

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

**Tuesday, May 26, 2015**

**Regular Meeting: 7:00 p.m.**

Room B101, East Lyme High School

**REGULAR MEETING MINUTES**

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

**Board Members Absent:** Joe Arcarese, Pam Rowe, 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), Linda Anania (Flanders Principal), Dr. David Miko (Lillie B. Haynes Principal), Melissa DeLoreto (Niantic Center Principal), Dr. Judy DeLeeuw (East Lyme Middle School Principal), Mike Susi (East Lyme High School Principal), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director), Nancy Burdick (Business Supervisor)

**I. CALL TO ORDER** – The meeting was called to order at 7:05 p.m. by Chair Tim Hagen.

**II. PLEDGE OF ALLEGIANCE** – Led by Selectman Marc Salerno

**III. PUBLIC COMMENT** – None.

**IV. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education May 12, 2015 Regular Meeting as amended (Modifications – add Summer School/Camp Program (Candice Carlson) to Future Agenda Items); Candice Carlson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**VI. SPECIAL REPORTS**

A. Students' Representative – Megan Dugan and Kendall Roberts were not present

B. Selectmen's Representative – Marc Salerno

- Public Hearing on 05/20/15 re: Golf cart use in the beach communities and the purchase of conservation easement rights of open space property North of I-95. The purchase of conservation easement rights will then move forward to the Board of Finance.

C. Salem Board of Education

D. Town Building Committee

**VII. CONSENT AGENDA**

**MOTION:** Jaime Barr Shelburn moved approval of the Consent Agenda as presented (A. Donation of \$630.00 from the Pfizer United Way Campaign to East Lyme High School); Candice Carlson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**VIII. DISCUSSION/ACTION ITEMS**

**A. Instruction**

**1. Discussion re: Program Review of ELPS Full Day Kindergarten**

Dr. Karen Costello and kindergarten teachers Heidi Henry (Lillie B. Haynes Elementary), Lorraine Mattison (Niantic Center School), and Kathleen Sterling (Flanders Elementary) provided the results of a parent/teacher survey regarding the full day kindergarten program. The full day program is in its second year of operation. Although the survey produced positive results, kindergarten and first grade

teachers have some concern regarding the maturity level and level of thinking of the younger students in the program. The Language Arts Core Assessment Portfolio data reflects increases in student performance in foundation skills when comparing full to half day program. Next steps were discussed and the committee will enlist the Board of Education in the discussion regarding the student entry date for kindergarten.

## **2. Discussion/action re: Proposed Supervision Evaluation Platform**

The Board was asked to establish an ad hoc committee to work with the Superintendent of School on his evaluation platform for the 2015-2016 school year. The plan will be presented to the full Board on June 8, 2015 for modifications and adjustments.

## **B. Finance/Facilities/Community**

### **1. Discussion re: ELPS Elementary Design Committee Update**

Mr. Newton reported that meetings continue with the elementary principals, Tim Hagen, Maria Whalen, and Al Jacunski are in the process of reviewing the potential elementary building designs. The full committee will meet on Monday, June 15 at 5:00 p.m. at Central Office. Updated drawings will be presented to the full Board in June. Traffic study results are expected on May 27. The Board of Education will request a joint meeting with the Board of Selectmen and the Board of Finance to update them on the elementary project and discuss next steps. Once a reasonably concrete proposal is established, a community update will follow with a target date of the fall of 2015.

### **2. Discussion re: Status of the Board of Education Budget for 2014-2015 as of April 30, 2015**

Superintendent Newton and Director of Business and Facilities, Maria Whalen, updated the Board on the 2015-2015 budget status as of April 30, 2015. To date, 97.4% of the 2014/2015 adopted budget has been expended and/or encumbered. All funds will be liquidated are expected to be liquidated for the fiscal year end.

### **3. Discussion/action re: Board of Education Budget for 2015-2016**

The Board reviewed the Superintendent's proposed reductions to the 2015-2016 Budget to accommodate a 14.0% increase in health insurance rates based on the December 2014 broker's recommendation. Discussion ensued regarding the restoration of the Data Manager position versus other new initiatives. Concerns were raised regarding the uncertainties of the health insurance increase and the impact the Federal Affordable Care Act will have on the budget.

**MOTION:** Al Littlefield moved to adopt the FY 2015-2016 Board of Education Budget in the amount of \$44,033,080 to include the \$450,000 reduction directed by the Board of Finance and a \$429,956 reduction to accommodate an increase of 14.0% in the FY 2015-2016 health insurance rates as presented; Jill Carini seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Candice Carlson, Marlene Nickerson, Barbara Senges

**VOTE CON:** Jaime Barr Shelburn

**ABSTAIN:** None

**MOTION CARRIED 6:1:0**

### **4. Discussion/action re: Proposed Out-of-District Tuition Rates for the 2015-2016 School Year**

The Board was asked to set the 2015-2016 ELPS regular education tuition rate at \$15,307 for new out-of-district students and for returning out-of-district students that were enrolled the prior year, per Board of Education Policy #3240. The new rate reflects a \$785 increase over the present year. The proposed rate was reviewed by the FFO Committee prior to the Board meeting.

**MOTION:** Jaime Barr Shelburn moved to set the regular education tuition rate for out-of-district students attending East Lyme Public Schools for the 2015-2016 school year at \$15,307 (does not include special education program, Coastal Connections, or high school students from Salem) as presented; Marlene Nickerson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

## **5. Discussion re: Next Steps for Draft East Lyme/Salem Cooperative Agreement**

Chair Tim Hagen and Superintendent Jeff Newton updated the board on the next steps regarding the draft East Lyme/Salem Cooperative Agreement.

The proposed draft agreement and the original agreement with memoranda of agreement (MOU) will be posted to the Districts' websites for input. A target date of January 2016 has been set to take action.

- C. Personnel
- D. Policy
- E. Other

## **IX. ADMINISTRATION REPORTS**

### **A. Superintendent of Schools – Mr. Jeffrey Newton**

- Introduction of Peter Madonia, Executive Coach
- A graduation requirement of an High School Capstone Project to be completed during the student's Junior/Senior year will be in pace for the incoming 8<sup>th</sup> grade students was explained by Mike Susi, East Lyme High School president.

### **B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman**

- Summer hiring – Struggling for Sp Ed certified teachers for ESY program
- Need for additional IA and TA professional development
- Assessment Reduction Committee information to follow
- June 8 – Transition Student Graduation (students that are 21 years old) will be held on June 8 at 10:00 a.m. on the Central Office front lawn.

### **C. Business/Facilities Director – Ms. Maria Whalen**

- Closely monitoring end-of-year expenditures and preparing to close out the end-of-year budget
- Implementing the reductions for 2015-2016 Budget. Will be communicating with District staff regarding the insurance rate changes.

## **X. COMMITTEE REPORTS**

- A. AAA Committee
- B. FFO Committee – Oral report of 05/26/15 meeting
- C. Policy Review Committee – Oral report of 5/25/15 meeting
- D. Other

## **XI. COMMUNICATIONS**

- A. East Lyme Aquatic & Fitness Center Foundation, Inc. - Minutes of 05/5/15 meeting
- B. Board of Education May 12, 2015 Regular Meeting

## **XII. NOTICES**

- A. Notice of staffing changes:
  1. Appointments
  2. Reassignments
  3. Resignations
    - Kallie Eugenides, 1.0 FTE Teaching Assistant (ELL), DW @ MS/HS, 5/29/15
    - Susan Gallant, 1.0 FTE Instructional Aide (1:1), DW @ FL, 5/18/15
- B. Notice of out of state field trips:
  1. ELHS students to Misquamicut State Beach, Westerly, RI on Friday, 6/12/15

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

- A. Board Comments
- B. Future Agenda Items:
  1. Proposed Supervision Evaluation Plan for Superintendent - 06/8/15

2. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese - *To be scheduled*
3. Pre-K Program Discussion – *To be scheduled*
4. Town Audit Report – June 2015
5. Redistricting Discussion – Jill Carini – *To be scheduled*
6. Summer School Program/Camp – Candice Carlson – *To be scheduled*
7. Calculation of Coastal Connection Tuition Rates – *To be scheduled*

#### **XIV. PUBLIC COMMENT**

*A short break was taken at 8:52 p.m.*

#### **XV. EXECUTIVE SESSION**

**MOTION:** Jamie Barr Shelburn moved to enter into executive session at 8:57 p.m. to discuss legal matters and to include the Superintendent; Marlene Nickerson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

The Board exited executive session at 9:17 p.m.

#### **XVI. ADJOURNMENT**

**MOTION:** Jamie Barr Shelburn moved to adjourn the meeting at 9:17 p.m.; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

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