

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

**REGULAR MEETING
Monday, March 14, 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 (arrived 7:25 p.m.), 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), Linda Anania (Principal, Flanders School), Dr. David Miko (Principal, Lillie B. Haynes School), Melissa DeLoreto (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 – 7:05 p.m. by Chair Tim Hagen

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen and Selectman Kevin Seery

III. PUBLIC COMMENT

1. Maia Vargas -- 18 Pontiac Drive, Niantic, expressed concern and disappointment that the elementary building project proposal presented to the BOE on March 10, 2016 is not in the best interest of children.
2. Dr. Brandon Stahl -- 4 Upper Kensington Dr, East Lyme, requested the Board initiate a formal, comprehensive food allergy policy addressing prevention, recognition, and plan to make all schools as safe as possible.
3. Christine Stahl -- 4 Upper Kensington Drive, East Lyme, noted positive changes she has made at Flanders School related to food allergies. She formally requested a district-wide food allergy policy be put into place for the start of the 2016-2017 school year.
4. Leslie LauBach – 17 Upper Kensington Drive, East Lyme, spoke in support of a district-wide food allergy policy and read a letter written by Dr. Nicholas and Caitlin Lodato requesting a clear food allergy policy be put into place as soon as possible.
5. Annemarie Graebe -- 29 Plum Hill Road, spoke in support of a district-wide food allergy policy.
6. Brett Hammond -- 441 Boston Post Road, East Lyme, spoke in support of a district-wide food allergy policy.
7. Mykel Bridget -- 6 Pleasant Drive, Niantic, spoke in support of neighborhood schools and said she feels deceit as her family moved into town for Niantic Center School and now understands that the proposed plan may change.
8. Dr. Kathryn Cambi – 2 Rocco Drive, East Lyme, spoke of the importance of instituting a proactive district-wide allergy policy.

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education February 22, 2016 Regular Meeting as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education March 10, 2016 Committee of the Whole Meeting; Marlene Nickerson seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Candice Carlson, Bill Derry, John Kleinhans, Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

ABSTAIN: Jill Carini

MOTION CARRIED 9:1

V. SPECIAL REPORTS

A. Students' Representative – Lily Zhong and Matt Spang

- ELHS athletic successes were reported and are gearing up for spring sports.
- Huge successes include the production of ELHS Drama Club production of Bye, Bye Birdie, Family Bingo Night, and the Unified Sports (Special Olympics) at Norwich Free Academy.
- ELHS musicians will be attending the Music Festival in Gilford, NH on Thursday, 03/17/16.
- Spring Fling Dance on Friday, 03/18/16 at 7:00 to 10:00 p.m. This is a Sophomore Class fundraiser.
- Next week will be the March Madness Basketball Tournament. This is a Sophomore Class fundraiser.

B. Selectmen's Representative – Selectmen Kevin Seery

- Board of Selectmen has moved forward the town's FY 2016-2017 Budget to the Board of Finance. The public is encouraged to attend the Board of Finance meeting on Thursday, 03/17/16 at 7:00 p.m.
- Another 500 ft of the boardwalk has been completed – grand opening tentatively 04/24/16 w/Niantic 5k Run
- Former ELHS alumni athletic coaching accomplishments
- Bathroom project at Cini Park has been delayed by State Department of Environmental Protection.

C. Salem Board of Education – George Jackson

- Salem BOE budget was cut back a considerable amount by the Board of Finance. The Salem Board of Education is deliberating as to where cuts will be made.

D. Other Reporters

VI. CONSENT AGENDA - None

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion/Action re: **Proposed ELPS Insurance Retirement Incentive Program for Qualifying Teachers with a Retirement Date of June 30, 2016**

Superintendent Jeff Newton and Finance Director Maria Whalen presented the details regarding a proposed insurance retirement incentive program for qualifying ELPS teachers with a retirement date of June 30, 2016. The plan will provide medical insurance assistance for next three (3) years beyond retirement.

MOTION: Jaime Barr Shelburn recommended approval of the ELPS Insurance Retirement Incentive Program for qualifying teachers with a retirement date of June 30, 2016 as presented; Al Littlefield seconded.

VOTE: UNANIMOUS


MOTION CARRIED

2. Discussion re: Elementary School Building Project Update


- Superintendent Newton took the Board through an updated presentation of the elementary school building projects as discussed at the March 10, 2016 Committee of the Whole meeting.
- Based on the town's financial analysis of the BOE approved project and as a result of several conversations with town officials, Superintendent Newton was asked to present a revised project plan that the town could financially support.
- The newly proposed plan calls for the renovate as new Lillie B. Haynes School, close Niantic Center School, and provide some renovations to Flanders School, but postpone the rebuilding of Flanders Elementary School in 5 to 7 years.
- Previously, the BOE approved a plan to simultaneously renovate Niantic Center School as new and build a new school on the Flanders site, while closing Lillie B. Haynes and returning the building to the town.
- Superintendent Newton stated that although LEARN has expressed an interest in leasing space at Lillie B. Haynes, they are unable to commit to a long-term agreement.

East Lyme Public Schools Elementary School Projects Update




Presented to East Lyme Board of Education
March 14, 2016
Superintendent Jotfrey Newton and BOE Chair Tim Hagen



Age and Quality of the Facilities



The buildings have reached the age where significant expenditures are required to maintain our elementary schools' infrastructure, systems and educational quality and reputation.

<p>Niantic Center (50,643 sq. ft.)</p>	<p>Built in 1952 Alterations 1976</p>	
<p>Lillie B. Haynes (100,819 sq. ft.)</p>	<p>Built in 1957 Alterations 1972 and 2002</p>	
<p>Flanders School (66,927 sq. ft.)</p>	<p>Built in 1964 Alterations 1976</p>	

2

2011 Feasibility Study by Kaestle Boos, Associates, Inc.

Significant infrastructure and repair requirements


Cost to repair all three buildings, with no improvement to layout or appearance and limited to **NO financial assistance** from the state.

Cost to EL: \$22 million


Problems include:

- Degraded boilers and ventilation systems
- Poor insulation and inefficient windows and doors
- Asbestos in some storage and attic areas
- No air-conditioning during many school days
- Inadequate layout for collaborative learning and teaching
- Expensive to maintain
- Need to point, repair or replace exterior brickwork
- Unsafe drop off and pick up areas (combined bus and parent drop off)


Still have aging structures if problems are addressed




3



Factors Considered in Selecting Two Elementary School Sites



- Educational Quality and Experience
- Site Location
- Site Size
- Community Culture and Tradition
- Building/Renovation Costs
- Operating Cost Savings
- Disposition of Vacated School Site
- Other Long Term Considerations



4

Conceptual Budget Cost Estimates As of 11/9/15

	<u>Niantic Center School</u>	<u>Flanders School</u>
Projected Building Cost:	\$36,849,338.00	\$45,906,517.00
Projected State Reimbursement:	(10,970,671.00)	(13,072,060.00)
Total Cost to Town of East Lyme:	\$25,878,667.00	\$32,834,457.00
Total Cost to Town of East Lyme:	*\$58,713,124	

*This cost would double the current debt burden for the town of East Lyme.
*The financial impact to the tax payer would result in an increase of approximately 2.0 mills. This translates to approximately \$500 in additional taxes for a \$250,000 assessed house value.

5

Elementary School Projects: The Path Forward

Exploratory Assessment of a LEARN Partnership

February Discussions:

- Initial interest in 80K Sq. Ft. of space for multiple programs
- East Lyme is a very favorable location for LEARN
- Desire is present to maintain relationship and expand if possible
- LBH is too large of a structure for LEARN to take over
- LEARN is concerned about decreased state funding
- LEARN could utilize 30K to 40K Sq. Ft. of space

6

Elementary School Projects: The Path Forward

Superintendent's Perspective:

1. *Essential to ensure every child has an equal opportunity to learn in the best educational setting to prepare them for 21st century learning and skills.*
2. *We must ensure that staff are provided the best opportunity to educate our children in a safe and positive environment.*
3. *We need to move forward in creating a finalized school construction plan.*
4. *We must remain focused on educational needs and fiscal responsibility with our elementary school projects.*

7

Elementary School Projects: The Path Forward

Superintendent's Perspective (continued):

- There remains a need for 2 schools that represent a combined 160K Sq. Ft. of space
- Can't do 2 schools at once – too expensive
- Deferring one school project for 5 – 7 years allows for decreased upfront costs and additional time to monitor student enrollment

Additionally:

- The established LBH structure is too large and not conducive for town use at any foreseeable time in the future
- The property of LBH cannot be sold
- The Flanders property is not a conducive sale site due to location
- The NCS property provides options:
 - Sell Property
 - Lease Space
 - Repurpose the space for town use

8

Revised Project Plans

Superintendent's Recommendation of Plan Proposal Restructuring:

1. *'Renovate as New' Lillie B. Haynes (101K Sq. Ft. \$34 mil cost to the town)*
2. *Update current Flanders facility for next 5-7 years*

Rationale:

- We are supporting the largest number of children first (combined LBH and NCS).
- We can still invest in current Flanders structure to maintain educational equity and student safety (i.e. front entrance security, technology, furniture, etc.).
- LBH is the least expensive stand alone option (to obtain 101K Sq. Ft. of space). In combination with the existing Flanders we meet the required 160 Sq. Ft. of needed space for all students.
- Maintain 43% reimbursement with the LBH project.

9

Revised Project Plans

Superintendent's Recommendation of Plan Proposal Restructuring:

Rationale Continued:

- Renovating our largest space allows for future options (adjusted size) with a new Flanders School.
- We maintain the same project construction timeline.
- Previous LBH renovations (windows) can be retained saving money.
- Potential to use the operating cost savings of NCS to help with the overall budget, new initiatives, and/or minor Flanders upgrades for next 5-7 years.

10

Why Not Flanders First?

- Lose the positive impact of servicing the most elementary students in district first.
- FL first as new construction would cause an increased project cost due to 10% less state reimbursement (\$35.9 mil cost to the town for an 80K Sq. Ft. structure).
- Lose the option of constructing a new school structure in the future that meets the needs of enrollment in 5-7 years.
- Lose the most cost effective manner in obtaining the most renovated building space (101K vs. 80K).
- Lose the ability to salvage previous LBH renovations (windows) that took place back in 2002.
- If do Flanders first and move NCS students to LBH, swing space is lost with the loss of the NCS structure.

Importance of Investing in our Schools

- Millions of dollars in costs to fix aging structures
- Renovations that will bring:
 - New air-handling systems to improve building environments
 - More efficient facility structures (energy, annual cost savings)
 - Larger elements of natural light
 - Adaptable space and work areas for students and staff
- 'Campus' type layout

Financial Analysis

BOE Approved 11/9/16

Revised Plan Proposal Financial Implications

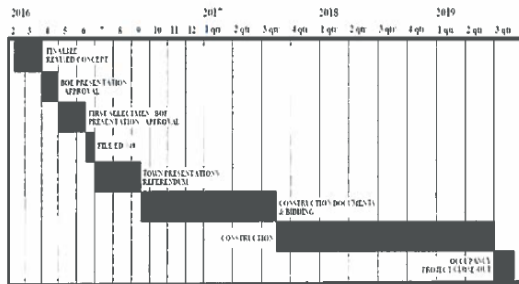
Original 2 School Plan Financial Implications

- | | |
|---|---|
| <ul style="list-style-type: none"> - Lillie B. Haynes Elementary School Renovate as "New": 101,200 square feet - \$34,251,485 – Architect Estimate - \$2,248,755 Annual Debt Obligation - Assumes 2.85% Interest Rate - Assumes 20-year Bond, Issued Up-Front (No commingling of debt obligations) - No Annual Lease Revenue Off-Set to Debt Obligation - Assumes 1 Mil Increase Per \$2M Expenses - 1.1244 Mil Increase - Annual property tax increase for home assessed at \$250,000: \$281 | <ul style="list-style-type: none"> - Build New Flanders: 82,135 square feet, & Renovate as "New" NCS: 70,671 square feet - \$58,713,124 – Architect Estimate - \$3,854,766 Annual Debt Obligation - Assumes 2.85% Interest Rate - Assumes 20-year Bond, Issued Up-Front (No commingling of debt obligations) - No Annual Lease Revenue Off-Set to Debt Obligation - Assumes 1 Mil Increase Per \$2M Expenses - 1.9274 Mil Increase - Increase in annual property tax for home assessed at \$250,000: \$482 |
|---|---|

PROJECT TIMELINE

SCHOOL FACILITIES NEEDS & UTILIZATION STUDY
EAST LYME PUBLIC SCHOOLS
EAST LYME, CT
February 8, 2016

JACUSKI HUMES



Consideration of Next Steps:

What's Occurred:

1. Design Steering Committee has reviewed and discussed revised proposal
2. BOE discussed proposal at 'Committee of the Whole' Meeting
3. Board discussion at BOE meeting on 3/14/16

Next Steps:

1. Joint meeting with BOS and BOF to review and discuss plan proposal
2. Community Forum
3. BOE final endorsement
4. Proposal moves to BOS and BOF

Outstanding Considerations and Needs:

1. Construction rendering of LBH structure
2. Identify construction logistics and transitions
 - Phased approach
 - Portables
 - Move kids between FL and NCS
3. Develop a prioritized FL list of required improvements

Questions, Comments and
Discussion

17

- Much discussion ensued regarding possible revenue opportunities for the use of Lillie B. Haynes, higher costs associated with delaying building project, possible decrease in future state funding, and doing what is educationally right for our children.
- The Board acknowledged the need to pursue conversation and to come to agreement with the Board of Finance and the Board of Selectmen for an elementary school building plan that will pass referendum and move the town forward.

B. Instruction

1. Discussion/Action re: **Proposed Memorandum of Understanding Between Xiang Jiang High/Middle School and East Lyme High/Middle School and SPIRAL International – Expand Exchange Opportunity for XJ Students in Grade 9-12 to Attend ELHS as Tuition Students Commencing the 2016-2017 School Year**

- Superintendent Newton and the Chinese Ad hoc Committee of the Board recommended approval of the proposed Memorandum of Understanding Between Xiang Jiang High/Middle School and East Lyme High/Middle School and SPIRAL International to expand the exchange opportunity for Xiang Jiang students in grades 9-12 to attend ELHS as tuition students commencing the 2016-2017 school year. The current agreement allows for one (1) Grade 9 and eight (8) Grade 12 students to attend ELHS.
- Some Board members shared positive experiences they have had this year with exchange students from China.

MOTION: Al Littlefield moved to authorize the Superintendent to enter into a Memorandum of Understanding Between Xiang Jiang High/Middle School and East Lyme High/Middle School and SPIRAL International to expand the exchange opportunity to include Xiang Jiang students in grades 9-12 to attend ELHS as tuition-paying students commencing the 2016-2017 school year as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Personnel

D. Policy

1. Discussion/Action re: **Second Reading – Revised BOE Policy 5113 Students: Attendance/Excuses/Dismissal/Truancy/Tardiness**

MOTION: Jaime Barr Shelburn recommended the revision of EL BOE Policy 5113 Students: Attendance/Excuses/Dismissal/Truancy/Tardiness as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/Action re: **Second Reading – Deletion of BOE Policy 5113.2 Students - Truancy**

The Policy Review Committee recommended the deletion of BOE Policy 5113.2 Students: Truancy. Student truancy has been incorporated into Policy 5113 Students: Attendance/Excuses/Dismissal/Truancy/Tardiness.

MOTION: Jaime Barr Shelburn recommended the deletion of EL BOE Policy 5113.2 Students - Truancy as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion re: **First Reading – Revised BOE Policy 6142.101(a) Instruction: Students Nutrition and Physical Activity (Student Wellness Policy)**

The Policy Review Committee recommended the revision of Policy 6142.101(a) Instruction: Student Nutrition and Physical Activity (Student Wellness Policy). The second reading will be held on April 26, 2016.

4. Discussion re: **First Reading – Revised BOE Policy 6145 Instruction: Extracurricular Activities**

The Policy Review Committee recommended the revision of Policy 6145 Instruction. The second reading will be held on April 26, 2016.

E. Other**VIII. ADMINISTRATION REPORTS**

- A. Superintendent of Schools – Mr. Jeffrey Newton
 - The BOE will present its budget to the BOF on Thursday, 03/17/16, 7:00 p.m. at Town Hall.
 - We are moving forward to secure a facilitator for the district long range plan and to develop a stakeholder committee.
- B. Interim Assistant Superintendent of Schools – Ms. Donna Gittleman
 - First round interviews for Assistant Superintendent will be held this week and second round next week.
 - First round interviews for Director of Special Services will be held on Thursday.
- C. Business/Facilities Director – Ms. Maria Whalen
 - Meeting with the ELTA on 03/21/16 regarding the High Deductible Health Plan (HDHP)
 - The insurance retirement incentive program information will be distributed to teachers tomorrow.

IX. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 03/14/16 meeting by Candice Carlson
- B. FFO Committee
- C. Policy Review Committee
- D. ELPS Chinese Program Ad hoc Committee – Oral report of 03/14/16 meeting by Albert Littlefield
- E. BOE Liaison to BOF Schedule

X. COMMUNICATIONS**XI. NOTICES****A. Notice of the following 2015/2016 staffing changes:****1. Appointments**

- Sarah Frick, 1.0 FTE Instructional Aide (1:1), DW at MS, 02/08/16
- Ryan Grant, 0.10 FTE After School Aide, HA, 02/12/16
- Hilary Sullivan, 1.0 FTE Grade 4 Long-Term Substitute Teacher, HA, on or about 03/28/15 through end of the 2015-2016 school year

2. Reassignments

- Kelly DeVoe reassigned from 1.0 FTE Instructional Aide (1:1), DW at MS to 1.0 FTE (1:1) TLP DW at MS, 02/08/16
- Wendy Patterson reassigned from 0.30 FTE School Aide, HA to 1.0 FTE Instructional Aide, Integrated Preschool Program, DW at HA, 02/05/16

3. Increases/Decreases in FTE

- Denise Smith, additional appointment of 0.15 FTE School Aide HS, in addition to 0.30 FTE School Aide and 0.20 FTE Before/After School Aide, NC, 02/24/16
- Jessica Thompson, additional appointment of 0.15 FTE School Aide, HS to 0.45 FTE School Aide, HA, 02/24/16

4. Resignations

- Hilary Sullivan, 1.0 FTE Teaching Assistant, HA, on or about 03/28/16

5. Supplemental Appointments

- Marisa Alfano, Drama Club Co-Advisor, MS
- Christine Gunther, Drama Club Co-Advisor, MS

B. Notice of the following out of state field trips:

- ELHS students to Warwick, RI on Thursday, March 17, 2016 to visit New England Tech.

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

1. Food Allergy Policy will be added as an agenda item to the next agenda of the Policy Review Committee – Tim Hagen
2. SAGA article in Volume 49 Edition 13 dated 03/3/16 regarding the BOE approval of the health curriculum was a misunderstanding – Superintendent Newton

B. Future Agenda Items:

1. East Lyme Chinese Program Update – *Monthly*
2. Field Trip Discussion – *To be scheduled*
3. Elementary and Middle School Period Updates from Students – *To be scheduled*
4. Short/Long-Term Savings Ideas – *To be scheduled*
5. Using Technology to Advance Curriculum – Eric Bauman – *To be scheduled*
6. Revenue Account Review – Al Littlefield – Presented to FFO - *To be scheduled*
7. Comprehensive Review of Coastal Connections Program – Tim Hagen – *To be scheduled.*

XIII. PUBLIC COMMENT

Diane Swan -- 7 North Beech Wood Road, Niantic, spoke in support of a district wide food allergy policy. She thanked the Board members for their time, dedication and service, and the Superintendent for doing what's best for the students and the community. She encouraged them to develop a strategic plan with creative solutions to keep all school properties.

The Board took a short break at 9:37 p.m.

XIV. EXECUTIVE SESSION

MOTION: Albert Littlefield moved to enter into executive session at 9:41 p.m. and to include the Superintendent to discuss legal issues; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 9:45 p.m.

XV. ADJOURNMENT

MOTION: Jamie Barr Shelburn moved to adjourn the meeting at 9:46 p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Albert Littlefield

Albert Littlefield, Secretary

East Lyme Board of Education