

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

**Monday, January 27, 2014
Regular Public Meeting: 7:00 p.m.**

Room B101 (INTV Room)
East Lyme High School

FILED IN EAST LYME
CONNECTICUT
Feb 7, 2014 AT 2:40 AM PM
Candice Carlson, Clerk
EAST LYME TOWN CLERK

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Joseph Arcarese, Jill Carini, Candice Carlson, Robert Kupis, Marlene Nickerson, Pam Rowe, Barbara Senges, Jaime Barr Shelburn

Board Members Absent: None

Administrators Present: Dr. James Lombardo (Superintendent, arrived 7:08), Brian Reas (Asst. Superintendent), Dr. Karen Costello (Admin. for Program Improvement), Linda Anania (FL Principal), Dr. David Miko (HA Principal), Melissa DeLoreto (NC Principal), Dr. Judy DeLeeuw (MS Principal), Michael Susi (HS Principal), Kim Davis (Sp Ed Coordinator), Don Meltabarger (Finance and Facilities Director), Nancy Burdick (Business Manager), Robyn McKenney (Director of Technology)

- I. **CALL TO ORDER** – The meeting was called to order at 7:05 p.m. by Chair Tim Hagen.
- II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Barbara Senges
- III. **PUBLIC COMMENT** - None
- IV. **APPROVAL OF MINUTES**

MOTION: Jaime Barr Shelburn moved approval of minutes of the Board of Education January 13, 2014 Special Meeting as presented; Candice Carlson seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Joe Arcarese, Jill Carini, Candice Carlson, Al Littlefield, Pam Rowe, Jaime Barr Shelburn

ABSTAIN: Marlene Nickerson

MOTION CARRIED

MOTION: Pam Rowe moved approval of the minutes of the Board of Education January 13, 2014 Regular Meeting as presented; Candice Carlson seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Joe Arcarese, Jill Carini, Candice Carlson, Al Littlefield, Pam Rowe, Jaime Barr Shelburn

ABSTAIN: Marlene Nickerson

MOTION CARRIED

MOTION: Jaime Barr Shelburn moved approval of the minutes of the Board of Education January 23, 2014 Special Meeting as presented; Joe Arcarese seconded.

VOTE: Unanimous

MOTION CARRIED

V. **SPECIAL REPORTS**

A. Students' Representative

B. Selectmen's Representative – Holly Cheeseman

- Selectmen recently received an initial presentation on the regionalization of dispatch system between Waterford, New London and East Lyme. Options are open and no decisions were made.
- Selectmen have been filling positions on town commissions and boards.
- Meeting dates have been set for this year's budget cycle.

C. Salem Board of Education Representative (*met with Salem for tuition reconciliation and to set the tuition for FY 2014-2015 prior to this Regular Meeting*)

- D. Town Building Committee Representative
- E. Other Reporters

VI. CONSENT AGENDA – No consent agenda.

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Food Service Program Mid-Year Update by Chartwells

At the request of the Board, Chartwells District Manager George Sottile and Food Service Director Missy Leveille presented a mid-year update on the East Lyme Public Schools Food Service Program.

- With the exception of a slight increase at the high school, the lunch program has remained basically unchanged.
 - East Lyme School Food Service Program Highlights 2013-2014:
 - Breakfast in the Classrooms – Implemented in three elementary and middle school (high school has been on this program for 4 years). Breakfast participation is at 19.5% at the elementary schools, 5.8% at the middle school and 4.2% at the high school.
 - Redesign of High School out-takes areas
 - East Lyme Senior Center – Purchasing food and supplies through ELPS
 - East Lyme High School Athletics Football & Basketball - Purchasing food and supplies through ELPS
 - East Lyme High School Culinary Arts program - Purchasing food and supplies through ELPS
 - Niantic Center School (Early Birds & Sundowners) - Purchasing food and supplies through ELPS
 - Revenue & Costs:
 - Total Revenue increased by 5.1%
 - Decrease in a-la-carte sales of -23%
 - Offset reduced by increased reimbursements by 25.6%
 - Costs declined by \$4,430
 - Product Cost Increased by \$11,000
 - Labor Costs increased by \$3,000
 - Other Costs decreased by \$19,000
 - Last year the food service program ran \$90,000 in the negative (by contract, \$42,000 of the loss was supplemented by the Board). The overall increase in revenue and decrease in costs this year will help to offset the anticipated loss in profit for the year.
 - More Food Service Opportunities:
 - Continue to drive breakfast participation
 - Conduct iPod surveys at High and Middle Schools
 - Look at CT Healthy Food Dime Certification – (Part of State of Connecticut Healthy Food Initiative: All foods and beverages sold to students in schools during the school day must meet established standards for fat, saturated fat and trans fat, added sugar, and portion size.)
 - Maximize DoD produce and Government commodity programs
 - Implement premium deli options at High School
 - The food service contract is scheduled to be bid next spring.
- 2. Discussion/Action re: Proposed East Lyme Public School Calendar for 2014-2015**
- Dr. Lombardo provided a historical account of the implementation of half day professional days (PD).
 - Half days allow additional professional development for teachers without adding school days to the school calendar, a step that would require a change in the collective bargaining agreement.
 - The district provides child care on these days.
 - The Board was presented with two options to consider for ELPS Calendar for 2014-2015.
 - Both options mirror the LEARN Regional Calendar with the exception that Veterans' Day which is an in-school day for East Lyme.
 - In Option #2, the ELPS Calendar Committee recommended that school opens one day later.
 - Option #2 will cost the district approximately \$1,000 in transportation of magnet school students.
 - Salem will follow the school start date presented in Option #1.

MOTION: Rob Kupis moved the adoption of Option # 1 of the ELPS Calendar for 2014/2015 (which mirrors the LEARN Regional Calendar with the exception that Veterans' Day is an in-school day) as presented; Marlene Nickerson seconded.

VOTE PRO: Tim Hagen (Chair), Joseph Arcarese, Jill Carini, Candice Carlson, Robert Kupis, Marlene Nickerson, Pam Rowe, Barbara Senges, Jaime Barr Shelburn

VOTE CON: Al Littlefield (Secretary)

ABSTAIN: None

MOTION CARRIED 9:1:0

3. **Discussion re: Proposed ELPS Budget for 2015/2015**

- Dr. Lombardo walked the Board through the user-friendly ELPS Departmental Budget for 2014/2015.
- Written responses to budget questions were distributed to the Board.
- There was much discussion regarding the challenges associated with the state mandated and unfunded teacher and administrator evaluation system and the technology requirements from the state.
- Also discussed was the importance of communicating effectively with the town boards and the public with regard to the personnel additions budgeted to implement the Administrator and Teacher Evaluation Plan which will be an addition to the already in process implementation of the Common Core Standards Curriculum and the implementation of the Smarter Balanced Assessment Consortium (SBAC) Field Tests. The board will need to delineate the impacts and above-and-beyond considerations of both the District's Administrators and Teaching Staff to address these new mandates.
- A public hearing on the ELPS Proposed Budget is scheduled for Monday, February 3, 7:00 p.m. at ELHS followed by special meeting regarding additional budget discussions.
- Budget discussions will continue on February 10 with a February 24 target date to adopt the budget.
- The public is invited to submit budget questions at eastlymeschools.org on the main page of the district website.

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

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Dr. James Lombardo
- B. Assistant Superintendent of Schools – Brian Reas
 - Attended Safe School Climate Coordinator Meetings 1/27 and 1/28
- C. Business/Facilities Director – Don Meltabarger
 - Reported water damage to ELHS north gym floor from a hot water heater leak. The floor is being dried and a damage assessment is being conducted. In the meantime, High School sports that would normally be using the gym are being held at the Middle School.
 - The Polar vortex has created concerns for the District's energy consumption.

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee
- C. Policy Review Committee

X. COMMUNICATIONS

- A. Meeting minutes of 1/13/14 East Lyme Aquatic and Fitness Center Foundation, Inc.
- B. Volume 47, Edition 10 of The Viking Saga dated January 27, 2014.

XI. NOTICES

- A. Notice of the following staffing changes:
 - 1. Appointments
 - Sherry Farmer, 1.0 Special Education Teacher, MS, 1/27/14 – end of 2013/2014 school year
 - Brian Foster, 1.0 French Long Term Substitute Teacher, HS, 1/2/14 – end of 2013/2014 school year

- Patricia Hesney, 1.0 Administrative Assistant II (12-mon), CO, 2/3/14
- Laura Plummer, 1.0 Math Long Term Substitute Teacher, HS, on or about 1/29/14 – end of 2013/2014 school year
- 2. Reassignments
- 3. Increases/Decreases
- 4. Student Teachers
- 5. Retirements
- 6. Resignations
 - Jeff Drew, .5 Social Studies Teacher, HS and .5 Internship Coordinator, Coastal Connections Program, on or about 2/17/14
 - Lindsay Raymond, 0.6 Physical Education Teacher, NC (.5) and Coastal Connections Program (.1), NLT 2/13/14
- 7. Supplemental Appointments for 2013/2014
 - Stephanie Jenkins, Cheerleading Coach, Winter, HS

B. Notice of the following out of state field trips:

1. ELMS students to Boston, MA on Thursday, February 27, 2014 to visit the Boston Museum of Science

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments

1. Concern regarding the rescheduling Block D midterm exam at ELHS

B. Future Agenda Items

1. Discussion – Code of Ethics (Jaime Barr Shelburn suggested)
2. Discussion – Review policy re: Conflict of Interest prior to review by Policy Committee (*Jaime Barr Shelburn suggested*)
3. Discussion – Swipe card implementation at ELHS (*Marlene Nickerson suggested*)
4. Presentation – Revised Elementary Global Language Program (*Barbara Senges suggested*)

XIII. PUBLIC COMMENT - None

The Board took a short break at 8:58 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jaime Barr Shelburn moved to enter into executive session to discuss personnel issues and to include the Superintendent; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited executive session at 9:10 p.m.

XV. ADJOURNMENT

MOTION: Jaime Barr Shelburn moved to adjourn the meeting at 9:11 p.m.; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,
Albert Littlefield
 Albert Littlefield
 Secretary, East Lyme Board of Education