

**VOLUNTOWN BOARD OF EDUCATION**  
**195 Main Street Voluntown CT 06384**  
**SUPERINTENDENT OF SCHOOLS: Adam S. Burrows**  
**Board Chair – Diana Ingraham**

**Barbara Gileau**  
**James Hutchins**  
**Monique Mooney**

**Cathy Grant, Secretary**  
**Robert Iovino, Vice-Chairperson**  
**Vikki Smith**

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**Informational Meeting**  
**Thursday, January 10, 2013**  
**Board of Education Meeting Room - 7:00 p.m.**

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**ATTENDANCE:**

Present: James Hutchins, [Vice Chair], Diana Ingraham [Board Chair], Vikki Smith

Absent: Barbara Gileau, Cathy Grant [Secretary], Robert Iovino, Monique Mooney

Also Present: Superintendent Adam Burrows, Alicia Dawe, Principal, and Dr. Elaine Lee, Director of Special Education

**SPECIAL GUESTS:** Mr. David Klein, Superintendent of NFA, and Mr. John Iovino, Director of Student Services, provided a presentation about the Norwich Free Academy educational programs and services. Highlighted topics of interest included course listings such as math, science, English, arts & fine arts, career & technical education, visual and performing arts, physical education, world language, co-curricular activities and athletics.

**PRINCIPAL'S REPORT**

Alicia Dawe provided the Principal's Report that highlighted activities about "staying green" by utilizing electronic communications. Communications to staff and families will be published via internet utilizing the school website, principal website, and email. Alicia reviewed the Response to State Testing and the Trajectory Towards Student Success Plan and initiatives to identify and prioritize student needs, inventory current instructional approaches, define resources and assessments, review the RTI system and approaches, and complete needs-based assessments. The Family Academy will hold a presentation on Tuesday, January 15, 2013 about Title I.

**SPECIAL EDUCATION REPORT**

Elaine C. Lee, Ph.D. provided the Special Education Report that highlighted activities about the 5<sup>th</sup>-8<sup>th</sup> Grade Alternate Program. This program provides valuable services to both special education and regular education students. In the 2013/2014 school year there will be seventeen (17) students receiving services in this program. There are thirty-one (31) VES students receiving special education services. Four (4) high school students are receiving services. There are ten (10) out-placed students. Nancy Vitale, EASTCONN Consultant, continues to work with teachers on development of a Common Core Curriculum.

**SUPERINTENDENT'S REPORT**

Adam Burrows reviewed his calendar of events for Feb 2013. As noted in the enrollment report of 1/03/13 there are 317 students (Pre-K through 8<sup>th</sup> Grade) plus 122 High School students. Mr. Burrows reviewed the School Auditors Report.

**Tools for Schools:** Mr. Burrows reviewed propane, oil, and electricity usage, Voluntown School has met all State requirements as per the radon testing recently completed as part of an every five-year mandate.

**EARLY CHILDHOOD  
CAPITAL  
IMPROVEMENTS  
AND TECHNOLOGY**

**REAP Grant:** a portion of the grant will be used to pay for an intern for the current and fall semesters. Scott Fenton, a Sacred Heart graduate student was recently selected.

**School Community Safety Team:** Mr. Burrows attended a Statewide Security Symposium on Emergency Preparedness earlier this week to review recommendations made by national experts. The Voluntown School and Community Safety Team made a public presentation to parents and community members on Monday January 7, 2013 at 7:00 p.m. at the firehouse. **Review of School Security Upgrades:** Several initiatives and priorities will be reviewed in the upcoming weeks by the School Community Safety Team.

**2013-2014 DRAFT  
SCHOOL  
CALENDAR**

Mr. Burrows submitted the Draft 2013-2014 School and Regional Calendars. There was discussion on designating Friday, December 20, 2013 as a full-day of school or a vacation day as part of Winter Recess.

**2013-2014  
BUDGET  
PREPARATION:**

Superintendent Burrows submitted the Proposed Initial 13/14 Budget. The proposal is \$6,403,969 and represents an increase of \$132,947 or 2.12% over the 2012/2013 total of \$6,271,022. The goal is to again make every effort to develop a budget proposal with a sincere understanding of the cost impact to local property taxes. The ultimate goal is to meet the educational needs of students. The budget process seeks to have a cooperative approach between the Town and Board of Education to create a schedule that allows for community input and involvement.

**TEACHER AND  
ADMINISTRATOR  
EVALUATION**

Administration continues to work on developing the Teacher Evaluation Plan for Voluntown Schools. EASTCONN has provided a model plan for consideration. Mr. Burrows, as Superintendent of Schools, has submitted a form to the State Department of Education to signify that we are, at this time developing our own Educator Evaluation Plan based on the above EASTCONN model. There is time to make revisions and send a final plan for Voluntown to the State Department of Education by April 15, 2013.

Respectfully Submitted,  
Sherry Pollard