

# VOLUNTOWN BOARD OF EDUCATION

195 Main Street, Voluntown, CT 06384  
Phone: (860)376-9167 www.voluntownct.org

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, July 13, 2017  
Board of Education Meeting Room - 7:00 p.m.

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I. **CALL TO ORDER** Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.

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

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

III. **CONSENT AGENDA**

**MOTION #1 (7/13/17) was made (Grant, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.**

IV. **CITIZEN COMMENTS** None

V. **GUESTS** Jim Ward, Technology Coordinator

**MOTION #2 (7/13/17) was made (Grant, Smith) that the Board of Education approve the open bid for the 2009 Ford E150 Passenger Van pending approval from the Selectman's office; ALL IN FAVOR.**

VI. **ADMINISTRATIVE REPORTS**

#### **1. Principal**

##### *Students as a Focal Point*

- **Summer School** - There are 17 students, K-8, enrolled in our 2017 Summer School program. The students are getting phonics instruction (Wilson Reading/Just Words), writing instruction, reading comprehension instruction, and mathematics instruction. They are having a great time in summer school with our staff: Jake St. John, Katelyn Stockford, Megan Glidden, Emilee Penman, Tina Brayman, Heather Mihailides and Nicole Vitali. Lynne McCullough and Donna Pendill-Brown are providing speech services to our students, if necessary.

##### *Curriculum, Learning, and Instruction*

- **Summer Work** - completing state reports, analyzing CMT, SBAC, and STAR data, updating the benchmark assessment calendar, scheduling, updating student/parent handbooks, updating faculty/staff handbooks, updating back to school packets for staff and substitutes, updated Teacher Evaluation/TEAM programs, writing a welcome letter to students/families/staff, and preparing for August PD and the 2017-2018 school year.
- **Out-of-District Conferences Attended** - Connecticut Nutrition Program's "What You Need to Know About: Processing Free and Reduced Price Meal Applications" and 2017 NAESP/NAASP National Principal's Conference.
- **Teacher Evaluation** - Completed the Educator Evaluation Data Collection Part A and Part B (due September 15, 2017) and the BloomBoard/EdReflect - Year 4 Wrap-Up/Year 5 Preparation Conversation on June 28, 2017.

**Community and Public Relations**

- **Economic Development Commission** - In contact with the EDC, PTO, and YSB to plan our “Back to School” event at the Farmer’s Market on Sunday, August 27 from 9:00 a.m. to 12:00 p.m. Final details are being made and we will begin to advertise soon.
- 2. Director of Student Services** (Submitted by Lloyd A. Johnson, Ph.D.)
- CompuClaim has facilitated our being registered with the state as a Medicaid provider. They will cross reference the Husky eligibility 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 will be scheduled for September for Mrs. Neri and for the staff who will be filing reports (SLP, OT, PT, School Psychologist).
  - Summer School has been running as planned and will finish on Friday 7/14/2017.
  - During the 2016-17 school year, this director has chaired 144 PPTs.
  - Current census of students Pre-K to 12+ receiving special services:

	IEP	504
Pre-K to 8	58	26
9 to 12+	18	17
Total	76	43

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

- Calendar of Events for July through August 2017
- Connecticut School Counselor Association letter commendation to Kristin Goodwin
- CARES Commission - Responsibility Addressing State Funding for Connecticut Public Schools
- Special Legislative Session Issues and Concerns

**MOTION #3 (7/13/17) was made (Grant, Smith) that the Board of Education authorize the Superintendent to return to using Paychex for payroll processing; ALL IN FAVOR.**

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

- Priority items include the loading dock repair.
- A/Cs for increased air circulation and cooling in the security server room, transportation office, and computer lab closet servers for our technology infrastructure.

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

- 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**

- Curriculum orders for priority supplies and materials for 2017-2018 are being processed in time for the opening of school.

**4. Transportation**

- A van driver has been selected.
- We are still advertising for a back-up school bus driver.
- We will be forced to secure the expensive services of a transportation company in some instances for the opening of the school year due to not being able to find a back-up school bus driver.
- We have received one bid for an old obsolete van and any funds received will be sent to the Town.

**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.
- We have reviewed the cost projections for two security upgrades, but will need to wait until we have verification of the amount of funds from state and federal grants.

**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.

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

- 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, has been completed on time and under-budget.
- 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 in order to avoid a 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 was revised.

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

- Board of Education will receive enrollment updates in August for “designated high schools” which include Ellis Tech, Griswold, Killingly Ag, QMC, Marine Science Magnet School, NFA, and Norwich Tech.

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

- 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 and construction will begin on July 17, 2017.

## **VIII. OLD BUSINESS**

1. **2016-2017 Budget** - Final expenditures will be reviewed at the next meeting to determine the amount to be returned to the town.
2. **2017-2018 Budget** – The Board of Education presented a 2017-2018 proposed budget at the recent Town Meeting for a total of \$6,905,174 which represented a total of 1.59% or \$108,118 increase over the 2016-2017 approved budget of \$6,797,057. The Town did not approve the education budget which resulted in the temporary 0% increase. We are still waiting for confirmation of the state and federal funding for supporting the 2017-2018 budgets. After receiving that information, the Board of Education and Board of Selectmen will post another town meeting to review updated proposed budgets.

**MOTION #4 (7/13/17) was made (Smith, Grant) that the Board of Education approves a decrease of \$108,115 in temporary adjustments to the proposed 2017-2018 budget to represent \$6,797,057 which is a 0% or \$0 increase over the 2016-2017 budget; ALL IN FAVOR.**

3. **Strategic Plan 2014-2018** - Distributed for review
4. **2016-2017 BOE Self Evaluation** (*Second reading*)

**MOTION #5 (7/13/17) was made (Smith, Grant) to approve and sign the 2016-2017 BOE Self Evaluation as presented; ALL IN FAVOR.**

## **IX. NEW BUSINESS**

1. **Projected Faculty and Staff for 2017-2018** was reviewed
2. **Summer School 2017** - A summary of expenditures was reviewed.

**3. Administrative Goals 2017-2018**

**MOTION #6 (7/13/17) was made (Grant, Smith) to approve the 2017-2018 Administrative Goals as presented; ALL IN FAVOR.**

**4. Strategic Plan for 2018-2022** (*Community Conversation is scheduled for Monday, December 4, 2017 and will utilize grant funds for expenditures.*)**5. REAP Grant**

**MOTION #7 (7/13/17) was made (Grant, Smith) that the Board of Education approves the 2017-2018 REAP Grant submission; ALL IN FAVOR.**

**6. Van driver - Melanie Faragosa**

**MOTION #8 (7/13/17) was made (Smith, Grant) that the Board of Education approves Melanie Faragosa as a new van driver; ALL IN FAVOR.**

**7. 403(b) Vendor List for 2017-2018**

**MOTION #9 (7/13/17) was made (Grant, Smith) that the Board of Education approves and updates the 2017-2018 403(b) Vendor List; ALL IN FAVOR.**

**8. 3000 Series – Business and Non-Instructional Operations** (*Second reading*)**9. Back to Paychex** (see Motion #3 above)**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled August 10, 2017 at 7:00 p.m.
- 2016-2017 Budget
- 2017-2018 Budget
- Faculty and Staff for 2017-2018
- 3000 Series – Business and Non-Instructional Operations (*Third reading*)
- SBAC/CMT/STAR Assessments
- DERG

**XI. EXECUTIVE SESSION**

**MOTION #10 (7/13/17) was made (Smith, Grant) to move into Executive Session at 8:36 p.m. for the purpose of discussing Negotiations; ALL IN FAVOR.**

**MOTION #11 (7/13/17) was made (Gileau, Grant) to move out of Executive Session at 8:53 p.m.; ALL IN FAVOR.**

No action was taken.

**XII. ADJOURNMENT**

**MOTION #12 (7/13/17) was made (Grant, Gileau) to adjourn at 8:53 p.m.; ALL IN FAVOR.**

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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