

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

**Board of Education Minutes
Monday, July 9, 2012
Executive Session: 6:30 p.m.
Regular Board Meeting: 7:00 p.m.
Room B100 (Executive Session)
INTV Room B101 (Main Meeting)
East Lyme High School**

EXECUTIVE SESSION

Board Members Present: Rich Steel (Acting Chair), Jaime Barr (Acting Secretary), Jill Carini, Melissa Ford, Beth Groeber, Al Littlefield, Pam Rowe, Chris Sandford, Marlene Nickerson (arrived 7:27 p.m.)

Board Members Absent: Tim Hagen

Administrators Present: Dr. James Lombardo (Superintendent)

Acting Chair Rich Steel called the meeting to order at 6:43 p.m.

MOTION: Jaime Barr moved to enter into Executive Session at 6:43 p.m. to include Dr. Lombardo to discuss personnel issues and negotiations; Pam Rowe seconded.

The Board exited Executive Session at 7:38 p.m.

The Board took a short break at 7:38 p.m.

REGULAR MEETING

Board Members Present: Rich Steel (Acting Chair), Jaime Barr (Acting Secretary), Jill Carini, Melissa Ford, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford

Board Members Absent: Tim Hagen

Administrators Present: Dr. James Lombardo (Superintendent), Dr. Karen Costello (Administrator for Program Improvement), Michael Susi (HS Principal), Don Meltabarger (Business/Facilities Director)

- I. **CALL TO ORDER** – Acting Chair Rich Steel reconvened the meeting at 7:40 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Led by Rich Steel and Chris Sandford
- III. **PUBLIC COMMENT** – None

IV. APPROVAL OF MINUTES

MOTION Jaime Barr moved approval of minutes of the Board of Education June 25, 2012 Regular Meeting, as presented; Al Littlefield seconded.

VOTE PRO: Rich Steel (Acting Chair), Jaime Barr (Acting Secretary), Jill Carini, Beth Groeber, Al Littlefield, Pam Rowe

ABSTAIN: Melissa Ford, Marlene Nickerson, Chris Sandford

MOTION CARRIED

V. SPECIAL REPORTS

- A. Students' Representative
- B. Selectmen's Representative
- C. Salem Board of Education Representative – George Jackson
 - Joseph Onofrio - Superintendent of the Salem School District effective 9/1/12
- D. Town Building Committee Representative
- E. Other Reporters

VI. CONSENT AGENDA - None

VII. DISCUSSION/ACTION ITEMS

- A. Finance/Facilities/Community
- B. Instruction
- C. Policy
- D. Personnel
 - 1. Discussion/action re: Proposed One-Year Contract Renewal for ELPS Medical Advisor for FY 13
Dr. Lombardo addressed questions by the Board regarding the services provided by the School Medical Advisor and the salary history.

MOTION: Chris Sandford moved to approve the proposed one-year contract renewal with Dr. Vijay Sikand for his services as the ELPS Medical Advisor for the period July 1, 2012 through June 30, 2013 at the cost of \$20,000.00 as presented; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- 2. Discussion/action re: Proposed Ratification of the ELPS Secretarial Bargaining Unit Contract for July 1, 2012 – June 30, 2015

MOTION: Chris Sandford moved to ratify the proposed new agreement with the ELPS Secretarial Bargaining Unit for July 1, 2012 through June 30, 2015 as presented: Melissa Ford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- 3. Discussion/action re: Proposed Changes to the ELPS Paraprofessional Handbook
Dr. Lombardo and the Personnel Policy Committee (Non-Certified/Non-Affiliated) recommended salary and benefit changes to the ELPS Paraprofessional Handbook.

MOTION: Al Littlefield moved to approve the proposed changes to the ELPS Paraprofessional Handbook (change leave days to sick days, add three (3) personal days, and modify bereavement days wording) for School Aides, Instructional Aides, and Teaching Assistants effective at the start of the 2012-2013 school year as presented: Chris Sandford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Al Littlefield moved to approve the proposed paraprofessional salary schedule changes of a 2.9% annualized increase of 1.25% for the first half of the work year (91 days) and 1.25% for the second half of the work year (91 days) for the 2012-2013, 2013-2014, and 2014-2015 work years and to add the salary schedules as separate appendices to the ELPS Paraprofessional Handbook as presented: Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion/action re: Proposed Non-Certified/Non-Affiliated Salary/Benefit Adjustments for FY 13
Dr. Lombardo and the Personnel Policy Committee recommended salary/benefit adjustments for other non-affiliated personnel for FY 13.

MOTION: Al Littlefield moved to approve the recommended salary/benefit changes for ELPS computer consultants for the 2012-2013 work year as follows: 1) a 2.5% increase in hourly rate of pay from \$30.98 to \$31.75; 2) add three (3) personal days; and health insurance premium employee contribution increases to 11% as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Jill Carini moved to authorize the Superintendent to provide the Assistant Superintendent with a two-year contract with an initial salary of \$142,375.00 for FY 2013 as presented; Beth Groeber seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Beth Groeber moved to authorize the Superintendent to provide the following positions with salary adjustments of up to 3.0% for FY 2013, subject to annual performance appraisal results: Administrative Assistant to the Superintendent; Business Manager; Director of Finance and Facilities; Manager of Facilities; Director of Security; Student Study Center Coordinator (HS); Pool Director; District Copy Clerk; District Mail Courier; and High School Security Aides as presented; Jaime Barr seconded.

VOTE PRO: Rich Steel (Acting Chair), Jaime Barr (Acting Secretary), Jill Carini, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford

ABSTAIN: Melissa Ford

MOTION CARRIED

MOTION: Al Littlefield moved to authorize the Superintendent to award salaries to the following employees for FY 2013, subject to annual performance appraisal: Administrative Assistant to the Assistant Superintendent \$25.00 per hour; Director of Information Technology \$70,000 as presented; Beth Groeber seconded.

VOTE: UNANIMOUS

MOTION CARRIED

E. Other

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools – Dr. James Lombardo

- The Town of East Lyme has selected DeRita & Sons Construction Co., Inc. as the contractor for the East Lyme Athletic Complex project and the project will begin within a week.
- CT Mastery Test and CT Academic Performance Test results are in but are embargoed at this time.
- ELPS Administrators' Retreat, July 25 and 26, USCGA Alumni Center. BOE members who plan to attend on July 26 are asked to contact Lynn Bodnar.

- B. Assistant Superintendent of Schools
- C. Business/Facilities Director – Mr. Don Meltabarger
 - The school district will return approximately \$162,000 to the Town

IX. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 7/9/12 Committee Meeting given by Beth Groeber. Minutes to follow.
- B. FFO Committee – Committee Meeting following regular meeting
- C. Policy Committee – Tentative Tuesday, 7/31/12, 4:00 p.m. at Central Office

X. COMMUNICATIONS - None

XI. NOTICES

- A. Notices of the following staffing changes:
 - 1. Reassignments
 - Patricia Ference, from 1.0 German to .8 German and .2 Spanish Teacher, HS, 8/23/12
- B. Notice of the following out of state field trips: None

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

- A. Board Comments
 - 1. Next Regular Meeting is August 27
 - 2. Board Retreat Date – August TBD
 - 3. Official NEASC report will be distributed to Board members. George Jackson requested a copy.
- B. Future Agenda Items
 - 1. September - Educational purpose and costs of field trips at all levels – Jaime Barr
 - 2. September - Recess and lunch – Melissa Ford
 - 3. September/October – CMT and CAPT results
 - 4. Beginning in December – Salary and benefit discussions for next FY

XIII. PUBLIC COMMENT – None

XIV. ADJOURNMENT

MOTION: Jaime Barr moved to adjourn the meeting at 8:13 p.m.; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,
Jaime Barr
 Jaime Barr
 Acting Secretary, East Lyme Board of Education