

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

**COMMITTEE OF THE WHOLE MEETING  
Monday, January 4, 2016  
6:00 p.m.**

Upstairs Conference Room, East Lyme Board of Education Central Office

**MINUTES**

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

Board Members Absent: None

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Dr. Karen Costello (Administrator for Program Improvement), 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), Jason Bitgood (Asst. Principal, East Lyme Middle School), Maria Whalen (Director of Business and Facilities), Nancy Burdick (Business Supervisor), Pat Lannon (Technology Director)

- I. **CALL TO ORDER** – 6:00 p.m. by Chair Tim Hagen
- II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Marlene Nickerson
- III. **PUBLIC COMMENT** - None
- IV. **DISCUSSION ITEMS**

A. **Budget Workshop**

Superintendent Jeff Newton and Director of Finance and Facilities Maria Whalen gave an overview of the budget preparation process and noted that budget line item consolidation has occurred to provide a clearer understanding of the FY 2016-2017 budget.

Salaries and Insurance are the two major budget drivers for FY 2016-2017 Budget.

- Total salary increases for teachers and administrators is 1.8% of the total budget
- The overall cost of all BOE insurances, based on current participation levels, is 1.11% of the total budget
- Total represents a 2.91% increase over the current year's budget

Mr. Newton presented the following potential factors that impact the proposed 2016-2017 ELPS Budget. Factors presented were discussed by the entire Board:

- **Salaries**
  - Teachers' contractual Increase of 9.89% over three years, with a 3.37% increase in FY 2016-2017.
  - Administrators' contractual increase of 9.25% over three years, with a 3.25% increase in FY 2016-2017.
  - Total salary increases (teachers and administrators) is 1.8% of the total budget

- Secretarial negotiations are currently in progress. Salaries are being negotiated for FY 2015-2016 through FY 2017-2018. Potential increases are included in the newly established "Salary Improvement Fund."
- Custodial negotiations will commence shortly for FY 2016-2017 through FY 2018-2019. Potential increases are included in the newly established "Salary Improvement Fund."
- Other non-certified staff potential increases are included in the newly established "Salary Improvement Fund."
- **Medical Insurance**
  - Preliminary medical benefit increase, as proposed by Brown and Brown is 21.4% over FY 2016. As proposed by the BOE during the FY 2016 budget reductions, a 14% increase was budgeted in FY 2016 with the understanding that the BOE would budget 14% in FY 2017.
  - The proposed increase makes the following assumptions:
    - All teachers participate in the HDHP with the BOE contributing 65% of their deductible, and
    - All participating administrators participate in the HDHP with the BOE contributing 40% of their deductible.
  - The overall cost of all BOE insurances, based on current participation levels is \$5,500,872, an overall increase of \$491,139, or 1.11% of the total budget.
- **Heating Oil, Electric, Natural Gas**
  - The district has locked in a price for heating oil which will provide an estimated \$56,000 in savings over the FY 2016 adopted budget.
  - Based on current electricity usage and rates, it is anticipated that the cost of electricity will increase 3% over the current fiscal year.
  - The BOE currently has a contract for natural gas through November 2017 and is looking to re-negotiate the current rate down to a more favorable rate. If successful, the rates budgeted will be reduced accordingly.
- **Bus Transportation**
  - Student transportation is locked in with a 1% increase over FY 2016.
- **Food Service Program**
  - Several changes have been made to the food service program by Chartwells that should increase student participation and help to reduce any potential impact to the operating budget.

Discussion ensued regarding how to realize substantial cost savings to reduce fixed cost increases, and the difficulties of budget season while trying to bring an elementary school building project forward.

The Board stressed the importance of establishing a new-long range plan for the district to strategically move forward.

Superintendent Newton asked individual principals to present the proposed initiatives and rationale for their buildings. Principals commented that other needs were not listed in consideration of the fiscal challenges of the budget. The building principals also indicated that the new/increased positions presented in the new initiative could be phased in over a number of fiscal years; decreasing the fiscal impact for a complete one-year initiative implementation.

▪ **New Initiatives**

The following new initiatives were presented and discussed:

- Teaching Assistant – Flanders Elementary  
There is currently one Math Coordinator for all three elementary schools; making it difficult to support all students and teachers.

Math instruction has changed with the adoption of the CCSS, and there is a need to strengthen our Tier 1 core math instruction in the classroom in addition to providing Tier 2 and 3 support.

- Reading Teacher --- 0.50 Full-Time Equivalent (FTE) – Flanders Elementary  
Hiring a 0.5 Reading Teacher is critical for supporting our students with the greatest literacy needs.
- School Aide Support --- Increase 0.3 FTE to 3.4 FTE – Lillie B. Haynes Elementary  
– Dr. David Miko  
This would support the District’s Number One priority: Safety. This increase would bring the student-to-staff ratio for lunch and recess supervision up to the same levels as the other two elementary schools.
- Administrative Assistant Support --- Increase 0.31 FTE to 3.4 FTE – Lillie B. Haynes Elementary – Dr. David Miko  
This would increase the secretarial support by 0.2 FTE to include the summer months. The total FTE increase is from 2.8 FTE to 3.0FTE
- Security and Safety Person --- 0.60 FTE – East Lyme Middle School – Dr. Judy DeLeeuw  
The addition of a 0.6 FTE Security and Safety Person would assist in ensuring safety and security of the whole school community while connecting with students. Currently East Lyme Middle School has no security position.
- Homework Support Program --- East Lyme Middle School – Dr. Judy DeLeeuw
  - Currently Homework is not budgeted but is funded by a Central Office account. Homework Support runs from October 1 through May 31. The initial goal is to provide 10 teachers to facilitate Homework Support: 26 weeks, 2 days per week for a total of 52 sessions.
  - The support provided in this initiative could be phased in over 3 years:
    - o 2016-17 (26 Weeks)
    - o 2017-18 (30 Weeks)
    - o 2018-19 (34 Weeks)
- Teaching Assistant (Reading Support) --- 1.0 FTE – East Lyme Middle School – Dr. Judy DeLeeuw
  - The 1.0 Teaching Assistant would provide support to our struggling readers. The Teaching Assistant would work directly with students either individually or in small groups and the East Lyme Middle School Literacy Specialist to implement Scientific Research-Based Interventions (SRBI) to incorporate direct instruction in reading and reading comprehension.
  - This need was indicated in the 2015 Smarter Balanced Assessment (SBA) scores for Language Arts where there was a decline in scores from Grade 4 to Grade 5; indicating the need to provide additional support for students in Grade 5.
- Math Coach --- 1.0 FTE – East Lyme Middle School – Dr. Judy DeLeeuw
  - The addition of a Math Coach would assist in the implementation of math instruction and math interventions for all students. Currently, East Lyme Middle School has no Math Coach position.
- Reading Teacher --- 1.0 FTE – East Lyme High School – Mike Susi
  - The High School presently has 1.5 FTE reading teachers but the response to the offering has been that additional teaching support is needed to support struggling regular education students as well as special education students.

- Account Clerk --- 10-Month Position to 11-Month Position – East Lyme High School  
– Mike Susi
  - There is currently funding in the budget for the position to work the additional days during the summer months. By changing the work-year from a 10 to 11 month position, the work-year will be contractually defined.
- Nurse Aide --- Contracted Position – East Lyme High School – Mike Susi
  - There is currently one nurse servicing the entire High School. The addition of another nurse to provide support for two hours per day for the 182-day student year. Contracting is through the VNA. This is a safety concern.
- Lunch Aides --- East Lyme High School – Mike Susi
  - The addition of Lunch Aides would free up teaching staff that currently serve as lunch monitors for the 45-minute lunch and in exchange have an 85-minute block off so they can work with SRBI students at a low cost to the District.
- Technology Coordinator --- 1.0 FTE -- East Lyme High School – Mike Susi
  - The District Director of Technology has been focusing on District-wide initiatives, such as the new student information system. Therefore, additional technology support is needed at the high school level.
  - Currently there is a part-time Technology Coordinator and a part-time Instructional Aide (IA) at the high school. This initiative would eliminate the IA position and increase the Technology Coordinator to full time.
- School Social Worker --- Contracted Position – District-wide – Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel)
  - The District currently has 1.5 Social Workers contracted through United Community & Family Services (UCFS). Based on student mental health needs, it is not possible to meet the needs of our students with the current staffing plan.
- Textbook Adoption --- Mathematics Grades K to 4 – District-wide -- Dr. Karen Costello (Administrator for Program Improvement)
  - This initiative would enhance the present math curriculum. This initiative could be phased in over a two-year period:
    - o Year 1 – Grades 3 and 4
    - o Year 2 – Grades K to 2
- Team Paper Reviewers --- District-wide -- Dr. Karen Costello (Administrator for Program Improvement)
  - The Induction Program for beginning teachers requires four paper submission to be reviewed and scored by a trained teacher. Because the District has only nine trained reviewers, they are reading at least five to six papers each. This initiative would provide a stipend of \$500 to pay these reviewers.

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For the most part, the Board felt that the individual initiatives covering reading and mathematics could easily be worked into a District-wide initiative addressing these subjects.

The Board was impressed that nearly every one of these new initiatives could be accomplished in a year-to-year phased-in approach to minimize the Budget impact in a given year.

Because the new-initiative presenters only presented those initiatives that provided a small budget impact, the Board was also interested in hearing about those other potential new initiatives that did not make this Administrative Team cut.

- **ELPS Revenue Accounts**

Discussion on the Revenue Accounts will take place at a future meeting.

**V. ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 9:10 p.m.; Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Albert Littlefield*

Albert Littlefield, Secretary

East Lyme Board of Education