

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

MINUTES – Regular BOE Meeting

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

I. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.

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

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

III. CITIZENS / COMMENTS Jim Ward was present. No comments were made.

IV. GUESTS None

V. CONSENT AGENDA Correspondence: An email was received by Selectwoman Tracey Hanson inviting Board and Commission members to attend an FOIA best practices training held by Thomas Hennick of the CT Freedom of Information Commission. This training will be held on February 20, 2018 at 7 p.m. at the North Stonington High School media center, 298 Norwich-Westerly Road, North Stonington, CT.

MOTION #1 (2/8/18) was made (Trahan, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- **SRBI** - Session 3 began on February 5, 2018.
- **After School Tutorial** - Session 3 began on February 6, 2018.
- **Eighth Grade** students have visited all seven high schools and have submitted applications.
- **Winter Sports** - Currently underway are Boys Basketball and Girls Basketball. The annual Cheer Competition will be held February 9, 2018.
- **MATHCOUNTS** - Eight of our JHS Mathletes competed in this year's MATHCOUNTS Eastern Chapter Competition on February 3, 2018. Congratulations to Jacob Blanchard, James Bruno, Denali Doran, Caitlin Graham, John Howe, Levi Lachapelle, Summer Millette, and Liam Shotts for representing Voluntown Elementary School. A special thank you goes out to Jackie Vaillancourt for organizing and attending this event each year.
- **School Spirit Week and Pep Rally** will be held February 12-15, 2018 with the Pep Rally/Jump Rope Challenge on February 16, 2018.

Curriculum, Learning, and Instruction

- **Grade Level/Team Meetings** are held on a monthly basis to revise curriculum and discuss assessments and instructional strategies.

Building, Grounds, and Transportation & Safety

- **School Safety** - Our school security and safety procedures are regularly reviewed in brief orientations with Substitutes and Volunteers.
- **Safety Drills** - Fire Drills (3), Lockdown Drills (5), Earthquake Drill (1), Evacuation Drill (0)

Community and Public Relations

- **PTO** held a meeting on January 16, 2018. The next meeting is scheduled for February 20, 2018 at 3:30 p.m. The PTO showed the movie “Wonder” at their Family Movie Night on February 2, 2018.
- **Youth Service Bureau** - Reviewed with YSB Director, Melinda Bryan, upcoming YSB events and the results of the 2015 and 2017 SERAC Youth Survey. The YSB is hosting their annual Dodgeball Tournament on March 3, 2018.

2. Director of Student Services

- The Social Decision Making initiative had its first planning session on January 24, 2018, at the department’s monthly meeting. The department and administration is fully committed to researching what activities or programs are appropriate to meet this need at this educational level. As a first step in our Action Plan, we have invited two NFA school psychologists, who have worked with Intellectually Disabled students at the high school level on social skills that include responsible decision making, to meet with us and discuss their experiences and recommendations. We’ve also begun researching available curriculums.
- As of 2/1/18, this Director has chaired 84 PPT/504 meetings distributed among the following locations: VES, The Learning Clinic in Brooklyn, EastConn’s Northeast School in Killingly, NFA, GHS, GAHS, 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	49	17
9-12+	16	21
Outplaced	9	
Total	74 (includes 1 with Nexus of Groton)	38

- 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 February through March, 2018
- An Enrollment Report noted 294 students in Pre-K through grade 8, and 131 high school students.
- Appendix A - District Reference Groups
- List of monies returned to the Town of Voluntown
- 2017-18 Cancellations, Delays, Early Dismissals. The revised last day of school at this point is Thursday, June 21, 2018.
- Letter received from the Griswold Public Schools inviting the Voluntown BOE to see a presentation by the Connecticut School Finance Project on February 12, 2018 at 6 p.m. at the Griswold Middle School.
- Letter from Superintendent to Tracey Hanson regarding the heating fuel storage tank and its need for either replacement or an upgrade
- NFA invitation for VES teachers to attend articulation meetings this spring
- Concurrence notice from the Town of Griswold to authorize the Town of Voluntown usage of their frequency and a thank you letter by the Superintendent
- Notification letter from the State BOE on the Adoption of the Position Statement on Social, Emotional and Intellectual Habits for all students K-3
- Letter from the State Department of Education that our certified staff is in full compliance with state requirements

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

- School was cancelled on January 17 and 30, 2018 due to inclement weather. Mr. Ricard worked to clear all access areas to our school. Our contractor cleared the bus depot and the parking areas around the school.
- There are four photocell lights that remain on through the evening. Mr. Ricard has ordered new motion activated switches to save electricity.
- Mr. Ricard implements an effective maintenance in the school system based on CIRMA inspections.

2. Youth Services Bureau/Local Prevention Council

- The YSB will meet on Wednesday, February 14, 2018 at 3:45 p.m.
- Future meetings are scheduled for Wednesdays at 3:45 p.m. on 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

- A Curriculum Steering Committee report was reviewed at the January 11, 2018 Board of Education meeting to help develop 2018-19 budget curriculum priorities.

4. Transportation

- A transportation diesel fuel report is attached.
- The Transportation Committee is scheduled to meet on Tuesday, February 20, 2018 at 2:30 p.m. in the Board of Education Meeting room to participate in the annual review process.

5. School Security and Safety

- A School Safety Committee meeting was held on January 23, 2018 to review school safety procedures, our ALL HAZARDS PLAN, long-term priorities, and history of our safety drills. State Trooper Kate Cummings participated in this review and also completed a safety check of our school system.
- The Connecticut Department of Homeland Security released a competitive grant and we tallied-up and submitted three years of purchases paid for by the Board of Education budget 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, processes and procedures.

6. School Readiness Council

- Our 2017-18 School Readiness Grant for \$198,000 was approved.
- A new “unanticipated” review process was implemented and required School Readiness program to submit monthly attendance reports. If the total enrollment did not match the total number of projected students a \$450.00 reduction for each student was assessed. This means our grant for this year will be reduced by \$12,150. 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 now have full enrollment of forty-four (44) students.
- 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 to make sure that a Voluntown resident is 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 the lesson plan format.

8. Wellness

- The Wellness Committee met on Wednesday, January 3, 2018 and we are in full compliance with all state and federal requirements as published in our Wellness policy and regulations.

9. Solar Panel Project:

- A Solar Panel Review Committee has been meeting on a regular basis to review the overall costs of electricity and develop recommendations for cost-savings.

10. Heat Oil Tank Replacement Committee

- A VES Heating Oil Tank Replacement Committee has been established by the Board of Selectmen to officially meet the state guidelines to secure state reimbursement of up to 64% of identified “eligible” costs. Members include: Diana Ingraham, Paul Ricard, Jim MacBride, Jack Wesa, Wendy Gauthier, and Adam Burrows (non-voting member)

- Barbara Gileau has requested to also serve on this Committee.
- The first meeting is scheduled for Wednesday, February 14, 2018 at 2:00 p.m. in the Board of Education Meeting room.

MOTION # 2 (2/8/18) was made (Trahan, Wilson) that the Board authorize the Board Chairperson, Diana Ingraham, to sign the Education Specifications Form for the Fuel Oil Tank Replacement and to submit the application to the state; ALL IN FAVOR.

VIII. OLD BUSINESS

1. 3000 Series – Business and Non-Instructional Operations (Fourth reading)

MOTION # 3 (2/8/18) was made (Wilson, Gileau) that the Board approve the 3000 Series-Business and Non-Instructional Operations Policies, Regulations and Forms as corrected; ALL IN FAVOR.

2. 2018-19 School Calendar (Third reading)

MOTION # 4 (2/8/18) was made (Gileau, Beuparlant) that the Board approve the 2018-19 School Calendar as corrected; Vote: 4 in favor and 2 abstain (Paul and Wilson). Motion carries.

3. 2018-19 Budget Proposal and Timeline - The second draft of the budget proposal for 2018-19 is \$6,886,331 which represents an increase of \$100,677 or 1.48% over the 2017-18 town approved (12-20-17) budget of \$6,785,654. (Please note the initial 2018-19 proposed increase was \$202,520 or 2.98% on 1/11/18, which means there were \$101,843 of cost saving adjustments made from last month.)

This 2/8/18 proposal includes:

- Negotiated salaries for certified teachers, classified faculty and the non-certified staff.
- The projected cost for the outplacement of Special Education students based on identified needs.
- Projected cost of tuition based on the estimated numbers for attendance at NFA, GHS, MSMHS, and QMC.
- An initial projected increase of 5% in the cost of health insurance.
- Projected energy costs for heating fuel, propane, electricity, and diesel/gasoline.

The steady decrease of the State's ECS or Education Cost Sharing grant to Voluntown has placed additional burdens on the local taxpayer.

2016-17 \$2,502,621

2017-18 \$2,174,691 (A \$125,131 cut became a "holdback" of \$327,930 which is the 85th largest cut in the state.)

2018-19 \$2,075,794 (The latest ECS grant listed for Voluntown in the Governor's budget just a few days ago.)

4. Nondiscrimination Policy and Regulation #0521 (Second reading)

MOTION #5 (2/8/18) was made (Trahan, Gileau) that the Board approve the Nondiscrimination Policy and Regulation #0521 as corrected; ALL IN FAVOR.

5. Nondiscrimination Policy and Regulation #4118.11 (Second reading)

MOTION #6 (2/8/18) was made (Wilson, Beuparlant) that the Board approve the Nondiscrimination Policy and Regulation #4118.11 as corrected; ALL IN FAVOR.

6. Attendance Policy and Regulation #5113 (Second reading)

MOTION #7 (2/8/18) was made (Trahan, Wilson) that the Board approve the Attendance Policy and Regulation #5113 as corrected; ALL IN FAVOR.

7. Community Networking Roundtable (March 5, 2018 at 7:00 p.m. to review the Strategic Plan for 2018-2022)

8. Board of Education Goals 2018-19 (Second reading)

MOTION #8 (2/8/18) was made (Trahan, Gileau) that the Board approve the 2018-19 Board of Education Goals; ALL IN FAVOR.

IX. NEW BUSINESS

1. **Homeless Students Policy and Regulation #5118.11** (First reading)
2. **Public and Executive Sessions Bylaw #9322** (First reading)
3. **Medicaid Reimbursement for Special Education Students Policy #3231** (First reading)
4. **First Grade Field Trip to the Amazing World of Dr. Seuss Museum**

MOTION #9 (2/8/18) was made (Gileau, Paul) that the Board approve the first grade field trip to the Amazing World of Dr. Seuss Museum in Springfield, MA on 3/29/18; ALL IN FAVOR.

5. **Tanger Kids Grant** - Application submitted by the Principal to this grant on January 17, 2018 in the amount of \$2,500 for the purpose of "Building Technological Capacity and Infrastructure". Grant winners will be announced on April 18, 2018.

MOTION #10 (2/8/18) was made (Wilson, Paul) that the Board approve the submittal of the Tanger Kids Grant; ALL IN FAVOR.

6. Personnel

MOTION #11 (2/8/18) was made (Gileau, Paul) that the Board approve Carolyn Stands as a Paraprofessional with Special Services; ALL IN FAVOR.

MOTION #12 (2/8/18) was made (Beauparlant, Gileau) that the Board approve Tanya Martens as a Paraprofessional with Special Services; ALL IN FAVOR.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled March 8, 2018 at 7:00 p.m.
- 2018-19 Budget Proposal and Timeline
- Homeless Student Policy and Regulation #5118.11 (Second reading)
- Public and Executive Sessions Bylaw #9322 (Second reading)
- Medical Reimbursement for Special Education Students Policy #3231 (Second reading)
- Community Networking Roundtable/Strategic Plan for 2018-2022

XI. EXECUTIVE SESSION

MOTION #13 (2/8/18) was made (Trahan, Wilson) to move into Executive Session at 8:30 p.m. for the purpose of discussing Personnel. The Board invited the Superintendent and the Technology Coordinator, Jim Ward, to attend; ALL IN FAVOR.

The Board moved out of Executive Session at 8:56 p.m.

MOTION #14 (2/8/18) was made (Trahan, Beauparlant) to eliminate the certified teaching position of Technology Coordinator effective June 30, 2018 due to reductions in state funding to municipalities; Vote: 5 in favor, 1 abstain (Paul). Motion carries.

MOTION #15 (2/8/18) was made (Trahan, Wilson) to authorize the Superintendent of Schools to contract the 1099 services of a Technology Consultant for our school system effective July 1, 2018; Vote: 5 in favor, 1 abstain (Paul). Motion carries.

MOTION #16 (2/8/18) was made (Trahan, Wilson) to waive the bid process and authorize the Superintendent of Schools to secure the services of Jim Ward as a Technology Consultant effective July 1, 2018; Vote: 5 in favor, 1 abstain (Paul). Motion carries.

XII. ADJOURNMENT

MOTION #17 (2/8/18) was made (Trahan, Wilson) to adjourn at 8:59 p.m.; ALL IN FAVOR.

Witness

Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools
 BOE APPROVED ON 3/22/18

Date**Attest****Date**