

# VOLUNTOWN BOARD OF EDUCATION

195 Main Street, Voluntown, CT 06384  
Phone: (860)376-9167 www.voluntownct.org

**SUPERINTENDENT OF SCHOOLS: Adam S. Burrows**  
**Board Chair - Diana Ingraham**

**Barbara Gileau**  
**Cathy Grant, Secretary**  
**Flo Harmon**

**James Hutchins, Vice-Chairperson**  
**Vikki Smith**  
**Kristen Trahan**

## ***BOARD OF EDUCATION*** ***MINUTES*** **Regular Board Meeting**

Thursday, October 12, 2017  
Board of Education Meeting Room - 7:00 p.m.

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**I. CALL TO ORDER** Chairperson Diana Ingraham called the regular meeting to order at 7:02 p.m.

**ATTENDANCE** **Present:** Diana Ingraham, Cathy Grant, Barbara Gileau, Vikki Smith, and Kristin Trahan  
**Absent:** James Hutchins and Flo Harman  
**Also Present:** Superintendent Adam S. Burrows and Alycia Trakas

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

**III. CONSENT AGENDA**

**MOTION #1 (10/12/17) was made (Smith, Trahan) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.**

Correspondence: Mr. Burrows sent a letter to the First Selectman Sirpenski with a copy to Planning and Zoning. Vehicle access to and from our Bus Depot is by way of the two lane driveway between the Voluntown Elementary School and Constitution Field. We do not need to use the access road to Gate Street on the other side of the Bus Depot, unless in extreme emergency.

**IV. CITIZEN COMMENTS** Jim Ward was present. No comments were made.

**V. GUESTS** None

**VI. ADMINISTRATIVE REPORTS**

**1. Principal's Report**

***Students as a Focal Point***

- **Fall Benchmark Data Team Meetings** - October 4 and October 5, 2017.
- **Third Annual Metric Olympics & Multicultural Day** - Held on Friday, October 6, 2017. Thank you to the entire Staff, especially the Mathematics Committee and Mathematics Committee Chair, Jackie Vaillancourt, for helping to organize and run this annual event.
- **Lions Club** - October 6, 2017, the North Stonington Lions Club conducted Vision Screenings on our Preschool through Grade 2 students.
- **SRBI** - Provided literacy and math services to 76 students in grades K-8.
- **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - Received the Connecticut State Assessment Individual Student Reports. All reports will be filed in our students' education records, sent home to families, and sent to the appropriate high school for their education records on October 13, 2017.
- **After School Tutorial** - Begins Tuesday, October 17, 2017.
- **Grade 8 High School Visits** - Students have visited four of the seven high schools so far this year.

**Curriculum, Learning, and Instruction**

- **Chaired Meetings** - TEAM Coordinating Committee, Crisis Intervention Team, Voluntown School Readiness Council and JHS/HS Transition Committee.
- **In-house Meetings Attended** - SRBI Committee.
- **Out-of-District Conferences Attended** - EASTCONN Fall TEAM District Facilitator Meeting, EASTCONN Resilience: The Biology of Stress Documentary/Workshop, OEC Competitive School Readiness Liaison Meeting, and Title IX/Equity Coordinators Training.
- **Teacher Professional Development Day** - Held on September 15, 2017.
- **Grants/Reports/Applications: School Nutrition Program Verification Procedures** - In the process of completing the CSDE SNP Verification process by the due date of November 15, 2017.

**Building, Grounds, and Transportation & Safety**

- **School Safety** - Mrs. Suffoletto and I hold brief orientations with Substitutes and Volunteers to review our security and safety procedures, as well as our confidentiality procedures.
- **Flu/Pneumonia/Whooping Cough Clinic** - Rite Aid Vaccination Clinic was held for our staff and their families at VES on September 29, 2017.
- **Safety Drills** - Fire Drill (1) and Lockdown Drills (3)

**Community and Public Relations**

- **PTO** - Attended the PTO meeting on September 19, 2017. The next meeting will be held on October 17, 2017 at 3:30 p.m.
- **Youth Service Bureau** - Director, Melinda Bryan is planning Fall Grasp Programs (Sports & Games and NESS Green Technologies), the YSB/VES Read 1000 Books Before Kindergarten Event, Red Ribbon Week, Managing Childhood Anxiety and Depression Community Event, and other future programs/events.
- **Stairway Committee** - The Constitution Field Stairway Project has been completed. VES is hosting a Stairway Dedication Ceremony on October 13, 2017 at 2:30 p.m.
- **School Supply Donations** - I would like to publicly thank Alex Fitzpatrick (Voluntown student and Eagle Scout), the United Way Campaign, and Target Killingly for their donations of school supplies and educational resources for the staff and students at Voluntown Elementary School.
- **Managing Childhood Anxiety and Depression** - Dr. Johnson, Mrs. Suffoletto, and I have been coordinating a community event about anxiety and depression, which will be held on November 14, 2017, 5:30-7:00 p.m., featuring our school psychologist, Dr. Emily Casey.

**2. Director of Student Services**

- Giselle Neri and Dr. Johnson will receive additional training from CompuClaim on 10/12/2017. We have received the list of eligible students from CompuClaim for Medicaid reimbursement. A letter has been developed for eligible parents to obtain their signed permission to bill Medicaid.
- We are planning an information session for parents on the topic of Anxiety and Depression in youth. Dr. Emily Casey has agreed to be the presenter. A “Save the Date” flyer will be distributed at the Board meeting. Many community groups have agreed to support and advertise this opportunity.
- As of 10/12/17, this director has chaired 22 PPT/504 meetings.
- Current census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	46	21
9-12+	16	16
Out Placed	8	
<b>Total</b>	<b>70 (+1 with Nexus of Groton)</b>	<b>36</b>

**3. Superintendent of Schools submitted the following:**

- Calendar of Events for October through December, 2017
- An Enrollment Report noted 281 students in Pre-K through grade 8, and 128 high school students.
- CABE Liaison Newsletter
- The Superintendent mentioned that seven designated High Schools are currently used for VES students. He received an inquiry from a parent about one more option. The Board indicated the current approved seven available high school options are appropriate.

- Mr. Burrows noted that 86.20% of the \$6,797,057 Budget for the 2017-18 year is remaining as of 9/30/17.
- Mr. Burrows will publish a newsletter to inform the community about the current impact of the proposed \$1,001,048 cuts by the governor in the State ECS (Education Cost Sharing) Grant to Voluntown.

## **Agenda Item VII. COMMITTEE REPORTS**

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

- An IAQ-TfS-Safety Committee meeting was held on Wednesday, October 4, 2017. Three additional meetings will be scheduled this school year.
- Lavatory exhaust fans for rooms 14, 15, 16, and 17 have new belts as part of an ongoing inspection process by Mr. Ricard to implement effective maintenance in the school system.
- The boiler room supply air fan needed a new belt.
- The emergency generator room pneumatic actuator motor that opens and closes the louvers when the generator runs has been replaced to make sure that we are fully prepared as the emergency site for the town.
- Mr. Ricard has replaced some of the air filters on the roof, which have been changed as part of a lengthy process as some units take up to twenty (20) filters. The unit over the JHS wing has twenty (20) filters, which includes ten of two different sizes. The primary wing takes eight (8) filters of the same size. All filters must be changed in time to be ready for the winter heating season. Filters will again be changed after the winter season.
- McGuire plumbing met with Paul Ricard early in the morning to replace a heat zone valve in Room 34. This was completed prior to the heating season. The work was completed prior to the start of the school day.
- As a part of an ongoing safety program, Mr. Ricard has used a line machine to paint much clearer white lines on walkways and parking lot areas. He will use yellow paint for designated fire lanes and areas.
- Mr. Ricard also painted lines in the Town Hall parking lot. Town officials have extended appreciation for this type of support. We extend our appreciation to the Town Crew who helped with mowing our school lawns over the summer months.
- 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 is reviewing 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 is researching state requirements as well as securing contractor estimates of such repairs to determine if we need to develop bid specifications. There is a state contractor program for communities in order to secure the best priced contract. This work may need to be completed in the summer of 2018.
- The heating and domestic hot water system boilers have received their annual inspection and service. These are ready for the upcoming heating season. School systems are required to have heating systems completely ready by October 15 each school year.
- Every five years we test for radon. Mr. Ricard has reported that this very safe testing of several areas of VES is scheduled for November 1, 2017
- The loading dock repair has been completed.

### **2. Youth Services Bureau/Local Prevention Council**

- The YSB grant for 2017 through 2019 has been submitted to the state and we are still waiting for the state legislators to finalize a budget.
- Future YSB 2017-18 Meetings are scheduled for Wednesdays at 3:45 p.m. on October 18, November 8, December 13, January 10, February 14, March 14, April 11, May 9, and June 13.

### **3. Curriculum Steering Committee**

- Curriculum Steering Committee meetings have been scheduled for December 14, 2017 and February 8, 2018 at 3:30 p.m. Agendas will be sent out prior to these meetings.

### **4. Transportation**

- Students participated in bus evacuation drills on Monday, September 9, 2017.
- A new 10-passenger van has been ordered and new van drivers have completed the licensing process.

**5. School Security and Safety**

- The Connecticut Department of Homeland Security recently released a competitive grant. We will be able to tally up purchases over these past few years and submit them for possible reimbursement 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 grants and approval of our 2017-18 school budget.

**6. School Readiness Council**

- The 2017-18 School Readiness Grant for \$198,000 has been approved for 2017-18.
- We have enrolled several non-resident preschool students to meet the enrollment requirements of the grant.

**7. Professional Development and Teacher Evaluation Plan**

- The Teacher Evaluation and Professional Development Committee has met and updated the lesson plan format.

**8. Wellness**

- A Wellness committee meeting was scheduled for Tuesday, October 31, 2017 at 9:30 a.m.

**9. Solar Panel Project:**

- A study committee is needed to review why the return was so much lower than the original projections.

**10. Stairway Committee:**

- Wiese Construction has completed the project and a Stairway Dedication Ceremony is scheduled for Friday, October 13, 2017 at 2:30 p.m.
- This project was fully funded by a state-bonding grant. Stairway Committee members included:
 

Lloyd VanLanen .....	Chairperson and Chair of the Rec. Commission
Melinda Bryan .....	YSB Director and Rec. Commission Secretary
Barbara Gileau .....	Member of Board of Education and Resident
Brian Racicot .....	PE Teacher and YSB LPC Board Member
Paul Ricard .....	Director of Maintenance and Facilities and Resident
Alycia M. Trakas .....	Principal/Assist Supt of Schools and YSB-LPC Board
Tammy VanLanen .....	Rec. Commission
Adam S. Burrows.....	Superintendent of Schools and YSB-LPC Secretary
John Faulise .....	Boundaries, LLC

**VIII. OLD BUSINESS**

**1. 2016-17 Final Budget Report** (A list of transfers were distributed at the meeting.)

**MOTION #2 (10/12/17) was made (Trahan, Grant) to approve the final 2016-17 Budget Report from 10/10/17 with the Transfers as presented; ALL IN FAVOR.**

**2. #3240 Tuition Policy and Regulation** (Second reading)

**MOTION #3 (10/12/17) was made (Smith, Trahan) that the Board approve the Tuition Policy and Regulation #3240 as presented; ALL IN FAVOR.**

**MOTION #4 (10/12/17) was made to establish the 2017-18 tuition rate for grades K-8 of \$11,867 and \$23,787 for Special Education, payable to the Town of Voluntown; ALL IN FAVOR.**

**3. Update of 2017-18 Faculty and Staff**

**MOTION #5 (10/12/17) was made (Smith, Grant) to move this report under New Business, Item #9; ALL IN FAVOR.**

**4. 2018-19 Budget Preparation Timeline** was reviewed.

**5. Community Conversations: Scheduled for Monday, March 5, 2018 at 5:30 p.m. at VES.**

**IX. NEW BUSINESS**

1. **FMLA Policy and Regulation #4152.6 (First reading)**
2. **Van Driver - Lynn Ducharme**  
MOTION #6 (10/12/17) was made (Smith, Grant) that the Board appoint Lynn Ducharme as a van driver; **ALL IN FAVOR.**
3. **Van Driver - Kimberly Irons**  
MOTION #7 (10/12/17) was made (Gileau, Grant) that the Board appoint Kimberly Irons as a van driver; **ALL IN FAVOR.**
4. **Bus Monitor - Lynn Ducharme**  
MOTION #8 (10/12/17) was made (Trahan, Grant) that the Board appoint Lynn Ducharme as a bus monitor; **ALL IN FAVOR.**
5. **Bus Monitor - Denise Dannibale (Resignation)**  
MOTION #9 (10/12/17) was made (Smith, Grant) that the Board accept Denise Dannibale's resignation as a bus monitor; **ALL IN FAVOR.**
6. **Bus Monitor - Julie Kaminski (Resignation)**  
MOTION #10 (10/12/17) was made (Smith, Gileau) that the Board accept Julie Kaminski's resignation as a bus monitor; **ALL IN FAVOR.**
7. **Co-Cheerleading Coaches - Darlena Loranger and Kayla Barber**  
MOTION #11 (10/12/17) was made (Grant, Trahan) that the Board appoint Darlena Loranger and Kayla Barber as Co-Cheerleading Coaches, contingent upon availability of funds; **ALL IN FAVOR.**
8. **Title 1 After School Tutors - Katelyn Stockford and Sue Dander**  
MOTION #12 (10/12/17) was made (Smith, Grant) that the Board appoint Katelyn Stockford and Sue Dander as Title 1 After School Tutors, contingent upon availability of funds; **ALL IN FAVOR.**
9. **Update of 2017-18 Faculty and Staff**

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled November 9, 2017 at 7:00 p.m.
- FMLA Policy and Regulation #4152.6 (Second reading)
- Election of officers
- 3000 Series

**XI. EXECUTIVE SESSION**

MOTION #13 (10/12/17) was made (Trahan, Grant) to move into Executive Session at 8:16 p.m. for the purpose of discussing Personnel; **ALL IN FAVOR.**  
No action was taken.

**XII. ADJOURNMENT**

MOTION #14 (10/12/17) was made (Smith, Grant) to adjourn at 8:45 p.m.; **ALL IN FAVOR.**

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 Witness

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 Date

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 Attest

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 Date

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