

**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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**BOARD MINUTES**  
**Regular Board Meeting**  
Thursday, December 13, 2012  
Board of Education Meeting Room - 7:00 p.m.

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**ATTENDANCE:** Present: Barbara Gileau, James Hutchins, [Vice Chair], Diana Ingraham [Board Chair], Cathy Grant [Secretary]  
Absent: Robert Iovino, Monique Mooney, Vikki Smith  
Also Present: Superintendent Adam Burrows, Alicia Dawe, Principal, and Dr. Elaine Lee, Director of Special Education

**CONSENT AGENDA:** **MOTION #1 – 12/13/12:** made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education accepts the consent agenda as presented Including the Special Meeting Minutes of November 27, 2012  
VOICE VOTE: UNANIMOUS; MOTION CARRIES

**PRINCIPAL'S REPORT** A report from Alicia Sweet Dawe was distributed. Principal Dawe continues to “stay green” by utilizing electronic communications as much as possible. Teachers have had released time to work with writing curriculum to effectively implement Common Core State Standards. The UNCAS Health District sponsored an “In School Asthma Program.” Principal Dawe participated in professional development activities to review core requirements for the state teacher and administrator evaluation process as well as information about “My Learning Plan” for implementing a newly required data management system. Successful community/public relation programs included: Family Academy titled “Homework without Tears”, a PTO movie night and distribution of a pamphlet titled, “Family Guide to the Common Core Standards”.

**SPECIAL EDUCATION REPORT** A report from Elaine C. Lee, Ph.D. was distributed. The 5<sup>th</sup>-8<sup>th</sup> Grade Alternate Program provides valuable services to both Special Education and Regular Education students. There are thirty (30) VES students receiving Special Education Services. Four (4) high school students are receiving services. There are ten (10) out-placed students. Two (2) students are currently enrolled in the Virtual Learning Academy. Nancy Vitale, EASTCONN Consultant, continues to work with teachers on development of a Common Core Curriculum and there is an emphasis on writing Smart Goals.

**SUPERINTENDENT'S REPORT** Adam S. Burrows reviewed his calendar of events for Dec 2012 & Jan 2013. The enrollment report noted as of 12/02/12 there are 315 students (Pre-K through 8<sup>th</sup> Grade) plus 121 High School Students. Mr. Burrows distributed a required state document titled, “Selection of State or District Designed Model” for the new Connecticut teacher and administrator evaluation process. The Board of Education will be required to make an initial decision at the January 10, 2013 regular meeting. More information will be presented at the meeting, especially with regards to an EASTCONN model that is being developed for school systems throughout our region. A copy of the recent Spotlight on Education was distributed highlighting information about: recent selection of officers of the

Board of Education, the timeline for developing the 2013-2014 budget proposal, the now projected last day of school being Tuesday, June 18, 2012 due to Hurricane Sandy, and the encouragement of students to use our breakfast and lunch programs. Mr. Burrows presented a summary of the recently released SPI or School Performance Indicator which is the new reporting format replacing NCLB or No Child Left Behind based on a recently approved waiver for the State of Connecticut. Voluntown Elementary School had an overall three year average of 87.1 which actually places us number three (3) in the list of sixteen (16) school districts in our DRG "F" reference group. Our designated target performance level is eighty-eight (88) to perform at the highest SPI level. It is important to note our performance levels are as follows: Reading – 84.7, Writing 88.1, Mathematics – 89.9 and Science – 87.9. It was apparent that the greatest area of emphasis will be Reading to reach a target level of eighty-eight (88).

**COMMITTEE REPORTS: YSB/LPC Advisory Board:** Diana Ingraham reported the YSB/LPC Advisory Board has been meeting on a regular basis. Job Descriptions were approved for a part-time Budget Director and also for the position of a part-time Executive Director. This Advisory Board is currently reviewing ways to offer after school programs of interest to the youth of our community such as certification for babysitting, arts and crafts, basketball (one night a week for 9<sup>th</sup> – 12<sup>th</sup> graders) and other possible programs. All programs will be paid for by grants and matching funds allocated by the Town of Voluntown.

**Indoor Air Quality/Tools for School Committee:** Diana Ingraham reported the IAQ/TfS Committee recently met to review issues related to maintaining a healthy school and updated school facilities. CON-SERVE just completed an upgrade of outside lighting as well as lighting in the library in an effort to save an estimated 24,000 KWH per year. This project is being paid for by part of 11-12 budget funds carried-over for energy saving projects. Other agenda items included maintaining a cooperative approach with the town for cost-effective solar panel initiatives, researching options for roofing needs, monitoring the Five-Year Maintenance Facility Plan, supporting school library upgrade projects (the new lighting is excellent), offering assistance with the stairway project, reviewing current 12/13 budget considerations and researching priorities for consideration in the development of the 13/14 budget proposal.

**Wellness:** Cathy Grant reported the Wellness committee received verification of the state approval of our Healthy Food Certification. She noted Tom O'Connor, our Foods Services Director, reported a decrease in the numbers of participation in Food Services programs throughout the region. A newsletter was sent home to encourage student use of our Breakfast and Lunch Programs. The principal used School Messenger this past weekend to encourage use of our breakfast program. A table has been set-up in the cafeteria and a teacher has been scheduled to supervise students. Board members will be updated on a monthly basis as the numbers of monthly participation are reported in the Consent Agenda at each regular monthly meeting

**PARTNERSHIP  
EASTCONN  
MAGNET SCHOOL**

**MOTION #2 – 12/13/12:** made by Cathy Grant SECONDED BY Barbara Gileau that the Board of Education authorize the Superintendent and Board Chair to sign a resolution concerning Voluntown Public School participation as a partner in Quinebaug (QMC) Middle College Magnet High School for the school year 2013 - 2014

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**TITLE I/RTI  
INTERVENTIONALIST  
JOB DESCRIPTION**

**MOTION #3 – 12/13/12:** made by Cathy Grant SECONDED BY Jim Hutchins that the Board of Education approves the Title I/RTI Job Description

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

**ADJOURNMENT:**

**MOTION #4 – 12/13/12:** made by Barbara Gileau SECONDED BY Cathy Grant that the Board of Education adjourns at 8:14 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

Respectfully submitted,  
Sherry Pollard  
Board Clerk

- APPROVED BY THE BOARD ON FEBRUARY 14, 2013 -