

EAST LYME BOARD OF EDUCATION
East Lyme, Connecticut

Tuesday, May 13, 2014
Regular Public Meeting: 7:00 p.m.
Room B101 (INTV Room) - East Lyme High School

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CONNECTICUT
MAY 23 2014 AT 3:40 AM/PM
[Signature]
EAST LYME TOWN CLERK

REGULAR MEETING MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Joe Arcarese, Jill Carini, Candice Carlson, Rob Kupis, Pam Rowe

Board Members Absent: Barbara Senges, Jaime Barr Shelburn, Marlene Nickerson

Administrators Present: Brian Reas (Asst. Superintendent), Dr. Karen Costello (Admin. for Program Improvement), Dr. David Miko (HA Principal), Melissa DeLoreto (NC Principal), Mike Susi (HS Principal), Don Meltabarger (Finance and Facilities Director)

I. **CALL TO ORDER** – The meeting was called to order at 7:12 p.m. by Chair Tim Hagen.

II. **PLEDGE OF ALLEGIANCE** – Led by Chair Tim Hagen

III. **PUBLIC COMMENT** - None

IV. **APPROVAL OF MINUTES**

MOTION: Pam Rowe moved approval of minutes of the Board of Education April 28, 2014 Regular Meeting as presented; Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

V. **SPECIAL REPORTS**

- A. Students' Representative – Student Representatives were not present.
- B. Selectmen's Representative – Mark Nickerson, Deputy First Selectman
 - Mr. Nickerson discussed the Town Meeting on 12 May where it was decided that the 2014-15 Town Budget would be sent to Referendum on 22 May. The polling center would be at the East Lyme Community Center from 8:00AM to 8:00PM.
 - Mr. Nickerson also discussed the approved use of golf carts in some of the beach communities and several Open Space proposals that have been brought before the Board of Selectmen for discussion. Work on the Niantic Boardwalk is waiting on Amtrak because of the proximity to the high-voltage lines. Resolution from Amtrak is expected this week.
- C. Salem Board of Education – George Jackson
 - Salem budget update – 256k was cut by the BOF, Town meeting - no further cuts, headed to referendum
 - EL/Salem Cooperative Study Group Committee – Meeting to review draft agreement is being scheduled
- D. Town Building Committee Representative
- E. Other Reporters

VI. **CONSENT AGENDA**

MOTION: Al Littlefield moved to approve the Consent Agenda as presented (A. Proposed Donation from the ELHS Viking Marching Band Parents' Association of a Utility Trailer to the EL BOE for Use by the ELHS Marching Band with an Estimated Value of \$1,500.00); Pam Rowe seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Chairman Hagen queried the Board about reordering the Discussion/Action Items to move B. Instruction to be the first item. Achieving consensus, the meeting proceeded.

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Report on Implementation of Full Day Kindergarten

- Mr. Reas began the discussion indicating that the first year of full day kindergarten was very positive. Reports from the kindergarten teachers are that the students will be at a position in January that without full day kindergarten they would be at in June. Full day kindergarten has lessened the "transition impacts" and with the extra time, so much more is being accomplished.
- Lillie B. Haynes Principal Dr. David Miko and kindergarten teacher Heidi Henry reported on the success of the August 2013 implemented full-day kindergarten program. Flanders kindergarten teachers Barbara Jacobsen and Gil Gallant were also available to answer questions.
- Feedback has been positive from both parents and teachers. Students are actively engaged in learning and academically in January they were where they would have been in June in the previous half-day program. The full-day program supports the whole child concept; social, emotional and physical.
- Dr. Miko, Principal of Lillie B. Haynes, discussed full day kindergarten from the principal's perspective: full day kindergarten centers on the "whole child;" provides the "gift of time;" and has provided improved academic achievement which has been proven through the periodic assessments.
- Heidi Henry, kindergarten teacher at Lillie B. Haynes, said that with full day kindergarten she has really gotten the opportunity to "know" the students and their parents. Full day kindergarten has provided better teacher-to-student and teacher-to-parent relationships. Students in full day kindergarten are gaining in both social and academic learning and they are learning to deal with a varied schedule. One of the challenges of full day kindergarten was "kid stamina" because of the full-day schedule. Ms. Henry indicated that the students have adapted well, and their stamina has increased.
- Other successes include better teacher relationships with students and parents, improved self esteem of students, and students benefit from full school day activities. The only reported challenge in the full-day program has resulted in increased stamina adjustments in time throughout the school year.
- The teachers and Dr. Miko thanked the Board for giving kindergarten students the "gift of time."
- Melissa DeLoreto, Principal at Niantic Center, added that students in full day kindergarten now have the benefit of being a part of "all school activities" and have become "true" members of the school community.
- Dr. Tim Hagen, Board Chair, added that implementation of full day kindergarten was a "whole community effort" in that the Board of Selectmen and the Board of Finance were supporting and encouraging of the implementation.
- Pam Rowe suggested a follow-up discussion take place next year with first grade teachers.

2. Discussion re: Board of Education's 2014-2015 Budget Reduction of \$550,000 as Directed by the Board of Finance

Brian Reas, Assistant Superintendent, said that the Administration has been working through the Budget and as of today, the following is presented as a possible solution to the Budget Reduction; but cautioned that the items reduced may change in the future.

As directed by the Board of Education on April 28, Assistant Superintendent Brian Reas took the Board through the revised ELPS FY 15 Possible Budget Reductions list dated 5/13/14 as follows:

East Lyme Public Schools FY15 Budget - Possible Reductions 05/13/14

ITEM	FTE	Amount	Discussion / Comment
Evaluation:			
Bus Monitors	--	29,459	The Board has determined that the addition of these new positions is off the table.
Deans of Students	2.00	171,568	
Assistant Principal	1.00	125,019	
DW Technology Consultant	1.00	52,212	
Technology Resources		40,000	Hesitant to pull but we have an offsetting grant.
Flex Plan Revenue		25,000	This is the Health Insurance set-aside. This year is was under-subscribed and will be reduced for next year.
Maintenance:			
<i>These maintenance items will be delayed for now unless they become emergent issues that compromise safety.</i>			
Flanders Exterior Door Replacement		5,000	
Lillie B. Haynes Exterior Door Replacement		5,000	
High School Exterior Door Replacement		5,000	
Boat House Roof Replacement		12,322	
Middle School Carpet Replacement		12,179	
	4.00	482,759	
• Additional Retirements/Resignations		86,700	<ul style="list-style-type: none"> • \$75,000 (New Hires brought in at lower salary than retirees) • 40% of \$1.2M in Instructional Resources (≈ \$475K) which is ≈ \$50K reduction. <i>Note: District plans to prepay some of next year's supplies (≈ \$20K) this year.</i>
• Instructional Resources (Per Pupil)			

- Mr. Reas suggested to the Board that the addition of Bus Monitors be kept and some of the Instructional Resources be used to pay for them. The Board said that the Administration should present a proposal of the options available to add the Bus Monitors and include the cost for each option. Candice Carlson said that the Board should also look at the Board Policy regarding problems on the busses and the discipline protocols that we presently have.
- Questions were raised by Marlene Nickerson regarding the line item costs of consultants used district-wide. The Administration would provide the detail.
- Pam Rowe requested that the Administration to provide additional detail of all of the costs associated with Coastal Connections; including staffing, rent, utilities, transportation, etc. Additionally, how does the staffing reflect the current/projected enrollments?
- Candice Carlson questioned as to how Coastal Connections is promoted and the possibility of expanding the program enrollment. Mr. Reas said that both Dr. Sullivan (Coastal Connections Principal) and Mike Susi (ELHS Principal) have been promoting Coastal Connections. Tim Hagen (Board Chair), said that a presentation on Coastal Connections should be placed on the agenda for the Academics, Athletics, and Activities Committee and on the Board Agenda in the near future.

3. Discussion/Action re: East Lyme Elementary Schools Design Steering Committee Charter and Appointments

- The Board reviewed the proposed East Lyme Elementary Schools Design Steering Committee Charter and recommended membership list. The committee is charged by the Board of Education (BOE) to work on behalf of the BOE with Jacunski, Humes Architects, LLC as they evaluate and examine the existing elementary facilities in light of current utilization and enrollment projections; review the recommendations of the ELPS Facilities Vision Task Force; and make recommendations to the BOE regarding the best options including renovation and new construction options, as well as navigate and facilitate the referendum and State of CT grant approval process and prepare design documents for the construction of the project.

- Tim Hagen thanked the many people who volunteered to serve on the committee and noted there would be other opportunities for individual involvement.
- The first meeting of the East Lyme Elementary Schools Design Steering Committee will be held on Wednesday, May 21, 4:00 p.m. at Lillie B. Haynes School. Elementary building principals will meet to discuss educational specifications. A community forum may be held before the close of this school year.
- Al Jacunski of Jacunski Humes Architects, LLC, updated the Board on the work the firm has done in the last two months and reviewed the process and next steps of the design project.
- Mr. Jacunski Humes spoke of the progress being made on the elementary school design project. The firm is in the information gathering phase where they are assessing the physical conditions of all three elementary schools. The firm has been conducting meetings with the Administration and each of the elementary school principals. The firm is also verifying the square footage of all buildings and the footprints have been placed on CAD. Mr. Jacunski said that if the District were to start renovation/construction in the 2014-15 year, the State reimbursement rate would be 44.64% for Renovate-as-New; but to Build New, the total cost must be cheaper.
- Mr. Jacunski said that the firm is working with the Administration on the Education Specs.
- Mr. Jacunski said that the firm would be relying on the Elementary Schools Design Steering Committee as the "ears-on-the-ground" for the day-to-day questions, responses, and discussion.

MOTION: Al Littlefield moved to recommend approval of the proposed Charges for East Lyme Elementary Schools Design Steering Committee Charter and appointment of the following Steering Committee members:

Linda Anania (Flanders Principal and Vision Committee Member)
 John Arnold (Community Member and Parent)
 Candice Carlson (BOE Member and Parent)
 Melissa DeLoreto (Niantic Center School Principal and Vision Committee Member)
 Gil Gallant (ELTA President, Elementary Teacher, Vision Committee Member)
 Dr. Tim Hagen (BOE Chair)
 Rob Kupis (BOE Member and Parent)
 Dr. James Lombardo, (Superintendent and Vision Committee Member)
 Don Meltabarger (Finance & Facilities Director and Vision Committee Member)
 Dr. David Miko (L.B. Haynes Principal and Vision Committee Member)
 Ray O'Connor (Chair, Town Building Committee and Community Member)
 Brian Reas (Assistant Superintendent and Vision Committee Member)
 John Rhodes (Community Member and Vision Committee Member)
 Dr. John Whritner (Former Superintendent and Community Member);

Candice Carlson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion re: Proposed Unexpended Education Funds Account

- FFO Co-Chairs Al Littlefield and Pam Rowe gave a PowerPoint presentation and led a discussion regarding the possibility of implementing an Unexpended Funds Account which is now allowed by State law.
- The Board of Finance/Selectmen may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year. The purpose of the account is to provide funding resources solely for future Board of Education nonrecurring or unanticipated expenditure funding needs.
- Discussion ensued regarding the positive and negative aspects and if the implementation of an Unexpended Education Funds Account is right for ELPS. Discussion will continue at a future meeting.
- Mark Nickerson, Deputy First Selectman, indicated that establishing such a fund is not really, "returning unused monies to the Town's taxpayers." But establishment of such an account would be similar the Undesignated Fund Balance account that the Town has established as a "Rainy Day Fund" account.
- Tim Hagen, Board Chair, said that additional discussions on setting up an Unexpended Education Funds Account should be conducted between the Board of Selectmen, Board of Finance, and the Board of Education.

- B. Personnel
- C. Policy
- D. Other

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools
- B. Assistant Superintendent of Schools – Brian Reas
 - A draft of the Salem/East Lyme Cooperative Agreement is well underway and will be presented to the full Board in late June.
 - The district's math coordinator has completed her first year and has presented to all parents.
 - Thanked Director of Security, Chris Olsen, who recently brought together regional mental health professionals to discuss if we are doing enough to meet our students' needs.
- C. Business/Facilities Director – Don Meltabarger
 - FY 14 Budget Status - At least 150k over budget for electricity, heating and overtime and concerns with next year's budget in those areas. The District will have to use some of the Instructional Resources to cover the shortfall.
 - District has spent more for Special Education that we had planned.
 - Superintendent Search has started this year with some expenses that were not anticipated until next year.
 - Energy expenses (fuel and electricity) are over-budget and the outlook for next year might be worse.
 - Food service expenses are up but we have an agreement with Chartwells to cover that for the time being.

IX. COMMITTEE REPORTS

- A. AAA Committee – Oral report of 5/13/14 meeting
 - The Committee presented a review of the District's Professional Development plan. A presentation to the full Board will be provided in the future.
 - The Committee had a brief discussion on high school extracurricular activities and how the Athletic Department works to provide equitable treatment across all sports programs.
- B. FFO Committee
- C. Policy Review Committee
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee

X. COMMUNICATIONS – None

XI. NOTICES

- A. Notice of the following staffing changes:
 1. Appointments
 - Frank Burdick III, 1.0 Custodian, HS, 4/24/14
 - Joline Weissgarber, 1.0 Instructional Aide (1:1), DW @ MS, 4/24/14
 2. Resignations
 - Beth Cafferty, 1.0 Math Teacher, MS, 6/19/14
 - Lindsey Donelin, 1.0 Instructional Aide (1:1), DW @ MS, 6/19/14
 - Maureen Higgins, 1.0 Math Teacher, MS, 6/19/14
 3. Retirements
 - Michael Mullen, 1.0 Library Media Specialist, FL, 6/30/14
 4. Supplemental Appointments for 2013/2014
 - Rob Peitzsch, Boys' Lacrosse Volunteer Coach, HS*

*Not a member of the ELPS professional staff

- B. Notice of the following out of state field trips:
 1. ELHS students to Boston, MA on May 2, 2014 to visit Boston University

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS**A. Board Comments****B. Future Agenda Items**

1. SBAC Reporting – A. Littlefield – May 2014 following completion of testing
2. Review of District's Long Range Plan – Dr. Lombardo – June 2014
3. EL Aquatic and Fitness Center Committee Presentation – T. Hagen – May 27, 2014
4. ELHS Swipe Card Implementation Update – M. Nickerson – Spring 2014
5. Presentation of the Alignment Research Ad hoc Committee Findings Report to Include Additional Charge -- June 2014
6. Veterans' Day -- J. Barr Shelburn – To be scheduled
7. Professional Development Committee Presentation – A. Littlefield – To be scheduled
8. Climate Survey Results Presentation – B. Reas – To be scheduled
9. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese – To be scheduled
10. Elementary School Facilities – Dr. Lombardo – Ongoing
11. Review of BOE Bylaws and Policies – Dr. Lombardo – Ongoing
12. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo – AAA Committee 2/24/14 and BOE October 2014

XIII. PUBLIC COMMENT

- A. Bill Derry, 212 Pennsylvania Ave, Niantic, voiced concerns regarding hiring practices and equal pay for teaching service time.

The Board took a short break at 9:08 p.m.

XIV. EXECUTIVE SESSION

MOTION: Pam Rowe moved to enter into executive session at 9:12 p.m. for the purpose of discussion of personnel issues and litigation and to include Brian Reas (Assistant Superintendent); Rob Kupis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board exited executive session at 9:18 p.m.

XV. ADJOURNMENT

MOTION: Pam Rowe moved to adjourn the meeting at 9:19 p.m. Joe Arcarese seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,

Albert Littlefield

Albert Littlefield

Secretary, East Lyme Board of Education