

**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**

**BOARD OF EDUCATION MEETING MINUTES**

Thursday, May 9, 2019

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

- 
- I. CALL TO ORDER** Chairperson Diana Ingraham called the meeting to order at 7:00 p.m.
- ATTENDANCE** **Present:** Diana Ingraham, Kristen Trahan, Skart Paul, Christopher Wilson and Barbara Gileau  
**Absent:** Flo Harman and Kate Beauparlant  
**Also Present:** Adam S. Burrows (Superintendent), Lloyd A. Johnson, Ph.D. (Director of Student Services) and Amy Suffoletto (Principal)
- II. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. CITIZENS / COMMENTS** - Tracey Hanson (First Selectwoman), Skipp Oulton (Selectman), Caitlyn, Rachel, Brian and Lillian Claspell, Aidan, Richard, Paula and Jacob O'Brien, Susan Penrose, Gwen Claspell, Jackie Vaillancourt, Alyson Paige, Julia Stands and Sue Dander
- IV. GUESTS** - Jackie Vaillancourt gave a presentation honoring the two CAFE Student Leadership Awards recipients: Caitlyn Claspell and Aidan O'Brien. The Superintendent announced that Alyssa Millette, a previous VES student now attending Griswold High School, also received this honored award.
- V. CONSENT AGENDA**  
**MOTION #1 (5/9/19) was made (Trahan, Paul) 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**
- **Spring Sports** - We are in the middle of our Track & Field season. Track meets are scheduled for May 2, May 7, May 17, with Track League Championships scheduled for May 28, 2019 in Griswold.
  - **VES Spring Garden Clean-up** - Our annual Spring Garden Clean-up was held on April 27, 2019. Thank you to Margaret Volland for planning and organizing this event and to all staff, students, families, and community members that joined together to beautify our school grounds and gardens.
  - **YSB Screen-Free Week** - From April 29 through May 3, 2019, the YSB sponsored an annual Screen-Free Week, which challenged staff, students, and families to rethink the role of television/electronics in our lives.
  - **PTO Spring BOGO Book Fair** - Held on April 29 through May 3, 2019, which coincided with SFW.
  - **Grade 7-8 Science Fair** - Students participated in a JHS Science Fair on May 10, 2019 to present their Science Research Projects.
  - **State Summative Assessments (SBAC/CTAA - Grades 3-8 and NGSS/CTAS - Grades 5 and 8) -** All students in grades 4-8 have completed the SBAC/CTAA ELA and Math assessments. Grade 3 will finish testing on May 10, 2019.
- Curriculum, Learning, and Instruction**
- **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.
  - **Teacher Evaluation Plan**
    - Faculty Informal/Formal Observations: Trimester 3 observations are underway. End of the year meetings have been scheduled for certified staff members.
    - Non-Certified end of year meetings will be conducted during May.
  - **Grants/Reports/Applications**
    - Connecticut Office of Early Childhood - the Monthly School Readiness Reports for the Voluntown Elementary School Preschool and School Readiness Program have been updated for submission by the monthly due date.
    - FY 19 School Readiness and Quality Enhancement Grants are due May 17, 2019.
    - Community Eligibility Provision (CEP) - Site Eligibility Application - Beginning in spring 2018, all public and private NSLP and SBP sponsors (on behalf of the LEA) must enter the three data sources used to calculate CEP eligibility into the CSDE Online Application and Claiming System for Child Nutrition Programs (CNP System). The CEP - Site Eligibility Application was submitted.

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

- **School Safety** - Brief orientation meetings are held on a regular basis for substitutes and volunteers to review security and safety procedures, as well as confidentiality procedures and completion of the DCF Authorization Form. Our Substitutes review the job description, schedules, handbooks, supervision guides, safety drills and procedures, restorative practices/discipline suggestions, and the Connecticut Code of Professional Responsibility.
- **Evacuation Drill:** A practice evacuation drill is scheduled for May 21, 2019.
- **Summary of the 2018-2019 Safety Drills** - Fire Drills (7), Earthquake Drill (1), Lockdown Drills (3)

**Community and Public Relations**

- **PTO** - Monthly meetings are held at either 3:30 p.m. or 6:00 p.m. in the VES Library. The PTO held a Board and Brush Paint night on May 6, 2019. The PTO also hosted a “Nacho Bar” for teacher and staff appreciation week on May 7, 2019. A family dance is planned for May 17, 2019.
- **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. The last session of the GRASP program is finishing up this month.

**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.
- The Student Services Department is meeting with Shannon Taber, Disabilities Support Liaison at United Cerebral Palsy, on May 23, 2019. She will discuss the broad definition of Assistive Technology for individuals with disabilities and UCP’s Bellows Grant.
- Griswold has placed a temporary hold on accepting new students to their high school Resource Program due to large caseloads for the teachers in their special education department. Other programs with acceptable caseloads are open to new enrollments for next school year. The Griswold Superintendent, Board of Education and Board of Finance are in discussions about how to resolve this situation by funding additional staff with anticipated tuitions.
- As of May 8, 2019, this Director has chaired 149 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+	19	15
Out Placed	5	
<b>Total</b>	<b>78 (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
- The Director of Student Services gave the Board a detailed explanation outlining the step-by-step process of identifying students placed in Special Education. Intervention and service recommendations are made only after a significant amount of time without marked success in SRBI and after thorough tests, assessments and observations are done in cooperation with parents.

**3. SUPERINTENDENT OF SCHOOLS SUBMITTED THE FOLLOWING:**

- Calendar of Events for May through July, 2019
- An Enrollment Report noted 277 students in Pre-K through grade 8 and 122 high school students.
- The BOE received grants, tuition payments and other funds and gave to the Town \$77,542.59 in 2017-18. Thus far, \$65,780.59 has been returned to the Town account for 2018-19.
- Invitation to the BOE from Jackie Vaillancourt to the Annual Eighth Grade Banquet on June 7, 2019
- Superintendent’s Spotlight on School Safety - Evacuation Drill on May 21, 2019

- Letters of congratulations to Caitlyn Claspell, Aidan O'Brien and Alyssa Millette for receiving the CABA Student Leadership Awards
- CABA Liaison Newsletter for May, 2019

**VII. COMMITTEE REPORTS** – Reviewed under Consent Agenda.

**VIII. OLD BUSINESS**

**1. 2019-2020 Budget Proposal**

The proposal included:

- Local contribution of \$17,050 to TRB (Teachers' Retirement Board)
- Negotiated salaries for teachers, non-certified, and classified faculty and staff
- *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
- *Projected* increase of 8.0% to 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
- Implementation of a restructured grade 7-8 writing program
- Restructuring the Library to include MakerSpace and STEM learning opportunities
- 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

**MOTION #2 (5/9/19) was made (Trahan, Gileau) that the Board reaffirms the 4/11/19 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 with minor changes as reviewed by the Superintendent; 3 Ayes and 2 Oppose. Motion carries.**

The tentative date for the Annual Town Meeting is May 21, 2019.

**2. BOE Self-Evaluation** (Second reading)

**3. BOE Goals for 2019-20** (Second reading)

**MOTION #3 (5/9/19) was made (Wilson, Trahan) that the Board approves the BOE Goals for 2019-20 as presented; ALL IN FAVOR. Motion carries.**

**4. Administrative Goals for 2019-20** (Second reading)

**5. Oil Tank Replacement Project Contractor**

**MOTION #4 (5/9/19) was made (Wilson, Paul) that the Board approves of the Building Committee selection of RIVCO as the Contractor for the Oil Tank Replacement Project; ALL IN FAVOR. Motion carries.**

**IX. NEW BUSINESS**

**1. Preschool/Kindergarten Field Trip**

**MOTION #5 (5/9/19) was made (Paul, Trahan) that the Board of Education approve the Preschool/Kindergarten field trip to the Roger Williams Zoo in Providence, RI on May 16, 2019; ALL IN FAVOR. Motion carries.**

**2. Approval of Grants**

**MOTION #6 (5/9/19)** was made (Paul, Wilson) that the Board authorizes the Superintendent to sign and submit the federal IDEA Grant application for 2019-20 to the State Department of Education; **ALL IN FAVOR. Motion carries.**

**MOTION #7 (5/9/19)** was made (Gileau, Paul) that the Board authorizes the Superintendent to sign and submit the FY19 School Readiness and Quality Enhancement Grants; **ALL IN FAVOR. Motion carries.**

**3. Healthy Food Certification and Authorization for the Sale of Food and Beverages**

**MOTION #8 (5/9/19)** was made (Paul, 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, 2019, through June 30, 2020. 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 #9 (5/9/19)** was made (Paul, Wilson) that the Board of Education 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 #10 (5/9/19)** was made (Paul, Wilson) 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 #11 (5/9/19)** was made (Paul, Wilson) that the Board authorizes the Superintendent of Schools to submit the Healthy Food Certification/Statement for 2019-20. **ALL IN FAVOR. Motion carries.**

**4. Personnel: Nurse Job Description (First reading)****5. Drama Coaches**

**MOTION #12 (5/9/19)** was made (Paul, Gileau) that the Board approve Kayla Barber and Emilee Penman as Drama Coaches. **ALL IN FAVOR. Motion carries.**

**6. Summer School Staff & Faculty**

**MOTION #13 (5/9/19)** was made (Gileau, Trahan) to approve Katelyn Stockford and Emilee Penman as Summer School Certified Special Education Teachers; **ALL IN FAVOR. Motion carries.**

**MOTION #14 (5/9/19)** was made (Gileau, Paul) to approve Lynne McCullough as the Summer Speech/Language Pathologist; **ALL IN FAVOR. Motion carries.**

**MOTION #15 (5/9/19)** was made (Gileau, Wilson) to approve Kathy Stickman and Tina Brayman as Summer Paraprofessionals and Nicole Vitali and Carolyn Stands as Camp Q Paraprofessionals; **ALL IN FAVOR. Motion carries.**

**MOTION #16 (5/9/19) was made (Trahan, Gileau) to approve Shawna Stephanski as the Summer Secretary; ALL IN FAVOR. Motion carries.**

**7. Summer School Custodians**

**MOTION #17 (5/9/19) was made (Gileau, Wilson) to approve Melanie Fargosa, Angela Gardella, Krystal Fitzpatrick and Gary Chenette II as Summer Custodians; ALL IN FAVOR. Motion carries.**

**8. Use of School Facilities Requests**

**Discussions were held regarding requests from the Charity Challenge and Tamarack Lodge to utilize the school parking lot and buses. Both requests were denied.**

**MOTION #18 (5/9/19) was made (Paul, Trahan) to approve the use of the school parking lot to the Voluntown Recreation Department on July 7, 2019 (or August 11, 2019 – rain date); ALL IN FAVOR. Motion carries.**

**9. Regulation #6142.101 - Student Nutrition and Physical Activity – School Wellness (First reading)**

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled June 13, 2019 at 7:00 p.m.
- Approve Budget after Town Hearing
- Regulation #6142.101 - Student Nutrition and Physical Activity - Wellness (Second reading)
- BOE Self-Evaluation (Third reading)
- Superintendent’s Evaluation (Third reading)
- Administrative Goals (Third reading)
- Nurse Job Description (Second reading)

**XI. EXECUTIVE SESSION - None**

**XII. ADJOURNMENT**

**MOTION #19 (5/9/19) was made (Gileau, Paul) to adjourn at 8:59 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*

**Approved at the 6/13/19 BOE Meeting**