

**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."

Monday, September 11, 2017

REGULAR MEETING

Call to Order and Executive Session: 6:30 PM

Regular Business Resumes: 7:00 PM

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, John Kleinhans (arrived 8:00 p.m.), Barbara Senges, Jaime Barr Shelburn

Board Members Absent: None

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instruction and Assessment), Kim Davis (Director of Student Services), Mike Susi (Principal, East Lyme High School), Jason Bitgood (Principal, East Lyme Middle School), Linda Anania (Principal, Flanders Elementary School), Melissa DeLoreto (Principal, Lillie B. Haynes Elementary School), Jeff Provost (Principal, Niantic Center Elementary School), Maryanna Stevens (Director of Finance, Marketing and Growth Management)

The Board convened in Room B100, East Lyme High School.

I. CALL TO ORDER – 6:35 p.m. by Chair Tim Hagen

A. Executive Session

MOTION: Jaime Barr Shelburn moved to enter into executive session at 6:35 p.m. and to include the Superintendent and Assistant Superintendent for the purpose of discussing negotiations with Technology Business Network Group (TBNG) consulting; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 7:00 p.m., took a short recess, and the Regular Meeting resumed at 7:05 pm in Room B101, East Lyme High School.

II. PLEDGE OF ALLEGIANCE – Led by Chair Tim Hagen and American Legion Post Commander Bob Simpson and Adjutant Commander and Program Chair Tim Yuhas

III. PUBLIC COMMENT

American Legion Post Commander Bob Simpson and Adjutant Commander and Program Chair Tim Yuhas awarded a plaque to Board of Education Student Representative (ELHS) Conrad French for being selected as the most outstanding Boys State delegate who had made the greatest contribution in making the summer conference a success. The Post received the plaque for selecting and sponsoring Conrad as a delegate, but voted to award the plaque to Conrad rather than to display it at the Post.

IV. APPROVAL OF MINUTES

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education Regular Meeting of August 21, 2017 as presented; Barbara Senges seconded.

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

VOTE CON: None

ABSTAIN: Jill Carini

MOTION CARRIED 9:0:1

V. SPECIAL REPORTS

A. Student Representatives – ELHS Senior Conrad French

- Thank you to the American Legion for sponsoring four girls and Conrad to attend Boys and Girls State over the summer. Fantastic experience!
- ELHS athletic contest update.
- CEMA auditions in November for music students.
- Peers Reaching Out (PRO) Club helped to organize Freshman Orientation, New Student/Parent Orientation, and Back-to-School Night.

B. Salem Board of Education Representative – None present.

C. East Lyme Selectman Representative – Selectman Rose Ann Hardy

- Road upgrades in downtown area should not affect traffic
- Grant Place resigned as BOE rep to the Cable Advisory Committee. The BOE will appoint a replacement (BOE member or an ELPS staff member who is an EL resident).
- Property acquired for park on Main Street project is moving along.
- Update on subdivision at Spring Rock Rd Proposal was withdrawn and an alternate proposal has not been resubmitted

D. Other Representatives

VI. CONSENT AGENDA

MOTION: Jaime Barr Shelburn moved to accept the Consent Agenda as presented (A. Proposed Pfizer Foundation Volunteer Program Donation in the Name of Richard Buckley to ELHS in the Amount of \$1,000.00); Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: ELPS Elementary School Alteration Projects Update by Architect Al Jacunski and O&G Representative Ken Biega

Architect Al Jacunski and O&G representative Ken Biega presented the proposed project scope for alterations, related work for the three elementary schools, and a review of the services provided over the last four months.

The School Construction Grant Office has informed us that they want a written letter stating that we will not try to obtain a Space Standards Waiver through project reimbursement (considering the state maximum allowable square footage per pupil; where the maximum is based upon the projected enrollment for the project; grades housed in the school; and the school's total square footage).

2. Discussion/Action re: Proposed ELPS Long Range Coherence Plan for 2017-2022

Superintendent Newton and Assistant Superintendent for Curriculum, Instruction and Assessment requested adoption of the proposed ELPS Long Range Coherence Plan for 2017-2022 (see Attachment A.). The Board reviewed the plan on several prior occasions.

MOTION: Jaime Barr Shelburn moved to adopt the ELPS Long Range Coherence Plan for 2017-2022 as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion re: Presentation of District Improvement Plan for the 2017-2018 School Year

- Superintendent Newton, Assistant Superintendent Amy Drowne, and Director of Student Services Kim Davis gave a PowerPoint presentation outlining the District Improvement Plan for the 2017-2018 School Year (see attachment B.).
- The District Improvement Plan was developed based on the District’s Long Range Plan, the one-year improvement plan is a working document, to be adjusted as necessary, and identifies measurable outcomes and “Our Promise to Students.”
- Clarity and Collaboration have been identified as areas that need continued work. School Improvement Plans will be shared at an upcoming Board meeting.

4. Discussion re: Elementary Redistricting Update

- Superintendent Newton updated the Board on the work being done by the District and Milone & MacBroom in preparation of an elementary redistricting plan.
- A letter to parents is being drafted and a website component will be available to keep parents updated.

5. Discussion re: Draft ELPS Calendar (BOE Input) for the 2018-2019 School Year

- Superintendent Newton asked the Board for calendar input before reconvening the ELPS Calendar Committee, as necessary, to discuss next year’s school calendar.
- The Connecticut State Department of Education (CSDE) no longer requires the district to follow the regional calendar.
- Concerns were voiced regarding the September 5, 2017 Professional Development Day tying in with the Labor Day weekend and the hardship it may have caused parents and the possible advantage of developing a two-year calendar.
- Board members were asked to submit calendar input to Superintendent Newton. Staff input will be gathered, and a possible parent/student/staff survey will be conducted with information being brought back to the Board at a future meeting.

B. Instruction

1. Discussion/Action re: Proposed Adoption of the ELPS Elementary Schools’ Student/Parent Handbook for the 2017-2018 School Year

- Assistant Superintendent Amy Drowne presented for adoption the proposed ELPS Elementary Student/Parent Handbook for the 2017-2018 school year.
- This is the first year East Lyme will have a district-wide elementary handbook. Board members were asked at the last meeting to review the document and submit input prior to the Board meeting.
- The Board thanked Assistant Superintendent Drowne and elementary principals for their work.

MOTION: Jaime Barr Shelburn moved to adopt the ELPS Elementary School Student/Parent Handbook for the 2017-2018 school year as presented; Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Personnel

D. Policy

E. Other

VIII. ADMINISTRATION REPORTS

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

- Possibility of a Micro-Grid and Fuel Cell (Doosan Fuel Cell), installed at no cost to the town, would provide a potential fuel savings at the Middle School, Lillie B. Haynes, and the Community Center. Additional information will be presented to both the town and the District.
- State Budget and projected analysis of what East Lyme state cuts would look like
- Will forward the 2011 Kaestle Boos Facilities study of ELMS and ELHS to BOE members
- ELHS in the running for the Blue Ribbon School Award.
- The District-wide Maintenance Plan is still in progress.

B. Assistant Superintendent Curriculum, Assessment, & Instruction – *Mrs. Amy Drowne* and Director of Finance, Marketing and Growth Management – *Mrs. Maryanna Stevens*

- Amy, Maryanna, and Data Specialist, Stacey Muscarella, worked three days this week with two Frontline consultants to clean up technology systems at Central Office to work more efficiently (Frontline, Aesop, My Learning Plan, and Infinite Vision).

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee
- C. Policy Review Committee – Oral report of 09/11/17 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 staffing changes for 2017/2018:

1. Appointments:

- Toni Acfalle, 1.0 FTE Instructional Aide, ABA PK-1, DW HA, 08/30/17
- Jean Bradley, 0.40 FTE CPS Lead Teacher, HA, 08/30/17
- Meghan Cambridge, 0.3 FTE CPS Aide, HA, 08/30/17
- Jessica Carlson, 1.0 FTE Instructional Aide, NC, 08/30/17
- Kelsey Champion, 1.0 FTE Instructional Aide, TLP, DW FL, 08/30/17
- Jessica Charron, 1.0 FTE Instructional Aide, Int PS, DW HA, 08/30/17
- Marylu Clark, 0.30 FTE Aide, CPS, HA, 08/30/17
- Kelli Daugherty, 0.80 FTE CPS Teacher, HA, 08/30/17
- Colleen Denegre, 1.0 FTE Instructional Aide, DW HS, 08/30/17
- Leena Faulkner, 1.0 FTE Instructional Aide, DW MS, 08/30/17
- Tracy Feldman, Temporary Substitute Before/After School Care Facilitator, MS, 08/30 to 09/29/17
- Nicole Goolsbey, 1.0 FTE Instructional Aide, TLP, DW MS, 09/6/17
- Maria Gonzalez, 1.0 FTE Instructional Aide, DW HS, 08/24/17
- Farrah Hille, 1.0 FTE Teaching Assistant, DW HS, 08/24/17
- Sarah Jolly-Ballentine, 0.30 FTE CPS Teacher, HA, 08/30/17
- Sara Kelly, 1.0 FTE Teaching Assistant, HS, 08/24/17
- Christine Kluge, 0.5 FTE Administrative Assistant, CO, 8/23/17 – 06/30/18
- Elizabeth Knudsen, 1.0 FTE Instructional Aide, HA, 08/30/17
- Aaron Maddux, 0.8 FTE Social Studies Teacher, HS, 08/24/17
- Tyler Maine, 1.0 FTE Math Long-Term Substitute Teacher, MS, on or about 09/11 to 12/22/17
- Maryann Martin, 1.0 FTE Instructional Aide, DW MS, 08/30/17
- Claudia Murphy, 1.0 FTE Instructional Aide, Int PS, DW HA, 08/30/17
- Jack Murphy, 0.1 FTE Health/PE Teacher, Coastal Connections, HS, 09/08/17, 2017/18 SY only
- Laurie Otter, 1.0 FTE Instructional Aide, TLP, DW MS, 08/24/17
- Bethany Perry, 1.0 FTE Teaching Assistant, MS, 08/24/17

- Amelia Quinn, 1.0 FTE Long-term Substitute Teaching Assistant, NC, 08/30/17
- Amy Reynolds, 1.0 FTE Teaching Assistant, FL, 08/30/17
- Skyla Seltzer, 1.0 FTE Teaching Assistant, MS, 08/24/17
- Salynne Slattery, 1.0 FTE Instructional Aide, Int PS, DW HA, 08/30/17
- Suzanne White, 0.4 FTE Instructional Aide, Int PS, DW HA, 08/30/17
- Allison Woods, 1.0 FTE Instructional Aide, TLP, DW MS, 08/30/17

2. **Increases/Reductions in FTE:**

- Alison Chmiel increase from 8.75 hours to 12.5 hours per week, HA, 8/30/17
- Jennifer Raub increase from 0.8 FTE to 1.0 FTE Social Studies teacher, HS, 08/28/17

3. **Reassignments:**

- Ermine Ciaston from 1.0 FTE Instructional Aide (DW) to 1.0 FTE Teaching Assistant, HS, 08/24/17
- Dianne Fenn-Page from 1.0 FTE Instructional Aide (DW) to 1.0 FTE Teaching Assistant, HS, 08/24/17
- Maria Lorah from 1.0 FTE Teaching Assistant (16/17 SY only) to 1.0 FTE Teaching Assistant, FL, 08/30/17
- Paul Neff, 1.0 FTE Custodian, adjustment in hours, HS 08/30/17
- Diane Tobin from 1.0 FTE Instructional Aide, TLP, DW MS to 1.0 FTE Teaching Assistant, HS, 08/30/17
- Andrew Whritenour from 1.0 FTE Teaching Assistant to 1.0 FTE Grade 2 Long-Term Substitute Teacher, 08/28/17 through a date to be determined

4. **Resignations:**

- Brittany Eckert, 1.0 FTE Instructional Aide, ABA, DW MS, 08/28/17
- Janet Klos, 0.25 FTE Before School Greeter, NC, 08/15/17
- Erin Lynch, 1.0 FTE Instructional Aide, DW HA, 08/22/17
- Laurie Otter, Aide for Tues/Thurs am Co-Op Class, CPS, HA, 08/25/17
- Christiana Peaslee, 1.0 FTE Teaching Assistant, FL, 08/21/17
- John Rudker, 1.0 FTE Instructional Aide, DW HS, 08/23/17
- Paula Taylor, 1.0 FTE Teaching Assistant, MS, 08/16/17
- Jessica Thompson, 0.4 FTE School Aide and 0.10 FTE Lunch School Aide, HS, 08/14/17
- Kai-Leigh Urian, 1.0 FTE Teaching Assistant, MS, 08/9/17

B. Out-of-State Field Trips:

1. Flanders School Field Trip (Grade 4) to the Big E in Springfield, MA on 09/26/17

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments:

1. Jaime Barr Shelburn – Harlem Wizards will be present at school assemblies on 09/20/17 and the basketball game will be on 09/23/17, 6:30 p.m. at ELHS. Doors open at 5:30 p.m.

B. Future Agenda Items:

1. BOE Retreat to Develop Goals – 09/19/17
2. School Calendar (182 days) – Brought to BOE 04/03/17 – discussed 9/11/17 – Return to BOE
3. 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 09/25/17
4. Supt and Asst Supt Presentation of District's LR Plan to Salem BOE – Mid Oct
5. School Improvement Plans – 09/25/17
6. Future Use of LEARN space at HA – Bill Derry TBD
7. Elementary Alteration Project Update – Standing agenda item
8. Redistricting – Standing agenda item

XIII. **PUBLIC COMMENT** - None

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

XV. **ADJOURNMENT**

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 9:02 p.m.; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully submitted,

Al Littlefield

Al Littlefield, Secretary

East Lyme Board of Education