

*No official until approved by the East Lyme Board of Education on August 17, 2009*

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

**Monday, July 27, 2009  
Regular Meeting: 7:30 P.M.  
INTV Room (B101)  
East Lyme High School**

**Regular Meeting**

Board Members Present: Kevin Seery (Chair), Beth Groeber (Secretary), Mary Broderick, Jaime Ellis, Melissa Ford, Laura Greenstein, Tim Hagen, Al Littlefield, Richard Steel, Marlene Nickerson (arrived 7:35 p.m.)

Board Members Absent: None

Administrators Present: Paul Freeman, Don Meltabarger

- I. **CALL TO ORDER** - 7:30 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Led by Melissa Ford
- III. **PUBLIC COMMENT** - None
- IV. **APPROVAL OF MINUTES**

**MOTION:** Jaime Ellis moved approval of the minutes of the Board of Education Regular Meeting on June 22, 2009 as amended (Correction of meeting location – INTV (Room B101), East Lyme High School; Al Littlefield seconded.

**VOTE PRO:** Kevin Seery, Beth Groeber, Mary Broderick, Jaime Ellis, Melissa Ford, Tim Hagen, Al Littlefield, Marlene Nickerson, Richard Steel

**ABSTAIN:** Laura Greenstein

**MOTION CARRIED**

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

- A. Students' Representative – No report
- B. Selectmen's Representative – Pam Rowe
  - 8/19/09 Town Meeting regarding Main Street improvement grant
  - 9/2/09 Public Hearing regarding historic properties
  - Area Probate Courts are expected to merge by January 2011. East Lyme will most likely serve as the hub for East Lyme, Montville, Old Lyme, Salem and possibly Lyme. A redistricting meeting will be held in September.
  - Celebrate East Lyme Day was a huge success!
- C. Building Committee Representative – Gerard Burkhardt was not present.
- D. Other Reporters – None

## VI. CONSENT AGENDA

**MOTION:** Jaime Ellis moved approval of the Consent Agenda (A) Proposed donation from LEARN to the ELHS Science Department in the amount of \$1,000.00 and (B) Proposed donation from the Pfizer Foundation Volunteer Program in the name of Elizabeth Reutenauer to the ELHS Football Team in the amount of \$1,000.00; Al Littlefield seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

## VII. DISCUSSION/ACTION ITEMS

### A. Finance/Facilities/Community

1. Discussion/action re: Proposed One-Year Renewal of Chartwells Food Service Contract for 2009-2010  
The Chartwells agreement is for five (5) years with annual renewals. As required, this renewal has been approved by the State of Connecticut. Chartwell Representatives Beverly Howard and Joe Amenti informed the Board of upcoming food service programs which have been designed to promote nutrition and maximize the use of Connecticut products. The Point of Service (POS) system will be fully functional by December, giving parents the online option of monitoring student accounts and applying payment to student accounts. Although Chartwells realized a \$10,000 loss overall for 2008-2009, revenues are expected to increase over the next year.

**MOTION:** Mary Broderick moved to approve the proposed one-year renewal of the Chartwells Food Service Contract for 2009-2010 as amended (On page 1 item 4. change “2008-2009” to “2009-2010” and on page 2 item D. amend sentence to read “All donated foods (this includes but it is not limited to ground beef, ground pork, and all processed end products) shall be used in SFA’s food service operations.”); Laura Greenstein seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

2. Discussion/action re: Proposed Recommendation to the Town Building Committee Regarding the High School Boiler Project  
The ELHS boilers and the boiler shed have required extensive repair and maintenance over the last few years. The recommended gas boilers will be more energy efficient and CL&P has offered a \$90,000 rebate towards the purchase. This item has been approved in the Town of East Lyme’s Capital Plan.

**MOTION:** Jaime Ellis moved to approve the proposed ELHS Boiler/Boiler Shed Replacement Project to the Town Building Committee as presented, and if approved by the Town Building Committee, to go forward to the Board of Finance, Board of Selectmen and a town meeting for funding approval as presented; Al Littlefield seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

3. Discussion/action re: Proposed Flanders Playground Soil Remediation Project  
Based upon the soil sampling findings report by Payne Environmental, Inc. the Building and Grounds Committee recommended to the Board the removal and disposal of wood chips and soil on the Flanders playground. The bid list was presented and the project will be funded by the 2009-2010 BOE Budget.

**MOTION:** Jaime Ellis moved to approve the proposed Flanders Playground Soil Remediation Project at a total cost not to exceed \$40,000 as presented; Al Littlefield seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

### B. Instruction

## C. Personnel

1. Discussion/action re: Proposed ELPS Paraprofessional Handbook

The Personnel Policy Subcommittee (Non-Certified/Non-Administrative) recommended approval of the ELPS Paraprofessional Handbook as presented. The Board thanked the committee for its work.

**MOTION:** Al Littlefield moved to approve the proposed ELPS Paraprofessional Handbook as amended (Section VI. Grievance Procedure – Amend to read “Step 1 – Immediate Supervisor, Step 2 - Principal, Step 3 – Superintendent of Schools, Step 4 – Board of Education” and to add to Step 1 “The immediate supervisor will notify the principal of any grievance as soon as possible.” Also, in Section VIII. Evaluation reword sentence “This biannual job performance checklist is to be completed by the evaluator, reviewed with the employee and signed by the principal.”; Jaime Ellis seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

2. Discussion/action re: Proposed Acceptance of Letter of Resignation from Dr. Paul Freeman as Assistant Superintendent of Schools

Dr. Paul Freeman asked the Board to accept his letter of resignation as Assistant Superintendent of Schools effective August 24, 2009 so that he may accept the position of Superintendent of Schools in the Griswold School District. Board members acknowledged Paul for the enormous contribution he has made to the district and thanked him for making a difference. They wished him the best in his new position.

**MOTION:** Al Littlefield moved to approve, reluctantly, the acceptance of Dr. Paul Freeman’s letter of resignation as Assistant Superintendent of Schools for East Lyme Public Schools, effective August 24, 2009 as presented; the remaining Board members seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

## D. Policy

1. Discussion re: First Reading – BOE Regulation 5141.3 – Students/Health Examinations and Inoculations

The VNA advisor and the Policy Subcommittee recommended changing the postural screening requirements (Section V.b.) to read “required annually in grades 5 through 9.” The second reading will be on September 14, 2009.

2. Discussion/action re: Second Reading – BOE Policy 3440 – Business and Non-Instructional Operations/Inventories

The Policy Subcommittee recommended the adoption of this new policy regarding maintaining an inventory system for district equipment valued in excess of \$5,000. No additional changes have been made since the first reading on June 22, 2009.

**MOTION:** Mary Broderick moved to approve the adoption of BOE Policy 3440 Business and Non-Instructional Operations/Inventories as amended (Paragraph 2 – amend sentence to read “For insurance and security purposes, a copy of inventory shall be filed in the Town Hall and updated annually.”; Jaime Ellis seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

3. Discussion/action re: Second Reading – BOE Bylaw 9323 Bylaws of the Board/Construction of the Agenda

The Policy Subcommittee recommended revising the requirements of posting the agenda. No additional changes have been made since the first reading on June 22, 2009.

**MOTION:** Mary Broderick moved to approve BOE Bylaw 9323 Bylaws of the Board/Construction of the Agenda as presented; Jaime Ellis seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

## E. Other

**VIII. ADMINISTRATION REPORTS**

- A. Interim Superintendent of Schools – Dr. Paul Freeman
- Updated the Board on the Flanders Elementary School Principal Search – Board Interviews on 7/29/09
  - Thanked committee members for their service
  - State deadline of 7/17 was met to begin ELTA contract negotiations
  - Dr. Freeman thanked the Board for accepting his resignation and expressed his appreciation of the Board's support.
- B. Business Manager - Mr. Don Meltabarger
- 8/17 Facilities Dept will meet with vendors to implement the use of green cleaning supplies
  - The Facilities Dept is implementing cleaning methods to help prevent against the H1N1 virus

**IX. COMMITTEE REPORTS**

- A. Budget Committee
- B. Policy Committee
- C. Community Relations Committee
- D. Personnel Policy Committee
- E. Long Range Planning Committee
- F. Buildings & Grounds Committee
- G. Elementary/Middle School Enhancement Committee
- H. Substance Abuse Ad Hoc Committee
- I. School Calendar Ad Hoc Committee
- J. East Lyme Aquatic and Fitness Center Committee
- K. Early Childhood Ad Hoc Committee
- L. Other Committee Reports

**X. COMMUNICATIONS**

- A. Letter of Retirement to Kevin Seery from Niantic Center School Principal Lucy Schuman effective 1/1/10
- B. Town Approved 2009-2010 ELPS Budget, 5/22/09

**XI. NOTICES**

- A. Notice of the following staffing changes:
1. Appointments:
    - Lynn Butler, 1.0 Instructional Aide, DW Integrated Primary 1:1, HA, 8/31/09
    - Jennifer Lathrop, 1.0 School Counselor, MS, 8/24/09
    - Mathew O'Grady, 1.0 Math Teacher, HS, 8/25/09 (was hired in 08/09 as 1-yr only teacher), 8/26/09
    - Monica Santos, 1.0 Special Education Teacher, DW Integrated Primary (ASD), HA, 8/24/09
    - Jan Sena, 1.0 Instructional Aide, DW Grade 1, HA, 8/31/09
    - Stephanie Sojkowski, 1.0 Math Teacher, HS, 8/25/09 (hired for 1-yr only), 8/24/09
  2. Increases/Decreases in FTE:
    - William Burkhardt from .5 Special Education Teacher to .5 Special Education Teacher and .4 Science Teacher, Alternative Education Program, HS, 8/26/09
    - Jennifer Danis from .5 Language Arts Teacher to 1.0 Social Studies Teacher, MS, 8/26/09
    - Melissa Esposito from .5 to 1.0 Instructional Aide, DW Integrated Primary 1:1, HA, 8/31/09
    - Stacy Jorgensen from .5 to 1.0 Language Arts Teacher, MS, 8/26/09
  3. Increases/Decreases in FTE due to budget reductions:
    - Sam Faulkenberry from 1.0 to .5 Technology Education Teacher, MS (on recall list) (amended), 8/26/09
  4. Reassignments due to budget reductions:
    - James Clark from 1.0 Technology Education Teacher, HS to .6 MS and .4 HS, 8/26/09
    - Kathleen Sterling from 1.0 Elementary Teacher, NC to .5 NC and .5 FL, 8/26/09
    - Leslie Woods from 1.0 Spanish Teacher, MS to .8 MS and .2 HS, 8/26/09
  5. Student Teachers:
    - SCSU Student Teacher Christine Cassidy with 1.0 Social Studies Teacher Alison Moger, HS
    - CCSU Student Teacher Kallirroi Malavazos with 1.0 English Teacher Jeannine Poole, HS

6. Terminations due to budget reductions:
  - Christine Greeley, Library Assistant (18.75 hrs per week), HS, 6/24/09
7. Retirement:
  - Lucy Schuman, 1.0 Elementary Principal, NC, 1/1/10
8. Resignations:
  - Melissa Brosius, .30 School Aide, NC, 6/24/09
  - Lisa Gary, 1.0 Youngers Preschool Facilitator, FL, 6/24/09
  - Tariko Satterfield, 1.0 Instructional Aide, HS, 6/24/09
  - Melissa Tolmie, 1.0 Instructional Aide (DW Integrated Primary), HA, 6/24/09

B. Notice of the following out of state field trip – None

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

### A. Board Comments

1. The Board acknowledged Niantic Center School Principal Lucy Schuman for her commitment and dedication to the district. Lucy will retire on January 1, 2010.

### B. Future Agenda Items

1. Futures Health Core Report

## **XIII. PUBLIC COMMENT**

1. Karen Rak, 27 Black Point Road, wished Dr. Freeman the best of luck.

A short break was held at 8:30 p.m.

## **XIV. EXECUTIVE SESSION**

**MOTION:** Marlene Nickerson moved to enter into executive session at 8:35 p.m., to include the Interim Superintendent, for the purpose of personnel/collective bargaining discussion; Jaime Ellis seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

The Board exited executive session at 8:43 p.m.

## **XV. ADJOURNMENT**

**MOTION:** Marlene Nickerson moved to adjourn the meeting at 8:44 p.m.; Jaime Ellis seconded.

**VOTE:** Unanimous

**MOTION CARRIED**

Respectfully submitted,

*Elizabeth Groeber/lb*

Elizabeth Groeber, Secretary  
East Lyme Board of Education