

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

**Board of Education Minutes**  
**Monday, August 27, 2012**  
**Executive Session: 6:30 p.m.**  
**Regular Board Meeting: 7:00 p.m.**  
**Room B100 (Executive Session)**  
**Room B101 (INTV Room)**  
**East Lyme High School**

**EXECUTIVE SESSION**

Board Members Present: Tim Hagen (Chair), Rich Steel (Secretary), Jaime Barr Shelburn, Jill Carini, Melissa Ford, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford

BOE Members Absent: None

Chair Tim Hagen called the meeting to order at 6:30 p.m.

**MOTION:** Al Littlefield moved to enter into Executive Session at 6:30 p.m. to include Dr. Lombardo to discuss personnel and negotiation issues; Jaime Barr Shelburn seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

The Board exited Executive Session at 6:59 p.m.

**REGULAR MEETING**

Board Members Present: Tim Hagen (Chair), Rich Steel (Secretary), Jaime Barr Shelburn, Jill Carini, Melissa Ford, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford

Board Members Absent: None

Administrators Present: Dr. James Lombardo (Superintendent), Brian Reas (Assistant Superintendent for Special Services and Pupil Personnel), Dr. Karen Costello (Administrator for Program Improvement), Don Meltabarger (Finance and Facilities Director), Linda Anania (FL Principal), Dr. David Miko (HA Principal), Melissa DeLoreto (NCS Principal), Dr. Judy DeLeeuw (ELMS Principal), Laurie Zaneski (ELHS Assistant Principal), Nancy Burdick (Business Manager)

**I. CALL TO ORDER** – Tim Hagen reconvened the meeting at 7:05 p.m.

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

**III. PUBLIC COMMENT**

1. Holly McCormick-Byrne, 72 Society Rd, voiced concerns regarding 3<sup>rd</sup> grade class sizes and asked the Board to consider hiring one additional teacher or additional support staff.

**IV. APPROVAL OF MINUTES**

**MOTION** Chris Sandford moved approval of minutes of the Board of Education July 9, 2012 Regular Meeting, as presented; Al Littlefield seconded.

**VOTE PRO:** Jaime Barr Sheldon, Jill Carini, Melissa Ford, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford, Rich Steel

**ABSTAIN:** Tim Hagen

**MOTION CARRIED**

**MOTION** Pam Rowe moved approval of minutes of the Board of Education August 20, 2012 Regular Meeting, as presented; Jaime Barr Shelburn seconded.

**VOTE PRO:** Tim Hagen (Chair), Rich Steel (Secretary), Jaime Barr Sheldon, Jill Carini, Al Littlefield, Marlene Nickerson, Pam Rowe

**ABSTAIN:** Melissa Ford, Beth Groeber, Chris Sandford

**MOTION CARRIED**

**V. SPECIAL REPORTS**

A. Students' Representative – Not present

B. Selectmen's Representative – First Selectmen Paul Formica

- Welcomed back the ELPS staff

- Samuel Smith House group is forming, 501c to move forward on Plants Dam Rd

- Town paving projects include:

- o Central Office and Flanders School

- o Town Hall

- o Community Center

- Grant applications in for Cini Park and Boardwalk repairs and improvements

- Water and Sewer Commission Hearing – Tuesday, August 28, 6:30 p.m.

- Thanked RoseAnn Hardy's students for their participation as interns

C. Salem Board of Education Representative – George Jackson

- New appointment - Joseph Onofrio, Superintendent of the Salem School District, three (3) year contract

- Salem Rotary update

- Requested Full-Day Kindergarten Study Committee meet with Salem kindergarten teachers and administrators

D. Town Building Committee Representative

E. Other Reporters

**VI. CONSENT AGENDA**

At Melissa Ford's request, Item VI.B. Proposed One-Year Unpaid Leave of Absence for 1.0 Special Education Coordinator, DW Elementary, was removed from the Consent Agenda and moved to discussion/action item VII.D.4.

**MOTION:** Jaime Barr Shelburn moved to approve the proposed Consent Agenda (A. Proposed Donation to the ELHS Marine Science Bermuda Trip from the Pfizer Foundation Volunteer Program in the amount of \$1,000.00 and C. Proposed Sunday Field Trip to Washington, D.C. on November 14-18, 2012); Beth Groeber seconded.

**VOTE:** UNANIMOUS

**MOTION CARRIED**

**VII. DISCUSSION/ACTION ITEMS****A. Finance/Facilities/Community****1. Discussion/action re: Proposed FY12 Year End Budget Transfers in the Amount of \$976,576.63**

Don Meltabarger and Nancy Burdick responded to several questions regarding the proposed year end budget transfers for FY12.

**MOTION:** Al Littlefield moved to approve the proposed FY12 budget transfers in the amount of \$976,576.63 as presented; Beth Groeber seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**B. Instruction****C. Policy****D. Personnel****1. Discussion/action re: Proposed Increase of a 0.5 FTE Special Education Teacher, DW at ELHS**

Brian Reas explained that a unique situation at the high school warrants the request.

**MOTION:** Jaime Barr Shelburn moved to approve the increase of a 0.5 FTE Special Education Teacher, District wide at East Lyme High School, funded by a transfer from the Instructional Aide salary account to the Teacher Salary account for a difference in cost of approximately \$6,000.00 as presented; Pam Rowe seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**2. Discussion/action re: Superintendent's Performance Evaluation for 2011-2012**

The Board determined that Dr. Lombardo has met and in some areas exceeded his performance goals and the expectations of the East Lyme Board of Education for 2011-2012. The Board commended Dr. Lombardo for his district leadership and is pleased at where the district is and the direction it is headed. A copy of the evaluation is available at Central Office and Town Hall.

**MOTION:** Al Littlefield moved to adopt the East Lyme Board of Education Consensus of the Superintendent's Performance Evaluation for 2011-2012 as presented: Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**3. Discussion/action re: Proposed Amendment of Superintendent's Employment Contract**

The Board reached a tentative agreement to extend the Superintendent's contract to 2015, to adjust his 2012-2013 base salary from \$179,029 to \$181,714, and to add one vacation day to 26 days. A copy of the contract is available at Central Office and Town Hall.

**MOTION:** Al Littlefield moved to approve a one-year extension of the Superintendent's employment contract to June 30, 2015, an adjustment in his 2012-2013 base salary from \$179,029 to \$181,714, and the addition of one vacation day to 26 days as presented: Jill Carini seconded.

**VOTE: UNANIMOUS**

**MOTION CARRIED**

**4. Discussion/action re: Proposed One-Year Unpaid Leave of Absence for 1.0 Special Education Coordinator, DW Elementary**

The Special Education Coordinator (Elementary) has requested an extended unpaid leave of absence for the 2012-2013 school year. Dr. Lombardo addressed several Board questions regarding the hiring of a temporary replacement and associated costs.

**MOTION:** Chris Sandford moved to approve a one-year unpaid leave of absence for 1.0 Special Education Coordinator (DW Elementary) Kim Davis as presented; Pam Rowe seconded.

**VOTE PRO:** Tim Hagen (Chair), Rich Steel (Secretary), Jaime Barr Shelburn, Jill Carini, Beth Groeber, Al Littlefield, Marlene Nickerson, Pam Rowe, Chris Sandford

**VOTE CON:** None

**ABSTAIN:** Melissa Ford

**MOTION CARRIED**

E. Other

1. Discussion re: First Look at District Goals and Priorities for 2012-2013

Dr. Lombardo provided the Board a first look at the draft district goals and priorities for 2012-2013.

Questions and clarifications should be directed to Dr. Lombardo. The Board will be asked to endorse the document in September.

**VIII. ADMINISTRATION REPORTS**

A. Superintendent of Schools – Dr. James Lombardo

- Elementary class size update and review of district practice and guidelines
- Flanders parking lot is ready for opening day; however, the new entrance will not be completed for a few months
- Great three days of Opening and Professional Development Days for staff

B. Assistant Superintendent of Schools – Brian Reas

- Positive staff feedback for the Opening and Professional Development Days for staff
- Commended Robyn McKenney and the technology staff for their work
- Summer Program wrap up

C. Business/Facilities Director – Mr. Don Meltabarger

- Report on recycled Athletic Complex Project items
- LED signage questions to First Selectmen

**IX. COMMITTEE REPORTS**

A. AAA Committee – 7/9/12 Committee Minutes - Next meeting is 9/10/12, 6:00 p.m., HS

B. FFO Committee – 7/9/12 Committee Minutes - Next meeting is 9/24/12, 6:00 p.m., HS

C. Policy Committee – Next meeting is 9/24/12, 4:15 p.m., Central Office

**X. COMMUNICATIONS - None**

**XI. NOTICES**

A. Notices of the following staffing changes:

1. Appointments

- Jean Bradley, .33 Instructional Aide, FL, 8/28/12
- Alina Britchi, 1.0 Science Teacher, HS, 8/22/12
- Stacie Brodeur, .38 Copy Clerk, CO, 8/6/12
- Susan Butler, 1.0 Teaching Assistant, HS, 8/28/12
- Kallie Eugenides, .7 Teaching Assistant (ELL), MS, 8/28/12
- Gregory Farlow, 1.0 Spanish Long Term Substitute Teacher, HS, on or about 9/3 – on or about 10/30/12
- Kelsey Nassetta, 1.0 Instructional Aide, DW @ MS, 8/28/12
- June O'Connor, .5 Art Teacher, NC, 8/23/12
- John Patterson, .8 Safety Officer, HS, 8/28/12
- Kristin Rock, 1.0 Language Arts Consultant, HS, 8/22/12
- Elizabeth Vichi, .5 Special Education Teacher, Vocational Transition Program, HS, 8/22/12

2. Reassignments

- Christine Cassidy, from 1.0 Instructional Aide, DW @ MS to 1.0 Teaching Assistant, MS, 8/28/12
- Maria DePaola, from 1.0 Special Education Teacher, MS to HS, 8/23/12
- Yueh-Pao Hsu, from .4/.2/.1/.1 Library Assistant, FL/HA/NC/HS to 1.0 Library Assistant, MS 8/13/12

3. Increases/Reductions in FTE
  - Bill Burkhardt, increase .1 to .5 Science and .5 Special Education Teacher, Coastal Connections Program, 8/23/12
  - Dawn Cricco, increase from .5 to 1.0 Instructional Aide, .5 DW MS and .5 DW HA, 8/28/12
  - Dan Crowley, increase .2 to .5 English Teacher and .5 Internship Coordinator, Coastal Connections Program, 8/23/12
  - Laura Tiffany, increase from .5 to 1.0 Special Education Teacher, .5 FL and .5 HA, 8/23/12
  - Norine Tripp, increase from .66 to .33 Instructional Aide, FL, 8/28/12
4. Internships/Student Teachers
  - Nicholas Murphy, ECSU student teacher with Phys Ed teacher Lisa Kriger, MS, 10/29/12-12/14/12
5. Resignations
  - Sue Marks, .38 Copy Clerk, CO, 7/31/12

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

1. ELMS students to The Bronx Zoo, Bronx, NY on Thursday, 10/18/12

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

### A. Board Comments

1. Bus Routes – listed on District web site – Jaime Barr Shelburn
2. Health Insurance Consortium – Meeting in September with report to follow – Jaime Barr Shelburn
3. October 3 – Community Forum re: Facilities Vision, 7:00 p.m., Lillie B. Haynes School

### B. Future Agenda Items

1. Adjustment to EL BOE Committee Meeting schedule as follows:
  - AAA Committee, 6:00 p.m., on night of 1<sup>st</sup> Regular Board of Education Meeting each month
  - FFO Committee Meeting, 6:00 p.m., on night of 2<sup>nd</sup> Regular Board of Education Meeting each month
  - Policy Review Committee, 4:15 p.m. on night of 2<sup>nd</sup> Regular Board of Education Meeting each month
2. September 10 – Revised EL BOE Committee Meeting Schedule for 2012
3. September 26 – Board Workshop with Dr. Richard Villa
4. September – District Goals and Priorities
5. September – Special Education New Program Update – requested by Melissa Ford
6. September – Educational purpose and costs of field trips at all levels – requested by Jaime Barr Shelburn
7. September - Recess and lunch – requested by Melissa Ford
8. September – Community Based Judicial Review Process for Drug/Alcohol Infractions
9. September 24 – PLC Presentation
10. September/October – CMT and CAPT results
11. ASAP Presentation
12. Extra-Curricular Club Presentations – requested by Melissa Ford
13. Students/Community Farming Projects
14. Beginning in December – Salary and benefit discussions for next FY

**XIII. PUBLIC COMMENT** – None

## **XIV. ADJOURNMENT**

**MOTION:** Jaime Barr moved to adjourn the meeting at 9:15 p.m.; Al Littlefield seconded.

**VOTE:** UNANIMOUS

**MOTION CARRIED**

Respectfully Submitted,  
*Richard Steel*  
 Richard Steel  
 Secretary, East Lyme Board of Education