

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

Monday, June 23, 2014
Regular Public Meeting: 7:00 p.m.
Room B101 (INTV Room) - East Lyme High School

FILED IN EAST LYME
CONNECTICUT
July 22, 2014 AT 10:30 AM/PM
Susley Blair
EAST LYME TOWN CLERK

REGULAR MEETING MINUTES

Board Members Present: Al Littlefield (Acting Chair), Jill Carini, Rob Kupis, Marlene Nickerson, Barbara Senges, Joe Arcarese

Board Members Absent: Tim Hagen (Chair), Jaime Barr Shelburn, Candice Carlson, Pam Rowe

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

- I. **CALL TO ORDER** – The meeting was called to order at 7:11 p.m. by Acting Chair Al Littlefield.
- II. **PLEDGE OF ALLEGIANCE** – Led by Acting Chair Al Littlefield and Assistant Superintendent Brian Reas
- III. **PUBLIC COMMENT** - None
- IV. **APPROVAL OF MINUTES**

MOTION: Marlene Nickerson moved approval of minutes of the Board of Education June 9, 2014 Regular Meeting as presented, Joe Acarese seconded.

VOTE: Unanimous

MOTION CARRIED

V. **SPECIAL REPORTS**

- A. Students' Representative
- B. Selectmen's Representative
- C. Salem Board of Education
- D. Town Building Committee Representative

VI. **CONSENT AGENDA** - None

VII. **DISCUSSION/ACTION ITEMS**

A. **Finance/Facilities/Community**

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

The Board reviewed and discussed the modified ELPS FY 15 budget proposed reductions to address the Board of Finance directed \$550,000 budget reduction as follows:

| | <u>Amount</u> |
|---|---------------|
| Deans of Students | 171,568 |
| Assistant Principal | 125,019 |
| Districtwide Technology Consultant | 52,212 |
| Savings from addl retirements/resignations/breakage | 60,228 |
| Technology Resources | 40,000 |
| Flex Plan Revenue | 25,000 |
| Flanders Exterior Door Replacement | 5,000 |
| HS Exterior Door Replacement | 5,000 |
| Middle School Carpet Replacement | 24,468 |
| Heating Oil – Pre Purchased | <u>36,505</u> |
| Total proposed reduction | 550,000 |

Assistant Superintendent, Brian Reas, stated that the funds for three bus monitors had been included in 2014-2015 Budget as originally proposed.

MOTION: Jill Carini moved to approve the recommended modifications to the East Lyme Board of Education Budget for FY 15 (ELPS FY 15 Proposed Reductions 6/23/14) as presented, Joe Arcarese seconded.

VOTE: Unanimous

MOTION CARRIED

2. Discussion re: **Presentation of the Alignment Research Ad hoc Committee Report Regarding the Additional Charge by the Board of Education**

Ad hoc Committee Chair Joe Arcarese presented the June 12, 2014 findings of the additional charge by the Board of Education to examine the concept of flexing the need basis for having children go to a different school including change to policies, student-to-teacher ratio and administrative overhead, as development of a plan to create equity among all elementary schools.

- Recommend the existing ELPS Policy 5117 be reviewed by the Policy Committee and to make revisions to reflect present practice that has evolved over the years
- The student to teacher ratios in the elementary schools range from 1:13 to 1:23. There is one principal in each elementary school.
- Full equity in enrollment at the elementary schools will never be achieved. The Ad hoc committee previously recommended and continues to recommend that no student be moved at this time. To move students at the present time will be a short-sighted move and will cause much disruption to students and families.

Joe Arcarese thanked Al Littlefield, Jaime Barr Shelburn, Brian Reas, Linda Anania, and Melissa DeLoreto for serving on the committee.

3. Discussion/action re: **Proposed One-Year Contract with the Visiting Nurse Association of Southeastern CT, Inc, Effective July 1, 2014 – June 30, 2015**

The one-year contract with the Visiting Nurse Association reflects a 2% increase over the current contract with no other changes as budgeted. FFO reviewed the proposed contract and recommended approval.

MOTION: Barbara Senges moved to authorize the Superintendent to sign a one-year contract with the Visiting Nurse Association (VNA) for 2014-2015 (2% increase with no other changes) as presented, Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion/action re: **Proposed One-Year Contract with School Medical Advisor, Effective July 1, 2014 – June 30, 2015**

The Board was asked to approve the proposed one-year contract with Dr. Vijay Sikand to continue as the School Medical Advisor for East Lyme Public Schools effective July 1, 2014 – June 30, 2015. The cost for his services remains unchanged at \$20,000. The proposed contract was reviewed by the FFO Committee and was recommended for approval.

MOTION: Marlene Nickerson moved to authorize the superintendent to sign a one-year contract with Dr. Vijay Sikand for his services as the ELPS Medical Advisor for the period July 1, 2014 through June 30, 2015 at the cost of \$20,000 as presented, Joe Arcarese seconded.

VOTE: UNANIMOUS

MOTION CARRIED

5. Discuss/action re: Proposed FY 15 Salary and Benefit Adjustments for Non-Certified/Non-Affiliated Personnel

- The ELPS Personnel Policy Committee for Non-Certified/Non-Affiliated met on June 12, 2014 and presented the recommended salary adjustments for FY 15 as follows:

| Position | Salary |
|---|-----------------|
| Clerical Staff (less than 20 hours) <i>Copy Center Clerk, Mail Courier</i> | Increase: 1.25% |
| <i>Same increase provided Paraprofessional and Secretaries.</i> | |
| Computer System Consultants | Increase: 2.00% |
| <i>In line with the split raises of the other union contracts.</i> | |
| Director of Security & Security Personnel | Increase: 2.00% |
| <i>In line with the split raises of the other union contracts.</i> | |
| Administrative Personnel <i>Supervisor of Facilities, Pool Director, Technology Director, Business Facilities Director</i> | Increase: 2.00% |
| <i>In line with the raises negotiated by the Administrator's Union.</i> | |
| Direct Administrative Support Personnel <i>Superintendent's Administrative Assistant, Assistant Superintendent's Administrative Assistant, Business Supervisor</i> | Increase: 2.00% |
| <i>In line with the raises negotiated by the Administrator's Union.</i> | |

The recommended salary increases have already been accommodated in the 2014-15 Budget.

MOTION: Joe Arcarese recommended approval of the FY 15 Salary Adjustments for ELPS Non-Certified/Non-Affiliated Personnel as presented (*Referenced to Personnel Policy Committee Meeting Minutes for 6/12/14*); Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- The ELPS Personnel Policy Committee for Non-Certified/Non-Affiliated met on June 12, 2014 and presented the recommended benefit adjustments for FY 15 as follows:

| Position | Salary |
|---|--|
| Administrative Personnel <i>Business Facilities Director</i> | Health Insurance Co-Pay from 16.5% to 18% Dental Insurance Co-Pay from 10% to 10% |
| Administrative Personnel <i>Supervisor of Facilities</i> | Health Insurance Co-Pay from 12.5% to 14.5% Dental Insurance Co-Pay from 12.5% to 14.5% |
| Administrative Personnel <i>Pool Director</i> | Health Insurance Co-Pay from 11% to 12% Dental Insurance Co-Pay from 11% to 12% |
| Direct Administrative Support Personnel <i>Superintendent's Administrative Assistant, Assistant Superintendent's Administrative Assistant, Business Supervisor</i> | Health Insurance Co-Pay from 7% to 8% Dental Insurance Co-Pay from 10% to 12% |
| Computer System Consultants | Health Insurance Co-Pay from 12% to 14% |

The recommended salary increases have already been accommodated in the 2014-15 Budget.

MOTION: Marlene Nickerson recommended approval of the FY15 Benefit Adjustments for ELPS Non-Certified/Non-Affiliated Personnel as presented (*Referenced to Personnel Policy Committee Minutes for 6/12/14*); Barbara Senges seconded.

VOTE: UNANIMOUS

MOTION CARRIED

6. Discussion re: East Lyme Elementary School Design Steering Committee Update

Assistant Superintendent Brian Reas stated the EL Elementary School Design Steering Committee continues to meet to identify future facility needs for our elementary schools. NESDEC will present the initial results of the demographics study on September 8, 2014, the final report on September 15 and community forums will be held on September 23, 24 and 25.

B. Instruction

1. Discussion/action re: **Proposed ELHS Marine Biology Field Trip to Bermuda from Tuesday, May 26 to Monday, June 1, 2015**

ELHS Marine Biology teacher Holly Buckley and another adult will chaperone approximately 15 students to the Bermuda Institute for Ocean Sciences in St. George, Bermuda from May 26 to June 1, 2015. Fundraising opportunities will be available for students in financial need.

MOTION: Rob Kupis moved to approve the proposed ELHS Marine Biology field trip to the Bermuda Institute for Ocean Sciences in St. George, Bermuda on May 26, 2015 to June 1, 2015 as presented; Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/Action re: **Second Reading for High School Textbook Adoption: *World of Chemistry***, author/editor: Zumdahl, Zumdahl, DeCoste, Publisher: Brooks/Cole, Copyright 2013

- **Recommended** for approval by Curriculum Council on 05/09/14
- **Reviewed** by AAA Committee on 06/09/14
- **First Reading** by the Board of Education on 06/09/14

MOTION: Rob Kupis moved to adopt the HS textbook **World of Chemistry**, author/editor: Zumdahl, Zumdahl, DeCoste, Publisher: Brooks/Cole, Copyright 2013 as presented; Joe Acarese seconded.

VOTE: UNANIMOUS

MOTION CARRIED

3. Discussion re: **Second Reading for High School Textbook Adoption: *Magruder's American Government, Standard Version and Foundation Series***, Author/Editor: William A. McClenaghan, Publisher: Pearson, Copyright 2013

- **Recommended** for approval by Curriculum Council on 05/09/14
- **Reviewed** by AAA Committee on 06/09/14
- **First Reading** by the Board of Education on 06/09/14

MOTION: Marlene Nickerson moved the adoption of HS textbook **Magruder's American Government, Standard Version and Foundation Series**, Author/Editor: William A. McClenaghan, Publisher: Pearson, Copyright 2013 as presented; Jill Carini seconded.

VOTE: UNANIMOUS

MOTION CARRIED

4. Discussion re: **Second Reading for High School English Department Trade Book Adoption:**

- a. **The Bonesetter's Daughter**, Author: Amy Tan
- b. **Paper Towns**, Author: John Green
- c. **Twisted**, Author: Laurie Halse Anderson
- d. **Pride and Prejudice**, Author: Jane Austen

- **Recommended** for approval by Curriculum Council on 05/09/14
- **Reviewed** by AAA Committee on 06/09/14
- **First Reading** by the Board of Education on 06/09/14

MOTION: Barbara Senes moved the adoption of HS trade books **a.) The Bonesetter's Daughter**, Author: Amy Tan; **b.) Paper Towns**, Author: John Green; **c.) Twisted**, Author: Laurie Halse Anderson; **and d.) Pride and Prejudice**, Author: Jane Austen as presented; Rob Kupis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

- C. Personnel
- D. Policy
- E. Other

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools
- B. Assistant Superintendent of Schools – Brian Reas
 - ELMS Class Night and ELHS Graduation Ceremony were both wonderful events
 - Salem/East Lyme Cooperative Committee meeting will be rescheduled
 - Positive budget news – More funds have been released to principals
 - Hiring is underway to fill vacant positions
- C. Business/Facilities Director – Don Meltabarger
 - The Middle School PTA is donating \$15,000 for a playground project that will include paving, a basketball court, and a four square court. Don will be putting together details of the project.

IX. COMMITTEE REPORTS

- A. AAA Committee
- B. FFO Committee
- C. Policy Review Committee
- D. Alignment Research Ad hoc Committee
- E. East Lyme Elementary Schools Design Steering Committee

X. COMMUNICATIONS

XI. NOTICES

- A. Notice of the following staffing changes:
 1. Appointments:
 - Katia Diaz, 1.0 FTE Long Term Spanish Teacher, HS, 5/21/14 – 6/19/14
 - Melissa Gentile, 1.0 FTE Instructional Aide, FL, 8/27/14
 - Sarah Orkney, 1.0 FTE Social Studies, MS, 8/22/14
 - Laura Plummer, 0.8 FTE Math Teacher, HS, 8/22/14
 - Catherine Semnoski, 1.0 FTE Special Education Teacher, MS 8/22/14
 2. Reassignments:
 - Maria DePaola, from 1.0 FTE Special Education, HS to 1.0 FTE Special Education, MS, 8/23/14
 - Kimberly Hill, from 1.0 FTE Elementary Teacher to 1.0 FTE Reading Recovery Teacher, NC, 8/22/14
 3. Increases:
 - Patricia Ferryman, increase of 0.2 FTE to 1.0 FTE Math Teacher, HS, 8/23/14
 4. Resignations:
 - Cori Brisbois, 1.0 FTE Science Teacher, MS, 6/30/14
 - Rebecca Davis, 1.0 FTE Instructional Aide (1:1), DW @ MS, 6/19/14
 - Lorraine Ericson-Smith, 0.5 FTE Sundowner Facilitator, NC, 6/19/14
 - Jacqueline Kapusta, 1.0 FTE Teaching Assistant, HS, 5/29/14
 - Alison Moger, 0.8 FTE Social Studies Teacher, HS 6/30/14
 - Adelaide Moran, 1.0 FTE Math Teacher, MS, 6/30/14
 - Michelle Mulcrone, 1.0 FTE Instructional Aide (1:1), DW @ MS, 6/19/14
 - Lorna Pray, .20 FTE School Aide, FL, 6/19/14
 - Brian Reas, 1.0 FTE Assistant Superintendent, CO, 8/11/14

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

1. ELHS students to Astoria, NY on Wednesday, September 17, 2014 to tour The Museum of the Moving Image

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments:

1. The Board is in receipt of a June 11, 2014 resignation letter from Brian Reas, Assistant Superintendent for Special Education and Pupil Personnel, indicating that he was resigning from his current position to take a new position of Superintendent of Schools in East Haddam, Connecticut.
2. The Board is in receipt of a June 15, 2014 letter from Dr. Lombardo, Superintendent of Schools, indicating that he would be resigning/retiring as Superintendent of Schools earlier than anticipated, January 1, 2015.

B. Future Agenda Items:

1. Professional Development Presentation
2. Review of District's Long Range Plan – Dr. Lombardo
3. Proposed Unexpended Education Funds Account – 5/13/14 with more discussion to follow
4. Veterans' Day – J. Barr Shelburn – 8/11/14
5. Climate Survey Results Presentation – B. Reas – 7/14/14
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 2014
10. Global Education Task Force Recommendation re: Elementary Program – Dr. Lombardo – AAA Committee 2/24/14 and BOE October 2014

XIII. PUBLIC COMMENT - None**XIV. EXECUTIVE SESSION - None****XV. ADJOURNMENT**

MOTION: Marlene Nickerson moved to adjourn the meeting at 7:42 p.m. Rob Kupis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Respectfully Submitted,

Barbara Senges

Barbara Senges, Acting Secretary
East Lyme Board of Education