

**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."*

**EXECUTIVE SESSION**

**Monday, June 12, 2017 – 6:30 – 7:00 p.m.**

**REGULAR MEETING RESUMES**

**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, Leigh Gianakos (left at 9:55 p.m.), John Kleinhans, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: None

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Kim Davis (Interim Director of Special Services), Linda Anania (Principal, Flanders School), Melissa DeLoreto (Principal, Niantic Center School), Jeffrey Provost (Interim Principal, Lillie B. Haynes School), Jason Bitgood (Assistant Principal, East Lyme Middle School), Jennifer Frost (Assistant Principal, East Lyme Middle School), Mike Susi (Principal, East Lyme High School), Pat Lannon (Technology Director)

**I. CALL TO ORDER – 6:40 p.m. by Chair Tim Hagen**

**Executive Session**

**MOTION:** Jaime Barr Shelburn moved to enter into executive session, to include the Superintendent, at 6:40 p.m. for the purpose of interviewing the finalist for 12-Month Assistant Principal for ELMS and 0.5 FTE Assistant Principal for the Coastal Connections Program, and negotiations of the Non-Union/Non-Certified Staff salary and benefit schedule; Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*The Board exited Executive Session at 7:08 p.m. and took a short break. The Regular Meeting resumed at 7:15 p.m.*

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

**Connecticut Association of Boards of Education (CABE)**

***Student Leadership Awards***

Alexa Torres  
East Lyme Middle School

This award was introduced by East Lyme Middle School Assistant Principal, Jason Bitgood, who provided a summary of the accomplishments of award recipient, Alexa Torres.

**East Lyme Public Schools**  
**Viking Valor Award**

Presented to the

**East Lyme High School Math Team for the 2016/2017 School Year**

Matei Coiculescu, Grade 12  
 Akash Mishra, Grade 12  
 Ryan Xu, Grade 12  
 Mingfei Duan, Grade 11  
 Andrew Zhang, Grade 11  
 Connie Tang, Grade 10

Anagha Gogate, Grade 10  
 Sumeet Kadian, Grade 10  
 Elizabeth Gong, Grade 10  
 Mikhail Romanenko, Grade 10  
 Jonathan Tan, Grade 10  
 Eric Gu, Grade 10

Coach: Ms. Linda Johansen, Math Teacher, ELHS

The first column of students finished first place in States and fourth place in New England's this year. The team finished first place last year and second place this year in the Eastern CT Math League out of 13 schools.

This award and recognition for these outstanding team members was introduced by High School Math Team Coach Linda Johansen who described the rigorous preparation and competitions that the team faced this year.

**East Lyme Public Schools**  
**Viking Valor Award**

Presented to the

**Deb Kelly**

Assistant Principal

East Lyme High School

for

Performing Well Above and Beyond

This award was introduced by East Lyme High School Principal, Mike Susi, to East Lyme High School Assistant Principal Deb Kelly for her performance "well above and beyond" and for her tireless dedication to the program initiatives at the high school such as the implementation of Infinite Campus and Google Classroom and for developing the Perkins Grant (to name just a few).

**East Lyme High School**  
**Chinese Program**  
**Visiting Student Presentation**

JingYao Guo (Sherry) and Xin Lin (Katherine)

Two of the Chinese exchange students described their activities at the high school during the year. Their discussion was well received.

**III. PUBLIC COMMENT**

- 1. Diane Swan (7 North Beechwood Road, Niantic), Niantic Center Elementary Teacher, asked the Board to reconsider hiring security officer’s for each school and to go back to having “greeter” model as it sends a better message.

**IV. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education Regular Meeting of May 22, 2017 (to include correcting the meeting resumes date to May 22, 2017); Candice Carlson seconded.

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

**VOTE CON:** None

**ABSTAIN:** Candice Carlson, Leigh Gianakos

**MOTION CARRIED 8:0:2**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education Regular Meeting of June 5, 2017 Special Meeting (to include adding “seconded” after Jill Carini’s name in the 1.A. Executive Session motion); Leigh Gianakos seconded.

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

**VOTE CON:** None

**ABSTAIN:** John Kleinhans

**MOTION CARRIED 9:0:1**

**V. SPECIAL REPORTS**

- A. ELMS Student Representatives – Grace Barnhart (Grade 8) and Jack Derry (Grade 8) Student representatives gave a recap of 2016-2017 school activities and highlighted student and school accomplishments during the past year.
- B. Selectmen’s Representative – Not present
- C. Salem Board of Education – George Jackson had no report.
- D. Other Reporters – None

**Executive Session**

**MOTION:** Jaime Barr Shelburn moved to enter into executive session at 7:47 p.m. for the purpose of completing the interview for the 0.5 FTE Assistant Principal for the Coastal Connections Program and negotiations of the Non-Union/Non-Certified Staff salary and benefit schedule; Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*The Board exited Executive Session at 8:10 p.m. and the Regular Meeting resumed at 7:12 p.m.*

**VI. CONSENT AGENDA - None**

**VII. DISCUSSION/ACTION ITEMS**

**A. Personnel**

**1. Discussion/Action re: Proposed Appointment of 1.0 FTE 12-Month Assistant Principal, East Lyme Middle School, Effective July 1, 2017**

Superintendent Newton recommended the appointment of Mrs. Jennifer Frost, currently the 10-month principal at ELMS, for the position of 1.0 FTE 12-Month Assistant Principal, East Lyme Middle School effective July 1, 2017.

**MOTION:** Al Littlefield moved to appoint Jennifer Frost to the position of 1.0 FTE 12-Month Assistant Principal for East Lyme Middle School effective July 1, 2017 as presented; Jaime Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**2. Discussion/Action re: Proposed Appointment of 0.5 FTE 10-Month Assistant Principal, Coastal Connections Program, Effective the Start of the 2017-2018 School Year**

Superintendent Newton recommended the appointment of Mr. David Fasulo, currently a special education teacher at ELMS, for the position of 0.5 FTE 10-Month Assistant Principal, East Lyme Middle School effective the start of the 2017-2018 school year.

**MOTION:** Barbara Senges moved to appoint David Fasulo to the position of 0.5 FTE 10-Month Assistant Principal for the Coastal Connections Program effective July 1, 2017 as presented; Jill Carini seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Candice Carlson, Bill Derry, Leigh Gianakos, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Eric Bauman

**MOTION CARRIED 9:0:1**

**3. Discussion/Action re: Proposed ELPS Non-Union/Non-Certified Salary and Benefit Adjustments Effective July 1, 2017**

On May 31, 2017 the Personnel Policy Committee for Non-Union/Non-Certified Personnel reviewed and endorsed Superintendent Newton's recommended salary and benefit adjustments for FY 2018. Committee members include Bill Derry, Al Littlefield, and Jaime Barr Shelburn.

**MOTION:** Al Littlefield moved to approve the Salary and Benefit Adjustments for ELPS Non-Union/Non-Certified Personnel Effective July 1, 2017 through June 30, 2018 as presented; Jaime Barr Shelburn seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Candice Carlson, Bill Derry, Leigh Gianakos, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

**VOTE CON:** None

**ABSTAIN:** Eric Bauman

**MOTION CARRIED 9:0:1**

**B. Finance/Facilities/Community**

**1. Discussion re: Proposed Miracle Field at Flanders School**

- EL Parks and Recreation Director Dave Putnam and Miracle League of Connecticut Representatives Mike Michaud and Rich McCarthy brought forward a Miracle League Field proposal for the East Lyme Community to be located at Flanders School.
- The Miracle League of CT provides opportunities for CT children with physical and cognitive challenges to participate in recreational, educational and cultural activities in an accessible, nurturing and non-competitive environment where families can come together to cultivate new friendships and experience the joy of play. The approximately cost of the field is \$400k. The field would be built and maintained through grants and fundraising in cooperation with the Miracle League and with no municipal funding.
- East Lyme Parks and Recreation has approved the concept and will maintain the field at the proposed location behind Flanders School. Accessible sidewalks would be built and the field could be used by the town, school district, and surrounding communities. The goal of this organization is to have four or five fields strategically located in the state.
- Board consensus was to move forward with developing a letter of understanding outlining details of the project regarding maintenance, scheduling, etc. The project will require Board approval.

**2. Discussion/Action re: Proposed Motion Not to Renew Chartwells Food Service One-Year Contract for 2017-2018 and District's Move to Self-Operated Food Service Program**

- Superintendent Newton recommended the district's move to a self-operated food service program for the start of the 2017-2018 school year.
- Chartwells has been with the East Lyme School District for a number of years providing breakfast and lunch to our students, but moving forward with our own independent food service program and our own Director of Food Services will benefit our students and the quality of meals.
- Having our own Director will allow for an enhanced focus and flexibility with food menu development, variety, better food choices, and expansion of food services to support various school functions and catering across the district and school community. If approved, a Director of Food Services will be on board by July 1, 2017.

**MOTION:** Al Littlefield moved the non-renewal of the one-year contract with Chartwells Food Service and to move the district to a self-operated food service program for the start of the 2017-2018 school year as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**3. Discussion/Action re: Proposed One-Year Contract with the Visiting Nurse Association of Southeastern CT, Inc., Effective July 1, 2017 – June 30, 2018**

On behalf of the Board, the VNA provides nursing services to students in the East Lyme Public Schools. Superintendent Newton commended the VNA for a successful partnership.

**MOTION:** Jaime Barr Shelburn moved to authorize the Superintendent to sign a one-year contract with the Visiting Nurse Association (VNA) for the period July 1, 2017 – June 30, 2018 as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**4. Discussion/Action re: Proposed Tuition Rates for Out-of-District Students Attending ELPS for the 2017-2018 School Year**

Superintendent Newton presented the proposed tuition rate for out-of-district students attending ELPS for the 2017-2018 school year at \$16,602.00. The rate is set for any regular tuition student and does not include special education programs, Coastal Connections, or high school students from Salem. The increase is \$422.00 over the current year.

**MOTION:** Jaime Barr Shelburn moved to approve the proposed regular education tuition rate for out-of-district students attending ELPS for school year 2017-2018 at \$16,602 as presented. The rate is set for any regular education tuition student and does not include special education programs, Coastal Connections, or high school students from Salem; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**5. Discussion/Action re: Proposed Tuition Rates for Out-of-District Students Attending the High School Coastal Connections Program for the 2017-2018 School Year**

Due to time constraints, the Board felt that it would be better to table this Discussion/Action item until the next meeting when it is anticipated that the Board will have a tuition rate breakdown for the Coastal Connections program.

**6. Discussion re: Update on the Alteration Project for the Three Elementary Schools**

Chair Tim Hagen and Superintendent Newton updated the Board on the next steps for the three elementary schools' alteration project.

**7. Discussion/Action re: Proposed Educational Specifications for Elementary School Alteration Projects**

Chair Tim Hagen and Superintendent Newton recommend the Board approve the educational specifications for the alteration project for the three elementary schools.

**MOTION:** Jaime Barr Shelburn moved to approve the educational specifications for Flanders School, Lillie B. Haynes School, and Niantic Center School as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**8. Discussion/Action re: Proposed Direction for Superintendent and Ad hoc Committee for the Elementary Redistricting Plan**

Due to time constraints, the Board felt that it would be better to table this Discussion/Action until the next meeting which would allow the Board to have discussion on the type of recommendations that need to be addressed and the charge of the Ad hoc Committee for the Elementary Redistricting Plan.

**9. Discussion re: Update on the Proposed Long Range Plan for the East Lyme Public Schools**

Superintendent Newton and Assistant Superintendent Drowne distributed a draft copy of the District's Long Range Plan. Discussion will take place at the Monday, June 19, 2017 Special Meeting.

**10. Discussion/Action re: Adoption of EL Board of Education Budget for FY 2017-2018 to Include the Board of Finance Directed Budget Reduction of \$225,000**

The Board felt that it would be better to table this Discussion/Action until the next meeting which would allow the Board to have additional discussions on the Board of Finance budget reduction impact.

**C. Instruction**

**1. Discussion/Action re: Proposed 2017-2018 East Lyme Middle School Student/Parent Handbook**

Assistant Principal Jason Bitgood presented the proposed East Lyme Middle School Student/Parent Handbook for 2017/2018 and outlined the major changes from the current year.

**MOTION:** Jaime Barr Shelburn moved to approve the proposed 2017-2018 East Lyme Middle School Student/Parent Handbook as presented; Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**D. Policy**

**1. Discussion re: First Reading - Proposed Revision of BOE Policy 4112.5 Personnel – Certified/Non-Certified/Volunteers: Employment Check/Criminal Records Check**

Board members were asked to send suggestions and comments to Superintendent Newton.

**2. Discussion re: First Reading - Proposed Revision of BOE Policy 4118.112 Personnel – Certified/Non-Certified: Sexual Discrimination and Sexual Harassment in the Workplace**

Board members were asked to send suggestions and comments to Superintendent Newton.

**3. Discussion re: First Reading - Proposed Revision of BOE Policy 4118.113 Personnel – Certified/Non-Certified: Harassment Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990**

Board members were asked to send suggestions and comments to Superintendent Newton.

**4. Discussion re: First Reading – Proposed Revision of BOE Policy 5141.4 Students: Reporting of Child Abuse**

Board members were asked to send suggestions and comments to Superintendent Newton.

**5. Discussion re: First Reading – Proposed Revision of BOE Policy 5145.5  
Students: Sex Discrimination and Sexual Harassment**

Board members were asked to send suggestions and comments to Superintendent Newton.

**6. Discussion/action re: First Reading – Proposed Adoption of BOE Policy 6151  
Instruction: Class Size**

BOE Policy 5145.5 was removed from the First Reading Review List because of additional Policy Committee, AAA Committee, Board discussions that will be occurring.

**E. Other**

**VIII. ADMINISTRATION REPORTS**

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

- MS Picnic and Class Night is June 15 and HS Graduation is June 16
- ELPS District wide Retirement Celebration was very nice
- Tim Hagen will serve as the BOE Rep to the BOF on Wednesday, June 14
- LEARN is in the process of looking at a consolidation of services at one site in 2018/2019

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

- It's been a great year!

**C. Finance and Facilities Director – Mrs. Maria Whalen was not present.**

**IX. COMMITTEE REPORTS**

**A. AAA Committee – Oral report of 6/12/17 meeting**

**B. FFO Committee**

**C. Policy Review Committee**

**D. ELPS Chinese Program ad Hoc Committee – Minutes of 05/31/17 minutes**

**E. Board of Education Liaison to Board of Finance**

**F. District Long Range Plan Committee**

**X. COMMUNICATIONS**

**A. Viking Saga, Volume 49, Edition 18, dated 5/25/17**

**B. BOE Personnel Policy Committee (non-Union/Non-Certified) Meeting Minutes of 5/31/17**

**C. Letter from Superintendent to Chartwells dated 6/2/17 – Notification of Non-Renewal of One-Year Agreement Between EL BOE and Compass Group USA Expiring June 30, 2017**

**XI. NOTICES**

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

**1. Retirements**

-Nancy Burdick, 1.0 FTE Business Supervisor, CO, 6/30/17

**2. Resignations**

-Jennifer D'Elia, 1.0 FTE Art Teacher, HS, 6/30/17

-Linda Frausini, 1.0 FTE Teaching Assistant, HS, 6/19/17

-Beth Schultz, 1.0 FTE Computer Consultant, FL, 6/21/17

**B. Notice of the following staffing changes for 2017/2018:**

**1. Appointments**

-Nancy Burdick, 0.45 FTE Business Supervisor, CO, 7/1/17 – 6/30/18

-Jessica McKeever, 1.0 FTE Speech Pathologist, DW (.3 FTE NC and .2 FTE HS, 8/24/17

-Peter Zipser, Jr., 1.0 FTE Math Teacher, HS, 8/24/17

**C. Out-of-State Field Trips: None at this time**

**XII. BOARD COMMENTS/FUTURE AGENDA ITEMS****A. Board Comments:** None**B. Future Agenda Items:**

1. School Calendar (182 days) – BOE 04/03/17 – Spring/Summer 2017
2. BOE Regular Meeting followed by BOE Committee of the Whole – Long Range Plan, Board Goals, and Meeting Structure – 06/19/17
3. ID Exit Policy Across the District – Jaime Barr Shelburn requested 05/08/17 – Spring/Summer 2017
4. Redistricting – Standing Agenda Item
5. Coastal Connections Program Tuition for Out-of District Students – 6/26/17
6. BOE Budget Reduction of \$225,00 Directed by BOF – 6/26/17
7. Discussion on Coastal Connections Program (including success, student outcomes, and analysis of Coastal Connection data separate from the high school data) – Summer 2017

**XIII. PUBLIC COMMENT**

Linda Johansen, Elementary Redistricting Ad hoc Committee member, stated that redistricting done correctly will not be done quickly and will require much study, deliberation, and discussion. She also stated that she feels the committee has reached the limit of its abilities and, although eager to do a good job, it has accomplished as much as it possibly can. She recommended that the Board consider this as it decides whether to hire a firm be contracted to complete the task.

**XIV. EXECUTIVE SESSION** – Not needed.**XV. ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 10:15 p.m.; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Albert Littlefield*

Al Littlefield, Secretary

East Lyme Board of Education