

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

Monday, October 14, 2014

Regular Public Meeting: 7:00 p.m.

Room B101 (INTV Room) - East Lyme High School

FILED IN EAST LYME
CONNECTICUT

Oct 24 2014 AT 10:35 AM/PM
Karin Galbraith
EAST LYME TOWN CLERK

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Candice Carlson, Rob Kupis, Marlene Nickerson, Pam Rowe, Barbara Senges

Board Members Absent: Joe Arcarese, Jill Carini, Jaime Barr Shelburn

Administrators Present: Donna Gittleman (Interim Assistant Superintendent), Linda Anania (FL Principal), Melissa DeLoreto (NCS Principal), Mike Susi (ELHS Principal)

- I. **CALL TO ORDER** – The meeting was called to order at 7:04 p.m. by Chair Tim Hagen.
- II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen and Interim Assistant Superintendent Donna Gittleman
- III. **PUBLIC COMMENT** - None
- IV. **APPROVAL OF MINUTES**

MOTION: Pam Rowe moved approval of minutes of the Board of Education September 22, 2014 Special Meeting as presented, Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Pam Rowe moved approval of minutes of the Board of Education September 22, 2014 Regular Meeting as presented, Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

V. **SPECIAL REPORTS**

- A. Students' Representative – Kendall Roberts and Megan Dugan
 - Student Advisory fundraiser – Trick or Treat for UNICEF
 - French National Honor Society fundraiser – Purchased a goat for a family in Haiti
 - Breast Cancer fundraisers – Shirts and Dollar Drive
 - College acceptances for Division 1 and Division 2 sports
 - New England Music Festival at Ithaca College on October 17 for ELHS orchestra members
 - Upcoming Dine Out graduation party fundraisers
 - Spirit Week (featuring Ancient Civilizations as the Commons decorating theme) is October 20-25 with Homecoming on October 25
 - Girls' Soccer team participated in a Cancer benefit walk
- B. Selectmen's Representative – Selectman Mark Nickerson
 - Boardwalk completion date – Summer 2015
 - Parks and Recreation sold a record amount of beach passes this year
 - Public restrooms will be added at Cini Park – grant program
 - Town health care program has been approved and authorized as an option for town employees
 - Youth Coalition meeting date has been moved to October 23
- C. Salem Board of Education – George Jackson
 - The Salem Board of Education thanked ELHS Principal Mike Susi for his recent presentation regarding student achievement.
- D. Town Building Committee Representative

VI. CONSENT AGENDA

MOTION: Pam Rowe moved approval of the Consent Agenda as presented (A. Proposed ELMS Field Trip to Montreal and Quebec, Canada on April 30 – May 2, 2015 from November 14-16, 2014), Al Littlefield seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VII. DISCUSSION/ACTION ITEMS**A. Finance/Facilities/Community****1. DISCUSSION re: Update on Community Forums Regarding Elementary School Facilities**

Tim Hagen reported that approximately 75 parents/guardians and community members attended the recent community forums regarding elementary school facilities. The Elementary Schools Design Steering Committee reviewed the survey results on October 2 and will reconvene on October 21 to establish a timetable as to when the Board will hear the committee's recommendation. Survey results were shared with Board members and are available to the public on the District's website.

B. Instruction**1. DISCUSSION/ACTION re: Proposed Out of Country Field Trip to Puerto Rico**

ELHS Principal Mike Susi and Dr. Lombardo recommended the approval of an ELHS field trip to Puerto Rico on Friday, February 13 – Tuesday, February 17, 2015. If approved, ELHS Spanish teacher Michelle Lorince and another adult will chaperone approximately 20 high school students to Puerto Rico during the February school break.

MOTION: Pam Rowe moved approval of the ELHS field trip to San Juan, Puerto Rico on February 13 – 17, 2015 as presented; Rob Kupis seconded.

VOTE PRO: Tim Hagen (Chair), Al Littlefield (Secretary), Candice Carlson, Rob Kupis, Marlene Nickerson, Pam Rowe

VOTE CON: None

ABSTAIN: Barbara Senges

MOTION CARRIED 6:0:1

2. DISCUSSION/ACTION re: Proposed Out of Country Field Trip to France

ELHS Principal Mike Susi and Dr. Lombardo recommended the approval of an ELHS field trip to France on Wednesday, April 8 through Sunday, April 19, 2015. If approved, ELHS French teacher Nathalie Casey and another adult will chaperone approximately 10-15 high school students to Paris, France. Students will miss two school days.

MOTION: Marlene Nickerson moved approval of the ELHS field trip to Paris, France on April 8 – 19, 2015 as presented; Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. DISCUSSION re: ELPS Student Assessment Results

ELHS Principal Mike Susi presented the grade 10 results of the March 2014 CAPT Science assessment. While the State average at or above goal is 46.8%, East Lyme students performed at 70.7% (93.4% at or above proficiency) and first in the school's District Reference Group (DRG).

4. DISCUSSION re: Proposed ELPS Educator Evaluation and Support Plan for 2014-2015

Interim Assistant Superintendent Donna Gittleman informed the Board that the District was notified by the CT State Department of Education (CSDE) that the ELPS Educator Evaluation and Support Plan for 2014-2015 has been approved. Implementation can proceed once the Board adopts the CSDE approved plan.

MOTION: Barbara Senges moved adoption of the ELPS Educator Evaluation and Support Plan for 2014-2015 dated 9/4/14 as presented; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

C. Personnel

D. Policy

1. **DISCUSSION re: First Reading BOE Regulation 1325 – Community Relations – Advertising and Promotion and Commercial Activities (Revision)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent. Board members were encouraged to carefully review this regulation.

2. **DISCUSSION re: First Reading BOE Policy 4118.113 Personnel – Cert/Non-Cert – Harassment (New Policy)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

3. **DISCUSSION re: First Reading BOE Regulation 4118.113 Personnel – Cert/Non-Cert – Harassment (New Regulation)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

4. **DISCUSSION re: First Reading BOE Policy 5117 Students – School Attendance Zones (Policy Review)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

5. **DISCUSSION re: First Reading BOE Regulation 5141.3 Students – Health Exam and Inoculations (Regulation Revision)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

6. **DISCUSSION re: First Reading BOE Bylaw 9000-B – Role of the Board and Member (Powers, Purposes, Duties) (Bylaw Revisions)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

7. **DISCUSSION re: First Reading BOE Bylaw 9010-B – Limits of Authority (Bylaw Revisions)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

8. **DISCUSSION re: First Reading BOE Bylaw 9012-B – Legal Responsibilities of BOE (New Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

9. **DISCUSSION re: First Reading BOE Bylaw 9020.1-B – Public Statements – Advocacy (New Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent. Board members were encouraged to carefully review this bylaw.

10. DISCUSSION re: First Reading BOE Bylaw 9030-B – Commitment to Democratic Principles in Relation to Community, Staff, Students (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

11. DISCUSSION re: First Reading BOE Bylaw 9110-B – Number of Members and Term of Office (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

12. DISCUSSION re: First Reading BOE Bylaw 9120-B – Officers and Auxiliary Personnel – Officers (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

13. DISCUSSION re: First Reading BOE Bylaw 9121-B – Chairperson (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

14. DISCUSSION re: First Reading BOE Bylaw 9123-B – Duties of Secretary (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

15. DISCUSSION re: First Reading BOE Bylaw 9130-B – Committees (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

16. DISCUSSION re: First Reading BOE Bylaw 9132.3-B – Standing Committee: Transportation (Revised)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent. Board members were encouraged to carefully review this bylaw.

17. DISCUSSION re: First Reading BOE Bylaw 9132.4-B – Standing Committee: Buildings and Grounds (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent. Board members were encouraged to carefully review this bylaw.

18. DISCUSSION re: First Reading BOE Bylaw 9132.5-B – Standing Committee: Finance and Budget Review (Deleted Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

19. **DISCUSSION re: First Reading BOE Bylaw 9132.6-B – Standing Committee: Community Relations (Deleted Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

20. **DISCUSSION re: First Reading BOE Bylaw 9132.7-B – Standing Committee: Long-Range Planning (Deleted Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

21. **DISCUSSION re: First Reading BOE Bylaw 9210-B – Qualifications of Members (New Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

22. **DISCUSSION re: First Reading BOE Bylaw 9221-B – Filling Vacancies (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

23. **DISCUSSION re: First Reading BOE Bylaw 9222-B – Resignation/Removal from Office (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

24. **DISCUSSION re: First Reading BOE Bylaw 9240-B – Development in Service – School Board Conferences, Conventions, and Workshops (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

25. **DISCUSSION re: First Reading BOE Bylaw 9270-B Conflict of Interest (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. Question/comments to Supt. Board members were encouraged to carefully review this bylaw.

26. **DISCUSSION re: First Reading BOE Bylaw 9271-B – Code of Ethics (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

27. **DISCUSSION re: First Reading BOE Bylaw 9311-B – Formulation, Adoption, Amendment of Policies (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

28. **DISCUSSION re: First Reading BOE Bylaw 9321-B – Time, Place and Notification of Meetings (Revised Bylaw)**

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

29. DISCUSSION re: First Reading BOE Bylaw 9322-B – Public and Executive Sessions – Public Meetings (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

30. DISCUSSION re: First Reading BOE Bylaw 9323-B – Construction of the Agenda (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

31. DISCUSSION re: First Reading BOE Bylaw 9325-B – Meeting Conduct (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

32. DISCUSSION re: First Reading BOE Bylaw 9325.1-B – Quorum (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

33. DISCUSSION re: First Reading BOE Bylaw 9325.3 – Parliamentary Procedures (Deleted Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent. Lombardo.

34. DISCUSSION re: First Reading BOE Bylaw 9326-B – Board of Education Records (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

35. DISCUSSION re: First Reading BOE Bylaw 9330-B – Board/School District Records (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

36. DISCUSSION re: First Reading BOE Bylaw 9400-B – Monitoring Products and Processes (Revised Bylaw)

The Policy Review Committee presented the recommended revisions for Board discussion and input. The second reading is scheduled for November 24, 2014. All questions and comments should be forwarded to the Superintendent.

E. Other

1. DISCUSSION/ACTION re: Proposed East Lyme Board of Education Goals for 2014-2015

The Board reviewed the proposed draft of the Board of Education Goals for 2014-2015. No additional comments were received.

MOTION: Al Littlefield moved to adopt the East Lyme Board of Education Goals for 2014-2015 as follows:

East Lyme Board of Education Goals for 2014-2015

1. Superintendent

- Hire a new Superintendent for the ELPS District. Utilize processes that ensure the Board has, from teachers, administrators, parents, students, and community leaders, input and perspectives on desired attributes for the Superintendent and on what the challenges will be in the coming future.
- Provide support, advocacy and open communication for the new Superintendent.
- Work with new Superintendent to insure a smooth transition including Central Office organization for 2015-2016.

2. Cooperative Agreement

- Continue work to address the upcoming expiration and renewal of the Cooperative Agreement between Salem and East Lyme, including drawing in community involvement and participation.

3. Support the ELPS Long Range Plan

- Support and review the implementation of the new teacher and administration evaluation systems.
- Develop a facilities plan to address elementary school needs.
- Ensure and support that we and our school district foster innovation and creativity.
- Educate the Board, parents, and community on the district's implementation of Common Core Standards through the use of innovative and creative teaching strategies and learning activities.
- Support and review the development of a plan to implement an elementary World Language Program.

; Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VIII. ADMINISTRATION REPORTS

A. Superintendent of Schools

B. Interim Assistant Superintendent of Schools – Donna Gittleman

- Update on technology phishing scam

C. Business/Facilities Director – Don Meltabarger

- Final phase of the tennis courts at ELHS is scheduled to be completed next week (weather permitting)
- The Central Office roof replacement project bid process continues. Bids will close October 28.
- A survey of the ELMS basketball court has been done and the bid process has begun.
- A second digital sign at ELHS will be presented to the Zoning Commission for approval on October 16, 2014. \$15,000 in funding was received from the Niantic Rotary with the balance coming from Student Activity Fund.
- Darrows Ridge Road was approved as a town road in September. A new and safer entrance to-and-from RT 161 will be completed within four weeks.

IX. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 10/14/14
- B. FFO Committee
- C. Policy Review Committee – Minutes of 9/22/14
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee

X. COMMUNICATIONS

- A. ELPS District Goals for 2014-2015 (*for Board Review*)
- B. The Viking SAGA, Volume 48, Edition 2 dated 9/11/14
- C. ELBOE Brochure entitled *Selecting a Path Forward for Our Elementary School Facilities*

XI. NOTICES

A. *Notice of the following staffing changes:*

1. Appointments:

- Susan Baier, 1.0 FTE Special Education Long-Term Substitute Teacher, DW @ MS, 9/15 – 10/20/14
- Jeffrey Duthrie, 1.0 FTE Safety Officer, HS, 8/27/14
- Micala Howard, 1.0 FTE Instructional Aide (1:1), DW @ MS, 9/11/14
- Paula Jamieson, 1.0 FTE Teaching Assistant, FL, 9/27/14
- Lisa Lentz, 1.0 FTE Instructional Aide (1:1), DW @ MS, 9/11/14
- Liurong Luo, 0.30 FTE After School Aide, NC, 9/8/14
- Rachel McShane, 0.30 FTE Before School Aide and .40 After School Aide, FL, 8/27/14
- Wendy Patterson, 0.30 FTE School Aide, HA, 10/29/14
- Deborah Perrotti, 0.15 FTE Before School Aide and 0.4 FTE After School Aide, HA, 9/8/14
- David Perry, 1.0 FTE Safety Officer, HS, 8/27/14
- Patrice Rando, 0.2 FTE After School Program Facilitator, NC, 8/27/14
- John Riordan, 0.4 FTE Safety Officer (p.m.), HS, 8/27/14
- Alexandria Stone, 1.0 FTE Teaching Assistant, HS, 9/15/14

2. Reassignments:

- Toni Chamberlin, from 0.3 FTE After School Aide to 0.3 FTE After School Program Facilitator, NC, 8/27/14
- Nancy Merritt, from 0.5/0.5 FTE Special Education Teacher, FL/HA to 1.0 FTE Special Education Teacher (TLP), FL, 8/22/14
- Carol Parker-Sprankle, from 1.0 FTE Special Education Teacher (TLP), FL to 0.5/0.5 FTE Special Education Teacher FL/HA, 8/22/14
- Arisleida Pagan, from 1.0 FTE Instructional Aide to 1.0 Teaching Assistant, FL, 9/29/14
- Rachel Pirie, from 1.0 Instructional Aide to 1.0 Teaching Assistant, FL, 9/23/14

3. Increases/Decreases:

- Teresa Lang, increase from 0.3 to 0.45 FTE School Aide, HA, 8/28/14

4. Retirements:

- Mimi Amdur, 1.0 Registrar, HS, 1/30/15

5. Resignations:

- Ray Campbell, 1.0 FTE Technology Education Teacher, HS, NLT 10/3/14
- Toni Chamberlin, 0.3 FTE After School Aide, NC, 8/27/14
- Robyn McKenney, 1.0 FTE Director of Technology, ELPS, TBD
- Rachel Pirie, 1.0 Instructional Aide, FL, 9/22/14

6. Student Teachers:

- ECSU pre-student teacher Merrijo Logan with Science Teacher Joan Love, MS, 2014-2015 school year

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

1. Flanders students to West Springfield, MA on September 23, 2014 to visit the "Big E"
2. ELMS students to Newport, RI on October 8, 2014 to tour the Marble Mansion and Fort Adams
3. ELHS students to Jaffrey, NH on October 10, 2014 to visit Mt. Monadnock
4. ELHS students to Cranston, RI on October 18, 2014 to participate in a music competition at Cranston East High School
5. ELHS students to Keene, NH from March 19 – 21, 2015 (Thurs – Sat) to participate in the NE Music Festival at Keene High School

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments: None

B. Future Agenda Items:

1. Veterans' Day – J. Barr-Shelburn – 10/27/14
2. Presentation of NESDEC Demographic Study Final Results – 10/27/14
3. Coastal Connections and 18-21 Year Old Transition Program Review – November 2014
2014
4. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo –
AAA Committee 2/24/14 and November 2014
5. Proposed Unexpended Education Funds Account – 5/13/14 with more discussion to follow
6. Progress on Implementation of Teacher and Administrator Evaluation and Development
Plan – J. Arcarese – To be scheduled

XIII. PUBLIC COMMENT – None.**XIV. ADJOURNMENT****MOTION:** Pam Rowe moved to adjourn the meeting at 8:10 p.m. Marlene Nickerson seconded.**VOTE: UNANIMOUS****MOTION CARRIED**

Respectfully Submitted,

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

