the Principal's job description; ALL IN FAVOR. Motion carries.

6. Board of Education Professional Development – The Superintendent informed the Board about the possibility of having a representative from CABE come to discuss Board responsibilities and priorities.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled November 8, 2017 at 7:00 p.m.
- 2019-20 Budget Preparation Timeline and Process
- Policy # 5131 (Third reading)
- Policy # 6162.51 (Third reading)
- BOE Professional Development - CABE
- Capital Improvement Plan - Carpets, A/C and long-term needs

XI. EXECUTIVE SESSION

MOTION #17 (10/11/18) was made (Paul, Beauparlant) to move into Executive Session at 8:46 p.m. for the purpose of Negotiations and Personnel; ALL IN FAVOR. Motion carries.

MOTION #18 (10/11/18) was made (Paul, Beauparlant) to move out of Executive Session at 9:06 p.m. for the purpose of Negotiations and Personnel; ALL IN FAVOR. Motion carries.

MOTION #19 (10/11/18) was made (Wilson, Paul) to approve Amy Suffoletto as the Interim Principal and authorize the Board of Education Chairperson to sign the proposed contract; ALL IN FAVOR. Motion carries and signed by Chairperson.

MOTION #20 (10/11/18) was made (Paul, Wilson) to approve Dr. Ed Senesac to serve as a part-time Interim Assistant Principal and authorize the Board of Education Chairperson to sign the contract based on the 45% TRB rule; ALL IN FAVOR. Motion carries.

XII. ADJOURNMENT

MOTION #21 (10/11/18) was made (Wilson, Paul) to adjourn at 9:11 p.m.; ALL IN FAVOR. Motion carries.

Witness

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

Date

Attest

Date

Approved at the 11-8-18 BOE Meeting