

“UNAPPROVED”

**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

**PUBLIC HEARING and BOARD OF EDUCATION MEETING MINUTES**

Thursday, April 11, 2019  
Board of Education Meeting Room - 7:00 p.m.

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- I. CALL TO ORDER** Chairperson Diana Ingraham called the Public Hearing and regular BOE meeting to order at 7:00 p.m. A discussion was held regarding the Board of Education 2019-20 Budget Proposal. The Superintendent and the Board reviewed the recent budget proposal for 2019-20 of \$6,785,196 representing a decrease of -\$104,622 or -1.52% below the 2018-19 approved budget of \$6,889,818.

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

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

- III. CITIZENS / COMMENTS** - Voluntown Selectwoman, Tracey Hanson, was present and mentioned that there may be items that the selectman's office can list under their Capital Project Plans relating to the school that could possibly be partially funded by the Town Budget.

- IV. GUESTS** - None

- V. CONSENT AGENDA**

**MOTION #1 (4/11/19) was made (Wilson, Beauparlant) 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***

- **Pennies for Patients** - From March 1-22, 2019, our students and staff collected money for the Leukemia and Lymphoma Society. The final amount collected for this charity was \$7,444.16. Thank you Jackie Vaillancourt for organizing this service learning project each year.
- **April is National Autism Awareness Month** - The Student Services Department has scheduled a series of events in order to promote autism awareness, autism acceptance, and to raise funds for the Autism Society. Events include: April 2, 2019 - Kick-off to Autism Awareness Month/Wear Blue Day.
- **Talent Show** - Our Talent Show was held on April 10, 2019. Thank you to Jenn Knickerbocker and Margaret Voland for organizing this annual event.
- **NJHS Induction** - The Trimester 1 and Trimester 2 National Junior Honor Society Induction Ceremony was held on April 11, 2019 to welcome new inductees into the NJHS. Congratulations to Trimester 1 Inductees: Caitlyn Claspell, Tyler Williams and Amanda Wrobel. Trimester 2 Inductees Justyn Blanchard and Ilah Marsh.

***Curriculum, Learning, and Instruction***

- **Fund For Teachers Grant** - Lauren Roderick, 5/6 grade Science teacher, was awarded the \$5,000 Fund for Teachers (FFT) Grant, which she applied for this fall.
- **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** - Include 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.
- **Grants/Reports/Applications** - Connecticut Office of Early Childhood Grant (submitted); FY 19 School Readiness and Quality Enhancement Grants (due May 17, 2019); and Community Eligibility Provision (CEP) - Site Eligibility Application (submitted April 5, 2019)

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

- **School Safety** - Brief orientation meetings are held on a regular basis for Substitutes and Volunteers to review the 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 (6), Earthquake Drill (1), Lockdown Drills (3)

**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. The PTO held a movie night on March 29, 2019, and a family dance being planned for the spring.
- **Youth Service Bureau/Local Prevention Council** - The YSB-LPC Advisory Board meets on the second Wednesday of each month at 5:00 p.m. in the central office. YSB GRASP Programs are offered on Monday afternoons throughout the school year. **GRASP** programs will include Fisheries Awareness, Denison Pequot Nature Center and Legos for the last session starting on April 22, 2019.

**2. DIRECTOR OF STUDENT SERVICES REPORT**

- In response to suggestions from members of the Board of Education, the administrative team restructured case managers’ assignments to eliminate the necessity of adding a fifth special education teacher. On March 28, 2019 the tentative new case manager assignments were discussed with the department. The new plan reduces co-teaching assignments and utilizes paraprofessionals for additional adult support in those classes.
- As of 4/4/19, this Director has chaired 117 PPT/504/parent 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, United Services Inc. in Willimantic, 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	54	24
9-12+	20	15
Out Placed	5	
<b>Total</b>	<b>79 (includes 1 with Nexus of Groton)</b>	<b>39</b>

- Current census of students receiving 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 April through June, 2019
- An Enrollment Report noted 276 students in Pre-K through grade 8 and 124 high school students.
- BOE received grants, tuition payments and other funds and gave to the Town \$77,542.59 in 2017-18. Thus far, \$65,780.59 is the projected return to the Town account for 2018-19.
- Letters from the BOE to John Lima and Mary Rollins acknowledging receipt of their letters announcing their retirements. Many thanks and appreciation for their 20 and 25 years of dedicated service, respectfully.
- CABE Liaison Newsletter for April, 2019
- Emergency window repair:  
**MOTION #2 (4/11/19) was made (Trahan, Wilson) to waive the bid process and allow a \$13,549 contract with DEF to repair the leaky windows in the Early Childhood area of VES after the warranty is checked; ALL IN FAVOR. Motion carries.**

**VII. COMMITTEE REPORTS**

Indoor Air Quality – The Board reviewed the Capital Improvement Plan.

**VIII. OLD BUSINESS****1. 2019-2020 Budget Proposal**

The current budget proposal for 2019-2020 of \$6,785,196 represents a decrease of -\$104,622 or -1.52% below the 2018-2019 town approved total of \$6,889,818.

This initial proposal includes:

- Negotiated salaries for teachers, non-certified, and classified faculty and 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 8.0% in the cost of health insurance.
- Projected energy costs for heating fuel, propane, electricity, and diesel/gasoline.
- Continuation of the 10-11-18 Board of Education decision to reorganize without a full-time Assistant Principal
- A new Art Teacher (M-3) due to a retirement
- Contracted Social Work Services

Eliminated from the previous budget proposal:

- Security and telephone upgrades
- New mats in the gymnasium
- A new global language teacher (M-3 plus benefits)
- A new Special Education teacher

The budget process is a cooperative approach between the Town and Board of Education to allow for community input and involvement. The goal is make every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes. This proposal must be reviewed and adjustments considered during these challenging economic times. Our ultimate goal is to meet the educational needs of students.

**MOTION #3 (4/11/19) was made (Trahan, Beauparlant) that the Board approves the budget proposal for 2019-20 at \$6,785,196 representing a decrease of -\$104,622 or -1.52% below the 2018-19 approved budget of \$6,889,818; ALL IN FAVOR. Motion carries.**

**MOTION #4 (4/11/19) was made (Wilson, Trahan) that the Board approves re-organizing and creating a library program that supports STEM/STEAM, Makerspace programs and also a new writing program for students in grades 7-8; ALL IN FAVOR. Motion carries.**

**2. DEF Energy Conservation Project: Reviewed by Eversource**

**MOTION #5 (4/11/19) was made (Wilson, Trahan) that the Board approves the DEF Energy Conservation Project; ALL IN FAVOR. Motion carries.**

**3. Policy #3541.2 – Bus Drivers (Second reading)**

**MOTION #6 (4/11/19) was made (Wilson, Beauparlant) to approve the Bus Drivers Policy #3541.2 as presented; ALL IN FAVOR. Motion carries.**

**4. Policy #5131.81 – Electronic Devices (Second reading)**

**MOTION #7 (4/11/19) was made (Beauparlant, Wilson) to approve the Electronic Devices Policy #5131.81 as presented; ALL IN FAVOR. Motion carries.**

**IX. NEW BUSINESS****1. Eighth Grade Graduation**

**MOTION #8 (4/11/19) was made (Beauparlant, Trahan) that the Board of Education approves the date of Monday, June 10, 2019 at 6:00 p.m. for the Eighth Grade Graduation; ALL IN FAVOR. Motion carries.**

## 2. Track Coaches

**MOTION #9 (4/11/19) was made (Trahan, Beauparlant) to accept Brian Racicot's resignation as Head Coach for Track and Field; ALL IN FAVOR. Motion carries.**

**MOTION #10 (4/11/19) was made (Trahan, Beauparlant) to accept Emily MacEwen's resignation as Assistant Coach for Track and Field; ALL IN FAVOR. Motion carries.**

**MOTION #11 (4/11/19) was made (Trahan, Beauparlant) to appoint Rhonda Burse as the Head Coach for Track and Field; ALL IN FAVOR. Motion carries.**

**MOTION #12 (4/11/19) was made (Trahan, Wilson) to appoint Andrea Kelly as the Assistant Coach for Track and Field; ALL IN FAVOR. Motion carries.**

## 3. One-on One Science Tutor – Tabled to the next BOE meeting.

## 4. Custodian Retirement (John Lima)

**MOTION #13 (4/11/19) was made (Wilson, Beauparlant) to accept John Lima's resignation as Custodian and thanks him for his many years of service; ALL IN FAVOR. Motion carries.**

## 5. School Nurse Retirement (Mary Rollins)

**MOTION #14 (4/11/19) was made (Trahan, Wilson) to accept Mary Rollin's resignation as School Nurse and thanks her for her many years of service; ALL IN FAVOR. Motion carries.**

## 6. Board of Education Self-Evaluation (Distributed at the meeting - first reading)

## 7. Board of Education Goals for 2019-20 (First reading)

## 8. Administrative Goals for 2019-20 (First reading)

## 9. Second Grade Field Trips

**MOTION #15 (4/11/19) was made (Trahan, Beauparlant) to approve the Second Grade field trip on May 3, 2019 to the Ecotarium in Worcester, MA and on May 14, 2019 to the Southwick Zoo in Mendon, MA; ALL IN FAVOR. Motion carries.**

## X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled May 9, 2019 at 7:00 p.m.
- One-on-one Science Tutor
- Board of Education Self-Evaluation (Second reading)
- Board of Education Goals for 2019-20 (Second reading)
- Administrative Goals for 2019-20 (Second reading)
- Superintendent's Evaluation (Second reading)

## XI. EXECUTIVE SESSION - None

## XII. ADJOURNMENT

**MOTION #16 (4/11/19) was made (Trahan, Wilson) to adjourn at 8:44 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*