

*"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,**

**September 14, 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, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Joe Arcarese, Rob Kupis

Administrators Present: Jeffrey Newton (Superintendent), 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 Elementary Principal), Melissa DeLoreto (Niantic Center Principal), Pat Lannon (Technology Director), Nancy Burdick (Business Manager)

- 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 Matt Spang, Student Representative
- III. **PUBLIC COMMENT**

1. Kim Kalajainen (6 Catbird Lane - East Lyme) spoke in support of the Odyssey of the Mind Program and asked the Board to consider allowing the program to use the school name in competitions and requested to add the topic as a future BOE agenda item. She stated she is not seeking funding for the program.
2. Matvey Sokolovsky (22 White Birch Circle – Niantic), Odyssey of the Mind Program Coach, gave a brief overview of the Odyssey of the Mind Program. He spoke of last year's competition and the benefits provided to East Lyme students. He asked the Board to help find a way for the program to survive this year.
3. Jesse DeLuca (10 Parker Drive – East Lyme), ELHS Alumni Class of 2010, requested a history of transactions of the class account and information regarding the procedure to formally request use of the funds remaining in the class treasury. He also requested the topic be added as a future BOE agenda item.

IV. **APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education August 24, 2015 Regular Meeting as presented; Candice Carlson seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Barbara Senges, Pam Rowe, Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Jill Carini, Candice Carlson, Marlene Nickerson

**MOTION CARRIED 5:0:3**

V. **SPECIAL REPORTS**

- A. Students' Representative** – The Board welcomed Senior Matt Spang to his new position.
- Reports a "good vibe" at ELHS
  - More information to follow at next meeting

**B. Selectmen's Representative** – Rose Ann Hardy

- Special appropriation to the BOE in the amount of \$26,630 for the purpose of the framing/roofing and masonry work for rebuild of the ELHS dugouts with source of funds from LEARN rental fees was forwarded to the BOF for approval.
- DEEP has awarded the Town of EL a \$49,785 grant to extend and maintain a 12-mile trail beginning at the Darrow property. Maintenance includes constructing new parking areas at Grassy Hill Road, Darrow Pond, and Whistletown Road trail head locations, trailside kiosks, and trail maintenance, renovation and minor trail development. The Town will be matching the grant with a 20% municipal contribution.
- The Planning and Zoning Commission is reviewing a proposed text amendment to increase Gateway to 400 units.
- A digital sign for the Town Hall is being proposed.

**C. Salem Board of Education** – Not present.**D. Town Building Committee** – Not present.**VI. CONSENT AGENDA**

VI.C. was removed from the Consent Agenda and moved to VII.B.1. Discussion/action.

**MOTION:** Jaime Barr Shelburn moved to approve the Consent Agenda (A. Proposed ELHS Sunday Field Trip to Ithaca, NY from Friday, November 13 through Sunday, November 15, 2015; B. Proposed ELHS Out-of-Country Field Trip to Quebec, Canada from Saturday, February 13 through Tuesday, February 15, 2016; D. Proposed Donation from the Niantic Rotary Club Foundation to the East Lyme Board of Education in the Amount of \$10,000.000 (ELHS Digital Sign); and E. Proposed Donation from the Niantic Lions Club to the East Lyme Board of Education in the Amount of \$5,000 (ELHS Flagpoles) as presented; Pam Rowe seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**VII. DISCUSSION/ACTION ITEMS****A. Finance/Facilities/Community****1. Discussion re: Elementary School Project Update**

Architect Al Jacunski, Chair Tim Hagen, and Superintendent Newton shared information from the September 10, 2015 Elementary Design Committee meeting and presented updated design plans for the new construction of Flanders School and the renovation as new of Niantic Center School.

- The plans reflect a reduction in the space need standards without compromising program needs. The square footage reductions will result in an approximate savings of \$900,000 in construction costs. Site plans will continue to change as the project advances and requirements become available. Since last school year, the state reimbursement rate has dropped from 44.64% to 43.21%.
- The state reimbursement rate will be locked in after a successful referendum vote in March 2016.
- The Board of Education will hold community forums this fall.
- The Elementary Design Committee will meet in October when the final cost estimates are available. Communication will continue between the Board of Education, Board of Selectmen and Board of Finance.
- Project information continues to be posted on the district website at [www.eastlymeschools.org](http://www.eastlymeschools.org).

**2. Discussion re: Board of Education Budget Update for FY 15**

Finance Director Maria Whalen updated the Board on the status of the FY 15 budget.

- As of the end of July 2015, all general fund purchase orders were liquidated, and in accordance with Federal guidelines, all FYE 2015 grants were liquidated by the end of August, 2015.

- Object code 200/Benefits (Medical Insurance), 300/Purchased Services (Legal Issue), and 400/Property Services (Food Services) were adjusted to cover expenditures which were incurred. An Accounts State by Object Report and Glossary of Terms were provided.
- A total of \$159.00 was returned to the town and the Board is starting out FY2016 with a zero deficit balance.
- A concern was voiced by a Board member regarding the amount of the salary item adjustments and suggested we do a better job of considering history when budgeting line items for next year.

### **3. Discussion re: Student Information System Update**

Technology Director Pat Lannon informed the Board that after much vetting of a few different software packages through a collaborative effort across the district, Infinite Campus has been chosen as the new Student Information System (SIS) to serve East Lyme Public Schools. The product meets our needs for managing student demographics, state reporting, attendance, scheduling, data management, and staff/student/parent access. A timeline is being finalized for implementation.

#### **B. Instruction**

##### **1. Discussion/action re: Proposed ELHS Out-of-Country Field Trip to Bermuda from Sunday, May 22 through Saturday, May 28, 2016**

A Board member expressed concerns regarding the cost of the trip, the time spent away from the classroom and whether all students have an equal opportunity to attend the trip. ELHS Principal Susi spoke of fundraising opportunities for students and the outstanding learning experience students realize from these trips.

**MOTION:** Jaime Barr Shelburn moved to approve the proposed ELHS out-of-country field trip to Bermuda from Sunday, May 22 through Saturday, May 28, 2016 as presented; Jill Carini seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

#### **C. Personnel**

#### **D. Policy**

##### **2. Discussion re: Proposed First Reading BOE Policy 5111 – Students-Admission/Placement**

The suggested revisions to BOE Policy 5111 Students – Admission/Placement are recommended for approval by the ELPS administrative staff and the Policy Review Committee. The second reading is scheduled for October 13, 2015.

##### **3. Discussion re: Proposed First Reading BOE Policy 5112 – Students – Ages of Attendance**

The suggested revisions to BOE Policy 5112 – Students – Ages of Attendance are recommended for approval by the ELPS administrative staff and the Policy Review Committee. The second reading is scheduled for October 13, 2015.

#### **E. Other**

### **VIII. ADMINISTRATION REPORTS**

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

- Total student enrollment is down 68 students from June 2015
- Medical insurance claims in the district exceeded \$1 million in August
- Advertising options are being discussed with ELHS Principal Mike Susi and AD Steve Hargis

#### **B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman was not present.**

#### **C. Business/Facilities Director – Ms. Maria Whalen had no further report.**

### **IX. COMMITTEE REPORTS**

- A. AAA Committee – None**
- B. FFO Committee – None**

C. Policy Review Committee – Oral report of 9/14/15 meeting by Jaime Barr Shelburn

## X. COMMUNICATIONS

1. The Viking Saga, Volume 49, Edition 1, August 26, 2015

## XI. NOTICES

A. Notice of the following 2015/2016 staffing changes:

### 1. Appointments for 2015/2016

- Lauren Allyn, 1.0 FTE Math Teacher, HS 08/24/15
- Stacie Brodeur, .55 FTE School Aide (Greeter), FL, 08/26/15 (in addition to Copy Clerk)
- Melissa Bunkelman, 0.5 FTE Math Teacher, Coastal Connections, HS, 08/26/15
- Colleen Denegre, 1.0 FTE Instructional Aide (1:1), DW @ Transition Center, HS, 08/26/15
- Geraldine Fuhrmann, 1.0 FTE English Long-Term Substitute Teacher, HS, from on or about 09/05/15 through on or about 11/04/15
- Danielle Holsapple, 1.0 FTE Spanish Teacher, MS, 08/20/15
- Katherine Kane, 0.20 FTE School Aide, MS, 09/01/15
- Nick Kasprzak, 1.0 FTE Special Education Teacher, HA, 08/24/15
- Sara Kelly, 0.5 FTE Administrative Assistant, HS, 08/19/15
- Brittany Littlefield, 1.0 FTE Instructional Aide (ISS Monitor), MS, 08/25/15
- Susan Loginidis, 0.20 FTE School Aide, MS, 09/1/15
- Emberleigh Luce, 1.0 FTE Before/After Care School Program Coordinator, DW, 08/24/15
- Sonja Mazzulli, 1.0 FTE Occupational Therapist, 08/21/15
- Kyrstin Milios, 1.0 FTE Kindergarten Teacher, FL, 08/20/15
- Matthew Pinch, 1.0 FTE Teaching Assistant, HS, 08/25/15
- Andrea Scott, 0.8 FTE Before/After School Program Facilitator, MS, 08/26/15
- Marlise Stellner, 1.0 FTE Instructional Aide (2:1), MS, 09/02/15

### 2. Reassignments

- Karin Delesdernier, from 1.0 FTE Instructional Aide (1:1), DW @ MS to 1.0 FTE Teaching Assistant, MS 08/25/15

### 3. Increases/Decreases in FTE

- Joann Basso, decreases from 1.15 to 1.0 FTE Instructional Aide, FL, 09/19/15
- Jen Pasutto, increases from .8 to .9 FTE Head School Aide, FL, 08/31/15

### 4. Resignations

- Nina Bazinet, 1.0 FTE Teaching Assistant, HS, 08/21/15
- Michael Boccaccio, 1.0 FTE Math Teacher, HS, 08/17/15
- Caitlin Daly, 1.0 FTE Instructional Aide (1:1), DW at MS, 09/10/15
- Elizabeth Daly, 1.0 FTE Instructional Aide (1:1), DW @ MS, 08/18/15
- Kevin Gallagher, 1.0 FTE Teaching Assistant, HS, 08/17/15
- Adam Hill, 1.0 FTE Special Education Teacher, FL, 09/04/15
- Lori Johnson, 1.0 FTE Instructional Aide, FL, 07/30/15
- Kathleen Morin, 1.0 FTE Music Teacher, HA, 08/10/15
- Wendy Ortega, 1.0 FTE Instructional aide, HA, 08/22/15
- Carolyn Yapchanyk, 0.20 FTE School Aide, MS, 08/18/15

### 5. Supplementals

- Ali Facchini, Volleyball Assistant Coach, HS\*

\*Not a member of the ELPS professional staff

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

1. ELHS students to Astoria, NY on Wednesday, 09/23/15 to visit the Museum of the Moving Image
2. ELHS students to Agawam, MA on Friday, 05/27/15 to visit Six Flags NE Park following the Great East Adjudication Festival

**XII. BOARD COMMENTS/FUTURE AGENDA ITEMS**

A. Board Comments

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. SBAC to SAT Discussion – *October 2015*
7. East Lyme / Chinese Program Update – *Monthly*
8. Food Service Program – *To be scheduled*
9. Field Trips – *To be scheduled*
10. Student Activity Fund for Class of 2010 – *To be scheduled*
11. Odyssey of the Mind Program – *To be scheduled*

**XIII. PUBLIC COMMENT - None**

The Board took a short break at 9:03 p.m.

**XIV. EXECUTIVE SESSION**

**MOTION:** Following the break, Candice Carlson moved to enter into executive session at 9:15 p.m. and to include the Superintendent to review the Board of Education self evaluation; Barbara Senges seconded.

**VOTE: UNANIMOUS****MOTION CARRIED****XV. ADJOURNMENT**

**MOTION:** Jamie Barr Shelburn moved to adjourn the meeting at 11:05 p.m.; Pam Rowe seconded.

**VOTE: UNANIMOUS****MOTION CARRIED**

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