

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

**Tuesday, May 27, 2014**  
**Regular Public Meeting: 7:00 p.m.**  
Room B101 (INTV Room) - East Lyme High School

FILED IN EAST LYME  
CONNECTICUT  
June 6, 2014 AT 10:15 AM/PM  
Karen Salvo, Clerk  
EAST LYME TOWN CLERK

**REGULAR MEETING MINUTES**

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Marlene Nickerson, Pam Rowe, Barbara Senges

Board Members Absent: Joe Arcarese, Candice Carlson, Rob Kupis, Jaime Barr Shelburn

Administrators Present: Brian Reas (Asst. Superintendent), Dr. Karen Costello (Admin. for Program Improvement), Linda Anania (FL Principal), Melissa DeLoreto (NC Principal), Dr. Judy DeLeeuw (MS Principal), Mike Susi (HS Principal), Don Meltabarger (Finance and Facilities Director), Robyn McKenney (Technology 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

**Connecticut Association of Boards of Education (CABE)  
Student Leadership Award Winners**

Claire Jasper, Grade 12  
Eric Sanfilippo, Grade 12

III. **PUBLIC COMMENT**

1. Liz Westcott, 14 Round Rock Road, Niantic, spoke of her concern and frustration with inappropriate graphic and age level reading material at East Lyme Middle School.

IV. **APPROVAL OF MINUTES**

**MOTION:** Pam Rowe moved approval of minutes of the Board of Education May 13, 2014 Regular Meeting as presented; Barbara Senges seconded.

**VOTE PRO:** Tim Hagen (Chair), Al Littlefield (Secretary), Jill Carini, Pam Rowe

**ABSTAIN:** Marlene Nickerson, Barbara Senges

**MOTION CARRIED**

V. **SPECIAL REPORTS**

A. Students' Representative

B. Selectmen's Representative – Mark Nickerson, Deputy First Selectman

- Boardwalk was held up for compliance w/Amtrak – approved and moving forward with an expected completion date of spring 2015
- Town referendum passed – FY 15 budget was approved

C. Salem Board of Education

D. Town Building Committee Representative

E. Other Reporters

VI. **CONSENT AGENDA**

VII. **DISCUSSION/ACTION ITEMS**

A. **Finance/Facilities/Community**

1. Discussion re: **East Lyme Aquatic and Fitness Center Committee Presentation**

In response to the Board's request, East Lyme Aquatic and Fitness Center Committee Chair Steve Hargis and Aquatics Director Jack Stabach presented an overview of the history, structure and general operation of the EL Aquatic Fitness Center and the programs and services offered.

- Programs continue to run at full capacity
  - On track for same success this year as in the past
  - Totally self sufficient operation at no cost to taxpayers
  - Expansion options are being explored
  - In early fall, the committee will recommend to the Board possible design changes to accommodate a third locker room.

The Board commended Steve Hargis and Jack Stabach for their work and dedication to the program.

2. Discussion/Action re: **Proposed CSDE Healthy Food Certification Statement (ED-099) for FY 15**

- The CT General Statutes requires each board of education participating in the Nation School Lunch Program to certify annually to the CT State Department of Education whether they will follow the CT Nutrition Standards for all foods sold to students separately from a reimbursable school breakfast or lunch in the USDA Child Nutrition Programs.
- The standards apply to all a la carte foods offered for sale to students during regular school hours, in all schools and from all sources including school stores, vending machines, school cafeterias, fundraising activities on school premises and any other sources of food sales.
- Districts that choose to implement the CT Nutrition Standards receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year.
- Assistant Superintendent Brian Reas and the FFO Committee recommended the Board comply with the CT Nutrition Standards, a change from previous years.

**MOTION:** Pam Rowe moved approval of the Healthy Food Certification Statement (ED-099) as presented (East Lyme Public Schools will comply with the CT Nutrition Standards as published by the CT State Department of Education for the period July 1, 2014 through June 30, 2015); Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

3. Discussion/action re: **Proposed One-Year Renewal of Chartwells Food Service Contract for 2014/2015**

- The proposed one-year renewal of the Chartwells Food Service Contract for 2014/2015 was presented for approval.
  - The present State of CT contract between ELPS and Chartwells is a one-year contract with an agreement to four additional one-year renewals upon consent of both parties. This is the last year of the original contract.
  - The contract represents a 2% increase in administrative and management fees over the current one-year contract.
  - Chartwells is responsible for losses up to the break even management fee.
  - Approval of the contract is recommended by the FFO Committee.

**MOTION:** Pam Rowe moved to approve the proposed one-year renewal of the contract with Chartwells Food Service effective July 1, 2014 through June 30, 2015, pending state approval; Al Littlefield seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

4. Discussion re: **Smarter Balanced Assessment Consortium (SBAC) Reporting**

- In response to the Board's request, Dr. Karen Costello and Robyn McKenney presented an overview of the administration of the SBAC assessment and the challenges and successes the district experienced.
- Key contributing factors leading to the successful administration of the assessment included two years of proactive preparation, the procurement of a \$140,000 state grant to provide necessary resources, and a well orchestrated effort by the entire district.
- The Board commended the staff and the students for the collaborative effort.

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

- Assistant Superintendent Brian Reas responded to previous Board questions regarding hiring practices of new certified staff members and student enrollment and operational costs of the Coastal Connections program.
- Board members expressed concerns regarding the justification of operating costs for low student enrollment in the Coastal Connections program.
- Mr. Reas stated that 13 students are presently enrolled in the Coastal Connections program, to include one tuition student and 15-20 students are anticipated for fall 2014 with a goal of 25 students.
- A program review of Coastal Connections, the 18-21 year old transition program and whether other student needs are being met will be scheduled for late September.

**B. Instruction**

**C. Personnel**

1. Discussion/action re: **Proposed Second Year Unpaid Leave of Absence for 1.0 Family and Consumer Sciences Teacher at ELHS**

ELHS Family and Consumer Sciences teacher Laura Adams has requested a second year of unpaid leave for the 2014/2015 school year for the purpose of childrearing. The bargaining agreement allows such leave with the recommendation of approval by the Superintendent and Board of Education approval. The position will be filled by a one-year only certified teacher. ELHS Principal Mike Susi assured the Board that a qualified candidate will be hired.

**MOTION:** Pam Rowe moved to approve a second year unpaid leave of absence for Laura Adams, 1.0 Family and Consumer Sciences Teacher, ELHS for the 2014/2015 school year as presented; Barbara Senges seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**D. Policy**

**E. Other**

**VIII. ADMINISTRATION REPORTS**

A. Superintendent of Schools

B. Assistant Superintendent of Schools – Brian Reas

- Administrators continue to work on evaluations of teachers
- An initial meeting of the EL Elementary Design Steering Committee was held last week. The next meeting is scheduled for June 4, 4:00 p.m. at Flanders School and is open to the public. Information is posted on the main page of the district website.
- Elementary principals continue to meet to discuss educational specifications.
- Salem/East Lyme Cooperative Study Group meeting is 5/29/14, 9:00 a.m., CO

C. Business/Facilities Director – Don Meltabarger

- Water bottle adapters have been installed on some ELHS water fountains

**IX. COMMITTEE REPORTS**

- A. AAA Committee
- B. FFO Committee – Oral report of 05/27/14
- C. Policy Review Committee
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee – Next meeting 6/4/14, 4:00 p.m., Flanders School

**X. COMMUNICATIONS – None****XI. NOTICES**

- A. Notice of the following staffing changes:
  - 1. Appointments
    - Leah Beebe, 0.25 FTE After School Aide, FL, 5/24/14
    - Jacqueline Kapusta, 0.5 FTE Social Studies Teacher, HS (Coastal Connections), 5/12/14
  - 2. Resignations
    - Sheila Reagan, 0.3 FTE Child Find Liaison, HS, 6/19/14
  - 3. Retirements
  - 4. Supplemental Appointments for 2013/2014
- B. Notice of the following out of state field trips: None at this time

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

- A. Board Comments
- B. Future Agenda Items
  - 1. Review of District's Long Range Plan – Dr. Lombardo – June 2014
  - 2. Presentation of the Alignment Research Ad hoc Committee Findings Report to Include Additional Charge – June 2014
  - 3. Proposed Unexpended Education Funds Account – 5/13/14 with more discussion to follow
  - 4. Veterans' Day – J. Barr Shelburn – To be scheduled
  - 5. Climate Survey Results Presentation – B. Reas – To be scheduled
  - 6. Progress on Implementation of Teacher and Administrator Evaluation and Development Plan – J. Arcarese – To be scheduled
  - 7. Elementary School Facilities – Dr. Lombardo – Ongoing
  - 8. Review of BOE Bylaws and Policies – Dr. Lombardo – Ongoing
  - 9. Coastal Connections and 18-21 Year Old Transition Program Review – Late Sep 14
  - 10. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo – AAA Committee 2/24/14 and BOE October 2014

**XIII. PUBLIC COMMENT - None**

The Board took a short break at 9:30 p.m.

**XIV. EXECUTIVE SESSION**

**MOTION:** Pam Rowe moved to enter into executive session at 9:35 p.m. for the purpose of discussion of personnel issues and litigation and to include Brian Reas (Assistant Superintendent); Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

The Board exited executive session at 9:45 p.m.

**XV. ADJOURNMENT**

**MOTION:** Pam Rowe moved to adjourn the meeting at 9:45 p.m. Marlene Nickerson seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

Respectfully Submitted,

*Albert Littlefield*

Albert Littlefield, Secretary  
East Lyme Board of Education