

"East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker."

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

Monday, October 26, 2015

Room B101 (INTV Room), East Lyme High School

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Joe Arcarese, Candice Carlson, Marlene Nickerson, Pam Rowe, Barbara Senges, Jaime Barr Shelburn, Jill Carini (7:06 p.m.)

Board Members Absent: Rob Kupis

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

I. CALL TO ORDER – The meeting was called to order at 7:03 p.m. by Chair Tim Hagen.

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen

III. PUBLIC COMMENT

1. Belinda Mcihenney, 367 Boston Post Road, East Lyme -- stated she was voicing concerns on behalf of other ELMS parents regarding the content of last Friday's middle school assembly. Concerns included inappropriate and sensitive topics for the age group, parents were not contacted, and what the school is doing to provide support to students who were affected by the content. She asked how much the school administration knew about the speaker and what the speaker was contracted for.
2. David Costa, 69 Society Road, Niantic -- ELMS counselor and member of the PBIS Committee, publicly apologized for the content of Friday's assembly. He stated that Mr. Quentin Whitehead was hired as a motivational speaker to focus on positive behavior, and the committee would never have contracted that type of speech for middle school students. The administration and counselors are taking steps to provide support to students and to follow up with parents.

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education October 13, 2015 Regular Meeting as presented; Pam Rowe seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Candice Carlson, Marlene Nickerson, Pam Rowe, Barbara Senges, Jaime Barr Shelburn

VOTE CON: None

ABSTAIN: Joe Arcarese

MOTION CARRIED 8:0:1

V. SPECIAL REPORTS

A. Students' Representative – Matt Spang and Lily Zhong

1. Not most successful Spirit Week, unfortunate that a few students acted inappropriately
2. Powder Puff Day was very successful and raised \$2,015
3. Various fundraisers are being held for Maddie Guarraia
4. Latin teacher Cheri Meier was responsible for getting Latin National Honor Society approved for ELHS

B. Selectmen's Representative – Selectman Kevin Seery

1. A grant has been approved for the Cini Park bathroom facilities. They will be installed in the spring.
2. The EL Parks and Recreation Dept is working on parking issues in town.
3. A scoreboard will be installed at Peretz Park at Bridebrook for youth lacrosse and youth soccer.
4. "Trick or Trunk" Night, Wednesday, 10/28 at the Smith Harris House.
5. ELHS student Andrew Brown was publicly recognized for a lifesaving act.

C. Salem Board of Education – George Jackson

1. Salem continues to work its way through the Salem Efficiency Study

D. Town Building Committee – Not present**VI. CONSENT AGENDA** - None**VII. DISCUSSION/ACTION ITEMS****A. Finance/Facilities/Community****1. Discussion re: Review Cost Estimates for Elementary School Building Project**

Architect Al Jacunski of Jacunski Humes Architects, LLC took the Board through the conceptual budget cost estimates to replace Flanders School with a new PK-4 facility and addition and renovate as new Niantic Center School.

Conceptual Budget Cost Estimates (dated October 14, 2015)

	Niantic Center School	Flanders School
Projected Building Cost:	\$39,657,961.00	\$49,778,945.00
Projected State Reimbursement:	<u>(11,806,845.00)</u>	<u>(14,174,749.00)</u>
Total Cost to Town of East Lyme:	\$27,851,116.00	\$35,604,196.00

The reduction in square footage from the June 2015 site plans to the present site plans has realized the following savings:

	<u>September 2015</u>	<u>June 2015</u>	<u>Net Savings</u>
Project Totals	\$89,436,906.00	\$97,472,298.00	\$8,025,392.00
Total Costs to Town	\$63,455,312.00	\$69,127,807.00	\$5,672,495.00

Anticipated Timeline

Fall 2015	Community forums
Early March 2016	Town Referendum

Upon Successful Referendum

By June 30, 2016	File ED09
TBD	Commence plans and specs (10-12 months)
January 2017	Bid Project
June 2017	Commence school construction (2 years)
Start of 17/18 School Year	Relocate students
Summer 2019	Occupancy

All information is available on the East Lyme Public Schools website at www.eastlymeschools.org/. Dates for community forums will be published soon.

B. Instruction

5176

1. Continued Discussion re: ELPS Student Assessment Results – Smarter Balanced Assessment, CT Mastery Test/CT Academic Performance Test (Science) for 2014-2015 School Year

Elementary principals Melissa DeLoreto and Linda Anania continued to address student assessment questions from Board members related to disaggregating data, identifying focus areas and next step strategies for implementation. MS Principal Dr. Judy DeLeeuw and HS Principal Mike Susi reviewed the Smarter Balanced Assessment Summative test results and the CMT/CAPT Science results for the 2014-2015 school year. Middle school staff is analyzing and disaggregating information and identifying areas of concern by target areas and claims. Instructional strategies will be shared across subject areas and progress will be monitored. ELHS students performed #1 in the DRG. At the high school level, SBAC is expected to be replaced by the SAT in 2016.

2. Discussion/action re: Proposed Adoption of the ELPS Administrator Evaluation and Support Plan for 2015/2016

Superintendent Newton asked the Board to adopt the ELPS Administrator Evaluation and Development Plan for 2015-2016. The plan was shared with the Board on May 12, 2015 and has since been approved by the CT State Department of Education (CSDE) with no changes.

MOTION: Jaime Barr Shelburn moved to adopt the CSDE approved ELPS Administrator Evaluation and Development Plan for 2015-2016 as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Personnel

1. Discussion/action re: Proposed ELPS Staffing Plan for 2015-2016

The Board reviewed the proposed ELPS Staffing Plan for 2015-2016. All FTE changes from the previous year were noted.

MOTION: Jaime Barr Shelburn moved to approve the ELPS Staffing Plan for 2015-2016 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

D. Policy

1. Discussion/action re: Proposed Second Reading BOE Policy 5111 – Students – Admission/Placement

MOTION: Jaime Barr Shelburn moved to approve the revisions to BOE Policy 5111 – Students - Admission/Placement as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed Second Reading BOE Policy 5112 – Students – Ages of Attendance

MOTION: Jaime Barr Shelburn moved to approve the revisions to BOE Policy 5112 - Students – Ages of Attendance as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

E. Other

1. Discussion re: Resolution Discussion and Selection of Board Representative for CABE Delegate Assembly on Thursday, November 19, 2015

Barbara Senges agreed to serve as the Board representative for the CABE Delegate Assembly on November 19, 2015.

2. Discussion/action re: Proposed District Goals for 2015-2016

Superintendent Newton presented the proposed ELPS District Goals and Priorities for 2015-2016 for discussion and input. The goals were developed by Superintendent Newton and reviewed by the full ELPS Administrative Team.

Proposed 2015-2016 ELPS District Goals

October 8, 2015

Curriculum and Instruction:

Goal 1: Collaboratively work with the Principals, Administrator for Program Improvement, Coordinators, and Staff on further alignment of a K-12 articulated curriculum.

Goal 2: Engage in administrator 'Instructional Rounds' to initiate further growth and understanding of instructional practices within all schools, while identifying problems of practice that can be collectively discussed, supported, and remediated as necessary.

Goal 3: Maintain full implementation of the current teacher and administrator evaluation plans, while focusing on professional learning and development that is centered on student learning outcomes and teacher growth.

Goal 4: Continue to engage in curriculum work that aligns with Common Core standards. Collaboratively develop further instructional programming that supports student achievement.

Goal 5: Utilize data and assessment strategies to foster student support and growth at all levels.

Programming:

Goal 6: Successfully monitor and evaluate progress on the grade four Global Language Program implemented through a modification of the elementary school schedules and added time to the academic day.

Goal 7: Continue to implement the Xiangjiang Cooperative Agreement commitments through phase four of the proposed six year process. Define the value, costs, and challenges, along with the future direction of the agreement. Additionally, monitor the participation of nine tuition paying Chinese students studying at East Lyme High School.

Budget:

Goal 8: Make financial system adjustments through the business office to align with the required state mandated chart of accounts and town financial systems.

Goal 9: Ensure transparency and open communication occurs with budgetary information and development. Work collaboratively with the BOE, BOS, and BOF on budgetary and operational matters.

Goal 10: Continue to implement technology purchases and instructional planning, while installing a new Student Information Management System across the district.

Facility and Operations:

Goal 11: In coordination with town governance, staff, and community engagement, advance the elementary school facility projects forward. Maintain strong communication and transparency with all stakeholders throughout project development.

Goal 12: Successfully adjust the administrative structure at the central office level to further support the leadership team, district initiatives, and the full development of a new long-range plan during the 2016-2017 school year.

Communication:

Goal 13: Maintain open communication and dialogue with staff, students, parents, and our community.

Goal 14: Ensure transparency and clarity is maintained with all stakeholders regarding district actions and initiatives.

MOTION: Al Littlefield moved to adopt the ELPS District Goals and Priorities for 2015-2016 dated October 8, 2015 as presented; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/action re: Proposed Board of Education Goals for 2015-2016

Proposed Board of Education Goals for 2015-2016

September 28, 2015

1. **Superintendent**

- Provide support, advocacy and open communication for our superintendent as he leads
 - Completion of ongoing tasks from the district's past Long-Range Plan
 - Building of a new Long-Range Plan for the ELPS
 - Modification of the current financial systems to align with required State mandated chart of accounts
 - Building a budget for 2016-2017 with greater transparency and earlier collaborative engagement with the Board of Finance
 - Construction of a smooth transition for the Central Office organization in 2015-2016.

2. **Cooperative Agreement**

- Complete the work to address the upcoming expiration and renewal of the Cooperative Agreement between Salem and East Lyme, including drawing in community involvement and participation.
- Advance the Elementary Facilities Program in coordination with town governance, community engagement and strong communication and transparency to all stakeholders.
- Improve the Board's ability to monitor progress toward district goals using data as the basis for assessment indicators in areas of student achievement and student success.
- Communication – The Board will work towards further communication and transparency, ensuring all stakeholders continue to be kept informed regarding District initiatives and Board of Education actions and decisions.

Barbara Seneges suggested the new Board add action items under each goal.

MOTION: Jaime Barr Shelburn moved to adopt the East Lyme Board of Education Goals for 2015-2016 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Mr. Jeffrey Newton
ELHS Chinese Program meeting is scheduled for October 27, 2015
- B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman
An East Lyme veteran will be awarded an ELHS diploma by the BOE on Monday, November 9, 7:00 p.m., Room B101, ELHS
- C. Business/Facilities Director – Ms. Maria Whalen
Working on budget and consolidating line items

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee – Oral report of 10/26/15 by Al Littlefield
- C. Policy Review Committee

X. COMMUNICATIONS

- 1. CABE Board Recognition Award Announcement dated 10/19/15
- 2. The Viking Saga, Volume 49, Edition 4, October 15, 2015

XI. NOTICES

- A. Notice of the following 2015/2016 staffing changes:
 - 1. Appointments for 2015/2016:
 - Bryan Adams, 0.10 FTE Before School Aide, MS, 9/21/15
 - Julie Dowling, 1.0 FTE Administrative Assistant I (10-month), NC, 11/3/15
 - Jannine Moores, 1.0 FTE Instructional Aide (1:1), DW at NC, 10/21/15

2. Resignations:

- Melissa Chiappone, 1.0 FTE Computer consultant, HA, 10/30/15
- Robin Zadroga, 0.4 FTE Health/Physical Education Teacher, HS, 1/1/16

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

1. ELMS students to Boston, MA on Wednesday, November 18, 2015 to visit the Boston Museum of Science

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments

1. American Red Cross Blood Drive, ELMS, November 6, 2015 – Jaime Barr Shelburn
2. Connecticut Association of Schools (CAS) Celebration – Middle School Principal of the Year Dr. Judy DeLeeuw, East Lyme Middle School – Tim Hagen
3. Connecticut Association of Boards' of Education (CABE) Board Leadership Award to the East Lyme Board of Education (Level 1) – Tim Hagen
4. Request to remove Redistricting Discussion from BOE Future Agenda Items – Jill Carini

B. Future Agenda Items:

1. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese – *November 2015*
2. Summer School Program/Camp – Candice Carlson – *To be scheduled*
3. Proposed Pool Renovation at ELHS – *November 23, 2015*
4. Draft East Lyme/Salem Cooperative Agreement – *January 2016*
5. East Lyme / Chinese Program Update – *Monthly*
6. Food Service Program Discussion – *FFO Committee, November 23, 2015*
7. Field Trip Discussion – *To be scheduled*
8. Odyssey of the Mind Program – *AAA Committee November 9, 2015*
9. East Lyme Youth Survey 2015 Final Report (SERAC) dated 5/29/15 – *November 23, 2015*
10. EL BOE Budget Workshop – *November 9, 2015*
11. Inside Look of the Chinese Program at ELHS – *November 2015*

XIII. PUBLIC COMMENT

1. John Holtz, 13 Grassy Hill Road, East Lyme, spoke of concerns regarding the content of the recent ELMS assembly. He asked if there is a communication plan in place for this type of situation and suggested it be included in a Board policy.

The Board took a short break at 9:17 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jamie Barr Shelburn moved to enter into executive session to discuss personnel issues and to include the Superintendent at 9:20 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited executive session at 9:35 p.m.

XV. ADJOURNMENT

MOTION: Jamie Barr Shelburn moved to adjourn the meeting at 9:36 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,
Albert Littlefield
 Albert Littlefield, Secretary
 East Lyme Board of Education