

**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, January 8, 2018**

REGULAR MEETING

6:00 PM

Room B101, East Lyme High School

**MINUTES**

Board Members Present: Tim Hagen (Chair), Jaime Barr Shelburn (Acting Secretary), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, Leigh Gianakos, Barbara Senges

Board Members Absent: John Kleinhans, Al Littlefield (Secretary)

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

I. **CALL TO ORDER** – 7:09 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 December 18, 2017 as presented; Barbara Senges seconded.

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

**VOTE CON:** None

**ABSTAIN:** Eric Bauman

**MOTION CARRIED 7:0:1**

V. **SPECIAL REPORTS**

A. **Student Representative** – ELHS Junior Sumeet Kadian and Senior Conrad French

-ELHS Extravagana - \$1,000 fundraiser for Miracle Field

-Ithaca acapella group assembly 1/9/18

-Sporting event updates

-Poetry Out Loud Competition, 1/16/18, 2:30 p.m., auditorium, winner to States 3/3/18

B. **Salem Board of Education Representative** – George Jackson was not present.

C. **East Lyme Selectman Representative** – First Selectman Mark Nickerson

-Plans moving forward for Main Street Park

-Memorial bricks are available for purchase

-Cini Park bathrooms will be installed

-Transient dock will be located under Niantic River bridge to encourage marine tourism

-Through 75% of snow budget to date

-EL Volunteer Corps has been formed to encourage volunteers in specialties and areas of interest. Link is available on town website.

D. Other Representatives - None.

VI. CONSENT AGENDA – None.

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion/action re: ELPS Elementary School Alteration Projects Update by Jacunski Humes Architects

Architect Al Jacunski and O&G representative Loral Purcell walked the Board through the proposed project scope (updated 12/15/17), construction timeline, and phasing plan for each of the elementary school alteration projects. Students and teachers will not be relocated outside of their buildings with the exception of the possibility of up to five Flanders classes moving to Central Office for the 2018-2019 school year. Most remediation will be conducted during summer 2018, 2018-2019 will be a construction year, and the projects are scheduled for completion by the end of summer 2019. All summer 2018 programs will be relocated to ELMS and ELHS.

**MOTION:** Barbara Senges moved to modify the agenda to include this as a discussion/action item for the purpose of authorizing the Superintendent and BOE Chair to sign off on the SCG042 form (statement approving project to go to bid accompanied by final specification plan and budget); Jill Carini seconded.

**VOTE PRO:** Tim Hagen (Chair), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, Leigh Gianakos, Barbara Senges

**VOTE CON:** None

**ABSTAIN:** Jaime Barr Shelburn

**MOTION CARRIED 7:0:1**

**MOTION:** Barbara Senges moved to authorize the Superintendent and BOE Chair to sign off on the SCG042 form (statement approving project to go to bid accompanied by final specification plan and budget) contingent on Town Building Committee approval; Jill Carini seconded.

**VOTE PRO:** Tim Hagen (Chair), Eric Bauman, Jill Carini, Candice Carlson, Bill Derry, Leigh Gianakos, Barbara Senges

**VOTE CON:** None

**ABSTAIN:** Jaime Barr Shelburn

**MOTION CARRIED 7:0:1**

The Town Building Committee was commended for its work in ensuring the project includes its original scope, additional needs, and careful cost oversight.

2. Discussion re: Presentation of the Superintendent's Proposed Budget for FY 2018-219

The Central Office administrative staff presented the Superintendent's proposed budget for FY 2018-2019 (PowerPoint presentation attached) and budget binders were distributed. The proposed \$47,776,943 budget reflects a 2.59% increase over the current year budget and includes the reduction of two teachers (HA and HS) and the addition of a 0.50 FTE school psychologist (elementary) and 2.70 FTE social workers split across the district. The staffing initiative aligns with the district's long range plan and district improvement plan. Cost saving measures include "zero-based" budgeting, high-deductible health plan (HDHP), natural gas conversion, new in-house food service program, and the consolidation of software and curriculum contracts.

Budget deliberations will occur at the next Board meeting on Monday, January 22, 2018 (the January 16, 2018 meeting has been cancelled) and a public hearing will be held on Monday, January 29, 2018.

Several Board members spoke of the importance of relaying staffing need initiatives to the community and the Board of Finance and offered input and suggestions related to the presentation. The Capital Improvement Plan (CIP) document in the budget book will be marked “draft” and a list of all items in the CIP under \$25,000 (operating budget) will be provided to Board members.

Board members were asked to email budget questions to Superintendent Newton prior to the next meeting. Questions and responses will be posted to the district website.

3. **Discussion re: ELPS Elementary Redistricting Update**

Superintendent Newton stated an elementary redistricting update will be provided in February.

**B. Instruction**

**C. Personnel**

1. **Discussion/action re: Proposed Ratification of Agreement Between the East Lyme Board of Education and the East Lyme Administrators’ Association for July 1, 2018 – June 30, 2021**

Superintendent Newton presented the proposed Agreement Between the East Lyme Board of Education and the East Lyme Administrators’ Association for July 1, 2018 – June 30, 2021. The ELAA and the Board Negotiating Committee (Eric Bauman, Barbara Senges, and Jill Carini) were thanked for their work.

**MOTION:** Jaime Barr Shelburn moved to ratify the proposed agreement between the East Lyme Board of Education and the East Lyme Administrators’ Association for the period July 1, 2018 through June 30, 2021 as Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**D. Policy**

2. **Discussion/action re: Second Reading – Recommended Revision of BOE Policy 3541 Non-Instructional Operations/Transportation**

Upon approval, Superintendent Newton stated he will send a letter to update parents of the policy revision.

**MOTION:** Jaime Barr Shelburn moved the revision of BOE Policy 3541 Non-Instructional Operations/Transportation as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**E. Other**

**VIII. ADMINISTRATION REPORTS**

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

-Four (4) snow days to date – Last school day is tentatively Thursday, June 21, 2018

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

-Quality time in CO with budget prep and elementary alteration projects

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

-Budget work continues

**IX. COMMITTEE REPORTS**

**A.** AAA Committee – Minutes of 11/6/17

**B.** FFO Committee

**C.** Policy Review Committee – Minutes of 11/20/17

**D.** ELPS Chinese Program ad Hoc Committee

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

**F.** District Long Range Plan Committee

**X. COMMUNICATIONS - None**

**XI. NOTICES****A. Notice of the following staffing changes for 2017/2018:****1. Retirements**

-Alice MacDougall, 1.0 FTE Administrative Assistant for Transportation, CO, 7/7/18

**B. Out-of-State Field Trips: None at this time.****XII. BOARD COMMENTS/FUTURE AGENDA ITEMS****A. Board Comments:**

-Jaime Barr Shelburn asked if there is a need to review the school calendar for adjustments due to school projects – No need at this time.

-Jaime Barr Shelburn invited community members to join the Miracle League and noted its next meeting is January 25, 2018, 7:00 p.m., at the EL Parks and Recreation office.

**B. Future Agenda Items:**

1. Budget discussion and deliberations re: Supt's Proposed Budget for FY 2018-2019 – BOE Regular Meeting, Monday, January 22, 2018
2. Discussion on Coastal Connections Program (including success, student outcomes, analysis of program data separate from high school data) and action on tuition rates for the 2017/2018 school year – Eric Bauman – FFO conducted a financial overview on 11/20/17 (Jan/Feb 2018)
3. ELHS Grade Point Average (GPA) Calculations – Eric Bauman 12/18/17 – to BOE 1/22/18
4. Future Use of LEARN space at Lillie B. Haynes – Bill Derry - (TBD)
5. Mid-year check on Elementary schedule - 09/25/17 Jaime Barr Shelburn to BOE 1/22/18
6. BOE Meeting Date Calendar Review – Fall 2018
7. Redistricting – Standing agenda item
8. Elementary Alteration Project Update – Standing agenda item

**XIII. PUBLIC COMMENT - None****XIV. EXECUTIVE SESSION – Executive session was not necessary.****XV. ADJOURNMENT**

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 9:45 p.m.; Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully submitted,

*Jaime Barr Shelburn*

Jaime Barr Shelburn, Acting Secretary  
East Lyme Board of Education

Attachment:

2018-2019 Superintendent's Proposed Budget Presentation