

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

**East Lyme Board of Education Minutes
Monday, September 26, 2011**

Welcome Reception for New Teachers: 6:30 p.m. in Gerald M. Mistretta Commons, ELHS

**Regular Board Meeting: 7:00 p.m.
INTV Room – B101
East Lyme High School**

Board Members Present: Tim Hagen (Chair), Jaime Barr (Acting Secretary), Melissa Ford, Laura Greenstein, Al Littlefield, Kevin Seery, Rich Steel

Board Members Absent: Mary Broderick, Beth Groeber, Marlene Nickerson

Administrators Present: Dr. James Lombardo (Superintendent), Brian Reas (Assistant Superintendent), Dr. Karen Costello, Linda Anania (FL Principal), Melissa DeLoreto (NC Principal), Judy DeLeeuw (MS Principal), Laurie Zaneski (HS Asst. Principal), Rod Mosier (MS Asst. Principal), Jason Bitgood (MS Asst. Principal), Don Meltabarger (Business/Facilities Director)

I. CALL TO ORDER – The meeting was called to order at 7:05 p.m.

II. PLEDGE OF ALLEGIANCE – Led by Tim Hagen and the new ELPS teachers

Welcome and Introduction of Newly Hired Faculty

III. PUBLIC COMMENT - None

IV. APPROVAL OF MINUTES

MOTION: Al Littlefield moved approval of the minutes of the Board of Education Regular Meeting on September 12, 2011 with a change to the page order due to an error in copying; Laura Greenstein seconded.

VOTE: UNANIMOUS

MOTION CARRIED

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

A. Students' Representative – Sara Kukich

1. Football game was Saturday, September 24
2. Crew regatta in Hartford on Sunday, October 1
3. Full Senate is planning for Spirit Week
4. ELHS Activities Fair is Thursday, September 29
5. Naviance questionnaires need to be completed
6. Senior portraits must be submitted by November 1

B. Selectman's Representative – RoseAnn Hardy

1. Help is being provided to businesses in completing FEMA forms
2. The Town is considering the possible purchase of the Samuel Smith property (a historical home on 15 acres on Plants Dam and Bridebrook Roads)

- C. Town Building Committee Representative – A representative was not present.
- D. Salem Board of Education Representative – Stephen Buck
 - 1. School began late with much enthusiasm and energy
 - 2. New boilers installed
 - 3. Building projects are primarily code projects
 - 4. Interest in EL BOE decision re: adjustment to 2010-2011 school calendar
- E. Other Reporters - None

VI. CONSENT AGENDA

MOTION: Melissa Ford moved approval of the Consent Agenda as presented (VI.A. Proposed Out-of-Country Field Trip to Bermuda 5/19/12 – 5/24/12, HS; B. Proposed Donation to NCS from Bob's Discount Furniture in the Amount of \$2,500.00) as presented; Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion/action re: Proposed 2011-2012 ELPS Calendar Adjustment to Make Up Days Lost

Following Board discussion on September 12, Dr. Lombardo extended a second invitation to parents and staff for calendar feedback as follows: Option 1 - hold school on November 23 and on February 22, 23 and 24 and Option 2 - hold school on February 21, 22, 23 and 24. Parents, staff and the East Lyme Teachers' Association agreed Option 1 was the best option. Discussion ensued.

MOTION: Kevin Seery moved approval of the proposed 2011-2012 ELPS Calendar adjustment to include holding a half day of school on November 23 and full days on February 22, 23 and 24; Melissa Ford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed 2011-2012 ELPS Tuition Rate for Out-of-District Students Attending ELPS

Dr. Lombardo recommended the 2011-2012 tuition rate for out-of-district students attending ELPS be set at \$13,177.00. Tuition rates were calculated based on the revised Board approved calculation of per student tuition = (budget-transportation+debt)/enrollment. Based on the new formula, the calculated per student rate is \$13,177, as compared with \$13,433 per the 5% annual increase. The rate was met with approval by the FFO Committee on September 12, 2011 and is seen as an indicator that the new formula is a preferable way to assess tuition costs.

MOTION: Kevin Seery moved to approve the proposed 2011-2012 ELPS tuition rate be set at \$13,177.00 for out-of-district students attending ELPS, excluding Salem students attending East Lyme High School, as presented; Rich Steel seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion/action re: Proposed FY 12 ELPS Budget Transfers in the Amount of \$22,782.42

Dr. Lombardo recommended budget transfers in the amount of \$22,782.42 to reallocate budget amounts to cover special education renovations at East Lyme Middle School and renovations to Room A208 at East Lyme High School. The budget transfers were reviewed by the FFO Committee on September 12, 2011.

MOTION: Kevin Seery moved to approve the proposed FY 12 ELPS Budget Transfers in the amount of \$22,782.42, as presented; Rich Steel seconded.

VOTE: UNANIMOUS

MOTION CARRIED

B. Instruction

1. Discussion/action re: Superintendent's Proposed Goals and Priorities for 2011-2012

Dr. Lombardo provided a PowerPoint presentation of the proposed 2011-2012 district goals. The following proposed goals were established as a result of several collective meetings with staff, community members and Board of Education members:

- 1) **Ensure an Engaging and Challenging Program is Provided for All Students**
 - Communicate and implement the adopted ELPS Vision and Long Range District Improvement Plan
 - Nurture “global connectedness”
 - Implement technology purchase and instructional plan
 - Support Coastal Connections program
 - Plan for full-day kindergarten

- 2) **Ensure that Each Child is Supported by Caring Adults**
 - Engage the greater East Lyme community to support students
 - Implement ELPS Communications Plan recommendations
 - Communicate transition enhancements between all educational levels
 - Pre-school to elementary
 - Elementary to middle school
 - Middle School to high school
 - High school to post-secondary work and education

- 3) **Ensure that All Children Learn in a Safe and Healthy School Environment and Acquire the Sensibilities to Live a Safe and Healthy Life**
 - Update the ELPS Crisis Plan
 - Develop facilities improvement plan
 - Present EL Athletic Complex project for referendum
 - Implement revised ELPS bullying procedures
 - Address use of alcohol and drugs by EL youth

- 4) **Ensure that Students are Supported by the Best Leadership and Work Practices**
 - Nurture the professional growth of all District staff
 - Adopt and implement revised administrator supervision plan
 - Begin process of revising teacher supervision plan

In fulfilling all District goals and priorities, Dr. Lombardo noted that we will engage and develop appropriate partnerships with the greater East Lyme community; consider the time and resource impact of any new initiative; and explore ways to use appropriate and emerging technologies for effective and efficient implementation.

MOTION: Jaime Barr moved to approve the proposed 2011-2012 ELPS District Goals and Priorities as presented; Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- C. Personnel
- D. Policy

E. Other

1. Discussion/action re: East Lyme Board of Education Proposed Goals and Priorities for 2011-2012

At the September 12, 2011 meeting, the full Board brainstormed and discussed possible goals for the 2011-2012 year. More detailed discussion occurred during AAA and FFO Committee meetings and committees identified specific, measurable and attainable goals, keeping priorities in focus. Tim Hagen presented Draft 2 of the EL BOE 2011-2012 Goals. Discussion ensued and the Board amended the document to add #5 as follows:

**East Lyme Board of Education
2011-2012 Goals
Draft Version 2 (Amended 9/26/11)**

1. BOE Development

- Develop and implement a new BOE member orientation program
- Board members will have direct and continuous development through CAFE related activities and educational sessions and mentors including an orientation program with the ELPS Attorney

2. Cooperative Agreement

- Lay the foundational work in preparation for the upcoming expiration and (likely) renewal of the Cooperative Agreement between Salem and East Lyme, including drawing in community involvement and participation

3. The BOE will support the ELPS Mission Statement and Long Range Plan

- Assess programs evaluations against the Mission Statement and Long Range Plan during regular meetings
- Align the Superintendent goals and evaluation process with the Mission Statement and Long Range Plan
- Develop and conduct a public outreach campaign that will educate the community and solicit their participation and ownership of the vision for the ELPS

4. Curriculum Development

- Further define and implement the BOE's role and responsibilities in Curriculum Development for the district
- Understand the district's goals for curriculum development and monitor progress through the year

5. Policy Development

- Implement, assess and review the implementation and progress of the new policy subcommittee of the BOE

MOTION: Kevin Seery moved to adopt Draft Version 2 of the East Lyme Board of Education Goals for 2011-2012 as amended (see above); Melissa Ford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Dr. James Lombardo had no report.
- B. Assistant Superintendent for Special Education and Pupil Personnel – Mr. Brian Reas
 - Special Education budget is on track
 - Mr. Reas has met with the Salem Director of Special Programs to discuss transition, etc.
 - A UCFS Core Coordinator will meet with some of our guidance counselors
 - The Wellness Committee is planning a wellness fair for staff with more info to follow
 - The first ELPS newsletter of the school year is forthcoming
 - School open houses are underway

- C. Business/Facilities Director – Don Meltabarger
- A tour of the HS culinary arts lab will be held on October 11 in conjunction with the regular Board meeting
 - HS music wing wall project is going forward
 - HS baseball field renovation project is going forward
 - EMCOR is converting the burners from heating oil to natural gas at ELMS and HA
 - The HA LEARN wing roof replacement project is near completion
 - Heating oil prices are coming down and the district plans to lock-in soon
 - Grub and skunk issues are being dealt with at the HS football field

IX. COMMITTEE REPORTS

- A. AAA Committee Meeting – Minutes of September 12, 2011
 B. FFO Committee Meeting – Minutes of September 12, 2011
 C. Policy Committee – The committee will meet before the first board meeting of every month at 6:00 p.m.

X. COMMUNICATIONS

XI. NOTICES

- A. Notice of the following staffing changes:

1. Appointments

- Phyllis Berger, 0.5 Instructional Aide, FL, 9/13/11
- Shelby Birch, 0.2 After School Aide, NC, 9/6/11
- Tiffany Bucko, 1.0 Elementary Long Term Substitute Teacher, HA, 9/16/11 – on or about 11/9/11
- Loralyn Burdick, 0.45 School Aide, FL, 9/6/11
- Paul Ciccone, 0.5 Technology Education Long Term Substitute Teacher, MS, 9/19/11 - TBD
- Abigail Hancock, 0.35 After School Aide, FL, 9/6/11
- Heather Hurley, 0.33 Instructional Aide, DW @ HA, 9/19/11
- Jaclyn Mathieu, 1.0 Instructional Aide, HA, 9/26/11
- Genevieve Pasutto, 0.45 School Aide, FL, 9/6/11
- Shealie Penno, 0.35 After School Aide, FL, 9/6/11
- Kelly Piper 0.75 Special Education Long-Term Substitute Teacher, FL, 9/16/11 – on or about 11/18/11
- John Rudker, 1.0 Instructional Aide, DW @ HS, 9/19/11
- Stephanie Sexton, 0.5 FTE Instructional Aide, DW @ MS, 9/12/11
- Laura Tiffany, 0.25 Special Education Long-Term Substitute Teacher, FL, 8/25/11 – TBD

2. Reassignments

- Chris Majchrzak, from 1.0 Instructional Aide to 1.0 Teaching Assistant, DW @ MS, 9/6/11

3. Increases/Reductions

- Karen Pierce, reduction from 0.85 to 0.6 School Aide, FL, 9/19/11
- Ann Pritchard, increase from 0.5 to 0.66 Instructional Aide, FL, 9/12/11
- Norine Tripp, increase from 0.5 to 0.66 Instructional Aide, FL, 9/12/11

4. Resignations

- Shana Spector, 0.30 School Aide, FL, 9/14/11

- B. Notice of the following out of state field trips/athletic competitions:

1. FL students to Big E, Springfield, MA on Friday, 9/30/11
2. ELHS students to Mt. Monadnock, Jaffrey, NY on Wednesday, 10/5/11
3. ELHS students to the Boston Museum of Science, Boston, MA on Friday, 10/21/11
4. ELHS students to the Annual All Latin Carol Sing, Providence, RI on Monday, 12/5/11

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

- A. Board Comments

1. Revisit adult education opportunities – Rich Steel
2. EL BOE qualified for Level 1 CABE Recognition Award – Tim Hagen
3. 2011 CABE/CAPSS Convention, November 18-19, 2011 at Mystic Marriott Hotel, Groton – Tim Hagen

B. Future Agenda Items

- Tuesday, October 11 – Presentation on ELPS CMT, CAPT and Other Assessment Data
- Tuesday, October 25 – Presentation on Coastal Connections Program Start
- Monday, November 14 – Presentation on Technology Upgrades and Future Plans
- Monday, November 28 – Presentation on Progress Toward Fulfilling Special Education Program Goals

XIII. PUBLIC COMMENT - None

A short break took place at 8:38 p.m.

XIV. EXECUTIVE SESSION

MOTION: Jaime Barr moved to enter into executive session at 8:45 p.m. and to include the Superintendent and Assistant Superintendent to discuss negotiations; Melissa Ford seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited Executive Session at 8:56 p.m.

XV. ADJOURNMENT

MOTION: Jaime Barr moved to adjourn the meeting at 8:56 p.m.; Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,
Elizabeth Groeber
Elizabeth Groeber, Secretary
East Lyme Board of Education