

**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."

**CALL TO ORDER AND EXECUTIVE SESSION
Monday, June 26, 2017 – 6:00 – 7:00 p.m.**

**REGULAR MEETING RESUMES
Monday, June 26, 2017 – 7:00 p.m.
Room B101, East Lyme High School**

MINUTES

Board Members Present: Tim Hagen (Chair), Eric Bauman, Jill Carini (Acting Secretary), Bill Derry, Leigh Gianakos, John Kleinhans, Barbara Senges
Board Members Absent: Al Littlefield (Secretary), Candice Carlson, Jaime Barr Shelburn
Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instructional and Assessment), Linda Anania (Principal, Flanders School), Melissa DeLoreto (Principal, Niantic Center School), Jason Bitgood (Assistant Principal, East Lyme Middle School), Maryanna Stevens (Director of Finance, Marketing and Growth Management)

I. CALL TO ORDER – 6:02 p.m. by Chair Tim Hagen

A. Executive Session

MOTION: Barbara Senges moved to enter into executive session at 6.02 p.m. for the purpose of reviewing the Superintendent's evaluation for 2016-2017, and the employment contracts for the Assistant Superintendent and Superintendent for effective July 1, 2017; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 6:56 p.m. and took a short break. The Regular Meeting resumed at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen

III. PUBLIC COMMENT - None

IV. APPROVAL OF MINUTES

MOTION: Eric Bauman moved approval of minutes of the Board of Education Regular Meeting of June 12, 2017 as presented; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Barbara Senges moved approval of minutes of the Board of Education Special Meeting of June 19, 2017 as presented; Leigh Gianakos seconded.

VOTE PRO: Tim Hagen (Chair), Eric Bauman, Bill Derry, Leigh Gianakos, John Kleinhans, Barbara Senges

ABSTAIN: Jill Carini

MOTION CARRIED 6:1

V. SPECIAL REPORTS

- A. Student Representatives – Not present
- B. Salem Board of Education – George Jackson
-The Salem BOE is desperately awaiting a decision on the State budget
- C. Other Reporters – None

VI. CONSENT AGENDA - None

VII. DISCUSSION/ACTION ITEMS

Board members had no objection to moving VII.C.1. re: Proposed Appointment of 1.0 FTE Food Service Director to the front of the discussion/action items. The minutes reflect the original order.

A. Finance/Facilities/Community

1. Discussion/action re: Proposed New EL BOE Memorandum of Understanding with Creative Playschool for the 2017-2018 School Year

Superintendent Newton recommended the approval of a new one-year Memorandum of Understanding Between the Creative Playschool, Inc. and the EL BOE for the period July 1, 2017 through June 30, 2018. If approved, the BOE will assume full responsibility for the direction, supervision and operation of the Program. CPS will continue to participate in the Program by providing supplemental financial support to the Program, serving in an advisory capacity to the Board with respect to the operations of the program, and shall provide volunteer services to the Program under the direct supervision of the administration of the East Lyme Public Schools. Chair Tim Hagen thanked the CPS Board members and staff for their hard work.

MOTION: Jill Carini moved to authorize the Superintendent to enter into a new one-year Memorandum of Understanding Between The Creative Playschool, Inc. and the East Lyme Board of Education effective July 1, 2017 through June 30, 2018 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion re: Update on the Alteration Projects for the Three East Lyme Elementary Schools

Chair Tim Hagen and Superintendent Newton updated the Board on the next steps for the elementary school alteration projects. Reimbursement paperwork will be filed with the State by June 30, 2017. Of the six Project Management Request for Qualifications (RFQ) received, four firms were invited to submit a Request for Proposal (RFP) by July 13, 2017 with a decision expected by July 20, 2017. Architect Al Jacunski's team has completed building space measurements and will soon be working with elementary principals.

3. Discussion/action re: Proposed Direction for Superintendent and Ad hoc Committee for the Elementary Redistricting Plan

The Board discussed whether to research the possibility of hiring a firm to assist with redistricting or provide direction to the Superintendent and the ELPS Redistricting Ad hoc Committee for the Elementary Redistricting Plan. Concerns were voiced regarding the time requirements on staff, complexity of the task, and lack of expertise in that area. After much discussion, Board consensus was to explore the possibility of hiring a firm to guide and assist with the redistricting plan. Superintendent Newton will arrange to have two to three firms present to the full Board on August 7, 2017 and will extend an invitation to Elementary Redistricting Ad hoc Committee members. Board members noted the importance of changing the culture in East Lyme to let parents know that we will review student enrollment every year and adjust as necessary. The target date to bring a redistricting plan to the BOE is 10/23/17.

B. Instruction**1. Discussion/action re: Proposed Elementary Student/Parent Handbook for 2017-2018**

This agenda item was tabled as Assistant Superintendent Drowne is meeting with elementary principals to rebuild elementary schedules.

C. Instruction**1. Discussion/action re: Proposed Appointment of 1.0 FTE Food Service Director for East Lyme Public Schools Effective June 27, 2017**

With the move to a district self-operated food service program, Superintendent Newton recommended the appointment of Christian (Chris) Urban for the position of 1.0 FTE Food Service Director for East Lyme Public Schools effective June 27, 2017. He noted that Chris has 18 years of experience as food director in two CT districts. An interview was held in executive session at the start of the meeting.

MOTION: Barbara Senges moved to appoint Christian Urban to the position of 1.0 FTE Food Service Director for East Lyme Public Schools effective June 27, 2017 as presented; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed Amendment to Employment Contract for Assistant Superintendent of Curriculum, Instruction and Assessment Effective July 1, 2017

Chair Tim Hagen stated the Board is very pleased with Amy Drowne's performance as Assistant Superintendent of Curriculum, Instruction and Assessment and proposed an amendment to her employment contract to include a 3.5% salary increase for 2017-2018 and a one-year contract extension through June 30, 2019.

MOTION: Barbara Senges moved to approve the proposed amendment to the employment contract for the Assistant Superintendent of Curriculum, Instruction and Assessment effective July 1, 2017 as presented; Leigh Gianakos seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/action re: Proposed Performance Evaluation for the ELPS Superintendent of Schools for 2016-2017

Chair Tim Hagen stated the Board is exceptionally pleased with Jeffrey Newton's performance and commended him for his openness, engagement, leadership, and hard work in his second full year as Superintendent of the East Lyme Public School District.

MOTION: Eric Bauman moved to adopt the proposed Performance Evaluation for the ELPS Superintendent of Schools for 2016-2017 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion/action re: Proposed Amendment to the Employment Contract for the ELPS Superintendent of Schools Effective July 1, 2017

Chair Tim Hagen proposed an amendment to the employment contract for the Superintendent of Schools to include a 3.0% salary increase for 2017-2018 and a one-year contract extension through June 30, 2020.

MOTION: Jill Carini moved to approve the proposed amendment to the employment contract for the Superintendent of Schools effective July 1, 2017 as presented; Leigh Gianakos seconded.

VOTE: UNANIMOUS

MOTION CARRIED

D. Policy

1. **Discussion re: First Reading - Proposed Adoption of BOE Policy 6151**

Instruction: Class

Tabled until July 17, 2017 meeting.

E. Other

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Mr. Jeffrey Newton

- Welcomed Director of Finance, Marketing and Growth Management Maryanna Stevens
- Waiting for natural gas line quote for possible pool hookup – Will report to the Board
- BOE Representative to 7/12/17 BOF Meeting – Al Littlefield
- Phenomenal experience working with ELTA Linda Johansen
- Summer maintenance schedule overview – MS and HS painting, no major projects

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

- Administrative Retreat last Wednesday – Drafted District Improvement Plan
- Monday, June 19 was the last day for teachers
- Summer curriculum work has begun – Salem has summer meeting dates

C. Finance and Facilities Director – Mrs. Maryanna Stevens

- Filing for school alteration projects

IX. COMMITTEE REPORTS

A. AAA Committee

B. FFO Committee

C. Policy Review Committee

D. ELPS Chinese Program ad Hoc Committee

E. Board of Education Liaison to Board of Finance – 7/12/17 Al Littlefield

F. District Long Range Plan Committee

X. COMMUNICATIONS

A. EL Aquatic & Fitness Center Foundation, Inc. Meeting Minutes of 6/13/17

XI. NOTICES

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

1. Retirements

2. Resignations

- Sarah Cunningham, 1.0 FTE Teaching Assistant, DW A HS, 6/19/17
- Therese Hoffer, 1.0 FTE Instructional Aide, DW @ FL, 6/19/17
- Susan Scheyder, 1.0 FTE Teaching Assistant, HS, 6/19/17
- Joann Shugrue, 1.0 FTE Instructional Aide, NC, 6/19/17
- Patricia Thompson, 1.0 FTE Instructional Aide, NC, 6/19/17

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

1. Appointments

- Dorrian Galvin, 1.0 FTE Literacy Specialist, MS, 8/24/17
- Alexandra Nocito, 1.0 FTE Special Education Teacher, HA, 8/24/17
- Tara Obuchowski, 1.0 FTE Elementary (Grade 3) Teacher, HA, 8/24/17
- Kathy Pindar, 1.0 FTE Elementary (Kindergarten) Teacher, FL, for 2017-2018 SY only
- Jill Thomson, 1.0 FTE Elementary (Grade 1) Teacher, FL, 8/24/17 for 2017-2018 SY only

C. Out of State Field Trips – None at this time.

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

1. Jill Carini suggested the BOF send a representative to attend the BOE meetings when subject related items are on the BOE agenda.
2. Bill Derry asked 1) for clarification regarding vehicle acquisition and the District Capital Improvement Plan, and 2) what plans are being made regarding loss in revenue if LEARN vacates HA at the end of the 2017-2018 school year.

B. Future Agenda Items:

1. Child & Family Agency 10-month Agreement for 2017-2018 SY – 7/17/17
2. First Reading Proposed Adoption of BOE Policy 6151 – Class Size – 7/17/17
3. Redistricting – Standing Item – Firm presentation to full Board 8/7/17
4. School Calendar (182 days) – BOE 04/03/17 – Spring/Summer 2017
5. Discussion on Coastal Connections Program (including success, student outcomes, and analysis of program data separate from high school data, complete financial review) – Eric Bauman - FFO 7/17/17
6. Review of District-wide (ELTA) Contract Supplemental Positions – Eric Bauman – FFO 7/17/17
7. SPIRAL Agreement for 2017-2018 and Budget – 7/17/17 (FFO and BOE)
8. CREC Sp Ed Audit – 7/17/17 (Kim Davis)
9. HS Planetarium Presentation – 7/17/17
10. FFO Committee Meeting – 7/17/17
11. Facilities Rental Review – 7/17/17 FFO
12. Review Current Capital Improvement Plan – Bill Derry – TBD
13. LEARN Wing Plan at HA – Bill Derry - TBD
14. ID Exit Policy Across the District – Jaime Barr Shelburn requested 05/08/17 – Spring/Summer 2017
15. BOE Goals, Meeting Structure – Summer 2017
16. Proposed Adoption of ELPS Educator Evaluation and Support Plan for 2017-2018 – August 2017

XIII. PUBLIC COMMENT

1. Kristen Cleary, Creative Playschool, Inc. President, thanked the Board for its support of the program and looks forward to a continued relationship.

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

MOTION: Eric Bauman moved to adjourn the meeting at 8:10 p.m.; John Kleinhans seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Jill Carini

Jill Carini, Acting Secretary
East Lyme Board of Education