

**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 25, 2017**

REGULAR MEETING

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, 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), Deb Kelly (Assistant 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), Pat Lannon (Technology Director, ELPS)

- I. **CALL TO ORDER** – 7:52 p.m. by Chair Tim Hagen
- 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 September 11, 2017 as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**V. SPECIAL REPORTS**

- A. **Student Representatives** – ELHS Senior Conrad French was not present.
- B. **Salem Board of Education Representative** – George Jackson was not present.
- C. **East Lyme Selectman Representative** – Selectman Rose Ann Hardy
  - The BOS moved to approve the smoking policy entitled “No Tobacco Use Zone for all East Lyme Town Buildings”
  - In response to a previous question, a package store is going in the Mitchell building
- D. **Other Representatives** - None.

**VI. CONSENT AGENDA** – None

## VII. DISCUSSION/ACTION ITEMS

### A. Finance/Facilities/Community

#### 1. Discussion re: ELPS Camp Phenomena (Summer 2017) Review

Niantic Center School teacher Diane Swan and Flanders teacher Lisa Vaudreuil reviewed with the Board the Camp Phenomena from July 31 to August 11, 2017 as a summer camp experience to include enrichment outcomes, an overall reflection of the program and reforms for next year, and parent survey results.

They stated it was a great opportunity for students and hope the program will be expanded next summer. Superintendent Newton and the Board thanked the teachers for their work and commitment to the program.

#### 2. Discussion re: School Improvement Plans for the 2017-2018 School Year

Superintendent Newton and Assistant Superintendent for Curriculum, Instruction and Assessment Amy Drowne reviewed the District Improvement plan. The overall purpose of the plan:

##### District Improvement Plan

- Aligns actions and resources with the district mission
- Ensures that stakeholders are working toward common goals
- Establishes agreement around intended outcomes
- Creates and sustains a continuous, long-term process of organizational learning
- Aligns the structures and processes of the entire school district to support adaptation and innovation

The ELPS school principals, Deb Kelly (Assistant 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), each described how their individual School Improvement Plan was developed and how it supports the District Improvement Plan. The overall purpose of the plans:

##### School Improvement Plan

- Aligns with the District Improvement Plan
- Provides action steps, timeframe, resources, and an accountability measure of success for each of the three district goals

The principals answered questions from the Board.

Next month the District Data Team is scheduled to present data on student assessment.

#### 3. Discussion re: Elementary Redistricting Update

- Superintendent Newton stated a letter was sent today to all elementary parents informing them that a firm has been hired to assist the district with the redistricting planning process.
- Information has been sent to contracted firm Milone & MacBroom, Inc. as requested.
- Community forums and opportunities to engage our parent community will be scheduled.
- Going forward, the District will continue to update parents/staff as the specific timeline is identified for when redistricting will occur as it relates to the school building projects and renovations.
- BOE conversations will take place to establish criteria before setting redistricting boundaries

#### 4. Discussion re: ELPS Elementary School Alteration Projects Update

- Architect Al Jacunski continues to meet with elementary principals.
- Town Building Committee meeting have been scheduled through December 2017.

- O&G is finalizing costs for an October 5 meeting and will report back to BOE.

### C. Personnel

### D. Policy

#### 1. Discussion/action re: Second Reading – Proposed Adoption of BOE Policy 6151 Instruction: Class Size

**MOTION:** Jaime Barr Shelburn moved to BOE Policy 6151 Instruction: Class Size as presented; Leigh Gianakos seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

#### 1. Discussion re: First Reading – Proposed Revision of BOE Policy 1313 Community Relations: Gifts to School Personnel

The proposed policy revisions have been reviewed by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 2. Discussion re: First Reading – Proposed Revision of BOE Policy 4118.11 Personnel – Certified/Non-Certified: Nondiscrimination

The proposed policy revision has been reviewed by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 3. Discussion re: First Reading – Proposed Deletion of BOE Policy 5131.1 Students: Bus Conduct

The policy has been incorporated into Policy 5144 Students: Discipline and Punishment, and is therefore recommended for deletion by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 5. Discussion re: First Reading – Proposed Deletion of BOE Policy 5131.7 Students: Weapons and Dangerous Instruments

The policy has been incorporated into Policy 5144 Students: Discipline and Punishment, and is therefore recommended for deletion by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 6. Discussion re: First Reading – Proposed Deletion of BOE Policy 5131.8 Students: Out of School Misconduct

The policy has been incorporated into Policy 5144 Students: Discipline and Punishment, and is therefore recommended for deletion by the administration and Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 7. Discussion re: First Reading – Proposed Revision of BOE Policy 5131.9 Students: Bullying

The proposed policy revision has been reviewed by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

#### 8. Discussion re: First Reading – Proposed Deletion of BOE Policy 5131.913 Students: Cyberbullying

The policy has been incorporated into Policy 5131.9 and is therefore recommended for deletion by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

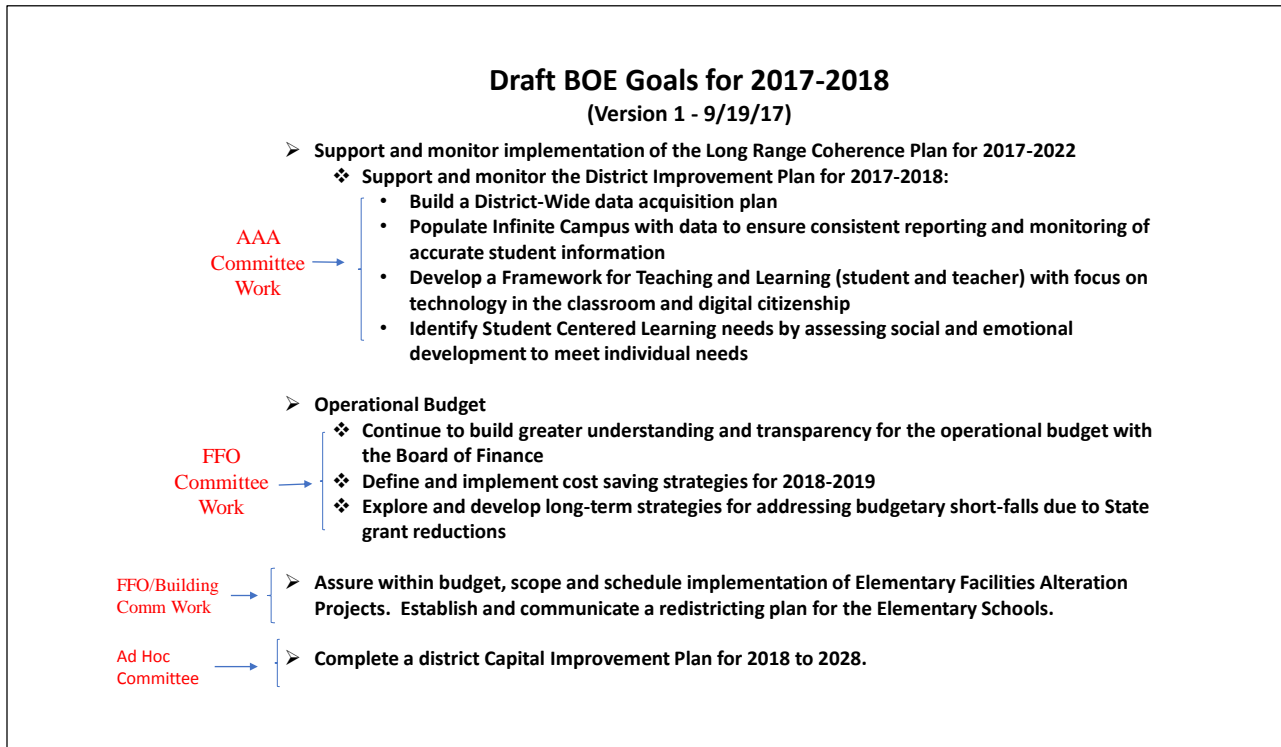
#### 9. Discussion re: First Reading – Proposed Revision of BOE Policy 5144.1 Students: Seclusion and Restraint

The proposed policy revision has been reviewed by the administration and the Policy Review Committee. Suggested edits should be sent to Jaime Barr Shelburn.

## E. Other

### 1. Discussion/action re: Proposed Board of Education Goals for the 2017-2018 School Year

The Board discussed the draft Board Goals dated September 19, 2017. Superintendent Newton proposed AAA and FFO Committee assignments as follows:



Further discussion will take place regarding measurable goals and evidence of completion.

A BOE Retreat will be scheduled to review and discuss Board operation.

### 2. Discussion re: Board of Education Representation at Upcoming Board of Finance Meetings

Board of Education Representation for upcoming Board of Finance meetings is as follows:

- Wednesday, October 11, 2017, 7:00 p.m., EL Town Hall – Tim Hagen
- Wednesday, November 8, 2017, 7:00 p.m., EL Town Hall – Jaime Barr Shelburn
- Wednesday, December 13, 2017, 7:00 p.m., EL Town Hall – Candice Carlson

## VIII. ADMINISTRATION REPORTS

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

- Draft 2018-2019 ELPS Calendar will be shared with the Board on 10/10/17.
- Thank you to Jaime Barr Shelburn for her work with the Harlem Wizards game.

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

- “As the world is happening around us, change is difficult under the most optimal instances, and we need to stay cognizant of what is occurring in and out of these walls.”

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

- Budget work is underway for FY 19. Information is getting out to all departments.

**IX. COMMITTEE REPORTS**

- A. AAA Committee
- B. FFO Committee – Oral report of 09/25/17 meeting
- C. Policy Review Committee
- 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

- Stephen Bailey, 1.0 FTE Instructional Aide (ABA), DW HS, 08/31/17
- Maeghan Calzetta-Partridge, 1.0 FTE Instructional Aide, FL, 08/30/17
- Dianne Fenn-Page, 1.0 FTE Special Education Teacher, HS, 09/18/17
- Kimberley Shukis, 1.0 FTE Teaching Assistant, MS, 09/08/17
- Regina Westner, 0.15 FTE Before School Aide, HA, 09/06/17
- Suzanne White, 0.25 FTE School Aide, HA 08/30/17

2. Increases/Reductions in FTE

- Kim Neal voluntary reduction from 0.33 to 0.20 FTE Instructional Aide ABA DW HS 09/10/17

3. Reassignments

- Colleen Denegre reassigned from 1.0 FTE Instructional Aide DW HS to ABA DW MS, 09/13/17

**B. Out-of-State Field Trips:**

1. ELHS field trip to Ithaca College, Ithaca, NY, 11/20-11/21/17, to participate in the Ithaca Choral Composition Fest
2. ELHS field trip to First Baptist Church and Providence Place, Providence RI, 12/04/17, to participate in the 70<sup>th</sup> Annual Latin Carol Sing
3. ELHS Field Trip to Dunkin Donuts Center, Providence, RI, 01/12/18, to perform at the Providence Bruins Ice Hockey Game
4. ELHS field trip to Gershwin Theatre, NYC, NY 03/14/18, to attend a Broadway performance
5. ELHS field trip to Six Flags NE, Agawam, MA, 5/18/17, to participate in the Great East Adjudication Festival

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

- Jaime Barr Shelburn – Appreciative of all the help for the Harlem Wizards game
- Candice Carlson – Reminder of the 5<sup>th</sup> Annual EL Community Forum on Suicide Prevention and Mental Health, Thursday, September 28, 2017, 7:00 p.m., ELHS
- Hope we continue to offer and expand Camp Phenomena next summer
- Elementary PTA fundraiser – 1 mile run on 10/09/17

**B. Future Agenda Items:**

1. School Calendar (182 days) – Brought to BOE 04/03/17 – discussed 09/11/17 – Return to BOE 10/23/17
2. Microgrid Fuel Cell Discussion – 09/25/17 Tim Hagen to BOE 10/10/17
3. BOE Goals – 09/25/17 to BOE 10/10/17
4. 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 October 2017
5. Supt and Asst Supt Presentation of District's LR Plan to Salem BOE – 10/2/17
6. Food Service Update – November 2017
7. ELPS Staffing Plan for 2017-2018 – 10/10/17

- 8. Mid-year check on Elementary schedule – 09/25/17 Jaime Barr Shelburn to BOE mid Jan 2018
- 9. Future Use of LEARN space at HA – Bill Derry TBD
- 10. Elementary Alteration Project Update – Standing agenda item
- 11. 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 9:55 p.m.; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,  
*Al Littlefield*  
Al Littlefield, Secretary  
East Lyme Board of Education