

# VOLUNTOWN BOARD OF EDUCATION

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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, August 10, 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, Barbara Gileau and James Hutchins  
**Absent:** Vikki Smith, Kristin Trahan and Flo Harman  
**Also Present:** Superintendent Adam S. Burrows and Alycia Trakas

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

III. **CONSENT AGENDA**

**MOTION #1 (8/10/17) was made (Hutchins, Grant) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.**

IV. **CITIZEN COMMENTS** None

V. **GUESTS** Tom O'Connor, Food Services Director

**MOTION #2 (8/10/17): was made (Grant, Gileau) that the Board of Education sets the price of full pay breakfast from \$1.25 to \$1.50 and adult meals from \$3.75 to \$4.00 for 2017-2018, with all other costs (student lunch: full pay \$3.00, reduced \$0.40, Pre-K lunch: full pay \$2.00 and reduced \$0.40) remaining the same as 2016-2017; ALL IN FAVOR.**

VI. **ADMINISTRATIVE REPORTS**

1. **Principal's Report:**

*Students as a Focal Point*

- **Summer School** - 17 students, K-8, enrolled in our 2017 Summer School program, which ended on Friday, July 14, 2017. The students received phonics instruction (Wilson Reading/Just Words), writing instruction, reading comprehension instruction, and mathematics instruction. They had 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 provided 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 Conference Attended** - UCONN PK-3 Leadership Program (Hamden, CT)
- **Educator Evaluation Data Collection Part A and Part B** - Completed the EEDC Part A and Part B (due September 15, 2017) for CT SDE on paper, however, the online submission window has not been opened yet.

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

- **Summer Cleaning** - Thank you to all staff members who are helping to beautify our school building and grounds for the start of the school year.
- **Summer School Transportation** - Thank you to all staff members who are working this summer to bring students to/from summer school programs.
- **Summer Office Work** - Thank you to all staff members who are working this summer to close out the 2016-2017 school year and get prepared for the 2017-2018 school year.

***Community and Public Relations***

- **Youth Service Bureau** - Attended the August 9, 2017 YSB Meeting.
- **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 27th from 9 a.m. to 12 p.m. An advertisement has been posted and distributed.

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

- Calendar of Events for August through October, 2017
- Did You Know? Facts about America's Public Schools
- Restraint Training Relief from 2017 Education Law Summaries - CABE Report
- CIRMA Members' Equity Distribution of \$4846
- CABE Policy Newsletter

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

- The purchase order for the loading dock repair has been submitted.
- A/C installations for increased air circulation and cooling in the security server room, transportation office, and computer lab closet servers for our technology infrastructure has been completed.
- All fire alarms received a comprehensive annual inspection.
- The town crew has efficiently and systematically been cutting the larger lawn areas around the school and this has been very helpful to Mr. Ricard who now works on maintaining the smaller areas.
- Summer custodial crew has almost completed the cleaning process and is working on lavatories, kitchen, hallways, and other last minutes requirements.

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

- The YSB grant for 2017 through 2019 has been submitted to the state and we are waiting for the state legislators to finalize a budget.
- The YSB met on Wednesday, 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. 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 still need to wait until we have verification of the amount of funds from state and federal grants.

**5. School Readiness Council**

- 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.

**6. Solar Panel Project and Electrical Usage**

- A study committee is needed to review why the return was so much lower than the original projections.

**7. Stairway Committee**

- The Stairway Committee approved Wiese Construction with a bid of \$145,833 as the contractor for the stairway project. Construction has begun and we anticipate completion by the opening of school.

**VIII. OLD BUSINESS****1. Report 2016-2017 Budget**

**MOTION #3 (8/10/17) was made (Grant, Hutchins) that the Board of Education accept the 2016-2017 Budget Report as presented; ALL IN FAVOR.**

- 2. Faculty and Staff for 2017-2018** - Final completion of the 2017-2018 Faculty/Staff Assignments will need to wait until our school budget is approved and we must wait until the State of Connecticut decides what allocations will be sent to each municipality.
- 3. 3000 Series - Business Policies** (Third reading)

**IX. NEW BUSINESS****1. School Counselor** (Resignation letter from Kristin Goodwin)

**MOTION #4 (8/10/17) was made (Grant, Hutchins) that the Board of Education accept Kristin Goodwin's resignation effective August 20, 2017; ALL IN FAVOR.**

**2. Transportation** (Analysis and review of routes and staffing)

**MOTION #5 (8/10/17) was made (Grant, Hutchins) to waive the bid process and authorize the Superintendent to make the necessary budget adjustments to purchase a 2018 Ford Transit 10 Passenger van for \$27,680; ALL IN FAVOR.**

- 3. Board of Education 2018-2019 Budget Development Timeline**
- 4. Committee Assignments 2017-2018**
- 5. Prices for Breakfast and Lunches for 2017-2018** - see Motion on page 1.
- 6. Living Word Fellowship** - Superintendent authorized the use of the school gym on available Monday nights for Basketball.
- 7. School Medical Advisor** - Looking forward to another year with Laurentiu Galan, MD serving as School Medical Advisor.

**X. SUGGESTIONS FOR NEXT REGULAR MEETING**

- Scheduled September 14, 2017 at 7:00 p.m.
- 3000 Series Business and Non-Instructional Operations (*Fourth reading*)
- Transfers from the 2016-2017 Budget
- Review Budget Development, Health Benefit cost and staffing
- Review Standardized Test/SBAC

**XI. EXECUTIVE SESSION** - None**XII. ADJOURNMENT**

**MOTION #6 (8/10/17) was made (Gileau, Grant) to adjourn at 8:33 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