

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

**REGULAR MEETING  
Monday, June 27, 2016 – 6:30 p.m.  
Room B101, East Lyme High School**

**MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson (arrived at 6:45 p.m.), Bill Derry, John Kleinhans, Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), 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), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

*The Board opened the meeting in Room B100 for the purpose of Executive Session.*

**I. CALL TO ORDER** – 6:30 p.m. by Chair Tim Hagen

**II. EXECUTIVE SESSION**

**MOTION:** Jamie Barr Shelburn moved to enter into executive session at 6:33 p.m. for discussion regarding the Superintendent's evaluation for 2015-2016 and employment contract for 2016-2017; Marlene Nickerson seconded.

*The Board exited executive session at 6:55 p.m. and took a short break.*

*The Board resumed the meeting in Room B101 at 7:00 p.m.*

**III. PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Interim Assistant Superintendent for Special Education and Pupil Personnel Donna Gittleman

***Introduction of Reassigned Administrative Staff Members***

Jennifer VanDusen, Interim Special Education Coordinator, ELPS

Deborah Kelly, Interim Assistant Principal (12-month), ELHS

**IV. PUBLIC COMMENT**

1. Carol Russell, 4 Bramble Bush Dr, expressed her dissatisfaction with the process and plan regarding the elementary building project and asked that NCS not be penalized because of the property's potential marketability for economic development. She stated the NCS/new Flanders option deserves the same opportunity for full consideration and public debate currently being afforded to the LBH/close NCS plan, and necessary steps should be taken for timely submission for 2017 State of CT reimbursement.
2. Jennifer Murray, 7 Tabernacle Ave, requested the Board not file the elementary building project plan with the state and presented an updated copy of the earlier submitted petition (now 467 signatures) to stop the project.

3. Christine Naktanis, 3 Champlin Hill Rd., expressed concerns that the last speaker was disrespected by some Board members and reminded them they are elected by the public.

#### **V. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education June 13, 2016 Regular Meeting as presented; Barbara Senges seconded.

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

**VOTE CON:** None

**ABSTAIN:** Candice Carlson

**MOTION CARRIED 9:0:1**

#### **VI. SPECIAL REPORTS**

A. Students' Representative - None.

B. Selectmen's Representative – First Selectman Mark Nickerson

- Three opioid overdoses occurred in town this week. This is a very serious issue that needs to be talked about, we need to do whatever we can, and needs to be part of the Community education effort.
- An independent company has been contracted to do a study on the three town fire departments to evaluate operations.
- East Lyme Police are looking to become an independent squad. The town is studying operations and efficiencies while staying safe.
- The State of Connecticut announced \$20 million dollars in cuts to the State budget. The actual cuts and their impact on the town will not be announced until after election day.
- The primary fire apparatus in Flanders has suffered structural damage and is inoperable at this time. A new apparatus purchase is under consideration.
- Summer is off and running and so is the traffic. Please slow down and be careful.

C. Salem Board of Education – None.

D. Other Reporters - None.

#### **VII. CONSENT AGENDA**

**MOTION:** Jaime Barr Shelburn moved to approve the Consent Agenda as presented:

- A. Proposed Donation to ELHS from the Stop & Shop A+ Rewards Program in the Amount of \$1,734.57
- B. Proposed ELHS Field Trip to Washington, DC on November 15 to 20, 2016 to Attend Princeton Model Congress
- C. Proposed ELHS Field Trip to Philadelphia, PA on March 29 to April 2, 2017 to Attend the UPenn Model Congress
- D. Proposed ELHS Field Trip to Gorham, ME on May 19 to 21, 2017 to the University of Southern Maine Model United Nations

John Kleinhans seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

#### **VIII. DISCUSSION/ACTION ITEMS**

A. **Instruction**

1. **Discussion re: Infinite Campus Student Information Software Presentation**

- ELPS Technology Director Pat Lannon and Infinite Campus student information software data collectors (Stacy Muscarella (elementary), Amanda Beaudette (MS),

Cindi Meek (HS), Deb Kelly (HS counselor), and Melissa DeLoreto (NC principal) reviewed the process and status of upgrading our multiple student information data bases as the district migrates from building based to a new online platform.

- The data management system will incorporate attendance, scheduling, grade books, planning, and student information and will provide a better way to work and support families.
- Pat Lannon will update the Board in September and provide a two-year plan showing what the components are and a timeline of the roll out.
- The Board thanked Pat and her team for their hard work.

**2. Discussion re: Elementary School Building Project Update**

- Superintendent Newton recommended the Board of Education put on hold the elementary school project plan and not file the intended project to '*renovate as new*' Lillie B. Haynes School with the state for reimbursement by the June 30, 2016 deadline.
- Reasoning included financial uncertainty with the state budget and the lack of full support at the town level for the intended plans.
- First Selectman Mark Nickerson reiterated his concerns and stated the Board of Selectmen and Board of Finance realize something needs to be done, but are concerned with the financial difficulties at the state level and the impact of future budget cuts to the town.
- First Selectmen Nickerson was asked for a more definitive number from the town to allow the Board to regroup and reassess a financially responsible plan that the community could support.
- Redistricting was suggested as a possible way to establish more equity among schools.
- At the July 18 meeting, the Board will further discuss the motion made on remaining with the two school option at the elementary level.
- For further information regarding the elementary school projects please visit the district website <http://www.eastlymeschools.org>.

**3. Discussion/action re: Proposed ELMS Field Trip to Beijing and Guangzhou, China on October 27 – November 4, 2016**

- ELMS Principal Dr. Judy DeLeeuw asked the Board's consideration for fifteen (15) students to travel to Beijing and Guangzhou, China from October 27 to November 4, 2016.
- Students will be accompanied by four parent chaperones, three teacher chaperones and Dr. DeLeeuw.
- Educational opportunities include 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.
- To be considered for the trip, students must be in very good academic, be in compliance with school discipline policy, and be approved by SPIRAL EL-XJ review committee.

**MOTION:** Al Littlefield moved to approve the ELMS Field Trip to Beijing and Guangzhou, China on October 27 to November 4, 2016 as presented; Jaime Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**4. Discussion/action re: Proposed Possible Increase in Staff Due to Rise in Kindergarten Enrollment Numbers for 2016-2017**

As requested by the Board at the last meeting, Superintendent Newton and elementary Principals Linda Anania and Melissa DeLoreto returned to the Board with

two scenarios to address options for keeping class sizes down while recognizing challenging economic times.

- Scenario #1 and Recommendation - Hire +1.0 FTE new Kindergarten Teacher for Flanders School to bring class sizes to Board of Education standards – Cost 1.0 new teacher.
- Scenario #2 – Move a FL Teacher from Grade 4 to FL Kindergarten and move a Grade 3 Haynes Teacher to Haynes Kindergarten – No cost to the District.

Suggestions on possible ways to address inequities among schools were briefly discussed to include multiage classes at the elementary level and redistricting.

**MOTION:** Jill Carini moved to approve the addition of 1.0 FTE elementary teacher for Flanders School for the 2016-2017 school year only and add the Elementary Facilities Project of two schools or three schools, and if two schools which two, to the July 18 meeting agenda for discussion and action; Jaime Barr Shelburn seconded.

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

**VOTE CON:** Bill Derry, Jaime Barr Shelburn

**ABSTAIN:**

**MOTION CARRIED 8:2:0**

**5. Discussion/action re: Second Reading Geometry Common Core, ELHS Textbook, Authors: Charles, Hall, Kennedy, Bass, Johnson, Murphy, Wiggins, Publisher: Pearson, Copyright: 2015**

The first reading was held on June 13, 2016. If approved, textbooks will be purchased with FY 2016 funds.

**MOTION:** Jaime Barr Shelburn moved to adopt the following HS textbook: Geometry Common Core, Authors Charles, Hall, Kennedy, Bass, Johnson, Murphy, Wiggins, Publisher: Pearson, Copyright 2015 as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**6. Discussion/action re: Second Reading College Physics a Strategic Approach, ELHS Textbook, Authors: Knight, Jones, Field, Publisher: Pearson, Copyright: 2015**

The first reading was held on June 13, 2016. If approved, textbooks will be purchased with FY 2016 funds.

**MOTION:** Jaime Barr Shelburn moved to adopt the following HS textbook: College Physics a Strategic Approach, Authors: Knight, Jones, Field, Publisher: Pearson, Copyright: 2015 as presented; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**7. Discussion/action re: Second Reading World History: Patterns of Interaction, Authors: Beck, Black, Krieger, Naylor, Shabaka, Publisher: Holt McDougal – Houghton Mifflin Harcourt, Copyright 2012**

The first reading was held on June 13, 2016. If approved, textbooks will be purchased with FY 2016 funds.

**MOTION:** Jaime Barr Shelburn moved to adopt the following HS textbook: *World History: Patterns of Interaction*, Authors: Beck, Black, Krieger, Naylor, Shabaka, Publisher: Holt McDougal – Houghton Mifflin Harcourt, Copyright 2012 as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

### **8. Discussion/action re: Proposed ELHS Student/Parent Handbook for 2016-2017**

- ELHS Principal Michael Susi presented the proposed ELHS Student/Parent Handbook for 2016-2017 and stated that significant changes from last year include:
  - Removed numerical penalty for tardies per principal request
  - Updated athletic appeal for eligibility process
  - Added Infinite Campus information
  - Updated testing information under Graduation Requirements
  - Changed from 3.0 to 3.5 Social Studies graduation credit requirement
  - Changed from 2.0 to 1.5 Health/Physical Education graduation credit requirement
  - Eliminated the Late Arrival/Early Dismissal option for seniors effective the 2017-2018 school year
- Board members asked for clarification/rationale in three areas:
  - Increase in Social Studies credit and decrease in Health/PE is in preparation for the new Social Studies standards
  - Vendor food delivery is not permitted via parent
  - Elimination of senior late arrival and early dismissal beginning the 2017-2018 school year will increase student enrollment in elective courses and Cooperative Work Experience (CWE) program.
- Interim Assistant Superintendent Donna Gittleman suggested better language be used in the Students with Disabilities section.

**MOTION:** Al Littlefield moved to approve the East Lyme High School Student/Parent Handbook for 2016-2017 as presented; Candice Carlson seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, Barbara Senges

**VOTE CON:** John Kleinhans, Marlene Nickerson, Jaime Barr Shelburn

**ABSTAIN:** None

**MOTION CARRIED 7:3:0**

### **B. Finance/Facilities/Community**

#### **1. Discussion re: Draft EL BOE Goals for 2016-2017**

Chair Tim Hagen presented the Board with a first look of the draft BOE Goals for 2016-2017. Discussion will take place at the next Board of Education meeting. Suggestions included actions and measurement criteria be attached to the goals.

### **C. Policy**

**D. Personnel – VIII.D.1. was added to the agenda and D.1. was moved to D.2. with no objection.**

#### **1. Discussion/action re: Proposed Superintendent's Evaluation for 2015-2016**

The Board of Education recognized and commended Superintendent Newton for his openness, engagement, leadership, and his enormous efforts in his first year as Superintendent of the East Lyme Public School District.

**MOTION:** Al Littlefield moved to adopt the Board's evaluation for Superintendent Jeffrey Newton for the 2015-2016 as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**2. Discussion/action re: Proposed Adjustments to Superintendent's Employment Contract Effective July 1, 2016**

**MOTION:** Al Littlefield moved to adjust the employment contract of East Lyme Superintendent of Schools Jeffrey R. Newton effective July 1, 2016 through June 30, 2019 (additional one-year extension through June 30, 2019 and \$100.00 per month intra-district travel reimbursement) as presented; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**E. Other**

**IX. ADMINISTRATION REPORTS**

- A. Superintendent of Schools** – Mr. Jeffrey Newton
- BOE Summer Retreat date to be determined
  - Total cost of \$49,600 for Jacunski Humes Architect services was paid by town
- B. Interim Assistant Superintendent for Special Education and Pupil Personnel** – Ms. Donna Gittleman
- Elementary Summer Enrichment Program Update – 16 students enrolled
  - This would be her last Board of Education meeting. Ms. Gittleman thanked members for the interim opportunity.
- C. Business/Facilities Director** – Mrs. Maria Whalen
- Closing out school year, it's a busy time.

**X. COMMITTEE REPORTS**

- A.** AAA Committee
- B.** FFO Committee – Oral report of 06/27/16 meeting
- C.** Policy Review Committee – Oral report of 06/27/16 meeting
- D.** ELPS Chinese Program ad Hoc Committee – Minutes of 06/13/16 meeting
- E.** Board of Education Liaison to Board of Finance
- F.** District Long Range Plan Committee – Minutes of 06/13/16 meeting

**XI. COMMUNICATIONS**

**XII. NOTICES**

**A. Notice of the following 2015/2016 and 2016/2017 staffing changes:**

1. Reassignments
  - Michelle Murphy, from 1.0 FTE Technology Teacher to 0.7 FTE Technology Teacher and 0.3 FTE Internship Coordinator, HS, 08/29/16
2. Increases/Decreases in FTE
  - Jennifer D'Elia, increase from 0.7 FTE to 1.0 FTE Art, HS, 08/29/16
  - Anita Hallbauer, increase from 10 to 11-month Accounts Clerk, HS, 07/1/16
  - Jacqueline Kapusta, increase from 0.5 FTE Social Studies Teacher to 0.5 FTE Social Studies Teacher and 0.2 FTE Internship Coordinator, Coastal Connections, HS, 08/29/16
  - Robin Kenny, increase 0.5 FTE ESL Teacher to 0.5 FTE Reading Teacher, HS, for 2016-2017 school year only
3. Resignations
  - Kristen Guercio, 1.0 FTE Math Teacher, MS, 06/13/16
  - Sara McLaughlin, 0.5/0.5 FTE Special Education Teacher, FL/HA, 06/30/16
  - Diane Novinski, 1.0 FTE Administrative Assistant I (10-month), MS, 10/14/16
  - Jessica Paczowski, 0.30 FTE Fun Club Aide, FL, 06/10/16

**B.** Out of state field trips: None at this time.

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

1. Thanked the District for implementing the Elementary Summer Enrichment Program – Candice Carlson
2. Judge in statewide Girls State. Three students participated.
3. Electric Boat continues to hire. There is 20 years of work. – Bill Derry
4. East Lyme rated by Niche as #36 as the best town to live in CT and #17 for best school district in CT

**B. Future Agenda Items:**

1. The next EL BOE Meeting has been rescheduled from July 11 to Monday, July 18
2. Allergy Policy discussion – July 18, 2016
3. Elementary School Building Project discussion/action – July 18, 2016
4. EL/Chinese Program Update – Monthly
5. EL BOE Goals – July 18, 2016
6. Short/Long-Term Savings Ideas – To be scheduled
7. Using Technology to Advance Curriculum – Eric Bauman – To be scheduled
8. Redistricting – To be scheduled

**XIV. PUBLIC COMMENT**

1. Jennifer Murray, 7 Tabernacle Avenue, Niantic, questioned \$850,000 cost savings per year to close Niantic Center School. Asked Board to find cuts that affect smallest number of students, expressed concerns that community not informed of action item added to July 18 agenda regarding elementary school project.
2. Lawry O'Connell, 81 E. Pattagansett Road, said she was surprised the Board decided not to move forward with the elementary project, but understands. She said if a school needs to be closed, NCS has the least growing space, and she did not hear that the motion was to close a school.
3. Jill Broderick (Roberts), 41 Stoneywood Drive, said it sounded as though the Board would vote at the next meeting to close a school; not giving the public enough notice.

**XV. ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 10:35 p.m.; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Al Littlefield*

Albert Littlefield, Secretary

East Lyme Board of Education