

**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, November 21, 2016 – 7:00 p.m.

Room B101, East Lyme High School

MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary) (left at 8:30 p.m.), Eric Bauman, Jill Carini, Candice Carlson, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Marlene Nickerson, Bill Derry

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Kim Davis (Interim Director of Special Services), Maria Whalen (Finance and Facilities Director), 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), Pat Lannon (Technology Director)

- I. **CALL TO ORDER** – 7:06 p.m. by Chair Tim Hagen
- II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen
- III. **PUBLIC COMMENT** - None
- IV. **APPROVAL OF MINUTES**

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education November 7, 2016 Regular Meeting as presented; Barbara Senges seconded.

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

ABSTAIN: Candice Carlson

MOTION CARRIED 8:1

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education November 10, 2016 Committee of the Whole Meeting as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

V. SPECIAL REPORTS

- A. **ELHS Student Representatives** – Lily Zhong (Gr 12) and Conrad French (Gr 11)
 - Thursday night EL Varsity Football Team won against Jonathan Law – Senior Night!
 - ELHS Drama Club – *The High Schooler's Guide to the Galaxy*
 - Last Saturday Leo's Club in conjunction with Lions Club had their annual Holiday Decorating at the Niantic Gazebo
 - Contact HS teacher Rachel Redding to send senior portraits/parent ad for child
 - No school Wednesday, November 23 through Friday, November 25 – Happy Holidays!
 - Contemporary Issues field trip to Model Congress in D.C.
 - AP Literature and Language field trip to Broadway in NYC
 - French National Honor Society hosted a successful French Week

- Eastern Regional Music Auditions were Saturday and scores expected 11/23
- Lacrosse Alumni game on Wednesday night, 11/23/16
- Powder Puff game to benefit the senior class of 2017, 11/22/16. 6:30 p.m.
- CIAC Sportsmanship Conference will be held at the Aqua Turf

B. Selectmen's Representative – Selectman Marc Salerno

- Approved \$1,000 expenditure for Open Door Program (grant for residents with mild to moderate memory loss)
- Approved purchase of portable stage for the East Lyme Senior Center
- Appointed Chris Taylor as Deputy Emergency Management Director
- Town Meeting on 12/07 to accept grant to offset purchase of LED street lights
- Holiday Stroll will be held downtown on 11/26

C. Salem Board of Education

D. Other Reporters -- None

VI. CONSENT AGENDA - None

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Update on Elementary School Projects and Timeline

Chair Tim Hagen and Superintendent Newton reported that since the last Board meeting some members of the Design Steering Committee and the Board of Education performed a walk through the three elementary schools to identify additional punch list items.

The Design Steering Committee and BOE will continue to hold discussions on the school projects. New enrollment projections over the last few months are now showing a much larger K-4 population of students well into the future than previously projected back in 2014. Therefore, the BOE is looking more at maintaining a three school model than a two school model. Renovations to each of the buildings are being discussed up to an estimated cap of 30 million dollars. The plan as of now is to hold a referendum by early Spring.

The committee will meet in early December to review additional costs associated with improvements and discuss a timeline. The committee's findings will be brought to a BOE Committee of the Whole meeting in early December. Once information has been solidified, the BOE will update the Board of Finance and Board of Selectmen at an upcoming tri-board meeting.

2. Discussion re: Elementary Redistricting Committee Membership, Charge and Timeline

As requested by the Board on 11/7/16, Chair Tim Hagen and Superintendent Newton provided general information pertaining to the Elementary Redistricting Committee membership, charge and timeline. Board members were asked to email their concerns and suggestions to Superintendent Newton prior to the next Board meeting on December 5.

The BOE is finalizing a district-wide committee to begin the process of moving forward with redistricting our three elementary schools to balance out student numbers and provide better equity across the schools. The committee will be made up of approximately 20+ individuals (administration, BOE, certified staff, non-certified staff, parents). A draft proposal with new town/school boundary lines has been created which will be the base of the committee's work moving forward. The plan will allow for close to 300 students at Flanders, Haynes, and Niantic Center.

Meetings will begin in December and it is hoped that a draft plan would be presented to the BOE sometime in January or February.

The Board is expected to take action on December 5 to redistrict at the elementary level at the start of the 2017-2018 school year and to approve the committee membership, charge, and timeline.

3. Discussion re: Update on District Long Range Plan

Superintendent Newton and Assistant Superintendent Drowne updated the Board on the progress being made to develop the district's long range plan. Three surveys have been circulated to staff, parents, and to current high school juniors and seniors and alumni. On December 8 the committee will review the survey results and put together what will be the district focus. The committee will then report to the Board of Education on December 19.

B. Instruction

C. Policy

D. Other

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Mr. Jeffrey Newton
- December BOE Budget Workshop – Date (TBD)
 - Final cost of HS pipe issue has not yet been determined, \$5,000 deductible, tests still being done, more to follow
 - Thanks to Facilities Manager Ted Hunt and his maintenance staff and EMCOR for a job well done.
 - CABE Workshop on 11/18 and 11/19 was attended by several Board members including the Superintendent and the Assistant Superintendent
- B. Assistant Superintendent for Curriculum, Assessment, & Instruction – Mrs. Amy Drowne
- Working with elementary administrators on elementary expectations across the three buildings
 - Tri-chairs of the PD and Evaluation Committee met today to analyze survey results
 - District Data Team is off the ground, focus areas have been identified
 - Co-chairing Safety and Security Committee with Director of Security Chris Olsen – Reviewing safety and security staffing at all schools for 2017/2018
- C. Finance/Facilities Director – Mrs. Maria Z. Whalen
- Processing retroactive pay (3 installments) for custodians and secretaries as a result of recent bargaining agreements
 - Working on FY18 budget

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee – Oral report of 11/21/16 meeting
- C. Policy Review Committee – Oral report of 11/15 and 11/21/16 meetings
- D. ELPS Chinese Program ad Hoc Committee
- E. Board of Education Liaison to Board of Finance
- F. District Long Range Plan Committee

X. COMMUNICATIONS

- A. ELHS Viking Saga, Volume 49, Edition 6, 11/17/16

XI. NOTICES

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

1. Assignments:

- Meghan Cambridge, Aide, Creative Playschool, HA, 11/14/16
- Frederic Clark, 1.0 FTE Technology Education Teacher, HS, 11/21/16

2. Increases/Decreases in FTE::

- Justine Hricko, 0.55 FTE School Aide (Greeter), FL, in addition to 0.80 FTE Youngers Program Aide, FL, 09/12/16

B. Out of State Field Trip:

1. ELMS students to Plimoth Plantation, Plymouth, MA on Tuesday, 05/23/17

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments:

- Candice Carlson and Jaime Barr-Shelburn attended the CABE Delegate Assembly
- CABE Workshop comments were also provided by other BOE memers who attended.

B. Future Agenda Items:

1. Election of Officers – 12/05/16
2. BOE Meeting Dates and Committee Assignments for CY 2017 – 12/19/16
3. School Calendar for SY 2017/2018 – 12/05/16
4. FL Viking Valor Recognition – 12/5/16
5. MS Report on China Trip – 12/05/16
6. East Lyme/Chinese Program Update - January 2017
7. MS Challenge Program Mid-Year Report – February 2018
8. Field Trip Opportunities for Students – Requested on 09/12/16 by Barbara Senges and referred to AAA Committee for 11/07/16 AAA meeting then tabled until next AAA Committee meeting

XIII. PUBLIC COMMENT

1. Liz Dumond (10 Acorn Drive, Niantic), Haynes PTA President, encouraged the Board to have more public conversation about redistricting and why it is needed.
2. Joel Farior (33 Corey Lane, Niantic), also encouraged the Board to have more public conversation about redistricting and volunteered to be a member on the committee. He expressed concerns about the timetable and encouraged the Board to talk with other towns about their redistricting experience.

The Board members took a short break at 8:04 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jaime Barr Shelburn moved to enter into executive session and to include the Superintendent, Assistant Superintendent, and Director of Finance and Facilities for the purpose of personnel/negotiation issues (Early Retirement Incentive Plan for Certified Staff) at 8:10 p.m.; Al Littlefield seconded

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 9:30 p.m.

XV. DISCUSSION/ACTION ITEM

A. Personnel

1. Discussion/action re: Proposed Early Retirement Incentive Plan for Certified Staff Effective June 30, 2017

Superintendent Newton recommended the Board approve an early retirement plan to eligible teachers/administrators whereby additional service credit is purchased on behalf of the retiring member. Before the district can offer the plan, it must be approved by the CT Teachers' Retirement Board. As part of the plan design both unions will agree to waive their contractual rights for retirement payments for members who participate in this plan.

MOTION: Jaime Barr Shelburn moved to approve the Early Retirement Incentive Plan (ERIP) costs as presented or lower and authorizes the Superintendent to file the necessary paperwork with the CT Teachers' Retirement Board; Candice Carlson seconded

VOTE PRO: Tim Hagen (Chair), Jill Carini, Candice Carlson, John Kleinhans, Barbara Senges

VOTE CON: None

ABSTAIN: Eric Bauman and Jaime Barr Shelburn

MOTION CARRIED 5:0:2

XVI. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting 9:35 p.m.; Candice Carlson seconded

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Al Littlefield

Albert Littlefield, Secretary

East Lyme Board of Education