

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

**REGULAR MEETING
Monday, February 1, 2016
7:00 p.m.**

Room B101, East Lyme High School

MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, John Kleinhans, Marlene Nickerson, Jaime Barr Shelburn, Barbara Senges (arrived 7:23 p.m.)

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), Linda Anania (Principal, Flanders School), 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

III. PUBLIC COMMENT

1. Linda Johansen, ELTA President, voiced concerns regarding the amount of their own money East Lyme teachers are currently spending for instructional supplies in their classrooms (total estimated personal expenditures at the low end from \$43,000 to the high end of \$90,000). A negative effect of further budget cuts in that area could potentially impact classroom instruction. She noted that the use copy machines continues to be necessary for reproduction of instructional materials.
2. Brian Ewald, 37 Corrina Lane, Salem -- spoke in support of continuing the Project Oceanography (Project O) program and how the school experience inspired his daughter who is now pursuing a degree in the field of Oceanography because of the exposure that she had at a high school student.
3. Charity Ewald, 23 Harris Road, Salem -- spoke in support of continuing the Project O program and how the program made a difference in her daughter's life.

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education January 25, 2016 Regular Meeting as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

V. SPECIAL REPORTS

- A. **Students' Representative** – Lily Zhong and Matt Spang were not present
- B. **Selectmen's Representative** – First Selectman Mark Nickerson
- Challenging budget year as budget work continues with town department heads.
 - Town is experiencing 21% in health insurance increase.
 - An RFP was issued to obtain quotes on the Town's Catastrophic Health Insurance (claims that exceed the ceiling on the Town's Self-Insured program). Responses to the RFP are being reviewed.
 - Exploring savings by possibly regionalizing some town services.
 - The CT Department of Transportation has been asked to conduct a public forum regarding state highway signage for I-95 from Old Saybrook to Waterford.
 - Employee Health insurance options are being explored (done every year)
 - Construction of a Dog Park is in the planning stages.
 - Boardwalk is expected to be completed in early March; better railing design.
 - Cini Park bathrooms – An engineering grant has been received.
 - Anticipating beach season.
- C. **Salem Board of Education** – Salem Representative was not present.
- D. **Other Reporters**

VI. CONSENT AGENDA

MOTION: Jaime Barr Shelburn moved approval of the Consent Agenda (A. Proposed Donation to the ELMS Art Department from Vasiloff Stained Glass Gallery and Gifts Valued at \$5,700 (Stained glass pieces for the permanent mosaic art collection at ELMS) as presented; Candice Carlson seconded.

VOTE: UNANIMOUS


MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS

A. **Finance/Facilities/Community**

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

Superintendent Newton presented his adjusted budget, to include reductions as agreed upon by the administrative team, for FY 2016-2017. The Budget handout was as follows:



East Lyme Public Schools

Superintendent's Adjusted Budget with
Reductions for FY 2016-2017

Presented to the EL BOE
by Superintendent Newton
on 2/1/16

Adjusted Budget Proposal			
Adopted Budget - FY 2016	\$ 44,033,000		
Superintendent's Proposed - FY 2017	\$ 46,058,891		
Total Increase over FY 2016	\$ 2,005,811	4.56%	
Adopted Budget - FY 2016	\$ 44,033,000		
Superintendent's Adjusted Proposal - FY 2017	\$ 45,763,565		
Total Increase over FY 2016	\$ 1,730,485	3.93%	

Adjusted Budget Proposal Reductions:

Contracted Services		\$102,790
Instructional	\$47,190	
Professional Development	\$55,600	
Cleaning, Repair & Maintenance		\$18,765
Supplies & Materials		\$75,551
Textbooks		\$49,200
Utilities		\$20,020
Equipment - New & Replacement		\$9,000
TOTAL PROPOSED REDUCTIONS:		\$275,326

Adjusted Budget Proposal

SALARY & BENEFITS	Increase
Salaries	\$899,382
Insurance & Other Employee Benefits	\$389,754
LARGE BUDGET DRIVERS	
Student Transportation	\$28,268
External Placements (SPED)	\$100,000
Magnet Schools - Tutor	\$19,998
Legal Services	\$90,000
Special Education Evaluations	\$84,208
Property, Liability, Fire & Sports Insurance	\$54,253
Computer Services	\$50,797

Impact of Further Reductions to the FY 2017 Adjusted Proposed Budget:

Further Reductions	-\$189,327	\$15,574,238	3.50%
Further Reductions	-\$409,493	\$15,954,072	3.00%
Further Reductions	-\$629,658	\$15,333,907	2.50%

Budget Savings

Staff and Programs:	
-Reduction of 2.0 FTE Teaching Position	Savings \$132,962
-ELHS: SRBI Support	Savings \$16,550 (Repurposed)
-Nurses Aide	Savings \$8,529 (Repurposed)
-Special Education: Behavioral Therapist	Savings \$40,000 (Repurposed)
-Retirements	Savings \$88,238
Utilities:	
-Oil	Savings \$56,000
-Propane	Savings \$13,700
-Water	Savings \$11,000
Insurance:	
-HDHP	Savings \$207,318
Total Savings Summary:	\$574,297

- ### Strategic Saving Ideas Short-Term:
- Relocation of the 18-21 Transition Program
 - Investigate Further Collaborative Opportunities with LEARN (Special Education Services)
 - Relocation of the Coastal Connections Program
 - Strategize Increased Advertising Efforts
 - Closing of an Elementary School

- ### Strategic Saving Ideas Long-Term:
- Consortium Savings in Utilities (Collaborate with Neighboring Towns)
 - Train In-House Assistive Technology Support Person (currently contracting out)
 - Further Consolidation with Contracted Services (ABA Special Education Support)
 - In-House Special Education Transportation (own vehicles) for Out-Placed Students
 - District-Wide Grant Writer
 - Investigate Increased Technology Use (reduce paper)

Superintendent Newton explained the rationale for each proposed reduction. Discussion ensued.

Additional short term savings ideas discussed by the Board included:

- Efficiency in purchasing supplies
- Reaching out to both local large employers reliant on math and science and involve them in school programs
- Relocating programs such as Coastal Connections and The Transition Program (18-21 Year Olds) into school facilities (saving outside rental expenses)
- Hire a Grant Writer (possibly in concert with the Town)
- Creation of East Lyme Education Foundation (1st Selectman Mark Nickerson)

Areas of concern:

- Funding the Elementary Global Language program with revenue funds (Spiral)
- Avoid cutting programs that directly impact children (e.g., Project O)
- Town of East Lyme lacks a social services department
- Further cuts will result in staff cuts
- Costs associated with closing an elementary school in 2017/2018

Noted:

- District's strategic decision to increase teacher salaries and its implications
- Importance of budget transparency and fiscal responsibility
- BOE members elected by public to preserve East Lyme as a high-quality school district and do what is best for children in this town

Budget Timeline:

Board Chair, Tim Hagen outlined the timeline for the budget process:

- Superintendent Newton will continue to respond to Board questions until all questions have been answered
- The budget will be discussed at the next three BOE meetings
- A Public Hearing will be held by the Board on February 8, 6:00 p.m. at ELHS
- The Board will build consensus as to where they are and will work through the process as a collaborative group
- Last date to adopt the budget is February 29, 2016

Chair Tim Hagen asked Superintendent Newton to meet with his administrative team and return to the Board on Monday, February 8 with the impact of a 3.0 and 3.5 % budget.

2. Discussion re: Elementary School Building Project Update

- Superintendent Newton reported on the second collaborative meeting (January 26) regarding the elementary school building projects that included two members of the BOE, BOS and BOF, the Design Steering Committee, and the building principals that collaboratively identified project costs that can meet appropriate needs for our elementary schools.
- Making progress, good discussion
- Timeline has shifted, but still feasible – same reimbursement rate
- LEARN has expressed an interest in occupying more space
- Proposal is still on the table
- Appreciate of collaborative effort of town – Next meeting 02/04/16

B. Instruction

C. Personnel

D. Policy

E. Other

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Mr. Jeffrey Newton
- Will continue to respond to Board questions and will provide the questions posed and the responses both on the website and in the Board Packets.
 - Thanks to the approximately 30 community members who attended the 6:00 p.m. Coffee and Budget Talk with the Superintendent.
- B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman
- Clarification – fully in favor of moving transition program, but not to ELHS
 - Distributed information regarding budget sources for paraprofessionals
- C. Business/Facilities Director – Maria Whalen had no report.

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee
- C. Policy Review Committee
- D. ELPS Chinese Program Ad hoc Committee
- E. BOE Liaison to BOF Schedule

X. COMMUNICATIONS**XI. NOTICES**

- A. Notice of the following 2015/2016 staffing changes: None at this time.
1. Appointments
 2. Increases/Decreases in FTE
 3. Reassignment
 4. Retirements
 5. Resignations
- B. Notice of out-of-state field trips: None

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

- A. Board Comments
- B. Future Agenda Items:
1. Summer School Program/Camp – Candice Carlson – *To be scheduled*
 2. East Lyme / Chinese Program Update – *Monthly*
 3. Field Trip Discussion – *To be scheduled*
 4. Elementary and Middle School Period Updates from Students – *To be scheduled*
 5. Short-Term Savings Ideas – 02/22/16
 6. Long-Term Savings Ideas – *To be scheduled*

XIII. PUBLIC COMMENT

1. Linda Johansen, ELTA President, encouraged the Board to ensure that a BOE representative is included on any district or town group/committee involving employee medical insurance.

The Board took a short break at 9:17 p.m.

XIV. EXECUTIVE SESSION

MOTION: Candice Carlson moved to enter into executive session at 9:20 p.m. and to include the Superintendent to discuss personnel issues; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 9:50 p.m.

XV. ADJOURNMENT

MOTION: Jamie Barr Shelburn moved to adjourn the meeting at 9:51 p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Albert Littlefield

Albert Littlefield, Secretary

East Lyme Board of Education