

EAST LYME BOARD OF EDUCATION

East Lyme, Connecticut

Monday, June 23, 2015

Room B101 (INTV Room), East Lyme High School

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Jaime Barr Shelburn (Acting Secretary), Joe Arcarese, Jill Carini, Candice Carlson, Barbara Senges

Board Members Absent: Rob Kupis, Al Littlefield (Secretary), Marlene Nickerson, Pam Rowe

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 School Principal), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

I. CALL TO ORDER – The meeting was called to order at 6:30 p.m. by Chair Tim Hagen.

Executive Session

MOTION: Jaime Barr Shelburn moved to enter into Executive Session at 6:34 pm to discuss personnel and negotiation issues and to include the Superintendent; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

The meeting resumed at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE – Led by Tim Hagen, Board Chair

III. PUBLIC COMMENT – None

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education June 8, 2015 Regular Meeting as presented; Candice Carlson seconded.

VOTE PRO: Tim Hagen (Chair), Jaime Barr Shelburn (Acting Secretary), Jill Carini, Candice Carlson, Barbara Senges

VOTE CON: None

ABSTAIN: Joe Arcarese

MOTION CARRIED 5:0:1

V. SPECIAL REPORTS

A. Students' Representative – Not present (summer break)

B. Selectmen's Representative – Not present

C. Salem Board of Education – George Jackson

- Salem Efficiency Study is posted on the Town of Salem website under News & Announcements. Based on the community's response to the study, the Salem Long Range Planning Subcommittee will conduct an analysis regarding the possibility of 7-8 grade Salem students attending East Lyme Middle School.

- Information regarding draft East Lyme/Salem Cooperative Agreement is posted on both East Lyme and Salem's school district website.

D. Town Building Committee – Not present

VI. CONSENT AGENDA – None

There was no objection to move VII.A.1. Discussion re: NCS Traffic Study Presentation and Update on Elementary Design Project pending the arrival of Architect Al Jacunski. The minutes do not reflect this move.

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Niantic Center School Traffic Study Presentation and Update on Elementary Design Project

Scott Hesketh of F.A. Hesketh & Associates, Inc. presented the final report (dated June 3, 2015) of the Board of Education contracted study to determine the trip generation potential of the proposed expansion to the existing Niantic Center School. The study is based on the current proposal for an expansion of 24,788 square feet to the existing school, an increase in student enrollment from 179 to a high of 417 students, a projected increase in staffing levels from 52 to a high of 154, and an increase in parking spaces from 82 to 176 spaces. The two methods of projecting trip generation were reviewed. The study concluded that the increase in traffic can be accommodated on the local roadway network without degradation in level of service at the intersection of Route 156 with East Pattagansett Road and Black Point Road. Architect Al Jacunski presented plans and the conceptual site plan for Flanders School and Niantic Center School. Adequate room is provided for all programming. An exterior model of the buildings and more detailed site plans will be available in a month. Conceptual estimates are forthcoming. Exploring the possibility of planning for a universal preschool was discussed. The next steering committee meeting will be scheduled at a date to be determined in August. An update will be provided at the next Board meeting on July 13, 2015. Information continues to be posted to the East Lyme Public School website at www.eastlymeschools.org under Elementary Facilities Design Steering Committee.

2. Discussion/action re: Proposed Labor Rate Charges Related to ELPS Facilities Usage Effective July 1, 2015

Mr. Newton and Maria Whalen, Director of Business and Facilities, presented their recommendation for a proposed increase in labor rate charges related to ELPS facilities usage effective July 1, 2015. The rates are based on current contractual overtime rates. The new rates will be reflected on the ELPS Request for the Use of School Facilities and School Facilities Use Permit form. Room and field rates will remain unchanged. A Board member suggested the cancellation fee be noted on the application form.

MOTION: Jaime Barr Shelburn moved to approve the proposed increase in labor rate charges related to ELPS facilities usage effective July 1, 2015 as follows: 1) Technology Charge from \$45.00 to \$54.00 per hour, 2) Security Charge from \$20.00 to \$25.00 per hour, 3) Custodial Charge from \$45.00 to \$52.00 per hour, as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

3. Discussion re: Next Steps for Draft East Lyme/Salem Cooperative

Superintendent Newton informed the Board that East Lyme and Salem have posted to their school websites documents related to the draft cooperative agreement that allows Salem students to continue their high school education at East Lyme High School through June 30, 2039. The current agreement expires in June 2019. An opportunity for community comment is available on the websites. A public forum will be scheduled by East Lyme in the fall. The proposed agreement will be presented to the Boards for action in January 2016.

4. Discussion/action re: Proposed Board of Education Liaison to Board of Finance

The Board discussed the possibility of assigning a Board of Education Liaison to the Board of Finance on a monthly rotating basis beginning in September 2015. Chair Tim Hagen and Superintendent Newton will meet to draft proposal objectives and guidelines to be shared with the full Board of

Education on July 13. Board policy will be reviewed. Salem BOE Representative George Jackson suggested East Lyme and Salem collaborate when reviewing BOE policies. No action was taken.

B. Instruction

1. Discussion/action re: Second Reading of Proposed ELHS Textbook Adoption – World History, Authors Stanley M. Burstein and Richard Shek, Publisher Holt McDougal, 2013

The first reading of the proposed World History textbook was held by the Board on June 8, 2015. It was recommended for approval by Curriculum Council and the AAA Committee. Barbara Senges thanked Dr. Karen Costello for providing additional information.

MOTION: Jaime Barr Shelburn moved the adoption of ELHS textbook *World History*, Authors Stanley M. Burstein and Richard Shek, Publisher Holt McDougal, 2012 as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

2. Discussion re: Second Reading of Proposed ELHS Textbook Adoption – Economics, Authors/Editors Arthur O’Sullivan, Ph.D. and Steven M. Sheffrin, Ph.D., Publisher Pearson, 2016

The first reading of the proposed Economics textbook was held by the Board on June 8, 2015. It was recommended for approval by Curriculum Council and the AAA Committee.

MOTION: Jaime Barr Shelburn moved the adoption of ELHS textbook *Economics*, Author/Editors: Arthur O’Sullivan, Ph.D. and Steven M. Sheffrin, Ph.D., Publisher: Pearson, Copyright: 2016 as presented; Jill Carini seconded.

VOTE: Unanimous

MOTION CARRIED

3. Discussion re: Elementary Global Language Program Update

Superintendent Newton presented the preliminary draft daily elementary school schedule for the 2015-2016 school year as developed with the elementary principals. Three time options were included in the schedule; however, the elementary principal’s recommendation is three (3) twenty minute sessions per week. Mr. Newton also updated the Board on the hiring status of the global language teachers.

C. Personnel

1. Discussion/action re: Proposed FY16 Salary and Benefit Adjustments for Non-Certified/Non-Affiliated Personnel

The Personnel Policy Committee for ELPS Non-Certified/Non-Affiliated met with Mr. Newton and Maria Whalen on June 22 to review the Superintendent’s recommendation for the FY 16 salary and benefit adjustments for ELPS non-certified/non-affiliated personnel. The Business Office is in the process of reviewing the ELPS Paraprofessional Handbook and implementing the Affordable Care Act effective September 1, 2015.

MOTION: Jaime Barr Shelburn moved to approve the FY16 Salary and Benefit Schedule for ELPS non-union/non-affiliated personnel dated June 22, 2015 as recommended by the Personnel Policy Committee for Non-Certified/Non-Affiliated Personnel; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

2. Proposed Extension of Employment Contract for Interim Assistant Superintendent for Special Education and Pupil Personnel for July 1, 2015 – June 30, 2016

Superintendent Newton presented his recommendation for a one-year extension to the employment contract of Interim Assistant Superintendent for Special Education and Pupil Personnel Donna Gittleman through June 30, 2016.

MOTION: Jaime Barr Shelburn moved to extend the employment contract of Interim Assistant Superintendent for Special Education and Pupil Personnel Donna Gittleman for the period July 1, 2015 – June 30, 2016 as presented; Joe Arcarese seconded.

VOTE: Unanimous

MOTION CARRIED

3. **Proposed Supervision Evaluation Platform for the Superintendent for the 2015/2016 School Year**

Board members Tim Hagen, Al Littlefield and Barbara Senges have worked with Superintendent Newton to develop his supervision evaluation platform for the 2015/2016 school year.

MOTION: Jaime Barr Shelburn moved to adopt the Supervision Evaluation Platform for the Superintendent of Schools for the 2015/2016 school year as presented; Barbara Senges seconded.

VOTE: Unanimous

MOTION CARRIED

4. **Proposed Amendment Extension of Employment Contract for the Superintendent of Schools Through June 30, 2018**

Under the Superintendent's current contract, the Board may agree to extend the contract for an additional period not to exceed three (3) years. Minor language changes to the contract were also included.

MOTION: Jaime Barr Shelburn moved to extend the current employment contract of East Lyme Superintendent of Schools Jeffrey R. Newton through June 30, 2018 as presented; Jill Carini seconded.

VOTE: Unanimous

MOTION CARRIED

D. Policy

E. Other

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Mr. Jeffrey Newton

- Certified staff evaluation information is being finalized and will be reported to the CSDE by the end of the week
- ELHS tennis court light project was approved at the Town Meeting this week
- Seeking 2-3 Board members to serve on an ad hoc meeting to discuss the Spiral Program contract and budget for 2015-2016. The committee will meet 1x in July and present to the full Board on July 13.
- Shipman & Goodwin are scheduled to make a short presentation at the August 10 Board meeting.

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

- The last teacher for summer school was hired today.
- BOE awareness - ELPS vans are aging (12 yrs old) - one use is transport special education students to job sites.

C. Business/Facilities Director – Ms. Maria Whalen

- Tightening up on timelines for next year
- Working on rolling out Affordable Care Act and FY 16 Budget
- Proposed food service contract will be presented to the Board on July 13, 2015

IX. COMMITTEE REPORTS

A. AAA Committee

B. FFO Committee

C. Policy Review Committee – Oral report of 5/22/15 meeting

D. Other – Personnel Policy Committee (Non-Certified/Non-Affiliated) – Oral report of 5/22 meeting

X. COMMUNICATIONS

A. EL BOE Policy Review Committee Minutes of 5/26/15

B. ELPS Important Team Information Brochure

XI. NOTICES

A. Notice of the following staffing changes:

1. Appointments for 2015/2016

- Jenna Conlon, 1.0 FTE Special Education Teacher, MS, 8/20/15
- Jennifer D'Elia, 0.7 FTE Art Teacher, HS, 8/20/15
- Colleen Foster, 1.0 FTE Family & Consumer Sciences Teacher, HS, 8/21/15
- Kristen Montano, 1.0 FTE Math, MS, 8/20/15
- Justine Hricko, 0.80 FTE Youngers Program Aide, FL, 5/11/15
- Kenneth Rice, 1.0 FTE Math Teacher, HS, 8/20/15

2. Reassignments3. Increases/Decreases in FTE

- Laura Adams, reduction from 1.0 to 0.6 FTE Family & Consumer Sciences teacher, HS, 8/21/15
- Kim Buckley, increase from 0.6 to 0.8 FTE English teacher, HS, 8/21/15
- Laura Plummer, increase from 0.8 to 1.0 FTE Math Teacher, HS 8/21/15
- Colleen Sablone, increase from 0.8 to 1.0 FTE English Teacher, HS, 8/21/15

4. Resignations

- Lynn Butler, 0.30 FTE Before/After School Facilitator, HA, 6/18/15
- Justine Hricko, 0.55 FTE School Aide (Greeter), FL 6/18/15
- Regina Westner, 0.15 FTE After School Aide, HA, 6/18/15
- Kim Wojcik, 0.66 FTE Before/After School Program Coordinator, FL, HA, NC, MS, 6/18/15

B. Notice of out of state field trips: None

XII. BOARD COMMENTS/FUTURE AGENDA ITEMSA. Board CommentsB. Future Agenda Items:

1. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese - *To be scheduled*
2. Pre-K Program Discussion – 7/13/15
3. BOE Liaison to BOF Discussion – 7/13/15
4. Proposed Food Service Contract – 7/13/15
5. ELPS Elementary School Project Update – 7/13/15
6. Redistricting Discussion – Jill Carini – *To be scheduled*
7. Summer School Program/Camp – Candice Carlson – *To be scheduled*
8. Calculation of Coastal Connection Tuition Rates – *To be scheduled*
9. SPIRAL Agreement – 6/22/15
10. EL Town Audit – BOE Section – 6/22/15
11. Proposed Pool Renovation Project – *To be scheduled*

XIII. PUBLIC COMMENT - None.**XIV. ADJOURNMENT****MOTION:** Jamie Barr Shelburn moved to adjourn the meeting at 9:43 p.m.; Jill Carini seconded.**VOTE: UNANIMOUS****MOTION CARRIED**

Respectfully Submitted,
Jaime Barr Shelburn
 Jaime Barr Shelburn, Acting Secretary
 East Lyme Board of Education