

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

**Monday, February 24, 2014**  
**Regular Public Meeting: 7:00 p.m.**  
Room B101 (INTV Room)  
East Lyme High School

FILED IN EAST LYME  
CONNECTICUT  
March 20, 2014 AT 2:30 AM/PM  
Candice Carlson  
EAST LYME TOWN CLERK

**REGULAR MEETING MINUTES**

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

Board Members Absent: Rob Kupis

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

**I. CALL TO ORDER** – The meeting was called to order at 7:08 p.m. by Chair Tim Hagen.

**II. PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Al Littlefield

**III. PUBLIC COMMENT** - None

**IV. APPROVAL OF MINUTES**

**MOTION:** Jaime Barr Shelburn moved approval of minutes of the Board of Education February 10, 2014 Special Meeting as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**MOTION:** Jaime Barr Shelburn moved approval of the minutes of the Board of Education February 10, 2014 Regular Meeting as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**V. SPECIAL REPORTS**

A. Students' Representative

B. Selectmen's Representative – First Selectman Paul Formica

Paul Formica, First Selectman, indicated that the town's revenue has decreased with only a 1% increase of the Grand List. Considering the amount of discussion on implementation of the Teacher Evaluation Plan, perhaps the Town could possibly establish a "Reserve Fund" to cover any emergent expenses for the Plan.

C. Salem Board of Education

D. Town Building Committee Representative

E. Other Reporters

**VI. CONSENT AGENDA**

**MOTION:** Pam Rowe moved to approve the Consent Agenda as presented (A. Proposed Lillie B. Haynes After School Activities Program for Winter 2014 and B. Proposed Donation from the Dime Savings Bank Foundation, Inc. to the Empty Bowls Project at ELHS in the Amount of \$2,000.00) as presented; Jaime Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**VII. DISCUSSION/ACTION ITEMS****A. Finance/Facilities/Community****1. Discussion/Action re: Proposed FY 15 Long Range Capital Plan for ELPS**

The Board reviewed the District's list of items included in the EL Capital Improvement Plan for FY 15. The plan was reviewed and endorsed by the FFO Committee. Endorsement by the full Board will allow the Town to move forward with the ELPS section of the plan.

**MOTION:** Jaime Barr Shelburn moved to approve the proposed FY 15 Long Range Capital Improvement Plan for ELPS in the total amount of \$1,392,499 (BOE Acquisition Program (vehicle, telephone, MIS equip \$165,615), BOE One TON Pick-up Truck (acquisition) \$13,859, DW Technology Plan 2014/15 Est \$48,000, DW Future Security Needs (\$77,222 matching Grant) \$106,025, Central Office new roof \$209,000, DW Upgrade Network 120,000, ELHS Other – tennis courts resurfacing \$550,000, ELHS upgrade for tennis courts lights \$180,000) as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**2. Discussion re: Proposed ELPS Budget for 2014/2015**

In response to the Board's request of February 10, 2014, Dr. Lombardo presented the proposed FY 15 budget reductions in a two-tier format. Tier I reductions reflect a 3.97% and Tier II reflects a 2.99% increase over the current budget:

**Tier I Reductions**

Affordable Health Care	(372,000)	(0.89%)
Health Insurance Adjustment for IA-TA	40,506	0.10%
Maintenance Emergent Funds	<u>(50,000)</u>	<u>(0.12%)</u>
	(381,494)	(0.91%)
Revised Budget Increase	1,666,389	3.97%

**Tier II Reductions**

Technology	(30,000)	(0.07%)
Maintenance:		
MS Air Handler Coils	(17,430)	(0.04%)
HS B-Wing heat valve installations	(14,340)	(0.03%)
Maintenance Projects Emergent Funds	(20,000)	(0.05%)
Professional Development	(10,000)	(0.02%)
Pre-Purchases (this year)	(25,000)	(0.06%)
1.0 Dean of Students	(85,784)	(0.20%)
DW 1.0 Elementary World Language	(60,440)	(0.14%)
DW 2.0 Instructional Aides	(34,448)	(0.08%)
DW 1.0 ABA Special Education DW	(50,807)	(0.12%)
HA 0.1 Music	(5,081)	(0.01%)
NC 0.2 Music	(10,161)	(0.02%)
MS 0.1 Music	(5,081)	(0.01%)
HS 0.2 Chinese	(10,161)	(0.02%)
HS 0.3 CWE	(15,242)	(0.04%)
HS 0.2 English	(10,161)	(0.02%)
HS 0.2 SPED	<u>(10,161)</u>	<u>(0.02%)</u>
4.3 FTE	(414,298)	(0.99%)
Revised Budget Increase	1,252,091	2.99%

- Dr. Lombardo walked the Board through the East Lyme Public Schools Proposed Budget Reductions for FY15 (02/24/2014):

**Tier I Reductions:**

- Affordable Health Care Act requirements do not begin until July 2015; defer action until 2015-2016 budget year.
- Health insurance adjustment of \$40,506 covers the reinstatement of the funds for paraprofessional stipends, as well as the Anthem error in their January projection
- The “maintenance emergent funds” was intended to cover unanticipated maintenance repairs. Combined with the \$20,000 cut in Tier II, \$50,000 remains in the budget for unanticipated maintenance needs.

**Tier II Reductions:**

- Technology cut will reduce our ability to respond to emerging technology opportunities
- The three maintenance items will defer two maintenance projects and eliminate \$20,000 in unanticipated maintenance needs.
- The professional development cut will reduce the district’s ability to provide some workshop opportunities for staff.
- Pre-purchases will require us to buy \$10,000 of next year’s supplies with this year’s money
- The cut of one of the two proposed “Dean of Students” will make more difficult the state-mandated teacher evaluation expectations.
- Defer the “elementary World Language” position for another year
- Reduction of 2.0 Instructional Aide positions included in the initial budget proposal
- Reduction of fractions of positions not filled this year (reducing any flexibility in hiring next year re: number of sections and starting salaries for new hires)
- Suspend HS Chinese program

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- Much discussion ensued regarding the Tier I and Tier II possible reduction list. Dr. Lombardo noted there is no change to date in the modification of requirements for the supervision evaluation process, and the reduction of one Dean of Students was for budgetary reasons only.
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- The following are some of the highlights of the Board discussion:

- Tier 1 provides the best education, but selection of Tier 2 does not provide any flexibility should additional instructional sections need to be added.
- The new positions presented in Tier 2 may not be needed now. But if they are needed as the 2014-2015 year progresses, we should consider possibly going to the town and requesting additional appropriations.
- There was a question as to whether it is sound to staff the additional positions for one year because it seems all-too often that added positions for one year tend to continue as a part of the continued staffing plan in the out years.
- Many of the reductions presented in Tier 2 (partial positions) will not give us the flexibility that may be needed for hiring new, qualified teachers to replace those that retire at the end of this year.
- The Board needs to listen to what our Administrators have said with regard to the time required to implement the new Teacher Evaluation Plan while maintaining the quality of the education provided in East Lyme.
- The Board needs to “pick-and-choose” a combination of both Tier 1 and Tier 2 for those items that we could “live without” and turn our discussion to those items in Tier 2 that could be included in a Tier 1 reduced budget.
- Elimination of the preemptive/preventive maintenance actions, could easily put us in a position of having to perform repairs when things break down. (Facilities maintenance always seems to take the hit when it comes to reducing the budget.)
- The Board felt that it is our job to “Maintain and enhance the education offered in East Lyme and continue our Quality Education.” This could include deferring the Elementary World Language

Program for the upcoming year and try staffing only one Bus Monitor position to see if this is adequate or if there is really a need for three as proposed.

- The Board is scheduled to vote on the budget on March 10, 2014 and will present its recommendation to the Board of Finance/Board of Selectmen on March 12, 2014.

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

1. **Discussion/action re:** Second Reading of BOE Bylaw 9020-B Public Statements

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9020-B Public Statements as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

2. **Discussion/action re:** Second Reading of BOE Bylaw 9131-B Committee of the Whole

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9131-B Committee of the Whole as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

3. **Discussion/action re:** Second Reading of BOE Bylaw 9132.1-B Standing Committees: Personnel Policy

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9132.1-B Standing Committees: Personnel Policy as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

4. **Discussion/action re:** Second Reading of BOE Bylaw 9132.2-B Standing Committees: Policy

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9132.2-B Standing Committees: Policy as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

5. **Discussion/action re:** Second Reading of BOE Bylaw 9230-B Orientation of Board Members

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9230-B Orientation of Board Members as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

6. **Discussion/action re:** Second Reading of BOE Bylaw 9250-B Remuneration and Reimbursement

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9250-B Remuneration and Reimbursement as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

7. **Discussion/action re:** Second Reading of BOE Bylaw 9260-B Board Member Protection

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9260-B Board Member Protection as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

8. **Discussion/action re:** Second Reading of BOE Bylaw 9312-B Formulation, Adoption and Amendment of Bylaws

**MOTION:** Jaime Barr Shelburn moved approval of BOE Bylaw 9312-B Formulation, Adoption and Amendment of Bylaws as presented; Candice Carlson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

- E. Other

**VIII. ADMINISTRATION REPORTS**

- A. Superintendent of Schools – Dr. James Lombardo
- The Salem and East Lyme administration have prepared a draft cooperative agreement for review and discussion by the Salem/EL Cooperative Study Group Committee.
  - The second edition of this year's district newsletter has been published and is available on the district website.
  - Tim Hagen, Dr. Lombardo and Don Meltabarger had an initial meeting with architect Al Jacunski and will present a contract for review and approval at the March 10 Board meeting.
  - The Alignment Research Ad hoc Committee met on 2/18/14. Joe Arcarese will chair. A second meeting is scheduled for 3/11/14.
- B. Assistant Superintendent of Schools – Brian Reas
- Attention was called to the many humanitarian projects highlighted in the Viking Saga.
  - The Supervision/Evaluation Process Committee met to discuss flexibility options of the plan.
  - SBAC preparation is underway.
- C. Business/Facilities Director – Don Meltabarger
- ELHS north gym floor has dried out and will be ready for play within 3-4 weeks
  - Concerns regarding snow removal, custodial overtime and energy costs

**IX. COMMITTEE REPORTS**

- A. AAA Committee – Update by Co-chairs Candice Carlson and Joe Arcarese of 2/24/14 meeting w/minutes to follow
- B. FFO Committee – Update by Co-chairs Al Littlefield and Pam Rowe of 2/24/14 meeting w/ minutes to follow
- C. Policy Review Committee - Next meeting is 3/24/14

**X. COMMUNICATIONS**

- A. The Viking Saga, Volume 47, Edition 11, 2/7/14
- B. The Viking Saga, Volume 47, Edition 12, 2/20/14

**XI. NOTICES**

- A. Notice of the following staffing changes:
1. Appointments
    - Ermine Ciaston, 1.0 Instructional Aide (1:1) DW @ MS, 2/10/14
  2. Reassignments
    - Stacey Muscarella from 1.0 Instructional Aide and 0.3 After School Care Coordinator, HA to 0.5/0.5 Administrative Assistant I, FL/HA, 2/18/14
  3. Increases/Decreases
  4. Student Teachers
  5. Retirements
  6. Resignations
    - Alicia Long, 1.0 Custodian, HA, 1/27/14
    - Kelsey Oleynek, 1.0 Instructional Aide (1:1), DW @ HA, 1/10/14
    - Kris Sanborn, 0.33 Instructional Aide, After School Program, DW @ MS, 2/21/14
  7. Supplemental Appointments for 2013/2014
  8. Other
    - Jen Brush, Coordinator for the ELPS Summer 2014 English Language and American Cultural Camp
- B. Notice of the following out of state field trips:
1. ELHS student to Six Flags New England, Agawam, MA on Friday, May 16, 2014

**XII. BOARD COMMENTS/FUTURE AGENDA ITEMS**

- A. Board Comments
1. Six snow days to date – Tentative last day of school is 06/19/14. April 1 the Board will make a determination of whether or not to reduce the school year to 180 contact days.
- B. Future Agenda Items
1. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo – AAA Committee 02/24/14 and BOE March 2014

2. Report on Implementation of Full-Day Kindergarten – P. Rowe – AAA 02/24/14 and BOE May 2014
3. Board Workshop to Prepare Members for Superintendent Search – 03/10/14
4. Redistricting and Projected Enrollment – J. Barr Shelburn, C. Carlson, A. Littlefield – Ad hoc committee report to BOE March 2014
5. Review of District's Long Range Plan – Dr. Lombardo – April 2014
6. EL Aquatic and Fitness Center Committee Presentation – T. Hagen – April 2014
7. ELHS Swipe Card Implementation Update – M. Nickerson – Spring 2014
8. BOE Code of Ethics – J. Barr Shelburn – Spring 2014
9. Veterans' Day – J. Barr Shelburn – To be scheduled
10. Elementary School Recess – M. Nickerson and C. Carlson – To be scheduled
11. Professional Development Committee Presentation – A. Littlefield – To be scheduled
12. Climate Survey Results Presentation – B. Reas – To be scheduled
13. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese – To be scheduled
14. Elementary School Facilities – Dr. Lombardo – Ongoing
15. Review of BOE Bylaws and Policies – Dr. Lombardo – Ongoing

**XIII. PUBLIC COMMENT** – None

The Board took a short break at 9:00 p.m.

**XIV. EXECUTIVE SESSION**

**MOTION:** Pam Rowe moved to enter into executive session at 9:03 p.m. for the purpose of discussion of personnel issues and to include the Superintendent; Jamie Barr Shelburn seconded.

**VOTE:** UNANIMOUS

**MOTION CARRIED**

**XV. ADJOURNMENT**

**MOTION:** Jamie Barr Shelburn moved to adjourn the meeting at 9:10 p.m.; Pam Rowe seconded.

**VOTE:** UNANIMOUS

**MOTION CARRIED**

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