

**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, June 13, 2019  
Board of Education Meeting Room - 7:00 p.m.

- I. CALL TO ORDER** Chairperson Diana Ingraham called the meeting to order at 7:01 p.m.  
**ATTENDANCE** **Present:** Diana Ingraham, Kristen Trahan, Skart Paul, Christopher Wilson and Kate Beuparlant  
**Absent:** Flo Harman and Barbara Gileau  
**Also Present:** Adam S. Burrows (Superintendent)
- II. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. CITIZENS / COMMENTS** - None
- IV. GUESTS** – Tom O’Connor, Food Services Director  
**MOTION #1 (6/13/19) was made (Wilson, Paul) that the Board of Education approve the increase in the price of breakfast from \$1.50 to \$1.75; ALL IN FAVOR. Motion carries.**
- V. CONSENT AGENDA**  
**MOTION #2 (6/13/19) was made (Trahan, Paul) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.**  
Correspondence - Email to the Chair regarding Griswold’s policy for accepting special education students in high school
- VI. ADMINISTRATIVE REPORTS**  
**1. PRINCIPAL’S REPORT**  
**Students as a Focal Point**
- **Spring Concert** - Our annual Spring Concert was held on May 16, 2019. A special thank you to Jennifer Knickerbocker, our Music Teacher and Choir/Band Director, for her dedication to our music program at VES.
  - **Spelling Bee** - The PTO sponsored our Annual Spelling Bee on May 17, 2019. Congratulations to all Spelling Bee participants and our winners: Hayden Fontain (3<sup>rd</sup> place), Logan Hanson (2<sup>nd</sup> place) and Denali Doran (1<sup>st</sup> Place).
  - **Eagle Electives** – The sixth and final Eagle Electives was held on May 30, 2019.
  - **Spring Sports** - Track League Championships were held on June 3, 2019 in Sterling.
  - **CAS Middle Level Scholar-Leader Banquet** - On June 3, 2019, John Howe and Summer Millette, two Voluntown Elementary School eighth grade students, attended the 35th Annual Connecticut Middle Level Scholar-Leader Banquet with their parents and school officials, where they both received the Connecticut Association of Schools (CAS) Middle Level Scholar-Leader Award.
  - **Fourth Annual Eighth Grade (Class of 2019) Clap-Out** - The whole school went out into the hallways on June 4, 2019 to “clap-out” our Eighth grade graduates.
  - **Athletic/Music Awards Banquet** – Held their Awards Picnic on June 6, 2019
  - **State Summative Assessments (SBAC/CTAA for grades 3-8 and NGSS/CTAS for grades 5 and 8)** As of June 7, 2019, VES has completed all of the required State Summative Assessments.
  - **Eighth Grade Banquet and Graduation** - Held on June 7 and 10, 2019.
  - **Awards Ceremony and Field Day** - Held on June 10 and 11, 2019.
  - **After School Tutorial** - Ended on May 30, 2019.
  - **SRBI** - Data team meetings were held on March 13 and 14, 2019 with grade level teams.

SRBI and AST Session Summary SRBI Session 4: 49 Students After School Tutorial: 10 Students	
• Tier 2: 27 Students	• Tier 2: 14 Students
• Tier 3: 8 Students	• Tier 3: 0 Students
<b>Literacy: 35 Students</b>	<b>Numeracy: 14 Students</b>

**Curriculum, Learning, and Instruction**

- **Professional Development** - On May 17, 2019, teachers participated in professional development regarding English, language arts, other content areas and self-selected learning.
- **Teacher Evaluation Plan - Faculty Informal/Formal Observations-** All certified and non-certified end of year observations were completed.

**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** - Submitted in full on May 17, 2019.
- **NAEYC** - The application for year 4 was submitted in full on May 30, 2019.

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

- **Evacuation Drill** - A practice evacuation drill was held on May 21, 2019.
- **Summary of the 2018-2019 Safety Drills:** Fire (8); Earthquake (1); Lockdown (3); Evacuation (1)

**Community and Public Relations**

- **Youth Service Bureau/Local Prevention Council** - Thank-you to the YSB for offering so many activities this year and sponsoring field day crafts.

**2. DIRECTOR OF STUDENT SERVICES REPORT**

- The Student Services Department met with Shannon Taber, Assistive Technology Coordinator for United Cerebral Palsy, on May 23, 2019. She presented samples of Assistive Devices/Technology for students with disabilities. UCP has a library of devices for review and loan for districts to examine. There is also a UCP Bellows Grant available to fund devices for individuals. Of particular interest is the C-Pen which reads lines of text aloud (usually through earphones) to the listener. We are borrowing one to try out with some of our students who have difficulty reading grade level content texts.
- Griswold Public Schools continues its temporary hold on accepting new students to GHS's Resource Program and its Alternative School. No PPTs will be scheduled until Griswold has its 2019-20 budget and additional contingency funds for these positions.
- As of June 10, 2019, this Director has chaired 179 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, GAS, 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	56	26
9-12+	18	12
<b>Total</b>	<b>74 (includes 1 with Nexus of Groton)</b>	<b>38</b>

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

- Calendar of Events for June through August, 2019
- An Enrollment Report noted 276 students in Pre-K through grade 8 and 122 high school students.
- The BOE received grants, tuition payments and other funds and returned them to the Town \$77,542.59 in 2017-18. Thus far, \$94,659.59 has been returned to the Town account for 2018-19.
- Letter to Jennifer Knickerbocker acknowledging receipt of her resignation
- Energy Conservation Project letter to faculty and staff
- Reviewed Griswold Policy #5118, line 7, regarding program availability for special education students and the need to meet and review Voluntown priorities

**VII. COMMITTEE REPORTS** - Reviewed under Consent Agenda**VIII. OLD BUSINESS**

- 2019-2020 Budget** - On May 11, 2019, the Board of Education approved a budget proposal for 2019-20, of \$6,785,196, which represented a decrease of -\$104,622 or -1.52% below the 2018-19 approved budget of \$6,889,818. This Budget was reviewed at the Town Meeting held on May 21, 2019 and then approved at the Town Referendum on June 4, 2019.
- BOE Self-Evaluation for 2018-19** (Third reading)  
**MOTION #3 (6/13/19) was made (Trahan, Paul) that the Board approves the signing of the 2018-19 BOE Self-Evaluation as presented; ALL IN FAVOR. Motion carries.**
- Administrative Goals for 2019-20** (Third reading)  
**MOTION #4 (6/13/19) was made (Trahan, Beauparlant) that the Board approves the Administrative Goals for 2019-20 as presented; ALL IN FAVOR. Motion carries.**

4. **Personnel - Nurse Job Description** (Second reading)
5. **Regulation #6142.101 - Student Nutrition and Physical Activity/School Wellness** (Second reading)  
**MOTION #5 (6/13/19) was made (Beauparlant, Trahan) that the Board approves the Student Nutrition and Physical Activity/School Wellness Regulation #6142.101 as amended; ALL IN FAVOR. Motion carries.**

#### **IX. NEW BUSINESS**

1. **Policy and Regulation #6141.3271 – Voice Assistance Devices** (First reading)
2. **Policy #1112 - News Media Relations** (First reading)
3. **Personnel**  
**MOTION #6 (6/13/19) was made (Trahan, Paul) to accept Jenn Knickerbocker’s resignation as the Music Teacher; ALL IN FAVOR. Motion carries. Many thanks to her for her years of service at VES.**  
  
**MOTION #7 (6/13/19) was made (Trahan, Beauparlant) to approve Gary Chenette II as the Custodian; ALL IN FAVOR. Motion carries.**
4. **NSLP Equipment Assistance Grant Proposal**  
**MOTION #8 (6/13/19) was made (Paul, Trahan) to approve the Superintendent’s signing of the NSLP Equipment Assistance Grant to cover part of the cost of a kitchen dishwasher replacement; ALL IN FAVOR. Motion carries.**
5. **Chemical Hygiene Officer Assignment**  
**MOTION #9 (6/13/19) was made (Paul, Trahan) to appoint Alyson Paige as the Voluntown School System’s Chemical Hygiene Officer for OSHA compliance; ALL IN FAVOR. Motion carries.**
6. **Health Insurance - 2019/20 Update** given by Kate Beauparlant

#### **X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled July 11, 2019 at 7:00 p.m.
- Policy #1112 – News Media Relations (Second reading)
- Policy and Regulation #6141.3271 – Voice Assistance Devices (Second reading)
- Personnel – Nurse Job Description (Third reading)
- Personnel – School Nurse, Art and Music Teachers
- Griswold Policy

#### **XI. EXECUTIVE SESSION**

**MOTION #10 (6/13/19) was made (Paul, Trahan) to move into Executive Session at 8:09 p.m. for the purpose of reviewing the Superintendent’s Evaluation and Contracts; ALL IN FAVOR. Motion carries.**

**MOTION #11 (6/13/19) was made (Trahan, Beauparlant) to move out of Executive Session at 8:17p.m.; ALL IN FAVOR. Motion carries.**

**MOTION #12 (6/13/19) was made (Wilson, Paul) to authorize the BOE Chair to sign the 2019-20 Contracts for the Administrators as presented in the approved 2019-20 budget; ALL IN FAVOR. Motion carries.**

#### **XII. ADJOURNMENT**

**MOTION #13 (6/13/19) was made (Trahan, Beauparlant) to adjourn at 8:19 p.m.; ALL IN FAVOR. Motion carries.**

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**Witness**

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**Date**

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**Attest**

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**Date**

Respectfully drafted and edited by:  
*Dee Dee Jackman, Board of Education Clerk*  
*Adam S. Burrows, Superintendent of Schools*