

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

5325  
(Amended 8/17/16)

**REGULAR MEETING  
Monday, August 8, 2016 – 7:00 p.m.  
Room B101, East Lyme High School**

**MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Bill Derry, John Kleinhans, Marlene Nickerson, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Eric Bauman, Candice Carlson, Bill Derry

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne Assistant Superintendent for Curriculum, Instructional and Assessment, Jeff Provost (Interim Principal, Niantic Center School), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

- I. **CALL TO ORDER** – 7:04 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 July 18, 2016 Regular Meeting as presented; Tim Hagen seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Jill Carini, John Kleinhans, Marlene Nickerson, Barbara Senges

**MOTION CARRIED 3:0:4**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education July 18, 2016 Special Meeting (Retreat) as presented; Tim Hagen seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Jill Carini, John Kleinhans, Marlene Nickerson, Barbara Senges

**MOTION CARRIED 3:0:4**

**V. SPECIAL REPORTS**

- A. **Student Representative** – Not present
- B. **Selectmen’s Representative** – Selectman Holly Cheeseman  
- Ms. Cheeseman provided a detailed reporting of the 08/3/16 Town Meeting and the 08/3/16 BOS Regular Meeting.
- C. **Salem Board of Education** – Not present
- D. **Other Reporters** - None.

## **VI. CONSENT AGENDA**

**MOTION:** Jaime Barr Shelburn moved to approve the Consent Agenda as presented (A. Proposed Donation to East Lyme Middle School from Stop & Shop A+ Rewards Program in the Amount of \$1,464.96) as presented; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

## **VII. DISCUSSION/ACTION ITEMS**

### **A. Finance/Facilities/Community**

#### **1. Discussion re: Elementary Class Size Update**

Superintendent Newton updated the Board on the Kindergarten through Grade 4 enrollment/class size numbers for 2016-2017. As a result of his letter to ten (10) identified Haynes kindergarten parents, only one family has elected to attend Niantic Center. The option exists to repurpose paraprofessional support at no additional cost to the district. An enrollment update will be provided at the next Board meeting.

#### **2. Discussion re: Elementary School Building Project Next Steps**

- In response to the Board's request at the July 18 meeting, discussions began around a plan of action and timeline for making a decision regarding the elementary school building project. Superintendent Newton suggested three questions be addressed by the Board as follows:
  1. How far back does the Board wish to go?
  2. Does the Board want to bring back the Steering Committee?
  3. What should the new timeline be?
- Much discussion ensued regarding putting forth facts, scenarios and costs and engaging the community for input and support, potential risks of delaying a decision as it relates to the uncertainty of state funding, and establishing a plan with strong target dates for moving forward.
- On August 22 the Board will further discuss next steps and possibly recind its March 28, 2016 motion to "Approve the total conceptual cost estimate of \$45,060,609 to renovate as new Lillie B. Haynes School and adding refurbishment funds for Flanders School not to exceed \$1.5 million dollars; advancing the project to the Board of Selectmen for their review and action as presented."

#### **3. Discussion re: Schedule of BOE Representatives to Attend Upcoming Board of Finance Meetings**

A volunteer schedule was developed for Board of Education representatives to attend Board of Finance meetings for September to December 2016:

- September 14 7:00 p.m. EL Town Hall – Barbara Senges
- October 12 7:00 p.m. EL Town Hall – Eric Bauman
- November 9 7:00 p.m. EL Town Hall – John Kleinhans
- December 14 7:00 p.m. EL Town Hall – Jill Carini

### **B. Instruction**

### **C. Personnel**

#### **1. Discussion/Action re: Proposed One-Year Employment Contract Renewal for ELPS Finance and Facilities Director Effective July 1, 2016 – June 30, 2017**

Superintendent Newton reviewed with the Board and recommended a proposed one-year employment contract for the Finance and Facilities Director effective July 1, 2016 – June 30, 2017.

**MOTION:** Jaime Barr Shelburn moved to authorize the Superintendent to enter into a one-year employment contract renewal for the East Lyme Public Schools Finance and Facilities Director effective July 1, 2016 – June 30, 2017 as presented; Al Littlefield seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**D. Policy**

**E. Other**

**1. Discussion re: Assistant Superintendent's 90-Day Entry Plan**

Assistant Superintendent for Curriculum, Instruction and Assessment Amy Drowne took the Board through her 90-day entry plan focusing on the instructional Core of the District and building systems to support the district Core.

She explained reviewed with the Board how she will enlist and guide school district stakeholders toward the District's educational goals, demonstrating a focus on continuous district improvement while working in partnership with the Superintendent, Board of Education and the community to:

- Facilitate the development and implementation of a vision of learning that sets high performance expectations for all students and staff (Educational Leadership);
- Prepare, advocate for, and implement an annual budget that addresses district goals and meets the needs of all students (Organizational Management);
- Provide data and information to assist with the evaluation of the district operations and programs (Community and Board of Education Relations);
- Engage all staff members in effective, relevant, and ongoing professional learning aligned with their responsibilities, and opportunities for advancement (Staff Relations);
- Interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district (Personal and Professional Qualities and Relationships);
- Develop and implement plans to ensure growth in student achievement and for revising those plans regularly, in accordance with relevant student achievement and for the intended growth in student achievement (Growth in Student Achievement).

Board members were invited to meet individually with her at their convenience. Copies of the plan are available at Central Office.

**VIII. ADMINISTRATION REPORTS**

**A. Superintendent of Schools – Mr. Jeffrey Newton**

- Continuation of the Chinese Ad hoc Committee - Meeting schedule and identify Board members
- ELPS Administrative Team Retreat is August 10-11
- EOC Drill Report – Student evacuation to New Haven (Southern Connecticut State University) is being reconsidered

**A. Assistant Superintendent for Curriculum, Assessment, and Instruction – Mrs. Amy Drowne**

**B. Business/Facilities Director – Mrs. Maria Whalen**

- Closing out year, upcoming audit, setting up first full payroll of the new fiscal year

**IX. COMMITTEE REPORTS**

**A. AAA Committee**

**B. FFO Committee – Oral report of 08/08/16**

**C. Policy Review Committee – Oral report of 08/08/16**

- D. ELPS Chinese Program ad Hoc Committee
- E. Board of Education Liaison to Board of Finance
- F. District Long Range Plan Committee

X. **COMMUNICATIONS** - None

XI. **NOTICES**

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

1. Assignments
  - Shannon Anusewicz, 1.0 FTE Language Arts Teacher, MS, 08/25/16
  - Samantha Bertone, 1.0 FTE Special Education Teacher, MS, 08/25/16
  - Christy Bryant, 1.0 FTE Guidance Counselor, HS, 08/25/16 (16-17 SY only)
  - Mark Kuhlwein, 1.0 FTE Science Teacher, HS, 08/25/16
  - Kyrstin Milios, 1.0 FTE Kindergarten Teacher, FL (was 1-yr only hire for 15-16 SY)
  - Lisa Marie Miodonka, 1.0 FTE Science Teacher, HS, 08/25/16
  - Kathy Nelson, 1.0 FTE Math Teacher, HS, 08/25/16
  - Stephanie Smith, 1.0 FTE Math Teacher, HS, 08/25/16
2. Increases/Decreases in FTE
3. Student Teachers
  - ECSU Student Teacher Megan Harris with Grade 2 Teacher Jessica Mazzella, FL, 08/29 – 12/09/16, FL
  - CCSU Student Teacher Nicholas Johnson with Health/PE Teacher Jack Biggs, HS, 10/24-12/16/16
  - ECSU Student Teacher Robert Rosner with Health/PE Teacher Judy Deeb, HA, 08/29-10/28/16 (corrected dates)

XII. **BOARD COMMENTS/FUTURE AGENDA ITEMS**

A. Board Comments:

B. Future Agenda Items:

1. East Lyme/Chinese Program Update – Monthly
2. Short/Long-Term Savings Ideas – To be scheduled
3. Using Technology to Advance Curriculum – Eric Bauman – To be scheduled
4. Redistricting – To be scheduled
5. Infinite Campus -- Two-Year Plan, Roll Out and Update – September 2016
6. Invitation to be extended to State Leaders – BOE Attendance August 2016

XIII. **PUBLIC COMMENT** - None

XIV. **EXECUTIVE SESSION** – There was no need for executive session.

XV. **ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 8:39 p.m.; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Al Littlefield*

Albert Littlefield, Secretary

East Lyme Board of Education