

VOLUNTOWN BOARD OF EDUCATION
195 Main Street, Voluntown, CT 06384
Phone: (860) 376-9167 www.voluntownct.org
SUPERINTENDENT OF SCHOOLS: Adam S. Burrows

MINUTES – Monthly BOE Meeting

Thursday, September 13, 2018
Board of Education Meeting Room - 7:00 p.m.

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

ATTENDANCE **Present:** Diana Ingraham (Chairperson), Barbara Gileau (Secretary), Kristen Trahan (Vice-Chair), Christopher Wilson and Kate Beauparlant
Absent: Flo Harman and Skart Paul
Also Present: Adam S. Burrows (Superintendent), Lloyd A. Johnson, Ph.D. (Director of Student Services) and Alycia M. Trakas (Principal)

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

III. CITIZENS / COMMENTS None

IV. GUESTS None

V. CONSENT AGENDA

MOTION #1 (9/13/18) was made (Trahan, Beauparlant) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR. Motion carries.

VI. ADMINISTRATIVE REPORTS

1. Principal's Report

Students as a Focal Point

- **Preschool Home Visits/Orientations and Kindergarten Meet & Greet** - Thank you to the Preschool/School Readiness teachers for making home visits over the summer and conducting Preschool Orientations on Wednesday, August 29 and Thursday, August 30, 2018, for our PK students/families.
- **First Day of School** - Our Kindergarten through Eighth grade students began school on Wednesday, August 29, 2018. Our Preschool students began school on Friday, August 31, 2018.
- **Open House/High School Fair** - This is the third year that we have held our annual Open House with our High School Fair, which took place on Tuesday, September 11, 2018. Ms. MacEwen invited all of our seven designated sending high schools to come to our High School Fair. Four of our high schools had representatives available to all students/families in the VES Gymnasium.

Curriculum, Learning, and Instruction

- **VES Google Calendar** - Staff continues to utilize the Google Calendar tool this year, which highlights the important events taking place at VES and in our community each week.
- **Grade Level/Team Meetings** occur with all teams/individual subject-area teachers on a monthly basis. The purpose of Team Meetings is to review building priorities, schedules, curriculum, assessments, effective instructional strategies in order to meet the needs of students and to review behavioral concerns and strategies.
- **Faculty/Staff Workday** - Held on August 27, 2018. Faculty/Staff Handbook updates - CIT Handbook, School Map/Safety Drills, Committee Assignments/Google Calendar, Benchmark Assessment Calendar, STAR Data Analysis, CSDE Reports, BOE Policies, BOE Strategic Plan/BOE Goals/Administrative Goals/VES Goals and Motto, Back-to-School Folders, Faculty/Staff Assignments and Extensions, Emergency Phone Lists, Student/Parent Handbooks, Supervision Guides, Restorative Discipline, Code of Professional Responsibility, Schedules/Duties, School Climate Review, Eagle Electives, Blood Borne Pathogens Training, Annual Training Program Regarding Emergency First Aid to Students Who Experience Allergic Reactions, Roles and Responsibilities, review of IEPs and 504s, Technology Updates and Social Emotional Learning Program (Choose Love Movement).

- **Grants/Reports/Applications** - Educator Evaluation Data Collection Part A and Part B; Sponsor and Site Applications; Direct Certification/Lunch Applications.

Building, Grounds, and Transportation & Safety

- **School Safety** - Continue to hold brief orientations with substitutes and volunteers to review our security and safety procedures, as well as our confidentiality procedures. In addition to our brief orientation, substitutes and volunteers must complete a DCF Authorization Form. Our substitute process also includes a review of the job description, schedules, handbooks, supervision guides, safety drills and procedures, restorative practices/discipline suggestions, and our Connecticut Code of Professional Responsibility.
- We had one fire drill.

Community and Public Relations

- **PTO** - Will hold its first meeting on September 18, 2018 at 6:00 p.m. in the VES Library.
- **Youth Service Bureau** - Held a meeting on Wednesday, September 12, 2018.
- **Economic Development Commission** - Attended the annual "Back to School" event at the Farmers Market on Sunday, August, 26, 2018. VES collaborated with the EDC, YSB, PTO, and Scouts to make this event full of fun, family-friendly activities.

MOTION #2 (9/13/18) was made (Trahan, Beuparlant) that the Board of Education open discussion for the Five Year Star Data Comparisons (New Business, Item 1); ALL IN FAVOR. Motion carries.

2. Director of Student Services

- We are exploring service providers for a Board Certified Behavior Analyst to be at VES regularly to monitor and develop behavior improvement plans for a few of our students. Having a resource such as this will increase our capacity to meet the needs of students with Autism and Emotional Disturbance. Last year we used EASTCONN for 6 to 8 students with behavioral needs. Their BCBA was a very competent professional. I would like to identify a less expensive agency or individual who is more flexible in the number of students they will consult on during each visit.
- On August 10, 2018 we received notice from the Connecticut Department of Education that our SEDAC reports, which were subjected to a desk audit, were submitted in a timely and accurate manner.
- Linda Raymond, Student Services Department Secretary, has been very interested in reducing the amount of paper our department generates. We have been asking parents of students with IEPs if they'd prefer to receive notices, minutes and required documents electronically. She has researched form letters that other districts use in this effort.
- A form letter will be used yearly to inform parents of students with IEPs of the notices we are required to provide them. At each PPT Annual Review meeting, I carry a folder with hard copies of the two documents we are required to provide in case a parent wants a hard copy. Previously we mailed them out every August.
- In the past, our department had used a less than formal permission to release records form. It was brought to our attention that this should be addressed. I have decided to revise the EastConn form for our use. A copy was attached for the Board to review.
- 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 Professional Day on September 14, 2018, to continue planning lessons for this school year. We plan to use these activities during the Unified Activities Program and our Life Skills Program.
- As a follow up to the June report on the closing of Griswold Alternative School to additional referrals, of the three students I was hoping to consider placing there, one is staying in an outplacement, one has moved, and the third is registered at GHS.
- As of September 13, 2018, this Director has chaired 7 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	68	15
9-12+	29	14
Out Placed	6	
Total	103 (includes 1 with Nexus of Groton)	29

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 August through October, 2018
- An Enrollment Report noted 273 students in Pre-K through grade 8 and 128 high school students.
- BOE received grants, tuition payments and other funds and gave to the Town \$77,542.59 in 2017-18. Thus far and \$10,724.48 has been deposited in the town account for 2018-19.
- Annual Revenue and Cost Expenditure Report for the 2017-18 school year for the School Lunch Program.
- Letter to Kathy Baker thanking her for her many successful years of service as a paraprofessional.
- CABE Liaison Newsletter for September, 2018
- Reviewed recent Yankee Institute Report: Assessing Municipal Fiscal Health in Connecticut. Voluntown was #30 from the top of all 169 municipalities in the whole state.
- The Superintendent of Schools submitted the official form certifying fiscal compliance with all Connecticut State Statutes for 2017-18 noting the completion of the "Function/Object Prior Year Comparison Report".

VII. COMMITTEE REPORTS

1. Indoor Air Quality/Tools for Schools and Safety

- A special thank to the summer custodians who were busy cleaning each room. Mr. Ricard worked to coordinate activities related to preparing the building for the next school year. Faculty and staff submitted end-of-the-year checklists that were posted in each room and the maintenance department addressed these needs.
- Efforts are being made to improve the airflow in the school office due to an increase in moisture. This required purchasing dehumidifiers as well as utilizing the A/C unit on a 24/7 basis from June through September. We are currently reviewing the need to replace the 29-year-old air handler located on the roof.
- 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 or replace the tie rods for improved steering. We should consider a diesel tractor because it can be safely stored in the garage at the end of the JHS hallway. If we replace it with a gasoline vehicle, we would need to build a shed with large doors for access or rebuild the current shed. The use of our school tractor has decreased because of the significant support from the Town Maintenance Department over these past few years 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
 - A/C in JHS wing
 - A/C in art, music, faculty room, Special Education area, and a fourth grade classroom
 - Energy efficiency upgrades to reduce peak meter reading for electricity use. Mr. Ricard has mentioned that he has a need to purchase lighting supplies, especially to replace older ballasts for the existing lighting system. There is currently a cost-savings proposal by a certified electrical company under consideration that is part of a pre-approved Eversource program.

2. Youth Services Bureau/Local Prevention Council

- The YSB-LPC met on Wednesday, September 12, 2018 at 3:45 p.m.
- Future 2018-2019 YSB-LPC Meeting Dates (all on Wednesdays at 3:45 p.m. in the central office); October 10, November 14, December 12, January 9, February 13, March 13, April 10, May 8, and June 12.
- The Superintendent distributed a Connecticut Youth Service memo from the State dated January 2, 2018, regarding the new responsibility of local Youth Service Bureaus to review truancy cases that would be sent to the YSB as the Community Hub. Mr. Burrows stated that the funds have not yet been released from the State.
- A Forum promoting Behavioral Health and Preventing Addiction is to be held at the school gym on October 4, 2018 from 6:30 to 8:00 p.m.

3. Curriculum Steering Committee

- The purpose of the Curriculum Steering Committee is to use 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.
- Meetings will be on December 13, 2018 at 3:30 p.m. and April 11, 2019 at 3:30 p.m.

4. Transportation Committee

- The Transportation Department has reviewed enrollment numbers, the addresses of students, and routes for 2018-2019. Our goal is to make every effort to utilize our current staff and inventory of vehicles to safely transport all students.
- We have one contracted transportation service to and from Columbia, Connecticut at a reasonable cost with EASTCONN.
- Additional transportation reports will be distributed at the meeting which includes: 2018-19 hours of drivers and a history of transportation expenditures.

5. School Security and Safety

- A fire drill report for 2017-2018 is being submitted to the state.
- Over the next few months we will be updating our ALL HAZARDS PLAN for 2018-2019.
- The Board of Education received a copy of the "Emergency Response Drill Log for 2017-18" submitted to the State.

6. School Readiness Council

- The 2018-2019 School Readiness Grant of \$198,000 was 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 and we have met that requirement.
- Several non-resident preschool students have been enrolled in 2018-2019 to meet the requirements of the grant. Space is always available to Voluntown residents because, if needed, the last registered non-resident student would not continue in the program to make sure that a Voluntown resident could be enrolled in the School Readiness program.
- A special request was made to increase our preschool enrollment to 48 students to increase the grant allocation to \$216,000. We have the space for additional students with the recent room expansion, which was paid for by a grant. The state recently informed us that our grant award would be based on 44 students.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee met to update and implement workshops and learning opportunities.
- A list of activities has already been developed for upcoming early dismissal and Professional Development days.

8. Wellness

- A Wellness Committee meeting has been scheduled for Tuesday, September 25, 2018 at 10:00 a.m. in the Board of Education meeting room.
- The purpose of this committee is to guide the implementation of the Student Nutrition and Physical Activity Policy 6142.101(a). Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs.

9. Solar Panel Project

- A Solar Panel Review Committee has met 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, and Jack Wesa, Citizen. The Office of the First Selectman is completing a follow-up of all solar panel contracts.
- A no-cost energy audit was recently completed to determine ways to reduce electricity usage for additional savings.

10. Heating Oil Tank Replacement Committee

- The need to replace the oil tank, as per state guidelines, has been part of a five-year facilities plan to document upcoming facility needs and meet state requirements.
- The Heating 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, Barbara Gileau, and Diana Ingraham. The Superintendent also attends meetings.
- The committee received bids from three consulting engineering firms, checked references, and approved Salamone and Associates, P.C. Consultant Engineers. The Selectmen reviewed this decision at the June 12, 2018, meeting. The Board of Education reviewed the proposed sequence of events and contract at the meeting held on June 14, 2018.
- Design specifications have been completed by Salamone and are available for review at the central office.
- Salamone developed the bid specifications and projected costs.
- The Board of Selectmen held a town meeting on September 5, 2019 to review the project.
- A referendum has been scheduled for Tuesday, September 18, 2018 from noon to 8:00 p.m. at the Town Hall.
- The State Department of Education has strict guidelines for securing state funds for reimbursement of eligible expenditures for oil tank replacement projects based on a 30-year longevity cycle. The Town of Voluntown must, therefore, approve the total amount, currently set at \$200,000. Our consulting engineer anticipates a contractor bid in the range of \$180,000 to \$190,000. The state currently has set our reimbursement rate at approximately *65% for eligible expenditures*. It is, therefore, anticipated that the actual cost to the town could be in the range of \$70,000 or even lower.
- It is important to note that oil tanks are mandated for replacement every 30 years as per environmental guidelines and there is a financial penalty if not replaced.
- After the town approves the projected overall cost of the project, an application will then be submitted to the State of Connecticut to secure approval of all design specifications and costs. The State Department of Education will identify reimbursable expenditures.
- Our goal is to have the contractor start the oil tank replacement project as soon as possible after the last day of school in 2018-2019.

VIII. OLD BUSINESS**1. 2017-18 Final Budget Report**

MOTION #3 (9/13/18) was made (Trahan, Beauparlant) to approve the final 2017-18 Budget Report as presented; ALL IN FAVOR. Motion carries.

Another Final Budget Report with transfers will be submitted to the Board at the October, 2018 meeting.

2. Updated of 2018-19 Faculty and Staff**3. 2019-20 Budget Preparation Timeline and Process**

4. **Policy #5131 Conduct and Discipline** (Second reading)
5. **Policy #6162.51 Survey of Students** (Second reading)
6. **Summer School Report** - The annual expenditures for the recently completed Summer School Program was \$20,194.69.
7. **Voluntown Capital Improvement Plan** - The Superintendent is in the process of developing a comprehensive Capital Improvement Plan for the school system to submit to the Board of Selectmen.

IX. NEW BUSINESS

1. **Five Year "STAR" Data Comparisons** (2013-14, 2014-15, 2015-16, 2016-17, 2017-18)
2. **Review of BOE Strategic Plan 2018-2022** (Distributed for an annual review)
3. **UCFS Healthcare - "Smiles on the Move"**

MOTION #3 (9/13/18) was made (Beauparlant, Wilson) that the Board authorize participation in the "Smiles on the Move" Healthcare Program through UCFS; ALL IN FAVOR. Motion carries.

4. **Personnel** - (Athletic Director, Music Director, Soccer Coach and Assistant Soccer Coach)

MOTION #4 (9/13/18) was made (Gileau, Trahan) that the Board appoint Margaret Voland to the Athletic Director position; ALL IN FAVOR. Motion carries.

MOTION #5 (9/13/18) was made (Gileau, Beauparlant) that the Board appoint Jennifer Knickerbocker to the Music Director position; ALL IN FAVOR. Motion carries.

MOTION #6 (9/13/18) was made (Beauparlant, Gileau) that the Board appoint Brian Racicot to the Soccer Coach position; ALL IN FAVOR. Motion carries.

MOTION #7 (9/13/18) was made (Gileau, Wilson) that the Board appoint Rhonda Bursey to the Assistant Soccer Coach position; ALL IN FAVOR. Motion carries.

MOTION #8 (9/13/18) was made (Gileau, Trahan) that the Board appoint Alex Smola to the Assistant Soccer Coach position; ALL IN FAVOR. Motion carries.

MOTION #9 (9/13/18) was made (Gileau, Trahan) that the Board accept the resignation of Juta Fedor as a paraprofessional; ALL IN FAVOR. Motion carries.

5. **Policy #5113 - Attendance** (First reading)
6. **Policy #5141.4 - Reporting of Child Abuse, Neglect and Sexual Assault** (First reading)

MOTION #10 (9/13/18) was made (Wilson, Beauparlant) that the Board confirm the appointment of Alycia Trakas as the School Liaison to the State of Connecticut; ALL IN FAVOR. Motion carries.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled October 11, 2018 at 7:00 p.m.
- 2019-20 Budget Preparation Timeline and Process
- Final Budget with Transfers for 2017-18
- Policy # 5131 (Third reading)
- Policy # 6162.51 (Third reading)
- Policy #5113 (Second reading)
- Policy #5141.4 (Second reading)
- Air handler

XI. EXECUTIVE SESSION - None

XII. ADJOURNMENT

MOTION #11 (9/13/18) was made (Trahan, Wilson) to adjourn at 9:14 p.m.; ALL IN FAVOR. Motion carries.

Witness

Date

Attest

Date

Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools
Approved at the 10/11/18 BOE Meeting