

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

**REGULAR MEETING
Monday, June 13, 2016 – 7:00 p.m.
Room B101, East Lyme High School**

MINUTES

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

Board Members Absent: Candice Carlson

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Dr. Karen Costello (Administrator for Program Improvement), 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), Jeff Provost (Assistant Principal, East Lyme High School), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

I. CALL TO ORDER – 7:00 p.m. by Chair Tim Hagen

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen

Superintendent Newton, Board Chair Hagen, and the Board recognized the retirement of Dr. Karen Costello, Administrator for Program Improvement. She was recognized for her outstanding leadership, professionalism, and service to the District. Superintendent Newton presented her with a proclamation from the First Selectman.

III. PUBLIC COMMENT

1. Jennifer Murray (7 Tabernacle Avenue, Niantic), presented a petition with over 200 signatures asking the Board to stop the East Lyme Public Schools Elementary Schools Project Plan and consider a lesser expensive plan. She stated the East Lyme Public Schools Long Range Plan Committee membership is not representative of all schools.

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education May 23, 2016 Regular Meeting as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education May 25, 2016 Board of Education Special Meeting (Informational Session with the East Lyme Board of Finance and Board of Selectmen) as corrected:

- 1) Al Littlefield was not present.
- 2) Omitted from page 5303: Remark by First Selectman Mark Nickerson suggesting the soccer field behind Lillie B. Haynes School be torn up to allow for a Lillie B. Haynes School bus loop and a turf field be installed at Bridebrook);

John Kleinhans seconded.

VOTE PRO: Tim Hagen (Chair), Eric Bauman, Jill Carini, Bill Derry, John Kleinhans, Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

VOTE CON: None

ABSTAIN: Al Littlefield (Secretary)

MOTION CARRIED 8:0:1

V. SPECIAL REPORTS

A. Students' Representative - None.

B. Selectmen's Representative – Selectman Dan Cunningham

- The Board of Education was thanked for providing building tour of the elementary schools prior to the May 25 Informational Session with the East Lyme Board of Finance and Board of Selectmen
- Dedication for Boardwalk was well appreciated and attended
- Nice vibe in downtown Niantic
- Farmers Market starting up again
- Save Oswegatchie Hills group is working hard to preserve what we have
- Board of Selectmen sponsored community forum on opioid drug abuse-- the realization of how vulnerable we all are and we must put our heads together to address this very serious situation
- It's summer and that means lots of pedestrian traffic downtown-- a reminder to slow down, especially at crosswalks

C. Salem Board of Education – George Jackson

- Chair Steve Buck has resigned from the Salem Board of Education
- Attended Long Range Planning Committee Meeting this morning – In Salem's best interest to align its system with East Lyme's as closely as possible

D. Other Reporters - None.

VI. CONSENT AGENDA - None

VII. DISCUSSION/ACTION ITEMS

A. Instruction

1. Discussion/action re: Proposed Contract Between Xiang Jiang High School, East Lyme High School and Spiral International LLC for 2016-2017

Superintendent Newton asked the Board to consider the proposed contract between Xiang Jiang High School, East Lyme High School and Spiral International LLC for 2016-2017.

- This will be the second school year students from Guangzhou, China will attend East Lyme High School on a tuition-basis (\$19,000 per student) and will live with area host families provided by Spiral International.
- The tuition increase will support the salary for the 0.5 FTE English as a Second Language (ESL) teacher for services provided to the Chinese students.
- The new agreement, for up to ten students, was reviewed and recommended for approval by the Chinese Ad hoc Committee on June 13, 2016.
- On June 27, the Finance Facilities and Operations (FFO) Committee will review the budget and Memorandum of Understanding (MOU) outlining the tuition rate for students and the MOU will be presented to the BOE for approval.

MOTION: Al Littlefield moved to authorize the Superintendent to enter into an agreement among Xiang Jiang High School, East Lyme High School, and Spiral International on developing Sino-American Cooperative Program for 2016-2017; Marlene Nickerson seconded.

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

VOTE CON: None

ABSTAIN: Jaime Barr Shelburn

MOTION CARRIED 8:0:1

2. Discussion/action re: Proposed Possible Increase in Staff Due to Rise in Kindergarten Enrollment Numbers for 2016-2017

Superintendent Newton updated the Board on the Kindergarten enrollment and class size numbers for 2016-2017 and discussed potential additional staffing needs.

- Class sizes are much higher than deemed appropriate by Board of Education standards.
- Recognizing challenging economic times, the Board discussed strategies and options for keeping class sizes down without increasing teaching staff.
- Superintendent Newton will meet with the administrative staff and return to the Board on June 27 with a recommended plan.

3. Discussion re: ELPS Elementary Summer Enrichment Program Update

Interim Assistant Superintendent Donna Gittleman provided a status update on the ELPS Elementary Summer Enrichment Program -- 3 weeks, 3 days per week, 3 hours per day. The current enrollment is 15 elementary students and the program will be staffed by one teacher and one teaching assistant.

4. Discussion re: First Reading *Geometry Common Core*, ELHS Textbook, Authors: Charles, Hall, Kennedy, Bass, Johnson, Murphy, Wiggins, Publisher: Pearson, Copyright: 2015

Superintendent Newton presented the Geometry textbook for A/B level students and stated the current textbook is 25 years old. Curriculum Council has endorsed this purchase. Concerns were voiced regarding the purchase price, and cost saving options were discussed to include digital access, online resources, and regionalized purchasing. A second reading will be held on June 27, 2016. If approved, textbooks will be purchased with FY 2016 funds.

5. Discussion re: First Reading *College Physics a Strategic Approach*, ELHS Textbook, Authors: Knight, Jones, Field, Publisher: Pearson, Copyright: 2015

Superintendent Newton presented the College Physics textbook and stated the current textbook does not align with the new Advanced Placement Physics curriculum revised by the College Board in 2014. The textbook was previously endorsed by Curriculum Council and the AAA Committee. A second reading will be held on June 27, 2016. If approved, textbooks will be purchased with FY 2016 funds.

6. Discussion re: First Reading *World History Patterns of Interaction*, ELHS Textbook, Authors: Beck, Black, Krieger, Naylor, Shabaka, Publisher: Holt McDougal – Houghton Mifflin Harcourt

Superintendent Newton presented the recommended textbook for the new Modern History course. The text provides the context necessary to engage students with the process of inquiry that is critical to the alignment with the new CT Social Studies Frameworks. The course was previously endorsed by the AAA Committee and Curriculum Council. A second reading will be held on June 27, 2016. If approved, textbooks will be purchased with FY 2016 funds.

During the discussion on the purchase of new textbooks, there was much discussion by the Board about the purchase of new textbooks-- buying used vs. new, consider electronic textbook alternatives, enter into a consortium with other/neighboring districts to reduce the cost of textbooks. Superintendent Newton and the Administrators would factor these suggestions for future textbook purchases.

7. Discussion/action re: Proposed ELMS Student/Parent Handbook for 2016-2017

Dr. Judy DeLeeuw presented the proposed ELMS Student/Parent Handbook for 2016-2017 and stated that significant changes from last year include the revised attendance policy adopted by the Board on March 14, 2016 and information regarding food allergies.

MOTION: Jaime Barr Shelburn moved to approve the East Lyme Middle School Student Handbook for 2016-2017 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

B. Finance/Facilities/Community

1. Discussion/action re: Proposed One-Year Contract Extension with Compass Group, USA Inc. (Chartwells) Food Service Through June 30, 2017

Finance Director Maria Whalen presented the first of four possible one-year renewals with Compass Group, USA Inc. (Chartwells). The end of year balance reflects a \$8,141 deficit, a huge improvement over last year's \$70,000 deficit.

Concerns were raised as to how the program could show a deficit balance. The program will be further discussed at a future FFO meeting.

MOTION: Jaime Barr Shelburn moved to authorize the Superintendent to sign a one-year contract renewal with Compass Group USA, Inc. (Chartwells) Food Serve from June 30, 2016 through June 30, 2017 as presented; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed One-Year Contract Extension with the Visiting Nurse Association of Southeastern CT, Inc, Effective July 1, 2016 – June 30, 2017

Superintendent Newton presented the proposed contract and stated the one-year contract reflects a 2% increase over FY 16 with no other changes.

MOTION: Jaime Barr Shelburn moved to authorize the Superintendent to sign a one-year contract renewal with the Visiting Nurse Association of Southeastern CT, Inc, Effective July 1, 2016 – June 30, 2017 as presented; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/action re: Proposed One-Year Contract Extension with the School Medical Advisor Effective July 1, 2016 – June 30, 2017

Superintendent Newton presented the proposed contract renewal for School Medical Advisor Dr. Vijay Sikand with no changes.

MOTION: Jaime Barr Shelburn moved to authorize the Superintendent to sign a one-year contract renewal with Dr. Vijay Sikand for his services as the ELPS Medical Advisor for the period July 1, 2016 – June 30, 2017 at the cost of \$20,000.00 as presented; Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion re: Review of Resolution to the EL Board of Selectmen Regarding the Elementary School Building Project

Board Chair Tim Hagen and Superintendent Newton reviewed with the Board the resolution to be presented to the Board of Selectmen on June 15, 2016, 7:30 p.m. at the East Lyme Town Hall regarding the elementary building project.

- The resolution allows us to move forward to set the town meeting and referendum for fall 2016.
- Upon a yes vote on Wednesday, it opens the door to discuss options and to schedule community forums to discuss not what the plan is, but how to execute the plan.

- The project will need to be vetted and approved by the Board of Selectmen and Board of Finance.
- The Board of Education's official presentation of the project plan to the Board of Selectmen has not yet been scheduled.

5. Discussion re: Update on Status of ELPS Long Range Plan Committee

Superintendent Newton noted the East Lyme Public Schools Long Range Plan Committee met with Dr. Jonathan Costa on Monday, June 13 for initial discussion and planning. The committee membership is volunteer-based. Multiple meetings will be held in the fall with a plan in place by January 2017.

C. Policy

3. Discussion re: First Reading of EL BOE Policy 5114 Students – Suspension and Expulsion – Due Process

Superintendent Newton presented revised EL BOE Policy 5114 Students – Suspension and Expulsion – Due Process. Board members were asked to forward comments to Superintendent Newton. The second reading will be held in July.

D. Personnel

E. Other

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Mr. Jeffrey Newton

- Attended Board of Finance meeting last week. We will resume scheduling Board of Education representatives to attend meetings.
- Board of Education members and East Lyme Public School Administrators will complete survey monkey Board of Education Evaluation for 2015-2016
- Contract negotiations continue with TBNG (technology)
- Interim Special Education Coordinator and Interim High School Assistant Principal will be introduced at the June 27 Board of Education meeting

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

- Reminded the Board that last year the district and the town were planning to split a full-time drug and alcohol counselor. However, the town did not follow through with funding half of the position
- Monday, 06/13, Paraprofessional training was provided on how to recognize mental health issues

C. Business/Facilities Director – Mrs. Maria Whalen

- Closing out year-end and starting up new year

IX. COMMITTEE REPORTS

A. AAA Committee – Oral report of 05/13/16 meeting by Jaime Barr Shelburn

B. FFO Committee – Minutes of 04/26/16 meeting

C. Policy Review Committee – Minutes of 05/23/16

D. ELPS Chinese Program ad Hoc Committee – Oral report of 06/13/16 meeting

E. Board of Education Liaison to Board of Finance

X. COMMUNICATIONS

A. ELHS Viking Saga, Volume 49, Edition 19, dated 6/2/16

B. ELHS Visual Arts Brochure for 2016-2017

XI. NOTICES

A. Notice of the following 2015/2016 staffing changes:

1. Retirement:

- Dr. Karen Costello, 1.0 FTE Administrator for Program Improvement, 06/30/16

B. Out of state field trips: None at this time.

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS**A. Board Comments**

1. Donna Gittleman, Interim Assistant Superintendent for Special Education and Pupil Personnel, was recognized for her outstanding service to the district. Al Littlefield, Board Secretary, provided highlights of Ms. Gittleman's time as a member of the East Lyme Public School administrative team.
2. Retiring Administrator for Program Improvement, Dr. Karen Costello, was recognized service to the District. Barbara Senges described Dr. Costello as a "Silent Hero."
3. John Kleinhans - Congratulated the High School on a flawless graduation ceremony.

B. Future Agenda Items:

1. Infinite Campus Presentation – 06/27/16
2. Middle School China Trip Presentation – 06/27/16
3. Kindergarten Enrollment Update – 06/27/16
4. East Lyme Board of Education Goals – July 2016
5. East Lyme/Chinese Program Update - Monthly
6. Short/Long-Term Savings Ideas – *To be scheduled*
7. Using Technology to Advance Curriculum – Eric Bauman – *To be scheduled*

XIII. PUBLIC COMMENT

1. Jaime Keith (6 Mohawk Drive, Niantic), encouraged the Board to hire a Kindergarten teacher and asked if the new building plan will allow for further increases in enrollment. She stated she is concerned that no community forums have been held and asked if preschool is included in the long-term plan.
2. Jennifer Murray (7 Tabernacle Drive, Niantic) said she is concerned that East Lyme parents don't realize they have the option to send their child to any elementary school in the district, digital textbook research suggests blue screen damage on children, and cost savings in closing Niantic Center School does not equate to \$800,000 per year. She suggested we collaborate with area districts on Advanced Placement (AP) materials, asked where the district solicited for Long Range Plan Committee members, and encouraged the Board to submit more than one building plan to the State of Connecticut.

The Board took a short break at 9:34 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jamie Barr Shelburn moved to enter into executive session at 9:40 p.m. and to include the Superintendent to continue discussion regarding legal issues; involving pending Superior Court actions; John Kleinhans seconded.

The Board exited executive session at 9:34 p.m.

XV. DISCUSSION/ACTION ITEM**A. Discussion/action re: Possible Discussion/Vote on Matters Discussed in Executive Session**

There was a brief Board discussion re: the resolution of legal issues.

MOTION: Jamie Barr Shelburn moved to authorize the Superintendent to settle the pending Connecticut Insurance Guarantee Association (CIGA) litigation: the East Lyme Board of Education vs. CIGA; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

XVI. EXECUTIVE SESSION

MOTION: Marlene Nickerson moved to enter into executive session at 9:56 p.m. to continue discussion regarding the Superintendent's evaluation for 2015-2016; Barbara Senges seconded.

The Board exited executive session at 10:25 p.m.

XVII. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 10:26 p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Al Littlefield

Albert Littlefield, Secretary

East Lyme Board of Education