

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

"East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker."

**REGULAR MEETING
Monday, October 24, 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, Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Jill Carini

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Kim Davis (Interim Director of Special Services), Linda Anania (Principal, Flanders School), Melissa DeLoreto (Principal, Lillie B. Haynes School), Jeff Provost (Interim Principal, Niantic Center School), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Mike Susi (Principal, East Lyme High School), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

I. CALL TO ORDER – 6:35 p.m. by Chair Tim Hagen

A. Executive Session

MOTION: Jamie Barr Shelburn moved to enter into executive session at 6:39 p.m. for the purpose of contract negotiations and to include the Superintendent; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited executive session at 6:52 p.m. and the regular meeting resumed.

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen



East Lyme Public Schools
Viking Valor Award

Linda Nastri, *Science Teacher*
Jennifer Berchielli, *Computer Consultant*
Lego Mind storm Robotics Club
East Lyme Middle School

Demonstration by ELMS Students Matt Brodeur and Luke Gellar

III. PUBLIC COMMENT

1. Joel Farrior (33 Corey Lane, Niantic), presented a petition of parents and former East Lyme students asking the Board to reinstate the Lillie B. Haynes Halloween tradition of allowing

students to dress in costume and participate in a Halloween parade. He encouraged the district to have better dialogue and communication with parents when making decisions of this kind.

2. Grace DeGrooth (4th grade teacher at Lillie B. Haynes School and Haynes Leadership Team member), explained the process used in coming to the building consensus. She explained that taking the costume portion only out of the celebration was a responsible decision and apologized if anyone felt slighted.

3. David Benjamin (Lebanon, CT) thanked Pat Lannon for her work on Infinite Campus. He expressed concerns regarding the process he faced as a non-custodial high school parent to view his child's grades.

4. Kenneth Welsh (30 Corey Lane, Niantic), spoke of security concerns during pick up time at Lillie B. Haynes School and asked the Board to review security procedures.

5. Michael Kelley (53 Corey Lane, Niantic), expressed concern that we are taking the "fun" away from the students by not allowing them to dress up for Halloween during the school day and that safety talks may not be occurring..

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education October 11, 2016 Regular Meeting as presented; Candice Carlson seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Candice Carlson, Bill Derry, Jaime Barr Shelburn

ABSTAIN: John Kleinhans, Marlene Nickerson, Barbara Senges

MOTION CARRIED 6:3

V. SPECIAL REPORTS

A. ELHS Student Representatives – Lily Zhong (Grade 12)

- Spirit Week is well underway
- Girls' Cross Country won ECC title and other sports updates
- Thanksgiving Food Drive to benefit Care and Share
- Congratulations to ELHS Band members for their recent 1st place competition finishes

B. Selectmen's Representative – Selectman Kevin Seery

- Public hearing – overwhelming move to independent police department vs. resident trooper – town ordinance needed – timeframe Mar1 to Jul 1
- Roxbury Road improvements
- Next month gas station at the end of Pennsylvania Ave. will be demolished
- Trick or Trunk, Wednesday, 10/26, 6:00 – 8:00 p.m., Smith Harris House
- Holiday Stroll 11/20, 3:00 p.m. with Tree Lighting at 5:00 p.m.
- Niantic Light parade 12/11, 6:00 p.m.

C. Salem Board of Education – Was not present.

D. Other Reporters - None.

VI. CONSENT AGENDA

MOTION: Jaime Barr Shelburn moved approval of the Consent Agenda as presented (A. Proposed NCS After School Activities Fall/Winter Session and B. Proposed Donation from the Pfizer Foundation Volunteer Program in the Name of Richard Buckley for the ELHS Marine Science Bermuda Trip in the Amount of \$1,000.00 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Update on Elementary School Projects and the Redistricting Option

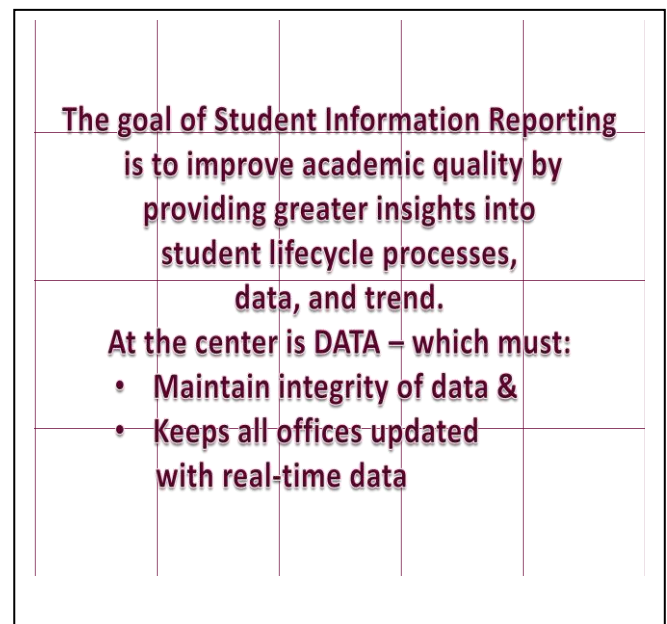
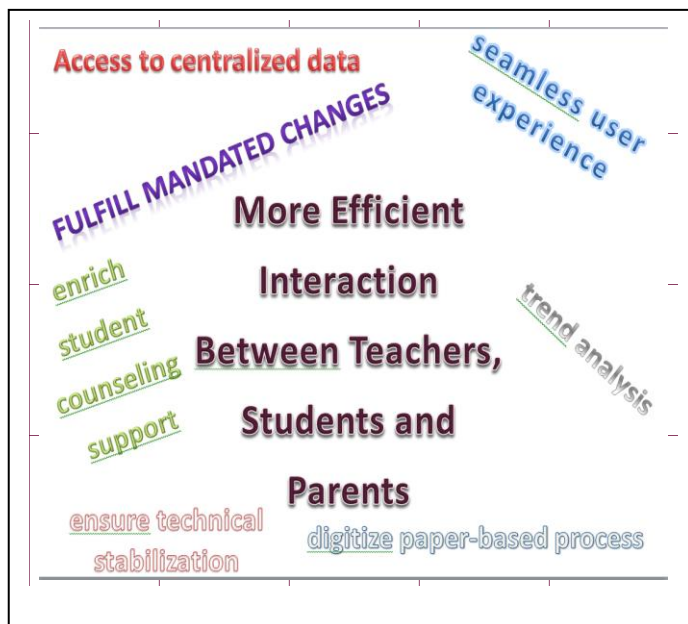
Chair Tim Hagen and Superintendent Newton updated Board members on the elementary school projects, and discussion continued regarding the redistricting option. The next Elementary Design Committee meeting is scheduled for October 27, 2016, 4:30 p.m. at the EL BOE Central Office. Architect Al Jacunski will present the price tag for renovations and costs associated to renovate all three elementary schools.

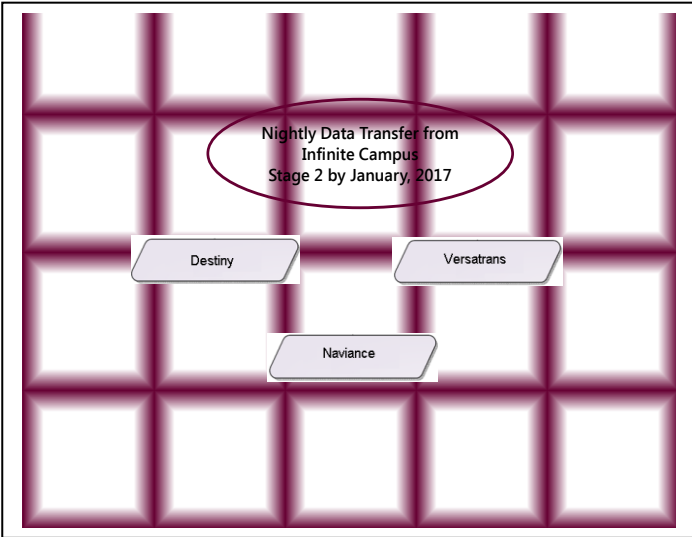
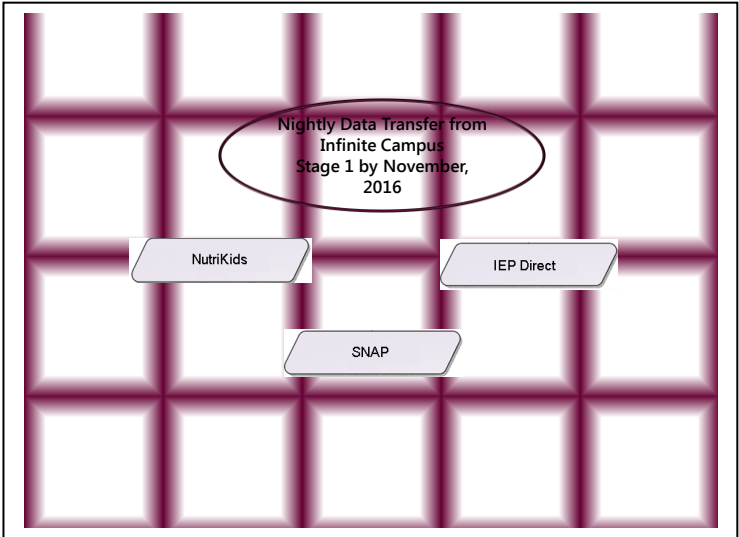
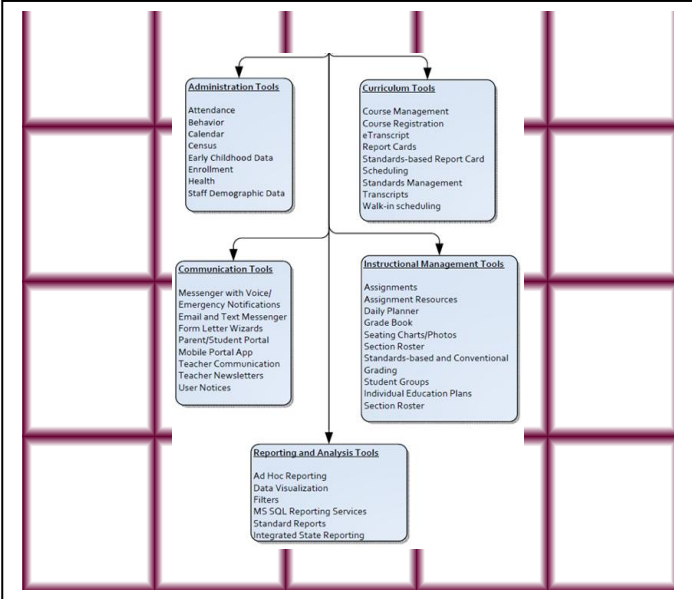
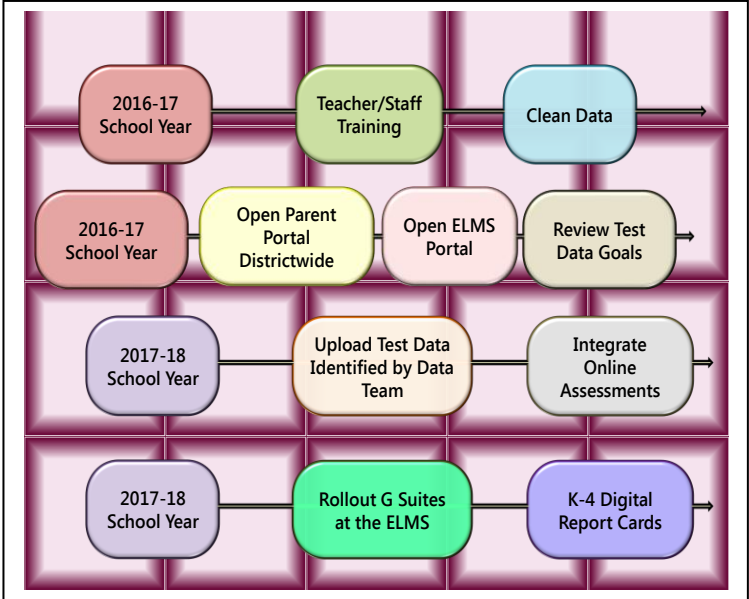
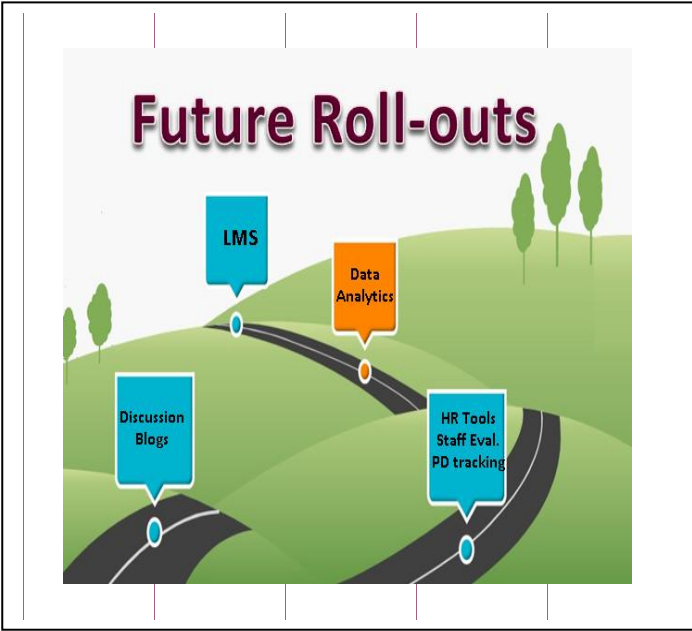
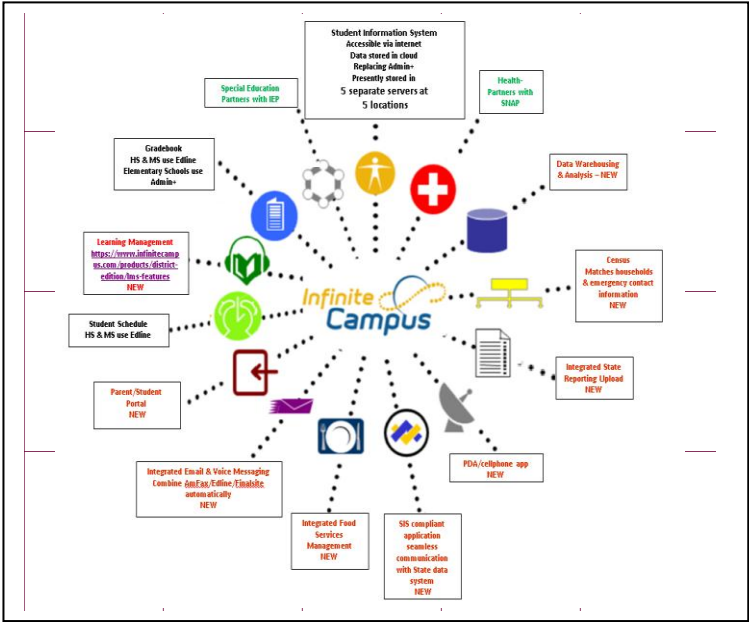
A BOE Committee of the Whole Meeting is scheduled for Thursday, November 10, 6:00 p.m. in Room B101, ELHS. Dr. Don Kennedy of NESDEC will provide updated enrollment projects and Al Jacunski will provide updated elementary facility information, and Superintendent Newton will provide information regarding the redistricting option.

B. Instruction

1. Discussion re: Infinite Campus Two-Year Plan and Roll-Out Update

At the Board's request, Technology Director Pat Lannon walked the Board through the Infinite Campus two-year plan and provided an update on the roll-out process. High school and middle school parents are now able to log on and track grades and high school parents may also track attendance. Board members stressed the importance of allowing time and tools for teacher training. Suggestions included organizing a student user group to provide feedback and to offer a Quick Link on each school website to provide user friendly access to the digital backpack and Infinite Campus software.





Parents



Campus Portal: Access on the Web

In the 2014-15 school year, a new student information system, Infinite Campus, will provide information about your child's achievement.

Campus Portal is a confidential and secure website that provides parents/guardians and students with real-time access to the following information to better understand, monitor, and participate in the educational process.

- Calendar
- Assignments
- To Do Lists
- Schedules
- Assessment Scores
- Reports
- Attendance
- Academic Planner
- Demographics
- Grades
- Graduation Progress
- District/School Notices

Here's a few things you will see:

Access by Mobile App

Staff Planner:
View today's schedule and assignments due for each class.

Assignments:
Review your assignments by specific class or due date.

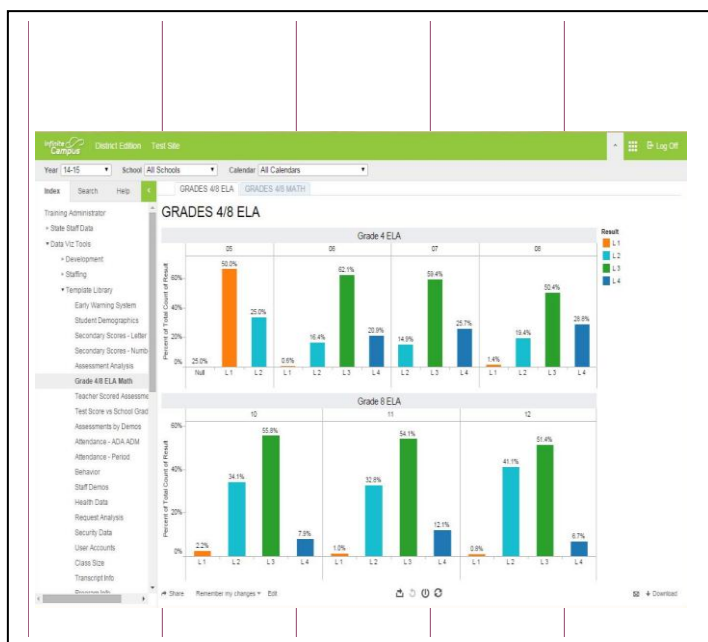
Attendance:
Review attendance events in summary and details.

Grades:
Know your grades now. Forget about end-of-semester report cards to know how you're doing.

Schedule:
Check your schedule from anywhere, at any time.

Real-time:
Not available through the mobile app at this time.

The Infinite Campus Mobile Portal app is available through the Google Play Store and the Apple App Store. Download the app and log in with your Infinite Campus credentials.



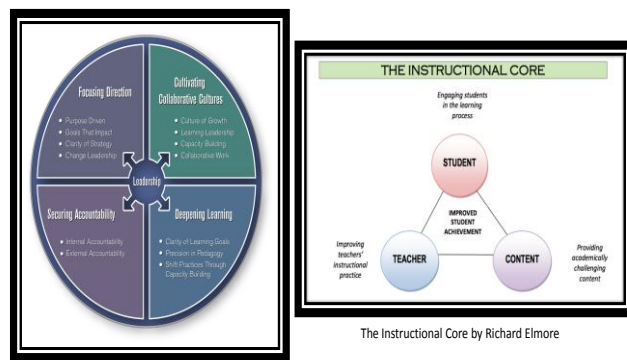
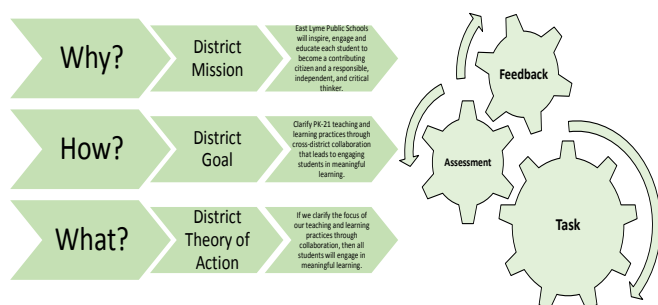
2. Discussion re: Instructional Action Plans – Assistant Superintendent

Assistant Superintendent Amy Drowne reviewed with the Board the Instructional Theory of Action Plan for the 2016-2017 school year. The Instructional Theory of Action Plan documents district action based on multiple levels of stakeholder feedback around teaching and learning practices in the schools/district and clearly states the work being supported by the Office of Assistant Superintendent this academic year. PowerPoint presentation follows.

East Lyme Instructional Theory of Action 2016-2017

Presented By Amy Drowne

Assistant Superintendent of Curriculum, Instruction and Assessment



Coherence Framework by Michael Fullan

The Instructional Core by Richard Elmore

District Theory of Action:

If we clarify the focus of our teaching and learning practices through collaboration, then all students will engage in meaningful learning.

Coherence Framework Expectations	Actions/Strategies
Focusing Direction <ul style="list-style-type: none"> Purpose Driven Goals That Impact Clarity of Strategy Change Leadership 	<p>Identify District Teaching and Learning Goals and Objectives for 2016-2017 based on stakeholder feedback and student growth data.</p> <p>Collaboratively identify District Theory of Action and building level Theory of Actions with administrative team.</p> <p>Conduct administrator evaluation goal, midyear, and summative conferences to identify and strategize district and building student and professional growth goals over the course of the year.</p> <p>Identify the <i>Instructional Core</i> for elementary and secondary education in East Lyme through student, teacher, parent, and administrator feedback. Use them to identify district Framework for Teaching and Learning.</p> <p>Build common language around district Framework for Teaching and Learning and District Long Range Plan. Communicate common language and provide opportunities for all stakeholders (students, teachers, administrators, parents, community) to engage with educators and learners around the common language.</p>

District Theory of Action:

If we clarify the focus of our teaching and learning practices through collaboration, then all students will engage in meaningful learning.

Coherence Framework Expectations	Actions/Strategies
Cultivating Collaborative Cultures <ul style="list-style-type: none"> Culture of Growth Learning Leadership Capacity Building Collaborative Work 	<p>Facilitate district committees with administrator co-chairs (District Data Team, Curriculum Standing Committee Chairs, Professional Development and Evaluation Committee, Safety and Security Committee).</p> <p>Develop definition of teacher leader roles and responsibilities for all district committee members. Create and communicate Teacher Leader opportunity tiers across the district.</p> <p>Host <i>Coherence</i> book chat for all stakeholders.</p> <p>Develop learning partnerships within the community as it aligns to the district long range plan.</p>

District Theory of Action:

If we clarify the focus of our teaching and learning practices through collaboration, then all students will engage in meaningful learning.

Coherence Framework Expectations	Actions/Strategies
Deepening Learning <ul style="list-style-type: none"> Clarity of Learning Goals Precision in Pedagogy Shift Practices Through Capacity Building 	<p>Create East Lyme Framework for Teaching and Learning with Curriculum Standing Committee Chairs and administrators, focusing on the integration of 21st century skills, content mastery and technology integration as it relates to student learning tasks. Determine role of Curriculum Council.</p> <p>Facilitate monthly elementary principal meetings focused on collaborating across buildings to develop one common elementary learning experience.</p> <p>Administrators identify instructional Problem of Practice for the district and engages in cross-district Instructional Rounds model as means of building understanding of pedagogy in the district.</p> <p>Create and implement district Scientifically Research Based Intervention system.</p> <p>Build and implement system for supporting and reviewing 504 building practices.</p> <p>Monthly teacher office hours aligned to the Common Core of Teaching and administrators aligned to the Standards for School Leaders for collaborative inquiry around teaching and leadership practice. Build district wide electronic library of strategies based on inquires and post on Google Drive and website.</p>

District Theory of Action:

If we clarify the focus of our teaching and learning practices through collaboration, then all students will engage in meaningful learning.

Coherence Framework Expectations	Actions/Strategies
Securing Accountability <ul style="list-style-type: none"> Internal Accountability External Accountability 	<p>Develop district balanced assessment map (focusing on focus, interim and summative assessments)</p> <p>Distribute monthly newsletter to all educators and administrators to communicate all committee actions and state department news.</p> <p>Host three parent/community Teaching and Learning events focusing on the Long Range Plan and Framework for Teaching and Learning.</p>

B. Personnel

1. Discussion/action re: Proposed Ratification of Agreement Between the EL BOE and the Custodial/Maintenance Bargaining Unit Effective July 1, 2016 through June 30, 2020

Superintendent Newton presented the proposed Agreement Between the ELBOE and the Custodial/Maintenance Bargaining Unit effective July 1, 2016 through June 30, 2020 for Board ratification. During executive session, the Board reviewed substantial changes from the previous contract. BOE negotiating committee members Candice Carlson and Barbara Senges were thanked for their work.

MOTION: Barbara Senges moved to ratify the proposed Agreement Between the EL BOE and the Custodial/Maintenance Bargaining Unit effective July 1, 2016 through June 30, 2020 as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

D. Policy

E. Other

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Mr. Jeffrey Newton
 - Beginning process for possible Early Retirement Incentive Plan for certified staff with more to follow
 - The FY 17/18 budget increase is at 2.7% factoring in salaries, insurance and utilities
 - Coherence book discussion meeting to be scheduled with Board
 - Thanked Lillie B. Haynes Elementary staff for dealing with a difficult situation this week re: wearing of Halloween costumes at school
 - Looking into flashing lights or crossing guard for high school crosswalk on RT 161
 - Screening process for guardianship is taken very seriously – Process in place
- B. Assistant Superintendent for Curriculum, Assessment, and Instruction – Mrs. Amy Drowne
 - Thanked staff for participation and cooperation at recent group meetings
 - Thanked parents for completing the MILE Parent Survey (online) – Open until 10/31/16
- C. Finance/Facilities Director – Mrs. Maria Z. Whalen
 - Prepping for possible early retirement plan for certified staff (implementation of Ohio Plan)

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee – Oral report of 10/24/16 meeting
- C. Policy Review Committee
- D. ELPS Chinese Program ad Hoc Committee
- E. Board of Education Liaison to Board of Finance
- F. District Long Range Plan Committee

X. COMMUNICATIONS – None

XI. NOTICES

A. **Notice of the following 2016/2017 staffing changes:**

1. Assignments
2. Increases/Decreases
 - Susan Greenman 0.20 FTE Youngers Program Aide, FL in addition to 0.55 FTE School Aide, FL, 09/08/16

B. Out of State Field Trip: None at this time

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS**A. Board Comments:**

- Bill Derry – Nice to see Viking Saga article on cover regarding improving the high school culture
- Candice Carlson – FL allergist performance was great with good Q&A, Chris Herren assembly was outstanding and impactful, suggestion that in future all stakeholders be involved in decision making when a change in school tradition is being considered
- Jaime Barr Shelburn volunteered to attend the CABA Delegate Assembly is 11/17/16 3:00 p.m. at the Mystic Marriott and encouraged other Board members to attend
- Tim Hagen expressed his utmost confidence in the administration and staff in doing the best for our children
- Jaime Barr Shelburn asked that a Policy Review Committee Meeting be scheduled

B. Future Agenda Items:

1. East Lyme/Chinese Program Update - January 2017
2. Using Technology to Advance Curriculum – Eric Bauman – AAA 11/07/16
3. Field Trip Opportunities for Students – Requested on 09/12/16 by Barbara Senges and referred to AAA Committee for 11/07/16 AAA meeting
4. Committee of the Whole re: Elementary Projects, Redistricting Option, Enrollment – 11/10/16, 6:00 p.m., Room B101, ELHS

XIII. PUBLIC COMMENT

1. Kyle Douton (5 Rockwell St Niantic), suggested the allergist presentation be made at all schools, spoke in support of three elementary schools, and stated the town needs to redistrict but asked if we are going forward with two or three schools? He cautioned the BOE on putting too much emphasis on data and the cost associated with it.
2. Mike Dugan (128 North Bridebrook Road Niantic) asked the Board to reconsider the recent decision regarding Halloween/Fall Celebration at Lillie B. Haynes Elementary.

XIV. EXECUTIVE SESSION – There was no need for executive session.**XV. ADJOURNMENT**

MOTION: Jaime Barr Shelburn moved to adjourn the meeting 9:06 p.m.; Candice Carlson seconded

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Al Littlefield

Albert Littlefield, Secretary

East Lyme Board of Education