

VOLUNTOWN BOARD OF EDUCATION

195 Main Street, Voluntown, CT 06384
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SUPERINTENDENT OF SCHOOLS: Adam S. Burrows
Board Chair – Diana Ingraham

Barbara Gileau
Cathy Grant, Secretary
Flo Harmon

James Hutchins, Vice-Chairperson
Vikki Smith
Kristen Trahan

BOARD OF EDUCATION
MINUTES
Regular Board Meeting

Thursday, April 6, 2017
Board of Education Meeting Room - 7:00 p.m.

ATTENDANCE: **Present:** Diana Ingraham, Barbara Gileau, Cathy Grant, and Kristen Trahan
Absent: James Hutchins, Vikki Smith and Flo Harman
Also Present: Superintendent Adam S. Burrows and Lloyd A. Johnson, Ph.D.

PUBLIC HEARING: There was a Public Hearing about the Board of Education 2017-18 Budget Proposal at 7:00 p.m. in the Board of Education Meeting Room. The Superintendent and the Board reviewed the budget proposal for 2017-18 at \$6,955,257 representing an increase of \$158,200 or 2.33% over the 2016-17 approved budget of \$6,797,057.

CITIZEN COMMENTS: Voluntown Selectmen Jack Wesa and Robert Sirpenski were present, along with Lloyd VanLanen, Scott Davidson, Joe Miller, Rich Ricard, and Colleen McNally-Reamer. Questions and comments were exchanged between citizens and the Board of Education regarding the proposed budget.

Agenda Item I. CALL TO ORDER: Chairperson Diana Ingraham called the regular meeting to order at 8:22 p.m.

Agenda Item II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

Agenda Item III. CONSENT AGENDA:

MOTION #1 (4/6/17): made by Barbara Gileau and seconded by Cathy Grant to approve the Consent Agenda.
VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item IV. CITIZEN COMMENTS: (see above)

Agenda Item V. GUESTS: None

Agenda Item VI. ADMINISTRATIVE REPORTS:

1. Principal

Session 1: 64 students	Session 2: 68	Session 3: 85	Session 4: 82
Literacy: 41 students	42	53	51
Tier 2: 34 students	34	41	38
Tier 3: 7 students	8	12	13
Numeracy: 23 students	26	32	31
Tier 2: 23 students	26	32	31
Tier 3: 0 students	0	0	0
<u>After School</u>			
Session 1: 11 students	13	15	15

- Pennies for Patients raised \$10,100.10 for the Leukemia and Lymphoma Society. Thank you to Jackie Vaillancourt for running this event.
- Eagle Electives (April 7) - The Safe School Climate Committee organized a monthly advisory program, where students in K-2, 3-5, and 6-8 were mixed up with their peers and staff, built stronger, more positive relationships, and worked on a common interest.
- Sponsored a school-wide “Amazing Animals” Assembly on March 17.
- The annual High School Information Night for grades 6-7 was held on March 17 to assist in the JHS/HS transition process.
- Our Talent Show is being held on April 6. Thank you to Jenn Knickerbocker and Margaret Voland for organizing this annual event.

Curriculum, Learning, and Instruction

- Bi-weekly teams met to revise curriculum, discuss assessments and instructional strategies in order to strengthen our building knowledge and skills.
- Chaired: Curriculum Steering, Enrichment/TAG, Crisis Intervention Team, School Readiness Council and April Faculty Meeting.
- Attended the April Paraprofessional meeting.
- CREC Leadership Workshop Series: Developing and Maintaining Co-Teaching in the School.
- Teachers used planning time to review and strengthen three units of study.
- FY 2018 School Readiness and Quality Enhancement Grant applications are due on May 17.
- GP B-02 Family Fee Schedule Certification Form was signed by the Chief Elected Official, Superintendent, and School Readiness Liaison.
- We have had the following safety drills: 5 fire drills, 5 lockdown drills, and 1 earthquake drill.

Community and Public Relations

- PTO met on March 21.
- Youth Service Bureau - March 11 was the fourth Annual YSB Dodgeball Tournament.

2. Director of Student Services (Submitted by Lloyd A. Johnson, Ph.D.)

- Mr. Burrows, Mrs. Trakas and Mr. Johnson Ph.D. met with Pam Katz, a CompuClaim representative, on March 30, 2017 to discuss the services, projected revenues and fees for engaging with CompuClaim for Medicaid reimbursement for services provided to our identified students receiving Husky Health Insurance coverage.
- The Administrative Team reviewed job descriptions and discussed the distribution of administrative responsibilities. Beginning in the 2017-18 school year, 504 Plans for grades 8 to 12 will be assigned to the Director of Student Services.
- Projections and program needs of VES, high school and outplaced students for 2017-18 are being reviewed. The goal is to increase our capacity to meet the needs of Voluntown students with IEPs in the school building or in programs provided by our designated high schools.
- To date, this director has chaired 88 PPTs.
- Current census of students in Pre-K to 12+ receiving special services:

	IEP	504
Pre-K to 8	52	24
9 to 12+	23	17
Total	75	41

MOTION # 2 (4/6/17): made by Cathy Grant and seconded by Barbara Gileau to authorize the Superintendent to sign a contract with CompuClaim after review by legal counsel.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

3. Superintendent of Schools submitted the following:

- Calendar of Events for March through May 2017.
- Enrollment Report noted 299 students in grades Pre-K through 8, plus 128 high school students.
- CABA Liaison Newsletter.
- Article from the Norwich Bulletin regarding the school budget.
- School calendar for 2016-17 with the revised last day of school as June 16, 2017.
- List of 2016-17 school days cancelled, delayed and early dismissals.
- Letter to Rep. Fleischmann regarding ECS grant allocations.
- Dr. Dianna Wentzell - Certification endorsements and teacher shortage areas.
- Six pages on new education legislation being considered at the State Capitol.

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

- We continue to develop our maintenance budget through the IAQ/TFS/Safety Committee.
- The next meeting is scheduled for May 3.
- Mr. Ricard has now completed a repair to the center stage curtain by personally sewing it back together. A quote for replacement has been received. We will monitor the availability of funds to replace this middle section.
- Tuesday, April 4, is National Healthy Schools Day – a day (and week) when attention is given to the need for a healthy school building. There will also be a special Spring Clean-up day one Saturday in April.

2. Youth Services Bureau/Local Prevention Council

- Future YSB/LPC meetings dates will be on Wednesdays at 3:45 p.m. in the central office on May 10 and June 14.

3. Curriculum Steering Committee

- The Curriculum Steering Committee met on Monday, March 20 and a detailed written summary was included.

4. Transportation

- We are in the process of training a van driver who will hopefully obtain a license within the next several weeks. The delay is due to the lengthy licensing process by the State of Connecticut. We are still advertising for a back-up school bus driver and another van driver for Special Education purposes.

5. School Security and Safety Committee

- Continuous improvements are being made each school year to update and improve school security equipment.
- Our C.I.T., or Crisis Intervention Team, meets on a monthly basis to implement effective security processes and procedures.
- We are reviewing the cost projections for two security upgrades.

6. Technology Committee

- The status and effectiveness of our telephone system has been reviewed and we are waiting for upgrade recommendations.
- A major upgrade in our technology infrastructure was completed in the summer of 2016 to improve access for completing the annual state testing, as well as allowed for an increase in technology resources utilized for instruction.

7. Professional Development and Teacher Evaluation

- Friday, May 19, 2017 is an early dismissal day for Professional Development.

8. School Readiness Council

- The wall removal project for expanding the space in the Pre-School, totally funded by a \$95,000 state grant, is in the final stages of completion.
- This state-funded program allows for a "School Readiness Non-Residency Option" as per Policy C-06 and we have increased enrollment through registering seven (7) non-resident students to avoid the immediate reduction in grant funds.

9. Wellness

- Recent legislation and a recently completed three-year audit recommended an update. We revised our current wellness policy to meet the State of Connecticut mandated deadlines of June 30, 2017.
- There are also mandates for updates in the policy for School Lunch Charging.
- A new mandated checklist for School Nutrition Compliance has been developed to assess each school system and the CSDE plans to post this checklist assessment of every Connecticut school system participating in the USDA program.

10. High School Selection Process

- Kristen Goodwin, our School Counselor, has guided the process for eighth graders to select and apply to their high school of choice for 2017-18. We are now in the final stages of this process.
- Board of Education approved "designated high schools" include Ellis Tech, Griswold, Killingly Ag, QMC, Marine Science Magnet School, NFA, and Norwich Tech.

11. Solar Panel Project

- We align with the net meter year that the utilities adhere to.
- At the end of March, the Connecticut Green Bank ran an analysis of what the system has produced over the past year from the Locus monitor to determine the refund to the town.
- There is a \$2,272.52 monthly fixed cost that Voluntown Public School System has been paying since the activation of the solar panels.

12. Stairway Committee

- Fourteen (14) contractors attended the Pre-bid meeting.
- Bids will be opened on April 24 by John Faulise, the project consultant, for review and reference checks.
- The Stairway Committee is scheduled to meet on May 3 to approve the contractor for the stairway project.
- Board of Selectmen will verify the selection of the contractor recommended by the Stairway Committee.

Agenda VIII. OLD BUSINESS:

1. 2017-2018 Budget Preparation

- The third draft of the budget proposal by the Superintendent of Schools for 2017-18 is \$6,955,257 and represents an increase of \$158,200 or 2.33% over the 2016-17 budget of \$6,797,057.

Agenda Item IX. NEW BUSINESS:

1. Track Coaches (Coach-Brian Racicot: Assistant Coaches-Chuck Salter and Rhonda Bursey)

MOTION #3 (4/6/17): made by Barbara Gileau and seconded by Cathy Grant that the Board of Education approves Brian Racicot as track coach and Chuck Salter and Rhonda Bursey as assistant track coaches.

- Brian Racicot **MOTION** made by Barbara Gileau and seconded by Cathy Grant All in favor
- Chuck Salter **MOTION** made by Cathy Grant and seconded by Barbara Gileau All in favor
- Rhonda Bursey **MOTION** made by Cathy Grant and seconded by Barbara Gileau All in favor

VOICE VOTE: UNANIMOUS; MOTION CARRIES

2. Policy #6172.4 School, Parent and Family Engagement Policy for Title I Students (First reading)

3. Update Facilities Use Form for consistency of Policies #3515 and 1330 (First reading)

4. School Nutrition Compliance (A new mandated checklist)

5. Policy #3542.43 – Lunch Charging Policy and Regulation (First reading)

6. 2016-2017 Evaluation of the Superintendent of Schools (First reading)

7. Eighth Grade Graduation (Wednesday, June 14, 2017 at 7:00 p.m.)

MOTION # 4 (4/6/17): made by Barbara Gileau and seconded by Cathy Grant that the Board of Education approves the date of Wednesday, June 14, 2017 at 7:00 p.m. for the eighth grade graduation.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Agenda Item X. SUGGESTIONS FOR NEXT REGULAR MEETING:

- Scheduled for May 11, 2017 at 7:00 p.m.

Agenda Item XI. EXECUTIVE SESSION: (None)

Agenda Item XII. ADJOURNMENT:

MOTION #5 (4/6/17): made by Cathy Grant, seconded by Kristen Trahan that the Board of Education adjourns at 9:25 p.m.

VOICE VOTE: UNANIMOUS; MOTION CARRIES

Witness

Date

Attest

Date

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