

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

*"East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker."*

**REGULAR MEETING  
Monday, September 26, 2016 – 6:45 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, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: John Kleinhans, Marlene Nickerson

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Deb Kelly (Interim Assistant Principal, East Lyme High School), Maria Whalen (Director of Business and Facilities), Pat Lanon (Technology Director)

**I. CALL TO ORDER – 6:48 p.m. by Chair Tim Hagen**

*Following the Call to Order, a Chartwells tour of the ELHS dining facility was conducted.*

The Board reconvened at 7:05 p.m.

**II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen**

**III. PUBLIC COMMENT**

1. Carol Russell (4 Bramble Bush Drive, Niantic), referred to an editorial in the Hartford Courant written by Former Commission of Education Betty Sternberg regarding the educational benefits of fully funded Pre-K for students with an educational need. She stated that all EL would benefit from a Pre-K program and asked it be a consideration as we move forward with an elementary project.
2. Christine Stahl (4 Upper Kensington Drive, East Lyme) thanked the Board and Policy Review Committee for the time and thought put into the Students with Special Care Needs policy, but believes it is not clear enough with the dos and don'ts (i.e., appropriate procedure for hand washing) as the policy is moved forward. She stated that we need clear policies and procedures, monitoring, and communication with parents. She asked there be a consistent plan across the district for substitutes and looks forward for to a timeline for implementation.

**IV. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education September 12, 2016 Regular Meeting; Barbara Senges seconded.

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

**ABSTAIN:** Jill Carini

**MOTION CARRIED 7:1**

## **V. SPECIAL REPORTS**

### **A. ELHS Student Representatives** – Lily Zhong (HS)

- Successful senior picnic, suicide prevention forum, and back-to-school night
- Lots of new faculty members
- Sport updates
- Last year's student representative Matt Spang earned a first place Public Service Award – 4<sup>th</sup> year EL has won
- College Fair, October 4, 6:30 p.m., ELHS

### **ELMS Student Representatives** – Grace Barnhart and Jack Derry

- First 3 days of school - review of expectations
- Magazine fundraiser
- 3 rounds of Project O trips
- All school assembly – Harlem Wizards
- Saturday, October 1, 6:00 p.m. Harlem Wizards Basketball fundraiser at ELHS
- Back-to-School Night for grade 5-6 parents was well attended
- Cross Country season has begun – 100 students enrolled
- Band and orchestra night, Tuesday, September 27
- Tech School information for 8<sup>th</sup> graders October 18 during school day
- Taste of the Arts, Wednesday, October 26, 2016
- We have a great start to the new school year!

### **B. Selectmen's Representative** – Selectman Rose Ann Hardy

- Ocean Mart building demolition – Open space by spring 2017
- DEP raking process for Pattagansett Lake and improvements to boat launch
- Romanga Road demotion, landscaping and improvements
- Newly stocked town salt shed
- Bike and Barbecue on Saturday, October 1 - East Lyme Parks and Recreation is holding this event to raise money for local historical properties and open spaces in East Lyme and Niantic. The three historical properties benefiting from this event are: the Smith-Harris House, the Samuel Smith House, and the Thomas Lee House. Proceeds will also benefit the East Lyme Land Trust.

### **C. Salem Board of Education** – Was not present.

### **D. Other Reporters** - None.

## **VI. CONSENT AGENDA**

**MOTION:** Jaime Barr Shelburn moved to approve the Consent Agenda as presented (A. Proposed ELMS Field Trip to Montreal, Canada from Thursday, May 4 through Saturday, May 6, 2017 and B. ELHS Field Trip to Salamanca, Spain and Portugal from Friday, April 7 to Saturday, April 15, 2017 (School Vacation); Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

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

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

#### **1. Discussion re: Chartwells Food Service Presentation**

At the Board's request, Chartwells representatives gave a presentation on the district's food service program. Presenters included: Tom O'Donnell, Northeast Regional Director, Solange Morrisette, District Manager, and Missy Leveille, East Lyme Food Service Director.

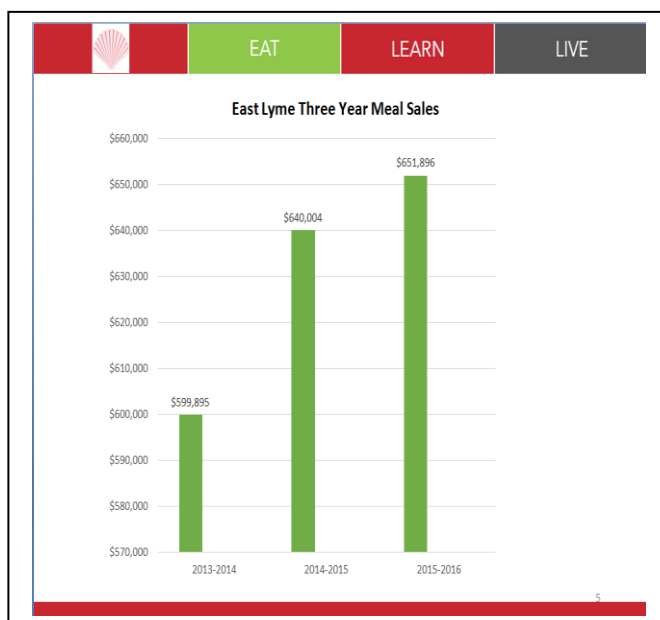
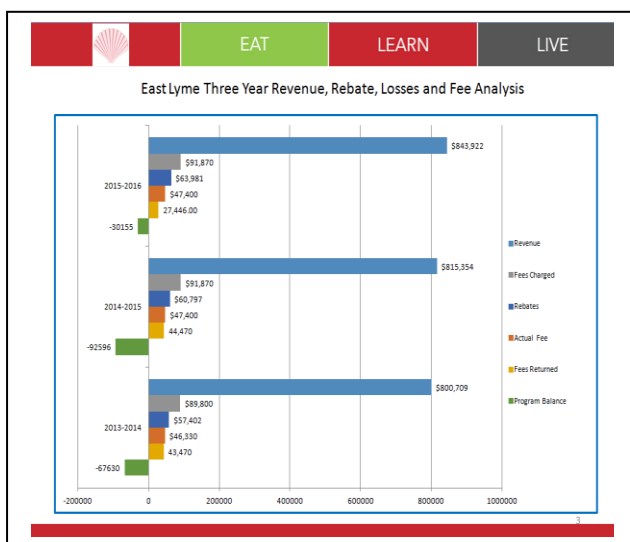
The following is the Chartwells presentation given to the Board:



EAT
LEARN
LIVE

## Welcome!

Tom O'Donnell, Northeast Regional Director  
Solange Morrisette, District Manager  
Missy Leveille, Food Service Director



EAT
LEARN
LIVE

## Nutritional Education

All East Lyme students have been welcomed back to school with a focus on Connecticut Grown fresh fruits and vegetables

EAT

LEARN

LIVE

## Student Engagement

**New for 2016-2017**

- Highlighting Connecticut's Farm to School Program featuring local fresh fruit and vegetables
- East Lyme High School Viking Vegetable Farm Cart
- Inclusion of made to order meals at ELHS
- Introduction of Sono Latin Station at the High School and Middle School
- Food Focus Nutritional Education at all elementary schools
- Chef Table and Taste Testing District Wide
- A marketing plan with innovative strategies to grow the program

Example of our customized Nutrition Newsletter that will be going out to the school community monthly, beginning in September. The newsletter highlights the monthly food focus with nutrition tips, recipes, and events planned in each school café.

EAT

LEARN

LIVE

## Culinary Vision

*We are passionate about Food!*

- Fresh, local ingredients
- Farm2School
- Expanding cooking & baking from scratch
- Food tasting and sampling
- Exhibition cooking
- Pop up Farmers Markets

EAT

LEARN

LIVE

**Innovation**

New High School Concepts Coming Soon!

create

2mato

grilled

SONO

SO DELI

ON THE GO

Survey Platform Available

COFFEE CART

Text GYZT to 99298

kids GARDENING

Prevent Child Abuse America

nutrislice

EAT

LEARN

LIVE

## Building Participation

Meet THEO, SYDNEY, & AVA  
...the Charter's KID nutrition messengers and brand ambassadors!

Chefs 2 SCHOOLS

CONNECTICUT GROWN

NATIONAL FARM to SCHOOL NETWORK

Thank You For Your Time!

Tom O'Donnell, Chartwells Northeast Regional Director, addressed concerns regarding the deficit amount by noting that overall revenue is driven by many factors to include free and reduced, demographics, enrollment, and participation rate, and although the program has been operating in a deficit, the 3-year summary shows revenue trending in the right direction. He stated that Chartwells shares in the liability of a deficit. Chartwells will present responses to Board questions at a future FFO meeting related to the deficit history, revenue comparisons with other districts, and creative options for increasing revenue.

**2. Discussion/action re: Proposed School Pool Management Agreement for July 1, 2016 through June 30, 2017**

Superintendent Newton recommended the Board authorize him to enter into an agreement between the EL BOE and the Pool Service Management Company (PSMC) effective July 1, 2016 through June 30, 2017. Under this agreement the General Manager/Aquatics Director will not receive a bonus. Otherwise, the agreement remains unchanged from last year.

**MOTION:** Jaime Barr Shelburn moved to authorize the Superintendent to enter into a one-year agreement between the EL BOE and the East Lyme Community Aquatics Management Services, referred to as the Pool Service Management Company (PSMC) effective July 1, 2016 through June 30, 2017 as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

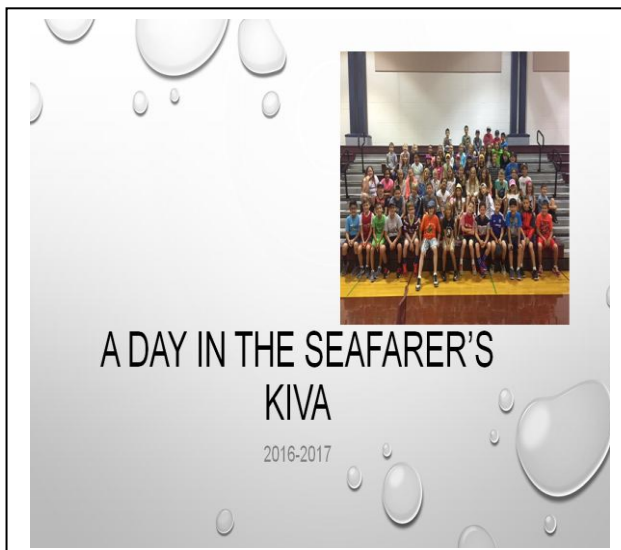
**MOTION CARRIED**

**B. Instruction**

**1. Discussion re: ELMS Presentation on Class Sizes and Kiva Reconfiguration**

Principal Dr. Judy DeLeeuw and Science teacher Linda Nastri presented information regarding class sizes and the new Kiva reconfiguration at the East Lyme Middle School. Class sizes range from 20-22 students.

The following is the East Lyme Middle School Presentation, *A Day in the Seafarer's Kiva*, given to the Board:



<b>WHAT IS OUR SCHEDULE LIKE?</b>  WE ALL HAVE 4 KIVA CLASSES A DAY.  THE ORDER OF THE CLASSES ROTATES EXCEPT FOR THE FIRST BLOCK.  IN THE BEGINNING OF THE YEAR WE SPENT LOTS OF TIME WITH OUR HOMEBASE.  WE HAVE LOCKERS AND LOCKER BREAKS, SNACK, LUNCH, AND LIFE ARTS.	8:30-8:35	Homebase
	8:38-9:25	Social Studies
	9:28-10:15	Class
	10:18-11:05	Class
	11:08-11:24	Class (split part 1)
	11:27-11:52	LUNCH
	11:55-12:30	Class (split part 2)
	12:33-1:07	Academy/Lockers
	1:10-1:56	Life arts
	1:58-2:45	Life arts
	2:45	Homebase



We have academy.  
We have team  
meetings in the kiva.  
We have  
connections  
approximately every  
other Thursday.



## OUR CURRICULUM IS THE SAME

**MATH**- UNDERSTANDING THE PLACE VALUE SYSTEM/COMPUTING WITH WHOLE #S AND DECIMALS/ALGEBRAIC CONNECTIONS/+ & -OF FRACTIONS/CLASSIFYING 2-DIMENSIONAL FIGURES

**LANGUAGE ARTS**- READING STRATEGIES, CONNECTIONS TO SOCIAL STUDIES AND SCIENCE UNITS, READING AND RESPONDING TO LITERATURE. WRITING: THE LITERARY ESSAY (RESEARCH BASED ARGUMENT), PERSONAL NARRATIVE WITH A REALIZATION (NARRATIVE), FEATURE ARTICLE (INFORMATIONAL/EXPLANATORY).

**SOCIAL STUDIES**- EXPLORATION, COLONIAL AMERICA, GEOGRAPHY AND AMERICAN REVOLUTION.

**SCIENCE**- LIGHT, SOUND, SENSES, EARTH MOON AND SUN, OPTICAL TOOLS, AND HUMAN GROWTH AND DEVELOPMENT (CHANGES / PUBERTY)



We had a successful open house on September 21.  
We have our first field trip to Camp Hazen this Friday.  
We are looking forward to student-led conferences in November.

**2. Discussion re: ELHS Presentation on Benefits of Chinese Program to Students and Staff**

At the Board's request, Assistant Principal Deb Kelly, Social Studies teacher Matt LaConti, Counselor Lisa Ramaccia, and Junior Ashley Brown offered their perspectives on the positive and enriching learning experiences the Chinese program continues to provide to ELHS students and staff. Seven Chinese students arrived in August from Guangzhou, China and will spend their freshman year at ELHS as tuition paying students. Last year nine Chinese students spent a successful senior year at ELHS in the same program.

**C. Personnel**

**D. Policy**

**1. Discussion/action re: Second Reading – Revised BOE Policy 5141.3 Students: Health Assessments and Immunizations**

Superintendent Newton recommended approval of revised BOE Policy 5141.3 Students: Health Assessments and Immunizations. The policy has been fully vetted by the administration and the Policy Review Committee.

**MOTION:** Jaime Barr Shelburn moved to approve the revision of EL BOE Policy 5141.3 Students: Health Assessments and Immunizations as presented; Al Littlefield seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**3. Discussion re: First Reading – Adoption of BOE Policy 5141.25 Students: Students with Special Care Needs**

Proposed new BOE Policy 5141.25 Students: Students with Special Care Needs was presented for a first reading. The policy has been reviewed by the administration, the Policy Review Committee, and was presented to the Board for input. Board members were asked to carefully read through both the policy and regulation. Suggestions and comments should be directed to Superintendent Newton. A second reading is scheduled for November 7.

**E. Other**

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

Superintendent Newton and Assistant Superintendent Amy Drowne updated the Board on the progress the district is making on its Long Range Plan. The committee will meet on September 29 to continue work and data collection.

**VIII. ADMINISTRATION REPORTS**

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

- Harlem Wizards Basketball Game, Saturday, October 1, 6:00 p.m., ELHS
- Monday, October 3 Chair Tim Hagen and Superintendent Newton to Salem BOE Meeting to update them on where we are and share information
- Attended New England Association of School Superintendents (NEASS) Conference in Newport, RI on September 22-23.

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

- Conducted first Standing Committee Chair meeting – Salem participants
- Student assessment results will be mailed home this week

**C. Business/Facilities Director – Mrs. Maria Z. Whalen**

- Working with LEARN for cooperative cost savings (i.e., transportation, life insurance)

**IX. COMMITTEE REPORTS**

- A. AAA Committee
- B. FFO Committee – Oral report of 09/26/16 meeting
- C. Policy Review Committee Oral report of 09/26/16 meeting
- D. ELPS Chinese Program ad Hoc Committee
- E. Board of Education Liaison to Board of Finance
- F. District Long Range Plan Committee

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

- Savannah Bedard, 0.30 FTE Before School Aide, NC and 0.05 FTE After School Aide Greeter, FL, 8/31/16
- Haleigh Bresnan, 1.0 FTE Instructional Aide (1:1), DW @ HS, 09/12/16
- Maria (Alex) Fernandes, 1.0 FTE Science Long-Term Substitute Teacher, ELMS, 9/12/16 through a date to be determined
- Madeline Hebbel, 1.0 FTE Instructional Aide (1:1), DW @ HS, 09/12/16
- Erin Neviasser, 0.5 FTE Special Education Teacher, NC, 09/9/16 for 2016/2017 SY only
- Susan Scheyder, 1.0 FTE Teaching Assistant, HS, 09/08/16
- Lori Susi, 0.66 Instructional Aide (Literacy Aide, FL, 09/07/16

**2. Reassignments**

- Amanda Beaudette, from 1.0 FTE Account Clerk (12-month) to Administrative Assistant I (10-month), ELMS, date TBD
- Joann Brown, from 0.40 FTE Before School Facilitator to Before School Aide, HA, 08/31/16 (also a 0.70 FTE Head School Aide, HA)
- Tiffany Hunt, from 1.0 FTE Administrative Assistant I (12-month) to Secretary to the High School Principal (12-month), 10/03/16
- Linda Laudone, from 0.33 FTE After School ABA Instructional Aide MS, to HS, 09/26/16
- Maura Valakos, from 1.0 FTE Instructional Aide, HA to ABA Program, DW @ HA, 09/14/16

**3. Increases/Decreases in FTE**

- Kim Neal, 0.33 FTE Instructional Aide, ABA After School Program, HS, 09/26/16 (also a 1.0 FTE Instructional Aide, ABA Program, HS)
- Beth Provost, additional assignment of 0.50 FTE After School ABA Facilitator, HS, 9/26/16 (also a 1.0 FTE Special Education Teacher, HS)
- Regina Westner, additional assignment of 0.30 FTE School Aide, HA, 08/31/16 (also a 0.20 FTE Before School Aide Greeter, HA)

**4. Resignations**

- Marie Cassidy, 1.0 FTE Instructional Aide, HA, 09/23/16
- Sara Kelly, 0.5 FTE Administrative Assistant I, 10-month, HS, 08/24/16

**B. Out of State Field Trip:**

- 1. Flanders School Grade 4 Field Trip to the *Eastern States Exposition* (Big E), Agawam, MA, on Friday, September 23, 2016



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

- Candice Carlson thanked Superintendent Newton for bringing future agenda items forward and said she is looking forward to having elementary student representatives report to the Board at a future meeting
- Al Littlefield said students are enjoying Marching Band
- Eric Bauman commented the ELMS Back-to-School Night was well attended and well organized. He asked that Chartwells responded to his questions at a future FFO Committee meeting.
- Jaime Barr Shelburn reported that the elementary and MS students enjoyed the Harlem Wizards assemblies today and she encouraged community members to support the Saturday, October 1, 6:00 p.m. Harlem Wizards basketball game at ELHS. She also noted the Tuesday, October 18 Chris Herren presentation at ELHS.
- Tim Hagen – Reminder EL BOE Committee of the Whole meeting regarding the elementary school projects, Tuesday, September 27, 6:30 p.m., Room B101, ELHS

**B. Future Agenda Items:**

1. East Lyme/Chinese Program Update - January 2017
2. Using Technology to Advance Curriculum – Eric Bauman – AAA 10/11/16
3. Redistricting – To be scheduled
4. Infinite Campus -- Two-Year Plan, Roll Out and Update – 10/11/16
5. ELHS Class Sizes – Requested on 9/12/16 by Jaime Barr Shelburn, scheduled for 10/24/16
6. Field Trip Opportunities for Students – Requested on 09/12/16 by Barbara Senges

**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 8:55 p.m.; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Al Littlefield*

Albert Littlefield, Secretary  
East Lyme Board of Education