

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

**MINUTES – Public Hearing and Regular BOE Meeting**

Thursday, December, 14 2017  
Board of Education Meeting Room - 7:00 p.m.

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**I. CALL TO ORDER**

Chairperson Diana Ingraham called the Public Hearing to order at 7:00 p.m.  
Chairperson Diana Ingraham called the regular meeting to order at 7:30 p.m.

**ATTENDANCE**   **Present:** Diana Ingraham (Chairperson), Barbara Gileau (Secretary), Kate Beauparlant, Skart Paul and Christopher Wilson  
**Absent:** Flo Harman and Kristin Trahan (Vice-Chair)  
**Also Present:** Adam S. Burrows (Superintendent) and Alycia Trakas (Principal)

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

**III. CITIZENS / COMMENTS** In attendance was Jack Wesa, Wendy Gauthier, First Selectman Tracey Hanson, Selectman Skipp Oulton, Lauren Roderick, Andrea Kelly, and Jim Ward.

**IV. GUESTS** None

**V. CONSENT AGENDA**

**Correspondence:** A letter was received by a previous Board of Education member, Cathy Grant, expressing interest in being appointed to the Board should an opening become available.

**MOTION #1 (12/14/17) was made (Gileau, Beauparlant) that the Board of Education approve the Consent Agenda as presented; Vote: ALL IN FAVOR.**

**VI. ADMINISTRATIVE REPORTS**

**1. Principal's Report**

*Students as a Focal Point*

- **SRBI - Mini-Data Team Meetings** were held on November 29 and November 30, 2017. Provides literacy and math services to 73 students (K through grade 8), some receive both literacy and math.
- **After School Tutorial - Session 2** began on December 5, 2017.
- **Eighth Grade High School Update** – Our eighth grade students have visited all seven high schools.
- **Food Drive** - Hosted a Food Drive from November 1-17, 2017. Fifteen boxes of non-perishable food items to a local food pantry on November 22, 2017.
- **Thanksgiving Baskets** - This year we delivered 28 baskets to Voluntown families/community members in need.
- **Trimester 1** – Report cards were distributed on December 1, 2017. Parent/Teacher conferences were held on December 7, 2017.
- **Winter Sports** – The winter sports season (Boys Basketball, Cheerleading and Girls Basketball) is underway.

*Curriculum, Learning, and Instruction*

- **Professional Development and Teacher Evaluation Plan**
- **Goal Setting Conferences** - Completed 20 Certified Goal Setting Meetings. Mrs. Suffoletto completed 17 Certified Goal Setting Meetings and 17 Non-Certified Goal Setting Meetings.
- **Informal Observations** - Completed 17 Informal Observations, Mrs. Suffoletto completed 17 Informal Observations, and Dr. Johnson completed 4 Informal Observations during Trimester 1.

- **Formal Observations** - Completed 7 Formal Observations and Mrs. Suffoletto completed 4 Formal Observations during Trimester 1.
- **Verification Procedures** - Completed the CSDE SNP Verification process before the due date of November 15, 2017.
- **Healthy Food Certification Documentation** - Tom O'Connor completed the HFC Documentation before the due date of November 30, 2017.
- **School Readiness: Observations** - Dr. Senesac visited VES on November 9, 2017 to perform observations in both of our SR classrooms, as required by our SR Grant.

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

- **Safety Drills:** Fire Drills (3), Lockdown Drills (4), Earthquake Drills (1), Evacuation Drills (0)

***Community and Public Relations***

- **PTO** - Attended the PTO breakfast held on November 21, 2017.
- **Veterans Day Breakfast and Assembly** - VES hosted over 100 Veterans/Active Duty Military Members and their guests at our 4th Annual Veterans Day Breakfast and Assembly.
- **Managing Childhood Anxiety and Depression** - Our Managing Childhood Anxiety and Depression program was held on Tuesday, November 14, 2017 from 5:30-7:00 p.m.. A special thanks goes out to Dr. Emily Casey for creating a wonderful program, to the YSB/PTO for sponsoring the magician, and all of our staff and community organizations/members for their support. We had a total of 45 adults attend Dr. Casey's presentation, 32 children attend the YSB/PTO sponsored magician, and 47 people for dinner.

**2. Director of Student Services**

- There are at least 3 students attending VES with accommodations and services provided by our staff instead of outplacing them. We make efforts to prevent, bring back or seek a less restrictive environment for our students with significant needs.
- As of 12/14/17, this Director has chaired 58 PPT/504 meetings distributed among the following locations: VES, The Learning Clinic in Brooklyn, EastConn's Northeast School in Killingly, NFA, GHS, 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	50	21
9-12+	18	16
Outplaced	9	
<b>Total</b>	<b>77 (includes 1 with Nexus of Groton)</b>	<b>37</b>

- 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 November through January, 2018
- An Enrollment Report noted 286 students in Pre-K through grade 8, and 131 high school students.
- CABA Liaison Newsletter
- Grant Award Notification from the State of Connecticut
- Letter from Dr. Dianna Wentzell regarding changes to the Teacher Education and Mentoring (TEAM) program
- Notice with updates on Educator Evaluation and Support from the State DOE

## **VII. COMMITTEE REPORTS**

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

- 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 that is much higher than originally anticipated. There is a state contractor program for communities to use to secure a best price 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 totaled 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 light activated switches to save electricity.
- The next IAQ-TfS-Safety Committee meeting will be held on Wednesday, January 17, 2018. Two additional meetings will be scheduled this school year.
- Mr. Ricard took advantage of the excellent weather and completed an inspection of our roof and also inspected and cleaned, as necessary, any gutters and roof drains.
- Mr. Ricard implements an effective maintenance in the school system.
- Every five years we test for radon. This safe testing of several areas of VES will be scheduled 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.

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

- The YSB met on Wednesday, December 13, 2017 at 3:45 p.m.
- Future YSB 2017-18 Meetings are scheduled for Wednesdays at 3:45 p.m. on January 10, February 14, March 14, April 11, May 9, and June 13.
- 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 meetings have been scheduled for Thursday, December 14, 2017 at 3:30 p.m. and on Thursday, February 8, 2018 at 3:30 p.m. Agendas will be sent out prior to these meetings.
- The minutes of the December meeting will be reviewed at the January 11, 2018 meeting of the Board of Education to help develop 2018-2019 budget priorities for curriculum.

### **4. Transportation**

- A new 10-passenger van arrived. This van was purchased because of the need to significantly reduce the cost of transporting outplaced students requiring extensive Special Education services. In 2016-2017 we were forced to use expensive Contracted Services Special Education Transportation. Mr. Ricard installed the sign on the roof and other mandated State of Connecticut signage on the van. A new van driver completed the licensing process, a DMV Officer inspected the vehicle and the registration was obtained. The van is now transporting students.

### 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 grants and approval of our 17-18 school budget.

### 6. School Readiness Council

- Our 2017-18 School Readiness Grant for \$198,000 was approved.
- 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.
- The Voluntown School Readiness Program was recently visited on 11-12-17 by a team of four observers from the SDE Office of Early Childhood as part of a standardized extensive audit of Pre-School programs. Our Voluntown program received many praises.
- The Site Visit Committee recommended we extend admission in our program to 2.9 year-olds. This will allow the program to secure additional grant funds to offer services to additional students as per School Readiness guidelines. The Board of Education was requested to support this initiative of the Voluntown School Readiness Council.

**MOTION #2 (12/14/17) was made (Gileau, Beauparlant) that the Board of Education to support an upcoming School Readiness Council initiative to accept students who are 2.9 years old or 3 months prior to their three year old birthday as per the recommendation by a team of SDE Office of Early Childhood officials from a recent site visit of our Voluntown Pre-School program; Vote: ALL IN FAVOR.**

### 7. Professional Development and Teacher Evaluation Plan

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

### 8. Wellness

- A Wellness Committee meeting to be scheduled for 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. 2016-17 Budget Proposal
2. Committee Preferences
3. 2018-19 Budget Preparation
4. FMLA Policy and Regulation #4152.6 (Third reading)

**MOTION #3 (12/14/17) was made (Gileau, Beauparlant) that the Board approve the FMLA Policy and Regulation #4152.6 ; ALL IN FAVOR.**

5. Conduct and Discipline Policy #5131 (Second reading)

**MOTION #4 (12/14/17) was made (Gileau, Wilson) that the Board approve the Conduct and Discipline Policy #4152.6; ALL IN FAVOR.**

6. **Bus Conduct Policy and Regulation #5131.1** (Second reading) - No changes
7. **Use of Physical Force Policy (Now “Protective Hold”) #5144.1** (Second reading)  
**MOTION #5 (12/14/17) was made (Gileau, Paul) that the Board approve the Use of a Protective Hold (previously “Physical Force”) Policy #5144.1; ALL IN FAVOR.**

#### **IX. NEW BUSINESS**

1. **Use of Physical Force (Now “Protective Hold”) Regulation and Forms #5144.1** (First reading)
2. **Meeting Conduct Bylaw #9325** (First reading) Reviewed bylaw and procedures based on State guidelines.
3. **Boys Basketball Coach** (James Bruno)

**MOTION #6 (12/14/17) was made (Wilson, Paul) that the Board rescind a previous motion (#10 from the 11/9/17 BOE Meeting) that appointed Jeff Blanchard as the Boys Basketball Coach due to a change in assignment; ALL IN FAVOR.**

**MOTION #7 (12/14/17) was made (Beauparlant, Wilson) that the Board appoint James Bruno as the Boys Basketball Coach; ALL IN FAVOR.**

4. **Boys Basketball Assistant Coach** (Jeff Blanchard)

**MOTION #8 (12/14/17) was made (Gileau, Wilson) that the Board appoint Jeff Blanchard as the Boys Basketball Assistant Coach; ALL IN FAVOR.**

5. **2018-19 School Calendar** (First draft)
6. **Resignation** (Alanna Malinowski)

**MOTION #9 (12/14/17) was made (Paul, Gileau) that the Board accept Alanna Malinowski’s resignation as a Sub/Teacher Professional; ALL IN FAVOR.**

7. **Board of Education Requests for Information**

#### **X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled January 11, 2018 at 7:00 p.m.
- Use of Physical Force (Now “Protective Hold”) Regulation and Forms #5144.1 (Second reading)
- Meeting Conduct Bylaw #9325 (Second reading)
- 2018-19 School Calendar
- 2018-19 Budget Proposal
- Guest – John Iovino (NFA)

#### **XI. EXECUTIVE SESSION**

**MOTION #10 (12/14/17) was made (Gileau, Paul) to move into Executive Session at 8:40 p.m. for the purpose of discussing Personnel; ALL IN FAVOR. No action was taken.**

#### **XII. ADJOURNMENT**

**MOTION #11 (12/14/17) was made (Paul, Wilson) to adjourn at 8:54 p.m.; ALL IN FAVOR.**

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**Witness**

**Date**

**Attest**

**Date**

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