

Not official until approved by the East Lyme Board of Education on February 8, 2010

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

**Monday, January 25, 2010
Regular Meeting: 7:30 P.M.
INTV Room (B101)
East Lyme High School**

Regular Meeting

Board Members Present: Tim Hagen (Chair), Elizabeth Groeber (Secretary), Mary Broderick, Jaime Ellis, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Kevin Seery

Members Excused: Rich Steel

Administrators Present: Dr. James Lombardo (Superintendent) Wayne Sweeney (Interim Assistant Superintendent for Special Education and Pupil Personnel), Dr. Karen Costello (Administrator for Program Improvement), Don Meltabarger (Business/Facilities Director), Jeff Provost (HS Assistant Principal), Laurie Zaneski (HS Assistant Principal), Judy DeLeeuw (MS Principal), Rod Mosier and Rich Chocolate (MS Assistant Principals), Dr. David Miko (HA Principal), Linda Anania (FL Principal), Melissa DeLoreto (NCS Principal)

I. **CALL TO ORDER** - 7:32 p.m.

II. **PLEDGE OF ALLEGIANCE** – Led by Dr. Lombardo and Tim Hagen

III. **PUBLIC COMMENT**

1. Julie Horner, 42 Manwaring Road, advocated for continuing the valuable off-site placement and instruction opportunities for students and voiced her concern over recent changes to the student transportation policy.

IV. **APPROVAL OF MINUTES**

MOTION: Al Littlefield moved approval of the minutes of the Board of Education Regular Meeting on January 11, 2010; Jaime Ellis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Laura Greenstein moved approval of the minutes of the Board of Education Special Meeting (Board Retreat) on January 19, 2010 as amended (Board Members Excused: Jaime Ellis, Al Littlefield); Melissa Ford seconded.

VOTE: Tim Hagen, Beth Groeber, Mary Broderick, Melissa Ford, Laura Greenstein, Marlene Nickerson, Kevin Seery

ABSTAIN: Jaime Ellis, Al Littlefield

MOTION CARRIED

MOTION: Jaime Ellis moved approval of the minutes of the Board of Education Public Hearing on January 19, 2010; Melissa Ford seconded.

VOTE: Tim Hagen, Beth Groeber, Mary Broderick, Jaime Ellis, Melissa Ford, Laura Greenstein, Marlene Nickerson, Kevin Seery

ABSTAIN: Al Littlefield

MOTION CARRIED

MOTION: Laura Greenstein moved approval of the minutes of the Board of Education Special Meeting on January 19, 2010; Beth Groeber seconded.

VOTE: Tim Hagen, Beth Groeber, Mary Broderick, Jaime Ellis, Melissa Ford, Laura Greenstein, Al Littlefield, Marlene Nickerson, Kevin Seery

ABSTAIN: Al Littlefield

MOTION CARRIED

V. SPECIAL REPORTS: STUDENTS' REPRESENTATIVES, SELECTMEN'S REPRESENTATIVE, and OTHER REPORTERS

- A. Students' Representative – Tasmia Khan
- Monday was the first day of the second semester
 - Fencing @ NFA
 - Winter Ball Saturday at 7:00 p.m.
 - National Honor Society Carnation Sale next week and the following week
 - Haiti Fundraisers
 - Spanish and music students to *West Side Story* on Wednesday
 - Elizabeth Maddux Benefit Concert on Friday night, students \$5.00 and adults \$7.00
- B. Selectmen's Representative – Not present (Selectmen will attend on a monthly rotating basis)
- C. Building Committee Representative – Gerard Burkhardt was not present.
- D. Salem Board of Education Representative – Steve Buck
- Interviewing for Salem MS Principal
- E. Other Reporters – None

VI. CONSENT AGENDA

MOTION: Al Littlefield moved approval of the Consent Agenda (A) Proposed Mohegan Tribe Challenge Grant to Lillie B. Haynes School in the amount of \$1,000,000; (B) Proposed Donation to Lillie B. Haynes School in the Amount of \$3,500.00 on Behalf of Tom and Laurie Green; Jaime Ellis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

The Board thanked both parties for their generous contributions.

VII. DISCUSSION/ACTION ITEMS

A. Finance/Facilities/Community

1. Discussion re: Presentation entitled 2010-2011 ELPS Budget Analysis – Supplies and Equipment

Dr. Lombardo presented part three of the 2010-2011 ELPS Budget Analysis as it relates to supplies and equipment. Supplies represent 4.22% and equipment 0.69% of the total budget. Not reflected is a 15% decrease in per pupil allocation consideration. A savings in maintenance supplies has been realized as a result of buying supplies directly. Fuel for school buses is down due to a reduction in the bus schedule. New instructional equipment needs are based on per pupil allocations and conscious decisions by building principals. Dr. Lombardo is holding afterschool meetings with staff to explain the budget and collect cost saving ideas. Dr. Lombardo is confident that better conservation in services and supplies will be realized.

Administrators will continue budget discussions and prioritize recommended further reductions to be brought to the Board on February 1.

2. Discussion re: Review of Town Capital Plan

Business/Facilities Director Don Meltabarger reviewed the Town of EL Long Range Capital Plan. Several bids have been received for the HS boiler replacement project and the Town Building Committee will make their recommendation to the Town. Definitions for refurbishments to the proposed HS Culinary Arts Lab project are coming together. Curriculum has been proposed to Curriculum Council and will be presented to the full Board at a future date. Both projects require town approval for funding. The Board recognized the need for a full review of the capital plan at which time deferred projects and prioritization will take place. In addition, visionary work is needed to determine how the school plan fits into the town plan. Don Meltabarger reminded the Board that the capital plan is funded through bonding. Rationale was requested for the culinary arts lab project.

B. Instruction

1. Discussion/action re: Proposed Flanders After School Activities Program (ASA) Winter 2010

Course descriptions were provided. If approved, classes will begin the week of February 23 and will run for six weeks.

MOTION: Jaime Ellis moved to approve the proposed Flanders After School Activities Program (ASA) Winter 2010, as presented; Mary Broderick seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Dr Lombardo and the Board thanked all contributors for proving important and valuable opportunities to our students.

2. Discussion/action re: Proposed Lillie B. Haynes After School Activities Program (ASA) Winter 2010

Course descriptions were provided. If approved, classes will begin the week of February 1, 2010 and will run for six weeks.

MOTION: Al Littlefield moved to approve the proposed Lillie B. Haynes After School Activities Program (ASA) Winter 2010 as presented; Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

Dr Lombardo and the Board thanked all contributors for proving important and valuable opportunities to our students.

C. Personnel

D. Policy

E. Other

1. Discussion/action re: Proposed East Lyme Board of Education Committee Structure

Tim Hagen reviewed with the Board the East Lyme Board of Education Committee Structure as discussed by the Board at the January 19, 2010 retreat. The proposed plan will improve the Board's efficiency of operation with regard to fact finding, interpretation and formulation of options. If approved, two new committees entitled Academics, Athletics and Activities Committee and the Finance, Facilities and Operation Committee will replace the six standing committees (Policy, Transportation, Buildings and Grounds, Finance and Budget Review, Community Relations, and Long-Range Planning). Committees may not take unilateral action and must abide by regulations of the "Freedom of Information" Act. Membership will be limited to not more than one less of quorum for the Board of Education. The new structure will increase the level of Board focus on the future direction for programs affecting education, increase the efficiency of our committees as well as the administration and the community, and will improve the meeting times for committees to better

accommodate Board members, the administration, and the community. Revaluation of the new structure will occur in November 2010.

MOTION: Kevin Seery moved to suspend the following By Laws of the EL BOE from January 25, 2010 through December 1, 2010 for the purpose of trial adoption of the new committee structure, with revaluation of the structure in November 2010:

- The list of standing committees delineated in By Law 913-B, section 1, with the exception of Personnel Policy
- By Law 9132.2-B, Standing Committees: Policy
- By Law 9132.3-B, Standing Committees: Transportation
- By Law 9132.4-B, Standing Committees: Buildings and Grounds
- By Law 9132.5-B, Standing Committees: Finance and Budget Review
- By Law 9132.6-B, Standing Committees: Community Relations
- By Law 9132.7-B, Standing Committees: Long Range Planning;

Jaime Ellis seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Al Littlefield moved to establish the following ad-hoc committees of the Board, said committees to be appointed from January 25, 2010 through December 1, 2010 for the purpose of fact-finding and providing advice to the Board regarding the delineated objectives of the committees:

1) Academics, Athletics and Activities ad hoc Committee:

Committee shall discuss and make recommendations to the Board regarding issues and policy related to student program of studies, curriculum, athletics and activities. The committee shall consider policies included in Series 5000 and 6000 of the EL BOE Policy Manual, as well as policies related to student academics, athletics and activities in Series 1000 of the EL BOE Policy Manual
and

2) Finance, Facilities and Operations ad hoc Committee:

Committee shall discuss and make recommendations to the Board regarding issues and policy related to transportation services, buildings and grounds, finance and budget review. The committee shall consider policies included in Series 3000 and 7000 of the EL BOE Policy Manual, as well as policies related to finance, facilities and operations in Series 1000 of the EL BOE Policy Manual;

Marlene Nickerson seconded.

VOTE: UNANIMOUS

MOTION CARRIED

2. Discussion/action re: Proposed East Lyme Board of Education Membership and Liaison Appointments for Calendar Year 2010

MOTION: Jaime Ellis moved to approve appointments to the Personnel Policy Committees, as follows:

- | | |
|--|---|
| • Administrators | Beth Groeber, Marlene Nickerson, Kevin Seery |
| • Teachers | Mary Broderick, Marlene Nickerson, Rich Steel |
| • Secretaries | Melissa Ford, Laura Greenstein, Tim Hagen |
| • Custodians | Beth Groeber, Al Littlefield, Rich Steel |
| • Non-union, non-administrative staff
(including paraprofessionals) | Mary Broderick, Jaime Ellis, Al Littlefield; |

Kevin Seery seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Kevin Seery moved to approve appointments to the two new ad hoc committees, as follows:

- Academics, Athletics and Activities Committee:
Mary Broderick, Jaime Ellis, Melissa Ford, Laura Greenstein, Al Littlefield
- Finance, Facilities and Operations Committee:
Beth Groeber, Tim Hagen, Marlene Nickerson, Kevin Seery, Rich Steel;

Mary Broderick seconded.

VOTE: UNANIMOUS

MOTION CARRIED

MOTION: Jaime Ellis moved to approve Board Liaison appointments to committees the Board interfaces with, as follows:

- Creative Playschool – Jaime Ellis, Al Littlefield
- Curriculum Council – Melissa Ford, Beth Groeber
- Early Childhood – Mary Broderick, Melissa Ford
- East Lyme Aquatics and Fitness Center – Tim Hagen, Kevin Seery
- LEARN – Melissa Ford, Tim Hagen
- Substance Abuse and East Lyme Youth Services – Jaime Ellis, Marlene Nickerson;

Mary Broderick seconded.

VOTE: UNANIMOUS

MOTION CARRIED

VIII. ADMINISTRATION REPORTS

- A. Superintendent of Schools – Dr. James Lombardo
- BOE membership on Administration Task Forces as follows:
 - Community Task Force – Al Littlefield, Kevin Seery, Rich Steel
 - Futures Task Force – Laura Greenstein
 - Global Education – Beth Groeber, Marlene Nickerson
 - Vision Task Force – Mary Broderick, Tim Hagen
 - Two semi-finalists in HS principal search, site visits next week
 - Assistant Superintendent for Special Education and Pupil Personnel interviews next week
 - February 1, 2010 6:00 p.m. Board interview for Special Education Coordinator
 - Week of February 8 various administrative task force meetings will begin their work
 - Second Chinese visitor wrapping up visit this week
 - Dr. Lombardo expressed appreciation to administration for identifying areas to freeze
- B. Business Manager - Mr. Don Meltabarger
- Current fiscal year budget deficit is now at \$181k. Funds and purchasing remain frozen.
- C. Other

IX. COMMITTEE REPORTS

X. COMMUNICATIONS

- A. CSDE Letter to Dr. Lombardo re: ELPS English Language Learner (ELL) Data Results for 2008-2009, dated 12/15/09
- B. ELHS Viking Saga, Edition 10, Volume XLVIII, dated 1/14/10

XI. NOTICES

A. Notice of the following 2009/2010 staffing changes:

1. Appointments:

- Jessica DeConto, .6 Instructional Aide, Integrated Preschool Program, DW @ HA, 1/4/10
- Rebecca Edelman, .6 Science Teacher, HS, 12/22/09
- Nicole Matute, After School Aide, MS, 12/14/09

2. Retirements:

- Edna (Smidgie) Macphail, .5 Assistant Principal/.5 Special Education Teacher, HS, 6/30/10

3. Student Teacher Assignments:

- CCSU student teacher Ross Demay with physical education/health teacher Lisa Kriger, MS, 1/25 – 3/26/10
- ARC student teacher Kevin Johnson with science teacher Lori Singer, HS, 3/29 – 4/30/10
- ARC student teacher Amy Schneider with band teacher Sue Johnston, HS, 3/29 – 4/30/10

B. Notice of the following out of state field trips/athletic competitions: None at this time.

XII. BOARD COMMENTS/FUTURE AGENDA ITEMS

A. Board Comments

1. Beth Groeber spoke of her cultural experience as host for Chinese visitor Li Shuhua.
2. Mary Broderick remarked on the great job the State of CT is doing with ELL and referenced the CSDE letter to Dr. Lombardo listed under correspondence.
3. Tim Hagen expressed his appreciation of everyone's patience for getting committees up and running and their willingness to take a step forward.
4. Mary Broderick and Marlene Nickerson agreed to work with Dr. Lombardo to organize the first committee meetings.

B. Future Agenda Items

1. BOE Policy 5131.4 Students/Transportation for Off-Site Instruction
2. Evaluation of Aramark services to self-employed

XIII. PUBLIC COMMENT

1. Bob Gadbois, 358 Boston Post Road, expressed concerns regarding various project priorities. He asked the Board to be more aware of the difficulties facing taxpayers.
2. Karen Rak, 27 Black Point Road, the ELHS Ecology Club will host a movie night featuring "Flow" on February 2, 6:30 p.m. in the auditorium. The showing is open to the public.

XIV. ADJOURNMENT

MOTION: Al Littlefield moved to adjourn the meeting at 9:22 p.m.; Jaime Ellis seconded.

VOTE: Unanimous

MOTION CARRIED

Respectfully submitted,



Elizabeth Groeber, Secretary
East Lyme Board of Education