

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

**REGULAR MEETING
Monday, September 12, 2016 – 6:30 p.m.
Room B101, East Lyme High School**

MINUTES

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

Board Members Absent: Jill Carini

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Kim Davis (Interim Director of Special Services), Mike Susi (Principal, East Lyme High School), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Linda Anania (Principal, Flanders School), Melissa DeLoreto (Principal, Lillie B. Haynes School), Jeff Provost (Interim Principal, Niantic Center School), Maria Whalen (Director of Business and Facilities), Pat Lannon (Technology Director)

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, to include Jeffrey Newton (Superintendent) and Maria Whalen (Director of Business and Facilities), at 6:35 p.m. for the purpose of negotiations (proposed ELPS Secretarial Contract 2015-2019); Marlene Nickerson seconded.

The Board exited executive session at 7:05 p.m. and took a short break.

The Board resumed the meeting in Room B101 at 7:10 p.m.

III. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen

IV. PUBLIC COMMENT

1. Jennifer Murray (7 Tabernacle Avenue - Niantic), noted that September is Childhood Cancer Awareness Month and suggested the district do something to promote awareness. She expressed concern that air quality, ventilation, and natural lighting issues at Flanders Elementary School cannot be easily remedied with an alteration project and asked the Board to look at what students and teachers need.
2. Linda Johansen, East Lyme Teachers Association (ELTA) President, thanked the Board on behalf of the East Lyme Public Schools teaching staff for the start calendar.

V. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education August 22, 2016 Regular Meeting; Barbara Senges seconded.

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

ABSTAIN: Marlene Nickerson

MOTION CARRIED 8:1

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education August 22, 2016 Special Meeting (Board Retreat); Marlene Nickerson seconded.

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

ABSTAIN: Marlene Nickerson

MOTION CARRIED 8:1

VI. SPECIAL REPORTS

- A. Student Representative – Lily Zhong was not present.
- B. Selectmen’s Representative – Selectman Rose Ann Hardy
 - Business owners report they did very well over the summer
 - Parking issues have somewhat resolved themselves
 - Town Trash to Energy Program is up for renewal with no rate increase and no tipping minimum – Recycling encouraged in the schools
 - Town received \$200,000 grant from the State of CT for field mediation of downtown Niantic property (former gas station at end of Penn Ave)
 - The Board recognized Mrs. Hardy for 50 years of East Lyme Public Schools service.
- C. Salem Board of Education – Was not present.
- D. Other Reporters - None.

VII. CONSENT AGENDA

MOTION: Jaime Barr Shelburn moved to approve the Consent Agenda with the removal of Item B. Proposed ELHS Field Trip to Bermuda and moving it to VIII.B.2. for Discussion/Action. (recommended approval - A. Proposed ELHS Field Trip to Ithaca College, Ithaca, NY from Friday, November 11 to Sunday November 13, 2016); Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VIII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Elementary School Project Update

Chair Tim Hagen and Superintendent Newton updated the Board on the elementary school project based on the ELPS Elementary Design Steering Committee Meeting that took place on September 7, 2016. *(The presentation follows.)*

East Lyme Public Schools

Design Committee Progress Update
for the Elementary School Facilities

Presented to the East Lyme Board of Education
on September 12, 2016

Design Steering Committee Progress Update

Meetings To Date:

August 18, 2016

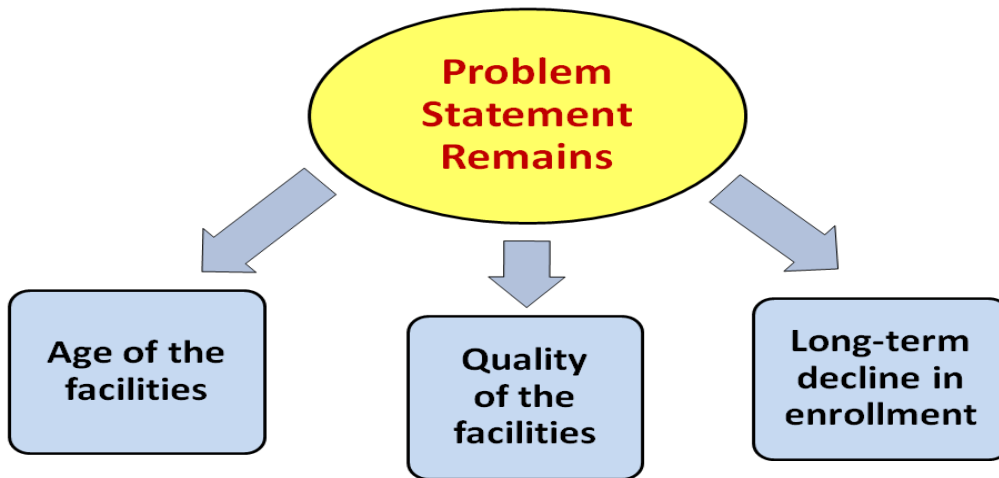
September 7, 2016

Committee Membership:

Tim Hagen	Jeff Newton	Linda Anania	John Arnold
Eric Bauman	Melissa DeLoreto	Bill Derry	Linda Johansen
Ray O'Connor	Jeff Provost	Marc Salerno	John Whritner
John Rhodes	Mark Nickerson	Candice Carlson	Maria Whalen

Committee is in need of additional time prior to sharing their revised school alteration proposal with the Board of Education

East Lyme Elementary School Facilities



Town of East Lyme Fiscal Picture

- **ISSUE:** We need to upgrade the overall environment of our Elementary School facilities.
- **CONCERNS:**
 - East Lyme has a total debt service of over \$55 million
 - The State has serious debt and budgetary constraints which may lead to increasing the cost sharing burden to state municipalities and/or directly to the tax payer
 - East Lyme Education operating budget will be constrained by recent negotiated contracts with bargaining units and insurance cost increases
- **CONCLUSION:** Building new or renovating-as-new is not a fiscally prudent option in today's situation

Town of East Lyme Fiscal Picture

- **ISSUE:** We still need to upgrade the overall environment of our Elementary School facilities
- **POINTS:**
 - Over the next five years the Town's existing debt service will decrease by a factor of two
 - Interest rates still remain very low
 - Fixing our Elementary School facilities will have cost savings on the operational budget
 - Working with the Town, up to \$30 million could be an affordable budget to address our Elementary Schools
- **CONCLUSION:** Develop an alteration plan for the Elementary School facilities with a budgetary goal to East Lyme of \$30 million.

Elementary School Alterations

Non-Negotiables:

- Essential to ensure every child has an equal opportunity to learn in the best educational setting
- We must ensure that staff are provided the best opportunity to educate our children in the most positive environment
- We will remain focused on the balance between educational needs and fiscal responsibility

Elementary School Alterations

Alteration Design Requirements:

- Provide best practices for school facility security and safety
- Upgrade facilities for handicap (ADA compliant)
- Maintain class sizes consistent with current practices and BOE guidelines
- Upgrade environmental and air quality systems
- Provide balanced schools in size and support services with a buffer of up to 900 students

Elementary School Alterations

Alteration Design Requirements (Continued):

- Enhance both internal and external building finishes
- Total alteration cost to the Town capped at \$30 million
- Include the alteration of the small gymnasium at LBH for use as a gymnasium for school and Town use
- Maintain space in LBH to accommodate rental to LEARN and classrooms for Creative Playschool
- Include additional technology enhancements such as Wi-Fi Service, laptops, etc to equally prepare our students for the future

Elementary School Alterations

Next Steps:

- Work continues on breaking down associated project alteration costs and identifying eligible vs. ineligible state reimbursement items
- Student enrollment (current and projected) continues to be scrutinized
- Principals in collaboration with the architect are again reviewing programmatic and space needs

Elementary School Alterations

Next Steps (Continued):

- Programmatic and space needs meeting to occur on Thursday, September 15th
- Design Steering Committee reconvenes on September 20th
- Recommend holding a BOE 'Committee of the Whole' Meeting (TBD) to review Design Steering Committee recommendation

2. Discussion re: Kindergarten Enrollment Update

Superintendent Newton updated the Board on the current elementary enrollment/class size numbers and HA Principal Melissa DeLoreto noted that HA kindergarten teachers are supported by 1.3 FTE paraprofessionals per class. Overall the Board was pleased with the class sizes. Superintendent Newton will continue to monitor the numbers.

ELPS Class Sizes K-4 for 2016-2017 updated 9/12/16			
Present Plan (Includes BOE approved +1.0 FTE Flanders Kindergarten Teacher)			
	FL	HA	NC
K	84 (5) 18,17,17,16,16	57 (3) 20,19,18	32 (2) 16,16
1	59 (4) 16,15,15,13	47 (3) 16,16,15	32 (2) 16,16
2	62 (4) 17,15,15,15	62 (4) 16,16,15,15	33 (2) 17,16
3	86 (4) 22,22,21,21	71 (4) 18,18,18,17	37 (2) 19,18
4	73 (4) 19,19,18,17	64 (3) 22,21,21	36 (2) 19,17
Total	364	301	170

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B. Instruction

1. Discussion re: Pilot Program – ELMS Challenge Program

ELMS Principal Dr. Judy DeLeeuw informed the Board that this year the Challenge Program will be piloted and will replace the DARE Program for grade 5 students. She and Life Arts teacher Carol Keemon said the program has a more flexible curriculum, offers interactive games, role playing and group activities, and provides student directed learning opportunities. Topics are more expansive and relevant including: self-esteem, healthy relationships, stress, assertive responses, peer pressure, media decision making, drug identification and consequences, harmful effects of drugs, and healthy alternatives. ELPS SGT Bruce Babcock and Officer Don Hull spoke in support of the Challenge Program and noted the program was designed by Waterford Schools and Waterford Youth Services and has been successful for over 17 years. Dr. DeLeeuw will contact East Lyme Youth Services to enlist their support of the program. The pilot program will be assessed at the end of the school year and brought to Curriculum Council if recommended to continue for the 17-18 school year. Communication with ELMS families will occur this week.

2. Discussion/action re: Proposed HS Field Trip to the Bermuda Institute of Ocean Sciences, Bermuda from Monday, May 22 to Sunday, May 28, 2017

At the request of Barbara Senges, this item was removed from the Consent Agenda and added under Instruction for discussion/action. Discussion ensued regarding the timing of the trip and making opportunities equally available for all our students. Field trips will be added as a future agenda item.

MOTION: Jaime Barr Shelburn moved to approve the proposed ELHS Field Trip to the Bermuda Institute of Ocean Sciences in Bermuda from Monday, May 22 to Sunday, May 28, 2017 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Personnel

1. Discussion/action re: Proposed Ratification of Agreement Between the EL BOE and Secretarial Bargaining Unit for the Period July 1, 2015 to June 30, 2019

Superintendent Newton and the Board subcommittee (Chair Hagen and Barbara Senges) presented for ratification the proposed Agreement Between EL BOE and Secretarial Bargaining Unit for the Period July 1, 2015 to June 30, 2019. Chair Tim Hagen thanked the negotiating committee and the secretarial union for the good faith effort on both parts.

MOTION: Al Littlefield moved to ratify the proposed Agreement Between the EL BOE and the East Lyme Non-Certified Employees Secretarial Bargaining Unit for the Period July 1, 2015 through June 30, 2019 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

D. Policy

E. Other

1. Discussion/action re: Proposed District Goals for 2016-2017

Superintendent Newton presented the proposed District Goals for 2016-2017 as follows:

<p>East Lyme Public Schools</p> <p>Proposed 2016-2017 District Goals and Objectives</p> <p>BOE Approved 9/12/16</p> <p><u>District Mission:</u></p> <p>East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.</p> <p><u>District Goals:</u></p> <p><i>Teaching and Learning:</i></p> <p>Clarify PK-21 teaching and learning practices through cross-district collaboration that leads to engaging students in meaningful learning.</p> <p><i>Finance, Facilities and Operations:</i></p> <p>Clarify district priorities through transparent spending and operational practices that support overall student growth.</p> <p><i>Communication:</i></p> <p>Clarify district priorities through ongoing district and school-based communication that supports an exceptional student learning experience.</p>
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Teaching and Learning:

Goal: Clarify PK-21 teaching and learning practices through cross-district collaboration that leads to engaging students in meaningful learning.

Objective 1: Develop and implement a Framework for Teaching and Learning that sets high performance expectations for all students and staff.

Objective 2: Create a system of professional learning that integrates educator evaluation methodologies and standards of professional learning as a means of continuous improvement.

Objective 3: Develop district leader's consensus of a vision for student learning that includes both core and academic content mastery and 21st century skills through building based Instructional Rounds.

Objective 4: Create a system for analyzing student data and assessment methodologies to foster student support and growth at all levels.

Objective 5: Monitor the new Student Information Management System and appropriate technology infrastructure and tools across the district with fidelity and as a means of supporting student acquisition of 21st century skills.

Finance, Facilities and Operations:

Goal: Clarify district priorities through transparent spending and operational practices that support overall student growth.

Objective 6: Prepare, advocate for, and implement financial system adjustments through the business office to further improve budget clarity and year-to-year comparisons.

Objective 7: Ensure transparency and open communication continues with all budgetary information and development. Work collaboratively with the Board of Education, Board of Selectmen, and Board of Finance on budgetary and operational matters.

Objective 8: Further identify short-term and long-term savings strategies to support budget development.

Objective 9: Increase Capital Improvement Plan (CIP) transparency and long-range development while working collaboratively with the town.

Objective 10: In coordination with town governance, staff, and community stakeholders advance the elementary school facility projects forward. Foster and promote strong communication and transparency with all stakeholders throughout project development.

Objective 11: Support all administrative team members across the district through a new central office staffing configuration providing coherence around current and new initiatives.

Communication:

Goal: Clarify district priorities through ongoing district and school-based communication that supports an exceptional student learning experience.

Objective 12: Communicate regularly and clearly with staff, students, parents, and our community.

Objective 13: Ensure transparency and clarity is maintained with all stakeholders regarding district actions and initiatives.

Objective 14: Establish a system of communication across the schools and district that aligns to the Long Range Plan vision and objectives.

MOTION: Jaime Barr Shelburn moved to approve the proposed East Lyme Public School District Goals for 2016-2017 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. **Discussion/action re: Proposed Board of Education Goals for 2016-2017**

Chair Tim Hagen recommended the approval of the proposed Board of Education Goals for 2016-2017 as follows:

***East Lyme Board of Education
2016-2017 Proposed Goals***

1. Superintendent
 - Provide support, advocacy and open communication for our superintendent as he leads
 - Roll-out and implementation of the new Student Information Management System (Infinite Campus)
 - Development of his new Leadership Team for the District
 - Building of a new Long-Range Plan for the ELPS
 - Building a budget for 2017-2018 with transparency and collaborative engagement with the Board of Finance
2. Strengthen the Board's understanding of the operational budget and establish new initiatives for cost savings.
3. Engage with the development of the 2017-2018 Capital Improvement Plan for the district and prepare a framework for a ten year horizon.
4. Advance the Elementary Facilities Program in coordination with town governance, community engagement and strong communication and transparency to all stakeholders.
5. Improve the Board's ability to monitor progress for the strategic district goals using data as the basis for assessment indicators in areas of student achievement and student success.

Chair Tim Hagen and Superintendent Newton will develop a tentative action plan to measure accomplishments to bring forward to the Board.

MOTION: Jaime Barr Shelburn moved to approve the proposed East Lyme Board of Education Goals for 2016-2017 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. **Discussion re: ELPS Long Range Plan Update**

Assistant Superintendent Amy Drowne distributed information pertaining to the five-step Strategic Coherence Planning Process and the Essential Questions for Ensuring Alignment with the Coherence Framework. Superintendent Newton stated the district will work under its current mission statement. Regular updates will occur at Board meetings.

IX. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Mr. Jeffrey Newton
 - Distributed faculty reflection sheets of collaborative PD activity
 - BOE representatives will attend BOF meetings – Barbara Senges 9-13-16
 - Infinite Campus Presentation to BOE by Tech Director Pat Lannon – 10-11-16
 - Schedule BOE workshop to discuss Coherence book
- B. Assistant Superintendent for Curriculum, Assessment, and Instruction – Mrs. Amy Drowne
 - Will share the Theory of Actions with the Board in October
 - Thanked administrators and association representatives for volunteering for district committees
 - Before next meeting release survey to stakeholders as part of entry plan
- C. Business/Facilities Director – Mrs. Maria Z. Whalen
 - Chartwells Presentation to the Board on 09-26-16

X. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 09/12/16 meeting
- 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

XI. COMMUNICATIONS

- A. The Viking Saga, Volume 50, Edition 1, 8/31/16

XII. NOTICES**A. Notice of the following 2016/2017 staffing changes:**1. Assignments

- Stacy Blatnik, 1.0 FTE Special Education Teacher, FL, 08/25/16
- Kevin Gallagher, 1.0 FTE Teaching Assistant (TLP), DW at HS, 08/30/16
- Kathy LaPlatney, 1.0 FTE Science Long-Term Substitute Teacher, MS, 08/30/16 thru (TBD)
- Alexandra Nocito, 1.0 FTE Special Education Teacher (16-17 school year only), HA, start date TBD
- Christina Peaslee, 1.0 FTE Teaching Assistant, FL 08/30/16
- Matthew Pinch, 1.0 FTE Instructional Aide (TLP), DW FL, 08/30/16
- Dona Rogers, 0.40 FTE School Aide, FL, 08/31/16
- Nan Wallace, 1.0 FTE Special Education Long-Term Substitute Teacher (ABA), 08/29-on or about 10/17/16, DW HS
- Regina Westner, 0.30 FTE School Aide, HA, 08/31/16 (This is in addition to her current 0.20 FTE Before School Aide, HA), 08/31/16

2. Reassignments for 2016/2017

- Stacie Brodeur, from 0.55 FTE School Aide to 0.60 FTE Head School Aide, FL, 09/07/16 (This is in addition to the 0.38 FTE Copy Clerk position at CO)
- Lisa Keller, from 0.85/0.15 FTE Art Teacher, FL/HA to 1.0 FTE, FL, 08/29/16
- Maria Lorah, from 1.0 FTE Instructional Aide to 1.0 FTE Teaching Assistant, FL, 08/30/16
- Rachel Mastronunzio, from 1.0 FTE Special Education Teacher (ABA), DW MS to DW HS, 08/29/16
- Nancy Merritt, from 1.0 FTE Special Education Teacher, TLP DW FL, to 0.5/0.5 FTE FL/HA, 08/29/16
- Genevieve Pasutto, from Head School Aide to 1.0 FTE Administrative Assistant I (10-month position), FL 09/20/16
- Suzanne Sharron, from 1.0 FTE Special Education (ABA), DW MS to 0.5/0.5 FTE NC/HS, 08/29/16

3. Increases/Decreases in FTE

- Dot Breen, increase 0.10 FTE Instructional Aide for Before School Program, MS 08/31/16 (This is in addition to his current 1.0 IA position (Gr 2-4 ABA), DW HA)
- Ronda Burke, increase from 0.66 to 1.0 FTE Instructional Aide, FL, 08/30/16
- Kimberly Flower-Mazzarelli increase 30 minutes per week, School Aide, FL, 09/7/16
- Susan Greenman, increase from 0.50 to 0.55 FTE, School Aide, FL, 09/07/16
- Maureen Hesney decrease from 0.40 to 0.30 FTE School Aide, FL, 09/07/16
- Emberleigh Luce, decrease from 1.0 to 0.8 FTE Before/After School Program Coordinator, 08/31/16
- Thomas Rando, decrease from 0.4 to 0.3 FTE Before/After School Aide, FL 08/30/16 (This is in addition to his current 1.0 IA position, FL)

4. Resignations

- Genevieve Pasutto, 0.9 FTE Head School Aide, 0.1 FTE School Aide, and 0.20 FTE After School Greeter, GL 09/06/16

B. Out of State Field Trip: None at this time.

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

- 10/01/16 - Harlem Wizards Basketball Game at East Lyme High School. Volunteers are needed. Contact Jaime Barr Shelburn.
- 09/20/16 – Community Forum on Mental Health and Suicide Awareness, ELHS, 7:00 p.m.
- 10/18/16 – Presentation Chris Herren, ELHS

B. Future Agenda Items:

1. East Lyme/Chinese Program Update (to include Teachers and Students) – January 2017
2. Short/Long-Term Savings Ideas – FFO Meeting 09/26/16
3. Using Technology to Advance Curriculum – Eric Bauman – AAA 10/11/16
4. Redistricting – To be scheduled after the Committee of the Whole Meeting re: Elementary School Projects
5. Infinite Campus -- Two-Year Plan, Roll Out and Update – 10/11/16
6. ELHS Class Sizes – Requested on 9/12/16 by Jaime Barr Shelburn
7. ELMS Class Sizes and New Kiva Report – Requested on 09/12/16 by Jaime Barr Shelburn
8. Long Range Plan Update – Standing agenda item beginning 10/11/16
9. Long Range Plan Presentation – What the document will look like – November 2016
10. Field Trip Opportunities for Students – Requested on 09/12/16 by Barbara Senges

XIV. PUBLIC COMMENT

1. Carol Russell (4 Bramble Bush Drive - Niantic), said that now is the time to talk about Pre-Kindergarten as NESDEC is reviewing our enrollment projections.
2. Jennifer Murray (7 Tabernacle Avenue - Niantic), expressed disappointment that enrollment numbers were not visually projected for the public and asked why the Board is confident that the new town amount is \$30 million vs. original \$45 million for elementary building projects.

Ms. Murray was asked by the Board Chair to submit further questions in writing to the Superintendent for his written response. Superintendent Newton stated he would make the questions and responses available to the public.

XV. EXECUTIVE SESSION – There was no need for executive session.

XVI. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 9:25 p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,
Al Littlefield

Albert Littlefield, Secretary
East Lyme Board of Education