

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

Monday, January 12, 2015

Regular Public Meeting: 7:00 p.m.

Room B101 (INTV Room) - East Lyme High School

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Candice Carlson, Marlene Nickerson, Pam Rowe, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Joe Arcarese, Jill Carini, Rob Kupis

Administrators Present: Dr. James D. Lombardo (Superintendent), Donna Gittleman (Interim Assistant Superintendent), Dr. Karen Costello (Administrator for Program Improvement), Linda Anania, (FL Principal), Melissa DeLoreto (NCS Principal), Dr. David Miko (HA Principal), Jason Bitgood (MS Asst. Principal), Mike Susi (ELHS Principal), Don Meltabarger (Finance and Facilities Director), Nancy Burdick (Business Manager)

I. CALL TO ORDER – The meeting was called to order at 7:00 p.m. by Chair Tim Hagen.

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen and the Jeffrey Newton family.

III. PUBLIC COMMENT - None

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education December 15, 2015 Regular Meeting as presented, Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

V. SPECIAL REPORTS

A. Students' Representative – Kendall Roberts

1. The Eastern Regional Festival was held last weekend. Senior Emily Lattanzi was the highest scoring soprano in the festival and was chosen to sing the National Anthem along with highest scoring tenor, bass, and alto singers.
2. Ithacapella will perform at ELHS on Saturday night, January, 17.
3. ELHS Musical this year will be Grease.
4. New HS JV Cheerleading Team – It is a growing sport and this will allow for more participation.
5. SAGA Web Team will make the SAGA available online after finals.
6. "Roar On" for Maddie Guarraia is Friday, Feb 20 from 6-9:00 p.m. at ELHS, games, raffles, music, photo booths, and more.

B. Selectmen's Representative – Holly Cheeseman (2nd Deputy Selectman)

1. Special Town Meeting on 01/7/15 a \$650,000 appropriation was passed.
2. During a Regular Meeting, election of Mark Nickerson as First Selectman, Kevin Seery as 1st Deputy Selectman, and Holly Cheeseman as 2nd Deputy Selectman, Loving Parting Day (between Old Saybrook and Old Lyme/East Lyme, and approval of town budget transfers.
3. The First Selectman looks forward to working collaboratively with the BOE and BOF in the months ahead.

C. Salem Board of Education - None

D. Town Building Committee Representative - None

VI. CONSENT AGENDA – None

VII. DISCUSSION/ACTION ITEMS

A. Personnel

1. Discussion/action re: Proposed Election of the East Lyme Superintendent of Schools Effective April 1, 2015

The Board was asked to elect Jeffrey R. Newton to the position of East Lyme Superintendent of Schools effective April 1, 2015. Chair Tim Hagen thanked Al Littlefield and Barbara Senges for their dedication and service during the negotiation process.

MOTION: Al Littlefield moved the election of Jeffrey R. Newton to the position of East Lyme Superintendent of Schools effective April 1, 2015; Jamie Barr Shelburn seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed Employment Agreement Between the East Lyme Board of Education and the Newly Elected East Lyme Superintendent of Schools

MOTION: Al Littlefield recommended approval of the proposed employment agreement between the East Lyme Board of Education and Jeffrey R. Newton for the position of East Lyme Superintendent of Schools effective April 1, 2015 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/action re: Proposed Extension of Memorandum of Agreement Between the East Lyme Board of Education and the Superintendent of Schools to Continue Service Through March 31, 2015

The current Memorandum of Agreement between the East Lyme Board of Education and Dr. Lombardo states "*Dr. Lombardo shall provide two additional months of serve as Superintendent of Schools through March 1, 2015. Should the Board request and Lombardo agree, this agreement may be extended beyond March 1, 2015.*" The Board thanked Dr. Lombardo for agreeing to provide an additional month of service as Superintendent of Schools.

MOTION: Al Littlefield recommended the Memorandum of Agreement Between the East Lyme Board of Education and Dr. James Lombardo dated September 24, 2014 be extended to allow Dr. Lombardo to provide an additional month of service as Superintendent of Schools through March 31, 2015; Jaime Barr Shelburn seconded.

VOTE: UNANIMOUS

MOTION CARRIED

B. Instruction

1. Discussion re: Proposed Global Education Task Force Recommendation Regarding the Suspended Elementary Program

Dr. Karen Costello and ELHS Spanish teacher Laurie Barry presented the recommendation of the Global Education Task Force regarding the elementary global language program. The committee of educators has developed a proposal for an improved elementary global language program that will provide a minimum of 60 minutes a week of instruction to all students in grade 3 and 4 in French and/or Spanish. The program was suspended for the 2013 – 2014 and 2014 – 2015 school years. Funds for the two instructors will be covered by revenue from the East Lyme – Xiangjiang, PRC Cooperative Agreement. Logistical concerns regarding busing, employment obligations and extending the school day were addressed. Dr. Lombardo is working with the building principals to establish a model schedule and a plan to keep parents and staff informed. Dr. Lombardo will conduct informational sessions in conjunction with elementary and middle school PTA meetings during the months of January and February. Committee members were thanked for their work. This item will continue to be carried on the regular meeting agendas until action is taken.

C. Finance/Facilities/Community

1. Discussion re: Proposed Superintendent's Budget Presentation for 2015-2016

Dr. Lombardo presented the proposed ELPS Budget for 2015-2016, a 4.7% increase over the current budget.

- Budget priorities align with the ELPS Long Range Plan as follows:

Ensure that Our Students and Staff Work and Learn in a Safe and Healthy School Environment:

- Support safe schools plans and maintain school security
- Reduce bus crowding at the elementary and middle school levels, and provide necessary security procedures
- Increase security personnel hours at the high school

Ensure that Our Students are engaged and Challenged to Achieve a Personal Vision of Success:

- Maintain resource support for instructional programs
- Implement the fifth year of a hardware and software replacement schedule that maintains student and staff access to educational technology
- Make necessary technology enhancements to ELPS network infrastructure
- Reinstate elementary global language program
- Increase reading support in the elementary and high school levels

Ensure that Our Students are Supported by the Best Leadership Practices:

- Ensure adequate administrative resources to address the requirements of the new state-mandated teacher and administrator evaluation systems
- Provide necessary data entry and analysis support to address the significant increase in state data collection and the instructional need to collect and analyze student learning data

Ensure that Each Child is Supported by Caring Adults:

- Maintain reasonable class sizes that reflect the current research on class size
- Ensure adequate support services for all students (social workers, counselors, paraprofessionals)
 - Average salary adjustments of 3.17% for administrators, 3.0% for teachers, and an estimated 3.0% for other employee groups. Budget priorities align with the ELPS Long Range Plan
 - Staff Changes:

Administrators	+ 1.0 FTE Assistant Principal (Elementary)
Teachers	+ 1.0 FTE Dean of Students (MS)
	+ .01 FTE Music Teacher (MS)
	+ 2.0 FTE Spanish/French (Elementary)
	+ 2.0 FTE Reading Teachers
	+ 1.0 FTE Data Manager
	+ 1.0 FTE Clerical Aide (HS)
 - Student enrollment FY 15 vs. FY 16 is -88 students (mainly at the elementary level)
 - Average budget increase between FY 12 and FY 16 is 2.34%
 - FY 2015-16 BOE Budget Calendar:
 - Jan 20 BOE Special Meeting – Budget workshop (Central Office)
 - Jan 26 BOE Regular Meeting – Budget discussion
 - Feb 2 BOE Special Meeting – Budget discussion
 - Feb 9 BOE Public Hearing followed by Regular meeting – Possible budget adoption
 - Feb 23 BOE Regular Meeting – Final meeting to adopt 15-16 budget

Dr. Lombardo stated that although no existing teaching positions have been deleted from the budget for next year, current staffing will be reviewed when enrollment numbers are

more certain. Donna Gittleman was asked to report on how the drop in enrollment has impacted the special education staffing.

2. Discussion re: Update on the Planning for an East Lyme Elementary School Facilities Improvement Project

Dr. Lombardo updated the Board on the planning for the East Lyme Elementary School Facilities Improvement Project. Elementary principals, the special education coordinator, Donna Gittleman and Dr. Lombardo have been working with Al Jacunski to finalize educational specifications for the full committee's review on January 28, 2015.

The committee will then present to the Board of Finance and the Board of Selectmen. Community forums will be held.

The project is on track to go forward this spring.

The East Lyme Elementary School Facilities Improvement Project includes the following:

- **Renovate as New Niantic Center School**
 - New gymnasium
 - Two-story addition
 - Kindergarten and Grade 1 on first floor
 - Media Center on first floor to comply with code
 - Geothermal heating and cooling
 - Project total estimate \$46,494,600.00 – Total cost to Town of East Lyme \$32,298,050.00
- **Build New Flanders School**
 - Position building on current site optimizing location on site
 - Geothermal heating and cooling
 - Project total estimate \$49,552,700.00 – Total cost to Town of East Lyme \$34,621,481.00
- **Post Construction: Release Lillie B. Haynes School to Town**
 - Recommend space is retained for such things as LEARN, Creative Playschool, Coastal Connections and the Vocational Transition Program

3. Discussion re: Draft East Lyme and Salem High School Cooperative Agreement

Dr. Lombardo reviewed with the Board the draft East Lyme and Salem High School Cooperative Agreement and noted that a joint task force of Salem and East Lyme Board members and administrators has worked hard over the past two years to develop an agreement to allow Salem students to continue to attend East Lyme High School. The agreement has been reviewed by our attorney and will be discussed by the Salem and East Lyme Boards on January 26. The document will require Board East Lyme and Salem Board of Education approval. In terms of transparency, Chair Tim Hagen suggested the agreement be presented to the East Lyme Board of Selectman as well.

4. Discussion/action re: Proposed ELPS Calendar for the 2015-2016 School Year

Interim Assistant Superintendent Donna Gittleman presented the recommendation of the ELPS Calendar Committee for the 2015-2016 school calendar. While the vacation weeks and professional development days coincide with the approved LEARN Regional Calendar, the proposed ELPS start date is one week later and Veterans Day is a school day. Discussion ensued regarding justification for the transportation costs to magnet schools during the non school week (\$4,000) and the rationale for deviating from the regional calendar. Dr. Lombardo will bring his recommendation back to the Board on January 26. No action was taken.

D. Policy

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Dr. James D. Lombardo

1. Candidates for the Finance and Facilities Director will be interviewed on January 14. The Board will interview the finalist(s) on January 26 at 5:30 p.m.

B. Interim Assistant Superintendent of Schools – Donna Gittleman

C. Business/Facilities Director – Don Meltabarger

1. Although Don Meltabarger's last day is February 13, he is available to provide services as needed

IX. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 1/12/15 committee meeting
- B. FFO Committee
- C. Policy Review Committee
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee

X. COMMUNICATIONS

- A. EL BOE Committee/Liaison Assignment List for CY 2015, BOE approved 12/15/14
- B. EL BOE Meeting Date Calendar for CY 2015, revised 12/30/15

XI. NOTICES

A. Notice of staffing changes:

1. Appointments

- Christy Bryant, 1.0 FTE Long-Term Substitute School Counselor, on or about 1/20/15 through on or about 4/20/15, HS
- Kimberly Flower-Mazzarelli, 0.20 FTE School Aide, FL, 11/18/14
- Jonathan Nazarko, 1.0 FTE Instructional Aide (1:1), DW at HS, 1/9/15
- Diane Tobin, 1.0 FTE Instructional Aide (1:1), DW at MS, 1/5/15
- Emily Walker, 1.0 FTE Instructional Aide, HS, 1/5/15

2. Reassignment

- Kevin Gallagher, from 1.0 FTE Instructional Aide (ISS), MS to 1.0 FTE Teaching Assistant, HS, 1/5/15
- Bernadette Hebbel, from 1.0 FTE Instructional Aide to 1.0 FTE Teaching Assistant, HS, 1/12/15
- Ann Pritchard, from 0.66 FTE Instructional Aide to 1.0 FTE Teaching Assistant, FL, 1/5/15

3. Increases/Decreases/Additional Appointment4. Student Teachers

- ARC student teacher Jennifer Trowsdale with Science teacher Lori Singer, HS, 2/23/15 – 3/27/15

5. Retirements

- Jacqueline Curry, 0.5/0.5 FTE French/Spanish Teacher, MS, 6/30/15
- Kathleen Smith, 1.0 FTE Elementary Teacher (Grade 1), FL, 6/30/15
- James Warykas, 0.2/0.4/0.4 FTE CIL/Art/English Teacher, HS, 6/30/15

6. Resignations

- Anne Brodaski, 1.0 FTE Instructional Aide, FL, 1/23/15
- Kara Kovach, 1.0 FTE Teaching Assistant, HS, 12/23/14
- John Koziatek, 1.0 FTE Instructional Aide (1:1), DW at HS, 1/7/15
- Alexandria Stone, 1.0 FTE Teaching Assistant, HS, 1/9/15
- Jessica Thompson, 0.15 FTE Before School Aide, HA, 12/23/14
- Stacie Venditto, 1.0 FTE Teaching Assistant, NC, 1/9/15

7. Supplemental Assignments (2014-2015)

- Shannon Saglio, Curriculum Interventionist Specialist, HS

B. Notice of the following out of state field trips:

1. ELHS students to NYC, NY on Monday, 3/16/15, to tour the city with French exchange students

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

- A. Board Comments: None

B. Future Agenda Items:

1. Proposed Global Education Task Force Recommendation Regarding the Suspended Elementary Program – continued discussion
2. Proposed Unexpended Education Funds Account – 5/13/14 with more discussion to follow
3. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese – To be scheduled
4. Pre-K Program Discussion – To be scheduled

XIII. PUBLIC COMMENT

1. Mark Nickerson, East Lyme First Selectman, introduced himself. On behalf of the townspeople, he thanked the Board members for their volunteer service and stated he looks forward to working together on the elementary school project.

The Board took a short break at 9:00 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jamie Barr Shelburn moved to enter into Executive Session at 9:02 p.m. to discuss personnel, to include the Superintendent of Schools; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 9:17 p.m.

XV. ADJOURNMENT

MOTION: Jamie Barr Shelburn moved to adjourn the meeting at 9:18 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,

Albert Littlefield

Albert Littlefield, Secretary
East Lyme Board of Education