



*Upcoming Events*

- **Field Day** - Our Annual Field Day will be held on June 19, 2018.
- **Awards Ceremony** - Will be held on June 21, 2018.
- **National Junior Honor Society** - The Trimester 3 National Junior Honor Society Induction will be held on June 22, 2018.
- **Eighth Grade Graduation** - Graduation Ceremony will be held on June 22, 2018.

*Curriculum, Learning, and Instruction*

- **Grade Level/Team Meetings** - Met with all teams/individual subject-area teachers (regular and special education) on a monthly basis to revise curriculum and discuss assessments and instructional strategies in order to strengthen our building knowledge and skills.
- **Staff End-of-Year Evaluations** - Completed our Non-Certified End-of-Year Evaluations; and are in the midst of completing our Certified End-of-Year Evaluations.

*Building, Grounds, and Transportation & Safety*

- **Safety Drills** : Fire Drills - 7, Lockdown Drills - 6 (three were Code White), Earthquake Drill - 1, Evacuation Drill - 1

*Community and Public Relations*

- **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, June 5 - Screenagers: Growing Up in the Digital Age and June 25 Fields of Fire field trip.

**2. Director of Student Services**

- This month we are conducting mandated transition meetings for our eighth graders with IEPs and 504 Plans with representatives from their high school of choice. Representatives of our grades 7-8 team, school counselor, special education staff, the student and parents meet to discuss the student's needs, services and accommodations. The high school representatives discuss the program offerings and courses on the student's schedule. Their IEPs are revised to be in alignment with the program elements at their chosen high school.
- It is with frustration and concern that I share that Griswold Public School, due to a reduction in staff, is no longer accepting additional applications to its alternative school which serves middle and high school students. We currently have two in that program doing very well. I had hoped to consider it as a placement for additional students for next year. We are now in the process of seeking other alternative programs.
- The Student Services Department and administration continue to be committed to developing activities and/or programs to meet the social decision making needs of students with disabilities at this educational level. We are planning to use the Circles Curriculum, a subset of the Life Horizons Program during a PD day on 6/25/18 to begin planning lessons for next school year.
- As of 6/14/18, this Director has chaired 187 PPT/504 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, 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	53	21
9-12+	20	6
Outplaced	6	
<b>Total</b>	<b>79 (includes 1 with Nexus of Groton)</b>	<b>27</b>

*Note: We had 11 students exit services recently.*

- 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 June through August, 2018
- An Enrollment Report noted 292 students in Pre-K through grade 8 and 132 high school students.
- BOE returned to the Town \$77,304.01 as of 6/4/18 due to grant reimbursements and tuition.
- State of Connecticut letter regarding the National Assessment of Educational Progress (NAEP)
- CABA Liaison Newsletter
- Letter from Governor Malloy to the Secretary of the State regarding the Substitute Senate Bill 453, *An Act Concerning Classroom Safety and Disruptive Behavior*
- CAPPS letter of concern to Governor Malloy over the passage of Public Act 18-89: An Act Concerning Classroom Safety and Disruptive Behavior with request to veto this legislation
- Connecticut School Finance Project Analysis of FY 2019 Education Funding
- Distributed a Voluntown POCD multi-year timeline from a Town Hall meeting held on 6/13/18 with James Larkin, Associate Director of the Northeastern Connecticut Council of Governments

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

- The new pump was installed in Well #1 and testing was verified that bacteria is not in the water. Well #1 is ready to be activated but there is some discoloration in the water. There are plans to run off water from the well in the summer to eliminate this discoloration.
- Boilers have been shut off because the heating season has ended.
- 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 airflow. The footing of this unit was adjusted to maintain proper balance. This unit is now in good working order.
- The ventilation unit on the roof above Room 16 required service and now is working properly.
- The IAQ/TfS/Safety Committee is developing recommendations to be included in an updated Town of Voluntown Capital Improvement Plan. Suggestions currently include:
  - Replace the 29-year old diesel tractor (if we replace it with a gasoline vehicle we will need to build a shed with large doors for access or rebuild the current shed). We should consider a diesel tractor or replace the tie rods for improved steering. The use of our school tractor has decreased because of the significant support from the Town Maintenance Department with snow removal and cutting grass.
  - Main hallway carpeting is almost 30 years old
  - Re-sealing the parking lot
  - One length of pipe with properly encapsulated asbestos
  - Repaint hallways
  - Some security upgrades

**2. Youth Services Bureau/Local Prevention Council**

- The YSB-LPC met on Wednesday, June 13, 2018 at 3:45 p.m.
- 2018-19 YSB-LPC Meeting Dates (all on Wednesdays at 3:45 p.m. in the central office): July 18, August 8, September 12, October 10, November 14, December 12, January 9, February 13, March 13, April 10, May 8, and June 12.

**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 established priorities, review recommendations by the curriculum committees and coordinate topics for curriculum.
- A special report was presented to the Board of Education on May 10, 2018 to review priorities and make any adjustments on the Budget proposal.

**4. Transportation Committee:**

- The Transportation department is in the process of reviewing enrollment numbers, the addresses of students, and routes for 2018-19. Our goal is to make every effort to utilize our current staff and inventory of vehicles to safely transport all students. At this point in time, we have one contracted transportation service at a reasonable cost with EASTCONN.

**5. School Security and Safety**

- An Evacuation Drill was completed on Tuesday, May 22, 2018 at 9:30 a.m. and our School Security Committee met afterwards to review procedures and recommendations for our overall security initiatives.
- The procedures for a "Reverse Evacuation" are being reviewed to practice the rapid return to the school to strengthen our protocols for lockdown, severe weather sheltering, and protection from external hazardous materials and other outdoor threats.
- Over the next few months we will be updating our ALL HAZARDS PLAN for 2018-19.

**6. School Readiness Council**

- Our 2018-19 School Readiness Grant of \$198,000 is ready to be submitted to the State Department of Education. 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.

**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.
- Congratulation to Emilee Penman, Special Education teacher, who recently completed all TEAM requirements.

**8. Wellness**

- It is time for the Board of Education to approve submitting the Healthy Food Certification form in order to obtain additional funds.

**MOTION #2 (6/14/18) was made (Wilson, Gileau) that the Board approve submitting the Healthy Food Certification; ALL IN FAVOR. Motion carries.**

**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 no-cost energy audit was recently completed to determine ways to reduce electricity usage for additional savings.

**10. Heat Oil Tank Replacement Committee**

- The Oil Tank Replacement committee was established by the Selectmen to officially meet the state guidelines to secure “eligible” state reimbursement. Members include: Jack Wesa (Chair), Paul Ricard (Vice Chair), Jim MacBride, Wendy Gauthier, Barbara Gileau, and Diana Ingraham. The Superintendent also attends meetings.
- The committee received bids from three consulting engineering firms, checked references, and has approved Salamone & Associates, P.C.. The Selectmen reviewed this decision at the June 12, 2018 meeting and the Board of Education will review the proposed sequence of events and contract (attached) at the June 14, 2018 meeting.

- 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 #3 (6/14/18) was made (Gileau, Trahan) that the Board of Education accept the Heating Oil Tank Replacement Committee's recommendation of signing the contract with Salamone & Associates, P.C. for engineering and design services; ALL IN FAVOR. Motion carries.**

Skart Paul excused himself and needed to leave the meeting at 8:50 p.m.

### **VIII. OLD BUSINESS**

1. **2018-19 Approved Budget** - On May 10, 2018, the Board of Education approved an updated draft of a budget proposal for 2018-19, which was \$6,889,819 which represented an increase of \$104,165 or 1.54% over the 2017-18 approved budget of \$6,785,654. This Budget was passed at the Town Meeting held in June.
2. **2017-18 Evaluation of the Superintendent** (Third reading - reviewed in Executive Session)
3. **Policy #6171 Special Education** (Second reading)

**MOTION #4 (6/14/18) was made (Beuparlant, Trahan) that the Board approves the Special Education Policy #6171 as presented; ALL IN FAVOR. Motion carries.**

### **IX. NEW BUSINESS**

1. **BOE Self-Evaluation 2017-18** (First reading)
2. **Eighth Grade 2018-19 Memory Book**

**MOTION #5 (6/14/18) was made (Gileau, Wilson) to appoint responsibility of the Eighth Grade Memory Book extra-curricular project to two VES teachers, not to exceed ten hours each, as it is a school publication; ALL IN FAVOR. Motion carries.**

3. **Summer School Staff**

**MOTION #6 (6/14/18) was made (Trahan, Gileau) to approve Linda Raymond as the Summer School Secretary; ALL IN FAVOR. Motion carries.**

**MOTION #7 (6/14/18) was made (Trahan, Gileau) to approve Donna Pendill-Brown as the Speech and Language Pathologist; ALL IN FAVOR. Motion carries.**

4. **Summer School Custodians**

**MOTION #8 (6/14/18) was made (Beuparlant, Trahan) to approve Marissa Loranger, Gary Chenette II, Angela Gardella and Bonnie Gaudreau as Summer School Custodians; ALL IN FAVOR. Motion carries.**

5. **Summer School Camp Q Paraprofessional**

**MOTION #9 (6/14/18) was made (Wilson, Trahan) to approve Shelby Jordan as the Camp Q Para; ALL IN FAVOR. Motion carries.**

6. Sacred Heart University 2018-19 Student Teacher for Grade 4

MOTION #10 (6/14/18) was made (Trahan, Gileau) that the Board of Education approve Alexander Smola as the Grade 4 Student Teacher from Sacred Heart University; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled July 26, 2018 at 7:00 p.m.
- BOE Self-Evaluation (Second reading)
- Enrollment/Staffing Report

XI. EXECUTIVE SESSION

MOTION #11 (6/14/18) was made (Trahan, Beauparlant) to move into Executive Session at 9:05 p.m. for the purpose of reviewing the Superintendent’s Evaluation and Personnel; ALL IN FAVOR. Motion carries.

MOTION #12 (6/14/18) was made (Trahan, Wilson) to move out of Executive Session at 9:20 p.m.; ALL IN FAVOR. Motion carries.

MOTION #13 (6/14/18) was made (Trahan, Wilson) to approve the Evaluation of Superintendent of Schools as presented and authorize the Chairperson to sign it; ALL IN FAVOR. Motion carries and signed by Chairperson.

MOTION #14 (6/14/18) was made (Trahan, Beauparlant) to authorize the Board of Education Chairperson to sign the 2018-19 contracts for the administrators as presented in the approved 2018-19 budget; ALL IN FAVOR. Motion carries.

XII. ADJOURNMENT

MOTION #15 (6/14/18) was made (Trahan, Wilson) to adjourn at 9:21 p.m.; ALL IN FAVOR. Motion carries.

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Witness

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Date

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Attest

\_\_\_\_\_  
Date

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

Approved at the August 9, 2018 BOE Meeting