

**EAST LYME BOARD OF EDUCATION  
East Lyme, Connecticut**

**REGULAR MEETING  
Tuesday, April 26, 2016 – 6:30 p.m.  
Room B101, East Lyme High School**

**MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Marlene Nickerson, Bill Derry

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Linda Anania (Principal, Flanders School), Melissa DeLoreto (Principal, Niantic Center School), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Mike Susi (Principal, East Lyme High School), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

**I. CALL TO ORDER – 6:40 p.m. by Chair Tim Hagen**

*The Board took a short recess at 6:41 p.m. (Moving to Room B100, East Lyme High School)*

**II. EXECUTIVE SESSION**

**MOTION:** Jaime Barr Shelburn moved to enter into executive session at 6:42 p.m. and to include Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent), and Maria Whalen (Director of Business and Facilities) to discuss personnel issues (1) Interview for Assistant Superintendent of Curriculum, Instruction and Assessment and 2) Discussion Regarding Director of Special Education Vacancy for 2016-2017); Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*Meeting reconvened at 7:07 p.m. (Room B101, East Lyme High School)*

**III. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen and Amy Drowne.**

**IV. PUBLIC COMMENT**

1. Elizabeth Brouillard (239 Upper Pattagansett Road, East Lyme), thanked Board members for their personal time to make difficult decisions that are best for children. She asked the Board to make cuts that least affect students and to not make staff cuts-- "*cut things not teachers.*"
2. Anne Campbell (6 South Cobblers Court, Niantic), asked the Board to consider not cutting teachers for the success of our children and health and welfare of teachers.
3. Rob Tukey (111 Sleepy Hollow Road, Niantic) echoed remarks above and urged the Board to keep class sizes small especially for transitioning students.
4. Maia Vargas (18 Pontiac Dr, Niantic), echoed remarks above and stressed the importance of 5<sup>th</sup> grade teachers getting to know their students and laying out a good foundation for them as they transition into middle school.
5. Kim Kalajainen (6 Catbird Lane, East Lyme), reflected on the similarities between transformation in the medical and the education field and asked the Board not to cut staff. She challenged the Board to go after contracts and services that don't affect our kids.

Jennifer Murray (7 Tabernacle Avenue, Niantic), echoed remarks above and stated 5th grade is the worst year to cut staff. She asked when the community forums will be scheduled regarding the elementary building project and what assurances will the parents be given that children will not suffer as a result of the new plan. She suggested the Superintendent and architect tour all three elementary buildings during recess time and stated that the smaller more compact play areas in the new plan will impact the academic achievement of students. She also questioned state reimbursement (sq. ft. per student).

6. Lawry O'Connell (81 Pattagansett Road, Niantic), at her request, her letter was read into the minutes by Board Secretary Al Littlefield and are attached to the minutes. The letter is in support of the BOE approved elementary school building project.

#### **V. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education April 4, 2016 Regular Meeting as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education April 14, 2016 Special Meeting as presented; Candice Carlson seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Candice Carlson, Bill Derry, Barbara Senges, Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Jill Carini, John Kleinhans

**MOTION CARRIED 7:0:2**

#### **VI. SPECIAL REPORTS**

**A. Students' Representative – Matthew Spang (12) and Lily Zhong (11)**

- Hypnotist Show was entertaining and enjoyed by all in attendance.
- Thank you to the representative from the East Lyme Registrar of Voters that met with the senior class prior to the Presidential Primary.
- Congratulations to Softball Head Coach Judy Deeb – 600<sup>th</sup> career win!
- East Lyme Spectacular at the High School is Friday, April 29.
- AP Exams begin on May 2.
- Senior Class song is *Sweet Caroline*
- In the Science Olympiad Competition East Lyme finished 8th in the State (last year East Lyme 27th).
- Andrew Brown and Kayley Ashton were recently named Scholar Athletes and will be recognized at the Aqua Turf on Sunday.
- East Lyme High School was ranked among 14 schools in CT as on one of the most challenging high schools in America by The Washington Post.

**B. Selectmen's Representative - None.**

**C. Salem Board of Education - None.**

**D. Other Reporters - None.**

**VII. CONSENT AGENDA - None**

#### **VIII. DISCUSSION/ACTION ITEMS**

**A. Personnel**

1. **Discussion/action re: Proposed Appointment of Assistant Superintendent for Curriculum, Instruction, and Assessment for East Lyme Public Schools**

**MOTION:** Al Littlefield moved to appoint Amy Drowne as Assistant Superintendent for Curriculum, Instruction, and Assessment for East Lyme Public Schools effective July 1, 2016 as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

## B. Finance/Facilities/Community

### 1. Discussion re: Presentation by Jonathan Costa of Education Connection Regarding District's Long Range Plan

- Jonathan Costa of Education Connection took the Board through a PowerPoint presentation entitled *East Lyme Public Schools, Pursuing Coherence – Focus & Connect*.
- Mr. Costa explained how he will work with Board to reestablish a long range plan for the district that will prepare every student for learning, life, and work beyond school.
- A team of 12 to 15 members (Board of Education, Community, Teachers, and Administrators) will be formed and will meet before the end of this school year. The work will take place during the summer months, with the real work occurring in the fall.
- A new long range plan is expected to be in place by January 2017.

### 2. Discussion re: Update on ELPS Elementary Building Project

- Superintendent Newton updated the Board on the ELPS elementary building project.
- The Board's recommendation will be forwarded to the Board of Selectmen this week. On May 10, the Board will review the cost analysis for the Flanders School improvements.
- Maria Whalen, Director of Business and Facilities, distributed a scenario option that explained the projected savings of closing Niantic Center School:

Salaries	502,617
Benefits	144,745
Purchased Services	16,372
Property Services	131,388
Transportation and Communications	7,100
Supplies and Materials	19,543
Dues and Fees	740

- Going forward, the District will continue to be cautious about hiring. In some categories, positions will be for one-year only.

### 3. Discussion re: Review of Capital Improvement Plan (CIP)

- The Board reviewed the education items on the town's Long Range Capital Improvement Plan (CIP) and noted the town will change to a 10-year plan.
- The Board discussed the importance of tying the CIP in with future budgets.
- At its next meeting, the FFO Committee will discuss consolidation of maintenance/equipment/services with the town.

### 4. Discussion re: EL BOE Budget for FY 2016-2017 to Include BOF Directed Reduction of \$115,000 and Possible State Reductions

- Superintendent Newton reviewed with the Board an estimate of the projected savings to close Niantic Center School (\$822,505).
- He noted space is not available at Central Office for the Coastal Connections Program (which needs 3,000 sq. ft. of space). Other options will be explored.
- The Board reviewed a snapshot of middle school average grade 5 class sizes with reduction options of 0, 1 or 2 teachers. Most members spoke in opposition of reducing teachers and in support of maintaining class sizes during the 5th grade transition year.
- Suggestions for cost savings included reallocating funds as a result of upcoming secretarial retirements, reducing the paraprofessional staff, delaying professional development and curriculum work until the new long range plan is established, and consolidating services with the town.
- On May 5 at a Budget Workshop, the Board will continue the discussion and work toward establishing a plan in preparation of future State cuts.

**C. Instruction****1. Discussion/Action re: Proposed ELHS Out-of-Country Field Trip to German for April 5-15, 2017**

Superintendent Newton recommended the proposed ELHS field trip to German from April 5 through 15, 2017 be approved as presented. He stated the trip has been very successful in the past and provides a wonderful learning opportunity for students. Cancellation insurance options are available for parents to purchase. The students will miss three days of school.

**MOTION:** Jaime Barr Shelburn moved to approve the ELHS out-of-country field trip to Germany for April 5-15, 2017 as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**D. Policy****1. Discussion/Action re: Second Reading – Revised BOE Policy 6142.101(a) Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)**

Jaime Barr Shelburn noted that because of the excessive cost, she does not agree with having to bring in store bought items.

**MOTION:** Jaime Barr Shelburn moved to approve the revision of BOE Policy 6142.101(a) Instruction: Student Nutrition and Physical Activity (Student Wellness Policy) as presented; Candice Carlson seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, John Kleinhans, Barbara Senges

**VOTE CON:** Jaime Barr Shelburn

**ABSTAIN:** None

**MOTION CARRIED 8:1:0**

**2. Discussion/Action re: Second Reading – Revised BOE Policy 6145 Instruction: Extracurricular Activities**

**MOTION:** Jaime Barr Shelburn moved to approve the revision of BOE Policy 6145 Instruction: Extracurricular Activities as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**E. Other****IX. ADMINISTRATION REPORTS****A. Superintendent of Schools – Mr. Jeffrey Newton**

- On Saturday, 04/30 at 7:00 p.m. the parents of Madeline Guarraia will host a vigil on the athletic field at East Lyme High School.

**B. Interim Assistant Superintendent for Special Education and Pupil Personnel – Ms. Donna Gittleman**

- Congratulated newly-appointed Assistant Superintendent of Schools Amy Drowne.
- She has been conversing with Oakhill School for the Blind regarding possible rental of ELPS space.

**C. Business/Facilities Director – Ms. Maria Whalen had no report.****X. COMMITTEE REPORTS****A. AAA Committee****B. FFO Committee – Eric Bauman gave an oral report of the 04/26/16 meeting.****C. Policy Review Committee – Jaime Barr Shelburn gave an oral report of the 04/26/16 meeting.****D. ELPS Chinese Program ad Hoc Committee****E. Board of Education Liaison to Board of Finance Schedule****XI. COMMUNICATIONS****A. ELPS Elementary School building Projects Fact Sheet dated 04/7/16**

**XII. NOTICES**

- A.** Notice of the following 2015/2016 staffing changes:
1. Appointments
  2. Reassignments
    - Rosaria Juska, 1.0 FTE Instructional Aide, reassigned from DW 1:1 at the MS to DW ABA Grades 2-4 at HA, 04/04/16
    - Heather Potts, 1.0 FTE Teaching Assistant, reassigned to 0.4 FTE Teaching Assistant and 0.6 FTE Long Term Substitute English teacher, High School, on or about 04/06/16 through the end of the school year
    - Rebecca Teeter, 1.0 FTE Special Education Long-Term Substitute Teacher, Integrated Preschool Program, DW at HA, on or about 04/14/16 through the end of the 2015-2016 school year
  3. Increases/Decreases in FTE
  4. Resignations
    - Stephanie Brungard, 1.0 Administrative Assistant I, MS, 06/03/16
    - Patricia Nelson, 1.0 Teaching Assistant, HA, 06/10/16
    - Matthew Pinch, 1.0 Teaching Assistant HS, 04/25/16
  5. Supplemental
    - Bradley Allen, Chess Club Advisor, MS
- B.** Notice of the following staffing changes for 2016/2017:
1. Appointments
    - Mark Kuhlwein, 1.0 Chemistry Teacher, HS, 08/25/16
    - Kelly Nelson, 1.0 FTE Math Teacher, HS, 08/25/16
    - Stephanie Smith, 1.0 FTE Math Teacher, HS, 08/25/16
- C.** Out of state field trips:
1. ELHS students to NYC, NY on Wednesday, April 27, 2016 to tour the Federal Reserve Bank
  2. ELHS students to Canton, MA on Friday, April 29, 2016 to attend the New England Math League Meet held at Canton High School
  3. ELMS students to Plymouth, MA on Monday, June 6, 2016 to visit the Plimoth Plantation and Mayflower II

**XIII. BOARD COMMENTS/FUTURE AGENDA ITEMS**

- A.** Board Comments
1. Thanked parents who came out to support small class sizes – Candice Carlson
  2. Asked if a new date has been set for the flagpole dedication – Eric Bauman
- B.** Future Agenda Items:
- a. East Lyme Chinese Program Update – 5/23/16
  - b. Field Trip Discussion – *To be scheduled*
  - c. Elementary and Middle School Period Updates from Students – *ongoing*
  - d. Short/Long-Term Savings Ideas – *To be scheduled*
  - e. Using Technology to Advance Curriculum – Eric Bauman – *To be scheduled*
  - f. Review of Coastal Connections Program – Tim Hagen – 5/10/16

**XIV. PUBLIC COMMENT**

1. Maia Vargas (18 Pontiac Dr, Niantic), spoke of Wallingford Public School District's collaboration with the Town of Wallingford and revenue options.
2. Jennifer Murray (7 Tabernacle Ave, Niantic), expressed concerns regarding the cost of prepackaged foods as it relates to the revised wellness policy and asked why we use Waterford rather than Stonington when comparing schools. She also asked how many classes per grade there will be at Hynes and what the class sizes will be. She also asked why community forums won't be scheduled until after the elementary building projected is presented the Board of Finance and the Board of Selectmen.

3. Jill Roderick (47 Stoneywood Dr, Niantic), spoke in support of small class sizes and asked why the Board is rushing the elementary building project plan to the Board of Selectmen and Board of Finance when there are so many design and cost unknowns. She stated that Selectwomen Beth Hogan would like to see the costs associated with the original plan as well as the new plan.

*The Board took a short recess at 9:49 p.m.*

**XV. EXECUTIVE SESSION**

**MOTION:** Jaime Barr Shelburn moved to enter into executive session at 9:54 p.m. and to include Jeffrey Newton (Superintendent) and Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel) to discuss a personnel issue (Special Education Director vacancy); Al Littlefield seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*Meeting reconvened at 10:06 p.m.*

**XVI. ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 10:07 p.m.; John Kleinhans seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,  
*Albert Littlefield*  
 Albert Littlefield, Secretary  
 East Lyme Board of Education