

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

Thursday, December 13, 2018
Board of Education Meeting Room - 7:00 p.m.

I. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:04 p.m

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

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

III. CITIZENS / COMMENTS None

IV. GUESTS None

V. CONSENT AGENDA

MOTION #1 (12/13/18) was made (Trahan, Wilson) 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** - Eighth grade students visited our seven designated high schools that includes: Griswold High School (GHS), Marine Science Magnet High School (MSMHS), Norwich Free Academy (NFA), Harvard H. Ellis Technical High School, Killingly Agricultural Education Program, Quinnebaug Middle College (QMC) and Norwich Technical High School. Students have submitted applications.
- **Sports** - Cheerleading and Basketball for the Boys and Girls Teams have started.
- **Griswold High School Band and Chorus:** On December 7, 2018, the GHS Band and Chorus put on a wonderful winter performance for our students.
- **Connecticut State Assessment Individual Student Reports (SBAC, CTAA, CAPT, CMT, Skills Checklist)** - The State Department of Education has been providing information for 2019 testing.
- **Kindergarten Entrance Inventory** - Completed all components of the KEI before the due date of December 8, 2018.
- **Fall Benchmark Data Team Meetings** - Mini-data team meetings took place on November 27-28, 2018.
- **Trimester 1 Report Cards:** The trimester closed on Monday, November 19, 2018, and report cards went home on November 28, 2018.
- **Parent Conferences-** Parent conferences were held on November 29, 2018. Held our Trimester 1 Assembly on December 7, 2018, to recognize JHS Honor Roll Students, PK-8 Perfect Attendance Students, and PK-8 Students of the Trimester.
- **SRBI Session 2** began on December 3, 2018.
- **After School Tutorial** - AST Session 1 began on October 9, 2018.

Curriculum, Learning, and Instruction

- **VES Google Calendar** - Staff continue to utilize the Google Calendar
- **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.
- **Teacher Evaluation Plan - Faculty Informal/Formal Observations:** Completed by the November 30, 2018 due date.

- **Grants/Reports/Applications** - School Nutrition Program Verification Procedures is completed and the Monthly School Readiness Reports for the Voluntown Elementary School Pre School and School Readiness Program have been updated for submission by the monthly due date.

Building, Grounds, and Transportation & Safety

- **School Safety** - Brief orientation meetings 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. Substitutes review 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 – 3; Earthquake Drill – 1; Lockdown Drills – 2

Community and Public Relations

- **PTO** - Monthly PTO meetings are held at either 3:30 p.m. or 6:00 p.m. in the VES Library.
- **Youth Service Bureau/Local Prevention Council** - The YSB met on November 14, 2018 at 5:00 p.m. in the BOE room. YSB GRASP Programs are offered on Monday afternoons throughout the school year.
 - **GRASP Program for Winter Include:**
 - January 14, 28 and February 4 and 11 - Science Grades K/1
 - January 14, 28 and February 4 and 11 - Play-Well Teknologies (STEM) Grades 2/3
 - January 14, 28 and February 4 and 11 - Computer Aided Design/3D Printing Grades 4-7
- **Veterans Day Breakfast and Assembly** - On November 11, 2018, VES hosted 75 Veterans/Active Duty Military Members and their guests at our Fifth Annual Veterans Day Breakfast and Assembly.
- **Thanksgiving Baskets** - The VES Faculty/Staff donated food items, with the help of the Voluntown Baptist Church, for our annual Thanksgiving Day Baskets Program. This year we delivered 16 baskets to Voluntown families/community members in need.
- **CCMC Toy Drive and Pajama Day** - Our students and staff collected toys and monetary donations for CCMC’s annual Toy Drive during the week of December 10, 2018, and will participate in CCMC’s annual PJ Day for the Kids on December 14, 2018.

2. DIRECTOR OF STUDENT SERVICES REPORT

- The support of United Cerebral Palsy for one of our students with disabilities has proven to be very helpful to the family.
- Cost Saving Measures: Mrs. Raymond, Student Services Secretary, has been researching time and money saving strategies. Our department instituted an option for parents of students with IEPs and 504 Accommodation Plans to receive documents electronically. The vast majority of parents have selected this option. We are experiencing significant savings on duplication of documents and postage costs.
- As of 12/4/18, this Director has chaired 50 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	19
9-12+	18	13
Out Placed	5	
Total	72 (includes 1 with Nexus of Groton)	32

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

The Superintendent submitted the current status of Special Education Tuitions.

3. SUPERINTENDENT OF SCHOOLS SUBMITTED THE FOLLOWING:

- Calendar of Events for December through January, 2019
- An Enrollment Report noted 275 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, \$44,046.48 is the projected return to the Town account for 2018-19.
- The Voluntown Board of Education supports the process of a thorough investigation into the NFA actions concerning DCF mandated laws.
- EASTCONN letter reviewing 2019-2020 Fees for Services
- 2018-19 District Level Committees with Board of Education Representatives
- BOE Members Contact Info and Committee Assignments for 2018-19
- 2018-19 Faculty and Staff Assignments
- Sandra E. Welwood, LLC – Independent Accountant’s Report on Applying Agreed-upon Procedures
- Letter to T.R.S. Landscaping stating that the Board of Education awarded them the 2018-19 snow removal bid.
- Thank you letter to Amy Suffoletto from Lisbon Central School for coordinating a school visit to observe our institutional program
- CABE Liaison Newsletter for December, 2018
- University Region Superintendents Association (URSA) & Northeast Region Superintendents Association (NASA) Legislative Breakfast 2018 summary.
- One You – Voluntown Profile - Class of 2017 from Norwich Free Academy
- CABE Convention Summary – November 16-17, 2018
 - Adding two books to the BOE Library: *The Art of School Boarding* and *Effective Superintendent-School Board Practices*
 - The Policy Implications of Recent Legislation (a copy of power point presentation was provided)
 - Convention At A Glance (a list of all workshops presented at the convention, special thank you to Kate Beauparlant for attending the workshop on Policy Implications)
 - Publication *Connecticut’s Future: Transforming School, Transforming Lives* with special note of commendation of her 20 years of service to Diana Ingraham on the “Board Member 20 Year Honor Roll”
 - NESDEC (New England School Development Council) pamphlet and Enrollment Projection Report sample

VII. COMMITTEE REPORTS**1. Indoor Air Quality/Tools for Schools and Safety**

- The members of the IAQ/TfS/Safety Committee served on the Search Committee to complete the interviewing process for the selection of a new Director of Facilities and Maintenance.
- Three (3) heat-valve actuators needed to be replaced or repaired. Mr. Ricard replaced the valve in Room 40 (Mr. St. John) and he took the broken actuator, repaired it, and has it saved for any future repairs. Another more complicated heat-valve actuator for the JHS wing is high above the dropped-ceiling in Room 41 (Mrs. Roderick) and required replacement by EMCOR. The third actuator is above the ceiling in the early childhood wing vestibule and Mr. Ricard made the repair.
- The Pre-K 3 bathroom heater was making noise and because of the small size of this area was purposely turned off for repairs at more appropriate time.
- Snow plowing occurred on November 15-16, 2018.
- The IAQ/TfS/Safety Committee is developing recommendations to be included in an updated Town of Voluntown Capital Improvement Plan.
- The next meeting is scheduled for Thursday, January 3, 2019, at 10:00 a.m. The committee will review 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 a 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 met on Wednesday, December 12, 2018, at 5:00 p.m.
- Completed programs include: Gingerbread House Contest and GRASP or Great After School Programs such as: NESS - Land Sailors (STEM) offered November. 5, 12, 19, and 26 to grades 3 – 5; Denison

Pequotsepos offered to grades 1 - 2; and Computer Aided Design /3D Printing offered to grades 6-8 on October 29, Nov. 5, 12, and 19.

- Upcoming programs include: The annual Dodge Ball Tournament will be held on Saturday, March 2, 2019, in the VES gym; Super 5K YSB-LPC Race in the Pachaug State Forest will be on Saturday, May 11, 2019. Future 2018-2019 YSB-LPC Meeting Dates (all on Wednesdays at 5:00 p.m. in the central office) are January 9, February 13, March 13, April 10, May 8, and June 12, 2019.

3. Curriculum Steering Committee

- The development of curriculum 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.
- A comprehensive curriculum report will be shared with the Board of Education at the January 10, 2019 meeting.

4. Transportation

- A Mileage Report for November 1-30, 2018 was submitted by T. Chenette.

5. School Security and Safety

- The summary of all 2017-2018 emergency drills was submitted to the State Police as required by state statute.
- The 2018-2019 Voluntown ALL HAZARDS PLAN has been submitted to the State Police and we have acknowledgement of receipt of this requirement.
- A School Security Committee met on Tuesday, November 20, 2018, to review security upgrades to submit to the Connecticut Department of Homeland Security. This grant was submitted prior to December 4, 2018, and, if approved, requires spending school budget funds with any reimbursement to be deposited in the Town of Voluntown treasury. The total request was \$102,396, of which \$63,696 has already been expended between 2013 and the present date. This means there is a request for \$38,700 for new purchases. The Voluntown reimbursement rate for eligible expenses is 67.14%.

MOTION #2 (12/13/18) was made (Wilson, Trahan) that the Board authorize the Superintendent to submit a grant of \$102,396 to the Connecticut Department of Homeland Security; ALL IN FAVOR. Motion carries.

6. School Readiness Council

- The 2018-2019 School Readiness Grant of \$198,000 contributes to the expenses of this pre-school program. There are a required 44 slots or the grant will be proportionately reduced by \$450 per month for each student below the required enrollment. Fortunately, the program is at full capacity and we have continually met the requirements of the grant.
- Amy L. Suffoletto serves as our Voluntown Liaison to the Office of Early Childhood.
- Adam S. Burrows serves as the Chair of the School Readiness Council that is mandated by state statutes and meets monthly throughout each school year.

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 will meet on Tuesday, January 15, 2019, 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 Superintendent distributed a letter to the BOE from the State of Connecticut Department of Education addressing Life Threatening Allergies in Schools.

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

- We recently received the project number 147-0019CV from the State Department of Education. This was delayed because the state implemented a whole new system for applying for grants.
- The receipt of a project number allows our committee to authorize Salamone and Associates to place this number on the completed design specifications and submit them to the state for approval.
- An Oil Tank Replacement Committee meeting was held December 12, 2018, to plan the next steps in the process as well as schedule a sequence of events.
- The Voluntown Fire Marshal and Building Inspector have been receiving copies of all agendas and minutes of the Oil Tank Replacement Committee.
- Sherman Taylor and Adam S. Burrows, Superintendent of Schools, will attend an initial required project review meeting at the State Department of Education on Tuesday, January 8, 2019, at 2:00 p.m.

VIII. OLD BUSINESS

1. 2019-20 Budget Preparation Timeline and Process

2. **Policy #3520.13 – Student Data Protection and Privacy** (Second reading) The Board agreed to have our Attorney review and edit this policy.

3. **Policy #4111/4211 – Recruitment and Selection** (Second reading)

MOTION #3 (12/13/18) was made (Wilson, Trahan) to approve the Recruitment and Selection Policy #4111/2111 as presented; ALL IN FAVOR. Motion carries. (Note: Procedures and/or regulations will be developed at a future date.)

4. **Policy and Regulation #5113.2 – Truancy** (Second reading)

MOTION #4 (12/13/18) was made (Beauparlant, Wilson) to approve the Truancy Policy and Regulation #5113.2 as presented; ALL IN FAVOR. Motion carries.

5. **Policy and Regulation #5144.1 – Use of Protective Hold/Seclusion/Exclusionary Time Out** (Second reading)

MOTION #5 (12/13/18) was made (Wilson, Trahan) to approve the Use of Protective Hold/Seclusion/Exclusionary Time Out Policy and Regulation #5144.1 as amended; ALL IN FAVOR. Motion carries.

6. **Policy and Forms #6162.51 – Survey of Students** (Third reading)

MOTION #6 (12/13/18) was made (Wilson, Beauparlant) to approve the Survey of Students Policy and Forms as presented; ALL IN FAVOR. Motion carries.

7. **Board of Education Meeting Schedule for 2019** (Receipt of approved schedule)

8. **2019-2020 Calendar** (Second draft)

IX. NEW BUSINESS

1. **Policy and Regulation #5141.21 – Administering Medication** (First reading)
2. **Policy #6159 – Individualized Education Program/Special Education** (First reading)

3. **Board of Education Professional Development – CAFE** (1/24/19 at 7:00 p.m. with Nick Caruso)
4. **Director of Facilities and Maintenance** (Brian Kallio)

MOTION #7 (12/13/18) was made (Beauparlant, Wilson) to approve Brian Kallio as the new Director of Facilities and Maintenance; ALL IN FAVOR. Motion carries.

5. **Job Descriptions Updated**

MOTION #8 (12/13/18) was made (Wilson, Trahan) to update the Director of Facilities and Maintenance Job Description as presented; ALL IN FAVOR. Motion carries.

MOTION #9 (12/13/18) was made (Wilson, Trahan) to update the Custodian Job Description as presented; ALL IN FAVOR. Motion carries.

6. **Wheeler High School Basketball Practice at VES**

MOTION #10 (12/13/18) was made (Trahan, Beauparlant) to approve the request from Wheeler High School to use the VES gym for basketball practices; ALL IN FAVOR. Motion carries.

7. **Assistant Basketball Coach**

MOTION #11 (12/13/18) was made (Trahan, Wilson) to approve the Margaret Voland as Assistant Basketball Coach; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled January 10, 2019 at 7:00 p.m.
- 2019-20 Budget Preparation Timeline and Process
- Policy #5141.21 - Administering Medication (Second reading)
- Policy #3520.13 - Student Data Protection and Privacy (Third reading)
- 2019-2020 Calendar (Third draft)

XI. EXECUTIVE SESSION

MOTION #12 (12/13/18) was made (Trahan, Wilson) to move into Executive Session at 8:33 p.m. for the purpose of Negotiations and Personnel; ALL IN FAVOR. Motion carries.

No action was taken.

XII. ADJOURNMENT

MOTION #13 (12/13/18) was made (Trahan, Wilson) to adjourn at 8:48 p.m.; ALL IN FAVOR. Motion carries.

Witness

Date

Attest

Date

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

Approved at the 1/10/19 Board of Education Meeting