

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

**REGULAR MEETING  
Monday, January 11, 2016  
7:00 p.m.  
Room B101, East Lyme High School**

**MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Candice Carlson, Bill Derry, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Jill, Carini, Marlene Nickerson

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 (Principal, Flanders School), Dr. David Miko (Principal, Lillie B. Haynes Elementary), Melissa DeLoreto (Principal, Niantic Center School), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Mike Susi (Principal, East Lyme High School), Kim Davis (Special Education Coordinator), Maria Whalen (Director of Business and Facilities), Nancy Burdick (Business Supervisor), Pat Lannon (Technology Director)

**I. CALL TO ORDER** – 7:00 p.m. by Chair Tim Hagen

**II. PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Dr. David Miko

There was no Board objection to add Public Comment to the agenda.

**III. PUBLIC COMMENT**

Julie Horner, 42 Manwaring Road - Niantic, thanked the Board for its work, spoke in support of the elementary school building projects, and encouraged the town's support in bringing a referendum forward.

**IV. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education December 7, 2015 Regular Meeting as presented; Candice Carlson seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Bill Derry, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Candice Carlson

**MOTION CARRIED 7:0:1**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education December 14, 2015 Regular Meeting as presented; Candice Carlson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education January 4, 2016 Committee of the Whole Meeting as presented; Candice Carlson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education January 4, 2016 Special Meeting as presented; Candice Carlson seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

**IV. SPECIAL REPORTS**

**A. Students' Representative – Matt Spang**

- ELHS Holiday Extravaganza was very successful. Students and staff worked together to make blankets and cards for children and the elderly.
- Mid terms end next Tuesday
- Breakfast w/Santa Peers Reaching Out Fundraiser raised over \$1,000
- Anti Defamation League follow-up will occur in January
- Basketball team has significantly improved

**B. Selectmen's Representative – None.**

**C. Salem Board of Education – None.**

**D. Other Reporters – None.**

**V. CONSENT AGENDA – None.**

**VI. DISCUSSION/ACTION ITEMS**

**A. Finance/Facilities/Community**

**1. Discussion re: Superintendent's Presentation of the Proposed ELPS Budget for 2016-2017**

Jeff Newton presented the Superintendent's Proposed Budget for FY 2016-2017 reflecting **\$46,038,891**, a **4.56%** increase over the current 2015-2016 budget.

**• Presentation Purpose**

- To clearly communicate current budget drivers, savings, and the necessary resources needed for continued district growth and improvement
- To gain support and commitment in the budget process
- To continually bring forth transparency and fiscal responsibility

**• Leading Factors for Budget Development**

- Committed focus on continued high achievement and learning for each and every student
- Continued professional learning and support of our staff
- Attention to school facility needs, district and school climate, morale, safety and security

**• Budget Overview**

- |  |              |       |
|--|--------------|-------|
| - Current FY 2015-2016 Budget                        | \$44,033,080 | 2.95% |
| - Proposed FY 2016-2017 Budget (w/o new initiatives) | \$46,038,891 | 4.56% |
| - FY 2016-2017 Budget (with new initiatives)         | \$46,401,564 | 5.38% |

**Significant Budget Impact**

- Teacher and administrator contractual obligations = 1.25% of overall budget
- Insurance increase (14% medical insurance) = 0.89% of overall budget  
(includes \$207,318 medical insurance savings by moving some certified staff to HDHP)
- Total % of Overall Budget = 2.45%**

- **Of proposed 4.56% 16-17 budget, salary obligations and insurance increases account for 2.45%**

- **Key Budget Drivers – Fixed Costs for 2016-2017**
  - Salaries (62.4%) and Benefits (16.2%) = 78.60% of Budget
- **Other Drivers that Round Out the Budget**
  - Transportation 4.0%
  - Utilities and PLF Insurance 4.2%
  - Plant Maintenance 2.30%
  - SPED Tuition 1.10%
  - Magnet School Tuition 0.50%
  - Supplies/Texts/Materials 2.0%
  - Equipment = 0.50%
  - Other 6.90%

• <b>Contractual Fringe Benefit Costs 16-17</b>		
- Insurance Increase (Medical and Dental)	\$210,399	4.0%
- Pension Increase	18,276	6.2%
- Worker's Comp Increase	49,547	28.5%
- Other Benefits (Soc Sec, Tuition, Unempl,	<u>111,533</u>	<u>8.8%</u>
Total	\$389,755	5.53%
- <i>Secretarial, Custodians and Non-Certified Staff currently under negotiations</i>		

- **Magnet and Technical Enrollment**
  - Presently 78 East Lyme students attending magnet schools outside of District at a total cost to District is **\$233,374**
- **Special Education External Placement Costs**
  - Presently external placement cost w/transportation is **\$477,699**
    - *Without in-house programs, external placement costs for 15-16 would have been an additional **\$1,000,000** (10 students) for a total cost of **\$1,477,699***

- **Certified Teaching Staff – Years of Service in East Lyme**
  - 80 certified teachers have less than 5 yrs service in East Lyme = 27.7%
    - *Important to support and retain our new teaching staff*

• <b>Summary of New Requests for 2016-2017</b>	
+ 0.5 FTE Reading Teacher Flanders	\$52,600
+ 1.0 Reading Teacher High School	82,590
+ 0.5 Social Worker District-wide	30,000
+ 1.0 Tech Coord. High School ( <i>Aide pos'n repurposed</i> )	16,250
+ 1.0 Teaching Asst (Math) Flanders	28,415
+ 1.0 Teaching Asst (Reading) Middle School	28,415
+ 0.3 School Aide Haynes	4,975
+ Lunch Aides High School ( <i>no cost - repurposed funds</i> )	-----
+ Nurse's Aide (10 hr/wk) High School ( <i>no cost - repurposed funds</i> )	-----
+ 11-Month Acct. Clerk High School ( <i>no cost - repurposed funds</i> )	-----
+ Increase 10-to-12 Month Secretary Haynes & Niantic Center	5,591
+ 0.6 Security Person Middle School	6,469
+ Homework Support Program Middle School	21,026
+ K-4 Math Textbook Adoption	<u>76,342</u>
<b>Summary of New Costs:</b>	<b>\$362,673</b>

- **Repurposing and Savings**

- **Staff and Programs:**

Reduction of 2.0 FTE Positions	Savings	\$132,962
ELHS: SRBI Support	Savings	16,550 ( <i>Repurposed</i> )
Nurse's Aide	Savings	8,529 ( <i>Repurposed</i> )
Special Education: Behavioral Therapist	Savings	40,000 ( <i>Repurposed</i> )
Retirements	Savings	88,238

- **Utilities:**

Oil	Savings	56,000
Propane	Savings	13,700
Water	Savings	11,000

- **Insurance:**

HDHP	Savings	<u>207,318</u>
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- Total Savings Summary:**

**\$574,297**

- **Elementary Student/Staffing for 2016-2017 (-1.0 FTE Change)**

<u>Grade</u>	<u># Students</u>	<u>Class Size</u>	<u>Teachers (FTE)</u>
Integrated Pre-K	56 (as of 12/31)	18.66 (rolling enrollment)	3.0
Kindergarten	129	14.3	9.0
Grade 1	129	14.3	9.0
Grade 2	148	16.4	9.0
Grade 3	179	17.9	10.0
Grade 4	161	17.8	9.0

- **District K-12 Student Enrollment**

<u>Year</u>	<u>Enrollment</u>
2010-2011	3017
2011-2012	2927
2012-2013	2894
2013-2014	2821
2014-2015	2771
2015-2016	2727

- **Special Education Enrollment**

<u>Year</u>	<u>Enrollment</u>	<u>% of Sp Ed Students</u>
2011-2012	357	12%
2012-2013	342	11.8%
2013-2014	357	12.6%
2014-2015	368	13%
2015-2016	360	13%

- **Per Pupil Expenditure Comparison for 2014-2015**

East Lyme	= \$15,241
DRG D Average	= \$15,124

The Superintendent's Budget presentation will be made available on the District web-site.

Board members were asked to send questions to Superintendent Newton and to carbon copy (cc) other Board members. The superintendent will in turn send responses to the full Board.

Board members were also invited to meet with the superintendent to discuss the budget address questions.

Budget deliberations will begin at the next meeting on Tuesday, January 19.

## **2. Discussion/action re: Proposed ELPS Calendar for 2016-2017**

Superintendent Newton presented the proposed ELPS Calendar for 2016-2017 as recommended by the administrators, the ELPS Calendar Committee, and the AAA Committee.

The calendar was driven by the regional calendar through LEARN.

Changes from the present year include:

- 1) An increase of two teacher non-contact days resulting in five less half days for students
- 2) Half day on Friday, December 23, one less day for teachers prior to the start of school. Child care will be available for elementary and middle school students on a parent paid basis.

The Board applauded the efforts of the ELPS Calendar Committee. The approved calendar will be posted on the district website.

**MOTION:** Jaime Barr Shelburn moved approval of the recommended proposed East Lyme Public School Calendar for 2016-2017 as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**B. Instruction**

**C. Personnel**

**D. Policy**

**E. Other**

## **VII. ADMINISTRATION REPORTS**

- A. Superintendent of Schools – Mr. Jeffrey Newton**
  - PSAT results were excellent – Kudos to the District!
  - Itinerary will be published for the upcoming January visit of two teachers from China
  - Steps being taken to address student mental health issues
- B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman**
  - Enlightening visits to schools on 12/23 – ELHS Extravaganza staff and students to be commended for their commitment to community projects
  - Perkins Grant visit at HS – Student offerings should be marketed
- C. Business/Facilities Director – Ms. Maria Whalen**
  - IRS forms being processed for insurance

## **VIII. COMMITTEE REPORTS**

- A. AAA Committee – Oral report of 1/11/16 meeting by John Kleinhans
- B. FFO Committee
- C. Policy Review Committee – Oral report of 1/11/16 meeting by Jaime Barr Shelburn
- D. ELPS Chinese Program Ad hoc Committee – Oral report of 1/11/16 meeting – Al Littlefield
- E. BOE Liaison to BOF Schedule

## **IX. COMMUNICATIONS**

- A. ELHS Viking Saga, Volume 49, Edition 9, 1/4/16

## **X. NOTICES**

- A. Notice of the following 2015/2016 staffing changes:
  1. Appointments
    - Cheryle Cassidy, 1.0 FTE Math Long-Term Substitute, HS, 01/06/16 – TBD
    - Amber McLaughlin, 0.50 FTE Before/After School Care Program Aide, FL, 12/21/15

2. Increases/Decreases in FTE

- Kathy Pindar, 1.0 FTE Kindergarten Long-Term Substitute Teacher, FL, from on or about 01/22/16 through on or about 4/25/16
- Patrice Rando, increase and reassignment from a 0.20 FTE Sundowner Co-Facilitator to 0.50 FTE Sundowner Facilitator, NC, 01/04/16

3. Reassignment

- Annah Roasa from 1.0 FTE Instructional Aide (DW), HA to 1.0 FTE Teaching Assistant (DW), HA, 01/04/16

4. Retirements

- Lauren Brake, 1.0 FTE Math Teacher, HS, 06/30/16
- Julie Kuja, 1.0 FTE Elementary Teacher (Grade 3), HA, 06/30/16
- Kathleen Martin, 1.0 FTE Secretary to the High School Principal, 11/30/16
- Dr. David Miko, 1.0 FTE Principal, HA, 06/30/16
- T. Carl Reichard, 1.0 FTE Science Teacher, HS, 06/30/16

5. Resignations

- Katherine Kane, 0.20 FTE School Aide, MS, 12/15/15
- Maeghan Calzetta-Patridge, 0.40 FTE Before/After School Fun Club Aide, FL, 12/23/15

## B. Notice of out-of-state field trips:

1. ELHS students to Gilford High School, Gilford, NH on Thursday, March 17, 2016 to attend the New England Music Festival

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

## A. Board Comments

*Vision comes alive when everyone sees how their contribution makes a difference. People need to see both the big picture and their role in achieving that picture.*

## B. Future Agenda Items:

1. Draft East Lyme/Salem Cooperative Agreement – *January 2016*
2. Summer School Program/Camp – Candice Carlson – *To be scheduled*
3. East Lyme / Chinese Program Update – *Monthly*
4. Field Trip Discussion – *To be scheduled*

**XII. PUBLIC COMMENT**

1. Mike Schultz, Lovers Lane- East Lyme, thanked Board members for their volunteer service. He asked the Board's consideration of town residents on fixed incomes regarding the elementary school building projects.
2. Diane Swan, 7 North Beechwood Road- Niantic, asked for clarification regarding Integrated Preschool enrollment numbers and whether the peer-generated revenue was reflected in the budget. She spoke in support of the elementary school building project and encouraged the Board and the town to move forward with a referendum vote.

*The Board took a short break at 8:30 p.m.*

**XIII. EXECUTIVE SESSION**

**MOTION:** Jamie Barr Shelburn moved to enter into executive session at 8:45 p.m. and to include the Superintendent to discuss the Superintendent's evaluation; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

The Board exited Executive Session at 9:20 p.m.

**XIV. ADJOURNMENT**

**MOTION:** Jamie Barr Shelburn moved to adjourn the meeting at 9:21 p.m.; John Kleinhans seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Albert Littlefield*

Albert Littlefield, Secretary

East Lyme Board of Education