

Curriculum, Learning, and Instruction: Grants/Reports/Applications

- **Tanger Kids Grant** - We received the \$1,500 Tanger Kids Grant for “Building Technological Capacity and Infrastructure”.
- **Title VI, Part A Student Support and Academic Enrichment (SSAE) Grant** - We received the \$10,000 SSAE Grant for “Makerspace: Engaging Students in Problem Solving and Creative Thinking”.
- **FY 19 School Readiness and Quality Enhancement Grants** - Due on May 15, 2018
- **OEC Community Planning Institute Grant** – The OEC Comprehensive Systems to Support Early Childhood Social and Emotional Learning: Community Planning Institute Team Grant Application is due on May 15, 2018.
- **TEAM Educator Preparation Survey** - Completed on April 20, 2018
- **TEAM Mentor Payments Summary** - Completed on April 26, 2018

Building, Grounds, and Transportation & Safety

- **School Safety** - Brief orientations with Substitutes and Volunteers are held to review our security and safety procedures, as well as our confidentiality procedures.
- **Safety Drills** - Fire Drills - 5, Lockdown Drills - 6 (three were Code White), Earthquake Drill - 1, Evacuation Drill (0)

Community and Public Relations

- **PTO** - Events include: April 27 - Family Movie Night (“The Greatest Showman”), April 30 to May 4 - Spring BOGO Book Fair, and May 18 - PTO sponsored Spelling Bee.
- **Youth Service Bureau** - Events include: May 12 - YSB Super 5K Run/Walk/Stroller Race, May 29 - Connecticut State Police Presents: Internet Safety and Social Media Awareness, and June 5 - Screenagers: Growing Up in the Digital Age.

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 decided to study the Circles Curriculum, a subset of the Life Horizons Curriculum. Department members volunteered to begin planning lesson for next school year. NFA has loaned its copy of the Circles Curriculum to us. It is being circulated through the department members for an initial review. 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 5/10/18, this Director has chaired 153 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.
- The census of students Pre-K to 12+ receiving special services:

	<u>IEP</u>	<u>504</u>
Pre-K to 8	63	21
9-12+	20	7
Outplaced	9	
Total	92 (includes 1 with Nexus of Groton)	28
- 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 May through June, 2018
- An Enrollment Report noted 293 students in Pre-K through grade 8, and 132 high school students.
- BOE returned to the Town \$60,201.01 as of 4/30/18 due to grant reimbursements and tuition.
- CABE Liaison Newsletter
- Congratulatory letters to Anna Dimino and Jacob Blanchard for being selected to receive the CABE Student Leadership Awards.
- Town of Voluntown Social Media Policy and Acknowledgement Form from the Board of Selectman

VII. COMMITTEE REPORTS

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

- Mr. Ricard has replaced the batteries for our silent alarms for police security which 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 school systems to maintain a backup well. Well #1 recently had a pump failure and was broken. Our contracted water system operators have replaced the pump in Well #1. They had discovered an access issue with a rock about six feet down that required removal before the pump could be pulled. Various approaches were reviewed to remove the stone blocking access to the well. 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 went into “MacGyver Mode” to remove the stone and saved the extra expense of excavating. The new pump has been successfully installed and we are now completing testing for any changes in our excellent water quality.
- The 3,000-gallon water tank was inspected two years ago and passed all tests. The water company indicated this water tank will need to be replaced 8-10 years from now.
- Mr. Ricard has labeled the date of the installation of the new pump to Well #1 to officially maintain excellent records.
- A/C installed in Room 17 (Grade Three – Mrs. Sirois)
- A heating valve in the Director of Students Service office was cleaned to allow for proper shut-off of the heat as per the messages from the thermostat.
- The air handler in the middle of the library ceiling has received a blower replacement to increase air flow. Adjustments were made in the footing of this unit to maintain proper balance, and this is now in good working order. This repair also improved air flow in the art room.

2. Youth Services Bureau/Local Prevention Council

- The YSB met on Wednesday, April 11, 2018 at 3:45 p.m.
- The next YSB 2017-18 meeting is Wednesday, June 13, 2018 at 3:45 p.m.
- The 2018-19 meeting dates are being reviewed for approval.

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, review priority recommendations by committees and coordinate topics for curriculum.
- A special report, to be distributed, is planned for the May 10, 2018 meeting to review priorities and make any adjustments on the Budget proposal.
- Our school system received a \$10,000 grant. This was based on the Board of Education Motion #16 (11/9/17) that authorized submitting the Title IV Part A Student Support and Academic Enrichment Grant.
- Alycia Trakas gave a presentation on the Curriculum Steering Committee meeting minutes which reviewed curriculum areas with detailed reports on the following topics: Reading/Language Arts, Math, Science, Social Studies, Technology, Art, Library/Reading Integration, Computer, Media Literacy, Music, Physical Education/Health, Guidance, Title I and SRBI Interventions, Wellness: Nutrition and Physical Activity, Early Childhood/School Readiness Council, Student Service, Professional Development and Learning, Teacher Evaluation and Support, CT TEAM, Curriculum Development: Implementation of CCSS, State Summative Testing: SBAC/CTAA and NGSS/NGAS Field Test, Master Schedule, JHS/HS Transition, and World Language. Board of Education, Administrative and VES Goals were also attached. This Board develops priorities for the budget as well as implements the Strategic Plan.

4. Transportation Committee:*History of the Total Costs of Transportation (Actual expenditures- including salaries)*

Year	2700 – Reg.	2712 Sp. Ed. Trans.	Total
2004-2005	\$335,152	\$67,713	\$402,865
2005-2006	\$328,340	\$99,794	\$428,134
2006-2007	\$320,769	\$95,347	\$416,116
2007-2008	\$420,577	\$49,436	\$470,013
2008-2009	\$380,307	\$55,141	\$435,448
2009-2010	\$358,702	\$62,721	\$421,423
2010-2011	\$321,744	\$44,978	\$366,722
2011-2012	\$344,761	\$27,276	\$372,037
2012-2013	\$361,946	\$52,877	\$414,823
2013-2014	\$346,413	\$40,623	\$387,036
2014-2015	\$348,976	\$40,609	\$389,585
2015-2016	\$443,575	\$38,393	\$481,968
2016-2017	\$462,269	\$63,380	\$525,649
13-Yr. Total	\$4,773,531	\$738,288	\$5,511,819

Average per Year **\$367,195** **\$56,791** **\$423,986**

*The approved 2017-18 transportation budget was \$328,869 plus \$90,142 totaling **\$419,011***

*The 5-10-18 proposed budget for 18-19 is \$403,279 plus \$64,273 totaling **\$467,552***

The Transportation Committee will meet on Tuesday, May 22, 2018 at 2:00 p.m. in the central office.

5. School Security and Safety

- An Evacuation Drill is scheduled for Tuesday, May 22, 2018 at 9:30 a.m.
- The work of our 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 activities. We have had great successes guided by our Crisis Intervention Team. This 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 monthly listings of our safety drills. The most important priority of the C.I.T. is maintaining up-to-date 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.

6. School Readiness Council

- Our 2018-2019 School Readiness Grant of \$198,000 is ready to be submitted to the State Department of Education for 2018-2019. Recent changes in the rules required all 44 slots to be at full capacity on the first day of school. Therefore, our School Readiness Council has been preparing for the first day of school to start at full capacity.
- Several non-resident pre-school students will need to be enrolled in 2018-2019 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 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.
- 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 is scheduled for Tuesday, May 22, 2018 at 1:30 p.m. in the central office.
- The committee will review a recently completed energy audit to develop cost-saving strategies. This no-cost energy audit was completed during the week of April 16, 2018 to determine ways to reduce peak levels of electricity usage which may result in additional savings.
- If Voluntown extends the duration of the contract from 20 to 25 years we will immediately receive a slightly lower rate.

10. Heating 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 also attends the meetings.
- The committee recently received bids from three consulting engineering firms and, after checking references, recommends Salamone Engineering and will notify the Boards of Education and Selectmen to verify this decision.
- The consulting firm will then develop the bid specifications, projected costs, develop a proposal for consideration and approval, 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 state approval for potential reimbursement. The projected date for completing the oil tank replacement is August 2019.

MOTION #2 (5/10/18) was made (Gileau, Beauparlant) to confirm the VES Oil Tank Replacement Committee selection of Salamone and Associates, P.C. Consulting Engineers, Wallingford, CT for the school oil tank replacement design and construction services as the lowest bidder of \$14,400 and authorize the Superintendent of Schools to sign a contract after review and recommendation of our school attorney and confirmation by the Board of Selectman; ALL IN FAVOR. Motion carries.

VIII. OLD BUSINESS

1. 2018-19 Budget Proposal and Timeline - The attached updated and adjusted budget proposal for 2018-19 is \$6,889,819 which represents an increase of \$104,165 or 1.53% over the 2017-18 approved budget of \$6,785,654. Copies of the proposed 2018-19 budget, after approval by the Board, will be available on our website, in the VES school office, in the central office, and at the Town Hall. The budget is finalized by taxpayer approval at the annual Town Meeting now *tentatively* scheduled for Wednesday, June 6, 2018.

This proposal includes:

- Negotiated salaries for teachers, classified staff, and 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 students attending Norwich Free Academy, Griswold High School, Norwich Tech, Ellis Tech, Quinebaug Middle College, Marine Science Magnet High School, and Killingly Vo-Ag program.
- The cost of health insurance.
- *Projected* energy costs for heating fuel, propane, electricity, and diesel/gasoline.

MOTION # 3 (5/10/18) was made (Trahan, Wilson) that the Board approve the budget proposal for 2018-19 of \$6,889,819 which represents an increase of \$104,165 or 1.53% over the 2017-18 town approved budget of \$6,785,654; ALL IN FAVOR. Motion carries.

2. 2017-18 Evaluation of the Superintendent (Second reading - reviewed in Executive Session)

IX. NEW BUSINESS**1. Policy #6171 Special Education (First reading)****2. Approval of IDEA 2018-19, FY19 School Readiness and Quality Enhancement Grants**

MOTION #4 (5/10/18) was made (Gileau, Trahan) that the Board authorizes the Superintendent to submit the federal IDEA grant application for 2017-2018 to the State Department of Education; ALL IN FAVOR. Motion carries.

MOTION #5 (5/10/18) was made (Trahan, Beuparlant) that the Board authorizes the Superintendent to submit the FY19 School Readiness and Quality Enhancement Grants; ALL IN FAVOR. Motion carries.

MOTION #6 (5/10/18) was made (Gileau, Wilson) that the Board authorizes the Superintendent to submit the Comprehensive Systems to Support Early Childhood Social and Emotional Learning Community Planning Institute Team Application; ALL IN FAVOR. Motion carries.

3. Health Insurance**4. Pre-school Field Trip**

MOTION #7 (5/10/18) was made (Trahan, Wilson) to approve the Preschool field trip to the Providence Children's Museum in Providence, RI; ALL IN FAVOR. Motion carries.

5. Second Grade Field Trips

MOTION #8 (5/10/18) was made (Gileau, Trahan) to approve the Second grade field trips to the Ecotarium in Worcester, MA and to the Southwick Zoo in Mendon, MA; ALL IN FAVOR. Motion carries.

6. Personnel – Summer School Staff and Summer Custodians

MOTION #9 (5/10/18) was made (Trahan, Gileau) to approve Katelyn Stockford and Emilee Penman as Summer School Special Education Teachers; ALL IN FAVOR. Motion carries.

MOTION #10 (5/10/18) was made (Gileau, Trahan) to approve Tina Brayman and Heather Mihailides as Summer Paraprofessionals and Nicole Vitali and April Florence for Camp Q Paraprofessionals; ALL IN FAVOR. Motion carries.

MOTION #11 (5/10/18) was made (Trahan, Gileau) to approve Amanda Page as the Nurse; ALL IN FAVOR. Motion carries.

7. Paraprofessional

MOTION #12 (5/10/18) was made (Trahan, Beuparlant) that the Board appoint Juta Fedor to the position of Paraprofessional; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled June 14, 2018 at 7:00 p.m.
- 2018-19 Budget Proposal and Timeline
- Curriculum Report
- Summer School Custodians and Secretary

XI. EXECUTIVE SESSION

MOTION #13 (5/10/18) was made (Trahan, Wilson) to move into Executive Session at 9:24 p.m. for the purpose of reviewing the Superintendent’s Evaluation; ALL IN FAVOR. Motion carries.

MOTION #14 (5/10/18) was made (Trahan, Wilson) to move out of Executive Session at 9:35 p.m.; ALL IN FAVOR. Motion carries. No action was taken.

XII. ADJOURNMENT

MOTION #15 (5/10/18) was made (Trahan, Wilson) to adjourn at 9:36 p.m.; ALL IN FAVOR. Motion carries.

Witness

Date

Attest

Date

Approved at the June 14, 2018 BOE Meeting
Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools