

# 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, June 8, 2017  
Board of Education Meeting Room - 7:00 p.m.

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**ATTENDANCE:**     **Present:** Diana Ingraham, Cathy Grant, Vikki Smith, and Kristen Trahan  
                          **Absent:** Barbara Gileau, James Hutchins and Flo Harman  
                          **Also Present:** Superintendent Adam S. Burrows and Alycia Trakas

**Agenda Item I. CALL TO ORDER:** Chairperson Diana Ingraham called the regular meeting to order at 7:02 p.m.

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

**Agenda Item III. CONSENT AGENDA:**

**MOTION #1 (6/8/17) was made (Trahan, Grant) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.**

**Agenda Item IV. CITIZEN COMMENTS:** None

**Agenda Item V. GUESTS:** None

**Agenda Item VI. ADMINISTRATIVE REPORTS:**

**1. Principal**

*Students as a Focal Point*

- **SRBI** - Session 4 ended on May 25, 2017. Spring Data Team/Transition Meetings were held on June 1 and June 2, 2017.
- **After School Tutorial** - Session 4 ended on June 1, 2017.
- **State Assessments** - The State Assessment window closed on May 26, 2017. At this time, 100% of our fifth and eighth grade students have completed the CMT/Skills Checklist Science assessment and 100% our eighth grade students have completed the NGSS pilot assessment. Additionally, all students in grades 3-8 have completed their SBAC assessments.
- **JHS Science Fair** - Students in grades 7-8 participated in a JHS Science Fair on May 18, 2017. Science Fair Winners: Seventh grade: Jacob Blanchard (Honorable Mention), Jenna Wesa (Third Place), Nicholas Lucas (Second Place), and Shelby Cassidy (First Place) and Eighth grade: Meghan Wrobel (Honorable Mention), Cal Barber (Third Place), Annika Savage (Second Place), and Amelia MacPhail (First Place).
- **Spelling Bee** - The PTO sponsored our Annual Spelling Bee on May 19, 2017. The winners were: Logan Hanson (Third Place), Denali Doran (Second Place) and Audrey Giroux (First Place).
- **Spring Concert** - Band and chorus students in grades 3-8 had their Annual Spring Concert on May 25, 2017.
- **Awards Ceremony** - To be held on June 14, 2017.
- **National Junior Honor Society** - The Trimester 3 National Junior Honor Society Induction will be held on June 14, 2017 to welcome new inductees into the NJHS. Congratulations to Jacob Blanchard, Nicholas Britt, James Bruno IV, Christina Clements, Caitlin Graham, Jennifer Lavoie, and Meghan Wrobel.
- **Eighth Grade Graduation** - To be held on June 14, 2017.

*Community and Public Relations*

- **PTO** - Meeting was held on Tuesday, May 16, 2017.
- **Youth Service Bureau** - The Fourth Annual Super 5K Race was held in Pachaug Forest. The event was a great success with 118 participants registered for the event. Thank you to all participants and volunteers that have helped raise funds for the youth of Voluntown.

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

- Now that the contract with CompuClaim is signed, Student Services has completed the required application to DSS to be designated as a Medicaid provider. Once we receive the list from CompuClaim of the students covered by Husky, we will cross reference that list with our list of students with IEPs. We will then contact those students' parents to request permission for us to submit claims. Training of staff in CompuClaim is scheduled for June 21, 2017 for Mrs. Neri and myself, and September 7, 2017 for the staff who will be filing reports (SLP, OT, PT, School Psychologist).
- Transition PPTs have been held for our eighth graders with IEPs with staff from their high school of choice. It is anticipated that four high school students exiting special education services as of the end of this school year.
- As of June 8, 2017, this director has chaired 141 PPTs.

	IEP	504
Pre-K to 8	58	26
9 to 12+	19	17
Total	77	43

**3. Superintendent of Schools submitted the following:**

- Calendar of Events for June through August 2017
- Enrollment Report noted 301 students in grades Pre-K through 8, plus 128 high school students
- CABC Liaison Newsletter
- Connecticut Partnership Renewal & Blended Rates
- Sacred Heart University Collaboration
- School Readiness Grant Lunch Expense vs. School Nutrition Program Reimbursement/Commodities Benefit
- Reviewed Sub List for 2016-2017

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

- An older A/C window unit was installed in room 22 and a new A/C unit will be installed in room 21.
- The parts for a major repair of the large playscape have arrived and Mr. Ricard will complete this project.
- We continue to develop our maintenance budget through the IAQ/TfS/Safety Committee. Priority items include the loading dock repair and A/C for increased air circulation and cooling in the security server room.

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

- The last YSB/LPC meeting for the 2016-2017 school year is scheduled for Wednesday, June 14, 2017 in the central office.
- Summer schedule includes meetings on July 12 and August 9 at 10:00 a.m.
- YSB 2017-2018 meetings are scheduled for Wednesdays at 3:45 p.m. on September 13, October 11, November 8, December 13, January 10, February 14, March 14, April 11, May 9, and June 13.

**3. Curriculum Steering Committee**

- STAR Assessments
- SBAC Testing
- Orders for 2017-2018

**4. Transportation**

- We are still in the process of training a van driver who will hopefully soon obtain a license. There is a lengthy licensing process by the State of Connecticut.
- We are still advertising for a back-up school bus driver.
- We have been forced to secure the expensive services of a transportation company in some instances due to not being able to find a back-up school bus driver.

**5. School Security and Safety**

- Continuous improvements are being made each school year to update and improve school security equipment as well as processes and procedures.
- Our C.I.T. (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.
- Our School Security and Safety Committee held an evacuation drill for part of our school on Wednesday, May 24, 2017 at 9:30 a.m. This practice started with a fire drill. Pre-School returned to school and K-8 participated in an evacuation drill to the Baptist Church. This drill helped us practice our evacuation plan if we ever face the situation of not being allowed to go back into the school building.

**MOTION #2 (6/8/17) was made (Grant, Trahan) that the Board update one paragraph to the Fingerprinting Regulation #4112.5 as presented; ALL IN FAVOR.**

#### **6. Technology Committee**

- The status and effectiveness of our telephone system has been reviewed and we have received a quote for upgrading our current system.
- A major upgrade in our technology infrastructure was completed in the summer of 2016. This upgrade has allowed our school system to access and complete the annual state testing as well as allowed for an increase in technology resources utilized for instruction.

#### **7. Professional Development and Teacher Evaluation Plan**

- Friday, May 19, 2017 was an Early Dismissal Day for Professional Development.
- We offered support to SHU in our efforts to utilize Interns, Co-op Teachers, and Student Teachers and have signed a document to verify our continuing partnership for their CAEP review.

#### **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. We have increased enrollment through registering non-resident students. We now have 44 students that avoided the immediate reduction in grant funds.
- Our 2017-2018 School Readiness Grant request is for \$198,000 and was submitted to the Office of Early Childhood Education. This competitive grant proposal will now be evaluated. There may be a delay in the allocation of funds due to the lengthy process by the state and federal governments in developing their budgets.

#### **9. Wellness**

- Recent legislation and a recently completed three-year audit recommended an update to our Wellness policy, which we revised and will meet the State of Connecticut mandated deadline of June 30, 2017.
- The mandated updates in the policy for School Lunch Charging were approved by the Board of Education on May 11, 2017.

#### **10. High School Selection Process**

- Kristen Goodwin, our School Counselor, has guided the process for eighth graders to select and apply for a high school for 2017-2018. We are now in the final stages of this process.
- Board of Education approved "designated high schools" which include Ellis Tech, Griswold, Killingly Ag, QMC, Marine Science Magnet School, NFA, and Norwich Tech.

#### **11. Solar Panel Project**

- Summary Report from Fiona Stewart of the Clean Energy Finance, Connecticut Green Bank indicated that the Town of Voluntown will not receive a rebate.
- Our projected charge for purchasing solar panel electricity will be \$2256.61 per month for 2017-2018.
- A study committee is needed to review why the return was so much lower than the original projections.

#### **12. Stairway Committee**

- The Stairway Committee approved Wiese Construction with a bid of \$145,833 as contractor for the stairway project.

### **Agenda VIII. OLD BUSINESS:**

#### **1. 2017-2018 Budget Proposal**

- The third draft of the budget proposal by the Superintendent of Schools for 2017/2018 is \$6,905,174 and represents an increase of \$108,118 or 1.59% over the 2016-2017 budget of \$6,797,057.
- A tentative Town Meeting has been scheduled for Tuesday, June 20, 2017 at 7:00 p.m. at the VES Gymnasium to review the budgets of the Board of Selectmen and the Board of Education.

#### **2. Faculty/Staff Update for 2016-2017**

**Agenda Item IX. NEW BUSINESS:****1. Rescind Non-Renewals for Non-Tenured Teachers**

**MOTIONS #3 - #10 (6/8/17) were made that the Board rescind the previous Board of Education motions to non-renew the following non-tenured teacher contracts:**

- **Hailie Davis** MOTION #3 (Trahan, Grant); ALL IN FAVOR.
- **Katelyn Stockford** MOTION #4 (Trahan, Grant); ALL IN FAVOR.
- **Megan Glidden** MOTION #5 (Trahan, Smith); ALL IN FAVOR.
- **Kristin Goodwin** MOTION #6 (Smith, Trahan); ALL IN FAVOR.
- **Sue Orbertello** MOTION #7 (Grant, Smith); ALL IN FAVOR.
- **Alyson Paige** MOTION #8 (Trahan, Smith); ALL IN FAVOR.
- **Emilee Penman** MOTION #9 (Trahan, Smith); ALL IN FAVOR.
- **Kayla Barber** MOTION #10 (Smith, Trahan); ALL IN FAVOR.

**2. Lunch Supervisor Job Description****3. Summer School Faculty/Staff Appointments**

**MOTION #11 (6/8/17) was made (Trahan, Grant) to approve the appointments of the following:**

- **Summer School Certified Teachers:** Jake St. John, Megan Glidden, Katelyn Stockford, Emilee Penman, Lynne McCullough, and Donna Pendil-Brown
- **Summer School Non-Certified Staff:** Tina Brayman, Nicole Vitali, Heather Mihailides, Amanda Page, Sue Romains, Giselle Neri, the Camp Q Paraprofessional (TBD), and Bus Drivers (TBD).  
ALL IN FAVOR.

**4. Summer Custodians**

**MOTION #12 (6/8/17) was made (Smith, Trahan) to approve Gary Chenette, Angela Gardella, Marissa Loranger, and Bonnie Gaudreau as Summer Custodians; ALL IN FAVOR.**

**5. Van Driver****6. 3000 Series - Business and Non-Instructional Operations (First reading)****7. Alexander D. Smola - 2017/2018 Sacred Heart University Intern**

**MOTION #13 (6/8/17) was made (Grant, Smith) that the Board authorizes Alexander D. Smola as the 2017/2018 Sacred Heart University Intern at the Voluntown Elementary School; ALL IN FAVOR.**

**8. Preschool Field Trip to Roger William's Zoo (Providence, RI)**

**MOTION #14 (6/8/17) was made (Smith, Trahan) to approve the preschool field trip to the Roger Williams Zoo in Providence, RI on June 6, 2017; ALL IN FAVOR.**

**9. Board of Education 2016-2017 Self Evaluation (First reading)**

There will be a second reading at the next scheduled regular Board of Education meeting

**Agenda Item X. SUGGESTIONS FOR NEXT REGULAR MEETING:**

- Scheduled for July 13, 2017 at 7:00 p.m.
- Board of Education Self-Evaluation
- Second reading of the Food Services Supervision/Cashier job description
- Van Driver
- 2017-18 Budget Proposal
- Tom O'Connor - Food Services Director
- Jim Ward - Technology Update

**Agenda Item XI. EXECUTIVE SESSION:**

**MOTION #15 (6/8/17) was made (Smith, Trahan) to move into Executive Session at 8:10 p.m. for the purpose of discussing Negotiations, TRB Contracts and Personnel; ALL IN FAVOR.**

**MOTION #16 (6/8/17) was made (Smith, Grant) to move out of Executive Session at 8:17 p.m; ALL IN FAVOR.**

**MOTION #17 (6/8/17) was made (Smith, Trahan) that the Board Chair sign the contracts for administrators as allocated in the 2017-2018 budget; ALL IN FAVOR.**

**Agenda Item XII. ADJOURNMENT:**

**MOTION #18 (6/8/17) was made (Smith, Trahan) to adjourn at 8.20 p.m.; ALL IN FAVOR.**

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Witness 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*