

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

**Monday, September 8, 2014**  
**Regular Public Meeting: 7:00 p.m.**  
Room B101 (INTV Room) - East Lyme High School

FILED IN EAST LYME  
CONNECTICUT  
Sept 19 2014 AT 9:50 AM/PM  
Kathleen Roberts  
EAST LYME TOWN CLERK

**REGULAR MEETING MINUTES**

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

**Board Members Absent:** None

**Administrators Present:** Dr. James D. Lombardo (Superintendent), Donna Gittleman (Interim Assistant Superintendent), Dr. Karen Costello (Admin. for Program Improvement), Don Meltabarger (Director Finance and Facilities), Linda Anania (FL Principal), Melissa DeLoreto (NCS Principal), Dr. Judy DeLeeuw (MS Principal), Mike Susi (ELHS Principal)

I. **CALL TO ORDER** – The meeting was called to order at 7:00 p.m. by Chair Tim Hagen.

II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and East Lyme High School Students' Representative Kendall Roberts

III. **PUBLIC COMMENT**

1. John Arnold, 99 Sleepy Hollow Road - Niantic, an East Lyme Elementary Design Steering Committee member, requested the NESDEC Demographics Study include Pre-Kindergarten numbers for student enrollment.

IV. **APPROVAL OF MINUTES**

**MOTION:** Pam Rowe moved approval of minutes of the Board of Education August 25, 2014 Regular Meeting as presented, Jaime Barr Shelburn seconded.

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

**VOTE CON:** None

**ABSTAIN:** Marlene Nickerson

**MOTION PASSED 9:0:1**

V. **SPECIAL REPORTS**

- A. Students' Representative – Kendall Roberts
  - First full week of school has been completed.
  - Fundraisers will be held by High School sports teams and clubs with the proceeds benefiting Amyotrophic lateral sclerosis (ALS).
  - Student scan cards are now being used for additional purposes.
- B. Selectmen's Representative – Selectman RoseAnn Hardy.
  - Ms. Hardy provided an update on Boardwalk progress.
  - The Town is considering an offered "open space" purchase of Gurley Brook Headwater Reserve (200+ acres).
- C. Salem Board of Education
- D. Town Building Committee Representative

VI. **CONSENT AGENDA** - None

*There was no objection to modify the agenda to delete item VII.C.2. Discussion re: Proposed Addendum to Agreement between EL BOE and the Superintendent of Schools.*

## **VII. DISCUSSION/ACTION ITEMS**

### **A. Finance/Facilities/Community**

*There was no objection to flipping Agenda items 2. and 3.*

#### **1. DISCUSSION re: Presentation of NESDEC Demographic Study Preliminary Results**

Dr. Don Kennedy presented a preliminary overview of the NESDEC demographic study as it relates to future East Lyme elementary school enrollment. East Lyme has had fewer births and a growing number of senior citizens. Overall, despite anticipated development in East Lyme, the school age population is projected to continue its decline through 2025, but could actually level out due to the projected increase in residential development and a boost in economic factors in the region. The final report will be presented to the Board in October.

#### **2. DISCUSSION re: Update on Community Forums Regarding Elementary School Facilities**

Dr. Lombardo updated the Board on the ELPS Elementary Schools Design Steering Committee's work and the dates and times of the upcoming community forums:

#### **Community Forum Dates Re: East Lyme Elementary School Facilities**

Tuesday, September 23	6:00 p.m.	Flanders School
Wednesday, September 24	6:00 p.m.	Niantic Center School
Thursday, September 25	6:00 p.m.	Lillie B. Haynes School

An invitation has been sent to parents and brochures will be distributed across town for community members. The information is also posted on Channel 22.

Dr. Lombardo will be available to meet with anyone having difficulty attending the forums due to the Jewish holiday.

The next ELPS Elementary Schools Design Steering Committee meeting is scheduled for Thursday, September 18, 2014, 4:00 p.m. at Central Office.

#### **3. DISCUSSION/ACTION re: CSDE Referred Board of Education Resolution Regarding Central Office Roof Replacement Project**

The Board was asked to approve the educational specifications for the Central Office roof replacement project. The approval is a standard requirement to allow the District to secure state construction aid for the project. Architect Bill Silver was present at the meeting to address questions. The actual total cost of the roof replacement project is less than the amount the Town set aside in the Capital Improvement Plan.

**MOTION:** Jaime Barr Shelburn moved to approve the plans, educational specifications and estimates dated 9/8/14 by Silver/Petrucci, Architects for the ELPS Central Office roof replacement project, a resolution as required by the CT State Department of Education as presented; Al Littlefield seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

#### **4. DISCUSSION/ACTION re: Proposed Tuition Rates for Out-of-District Students Attending ELPS for the 2014-2015 School Year**

The proposed FY 15 rate for new out-of-district students and for returning out-of-district students enrolled the prior year was reviewed by the FFO Committee on August 25 and was recommended for approval. The proposed rate of \$14,522.00 reflects an increase of \$390.00 over last year's rate.

**MOTION:** Al Littlefield moved to approve the proposed regular education tuition rate for out-of-district students attending ELPS for the 2014-2015 school year at \$14,522.00 as presented; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**5. DISCUSSION/ACTION re: Proposed CL&P Energy Opportunities Lighting for ELHS**

The CL&P Energy Opportunities Lighting Proposal was presented to the Board by the FFO Committee and was recommended for approval as a money saving opportunity for the district.

The CL&P will finance the installation of LED primarily outdoor lighting at ELHS.

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Project Cost:	\$89,405.71
Project Incentive ( <i>Immediate Savings</i> )	\$35,762.29 ( <i>approximately 40% of the Project Cost</i> )
Net Cost:	\$53,643.42
	( <i>Financed at 0% with a 3.2-year payback</i> )
Monthly Payment:	\$ 1,375.47
Monthly Savings:	\$ 1,410.60
Net Monthly (Positive) Cash Flow:	\$ 35.13

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The estimated life of the bulbs is 23+ years. Dr. Lombardo stated that if approved, the agreement will be contingent upon whether town approval is required.

**MOTION:** Al Littlefield moved to authorize the Superintendent to enter into an agreement with Earthlight Technologies, an approved CL&P vendor, for the purchase of LED fixtures and lights at ELHS as presented in the CL&P Energy Opportunities Lighting Proposal dated June 3, 2014 contingent upon town approval as presented; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**B. Instruction**

**C. Personnel**

**1. DISCUSSION/ACTION re: Proposed Addendum to Agreement Between the East Lyme Board of Education and the Superintendent of Schools**

*This item was deleted from the agenda.*

**D. Policy**

**E. Other**

**1. DISCUSSION re: Review and Endorsement of Proposed ELPS District Goals and Priorities for 2014-2015**

Dr. Lombardo noted that at the suggestion of some Board members, a goal was added to address bus safety.

**Ensure an Engaging and Challenging Program for All Students**

1. Continue the review and full implementation of the revised teacher evaluation system
2. Implement the fourth year of our technology purchase and instruction plan, and begin the process of revising our technology plan for the future
3. Continue our Common Core Curriculum alignment
4. Evaluate the full-day kindergarten program
5. Propose an improved K-4 world language program
6. Ensure that each student develops a sense of global connectedness

**Ensure that Each Child in the ELPS is Supported by Caring Adults**

1. Revise our annual parent surveys to ensure improved feedback to guide school improvement efforts
2. Evaluate our success in fulfilling this aspect of our Long Range Plan

**Ensure that All Children Learn in a Safe and Healthy School Environment and Acquire the Sensibilities to Live a Safe and Healthy Life**

1. Implement security plan changes, and provide required training for all staff
2. Complete a facilities plan to address elementary school facility needs
3. Work with the town to address student misuse of drugs and alcohol
4. Implement procedures to reduce the incidence of disciplinary problems on bus runs
5. Evaluate the effectiveness of the Judicial Review Board
6. Develop a plan to correct deficiencies in the ELPS tennis courts

**Ensure that Our Students are Supported by the Best Leadership and Workplace Practices**

1. Nurture professional growth of all staff members
2. Implement the new administrator evaluation system
3. Ensure that our schools foster innovation and creativity

**MOTION:** Jaime Barr Shelburn moved to adopt the proposed ELPS Administrative Goals and Priorities for 2014-2015 as presented; Joe Arcarese seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**VIII. ADMINISTRATION REPORTS**

- A. Superintendent of Schools – Dr. James Lombardo**
  - Very smooth start to school
  - Two existing vacancies include school psychologist at ELMS and long-term substitute teacher for the medically fragile program
  - Technology Director Robyn McKenney has resigned and will be a difficult person to replace
- B. Interim Assistant Superintendent of Schools – Donna Gittleman**
  - Special education vacancies are expected to be filled next week
  - Visiting special education programs
- C. Business/Facilities Director – Don Meltabarger**
  - Elementary enrollment down 46 students from last year
  - Tennis court project is on schedule

**IX. COMMITTEE REPORTS**

- A. AAA Committee – Oral report of 9/8/14
- B. FFO Committee – Minutes of 8/25/14
- C. Policy Review Committee
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee

**X. COMMUNICATIONS**

- A. The RESC Alliance, Beyond Common Core, Creating Stronger Links Between Literacy and Subject Matter Learning Brochure for 10/15/14
- B. The Viking Saga, Volume 48, Edition 1, dated 8/27/14

**XI. NOTICES**

- A. Notice of the following staffing changes:
  1. Appointments
    - Caitlin Daly, 1.0 FTE Instructional Aide (1:1), DW at MS, 8/27/14
    - Jeffrey Duthrie, 1.0 Safety Officer, HS, 8/27/14
    - Kevin Gallagher, 1.0 FTE Instructional Aide, MS, 8/27/14
    - Tyler Johnson, 1.0 FTE Teaching Assistant, MS, 8/27/14
    - Kara Kovach, 1.0 FTE Teaching Assistant, HS, 8/27/14
    - Bryanna McKenney, 1.0 FTE Instructional Aide, FL, 8/27/14
    - David Perry, 1.0 FTE Safety Officer, HS, 8/27/14

2. Reassignment

- Dorothy Breen, 1.0 FTE Instructional Aide, from HA to MS, 8/27/14
- Kim Matlock, from .25 FTE School Aide, HA to 1.0 FTE Instructional Aide, MS, 8/26/14

3. Increases/Decreases

- Phyllis Berger, reduction from .66 to .60 FTE Instructional Aide, FL, 8/27/14
- Donald Birch, increase from .6 FTE to 1.0 FTE School Aide (Greeter), NC, 8/27/14
- Karin Carlson, increase from .8 to .9 FTE Music Teacher, .8 HS/.1 MS, 8/22/14 (1-yr only)
- Katrina Clement, increase from .9 to .95 FTE Instructional Aide, FL, 8/27/14
- Ed Waido, reduction from .7 to .3 FTE Evening Safety Officer, 8/27/14

4. Student Teachers

- Elizabeth Miller, Univ of Hartford student teacher Elizabeth Miller with Music Teacher Nancy Rigdon, MS, 9/3/14 – 10/24/14
- Sean Phongsavad, CCSU student teacher with Phys Ed Teacher Judy Deeb, HA, 8/27 – 10/17/14

5. Resignations

- Sara Alden, .33 FTE Instructional Aide, HA, 8/21/14
- Dara Gleick, 1.0 FTE Teaching Assistant, HS, 8/20/14
- Kirstin Hallden, 1.0 FTE Instructional Aide (1:1), DW at MS, 8/12/14
- Mallory Hannaford, .75 FTE Co-Facilitator, Creative Playschool, HA, 8/14/14
- Chris Jones, 1.0 FTE Campus Safety Officer, HS, 8/13/14
- Dana Mainetti, 1.0 FTE Grade 2 Teacher, HA, date TBD but NLT 8/22/14
- Christine Medberry, .33 FTE Teaching Assistant, MS, 8/17/14
- Patricia Sullivan, .30 FTE School Aide, HA, 8/12/14

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

1. ELMS students to Boston, MA on October 9, 2014 to tour the Freedom Trail

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

## A. Board Comments:

1. Temperature control concern in INTV room – Pam Rowe
2. Educator Evaluation and Development Plan to Board – Joe Arcarese

## B. Future Agenda Items:

1. Proposed Board of Education Goals for 2014-2015 – 9/22/14
2. Update on Community Forums re: Elementary School Facilities – 9/22/14
3. Veterans' Day – J. Barr-Shelburn – 9/22/14
4. School Climate Survey Results – 10/14/14
5. Coastal Connections and 18-21 Year Old Transition Program Review – October 2014
6. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo – AAA Committee 2/24/14 and BOE Fall 2014
7. Proposed Unexpended Education Funds Account – 5/13/14 with more discussion to follow
8. Elementary School Facilities – Dr. Lombardo - Ongoing
9. Review of BOE Bylaws and Policies – Dr. Lombardo – Ongoing

**XIII. PUBLIC COMMENT**

1. Chris Smith, Black Point Road, suggested the Board consider holding road race fundraisers to benefit the schools.

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

**XIV. EXECUTIVE SESSION**

**MOTION:** Pam Rowe moved to enter into Executive Session at 9:05 p.m. to discuss personnel issues; Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

*The Board exited Executive Session at 9:30 p.m.*

**XV. ADJOURNMENT**

**MOTION:** Pam Rowe moved to adjourn the meeting 9:31 p.m. Jamie Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

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