

**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, December 5, 2016 – 6:00 p.m.**

Room B101, East Lyme High School

**MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson (left at 8:15 p.m.), Bill Derry (arrived 6:06 p.m.), John Kleinhans (arrived 6:14 p.m.), Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: None

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), Pat Lannon (Technology Director)

- I. **CALL TO ORDER** – 6:04 p.m. by Superintendent Newton
- II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and the visiting First Grade Class from Flanders Elementary School
- III. **BOE Officer Elections**
  - A. **Election of Board Chair**

Superintendent Newton called for nominations for Board Chair.

Al Littlefield nominated Tim Hagen for Board Chair. Candice Carlson seconded the nomination. There were no other nominations for Board Chair and nominations were closed.

**MOTION:** Barbara Senges moved to elect Tim Hagen for Board Chair; Jaime Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Tim Hagen was congratulated and assumed the position of Board Chair.

- B. **Election of Board Secretary**

Chair Tim Hagen called for nominations for Board Secretary.

Marlene Nickerson nominated Al Littlefield for Board Secretary. Jaime Barr Shelburn seconded the nomination. There were no other nominations for Board Secretary and nominations were closed.

**MOTION:** Jaime Barr Shelburn moved to elect Al Littlefield for Board Secretary; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Al Littlefield was congratulated and assumed the position of Board Secretary.

#### **IV. SPECIAL PRESENTATIONS**

Superintendent Newton welcomed the visiting First Graders from Flanders Elementary School and turned the program over to Ms. Linda Anania, Principal of Flanders Elementary School.

Julie Norman, First Grade Teacher from Flanders Elementary School introduced students from her class and they related their experiences in the Flanders Outdoor Education Program. Ms. Norman then presented the details of the Flanders Outdoor Education Program.

At the conclusion of the presentation, Superintendent Newton presented Julie Norman with the East Lyme Viking Valor Award.

**East Lyme Public Schools**  
**Viking Valor Award**  
*Julie Norman*  
*Piloting an Outdoor Education Program*  
*for her Grade 1 Students at Flanders School*

Superintendent Newton welcomed the visiting East Lyme Middle School students and turned the program over to Dr. Judy DeLeeuw, Principal of East Lyme Middle School.

East Lyme Middle School Student Presentation  
**Our Visit to China**  
*Richard Beyer*  
*Karley Benjamin*  
*Caroline French*  
*Ryan Goolsbey*

- ELMS Principal Dr. Judy DeLeeuw, fifteen (15) students, four parent chaperones, and three teacher chaperones traveled to from East Lyme to Beijing and Guangzhou, China from October 27 to November 4, 2016.
- The students discussed their recent trip to China, their experiences, and their interaction with the students from XJHS.
- Student educational opportunities included tours of Beijing and Guangzhou, introduction to Chinese language study, and a six-day dorm stay at XJHS with Chinese students who participated in EL-XJMS exchange activities.
- The discussion ended with a short whirl-wind video of the students' China experience.

***The Board took a short break at 6:52 p.m. and resumed the meeting at 6:54 p.m.***

**V. PUBLIC COMMENT** – No public comment

#### **VI. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education November 21, 2016 Regular Meeting as presented; Candice Carlson seconded.

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

**ABSTAIN:** Bill Derry, Marlene Nickerson

**MOTION CARRIED**

## V. SPECIAL REPORTS

- A. ELHS Student Representatives – Lily Zhong (Gr.12) and Conrad French (Gr. 11)
- Infinite Campus and Google Classroom update
  - Spanish National Honor Society will adopt a family for the holiday - Care & Share
  - Seniors won the Powder Puff Game and proceeds went to the graduation party
  - 12/10 Music Festival auditions
  - 12/17 Viking Dance
  - 12/10 Niantic Light Parade, 6:00 p.m.
  - Winter sports began 12/3
  - 12/17 PRO Annual Breakfast with Santa 8:00 – 11:00 a.m., ELHS
  - 12/15 Holiday Winter Concert – combination band, orchestra, choirs
- B. Selectmen's Representative – First Selectman Mark Nickerson
- Congratulated Dr. Tim Hagen for his reappointment as Board Chair
  - State funds have been received to demolish and clean up site of Mobil station at the end of Pennsylvania Ave.
  - Carl Reichard and Wally Christensen were recently inducted in the East Lyme Sports Hall of Fame
  - Darlene Stevens will retire after 27 years of dedicated service to the Town of East Lyme
  - State estimate is \$3 billion dollar deficit over the next 3 years
  - FY 2018 Budget – keep level services
  - Police Commission being formed for independent police force
  - Improvements to the EL Community Center parking lot are being discussed
  - 12/09 and 12/10 – Dinner theater will be presented at EL Senior Center
  - Dollar General is being built across from Heritage Real Estate on West Main Street
  - COSTCO should be opening in the next 18 months, outdoor mall is planned within the next 5 years
  - Encouraged residents to slow down when driving
  - State and Federal involvement with road improvements in East Lyme
- C. Salem Board of Education -- None
- D. Other Reporters -- None

## VI. CONSENT AGENDA

**MOTION:** Jaime Barr Shelburn moved to approve the Consent Agenda as presented (Proposed Donations to the Student Spaceflight Experiments Program (SSEP), ELMS from A. Data Sciences International in the Amount of \$500.00; B. Pfizer, Inc. on Behalf of Steven Novick in the Amount of \$1,000.00; and C. Dominion in the Amount of \$1,500.00); Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

## VII. DISCUSSION/ACTION ITEMS

### A. Finance/Facilities/Community

#### 1. Discussion re: Announcement of Board of Education Member Vacancy

Chair Tim Hagen announced the Board of Education vacancy effective 12/18/16 created by the resignation of Marlene Nickerson (R) with a term expiration of 12/4/17. Marlene was thanked for her eleven years of dedicated service to the Board. Interested parties should contact the Republican Town Committee.

#### 2. Discussion/action re: Board of Education Committee Assignments CY 2017

Board members were asked to reaffirm committee assignments for CY 2017 and to contact Chair Tim Hagen if interested in making an adjustment. Action will be taken at the next Board meeting.

### **3. Discussion re: ELPS Elementary Redistricting Ad Hoc Committee Membership, Charge, and Timeline**

In support of moving forward with a proposed plan for redistricting, the Board reviewed and took action on the ELPS Elementary Redistricting Ad Hoc Committee membership, charge and timeline as follow:

East Lyme Board of Education

12/5/16

#### **ELPS Redistricting Ad hoc Committee**

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

#### **Membership:**

Jeffrey Newton, Superintendent  
 Candice Carlson, BOE Member  
 Al Littlefield, BOE Member  
 Kim Davis, Director of Special Services (Interim)  
 Linda Anania, Flanders Principal  
 Melissa DeLoreto, Lillie B. Haynes Principal  
 Jeffrey Provost, Niantic Center School Principal (Interim)  
 Lisa Vaudreuil, FL Teacher (Academic)  
 Susie Parodi, FL Teacher (Sp Area)  
 Lori Shedd-Nickerson, FL Paraprofessional  
 MaryBeth Franco, FL Parent  
 Korie Witcraft, FL Parent  
 Katie Douton, HA Teacher (Academic)  
 Judy Deeb, HA Teacher (Sp Area)  
 Tara Dowling, HA Paraprofessional  
 Laura Schultz, HA Parent  
 Danielle Holsapple, HA Parent  
 Julie Horner, NC Teacher (Academic)  
 June O'Connor, NC Teacher (Sp Area)  
 Toni Chamberlain, NC Paraprofessional  
 Kelly Trusilo, NC Parent  
 Lynn Sullivan, NC Parent  
 Linda Johansen, ELTA President  
 Invited: Theresa Landry, Transportation Manager for First Student

#### **Committee Charge:**

The Board of Education has determined that redistricting our elementary schools will provide equity for all Kindergarten through grade 4 students. Therefore, the ELPS Elementary Redistricting Ad Hoc Committee is charged with developing and presenting to the Board an implementation plan for the 2017 – 2018 school year. The plan should include the following: An outline of the redefined school boundary lines, identify and address challenges with proposed remediation's, a communication plan, estimated costs of the selected plan, clearly articulated rationale for the identified solution including educational benefits, impact on annual general fund budget, and impact on students and families.

#### **Timeline:**

The committee work shall be completed and presented to the Board of Education on or before February 28, 2017.

#### **Meeting Dates:**

Wednesday, December 14, 2016, 4:15 p.m., Central Office  
 Tuesday, December 20, 2016. 4:15 p.m., Central Office  
 Wednesday, January 4, 2017, 4:15 p.m. Central Office

**MOTION:** Jaime Barr Shelburn moved to approve the ELPS Elementary Redistricting Ad Hoc Committee membership, charge, and timeline dated 12/5/16 as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

This week a link on the district website will be established to provide information pertaining to the ELPS Elementary Redistricting Ad Hoc Committee.

4. **Discussion/action re: Update on the District's Long Range Plan**  
Assistant Superintendent Amy Drowne noted that the committee will meet on Thursday, December 8 to review the parent/teacher/student survey results.
5. **Discussion re: Update on Elementary School Projects**  
Superintendent Newton noted that the Elementary Design Steering Committee will meet with the architect on Thursday, December 8 to look at proposals and timelines.

**B. Instruction**

**C. Policy**

1. **Discussion re: First Reading BOE Policy 0521 – Mission-Goals-Objectives: Nondiscrimination (Deletion)**  
After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.
2. **Discussion re: First Reading BOE Policy 5125.11 – Students: Health/Medical Records (New/Adoption)**  
After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.
3. **Discussion re: First Reading BOE Policy 5145.4 Students: Nondiscrimination (Replacement/Revision)**  
After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.
4. **Discussion re: First Reading BOE Policy 5145.41 Students: Nondiscrimination (Title VII and Title IX) (New/Adoption)**  
After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.
5. **Discussion re: First Reading BOE Policy 5145.42 Students: Section 504 and the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (New/Adoption)**  
After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.

**6. Discussion re: First Reading BOE Policy 6151 Instruction: Class Size (New/Adoption)**

After careful review, Superintendent Newton and the Policy Review Committee presented the policy for a first reading. Some Board members suggested stronger language be added regarding parameters for class size or that the Board each year review the past year's guidelines in anticipation of planning for the next year's budget. Board members were asked to email Superintendent Newton with any suggested changes. The second reading will be held in January.

There was some discussion with regard to BOE Policy 6151. It was determined that this policy would be added as a Future Agenda topic for further, in-depth discussion.

**D. Other**

**VIII. ADMINISTRATION REPORTS**

- A. **Superintendent of Schools** – Mr. Jeffrey Newton
  - Reminder: BOE Budget Workshop, Thursday, 12/08/16, 6:00 p.m., CO
- B. **Assistant Superintendent for Curriculum, Assessment, & Instruction** – Mrs. Amy Drowne
  - Administrators will participate in Instructional rounds at the Middle School this week that will include classroom visits
  - Professional Development and Evaluation Committee first meeting Monday, 12/12
- C. **Finance/Facilities Director** – Mrs. Maria Z. Whalen
  - Attended LEARN meeting to discuss consolidation of services, collecting data for future meeting

**IX. COMMITTEE REPORTS**

- A. AAA Committee
- B. FFO Committee
- 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**

- A. ELHS Viking Saga, Volume 50, Edition 7, 12/1/16

**XI. NOTICES**

- A. **Notice of the following 2016/2017 staffing changes:**
  - 1. **Assignments**
    - Brittany Catania, 1.0 FTE Teaching Assistant (ISS), HS, 11/28/16
  - 2. **Increases/Decreases in FTE**
    - Savannah Bedard, 0.15 FTE After School Aide, HA in addition to 0.20 FTE Before School Aide, NC and 0.05 FTE After School Aide Greeter, FL 11/01/16
  - 3. **Retirements**
    - Patricia Ference, 0.6 FTE German Teacher, HS, 06/30/17
  - 4. **Resignations**
    - Heidi Bruno, 0.60 FTE Aide, Creative Playschool, HA, 11/02/16
    - Emberleigh Luce, 0.80 FTE Before/After School Care Coordinator, end of the 2016/2017 School Year
- B. **Out of State Field Trips:** None at this time

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

- Jaime Barr Shelburn - Youth Coalition Meeting, Thursday, December 8, 5:00 p.m.
- Eric Bauman – Suggested agenda item for FFO – Computers for all students
- Candice Carlson – Suggested agenda item for Policy Review Committee – Policy regarding how committee membership is determined

**B. Future Agenda Items:**

1. BOE Meeting Dates for CY 2017 – 12/19/16
2. Proposed ELPS Calendar for SY 2017/2018 – 12/19/16
3. East Lyme/Chinese Program Update - January 2017
4. MS Challenge Program Mid-Year Report – February 2018
5. ELPS Redistricting Ad Hoc Committee Standing Report – All meetings through February 2017
6. BOE Policy 6151 Instruction: Class Size

**XIII. PUBLIC COMMENT**

1. Leslie Bonin, (4 Jean Drive, East Lyme), expressed concern that parents were not informed of the plan to redistrict until November and asked the Board to take into consideration the affect such a plan would have children. She suggested the preschool program be relocated to Flanders.
2. Christine Chantril (13 Green Valley Lane, East Lyme), voiced concerns regarding redistricting. She stated information is incomplete, the plan is being rushed, and will create a huge impactful and emotional affect on families.
3. Julie O'Brien, (12 Rose Lane, East Lyme), questioned the make-up of the redistricting committee membership. She asked if the 11/01/16 redistricting map is being considered and if the Board has considered the affect redistricting would have on the children.
4. Kerry Northcott (8 Miranda Way, East Lyme), voiced concerns regarding various redistricting plans discussed in the community, committee membership and how members were chosen, and uncertainties, purpose and costs of redistricting. She encouraged the Board to be more transparent and not so rushed.

***The Board took a short break at 8:14 p.m.***

**XIV. EXECUTIVE SESSION**

**MOTION:** Jaime Barr Shelburn moved to enter into executive session and to include the Superintendent and Director of Finance and Facilities for the purpose of discussion of personnel/negotiation issues (Early Retirement Incentive Plan for Certified Staff) and the Superintendent for student discipline issues at 8:25 p.m.; Bill Derry seconded

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*The Board exited Executive Session at 8:50 p.m.*

**XV. DISCUSSION/ACTION ITEM**

## A. Personnel

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

On November 21, 2016 the Board approved the Early Retirement Incentive Plan (ERIP) costs as presented or lower and authorized the Superintendent to file the necessary paperwork with the CT Teachers' Retirement Board. Based on new information received from TRB and after review by Superintendent Newton, Finance Director Maria Whalen and the FFO Committee, it was recommended that the original motion be revoked and a new motion be brought forward to the Board.

**MOTION:** Eric Bauman moved to revoke the Board of Education's motion of 11/21/16 Discussion/action Item XV.A.1. as follows: *To 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 the plan;* Jill Carini seconded

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**MOTION:** Eric Bauman moved to approve the Early Retirement Incentive Plan (ERIP) for certified staff in accordance with the state statutes and sets a maximum of three-year credit to be purchased; payable by the Board of Education over a period of three years; set a two-month application period of December 19, 2016 through February 13, 2017, with a maximum of 20 participants. If said participants exceed 20, seniority in ELPS will be the determining factor for participation. The Board further directs the Superintendent to file the application with the CT Teachers' Retirement Board; Jill Carini seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Bill Derry, John Kleinhans, Marlene Nickerson, Barbara Senges,

**VOTE CON:** None

**ABSTAIN:** Jaime Barr Shelburn

**MOTION CARRIED**

**XVI. ADJOURNMENT**

**MOTION:** Marlene Nickerson moved to adjourn the meeting 9:54 p.m.; Jaime Barr Shelburn seconded

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,  
*Al Littlefield*

Albert Littlefield, Secretary  
East Lyme Board of Education