

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

**Thursday, February 6, 2014**  
**Special Meeting: 7:00 p.m.**  
Room B101, East Lyme High School

FILED IN EAST LYME  
CONNECTICUT  
Feb 10 2014 AT 8:15 (AM/PM)  
*Jessie Ardis*  
EAST LYME TOWN CLERK

**SPECIAL MEETING MINUTES**

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

Board Members Absent: Joe Arcarese, Marlene Nickerson

Administrators Present: Brian Reas (Asst Supt), Dr. Karen Costello (Admin for Prog Improvement), Don Meltabarger (Finance and Facilities Director), Linda Anania (FL Prin), Dr. Judy DeLeeuw (MS Prin), Mike Susi (HS Prin), Nancy Burdick (Business Manager)

- I. **CALL TO ORDER** – 7:12 p.m. by Chair Tim Hagen
- II. **PLEDGE OF ALLEGIANCE** – Led by Tim Hagen and Nancy Burdick
- III. **PUBLIC COMMENT** – None

IV. **DISCUSSION/ACTION ITEMS**

A. **Discussion re: Proposed ELPS Budget for 2014-2015**

Assistant Superintendent Brian Reas and Finance and Facilities Director Don Meltabarger lead discussion and answered questions regarding Purchased Services, Property Services and Supplies including Maintenance. Budget discussion ensued and the following items will be further discussed at the February 10 meeting:

- **World Language Program for the Elementary Schools** – We need to see a full presentation on this topic and have discussion before including it in our budget proposal. The Board questioned; *with all the change that is occurring with common core, new tests and teacher evaluations for 2014-2015, should this program roll-out be deferred in any event?*

The plan for the Elementary School World Language Program was to be presented to the Board in March. A brief overview of the plan will be presented at the next Board meeting.

- **Teacher Evaluation System** - We need a 4 to 5 PowerPoint presentation that describes the old program, the new program (ramp-up and at steady-state), and the rationale for the increased staffing to enable our school principals to implement and sustain the new program. Also, include a slide summarizing the impact of Malloy's position on the program. In addition, provide a list of additional items and staffing that are being proposed to support the program, such as computer hardware and software and Technology staffing support for implementation.

The Board felt that because of the implementation of both the Administrator/Teacher Evaluation Plan and the introduction of the Smarter Balanced Assessment Consortium (SBAC) Field Tests that they would need to educate the public as to the rationale for the increased staffing and the increased technology requirements.

- Technology Upgrades – The Board would like additional detail and breakout of the planned technology upgrades (personnel, software, hardware) broken down into two categories:
  - 1) Teacher/Administrator Evaluation Plan implementation support
  - 2) Smarter Balanced Assessment Consortium (SBAC) Field Tests support.
- Paraprofessional Staffing Changes - Please provide the details behind the increase of 29.14% in Teaching Assistants Line #129 as well as the decrease in instructional assistants of 9.09%. The Board questioned; *are the 2 additional teaching aides for full day kindergarten in these lines?*
- Teacher Substitute Account Budget - Please provide historical detail as to the certified substitutes cost and budget projection (Line #121) for 2014-2015. The Board needs a detailed breakdown between long-term substitutes and short-term substitutes to identify the high cost.
- Coastal Connections – With the program enrollment projections for 2014 -2015 at 12 students, a drop of 7 students from 2013-2014, what are we doing to bring more students in from other districts to support the program “as is.” The Board Questioned; *if the enrollment is at 12 students, is there flexibility in the program from budgetary savings?*

Considering the capacity is for 24 students, the Board felt that Coastal Connections needed to be further marketed both within East Lyme High School and to other school districts.

- General Discussion – Budget Format - Board members also expressed frustration in the confusion in working with the two budget documents. Many of the detail questions asked by Board members are not possible to answer from the information provided to the Board. Further detail and explanation is required.

*For example, it was not apparent which items are allocated from the per student allotment, such as with Line # 332 with Payment to outside vendors for staff development. The Middle school has \$48,655 while the HS has \$10,810. With clarification from Mr. Reas and Dr. DeLeeuw, the rationale was delineated.*

The Board’s Suggestion was to provide more detail in those accounts with multiple diverse items in a Line- Item budget packet.

*Another example is Line #694 Software which is up about 6%. The primary driver for the increase is software to support the Teacher and Principal Evaluation Program. Even with the listing of software provided it is still not obvious what has changed.*

## V. ADJOURNMENT

**MOTION:** Jaime Barr Shelburn moved to adjourn the meeting at 8:39 p.m.; Jill Carini seconded.

**VOTE:** UNANIMOUS

**MOTION CARRIED**

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