

**EAST LYME BOARD OF EDUCATION
East Lyme, Connecticut**

**East Lyme Board of Education Minutes
Monday, December 12, 2011
Regular Board Meeting: 7:00 p.m.
INTV Room – B101
East Lyme High School**

Board Members Present: Tim Hagen, Jaime Barr, Jill Carini, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Pamela Rowe, Chris Sandford, Rich Steel

Board Members Absent: None

Administrators Present: Dr. James Lombardo (Superintendent), Brian Reas (Assistant Superintendent), Dr. Karen Costello (Administrator for Program Improvement), Linda Anania (FL Principal), Judy DeLeeuw (MS Principal), Laurie Zaneski (HS Assistant Principal), Melissa DeLoreto (NC Principal), Don Meltabarger (Business/Facilities Director)

I. CALL TO ORDER – The meeting was called to order at 7:07 p.m. by Dr. Lombardo.

A. Election of Board of Education Chair

MOTION: Jaime Barr nominated Timothy Hagen for the position of Board Chair; Marlene Nickerson seconded the nomination. The nominations were closed.

VOTE PRO: Jaime Barr, Jill Carini, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Pamela Rowe, Chris Sandford, Rich Steel

ABSTAIN: Tim Hagen

MOTION CARRIED

Tim Hagen was congratulated and assumed the position of Board Chair.

MOTION: Laura Greenstein nominated Richard Steel for the position of Board Secretary; Jill Carini seconded the nomination. The nominations were closed.

VOTE PRO: Jaime Barr, Jill Carini, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Pamela Rowe, Chris Sandford

ABSTAIN: Richard Steel

MOTION CARRIED

Rich Steel was congratulated and assumed the position of Board Secretary.

II. PLEDGE OF ALLEGIANCE – Led by Tim Hagen, Jill Carini, Pam Rowe, and Chris Sandford

III. BOARD OF EDUCATION AGENDA AMENDMENT

MOTION: Al Littlefield moved to modify the Board of Education Agenda by adding Item XV. Executive Session to discuss personnel matters; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

IV. PUBLIC COMMENT

1. Sonja Mazzulli, 183 N. Bridebrook Road, Lillie B. Haynes PTA President, expressed concerns regarding the present third grade class size at Lillie B. Haynes School and asked the Board's consideration to add a fourth section next year to grade three and to grade four.
2. Evangelos Tziampazis, 11 Alexander Drive, expressed concerns regarding the present third grade class size at LB Haynes and asked the Board to consider ways to address the situation. He also made reference to CT Mastery Test results and student performance.

V. APPROVAL OF MINUTES

MOTION: Al Littlefield moved approval of the minutes of the Board of Education Regular Meeting of November 14, 2011 as presented; Laura Greenstein seconded.

VOTE PRO: Tim Hagen, Jaime Barr, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Rich Steel

ABSTAIN: Jill Carini, Pam Rowe, Chris Sandford

MOTION CARRIED

VI. SPECIAL REPORTS: STUDENTS' REPRESENTATIVES, SELECTMEN'S REPRESENTATIVE, and OTHER REPORTERS

- A. Students' Representative – Sarah Kukich and Kaylee Roberts
 - ELHS drama production "A Christmas Carol" was a success
 - Holiday Extravaganza (telethon) on 12/22/11 will raise money for the Children's Museum
 - Math Team will compete on 12/14/11
 - Coat and Toy Drive – Spanish National Honor Society
 - The National Honor Society will be performing on 12/16/11 at Crescent Point
 - Breakfast with Santa on Saturday, 12/17/11, HS Commons is a grade 12 fundraiser
 - Crew Team fundraiser, Saturday, 12/17/11 in cafeteria
 - Music Department will perform at the EL Senior Center on Tuesday, 12/20/11
 - Fruit Sale – ongoing Crew Team fundraiser
- B. Selectmen's Representative – Selectman Rob Wilson
 - Congratulated Chair Tim Hagen, Secretary Rich Steel and new Board members and thanked all Board members for their work
 - Thanked Dr. Lombardo and those who organized the East Lyme Inauguration Ceremony on 12/5/11
 - Thanked the ELHS Viking Band for participating in the Holiday Light Parade in Niantic on 12/11/11
 - Congratulated the ELHS Football Team for winning the *2011 William J. Noonan Sportsmanship Award*
 - Praised the ELHS Drama Department and the Viking Saga for their work
- C. Town Building Committee Representative – not present
- D. Salem Board of Education Representative – not present

VII. CONSENT AGENDA - None**VIII. DISCUSSION/ACTION ITEMS****A. Finance/Facilities/Community****1. Discussion/Action re: Proposed Rental Payment to Carelot Enterprises, LLC for Coastal Connections Program for December 2011 and January 2012**

The Board was asked to issue payment to Carelot Enterprises, LLC through January 31, 2012. The original rental agreement with Carelot Enterprises, LLC was approved by the Board through November 30, 2011 in the amount of \$750.00 per month plus utilities. The rental agreement will be reviewed at the next FFO Committee meeting.

MOTION: Melissa Ford moved approval of a payment to Carelot Enterprises, LLC in the amount of \$1,500 (\$750.00 per month) plus utilities for rental space for the Coastal Connections Program for the months of December 2011 and January 2012: Jaime Barr seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- B. Instruction
- C. Policy
- D. Personnel
- E. Other

1. Discussion re: Board of Education Committee Structure

Chair Tim Hagen reviewed the general duties and specific responsibilities of the Board and presented a historical review of the committee structure and the adjustments made to improve Board efficiency. Discussion ensued regarding suggestions for post-2011 adjustments with further discussion to follow over the next two months. Board members were asked to email their committee assignment requests to Tim Hagen.

2. Discussion/action re: Proposed Board of Education Meeting Date Calendar for Calendar Year 2012

The proposed Board meeting date calendar was presented for review and comment at the November 28, 2011 meeting. No changes were recommended.

MOTION: Jaime Barr moved to approve the proposed East Lyme Board of Education Meeting Date Calendar for Calendar Year 2012 as presented; Rich Steel seconded.

VOTE: UNANIMOUS

MOTION CARRIED

IX. ADMINISTRATION REPORTS

A. Superintendent of Schools – Dr. James Lombardo

- Dr. Lombardo recently attended a meeting with Lillie B. Haynes third grade parents with concerns regarding class size. Board practice has been to keep class sizes K-2 in the teens and grades 3-4 under 24 students. Dr. Lombardo will meet with Mr. Reas and Dr. Miko and is considering additional support for classes.
- Due to an increase in unemployment claims, a shortfall of approximately \$100,000.00 is expected for FY12; however, we anticipate ending FY12 in the positive.
- The district is experiencing difficulty in finding coaches for many high school sports. The state certification process is cumbersome and we are doing our best in fulfilling our obligation to the law.

B. Assistant Superintendent for Special Education and Pupil Personnel – Mr. Brian Reas

- Kindergarten Study Committee continues its work
- Attended the professional development day Middle School Common Core of State Standards Presentation on 12/9/11
- ELPS Facilities Vision Committee will meet on 12/14/11 at 6:00 p.m., CO
- ELPS Calendar Committee will meet on 12/14/11, 3:45 p.m., CO
- Coastal Connections Program has developed well in last two months

C. Business/Facilities Director – Don Meltabarger

- The current year budget packet will be delivered to new Board members

X. COMMITTEE REPORTS

- A. AAA Committee – No report
- B. FFO Committee – No report
- C. Policy Committee – No report

XI. COMMUNICATIONS

- A. Viking Saga, Volume 45, Edition 7 dated 12/6/11
- B. Note of Appreciation to Board of Education from Mary Broderick dated 11/30/11
- C. Thank you note from Girl Scout Troop #63197
- D. Thank you note from the Children's Museum of Southeastern Connecticut dated 11/8/11

XII. NOTICES

A. Notice of the following staffing changes:

1. Appointments

- Jaclyn Mathieu, 1.0 Elementary Long-Term Substitute Teacher (Grade 1), HA, 11/10/11 – 2/15/12
- Kelly Mayer, .5 Instructional Aide (1:1), DW @ MS, 11/3/11

- Kelsey Nassetta, .17 Instructional Aide (1:1), DW @ MS, 11/14/11
 - June O'Connor, .6 Art Long-Term Substitute Teacher, NC, 11/9/11 - on or about 12/22/11
 - Moira Robertson, 1.0 Instructional Aide (1:1 TLP), DW @ FL, 11/28/11
2. Retirements
 - Linda Bennett, 1.0 Kindergarten Teacher, HA, 6/30/12
 - Ellen Cummings, 1.0 Social Studies Teacher, MS, 6/30/12
 - Andrea Sadler, 1.0 Reading/Language Arts Consultant, HA, 6/30/12
 3. Resignations
 - Kelsey Nassetta, .17 Instructional Aide (1:1), DW @ MS, 11/23/11
 4. Student Teachers
 - ECSU student teacher Joseph Petit with Physical Education Teacher Judy Deeb, HA, 3/19-5/11/12
 5. Supplemental Assignments (2011-2012)
 - Joseph Buzzelli, Football Volunteer Coach, HS*

* not a member of the ELPS professional staff

B. Notice of the following out of state field trips: None

XIII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments - None

B. Future Agenda Items

- Coastal Connections – Jan 2012
- Special Education Presentation – Feb 2012
- Class Sizes
- Upcoming Board Topics

XIV. PUBLIC COMMENT – None

The Board took a short break at 8:12 p.m.

XV. EXECUTIVE SESSION

MOTION: Jaime Barr moved to enter into executive session at 8:20 p.m. and to include the Superintendent and Assistant Superintendent to discuss personnel matters; Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session 8:30 p.m.

XVI. ADJOURNMENT

MOTION: Al Littlefield moved to adjourn the meeting at 8:30 p.m.; Chris Sandford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,
Richard Steel
 Richard Steel, Secretary
 East Lyme Board of Education