

**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 – Monthly BOE Meeting**

Thursday, March 22, 2018

Board of Education Meeting Room - 7:00 p.m.

*(This is a rescheduled meeting. The March 8, 2018 meeting was cancelled due to inclement weather.)*

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

**ATTENDANCE**   **Present:** Diana Ingraham (Chairperson), Kate Beauparlant, Barbara Gileau (Secretary),  
Kristin Trahan (Vice-Chair), Christopher Wilson

**Absent:** Skart Paul and Flo Harman

**Also Present:** Adam S. Burrows (Superintendent)

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

**III. CITIZENS / COMMENTS** None

**IV. GUESTS** None

**V. CONSENT AGENDA**

**MOTION #1 (3/22/18) was made (Trahan, Wilson) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.**

**VI. ADMINISTRATIVE REPORTS**

**1. Principal's Report**

*Students as a Focal Point*

- **SRBI** - Session 4 began on March 21, 2018 to provide literacy and math services to 76 students in kindergarten through eighth grade.
- **After School Tutorial** - Session 4 began on March 22, 2018.
- **Winter Sports**
  - Cheer** - Our Cheerleaders put on a wonderful routine during the annual Cheer Competition on February 9, 2018. Congratulations to our cheerleaders and coaches (Kayla Barber and Darlena Loranger) on a wonderful season.
  - Girls Basketball** - Our Girls Basketball team played in the SEMSAC Finals on February 23, 2018 and placed first in our conference. Congratulations to our team and coaches (Chuck Salter and Nicole Vitali).
  - Boys Basketball** - Our Boys Basketball team played in the SEMSAC Finals on February 23, 2018 and placed second in our conference. Congratulations to our team and coaches (James Bruno and Jeff Blanchard).
- **School Spirit Week and Pep Rally** - Themed days included: Grade Color Day, Decade Day, Twin Day, Dress for Success Day, and concluded with Blue and Gold Day, a Pep Rally and Jump Rope Challenge. Congratulations to Olivia Trahan for winning the Jump Rope Challenge.
- **Read Across America Week and United Way Volunteer Readers** - Cat in the Hat (Hat Day), Fox in Socks (Crazy Socks Day), Wacky Wednesday (Mismatch Day), Thing One and Thing Two (Crazy Hair Day), and The Sleep Book (PJ Day).
- **Pennies for Patients** - During March 1-23, 2018, our students and staff collected \$5,875.74 for the Leukemia and Lymphoma Society.
- **Eastern Regional Middle School Festival (ERMS)** - Jennifer Knickerbocker, Music Teacher/Director took three students (Audrey Giroux - Alto and Mixed Choir, Aubrie Hlavac - Alto and Mixed Choir, and Summer Milette - Flute and Band) to the ERMS on March 10, 2018 at Conn College for a Choir Concert and a Band Concert.

*Curriculum, Learning, and Instruction*

- **Griswold High School Curriculum Collaboration** – March 2, 2018, the GHS Principal, Erin Palonen, and Academic Team Leaders visited VES to meet with our JHS staff and observe our JHS classrooms.

- Staff Professional Development –
  - Certified - Our Professional Development Day was held on March 9, 2018. The Regional Professional Development Day was held the same day, so nine of our staff members attended trainings at local area schools/districts. Eleven staff members presented eighteen workshops throughout the day, in an effort to provide a variety of learning opportunities for professional growth. Workshop sessions included: Focus on Writing (The Writer’s Workshop Model and Empowering Writers), Focus on Technology (Class Link, 3-D Printing, Green Screen, Google Classroom, Class Dojo, and Technology Programs/Resources & Organizing Gmail/Calendar), Focus on Content (Unpacking the Next Generation Science Standards/Chemical Safety, The Five Areas of Reading and Literacy Instruction for Struggling Readers, Read Naturally Live - Beyond the Basics: Comprehension, SBAC ELA Interim Assessments and Hand Scoring Rubric, and Mathematics Instruction for Struggling Learners), and Focus on Behavior (Behavior Interventions and Behavior Intervention Plans).
  - Non-Certified - Completed the following trainings for new paraprofessionals: Staff Orientation, BBP Training, DCF Mandated Reporter Training, Diversity Training, and Pre-Literacy Training. They received CT Child Care Training on March 9, 2018 and Pediatric CPR/AED Training on March 15, 2018, in accordance with CT OEC and NAEYC requirements. Thank you to Brian Racicot, Certified American Red Cross Trainer, who trains staff members and coaches in First Aid, CPR, and AED.

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

- **Safety Drills** - Fire Drills (4), Lockdown Drills (5), Earthquake Drill (1), Evacuation Drill (Scheduled for May)

***Community and Public Relations***

- **PTO** - Met on February 20, 2018 and March 20, 2018. The next meeting is scheduled for April 24, 2018 at 3:30 p.m. The PTO Providence Bruins Game was held on February 18, 2018 and a Ceramic Bowl Family Paint Night was March 8, 2018.

**2. Director of Student Services**

- The Social Decision Making initiative had its second planning session on Feb. 28, 2018, at the department’s monthly meeting. The department and administration are fully committed to researching what activities or programs are appropriate to meet this need at this educational level. We met with Beth Serra, a NFA school psychologist, who has worked with Intellectually Disabled students at the high school level on social skills that include responsible decision making. She brought two curriculums she has used. After a discussion, we decided to study the Circles Curriculum, a subset of the Life Horizons Curriculum. Department members volunteered to study the curriculum and begin planning lesson for next school year. Release time will be requested to begin this planning. Ms. Serra indicated that she would seek permission to loan the Circles Curriculum material to our department for our initial planning activities. If the materials continue to satisfy our interest in using this curriculum, we will request they be purchased for use next school year.
- As of March 7, 2018, this Director has chaired 105 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.
- As of February 8, 2018 the 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	
<b>Total</b>	<b>74 (includes 1 with Nexus of Groton)</b>	<b>38</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 March through May, 2018
- An Enrollment Report noted 294 students in Pre-K through grade 8, and 132 high school students.

- Mystic Museum of Art - Nancy MacBride entered nine pieces created by Voluntown students into the "Young at Art" Show. There were a total of 199 artworks on display representing 26 schools and other individuals. Out of the nine Voluntown entries, four won awards; *Middle School 3D Awards* - John Howe (Second Place), Hailey McGuirl (Third Place) and Christina Clements (Honorable Mention), and *Lil Maxwell Awards for Creativity* - Jahsiah Elliott
- BOE returned as of 3/22/18 \$47,366.01 to the Town due to grant reimbursements and tuition
- CABA Liaison Newsletter
- Presentation to the Members of the Education Committee at the Connecticut State Legislator
- Letters to State Rep. Kevin Skulczyck and Senator Heather Somers asking them to restore some of the ECS funds to VES.

**MOTION #2 (3/22/18) was made (Trahan, Gileau) that the Board of Education authorize the Chairperson to submit letters to State Rep. Kevin Skulczyck and Senator Heather Somers; ALL IN FAVOR. Motion carries.**

- Workers Comp/LAP Insurance Committee Meeting Minutes
- 2017-2018 Faculty/Staff Assignments
- NFA School Calendar 2018-19
- NFA Tuition Rate letter 2018-19
- NFA congratulatory letter recognizing Kelly Daigneault as Student of the Month for academic excellence, followed by a letter from the Superintendent on behalf of the BOE
- Griswold's tuition rates letter and history chart 2018-19
- Griswold's Tuition Policy and Regulation # 3240 and Policy # 5118

## **VII. COMMITTEE REPORTS**

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

- Two of our emergency lights, one for the area and one for the exit sign on the stage needed battery replacements. Mr. Ricard reviewed the cost of replacing the batteries (\$19.95 each plus shipping and handling) and found that purchasing two new LED units actually costs less. This is an upgrade and will use less electricity.
- We have two wells that service our school. Well #1 was drilled in 1989 and Well #2 was drilled in the mid 90s. Well #1 is broken and needs a new pump. Mr. Ricard secured quotes. This replacement will be completed as soon as possible.
- Emergency repairs by TRANE, mechanical contractors, were completed on a roof top ventilation unit to replace a "rusted-out" 12-year old burner and heat exchanger in the area over rooms 16, 17, 21, and 22. This unit was shut off to avoid cold air feeding into these classrooms. We are now fully operational.
- There were two lavatory exhaust fans needing repairs. The one over rooms 21 and 22 had a burnt out motor and the other had a bearing failure on a 1960 unit over rooms 14, 15, 16, and 17. Repairs were completed.
- Four 1991 heating and ventilation timers are being replaced to automatically control on and off heating and ventilation systems throughout the school. This is completed in the interest of energy efficiency.
- We have been thankful for any warmer days. During the cold season additional time was spent each day with safety inspections on all access points of the school and central office. We have used a record amount of ice melt to maintain safe sidewalks.
- This ice melt has helped preserve the gym floor finish that deteriorates quickly when we use sand.
- The PTO has offered to purchase a new water fountain that allows for filling water bottles and is ADA compliant. We do not currently have the funds to hire a plumber for a proper installation. Hopefully, there may be funds available at the end of the budget year to accommodate this PTO request.
- The generator has recently received an annual service and testing by Kingsley Power equipment, the original installers. Mr. Ricard has replaced a seven-year old battery at a significantly lower cost.
- The 10,000 gallon oil tank received a required "tightness testing" that actually utilizes sophisticated sound equipment. Service Station Equipment completed this \$450 assessment. The results show the tank is in full compliance with existing safety standards. The report will be submitted to DEEP to comply with older tank regulations.
- Inclement weather, electrical outages, and fallen trees in Voluntown required the school to be canceled on Thursday, March 8 and Friday, March 9, 2018. If needed, the school was available as a shelter, a place to fill water containers or take a shower. Mr. Ricard cleared all walkways and emergency exits in the school. Our plowing service cleared the driveway, parking areas, and the bus depot.

- Mr. Ricard made a repair to a ventilation unit above the dropped ceiling on the underside of the roof in the library. He replaced both belts, filters, and made adjustment in the drive shaft. This increased the airflow to proper levels and specifications. He found the exhaust side was not functioning and the supply was only partially working. This unit has been properly functioning for the past several days.
- Fans in the gym have been cleaned. Filters in the gym ventilation system were changed. Lights were replaced, as needed. Mr. Ricard has a special lift (now 28 years old and working like new) that allows him to safely complete this work.
- The eight year old battery for the tractor was replaced.

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

- The YSB will meet on Wednesday, April 11, 2018 at 3:45 p.m.
- The Dodge Ball Tournament was held on Saturday, March 3, 2018 and was well-attended with 7 JHS students groups and 14 high school/adult groups participating.
- Future YSB 2017-18 Meetings are on Wednesdays at 3:45 p.m. on April 11, May 9, and June 13.
- Current and upcoming programs include Computer-Assisted Design/3D Printing, Science Club, Card Creating/Paper Crafts, Crazy 8 Math, Babysitter Course, 5-K Race, and others.

## **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 the established curriculum and review priority recommendations by committees coordinate topics for curriculum.

## **4. Transportation Committee: A meeting was held on February 20, 2018. Items reviewed were:**

- A multi-year history of the actual costs of transportation
- The current inventory of vehicles: miles, maintenance, wear-life, and state inspections
- Bus and Van Drivers: Annual Training Requirements and Bus routes for 2017-2018
- Special Education transportation, Field trips and sports program; Status of the Five-Year Lease/Purchase
- Safety equipment: two-way radios, surveillance equipment

## **5. School Security and Safety**

- ALL HAZARDS PLAN has been submitted to the State of Connecticut Department of Homeland Security
- Continuous improvements are being made each school year to update and improve school security processes and safety procedures.
- A School Security forum was held on Monday, March 5, 2018 at 10:00 a.m. at Griswold Middle School. Tracey Hanson, First Selectwoman, and Adam S. Burrows represented Voluntown. Emphasis was placed on updating our procedures and identification of available resources to support emergency management efforts.

## **6. School Readiness Council**

- Our 2017-2018 School Readiness Grant of \$198,000 was approved for 2017-18 but recent changes in the rules required all 44 slots to be at full capacity on the first day of school. This ruling about enrollment was retroactive to the beginning of the school year. Therefore, our School Readiness grant has been reduced by \$12,150 for a new total of \$185,850.
- We have met the full enrollment of at least forty-four (44) students.
- Several non-resident pre-school students have been enrolled to meet the requirements of the grant. Space is always available to Voluntown residents because, if needed, the 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 workshops and learning opportunities.
- There was no school on Friday, March 9, 2018 in order to complete area professional development workshops based on surveys of the faculty. Important topics for review include: roles and responsibilities of general education and Special Education teachers relative to curriculum modifications, classroom accommodations, co-teaching, behavior/discipline related to 504/IEP, technology tools/resources, and other topics.

**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. Committee members include: Paul Ricard - Director of Maintenance and Facilities; Diana Ingraham - Board of Education; Rachel Ricard - Executive Assistant to the Superintendent of Schools, Jack Wesa – Citizen, Marc Riel - D/E/F Energy Consultant and Jason Neri -Parent
- The next meeting is scheduled for Thursday, April 5, 2018 at 2:00 p.m. in the central office.

**10. Heat Oil Tank Replacement Committee**

- The Oil Tank Replacement committee was established by the Selectmen to officially meet the state guidelines to secure possible state reimbursement. Members include: Jack Wesa (Chair), Paul Ricard (Vice Chair), Jim MacBride, Wendy Gauthier, Barbara Gileau, and Diana Ingraham. The Superintendent attends meetings.
- The Board of Selectmen is required to schedule a town meeting to approve the project and a grant application will be submitted to the State School Facilities Unit prior to June 30 in order to receive state approval for potential reimbursement. The projected date for completing the oil tank replacement is August 2019.

**VIII. OLD BUSINESS****1. Medicaid Reimbursement for Special Education Students Policy #3231 (Second reading)**

**MOTION # 3 (3/22/18) was made (Wilson, Beauparlant) that the Board approve the Medicaid Reimbursement for Special Education Students Policy #3231 as presented; ALL IN FAVOR. Motion carries.**

**2. Homeless Student Policy and Regulation #5118.1 (Second reading)**

**MOTION # 4 (3/22/18) was made (Trahan, Gileau) that the Board approve the Homeless Student Policy and Regulation #5118.1 as presented; ALL IN FAVOR. Motion carries.**

**3. Public and Executive Sessions Bylaw #9322 (Second reading)**

**MOTION # 5 (3/22/18) was made (Beauparlant, Gileau) that the Board approve the Public and Executive Sessions Bylaw #9322 as presented; ALL IN FAVOR. Motion carries.**

**4. 2018-19 Budget Proposal and Timeline** - The third draft of the budget proposal for 2018-19 is \$6,850,129 which represents an increase of \$64,475 or 0.95% over the 2017-18 town approved (12-20-17) budget of \$6,785,654. Please note that the initial 2018-19 proposed increase was \$202,520 or 2.98% on January 11, 2018, which means there were \$138,045 of cost saving adjustments made since that initial proposal.

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 85<sup>th</sup> 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.)

**MOTION # 6 (3/22/18) was made (Gileau, Trahan) that the Board approve the budget proposal for 2018-19 of \$6,850,129 which represents an increase of \$64,475 or 0.95% over the 2017-18 town approved budget of \$6,785,654.; ALL IN FAVOR. Motion carries.**

**5. Community Networking Roundtable (March 5, 2018 at 7:00 p.m.)** – reviewed a number of upcoming events in Voluntown

**IX. NEW BUSINESS****1. Strategic Plan for 2018-2022 (First reading)****2. Student Services Secretary (Resignation of Giselle Neri)**

**MOTION #7 (3/22/18) was made (Beauparlant, Trahan) that the Board accepts the resignation from the Student Services Secretary, Giselle Neri; ALL IN FAVOR. Motion carries.**

**3. Student Services Secretary (Linda Raymond)**

**MOTION #8 (3/22/18) was made (Wilson, Gileau) that the Board appoints Linda Raymond as the Student Services Secretary; ALL IN FAVOR. Motion carries.**

**4. 2017-18 Calendar Adjustment**

**MOTION #9 (3/22/18) was made (Wilson, Gileau) that the Board approves the revised 2017-18 School calendar as presented with the last student day scheduled for Friday, June 22, 2018; Vote; 3 ayes and 2 abstain (Trahan, Beauparlant). Motion carries.**

**5. Personnel****6. Healthy Food Certification Requirements**

**MOTION #10 (3/22/18) was made (Gileau/Wilson) that the Board of Education complies with the Healthy Food Certification mandates: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups. ALL IN FAVOR. Motion carries.**

**MOTION #11 (3/22/18) was made (Beauparlant, Gileau) that the board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. ALL IN FAVOR. Motion carries.**

**MOTION #12 (3/22/18) was made (Wilson, Trahan) that the board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. ALL IN FAVOR. Motion carries.**

**MOTION #13 (3/22/18) was made (Trahan, Gileau) that the Board authorizes the Superintendent of Schools to submit the Healthy Food Certification/Statement for 2018-19. ALL IN FAVOR. Motion carries.**

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled April 12, 2018 at 7:00 p.m.
- 2018-19 Budget Proposal and Timeline
- Strategic Plan for 2018-2022 (Second reading)

**XI. EXECUTIVE SESSION None****XII. ADJOURNMENT**

**MOTION #14 (3/22/18) was made (Gileau, Trahan) to adjourn at 8:57 p.m.; ALL IN FAVOR.**

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**Witness**

Respectfully Drafted and Edited by:  
*Dee Dee Jackman, Board of Education Clerk*  
*Adam S. Burrows, Superintendent of Schools*  
 Approved at the April 22, 2018 meeting.

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**Date**


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**Attest**


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**Date**