

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

BOARD OF EDUCATION MEETING MINUTES
Annual Re-Organization - Election of Officers

Thursday, November 8, 2018
Board of Education Meeting Room - 7:00 p.m.

I. **CALL TO ORDER** The Superintendent called the Annual Re-organization meeting to order at 7:04 p.m.

ATTENDANCE **Present:** Diana Ingraham, Barbara Gileau, Kristen Trahan, Christopher Wilson, Kate Beuparlant and Skart Paul
Absent: Flo Harman
Also Present: Adam S. Burrows (Superintendent) and Amy Suffoletto (Interim Principal)

ELECTION OF OFFICERS The Superintendent of Schools opened the floor for nominations for the annual election of the Board of Education Officers: Chairperson, Vice-Chairperson, and Secretary.

MOTION #1 (11/8/18): was made (Trahan, Paul) to close nominations for the Board of Education Chairperson; **ALL IN FAVOR. Motion is passed.**

MOTION #2 (11/8/18): was made (Trahan, Beuparlant) that the Board nominate and elect Diana Ingraham as the Board of Education Chairperson; **BALLOT VOTE: 4 votes in favor and 2 abstain. Motion is passed.**

Chairperson Diana Ingraham took the floor to continue the nominations.

MOTION #3 (11/8/18): was made (Trahan, Gileau) to close nominations for the Board of Education Vice-Chairperson; **ALL IN FAVOR. Motion is passed.**

MOTION #4 (11/8/18): was made (Gileau, Beuparlant) that the Board nominate and elect Kristen Trahan as the Board of Education Vice-Chairperson; **BALLOT VOTE: 5 votes in favor and 1 abstain. Motion is passed.**

MOTION #5 (11/8/18): was made (Trahan, Gileau) that the Board close nominations for the Board of Education Secretary; **ALL IN FAVOR. Motion passed.**

MOTION #6 (11/8/18): was made (Ingraham, Trahan) that the Board nominate Barbara Gileau as the Board of Education Secretary; **BALLOT VOTE: 4 in favor and 2 abstain. Motion is passed.**

CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:10 p.m.

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

III. **CITIZENS / COMMENTS** None

IV. **GUESTS** None

V. **CONSENT AGENDA**

MOTION #7 (11/8/18) was made (Wilson, Paul) that the Board of Education approve the Consent Agenda as presented; **ALL IN FAVOR. Motion carries.**

VI. ADMINISTRATIVE REPORTS

1. Interim Principal's Report

Students as a Focal Point

- **Eighth Grade High School Visits** - Our Eighth grade students visited our seven designated high schools that include: Griswold High School (GHS), Marine Science Magnet High School (MSMHS), Norwich Free Academy (NFA), Harvard H. Ellis Technical High School, Killingly Agricultural Education Program, Quinebaug Middle College (QMC), and Norwich Technical High School. Students have submitted their initial decisions.
- **Red Ribbon Week** - The 2018 Red Ribbon Week theme was “Life is your Journey, Travel Drug Free” and was held from October 23-31, 2018. Emily MacEwen, School Counselor, and Brian Racicot, Physical Education/Health Teacher, focused their health/guidance lessons on making healthy choices.
- **Math Night** - The math committee hosted the second annual Math Night on Thursday, November 8.
- **Eagle Electives** - This program, for grades K-8, fosters connections within other classrooms of selected activities. Staff members offer a variety of programs for students such as yoga, Lego’s and reader’s theater. Small groups are organized through a survey and meetings occur throughout the school year. Our first meeting was on October 25, 2018.
- **JHS Dance** - The first dance of the year for grades 6-8 was held on Friday, October 26, 2018.
- **Sports** - Cheerleading and Basketball for the Boys’ Team and the Girls’ Team will start this month. The Co-Ed Soccer team came in second place at the SEMSAC championship on November 1, 2018.
- **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - We received the Connecticut State Summative Assessment Individual Student Reports for SBAC/CTAA English/Language Arts and Mathematics (Grade 8). The reprinted grade 8 reports were recently received and will be filed in our students’ education records, sent home to families, and sent to the appropriate high school for their records.
- **Student Council** - This is the second year of a Student Council at VES. Congratulations to: Summer Milette (President), Jada Neri (Vice President), John Howe (Treasurer), Tyler Williams (Secretary), Denali Doran, Abigail Matheson, Emma Brayman, Marielle Hursey, and Evie Curry. Ms. MacEwen and Ms. Paige are serving as Co-Student Council Advisors.
- **Fall Benchmark Data Team Meetings** - Data for each student was reviewed and appropriate programs were implemented to meet student needs. Mini-data team meetings will take place on November 27 and 28, 2018.
- **Trimester 1 Progress Reports** were sent home on October 5, 2018. The trimester closes on Monday, November 19, 2018 and report cards go home on Wednesday, November 28, 2018.
- **Parent Conferences** - Parent conferences will be held on Thursday, November 29, 2018.
- **SRBI Session 1** began on October 9, 2018. SRBI provides literacy and math services to kindergarten through eighth grade students; some receive both literacy and math. SRBI provides services to all students, as it is a general education initiative. Tier 1 is provided in the general classroom by the general education teacher during WIN block. In grades K-4, Tier 2 and Tier 3 support is provided by our SRBI Interventionists during WIN/Science-Social Studies. In grades 5-8, Tier 2 support is provided by our general education Reading and Math teachers during WIN block.

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

- **Crisis Intervention Team** - Our Crisis Intervention Team met on November 5, 2018, and reviewed the success of the first annual October Safety Month. Our goal is that students will not only be safer, but will also bring the information they’ve learned home to share with their families. Thank you to the CIT members, who coordinated the events.

Curriculum, Learning, and Instruction

- **Grade Level/Team Meetings** - Teams and/or individual subject-area teachers meet on a monthly basis to review building priorities, schedules, curriculum, assessments, and effective instructional strategies in order to meet the needs of students.
- **In-house Meetings** - includes regular meeting of the following committees: English/Language Arts, Mathematics, TEAM, Wellness, Student Services Department, Safe School Climate, Crisis Intervention Team, Transportation, School Readiness Council, Indoor Air Quality/Tools for Schools/Safety, School Security and Safety, JHS/HS Transition, and a monthly Faculty Meeting.
- **Teacher Professional Development Day on Wednesday, October 31, 2018**
 - The **English/Language Arts and Mathematics Committees** met to work on Curriculum Units, Scope and Sequences, Common Assessments/Grading Practices/Rubrics and to plan for school-wide committee events.
 - The **Social Studies Committee** met to work on finalizing the 2018 Veterans Day assembly on November 12, 2018. The committee finalized aspects of the program, music selections and organized other details to make this year another successful event.
 - The **Science Committee** met to discuss the NGSS standards, curriculum units, and review of science resources.
- **Student Services Department** - met to review the implementation of the Circles Curriculum. Other staff members worked on their curriculum and met with their horizontal and vertical colleagues in order to increase collaboration and integration with their subject areas/grade levels.
- **Regional Professional Development** - Our Speech Therapists and Art and Music teachers attended a regional PD on November 6, 2018.
- **Teacher Evaluation Plan**
 - Teacher Goal Setting Conferences were complete as of October 31, 2018.
 - Informal and Formal observations are to be completed by the end of Trimester 1.
 - Para Professional Goal setting conferences were complete as of November 5, 2018.
- **Grants/Reports/Applications**
 - **School Nutrition Program Verification Procedures** - the CSDE SNP Verification process has been completed. All letters, forms, and reports have been submitted to CSDE before the due date of November 15, 2018.
 - **Connecticut Office of Early Childhood** - the Monthly School Readiness Reports for the Voluntown Community and Voluntown Elementary School Preschool and School Readiness Program have been updated for submission by the monthly due date.

Building, Grounds, and Transportation & Safety

- **School Safety** - Brief orientation meeting are held on a regular basis for Substitutes and Volunteers to review our security and safety procedures, as well as confidentiality procedures and completion of the DCF Authorization Form. Our Substitutes review of the job description, schedules, handbooks, supervision guides, safety drills and procedures, restorative practices/discipline suggestions, and the Connecticut Code of Professional Responsibility.
- **Summary of the 2018-2019 Safety Drills:** Fire Drills – 2; Earthquake Drill – 1; Lockdown Drills – 2

Community and Public Relations

- **PTO** - Monthly PTO meetings are held at 6:00 p.m. in the VES Library and current activities include: the “Enchanted Forest” Book Fair (October 22-25, 2018), Check Drive Fundraiser (due October 26, 2018), and PTO Halloween Party (October 31, 2018 from 4:30-6:00 p.m.), which was followed by the Recreation Commission’s Trunk-or-Treat from 6:00-7:00 p.m. This safe, family fun night was a huge success.
- **Youth Service Bureau/Local Prevention Council** - The YSB met on October 14, 2018 at 5:00 p.m. in the BOE room. YSB GRASP Programs are offered on Monday afternoons throughout the school year. This session is offering Dennison Pequotsepos to grades 1-2, NESS Land Sailors to grades 3-5 and Coding to grades 6-8.
 - LEGO Education “Build Me Emotions” program was offered to Voluntown Pre-K and K students and their parents on Wednesday, October 16, 2018, at 5:30 p.m.
 - A fall craft program was offered to students in grades 1 and 2 on Tuesday, October 24, 2018.

2. Director of Student Services

- We have sought the support of United Cerebral Palsy for one of our families. A resource this non-profit agency has for families with children with disabilities is a social worker who can support the family’s obtaining the social services available to families in CT. We are meeting with their outreach person and the parents next week.
- With the school year well underway, the Teacher Supervision Program is in full swing. Goal setting meetings have been held and both formal and drop-in observations have begun.
- 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 delivered to students in the Unified Activities program which meets weekly and our Life Skills Program.
- An outplaced student has decided to transfer to Griswold Alternative School effective November, 9, 2018.
- As of October 11, 2018, this Director has chaired 34 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+	18	13
Out Placed	5	
Total	72 (includes 1 with Nexus of Groton)	29

Note - we had 11 students exit services recently

- Current census of students receiving OT, PT, and Speech Services:
 Speech (24 hr. 10 min. of services): 28 students with IEPs, 15 students with PPS;
 Occupational Therapy (12 hr. 55 min. weekly): 20 students with IEPs; 5 students with 504 Plans
 Physical Therapy (4 hr. Of service weekly): 6 students with IEPs, 1 student with a 504 Plan

3. Superintendent of Schools submitted the following:

- Calendar of Events for November through December, 2018
- An Enrollment Report noted 270 students in Pre-K through grade 8 and 122 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.
- CABA Liaison Newsletter for November, 2018
- Letter from the State Department of Education stating the current 2018-19 ECS Education Revenue Estimates for Voluntown
- SBAC Results comparison with DRG “F” and state average

MOTION #8 (11/8/18): was made (Skart, Gileau) to approve the request made by the Voluntown Baptist Church to use a bus on November 16-17, 2018; ALL IN FAVOR. Motion is passed.

MOTION #9 (11/8/18): was made (Wilson, Paul) to approve the use of the school parking lot for the Voluntown Farmers Market on Sundays from 7/14/19 through 10/13/19; ALL IN FAVOR. Motion is passed.

VII. COMMITTEE REPORTS

1. Indoor Air Quality/Tools for Schools and Safety

- 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 within five years.

2. Youth Services Bureau/Local Prevention Council

- The YSB-LPC Advisory Board will meet on Wednesday, November 14, 2018, at 5:00 p.m.

- Future 2018-2019 YSB-LPC Meeting Dates (all on Wednesdays at 5:00 p.m. in the central office) are: December 12, January 9, February 13, March 13, April 10, May 8, and June 12.

3. Curriculum Steering Committee

- The Curriculum Steering Committee uses 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 costs.
- A fully certified school bus driver has been found to serve as a substitute, if needed.

5. School Security and Safety

- The summary of all 2017-2018 emergency drills was submitted to the State Police, as required by statute.
- The 2018-2019 Voluntown ALL HAZARDS PLAN has been submitted to the State Police.
- A School Security Committee meeting is scheduled to meet on Tuesday, November 20, 2018, and will review security upgrades to submit to the Connecticut Department of Homeland Security. This grant, if approved, requires spending school budget funds and then any reimbursements will be deposited into 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.
- With 44 slots, the program is at full capacity and we have met the requirements of the grant.
- Amy Suffoletto will now be our Liaison to the Office of Early Childhood.

MOTION #10 (11/8/18) was made (Gileau, Wilson) to confirm the appointment of Amy Suffoletto as the School Readiness Liaison to the Office of Early Childhood; ALL IN FAVOR. Motion carries.

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. 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

- The Solar Panel Review Committee 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. Heat Oil Tank Replacement Committee

- A summary of the current events regarding the oil tank replacement project dated October 28, 2018, was submitted to the Board of Education.

VIII. OLD BUSINESS

1. **2019-20 Budget Preparation Timeline and Process**
2. **Policy #5131 – Conduct and Discipline (Third reading)**

MOTION #11 (11/8/18) was made (Gileau, Wilson) to approve the Conduct and Discipline Policy #5131 as presented; ALL IN FAVOR. Motion carries.

IX. NEW BUSINESS

1. **Policy #3520.13 – Student Data Protection and Privacy (First reading)**
2. **Policy #4111/4211 – Recruitment and Selection (First reading)**
3. **Policy and Regulation #5113.2 – Truancy (First reading)**
4. **Policy and Regulation #5144.1 – Use of Protective Hold/Seclusion/Exclusionary Time Out (First reading)**
5. **Snow Removal**

MOTION #12 (11/8/18) was made (Wilson, Gileau) to approve the lowest snow removal bid, which was submitted by TRS Landscaping; ALL IN FAVOR. Motion carries.

6. **Committee Preferences of Board of Education Members**
7. **Board of Education Meeting Schedule for 2019**

MOTION #13 (11/8/18) was made (Trahan, Wilson) to approve Board of Education’s Meeting Dates for 2019, as amended to cancel the 2/14/19 meeting and hold it on the special meeting date of 2/28/19 instead; ALL IN FAVOR. Motion carries.

8. **Boys Basketball Coaches**

MOTION #14 (11/8/18) was made (Trahan, Paul) to approve Ed Duncan as the Boys Basketball Coach; ALL IN FAVOR. Motion carries.

9. **Board of Education Professional Development – CABE (1/24/19 at 7:00 p.m. with Nick Caruso)**
10. **Bus Driver Substitute**

MOTION #15 (11/8/18) was made (Beauparlant, Trahan) to approve Jennifer Gervais as a Bus Driver Substitute; ALL IN FAVOR. Motion carries.

11. **Authorized Signers of the ED-099 Agreement for the Child Nutrition Program**

MOTION #16 (11/8/18) was made (Trahan, Wilson) to designate Adam S. Burrows and Amy Suffoletto as authorized signers of the ED-099 Agreement for the Child Nutrition Program; ALL IN FAVOR. Motion carries.

12. **Authorize Superintendent to Submit the Title IV Part A Grant**

MOTION #17 (11/8/18) was made (Trahan, Wilson) to authorize the Superintendent to submit the Title IV Part A Grant; ALL IN FAVOR. Motion carries.

13. **Authorize Superintendent to Submit the Title I and Title II Grants**

MOTION #18 (11/8/18) was made (Paul, Wilson) to authorize the Superintendent to submit the Title I and Title II Grants; ALL IN FAVOR. Motion carries.

14. **2019-2020 Calendar (First draft)**

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled December 13, 2018 at 7:00 p.m.
- 2019-20 Budget Preparation Timeline and Process
- Policy # 6162.51 (Third reading)
- Policy # 3520.13 Student Data Protection and Privacy (Second reading)
- Policy # 4111/4211 – Recruitment and Selection (Second reading)
- Policy and Regulation # 5113.2 – Truancy (Second reading)
- Policy and Regulation #5144.1–Use of Protective Hold/Seclusion/Exclusionary Time Out (Second reading)
- 2019-2020 Calendar (Second draft)

XI. EXECUTIVE SESSION

MOTION #19 (11/8/18) was made (Trahan, Wilson) to move into Executive Session at 9:09 p.m. for the purpose of Negotiations and Personnel; ALL IN FAVOR. Motion carries.

MOTION #20 (11/8/18) was made (Trahan, Paul) to move out of Executive Session at 9:25 p.m. for the purpose of Negotiations and Personnel; ALL IN FAVOR. Motion carries.

MOTION #21 (11/8/18) was made (Wilson, Paul) to ratify the Voluntown Board of Education and the Voluntown Education Association 2019-2022 contract, as published by legal counsel, and authorize the BOE Chairperson and Superintendent to sign the agreement; ALL IN FAVOR. Motion carries.

XII. ADJOURNMENT

MOTION #22 (11/8/18) was made (Trahan, Paul) to adjourn at 9:25 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 12/13/18 BOE Meeting.