

**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, July 17, 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, Candice Carlson, Bill Derry, John Kleinhans, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: Leigh Gianakos, Jill Carini

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instruction and Assessment)(left at 9:20 p.m.), Kim Davis (Director of Student Services), Jason Bitgood (Principal, East Lyme Middle School) (left at 7:30 p.m.), Claudine Kelly (Special Education Coordinator) (left at 7:30 p.m.), Maryanna Stevens (Director of Finance, Marketing and Growth Management), Pat Lannon (Director of Technology)

I. CALL TO ORDER – 6:38 p.m. by Chair Tim Hagen

The Board recessed to Room B100.

A. Executive Session

MOTION: Jaime Barr Shelburn moved to enter into executive session with the Superintendent and Jason Bitgood (Principal, East Lyme Middle School) at 6:40 p.m. for the purpose of interviewing the finalist for the 10-Month ELMS Assistant Principal position and discussing negotiations; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 6:51 p.m. and took a short recess. The Regular Meeting resumed 7:00 p.m. in Room B101.

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 Regular Meeting of June 26, 2017 as presented; Barbara Senges seconded.

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

VOTE CON: None

ABSTAIN: Al Littlefield, Candice Carlson, Jaime Barr Shelburn **MOTION CARRIED 5:0:3**

V. SPECIAL REPORTS

- A. Student Representatives – None present.
- B. Salem Board of Education – None present.
- C. Other Reporters – None present.

VI. CONSENT AGENDA - None.

VII. DISCUSSION/ACTION ITEMS

B. Finance/Facilities/Community

1. Discussion/Action re: Proposed Appointment of 1.0 FTE 10-Month Middle School Assistant Principal Effective July 18, 2017

Superintendent Newton recommended the appointment of Claudine Kelly to the position of 1.0 FTE 10-Month Assistant Principal for East Lyme Middle School. Ms. Kelly is presently the secondary-level Special Education Coordinator for the district.

MOTION: Jaime Barr Shelburn moved to appoint Claudine Kelly to the position of 1.0 FTE 10-Month Assistant Principal for East Lyme Middle School effective July 18, 2017 as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

B. Instruction

1. Discussion re: Proposed Planetarium Initiative for ELHS

- At the recommendation of the AAA Committee on June 12, 2017, Niantic Center School teacher and town resident Diane Swan made a presentation to the Board on resurrecting the planetarium at East Lyme High School.
- Ms. Swan shared that the planetarium will benefit the East Lyme community and the school system and she stated that it will be self-sustaining. Ms. Swan stated her plan is to establish a Planetarium/Community Commission, separate from the Board of Education, to gain public input, establish advertising and fundraising subcommittees, form partnerships, and explore grant options.
- The original planetarium was built in 1971 and has not been in operation since 2013 because of outdated equipment and rising maintenance costs.
- Superintendent Newton stated plans had been made to use the area as a classroom, but another area could be used for the 2017-2018 school year if needed. He expressed concerns regarding the self-sustainability of the initiative and the lack of a contingency business plan.
- Director of Finance, Marketing and Growth Management Maryanna Stevens also expressed concern and attempted to clarify whether Ms. Swan planned to set up a separate company with its own federal ID number or was the intention for the Board of Education to accept the revenue and employ staff. Ms. Swan was not able to provide the information at this time.
- Eric Bauman asked that a more detailed business plan be provided to the Board.
- Board consensus was to provide a written summary to keep the existing planetarium area available for one year while Ms. Swan moved forward to formalize a plan to establish accounts to begin generating dollars for the approximate \$215,000 startup equipment costs needed. The Superintendent will continue to be updated on the progress and will return to the Board if anything further is needed.

2. Discussion/Action re: Proposed One-Year LEARN Rental Agreement for the 2017-2018 School Year

Superintendent Newton presented a one-year rental agreement for LEARN to continue to use space at Lillie B. Haynes School for the 2017-2018 school year. The agreement reflects a 1% rate increase over the 2016-2017 year.

MOTION: Jamie Barr Shelburn moved to authorize the Superintendent to enter into a rental agreement between the East Lyme Board of Education and LEARN for space at Lillie B. Haynes School for the 2017-2018 school year at the annual rate of \$62,676.25 as presented; Candace Carlson seconded.

A. **VOTE PRO:** Tim Hagen (Chair), Eric Bauman, Bill Derry, John Kleinhans, Barbara Senges, Candice Carlson, Jamie Barr Shelburn

B. **VOTE CON:** None

C. **RECUSED:** Al Littlefield

MOTION CARRIED 7:0:1

3. Discussion/Action re: Proposed Acceptance as Complete – Central Office Roof Replacement Project (State Project #045-0059RR)

Superintendent Newton stated that because the State of CT is partially funding the project, a request for reimbursement must be filed along with other State forms in order to initiate the audit process and close out the grant for the Central Office Roof Replacement Project (State Project #045-0059RR). In addition, the State of CT requires the project be accepted as complete by the BOE.

MOTION: Jaime Barr Shelburn moved to accept as complete East Lyme Board of Education Central Office Roof Replacement Project (State Project #045-0059RR) effective July 17, 2017 as presented; Barbara Senges seconded.

B. VOTE: UNANIMOUS

MOTION CARRIED

1. Discussion/Action re: Proposed Special Education District Review by CREC

- Superintendent Newton and Director of Student Services Kim Davis proposed a special education comprehensive review of the district be conducted by the Capital Region Education Council (CREC) to ensure the services to students with special education needs are efficient, effective and high quality.
- The last audit was conducted in 2010. If approved, the cost of the audit will be funded with FY 2017 funds.
- CREC representative Peg McDonald noted items to review include, but are not limited to, use of paraprofessionals, related service staff caseloads, scheduling of staff and students, prevalence rate, identification process and percent of the budget on special education and expenditures, and a comparative analysis of local and DRG data.
- The timeframe of the review is August through October 2017 with a presentation to the BOE to follow.

MOTION: Candice Carlson moved to authorize the Superintendent to enter into an agreement with CREC to conduct a special education review of the school district at a cost of \$18,000 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/Action re: Proposed Agreement with Child & Family Agency of SE CT for the 2017-2018 School Year and the 2018-2019 School Year

- Superintendent Newton recommended the approval of a 20-month contract renewal with the Child & Family Agency of SE CT, Inc. for the 2017-2018 and 2018-2019 school years.
- The Child & Family Agency of SE CT has provided support that includes two (2) licensed master's level clinicians for an overall total average of 60 hours per week during the school year for students and families dealing with issues that may not be school based, but have an impact at school.

- District demographic information and cultural trends reveal an increased need for support for mental health and community outreach programming. Administrators, teachers and families highly endorse the opportunity to work with social workers.
- The agreement reflects a 1.03% increase over the 2016-2017 school year due to rising health care costs for employees with no further increase over the two-year period.

MOTION: Candice Carlson moved to authorize the Superintendent to enter into a two school year agreement with the Child & Family Agency of Southeastern Connecticut, Inc. for the period August 30, 2017 through June 15, 2019 for a total amount of \$173,872.00 (\$86,936.00 per school year) as presented; Bill Derry seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/Action re: Proposed ELPS Substitute Rate Increase Effective August 30, 2017

Superintendent Newton noted the district has experienced difficulty in hiring substitute teachers and recommended the Board approve an increase in the daily rate to become more competitive with surrounding towns as follows:

- Substitute Teacher from \$80.00 to \$90.00 per day
 - Substitute Retired CT Teacher from \$100.00 to \$110.00 per day
 - Substitute Instructional Aide from \$66.00 to \$70.00 per day
 - Retired Teacher Substitute for Instructional Aide from \$66.00 to \$70.00 per day
- All other substitute rates remain unchanged.

MOTION: Candice Carlson moved to approve the proposed substitute rate increases effective August 30, 2017 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion/Action re: Proposed Eversource Agreement to Provide Extension of Natural Gas Line to ELHS Pool

- Superintendent Newton stated that after further consultation with Eversource, it was determined it would be financially beneficial to extend the natural gas line and hook up to the East Lyme Aquatic Center at East Lyme High School.
- On June 19, 2017 the BOE approved the extension of a natural gas line from East Lyme High School to Central Office with hubs to the pool and Flanders School.

MOTION: Jaime Barr Shelburn moved to authorize the Superintendent to enter into a 15-year agreement with Eversource to further provide a natural gas line and hook up to the East Lyme Aquatic Center at East Lyme High School as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

5. Discussion/Action re: Proposed Resolution to the Town of East Lyme Establishing Non-Lapsing Education Account

- The Board discussed two options prepared by Board legal counsel for proposal to the town to establish a non-lapsing education account in accordance with CT State Statue Section 10-248a.
- Unexpended funds from the prior fiscal year from the budgeted appropriation for education would be deposited into the account provided such amount does not exceed one percent of the total budgeted appropriation for education for such prior fiscal year.
- Board consensus was that a clearer understanding of how a Non-Lapsing Education would be used was needed and that discussions with the Board of Finance need to be held. No action was taken.

6. Discussion/Action re: Proposed Adoption of ELPS Elementary School Alteration Project Bylaws

Chair Tim Hagen stated that on April 24, 2017 the BOE adopted the Elementary School Alteration Projects Building Committee Charter, but has since been advised by the town attorney to change the wording from "Charter" to "Bylaws" and to omit paragraph one on page 2.

MOTION: Jaime Barr Shelburn moved to amend the East Lyme Board of Education's Elementary Schools Alteration Projects Building Committee Charter, which was adopted by the Board of Education at its meeting on April 24, 2017. The amendments to the Board of Education's Elementary Schools Alteration Projects Building Committee Charter shall be in the form and in accordance with the document titled "Elementary Schools Alteration Projects Building Committee Bylaws" which has been presented at the Board of Education's meeting on July 17, 2017 and will be attached to the minutes of said meeting as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Instruction

D. Policy

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

MOTION: Jaime Barr Shelburn moved to approve the revision of BOE Policy 4112.5 Personnel – Certified/Non-Certified/Volunteers: Employment Check/Criminal Records Check as presented; Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

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

MOTION: Jaime Barr Shelburn moved to approve the revision of BOE Policy 4118.112 Personnel – Certified/Non-Certified: Sexual Discrimination and Sexual Harassment in the Workplace as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/Action re: Second 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

MOTION: Jaime Barr Shelburn moved to approve the 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 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion/Action re: Second Reading – Proposed Revision of BOE Policy 5141.4 Students: Reporting of Child Abuse

MOTION: Jaime Barr Shelburn moved to approve the revision of BOE Policy 5141.4 Students: Reporting of Child Abuse as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

5. Discussion/Action re: Second Reading – Proposed Revision of BOE Policy 5145.5 Students: Sex Discrimination and Sexual Harassment

MOTION: Jaime Barr Shelburn moved to approve the revision of BOE Policy 5145.5 Students: Sex Discrimination and Sexual Harassment as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

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

- At the Board's request, Superintendent Newton brought forward for further discussion proposed BOE Policy 6151 Instruction: Class Size.
- Board consensus was positive for the policy, however further discussion will take place regarding the class size guideline chart included in the regulation.

D. Other

2. Discussion re: Infinite Campus Update

Technology Director Pat Lannon and Data Manager Stacey Muscarella reviewed with the Board Infinite Campus goals and accomplishments for 2016-2017, parent portal usage comparisons, and goals and timeline for 2017-2018.

Efforts continue to be made to improve parent communication and to provide a user friendly service. Superintendent Newton will meet with administrators to establish teacher responsibility and expectations.

3. Discussion re: New Website Platform Review

Pat Lannon provided a template of the new website platform. Rollout is scheduled for the start of the school year.

VIII. ADMINISTRATION REPORTS

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

- Redistricting firm presentation to BOE – 08/07/17
- Update provided on food service hiring
- Four (4) Chinese students are scheduled to attend ELHS through SPIRAL International for the 2017-2018 school year
- Great day last Saturday at East Lyme Day

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

- No report.

C. Director of Finance, Marketing and Growth Management – *Mrs. Maryanna Stevens*

- The 2016-2017 year-end budget report will be provided to the BOE on 08/07/17

IX. COMMITTEE REPORTS

A. AAA Committee

B. FFO Committee – Oral report of 07/17/17 committee meeting

C. Policy Review Committee

D. ELPS Chinese Program ad Hoc Committee

E. Board of Education Liaison to Board of Finance – 08/09/17 Jill Carini

F. District Long Range Plan Committee

X. COMMUNICATIONS

- A. Memo to BOF from Superintendent Newton and BOE dated 7/6/17 re: Special Appropriation \$31,855 CNRE Purchase of School Van**

XI. NOTICES

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

1. Appointments:

- Kathy LaPlatney, 1.0 FTE Math Long-term Substitute Teacher, MS, on or about 09/11/17 to 12/22/17
- Jeffrey Susi, 1.0 FTE Campus Safety and Security Staff, FL, 08/24/17
- Charles Ward, 1.0 FTE Campus Safety and Security Staff, NC, 08/24/17
- Sherry Ziolkovski, 1.0 FTE Campus Safety and Security Staff, HA, 08/24/17

2. Resignations:

- Haleigh Bresnan, 1.0 FTE Instructional Aide (1:1), DW @ HS, 06/19/17
- Jamie Nazarchyk, 1.0 FTE Instructional Aide, MS, 06/19/17
- Julie Norman, 1.0 FTE Elementary Teacher (Grade 1), FL, 06/30/17
- Jamie O'Brien, 1.0 FTE Instructional Aide, HA, 06/19/17
- Kendra Richards, 1.0 FTE Instructional Aide, DW @ MS, 06/19/17

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

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

1. Jaime Barr Shelburn – 09/23/17 Harlem Wizards return to ELHS as the East Lyme Youth Coalition fundraiser. Volunteers and participants are needed.
2. Barbara Senges – Made note of the paraprofessional resignations and inquired about the replacement process.
3. Candice Carlson – Requested policy review on bus transportation.
4. Candice Carlson – East Lyme Regional Theater and East Lyme Parks and Recreation present Fiddler on the Roof at ELHS, July 27-30, 2017.

B. Future Agenda Items:

1. Redistricting – Standing Item – Firm presentation to full Board 08/07/17
2. Elementary Student/Parent Handbook – August 2017
3. School Pool Management Contract Renewal – 08/07/17
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 – BOE Aug 2017
6. SPIRAL Agreement for 2017-2018 and Budget – 8/7/17
7. Class Size Policy Review – 08/07/17
8. Unexpended Account for Education Funds - (TBD)
9. Review Current Capital Improvement Plan – Bill Derry – (TBD)
10. LEARN Wing Future Plan at HA – Bill Derry - (TBD)
11. ID Exit Policy Across the District – Jaime Barr Shelburn requested 05/08/17 – Spring/Summer 2017
12. BOE Goals, Meeting Structure – Summer 2017
13. Proposed Adoption of ELPS Educator Evaluation and Support Plan for 2017-2018 – August 2017

XIII. PUBLIC COMMENT - None.

XIV. EXECUTIVE SESSION – Not needed.

XV. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 9:54 p.m.; Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Al Littlefield

Al Littlefield, Secretary

East Lyme Board of Education

Town of East Lyme, Connecticut

Elementary Schools Alteration Projects Building Committee Bylaws

The Town of East Lyme has established a Building Committee to assist and oversee the Board of Education in the Alteration Projects for Flanders Elementary School, Lillie B. Haynes Elementary School, and Niantic Center School (hereafter known as “the Projects”). The Building Committee will provide oversight to monitor the timely completion of the Projects, to ensure that the completed Projects meet the programs and improvements as mandated and approved by the State of Connecticut and to ensure that the Projects meet the overall Projects plan and budget as approved by the Town *via* the referendum held on March 28, 2017.

The Building Committee will act with decision-making and voting authority as limited by these approved bylaws. With this authority, the Building Committee shall first recommend a Construction Manager and the contractual requirements for the Construction Manager for Board of Education approval. Then, the Building Committee will develop a pre-construction timetable with the Projects Architect (Jacunski Humes Architects, LLC Berlin, CT), Construction Manager, and East Lyme Public Schools Superintendent and his designees. The timetable will include but not be limited to issuance of Schematic Design Documents, completion of Construction Documents and review of the Projects by the State of Connecticut prior to bidding and construction commencement. The Building Committee will also oversee the bidding processes for all aspects of the Projects including the awarding of contracts. During the pre-construction phase, the Building Committee shall maintain regularly scheduled communication with the Board of Education.

During the pre-construction and construction phases of the Projects, the Building Committee shall:

1. Oversee the Projects implementations and expenditures, and assist the Board of Education in maintaining the Projects Budget and Schedule;
2. Shall maintain regularly scheduled communication on all aspects of the Projects with the Board of Education;
3. Approve Projects Changes and Additions as follows:
 - a. Changes and Additions not to exceed Ten Thousand (\$10,000) dollars will be approved by the Building Committee Chairperson or his designee.
 - b. A quorum of the Building Committee will approve changes or additions greater than Ten Thousand (\$10,000) dollars and less than Thirty Thousand (\$30,000) dollars.
 - c. Changes or Additions greater than Thirty Thousand (\$30,000) dollars will be reviewed and approved by the Building Committee and by the Board of Education.

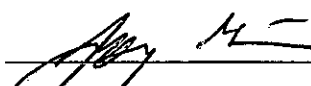
- d. All change orders, regardless of the amount approved, will be presented and reviewed at regularly scheduled Building Committee meetings along with the monthly Projects budget status report with details reported to the Board of Education monthly.
4. Review a summary of all invoices at regularly scheduled Building Committee meetings;
5. Review any necessary changes to the Projects schedule and make recommendations for Board of Education approval;
6. Approve and recommend to the Board of Education the completion of the Projects when the Building Committee is satisfied.

The Building Committee shall take no binding action unless 1) a quorum of the voting members of the Building Committee is present at a Building Committee meeting, and 2) a majority of those voting Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the voting members, including the Chairman of the Building Committee.

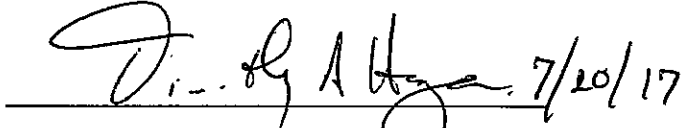
The Building Committee members must be residents of the Town of East Lyme with the exception of non-voting members. The Building Committee members with voting rights shall be comprised of the appointed Town of East Lyme Building Committee and two BOE appointed members of the Board of Education. The Superintendent or his designee and the three Elementary School Principals shall serve as non-voting members of the committee. The Chair of the Building Committee shall be the Chair of the Town of East Lyme Building Committee. All meetings of the Building Committee will be held in public and compliant with State of Connecticut Freedom of Information Act.

The Building Committee shall be dissolved by Board of Education action following the Building Committee approval of the completed Building Project.

Approved by the East Lyme Board of Education on July 17, 2017.



Jeffrey R. Newton Date
Superintendent, East Lyme Schools 7/20/17



Timothy Hagen Date
Chair, Board of Education 7/20/17