

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

**Barbara Gileau**  
**James Hutchins**  
**Vikki Smith**

**Cathy Grant, Secretary**  
**Robert Iovino, Vice-Chairperson**  
**April Woodcock**

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## **Informational Meeting**

**Thursday, December 12, 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, April Woodcock  
Also Present: Superintendent Adam Burrows, Director of Special Education, Dr. Elaine Lee, & Alysia Trakas, Principal

**GUESTS:** Pam and Shayne Evans (Boy Scout)

**ASSESSMENT OF THE 14 AREAS OF THE VES ROOF:** Mike Boudreau of TREMCO, a company approved by a statewide consortium of school districts, presented the results of a recent assessment of the 14 different areas of the VES roof. His recommendations focused on the need to replace areas of the roof that are now over 30 years old and completing some repairs on the remaining sections. He noted an option of making extensive repairs on the 30 year-old sections of the roof, but repairs would cost almost just as much as a replacement project and the cost would come directly from the school budget with no state reimbursement. He suggested submitting a request to the state which would allow us to receive reimbursement.

Mr. Burrows noted the current reimbursement rate for Voluntown from the state could be up to 65% of the cost of a project. This is a lengthy process that requires the Board of Education to request the Board of Selectmen establish an official Building Committee for a roof project. This Building Committee would review the TREMCO assessment, secure the services of an architect, develop specifications and a cost analysis of the areas of the roof that need replacement. The Building Committee would then request the Selectmen to schedule a Town Meeting to approve the roof project and to submit an ED 0049 form prior to June 30, 2014 to the School Facilities Unit of the State Department of Education. The School Facilities Unit would review the proposed specifications and, after approval, forward their recommendation to the state legislature who would then vote to approve and forward the project to the Bonding Commission. The Bonding Commission chaired by the Governor would then vote to inform us that we have been approved and can proceed with the roofing project. Based on the above timeline and everything going as planned, the actual roof replacement project could begin on July 1, 2015.

Mr. Burrows noted that rough drafted estimates from the initial assessment are in the range of \$700,000 for submittal to the state for reimbursement. The current 65% reimbursement rate means the state would pay in the range of \$455,000 while the cost to Voluntown might be in the rough estimated range of \$245,000. These are at this point rough-drafted estimates that would become more specific as the Building Committee works with an architect to secure more detailed information about the scope of the project and the specific costs. The Board of Selectmen would then make the decision to schedule a Town Meeting to vote on the proposal when the overall cost of the roof project has been specifically determined.

Mr. Boudreau noted the other areas of the roof from the building project completed in 2000 could be preserved through a sequence of preservation applications in a section-by-section schedule and could receive a new 15-year warranty. These repairs would be made in a timely fashion and be paid for out of the school budget. He also noted the 30-year old roof, with appropriate maintenance in 2014-2015, will be able to serve its purpose until the projected July 2015 constructed date.

The roofing project will be placed on the agenda of the 1-9-14 meeting of the Board of Education.

**PRINCIPAL'S REPORT:** Alysia Trakas presented the Principal's Report that highlighted information on the following:

Students as a Focal Point: **VES Family Night** – On November 19<sup>th</sup>, 2013, Hallie Davis, the Title I Family Involvement Coordinator, provided parents with an overview of Title I, while their students made fall arts & crafts in the Art Room under the supervision of a few staff members. This parent workshop is a Title I grant requirement: **After School Tutorial** – 2<sup>nd</sup> term will continue through next week (Thursday, December 19, 2013). 3<sup>rd</sup> term will begin when we return from Holiday Break on Tuesday, January 7, 2014: **SRBI** - SRBI Data Team met on November 21, 2013 at the White House. Grade level teachers and related service teachers met to review students progress based on assessment data and classroom performance: **Parent/Teacher Conferences** - Parent/Teacher Conferences were held on November

24<sup>th</sup> and 25<sup>th</sup>, 2013. The evening was a success! I saw lots of smiles on the faces of our parents, students, and staff members: **PTO Math/Science Assembly** was held on December 2<sup>nd</sup>, 2013, the PTO sponsored a Math/Science Assembly for the whole school (K-8). Jerry DeClaire, a Marvel comic book artist, spoke to the students about the math and science behind drawing. One of the drawings is a silent auction item for Chikumbuso Night. I attended the Fall Sports Awards Banquet on December 3, 2013. Students were recognized for participation in soccer, for their championship season, for being a Student Athlete (Honors or High Honors) and for being a Band Athlete. Winter Sports – Cheerleading and Boys and Girls Basketball have started. Chikumbuso Night 2013 has been rescheduled to Tuesday, December 17<sup>th</sup>, 2013 at 5:30PM in the VES Gymnasium. Students will be singing, playing music, and dancing for the audience. School Spirit – Students and staff are wearing necklaces and bracelets made by women and children of Chikumbuso. Winter Concert – The Winter Concert is scheduled for Thursday, December 19<sup>th</sup>, 2013 at 5PM (Grades K-3) and 6PM (Band & Chorus).

**Staff as a Focal Point:** Continuing to meet with grade level teams on a bi-weekly basis; Mary Kollman and/or Judith Allik are present at these meetings. Continuing to meet with Specialists on a bi-weekly basis. First round of Teacher Evaluations is complete! Staff monthly breakfast provided by the 3<sup>rd</sup> and 4<sup>th</sup> grade teachers was held on November 22<sup>nd</sup>, 2013. Staff holiday party was held on December 1<sup>st</sup>, 2013. Many staff members, past and present, came to celebrate together. A staff luncheon through the personal compliments of the Superintendent, Principal, and Director of Special Education will be held on Wednesday, December 18<sup>th</sup> from 10:45AM – 12:45PM.

**Curriculum/Instruction/Assessment:** Attended the following committee meetings: Para Meeting, School Climate/SRBI Behavior Team, and School/Community Safety Team. Chaired the following committee meetings: Crisis Intervention Team, Faculty Meeting, English Language Arts Grade Band Meeting and School Readiness Committee. Participate in a STAR conference call about Professional Development opportunities in STAR Enterprise. Working on the "Estimate of Potential Space Needs" Survey for School Readiness, due December 16, 2013.

**Building/Grounds/Transportation:** I attended the ISC EAST Security Conference in New York on November 20, 2013 to look at security options for VES. Drills: We have had 5 fire drills - We have had 2 lockdown drill - We have had 1 evacuation drill - We have had 1 earthquake drill

**Community/Public Relations:** Met with a UCFS Social Worker Liaison on November 18<sup>th</sup>, 2013 to get an overview of services provided by the organization. Attended November 19<sup>th</sup>, 2013 PTO Meeting. The PTO finished their Butter Braids winter fundraiser. The December PTO Meeting is being cancelled to support Chikumbuso. Attended the Community Conversations Grant Planning Meeting on November 18<sup>th</sup>, 2013 and Community Conversations About Education event, as a recorder, on December 2, 2013. Three Griswold High School seniors will be observing in our Early Childhood wing (Pre-K and K) on December 19<sup>th</sup>, 2013 as part of their UCONN Early Childhood class requirement.

## **SPECIAL EDUCATION REPORT:**

**Special Education Population:** There are now thirty-nine (39) students identified as Special Education in the elementary school building, which is an increase of three (3) identified students from last month. There are presently seven (7) students in the process of evaluation. The high school special education population remains at five (5) – one student attending NFA and four students attending Griswold High School. In addition there are nine (9) students presently out-placed. The combined locations show a total of fifty-three (53) students receiving special education services.

**504 Populations:** There are presently twenty-nine (29) students receiving 504 services.

**Goal Setting:** I have completed the first round of evaluations for the teachers using the new Teacher Evaluation System with the exception of our new teacher.

**Special Education Teacher Hire:** Julia Stands has started as the new Special Education teacher and has been very well received by both staff and students. The transition has been extremely smooth.

**Community Conversations:** Attended a workshop presented by Mary Broderick that helped the team learn how to facilitate a community meeting and take appropriate notes. On December 2, 2013, the night of the actual event I had the opportunity to work with one of the groups. While Jack Wesa acted as the moderator, I handled the scribe's duties. I thoroughly enjoyed the opportunity to work with members of this community listening to their positive comments as well as their concerns.

**School Climate:** The School Climate/RTI team has met on several occasions to redesign and establish school wide procedures for dealing with behavioral issues. In addition to our new format, we have developed data collection procedures and methodology.

**Special Education Committee:** The team has met to re-establish distribution of work assignments and to re-establish procedures for managing case loads.

**SUPERINTENDENT'S REPORT:** Superintendent Burrows reviewed his calendar of events for December 2013 and January 2014. As noted in the enrollment report of December 4, 2013, there are 313 students (Pre-K through 8<sup>th</sup> Grade) plus 127 High School students. Mr. Burrows reviewed the November 14, 2013 Board Briefs.

**COMMITTEE REPORTS:**

Community Conversations: Superintendent Burrows provided a summary report on the Community Conversations about Education event held December 2, 2013 in the Voluntown Elementary School Gymnasium. The event is in support of coordinating efforts in Voluntown to educate and support our youth now and in the future. The next event is scheduled for Monday, January 27, 2014.

Youth Services Bureau: Superintendent Burrows provided minutes from the YSB Tuesday, November 12, 2013 meeting. There was review of the 2013-2014 YSB Budget and available funds. It was noted, all documents for the YSB Evaluation 2012-2013 have been submitted and the YSB received praises from the State Department of Education for the clear and concise documentation and accomplishments. Mr. Adam Shaughnessy, YSB Coordinator, is working on a draft mission statement.

Strategic Plan: Superintendent Burrows submitted the 1<sup>st</sup> Draft of the 2014-2018 Strategic Plan and the approved 2013-2014 Board of Education Goals for review and comments by Board members.

**2013-2014 BUDGET DEVELOPMENT:** Superintendent Burrows noted work continues on the development of the budget and that this item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**POLICY REVISION #6142.101 WELLNESS:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**JOB DESCRIPTION – OFFICE CLERK:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**2013-2014 DRAFT SCHOOL CALENDAR:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**POLICY #4118.51 SOCIAL NETWORKING WEBSITES:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**AFTER SCHOOL VOLLYBALL:** Mr. Burrows and the Board are in favor of the intramural after school volleyball program that will be lead by Brian Racicot, the Physical Education Teacher.

**TECHNOLOGY GRANT:** Mr. Burrows noted Jim Ward, Technology Coordinator, has been working on technology improvements relative to initiating Google software capabilities, broadening communication and increasing computer access for staff and students.

**TITLE 1 AFTER SCHOOL PROGRAM:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**TITLE 1 AFTER SCHOOL TUTOR:** This item will be placed on the Agenda for the Thursday, January 9, 2014 meeting.

**FACILITIES USE:** Mr. Burrows informed the Board that the Recreation Commission will be holding basketball games at Voluntown Elementary School on Saturday's January 2014 through May 2014.

**CMT – DISTRICT PERFORMANCE INDICATORS:** Superintendent Burrows provided a review of the overall scoring.

**THE MEETING ENDED AT 9:40 P.M.**