

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

MINUTES – PUBLIC HEARING and Monthly BOE Meeting

Thursday, April 12, 2018
Board of Education Meeting Room - 7:00 p.m.

PUBLIC HEARING: Chairperson Diana Ingraham opened the Public Hearing at 7:00 p.m. regarding the Board of Education 2018-19 Budget Proposal in the Board of Education Meeting Room. The Superintendent and the Board reviewed the recently adjusted budget proposal for 2018-19 at \$6,920,039 representing an increase of \$134,385 or 1.98% over the 2017-18 approved budget of \$6,785,654.

CITIZENS / COMMENTS: Voluntown Selectwoman, Tracey Hanson, was present, along with Jack, Kathy and Jenna Wesa. Questions and comments were exchanged between citizens and the Board of Education regarding the proposed budget.

I. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:15 p.m.

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

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

III. CITIZENS / COMMENTS Jenna Wesa made a presentation and read a letter she wrote to the Board about the EASTCONN ACT Magnet High School

IV. GUESTS None

V. CONSENT AGENDA

MOTION #1 (4/12/18) was made (Gileau, Beauparlant) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

MOTION #2 (4/12/18) was made (Gileau, Beauparlant) to add an item to New Business to discuss the possibility of making Good Friday and Columbus Day half days for the 2018-19 School year calendar; VOICE VOTE. 3 ayes, 1 opposed (Wilson). Motion carries.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- **SRBI** - Session 4 began on March 21, 2018 and provides literacy and math services to students in kindergarten through eighth grade.
- **After School Tutorial** - Session 4 began on March 22, 2018.
- **Eagle Electives** - The sixth and final Eagle Electives will be held on May 18, 2018.
- **Spring Sports** - Track & Field season began on April 9, 2018.
- **Pennies for Patients** - Students and staff collected money for the Leukemia and Lymphoma Society. The final amount collected for this charity was \$7,623.09. Thank you to 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.

- **The Day the Crayons Quit** - April 5, 2018, students involved in our Drama Club in second through fourth grade put on a successful production of The Day the Crayons Quit.
- **Spring Garden Clean-Up** - Margaret Voland scheduled the annual VES School Garden Clean Up for April 7, 2018 from 9:00 a.m. to 12:00 p.m. to celebrate Earth Day.
- **Talent Show** - April 11, 2018 in the VES Gymnasium.
- **NJHS Induction** – The Trimester 1 and 2 National Junior Honor Society Induction Ceremony was held on April 12, 2018 to welcome new inductees. Congratulations to Trimester 1 Inductee Kayley Patton, and Trimester 2 Inductees John Howe, Summer Milette, and Nicole Schulze.

Curriculum, Learning, and Instruction

- **Grants/Reports/Applications:** School Readiness Monthly Report, Early Childhood Outcomes (ECO), FY19 School Readiness and Quality Enhancement Grants, CSDE Child Nutrition Programs (Direct Certification and Medicaid), Community Eligibility Provision (CEP)

Building, Grounds, and Transportation & Safety

- **Safety Drills** - Fire Drills (4), Lockdown Drills (6), Earthquake Drill (1), Evacuation Drill (Scheduled for May)

Community and Public Relations

- **PTO** - Next meeting scheduled for April 24, 2018 at 3:30 p.m. Events include: April 5, 2018-Mexican Folk Artists Assembly, April 8, 2018-Noche Mexican Fundraiser at Margaritas Mexican Restaurant, April 19, 2018-Texas Roadhouse Fundraiser, April 30 through May 4, 2018-Book Fair / Screen Free Week, and May 18, 2018-PTO sponsored Spelling Bee.
- **Youth Service Bureau** - Meeting was held on April 11, 2018. Their next meeting will be held on May 9, 2018 at 3:45 p.m. Future events include: Spring GRASP Programs, May 12, 2018 YSB Super 5K, and May 29, 2018 Connecticut State Police Internet Safety/Social Media Presentations.

2. Director of Student Services

- The Student Services Department and administration are fully committed to developing activities and/or programs to meet the social decision making needs of students with disabilities 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. 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. NFA will loan its copy of the Circles Curriculum to us for use in June. If the materials continue to satisfy our interest in using this curriculum, we will request they be purchased for use next school year. The team will work on this curriculum during the teacher work days at the end of the school year.
- As of 4/12/18, this Director has chaired 139 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	54	21
9-12+	19	17
Outplaced	9	
Total	82 (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 April through June, 2018
- An Enrollment Report noted 294 students in Pre-K through grade 8, and 132 high school students.

- BOE returned to the Town \$47,366.01 as of 4/12/18 due to grant reimbursements and tuition
- Voluntown Demographic, Education and Historical Statistics
- Letters to State Rep. Kevin Skulczyck and Senator Heather Somers asking them to restore state funding. Voluntown had the second highest percentage “holdback” as compared to all the state municipalities
- Revised 2017-18 School Calendar
- CABA Liaison Newsletter
- Superintendent signed a School Facility Use request from the Boy Scouts to utilize the school parking lot Mother’s Day weekend for their annual plant sale.

VII. COMMITTEE REPORTS

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

- Mr. Ricard has replaced the batteries in our silent alarms for police security and are expected to be good for four years. Two locations require updating.
- We have two wells that service our school. Well #1 was drilled in 1989 and Well #2 was drilled in the mid 1990s. The state requires our school systems to maintain a backup well. Well #1 recently had a pump failure and was not working. Our contracted water system operators have started the process of replacing the pump in this well. They have discovered an access issue, as there is a rock about six feet down that requires removal before the pump can be pulled. Various approaches are being reviewed to successfully remove this stone blocking access to the well. Several theories are now under review to determine how the stone was lodged into the well pipe. Our best guess is that during snow removal, a town bucket loader accidentally hit the pipe that was buried in the snow. Some welding was completed without realizing a stone had fallen into the pipe. Mr. Ricard is now going into “MacGyver Mode” to save an extra expense of excavating.
- New emergency lights (one area light and one exit light) on the stage were ordered at a very reasonable cost and have been successfully installed by Mr. Ricard. The gymnasium now has all LED emergency lights.
- The ice melt has helped preserve the gym floor finish which deteriorates quickly when we use sand.

2. Youth Services Bureau/Local Prevention Council

- The YSB will meet on Wednesday, April 11, 2018 at 3:45 p.m.
- Future YSB 2017-18 Meetings are on Wednesdays at 3:45 p.m. on 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 purpose of 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 reviewing priority recommendations by committees that 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

- The work of our district’s 12-year old School Safety committee is ongoing in order to coordinate overall activities, review building security needs, follow-through on grant applications, develop budget recommendations, and implement changes. The membership of this group includes town officials, the Fire Department, State Police, a Board of Education representative, administrators, other school personnel, and security consultants, as needed. This committee has guided the process of completing many school security

upgrades over these past several years. This committee reviews and completes a follow-up evaluation of our annual Evacuation Drill.

- Security and safety procedures are an important part of our day-to-day school and building activities. We have had great successes guided by our Crisis Intervention Team. The C.I.T meets on a monthly basis to coordinate procedures and schedule comprehensive activities with appropriate age level drills for students. The Board of Education receives a monthly update and complete listing of any safety drills. The most important priority of the C.I.T. is maintaining current procedures for a wide range of scenarios. Professional Development activities are developed and quickly implemented on a regular basis to keep all faculty and staff updated about safety procedures, communication codes, and the wide variety of activities for maintaining a safe and secure school system.
- Over the next few months we will be updating our ALL HAZARDS PLAN for 2018-2019.
- 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.
- There is a mid-May deadline for submitting the 2018-2019 School Readiness grant application and this will be based on an opening day enrollment of 44 students to maintain the \$198,000 for another year.
- Several non-resident pre-school students will need to enroll in 2018-2019 to meet the requirements of the grant. Space is always available to Voluntown residents, if needed, because the last registered non-resident student would not continue in the program to make sure that a Voluntown resident could be 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 meeting is scheduled for Wednesday, May 16, 2018 to review our efforts to maintain full compliance with all state and federal requirements and also the priorities of our Voluntown 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.
- A meeting was held on Thursday, April 5, 2018 at 2:00 p.m. in the central office to review cost saving strategies. If Voluntown extends the duration of the contract from 20 to 25 years we will immediately receive a slightly lower rate. A no-cost energy audit will be completed during the week of April 16, 2018 to determine ways to reduce peak levels of electricity usage which may result in additional savings.

10. Heat Oil Tank Replacement Committee

- The Oil Tank Replacement committee was established by the Selectmen to officially guide the overall process and 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 committee is in the process of reviewing bids from three consulting engineering firms and, after checking references, will make a recommendation to the Boards of Education and Selectmen. The consulting firm will then develop bid specifications, projected costs, and help file the necessary paperwork to secure State Department of Education reimbursement for identified reimbursable expenditures.
- 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 in order to receive approval for potential reimbursement. The projected date for completing the oil tank replacement is August 2019.

VIII. OLD BUSINESS

1. **2018-19 Budget Proposal and Timeline** - On March 22, 2018, the Board of Education approved a draft of a budget proposal for 2018-19, which was \$6,850,129 which represents an increase of \$64,475 or 0.95% over the 2017-18 town approved budget of \$6,785,654. Recent changes required the Superintendent to make adjustments and the current proposal for 2018-19 represents \$6,920,039 for an increase of \$134,385 or 1.98% over the 2017-18 budget of \$6,785,654.

This proposal includes:

- Negotiated salaries for teachers, classified faculty and the non-certified personnel.
- 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 Norwich Free Academy, Griswold High School, Norwich Tech, Ellis Tech, Quinebaug Middle College, Marine Science Magnet High School and Killingly Vo-Ag program.
- A *projected* increase of 5% in the cost of health insurance.
- *Projected* energy costs for heating fuel, propane, electricity, and diesel/gasoline.

The Board of Education will need to review the status of the 2018-19 Budget Proposal at the May 10, 2018 meeting to make adjustments based on the state ECS grant, costs of health insurance and the results of Planning and Placement Team Meetings to determine Special Education Outplacements. It is hopeful that cost savings can be made prior to the Town Meeting, which may be scheduled for the end of May or beginning of June.

MOTION # 3 (4/12/18) was made (Gileau, Beauparlant) that the Board approves the budget proposal for 2018-19 of \$6,920,039 which represents an increase of \$134,385 or 1.98% over the 2017-18 town approved budget of \$6,785,654; ALL IN FAVOR. Motion carries.

2. **Strategic Plan for 2018-2022** (Second reading)

MOTION #4 (4/12/18) was made (Gileau, Wilson) to approve the Strategic Plan for 2018-2022 as presented; ALL IN FAVOR. Motion carries.

IX. NEW BUSINESS

1. **Track Coaches**

MOTION #5 (4/12/18) was made (Gileau, Beauparlant) that the Board of Education approves Brian Racicot as Track Coach; ALL IN FAVOR. Motion carries.

MOTION #6 (4/12/18) was made (Gileau, Beauparlant) that the Board of Education approves Rhonda Bursey as Assistant Track Coach; ALL IN FAVOR. Motion carries.

MOTION #7 (4/12/18) was made (Gileau, Wilson) that the Board of Education approves Emily MacEwen as Assistant Track Coach; ALL IN FAVOR. Motion carries.

2. **2017-18 Evaluation of Superintendent** (First reading)

MOTION #8 (4/12/18) was made (Wilson, Beuparlant) to move this item into Executive Session; ALL IN FAVOR. Motion carries.

3. **Eighth Grade Graduation**

MOTION # 9 (4/12/18) was made (Wilson, Gileau) that the Board of Education approves the date of Friday, June 22, 2018 at 6:00 p.m. for the Eighth Grade Graduation; ALL IN FAVOR. Motion carries.

4. **Request to change July 12, 2018 BOE Meeting date**

MOTION #10 (4/12/18) was made (Beuparlant, Wilson) to change the July 12, 2018 BOE Meeting to July 26, 2018; ALL IN FAVOR. Motion carries.

5. **The Board discussed the suggestion to consider making Good Friday and Columbus Day half-days for the 2018-19 School year. No action was taken.**

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled May 10, 2018 at 7:00 p.m.
- 2018-19 Budget Proposal and Timeline
- 2017-18 Evaluation of Superintendent (Second reading)
- Presentation – Curriculum Steering Report
- Approve the Principal to sign the FY19 School Readiness and Quality Enhancement Grants

XI. EXECUTIVE SESSION

MOTION #11 (4/12/18) was made (Wilson, Gileau) to move into Executive Session at 9:18 p.m. for the purpose of reviewing the Superintendent's Evaluation; ALL IN FAVOR. Motion carries.

MOTION #12 (4/12/18) was made (Gileau, Wilson) to move out of Executive Session at 9:23 p.m.; ALL IN FAVOR. Motion carries

No action was taken.

XII. ADJOURNMENT

MOTION #13 (4/12/18) was made (Gileau, Beuparlant) to adjourn at 9:26 p.m.; ALL IN FAVOR.

Witness

Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools
 Approved on 5/10/18

Date

Attest

Date