

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

Monday, August 10, 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, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Joe Arcarese, Rob Kupis, Pam Rowe

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Maria Whalen (Director of Business and Facilities), Mike Susi (East Lyme High School Principal), Linda Anania (Flanders Elementary Principal), Melissa DeLoreto (Niantic Center Principal), Pat Lannon (Technology Director)

- I. **CALL TO ORDER** – The meeting was called to order at 7:04 p.m. by Chair Tim Hagen.
- II. **PLEDGE OF ALLEGIANCE** – Led by Tim Hagen, Board Chair and Board of Selectman representative, Kevin Seery
- III. **PUBLIC COMMENT**
 1. Linda Johansen, Math teacher and Curriculum Instructional Leader at ELHS, introduced herself as the new East Lyme Teachers Association (ELTA) President and is looking forward to working with the Board as the representative for the teachers of East Lyme.

IV. **APPROVAL OF MINUTES**

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education July 13, 2015 Regular Meeting as presented; Candice Carlson seconded.

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

VOTE CON: None

ABSTAIN: Barbara Senges

MOTION CARRIED 6:0:1

V. **SPECIAL REPORTS**

A. Students' Representative – Not present (Summer Break)

B. Selectmen's Representative – Kevin Seery

1. The town approved an open-space purchase of 166 acres off Goldfinch – No financial impact on taxpayers.
2. Main Street is very busy – Additional parking is being sought.
3. Congratulations to the Babe Ruth team – State Champions!
4. Two lifeguards received town proclamations for saving a woman's life at McCook Beach.
5. Boardwalk completion date has been extended to December. The project remains on budget and sections will be opened as they are completed.

The Board congratulated Mr. Seery on his recent retirement from the Connecticut State Police.

C. Salem Board of Education – Not present.

D. Town Building Committee – Not present.

VI. CONSENT AGENDA

MOTION: Jaime Barr Shelburn moved to approve the consent agenda (A. Proposed ELHS Field Trip to Washington, DC from November 18–22, 2015 to participate in Princeton Model Congress and B. Proposed ELHS Field Trip to Philadelphia, PA from March 30 through April 3, 2016 to participate in UPenn Model Congress) as presented; Jill Carini seconded.

VOTE: Unanimous

MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion/action re: Proposed Tuition Rate for Out-of-District Students Attending the ELPS Coastal Connections Program for the 2015-2016 School Year

Superintendent Newton asked the Board to set the 2015-2016 tuition rate for out-of-district students to attend the ELPS Coastal Connections Program at \$24,116. The proposed tuition rate is based on the current enrollment of 17 students and FY 2016 associated costs for the program to include current staff, benefits, supplies, materials and building rental. Two new incoming students are expected to attend.

MOTION: Jaime Barr Shelburn moved to adopt the 2015-2016 tuition rate of \$24,116.00 for out-of-district regular education students attending the ELPS Coastal Connections Program as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

2. Discussion re: ELPS Student Information System (SIS) Update

Technology Director Pat Lannon updated the Board on the status of the Student Information System (SIS). Three software vendors were invited to present to the committee. The Selection was narrowed to two possible vendors who will present to a team of administrators next week. A vendor will be selected within the next few weeks and roll-out of the system is expected to begin in late September. Parents will see the change in the fall of 2016.

3. Discussion re: Update on Elementary Design Project – Preschool Program Discussion

At the Board's request, Interim Assistant Superintendent Donna Gittleman provided additional information regarding preschool programs offered by districts in our DRG. Of the 22 districts contacted, three districts responded with preschool program information. Two of the three have grant-funded programs and the third has a program for 5-year olds with an operating cost of \$130,000 per year. The State has mandated that beginning 2017, all preschool programs, to include special education preschool programs, must have NAEYC accreditation. The CT State Department of Education currently does not have a plan to mandate universal preschool.

Superintendent Newton stated that although our special education preschool program enrollment continues to increase, room exists for expansion (within the current plan considering declining student enrollment) without adding on to the elementary school building project.

The Board consensus was that we stay on track with our current, planned Elementary Design Project keeping any consideration of adding Preschool out of the present focus.

4. Discussion/action re: Proposed Completion of the ELHS Dugouts and Funding Request to the Town of East Lyme

Superintendent Newton will propose that the Board of Education request the Board of Selectmen establish a special appropriation to complete the FY 2015-2016 rebuild of the ELHS baseball dugouts. The project balance of \$26,360 which would be funded through rental revenue received by the town for the leasing of Lillie B. Haynes classrooms to Learn. To date, \$7,000 from the FY 15 BOE budget was used to pour the concrete slabs for the dugouts. The total project cost is \$33,360.

MOTION: Jaime Barr Shelburn moved to approve the completion of the ELHS dugouts in the amount of \$26,360 and requests the Board of selectmen, Town of East Lyme, establish a Special Appropriation for FY 2015-2016 ELHS Dugout Capital Improvement Project as presented; Marlene Nickerson seconded.

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

VOTE CON: Jill Carini

ABSTAIN: None

MOTION CARRIED 6:1:0

5. Discussion re: Board of Education Member Email Addresses

School email addresses will be established and posted for all Board members.

6. Discussion/action re: Proposed Assignment of Board of Education Liaison to the Board of Finance

The Board finalized a plan to provide a liaison to the Board of Finance on a rotating basis (second Wednesday of each month) beginning in September – Tim Hagen, October – Al Littlefield, and November – Candice Carlson. A schedule will be distributed.

7. Discussion re: Board of Education Self Evaluation Process and Upcoming Board of Education Retreat

A survey will be distributed this week to Board of Education members and the results will lead to retreat discussion. Members will be notified of the upcoming retreat date.

8. Discussion/action re: Proposed One-Year Food Service Contract with Chartwells Dining Services for FY 2016

Superintendent Newton reviewed the Food Service Management bid process as defined by the State Department of Education. Some Board members expressed concerns regarding the overall financial operation of the program.

MOTION: Jill Carini moved that the Board of Education approve the one-year contract between Chartwells, as the Food Service Management Company, and East Lyme Public Schools, subject to the negotiation of and the State Department of Education's final approval of said contract, and further that the Board authorize the Superintendent to negotiate the terms of and execute said contract on behalf of the Board; Barbara Senges seconded.

VOTE: Unanimous

MOTION CARRIED

B. Instruction

1. Discussion/action re: Proposed ELHS Out-of-Country Field Trip to Barcelona, Spain from February 18-27, 2016

Superintendent Newton recommended the Board approve an ELHS field trip to Barcelona, Spain scheduled for February 2016. ELHS Spanish teacher and Curriculum Instructional Leader Laurie Barry and three adults will chaperone approximately 15 students on the third exchange trip with students from Barcelona. Students will miss six school days.

MOTION: Al Littlefield moved to approve the ELHS out-of-country field trip to Barcelona, Spain from February 18 thru 27, 2016 as presented; Candice Carlson seconded.

VOTE: Unanimous

MOTION CARRIED

2. Discussion re: Professional Development for ELPS Paraprofessionals for the 2015-2016 School Year

Superintendent Newton brought forth concerns voiced by the teaching assistants and instructional aides in each building regarding the coverage of childcare for elementary and middle school students on half days. Information will be gathered and further discussion will take place regarding possible full day Professional Development options.

3. Discussion/action re: Proposed ELPS Educator Evaluation and Support Plan for 2015-2016

Superintendent Newton informed the Board that the ELPS Educator Evaluation and Support Plan for 2015-2016 has received CT State Department of Education approval and presented the plan to the Board for adoption.

MOTION: Jaime Barr Shelburn moved to adopt the proposed ELPS Educator Evaluation and Support Plan for 2015-2016 as presented; Marlene Nickerson seconded.

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

VOTE CON: Al Littlefield (Secretary)

ABSTAIN: None

MOTION CARRIED 6:1:0

C. Personnel

1. Discussion/action re: Proposed Incentive Payment to the Pool Director for FY 15

Based upon the recommendation of the East Lyme Aquatic and Fitness Center Committee, Superintendent Newton recommended the Board approve an incentive payment of \$8,000 to Pool Director Jack Stabach. The proposed payment is based on the East Lyme Aquatic's FY 15 Profit and Loss Statement and the School Pool Management Agreement (\$4,000 upon achievement of a breakeven year after a \$20,000 reserve for maintenance/\$4,000 if the Board of Education determines the East Lyme community is generally satisfied with the pool programs).

MOTION: Marlene Nickerson moved to approve the incentive payment in the total amount of \$8,000.00; to Pool Director Jack Stabach for FY15 as presented; Al Littlefield seconded.

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

VOTE CON: None

ABSTAIN: Candice Carlson, Jaime Barr Shelburn

MOTION CARRIED 5:0:2

D. Policy

E. Other

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Mr. Jeffrey Newton

- Monitoring elementary enrollment numbers: Flanders Elementary Kindergarten and Grade 1.
- Chinese agreement will be presented to the full board on 8/24/15 – The Board's Ad Hoc committee will meet next week.
- Unable to hire a 1.0 elementary French teacher to date.
- Superintendent Newton extended an invitation to Board members to the following events:
 - 1) A luncheon for new teachers on Thursday, August 20 at 1:00p.m. in the Frances Hart Ewers Library at ELHS.
 - 2) The ELPS Convocation Ceremony (Opening Day for Teachers) on Monday, August 25 at 8:30a.m. in the Mary Broderick Auditorium at ELHS. A continental breakfast will precede the ceremony at 8:00.

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

- Teacher Course Student (TCS) Report is complete and the building secretaries and Tech Director Pat Lannon were recognized for their help.
- Currently hiring for special education positions.

C. Business/Facilities Director – Ms. Maria Whalen

- Applauded the Business Office staff for their outstanding efforts in closing the books for 2015. There are only a couple of grants that remain to be closed out and those should be done next week.
- Brown and Brown Insurance representative will meet with the paraprofessional staff to discuss the Affordable Care Act on 08/25/15 at 3:30 p.m., ELHS

IX. COMMITTEE REPORTS

A. AAA Committee – None.

B. FFO Committee – None.

C. Policy Review Committee – None.

X. COMMUNICATIONS - None**XI. NOTICES****A. Notice of the following staffing changes:****1. Appointments for 2015/2016:**

- Lilliana Garcia, 1.0 FTE Spanish Teacher, DW Elementary, 08/20/15
- Robin Kenny, .5 FTE Reading Teacher, HS and 0.5 FTE Reading Teacher, 1-year only, HS, 08/20/15
- Tyler Johnson, 1.0 FTE Social Studies Long-Term Substitute Teacher, MS, 08/20/15 through on or about 10/19/15
- Laura Moore, 1.0 FTE Grade 1 Teacher, FL, 8/20/15
- Joel Impelluso, 0.7 and 0.3 FTE Teaching Assistant (ESL), MS and HS, 08/24/15
- Kathy Pindar, 1.0 Teaching Assistant, FL, 08/25/15
- Vita Rose, 1.0 FTE Special Education Teacher, HS 08/20/15

2. Reassignments:

- Michelle Gada, from 1.0 FTE Special Education Teacher, Intermediate Grade 2-4 ABA Special Education Program to Integrated Preschool Teacher DW at HA, 08/21/15
- Tiffany Hunt, from 10-month to 12-month 1.0 FTE Administrative Assistant I, HS, 07/01/15
- Laura Tiffany, from 1.0 Special Education Teacher, FL to Intermediate Grade 2-4 ABA, DW @ HA, 08/21/15

3. Increases/Decreases:

- Christine Greeley, .30 FTE Computer Consultant, HS in addition to 1.0 FTE Instructional Aide, HS, 08/26/15

4. Resignations:

- MaryKate Mundell, 1.0 FTE Occupational Therapist, DW, ELPS, 06/30/15

5. Retirements:

- Roger Peterson, 1.0 FTE Custodian, MS, 08/29/15

6. Student Teachers:

- University of Hartford student teacher Salena Walker with Music Teacher Karin Carlson, HS, 10/26/15 – 12/18/15

7. Supplemental Appointments for 2015/2016:

- Ryan Ainscough, Cooperative Teacher Mentor – English, Chinese Program, HS
- Carolyn Ascioffa, Women's Soccer, Assistant Coach (Freshmen), HS
- Laura Ashburn, Ecology Club Advisor, HS
- Bruce Babcock, Football, Assistant Coach, HS*
- Laurie Barry, Spanish Honor Society Advisor, HS
- Rudy Bagos, Football, Head Coach, HS
- Jeannine Barber, Literary Magazine Advisor, HS
- Nadine Barnes, Sophomore Class Advisor, HS
- Laurie Barry, Curriculum and Instructional Leader - Global Language, HS
- Stephanie Bassham, Fitness Center Advisor, Fall 2015, HS
- Jeff Beale, Newspaper Advisor, HS
- Jack Biggs, Assistant Athletic Director, HS
- Jack Biggs, Volleyball, Head Coach, HS
- Lauren Brake, Cooperative Teacher Mentor – Math, Chinese Program, HS
- Jen Brush, Senior Class Advisor, HS
- Holly Buckley, Swimming, Assistant Coach, HS
- Emily Cacace, Senior Class Advisor, HS
- Karin Carlson, Orchestra Director, HS
- Nathalie Casey, French Honor Society Advisor, HS
- Wally Christensen, Curriculum and Instructional Leader, Special Education, HS
- Wally Christensen, Men's Soccer, Head Coach, HS
- Ben Donatello, Football, Assistant Coach, HS*
- Roz Downing, Key Club Advisor, HS

- Eloise Gada, Curriculum and Instructional Leader - Library, Technology Education, Video Production, Art for Semester 2 only, HS
- Megan Grills, Field Hockey, Assistant Coach, HS*
- Jeff Handler, Assistant Athletic Director, HS
- Jeff Handler, Men's Soccer, Assistant Coach (Freshmen), HS
- Lynne Hansen, Curriculum and Instructional Leader – Math, HS
- Lynne Hansen, Curriculum and Instructional Leader – Math, Chinese Program, HS
- Sam Harfenist, Men's Cross Country, Head Coach, HS
- Steve Hargis, Curriculum and Instructional Leader - Health/PE, HS
- Steve Hargis, Athletic Director, HS
- Marie Hobbes, Curriculum and Instructional Leader – Science, HS
- Marie Hobbes, Curriculum and Instructional Leader – Science, Chinese Program, HS
- Stephanie Jenkins, Cheerleading Advisor, HS
- Stephanie Jenkins, Student Senate Advisor, HS
- Mary Jennings, Freshman Class Advisor, HS
- Linda Johansen, Math Team Advisor, HS
- Susan Johnston, Concert Band Director, HS
- Susan Johnston, Gay Straight Alliance Club Advisor, HS
- Susan Johnston, Jazz Band Director, HS
- Deb Kelly, Junior Class Advisor, HS
- Deb Kelly, Curriculum and Instructional Leader, Counseling & Career Education, HS
- Dave Knopf, Football, Assistant Coach (Freshmen), HS*
- Krissy Konesky, Women's Soccer, Assistant Coach, HS
- Allison Kosswig, Freshman Class Advisor, HS
- Allison Kosswig, Cooperative Teacher Mentor – E.S.L., Chinese Program, HS
- Kip Kotzan, Men's Soccer, Assistant Coach, HS
- Henry Kydd, Curriculum and Instructional Leader – Social Studies, HS
- Henry Kydd, Curriculum and Instructional Leader – Social Studies, Chinese Program, HS
- Henry Kydd, National Honor Society Advisor, HS
- Matt Laconti, Cooperative Teacher Mentor – Social Studies, Chinese Program, HS
- Katie Lima, Women's Cross Country, Assistant Coach, HS
- Amy Lloyd, Field Hockey, Head Coach, HS*
- Michelle Lorince, Cultural Awareness Club Advisor, HS
- Liz Maise, Junior Class Advisor, HS
- Anthony Maise, Choral Director, HS
- Anthony Maise, Curriculum and Instructional Leader - Family & Consumer Sciences and Music, HS
- Kevin Marchant, Football, Assistant Coach, HS*
- Kristy McFadden, Field Hockey, Volunteer Coach, HS*
- Rachel Michaud, Student Expo Coordinator, HS
- Rachel Michaud, Fine Arts Magazine Advisor, HS
- Chris Mountain, Football, Volunteer Coach, HS
- Michele Murphy, Yearbook Advisor, HS
- Dan Nazzaro, Cooperative Teacher Mentor – Science, Chinese Program, HS
- Dan Nazzaro, Men's Soccer, Volunteer Coach, HS
- Dan Nazzaro, Stage Director, Fall, HS
- Pam Nowak, Curriculum and Instructional Leader - English, HS
- Pam Nowak, Curriculum and Instructional Leader – English, Chinese Program, HS
- Melissa Parker, Swimming, Assistant Coach, HS
- Grant Place, Costume Director, Fall, HS
- Grant Place, Drama Director, Fall, HS
- Kevin Prendergast, Football, Volunteer Coach, HS*
- Beth Provost, Best Buddies Advisor, HS
- Beth Provost, Sophomore Class Advisor, HS
- Lisa Ramaccia, Peers Reaching Out (PRO) Club Advisor, HS
- Rachel Redding, Women's Soccer, Head Coach, HS

- Will Reed, Student Senate Advisor, HS
- James Roselund, Jr., Football, Volunteer Coach, HS*
- Jim Roselund III, Football, Volunteer Coach, HS*
- Shannon Saglio, Curriculum Interventionist Specialist, HS
- Dale Schumacher, Volleyball, Assistant Coach, HS*
- Claire Scott, Marching Band Director, HS*
- David Sdao, Women's Cross Country, Head Coach, HS
- Lori Singer, Chemical Safety Office, HS
- Jeff Stabach, Swimming Head Coach, HS
- Kim Thompson, Best Buddies Advisor, HS
- Lewis Tucker, Curriculum and Instructional Leader, Library, Technology Education, Video Production, Art for Semester 1 only, HS
- Jeff Vennell, Men's Soccer, Volunteer Coach, HS*
- Aaron Zrenda, Football, Volunteer Coach, HS*
- Gary Wight, Football, Assistant Coach, HS

* *Not a member of the ELPS professional teaching staff*

B. Notice of out of state field trips: None

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments

1. Incredible production of Sussical last weekend by the East Lyme Regional Theater. – Jill Carini
2. Requested that a complete listing of all of the 2015/2016 Supplemental Appointment positions be provided to the Personnel Committee (Teacher Contract negotiation) as information to facilitate the contract negotiation process. – Al Littlefield

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. Proposed Pool Renovation at ELHS – *To be scheduled*
5. Draft East Lyme/Salem Cooperative Agreement – January 2016
6. SPIRAL Agreement – August 24, 2015
7. Board of Education Retreat – (TBD)
8. Legal Presentation by Shipman and Goodwin LLP – August 24, 2015
9. BOE Budget Update for FY 15 – September 14, 2015

XIII. PUBLIC COMMENT – None

XIV. EXECUTIVE SESSION - None

XV. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 9:02p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

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