

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

Monday, July 13, 2015
Room B101 (INTV Room), East Lyme High School

REGULAR MEETING MINUTES

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

Board Members Absent: Joe Arcarese, Rob Kupis, Barbara Senges

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Maria Whalen (Director of Business and Facilities), 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 Tim Hagen, Board Chair and Mark Nickerson, First Selectman
- III. **PUBLIC COMMENT** – None.
- IV. **APPROVAL OF MINUTES**

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education June 23, 2015 Regular Meeting as presented; Candice Carlson seconded.

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

VOTE CON: None

ABSTAIN: Al Littlefield, Marlene Nickerson, Pam Rowe

MOTION CARRIED

V. **SPECIAL REPORTS**

- A. Students' Representative – Not present (summer break)
- B. Selectmen's Representative – First Selectman Mark Nickerson
 - 1. Cell tower proposal – three sights being looked at.
 - 2. Oswegatchie Hills property proposal – 750 affordable housing units.
 - 3. Lillian's Café, Main St, Niantic – open for business.
 - 4. Gateway apartments – all 10 buildings will have certificate of occupancies by Labor Day.
 - 5. Costco will be built behind Pools, Etc. building – outside living center approved.
 - 6. Town Hall server – crashed.
 - 7. Saunders Point area – looking at sewers.
 - 8. Park and Recreation Department – very busy, discussion regarding making one of our beaches a town beach and expanding some beach facilities.
 - 9. High school baseball dugouts – cement pads poured.
 - 10. High school tennis courts – will be lit.
 - 11. Cardinal Road fire – proud of community effort.
 - 12. Niantic Boardwalk Project – on budget, but completion delayed until early spring.
- C. Salem Board of Education – Not present.
- D. Town Building Committee – Not present.

VI. **CONSENT AGENDA**

MOTION: Pam Rowe moved to approve the consent agenda (A. Proposed Donation from the Niantic Lions Charities Inc. to the ELHS Viking Band in the Amount of \$750.00 and B. Proposed Donation from the Stop & Shop A+ Awards Program to ELHS in the Amount of \$1,443.21 as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

There was no objection to adding VII.A.6. Discussion re: Technology Grant Restructure by the State of Connecticut

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion/Action re: Proposed One-Year Contract Renewal for FY 16 – Visiting Nurse Association of SE CT

The Visiting Nurse Association continues to provide excellent services to the East Lyme School District. The proposed one-year contract reflects a 2% increase over the FY 15 contract 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 SE CT for the period July 1, 2015 through June 30, 2016 as presented; Pam Rowe seconded.

VOTE: Unanimous

MOTION CARRIED

2. Discussion/Action re: Proposed One-Year Contract Renewal for FY 16 – School Medical Advisor

Superintendent Newton recommended the School Medical Advisor's contract be renewed for FY 16. Dr. Vijay Sikand continues to serve the district well. The cost for service remains unchanged from FY 15.

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 in the amount of \$20,000 for the period July 1, 2015 through June 30, 2016 as presented; Pam Rowe seconded.

VOTE: Unanimous

MOTION CARRIED

3. Discussion/Action re: Proposed Ten-Month Contract Renewal with the Child & Family Agency of SE CT, Inc. for the 2015/2016 School Year

Mr. Newton explained that for the last four years, the district has secured services with the Child & Family Agency of SE CT, Inc. to provide support for our students and families dealing with issues that may not be school based, but have an impact at school. This contract renewal will ensure the same services are provided to the district for the 2015/2016 school year. The contract reflects no monetary increase from the previous contract. Building principals endorse this highly successful program.

MOTION: Jaime Barr Shelburn moved to authorize the Superintendent to sign a ten-month contract renewal with the Child & Family Agency of Southeastern Connecticut, Inc. for the period August 26, 2015 through June 30, 2016 in the total amount of \$82,400.00 as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

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

Discussion continued regarding the possibility of assigning a Board of Education (BOE) Liaison to the Board of Finance (BOF) on a monthly rotating basis to update the BOF on what has transpired at the previous two BOE meetings. Additional feedback on a particular item may be scheduled for a future BOF meeting. Jeff Newton and Maria Whalen will attend one meeting each quarter. First Selectman Mark Nickerson spoke in support of promoting more open dialogue between the BOE and the BOF. A monthly rotation of liaisons will begin with Chair Tim Hagen at the BOF meeting on Wednesday, August 12, 7:00 p.m. at Town Hall. Al Littlefield will follow in September. A monthly schedule (with the exception of budget season) for other Board members will follow.

5. Discussion re: ELPS Elementary Design Planning Update – Preschool Program Discussion

Interim Assistant Superintendent Donna Gittleman updated the Board on the preschool programs operating within the district and the potential costs to implement a half-day universal preschool program in the district.

Current in district preschool/daycare programs:

- Integrated Preschool, housed at Lillie B Haynes Elementary, is designed for children who are eligible for special education services, 50% of slots reserved for typically developing children to serve as peer models for students with disabilities. Parents of peer models pay a fee (currently \$1,250) for their children to attend this program.
- Creative Playschool, housed at Lillie B. Haynes Elementary, is a co-op program with 60 children and 6 staff. Approximately 80% of the children are East Lyme residents. Parents pay to send their children to this program and revenue is used to offset costs.
- Nova and Super Nova (previously known as the Youngers Program), housed at Flanders Elementary, more of a day care program. This half-day program has staff hired by the building principal, but paid through the revenues of the program.
- Other unknown costs such as clerical, custodial, greeters, etc. are not billed back to these programs.

Potential universal preschool program cost estimates per school year:

- Potentially 130 eligible preschool students in East Lyme (ages 3 – 5)
- Based on 13 half-day sessions with 10 students in each classroom
- Each classroom would be staffed by one certified teacher and one instructional or teaching assistant
- Preliminary Cost Estimate:
 - Cost of first year teacher with Master's degree and benefits - \$61,000
 - Cost of teaching assistant (without benefits) - \$22,000
 - Total salary encumbrance would be \$539,500
 - Approximate cost to equip with specially-designed bathrooms, changing tables, furniture, technology and supplies - \$32,500
 - More realistically, the potential cost to implement a universal preschool program is estimated to be \$1 million dollars

Board discussion:

- Not mandated by the State
- National accreditation is a two-year process
- This would be a long-term investment in our children
- Having only a half-day program would not work for many working parents
- Are there grant opportunities available?
- A potential impact to other child-care businesses in town
- Refine the cost estimate

The Board asked Donna Gittleman to continue to gather preschool program information from surrounding towns and to reach out at the state level for their plan regarding this topic. Board consensus was to stay focused on the importance of the elementary building project and not splinter support by focusing on preschool. More discussion will follow in August.

6. Discussion re: Proposed Technology Grant

Technology Director Pat Lannon notified the Board that the technology grant offered by the state and submitted by the Board on February 23, 2015 was pulled by the state and restructured with an adjustment in the amount with no matching funds required. The maximum amount of the new grant is \$62,325.96 with no matching funds requirement.

It is anticipated that, if approved, the grant will be awarded in late September or October.

B. Instruction**1. Discussion re: Elementary Global Language Update**

Superintendent Newton reported that one elementary Spanish teacher has been hired. Vacancies still exist for a second elementary global language teacher and a Middle School global language teacher. An update will be provided on 08/10/15.

C. Personnel**D. Policy****E. Other****VIII. ADMINISTRATION REPORTS****A. Superintendent of Schools – Mr. Jeffrey Newton**

- Estimate for construction of ELHS dugout structures is 23k – 30k
- Mission of Mercy Dental Clinic at ELHS – tentative date is October 2015
- Board ad hoc committee has met to review Spiral agreement and budget – Once Spiral has reviewed our recommended contract modifications, it will be brought forward to BOE.
- ELHS 0.5 FTE Reading teacher – the High School was able to fund through attrition
- Shipman & Goodwin are scheduled to present to the BOE on August 10
- East Lyme Town Audit Findings Report for FY 14

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

- In midst of summer hiring – 4 positions yet to be filled
- Paraprofessional assignments will be reviewed soon

C. Business/Facilities Director – Ms. Maria Whalen

- Staff focusing on closing books
- Last payroll posted for year
- Uniforms for custodial and maintenance staff as of 8/21/15

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee
- C. Policy Review Committee
- D. Other

X. COMMUNICATIONS

- A. EL Town Audit Findings Report for FY 14

XI. NOTICES

- A. Notice of the following staffing changes:

1. Appointments for 2015/2016

- Anne Astley, 1.0 FTE Administrative Assistant I (10-month school year), HS, 08/12/15
- Michael Boccaccio, 1.0 FTE Math Teacher, HS, 08/20/15
- Freda Gianakos, 0.4 FTE Family and Consumer Sciences Teacher (Capstone Coordinator), HS, 08/21/15
- Kristen Montano, 1.0 FTE Math Teacher, MS, 08/20/15
- Eliscia Picard, 1.0 FTE Music Teacher, FL, 08/20/15
- Colin Wheatley, 1.0 FTE Music Teacher, MS, 08/20/15

2. Reassignments

- Kristen Anderson, from 1.0 FTE Grade 2 Teacher, HA to 1.0 FTE Grade 2 Teacher, FL, 08/21/15
- Robin Levine, from 1.0 FTE Instructional Aide (DW 1:1), HS to 1.0 FTE Job Coach, Vocational Transitional Program, 08/26/15

3. Resignations

- Loralyn Burdick, 0.5 FTE School Aide, FL, 06/18/15
- Cheryl Desautels, 1.0 FTE Instructional Aide (TLC), HA, 06/18/15
- Maureen Hesney, 1.0 FTE Instructional Aide, FL, 06/18/15

- Jennifer Nowak, 1.0 FTE Grade 2 Teacher, FL, 06/30/15
- Kim Paul, 0.5 FTE Administrative Assistant I, HS, 06/18/15
- Jami Petchark, 1.0 FTE Special Education Teacher, HS, 06/30/15

4. Student Teachers

- ECSU student teacher Sean Chmielewski with Physical Education teacher Lisa Kriger, 10/9/15 – 12/04/15, MS
- UNH student teacher Jessica Griswold with Social Studies teacher Anne Haling, 8/26/15 – 11/20/15, MS
- UCONN student teacher Katharine Stone with English Teacher Nanette Trusler, 60 school days beginning 8/27/15, HS

B. Notice of out of state field trips: None

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments

1. Invitation to Board members to attend picnic for Chinese visitors on Friday, July 17, 1:00 to 5:00 p.m., McCook Point – Candice Carlson
2. Glad to see Freda Gianakos back on staff at ELHS – Jaime Barr Shelburn

B. Future Agenda Items:

1. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese - *To be scheduled*
2. Redistricting Discussion – Jill Carini – *To be scheduled*
3. Summer School Program/Camp – Candice Carlson – *To be scheduled*
4. Calculation of Coastal Connection Tuition Rates – *August 2015*
5. EL BOE 14/15 End of the Year Budget Update – *August 2015*
6. Proposed Food Service Contract – *8/10/15*
7. ELPS Elementary School Project Update – *08/10/15*
8. SPIRAL Agreement – *08/10/15*
9. Proposed Pool Renovation Project – *To be scheduled*
10. Preschool Discussion – *08/10/15*
11. Elementary Global Language Update – *08/10/15*

XIII. PUBLIC COMMENT -

1. Chris Smith, Black Point Road - Niantic, The District should consider mandatory parent volunteers and extended hours for ELHS concession stand.

The Board took a short break at 8:43 p.m.

XIV. EXECUTIVE SESSION

MOTION: Following the break, Al Littlefield moved to enter into executive session and to include the Superintendent and the Assistant Superintendent for the purpose of discussion legal and personnel matters at 8:45 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board came out of Executive Session at 8:59 p.m.

XV. ADJOURNMENT

MOTION: Jamie Barr Shelburn moved to adjourn the meeting at 9:00 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

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