

LYME-OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Lyme-Old Lyme High School

January 8, 2014

Board Present: James Witkins, Chairman; Paul Fuchs, Vice Chair; Michelle Roche, Treasurer; Beth Jones, Secretary; Rick Goulding; Diane Linderman; Nancy Lucas Edson; Sarah Smalley; Jean Wilczynski

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Michelle Dean, Assistant Principal of Lyme-Old Lyme High School; Patricia Downes, Principal of Mile Creek School; Nancy Johnston, Director of Special Services; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; John Rhodes, Director of Facilities; Ellen Tyler, Principal of Center School; Marilyn Warren, Business Manager; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Tisha Kirk, AFT President; Meredith Britton and John Fairfield-Sonn, High School Student Representatives; Ryan Chaney and Katia Kingston, Staff Members; one townspeople from Old Lyme

I. Call to Order:

The meeting was called to order by Chairman Witkins at 6:30 p.m. The Pledge of Allegiance was recited.

II. Approval of Minutes:

The minutes of Regular Meeting of December 4, 2013 were approved as presented.

III. Visitors:

1. Report from Student Representatives

Meredith Britton and John Fairfield-Sonn reported on the following activities happening at the schools:

At LOLHS: upcoming midterms with tutoring offerings available; commencement of winter sports with an added cheerleading team; health classes that include training on CPR and use of AED.

53 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 www.region18.org

AT LOLMS: rehearsals for upcoming production of Willy Wonka and the Chocolate Factory; ski club trip; and an 8th grade band performance.

At Center School: student leadership conference with peers from Lyme School in attendance; the CAS Celebration of the Arts being held in February when two Center School students will be honored (Philip Kaftan for the performing arts and Marina Meluzzo for the visual arts.)

At Lyme School: Blue Jupiter concert with a special thanks to the PTOs for funding this effort; recent craft night.

At Mile Creek: recent winter wonderland, cookie exchange and bubble mania events.

Mrs. Roche congratulated student rep to the Board, Meredith Britton, on her acceptance to Smith College.

2. Public Comment

There was no public comment.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviasher noted his attempt to estimate the amount of time each item on the agenda will take. He asked the Board to be cognizant of these times to allow for the most efficient and productive meeting possible going forward.

Mr. Neviasher reviewed the January personnel report which reflected the upcoming retirement of Lynn Warren, Business Manager, in June 2014 and the hiring of a new custodian at the high school. He noted that Ms. Warren has offered to extend this June date should the district be unable to find a suitable candidate.

Mr. Neviasher reviewed the January enrollment report which reflected a total of 1,437 students enrolled. He noted that the Enrollment and Equity Committee will meet this month to review the enrollment projections in relation to current staffing. Mr. Witkins noted that the numbers for out of district students was higher than usual. Mr. Neviasher explained the difficulty in obtaining accurate numbers for some of the magnet schools enrollees until a bill is submitted for transportation. Ms. Warren reviewed the transportation mandates for the students who are schooled out of district per a request by Mr. Witkins.

Mr. Neviasher reviewed a draft of the 2014-2015 school calendar which reflected some alignment with the regional calendar. He noted that he will present this proposed calendar to the PTO's, all of the bargaining units, the Community Leadership group, and any other interested parties over the next couple of months. Feedback received from those groups will be incorporated into a final draft that will be presented to the Board for their approval at a future

meeting. There was follow-up discussion on the possibility of making Good Friday a school day. Mr. Neviasher stated that he would see if there was support for this suggestion. Mr. Neviasher reported that members of the Strategic Planning Committee will have an opportunity to review the draft goals and mission/vision statement of the district at an upcoming meeting of this group. Once all input has been received, the Superintendent will present the outcomes of the group's process.

Mr. Neviasher publicly recognized the following LOLHS students who scored in the advanced level on all sections of last spring's CAPT: Meredith Aird, Olivia Angeli, Jordan Bourne, Abigail Cipparone, Hugh Cipparone, Alex Clippinger, Liam Corrigan, Jared DiCarlo, Holly Fiscus, Harry Godfrey-Fogg, Cooper Kotzan, Mae Lucey, Kristiana Olson, Eric Pan, Hannah Paynter, Kathleen Stedman, Salvatore Tinnerello, Isaak Todd, and Thomas Ward. All students have received a letter of congratulations from both the Superintendent of Schools and Commissioner Pryor.

Mr. Neviasher gave an update from the Connecticut State Department of Education regarding the UCOA (Uniform Chart of Accounts) that was discussed at the December Board meeting. He explained the contents and impact on the district.

Mr. Neviasher reviewed the budget calendar as a reminder to the Board of the schedule for the next couple of months.

2. Business Manager's Report

Ms. Warren provided a year to date budget status report as well as a contingency fund report. She noted that the Anthem insurance bills are still an open issue; a meeting is scheduled on January 14 where she hoped the billing issues would be resolved.

Mr. Neviasher explained the term of "actuals" in regards to the budgeting process and forecasting for the next year's budget.

V. Educational Presentation:

1. Presentation of Building Budget for 2014-2015

Mr. Neviasher reviewed the goals to be served by the budget:

- To preserve and build upon the high standards of education in LOL while remaining fiscally responsible to our communities.
- To support the ongoing renewal of curriculum, instruction, assessment, and staff development activities in response to the expectations of the CCSS.
- To continue to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.
- To maintain high facility standards for all District buildings and grounds.
- To continue to monitor, adjust (as needed), and implement next stage of the redistricting plan.

- To maintain a dynamic and responsive approach to programming needs and mandates in special education.
- To maintain both compliance and reasonability in response to state and federal mandates.

Mr. Neviasher reviewed the budget development timeline and the values and priorities.

James Wygonik, Principal of LOLHS; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; Ellen Tyler, Principal of Center School; Patricia Downes, Principal of Mile Creek School; and James Cavalieri, Principal of Lyme Consolidated School, gave a presentation on their proposed building budgets for the 2014-2015 school year. A copy of the PowerPoint presentation for this agenda item is attached to these minutes for informational purposes.

Questions and comments from the Board followed and centered on the following:

On the LOLHS budget presentation: cost on NEASC accreditation process; average cost and participation of athletic teams; coaching certification costs; difference in purchased services actuals and budget; expected line items in current budget that may come in under budget; increase in transportation cost and its relation to NEASC accreditation; and importance of appropriate budgeting and its effect on success of students.

On the LOLMS budget presentation: increase in transportation; costs for social development curriculum/program; math textbook purchase and relation to Common Core.

Mr. Neviasher reported that the Central Services budget presentations would take place at a Special Board meeting on January 15.

VI. Chairman & Board Report:

Mr. Witkins thanked Rick Goulding for his handling of parent issue that he turned over to the Board Chair and Superintendent for further review. Mr. Witkins and Mr. Neviasher asked that Board members follow this protocol when they receive information from the community and parents that need addressing.

Mr. Witkins talked about Board of Ed committee membership that he recently developed. Many of the members did not receive their assignments; they will confirm with Mr. Witkins on any changes they would like to see made. He discussed committee priorities as follows:

Facilities Committee: five year capital spending and project scheduling.

Enrollment and Equity: getting class size guidelines reconfirmed. Group will meet on January 15 before the Special Board meeting.

Building Committee: this committee will be dissolved within the next several months; current members will be involved in resolving outstanding issues and punch list items. Russ Gomes has been asked to continue serving on the committee as a community member. Two current members of the Building Committee will be asked to serve on the Facilities Committee for continuity.

Human Resources Committee: this group will meet on January 22 before the Special Board of Ed meeting.

Finance Committee: priorities will be developed as this group works through the budget process.

Policy Committee: the group will be meeting in February to review several policy changes.

Communications Committee: committee's role should be expanded with a priority of increased communications to the community and press.

On another matter, Mr. Witkins reported that the Lyme-Old Lyme Education Foundation was seeking Board members participation in the upcoming Trivia Bee.

VII. New Business:

1. Board of Ed Meeting Schedule for 2014-2015

Mr. Neviasser presented the proposed Board of Education meeting schedule for the 2014-2015 school year. The schedule proposed remains the same with the meetings scheduled for the first Wednesday of each month. As per posting requirements, this must be filed with the town clerks each January and requires Board approval.

MOTION: Mrs. Lucas-Edson made a motion, which was seconded by Mr. Goulding, to approve the Board of Education meeting schedule for the 2014-2015 school year as presented.

VOTE: the Board voted unanimously in favor of the motion.

VIII. Old Business:

1. Reports of Committees

- a. Facilities. Mr. Rhodes gave a brief update on the Mile Creek window project. Project is essentially complete with the exception of a window that is on order. This project came in within budget but with a protracted timeline. A 30 percent reimbursement is expected from the state due to energy efficiency. The bill for PCP testing also came in under budget.

- b. Building. No report.

- c. Technology. Mr. Rhodes reported that this group would meet the last week in January. They expect to hold a May presentation for the Board.
- d. Policy. No report.
- e. Communications. No report.
- f. Finance. No report.
- g. Human Resources. Dr. Jones noted the need for an executive session to be held at the end of the regular meeting.
- h. Enrollment & Equity. No report.
- i. LEARN. No report.
- j. Comcast. No report.

IX. Correspondence:

There was no correspondence to report.

X. Executive Session:

Mr. Fuchs made a motion, which was seconded by Mrs. Smalley, to move into executive session for the purpose of discussing the Superintendent's mid-year evaluation. The Superintendent was invited to attend the executive session.

XI. Adjournment:

The regular meeting adjourned at 9:25 p.m.

Respectfully submitted,

Beth Jones, Secretary

Budget Primer

2014-2015 Budget

Goals to be Served by Budget

To preserve and build upon the high standards of education in LOL while remaining fiscally responsible to our communities

To support the ongoing renewal of curriculum, instruction, assessment, and staff development activities in response to the expectations of the CCSS.

To continue to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.

To maintain high facility standards for all District buildings and grounds.

To continue to monitor, adjust (as needed), and implement next stage of the redistricting plan.

To maintain a dynamic and responsive approach to programming needs and mandates in special education.

To maintain both compliance and reasonability in response to state and federal mandates.

Budget Development Timeline

Event	Date
Budget Driver Meeting	November 6
Administration prepares budget proposals	October-January
School Based Budget Presentations	January 8 (tonight)
Central Services Budget Presentations	January 15 (next Wed.)
Board Discussion/Deliberation/Direction	January 22 (following Wed.)
Review of Budget as Revised	February 5 (Feb. BOE meeting)
Public Budget Forum With Possible Budget Adoption	February 12
District Budget Hearing	April 7
Budget Referendum	May 6

A BUDGET IS NOT ONLY A PLAN, IT IS A STATEMENT OF VALUES AND PRIORITIES

What you should know about our process...

- A model of continuous improvement
- Budgets are based on the best available information at a given point in time.
- Focus on needs not numbers...You will not see a final percentage increase until the very end of our series of presentations.
- We use actual expenditures from the 2012-2013 budget as actuals are not available for the current year.
- Budgeting at different levels is not always exactly the same. General concepts run throughout but small variations exist within each level's presentation...LOLHS- guinea pig
- UCOA
- Ask questions!

Lyme-Old Lyme High School 2014-15 Budget Proposal

January 8, 2014



Objectives

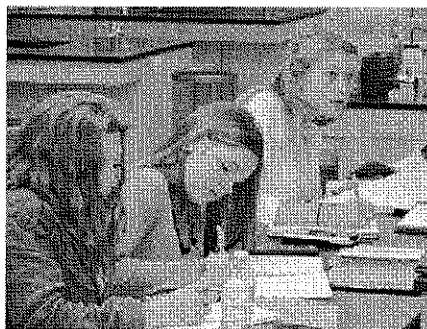
- ❖ Advance the current level of excellence in all programs.
- ❖ Complete the NEASC Self-Study / Prepare for 2015 Visit.
- ❖ Commission the new building.
- ❖ Continue preparation for & transition to the Common Core / Smarter Balance.
- ❖ Maintain Furniture / Equipment Replacement Cycle.

January 8, 2014



Snapshot

The 2013 School Performance Report issued by CT State Department of Education rated LOLHS one of *15% of state high schools* who are "excelling".



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Snapshot

An average of 40 students a year are selected through auditions to participate in regional, state, New England, and national music festivals.



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Snapshot

Since 2010

- 12 Gold Keys
- 8 Portfolio winners.
- 5 Silver Keys
- 5 Honorable Mention

At the CT Scholastic
Art Show

January 8, 2014



January 8, 2014



Snapshot

26 Varsity Sports

Since 2010

12 Conference Championships
2 State Championships

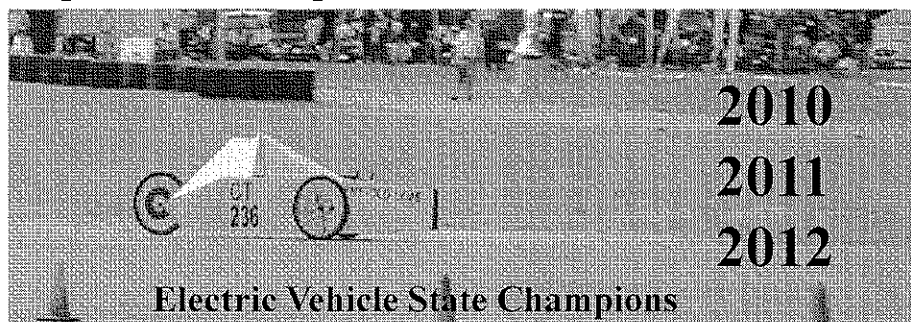


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Snapshot

Top 100 STEM High Schools in America



January 8, 2014



Snapshot

**28
Clubs
& Organizations**



January 8, 2014



Enrollment

	Total Enroll.	Grade 9	Grade 10	Grade 11	Grade 12
2011-12	409	89	109	109	102
2012-13	425	106	89	113	117
2013-14 *	430	123	106	87	114
2014-15 *	427	111	123	105	88

* Enrollment on 1/2/14

* Prowda Projection

January 8, 2014


Budget Composition

- **Supplies**
- **Purchased Services**
- **Transportation / Travel**
- **Equipment**
- **Textbooks / Library Books**
- **Furniture**
- **Dues / Fees**

January 8, 2014


Supplies

Consumable Workbooks
Athletic Supplies / Uniforms
Office Supplies
Copy Paper
Art Supplies
Tech Ed Supplies
Sheet Music

PE Supplies
Chemicals
Biologicals
PSAT / PLAN / EXPLORE
Plaques / Awards
Technology Replacement Items
Certification Testing

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Purchased Services

Game Officials
Chemical Waste Disposal
Copier Leases
Instrument Repair
Equipment Maintenance
Software Subscriptions
Homebound Tutoring
Graduation Rental
Printing

Postage
Library Databases
Police Services
Equipment Rental
Athletic Insurance Policy
IMPACT Testing
Athletic Trainer
Musical Royalties
Ceremonies & Orientations

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Transportation / Travel

Athletic Travel

Field Trip / Event Travel

Staff Travel

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Dues / Fees

Connecticut Association of Schools

New England Association of Schools and Colleges

Shoreline Conference

Music Festivals

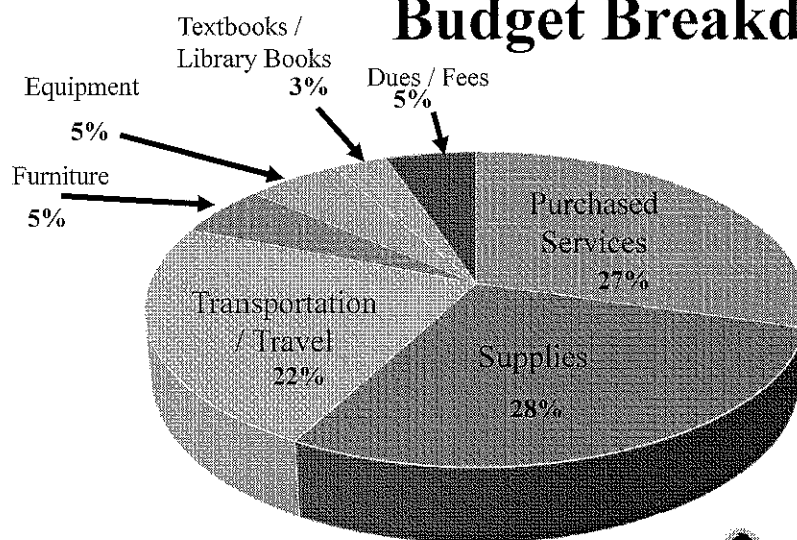
Department Memberships

Athletics Entry Fees

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Budget Breakdown



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Budget History

Area	2012-13 Actuals	2013-14 Budget	2014-15 Proposed
Supplies	\$200,089	\$192,554	\$186,297
Purchased Services	\$120,877	\$187,170	\$199,234
Transportation / Travel Expenses	\$104,026	\$114,605	\$141,565
Equipment	\$27,224	\$52,286	\$34,725
Textbooks / Library Books	\$22,210	\$31,808	\$20,375
Furniture	\$28,618	\$29,800	\$30,000
Dues / Fees	\$25,050	\$24,995	\$29,694
TOTAL	\$528,096	\$633,218	\$641,891

January 8, 2014

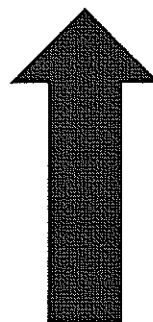


Budget Drivers

NEASC Reaccreditation

Transportation / Travel

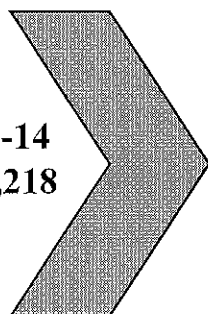
Purchased Services



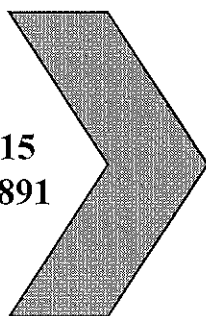
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2013-14
\$633,218



2014-15
\$644,891



\$11,763 **↑**

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Questions

Thank You

January 8, 2014



2014-2015 Proposed Budget

Lyme-Old Lyme Middle School
53 Lyme Street
Old Lyme, CT 06371



Goals/Initiatives

- CONTINUE TO IMPROVE UPON CURRENT PROGRAMS
 - SRBI
 - Vertical alignment and calibration of math assessments
 - Unified Arts- interdisciplinary connections
 - ELA/Math apps courses
- ONGOING DEVELOPMENT OF CURRICULAR UNITS IN ALIGNMENT WITH COMMON CORE STATE STANDARDS
 - ELA unit development
- DEVELOP AND IMPLEMENT A SOCIAL DEVELOPMENT CURRICULUM

Current/Projected Enrollment

Grade	Enrollment 2013-14	Projected Enrollment 2014-15
6	125	105
7	119	125
8	118	119
Total	362	349/ 354* (projected)
Net Change		-13/ +8* (projected)

Area	2012-2013 Actual	2013-2014 Budget	2014-2015 Proposed
Supplies	\$61,620	\$74,100	\$79,750
Purchased Services	\$24,130	\$22,980	\$23,100
Transportation/Travel	\$22,000	\$23,200	\$26,800
Equipment	\$17,840	\$18,600	\$16,950
Textbooks/Library Books	\$42,140	\$11,350	\$16,500
Student Activities/Athletics	\$14,800	\$17,800	\$21,600
Printing/Postage	\$7,100	\$4,150	\$4,800
Furniture	\$3,000	\$8,000	\$4,000
Dues/Fees	\$2,500	\$2,250	\$1,910
TOTAL	\$194,530	\$185,430	\$195,410

Summary of Significant Changes for 2014-15

- CCSS aligned ELA books (+)
 - Social Development Curriculum (+)
 - Uniform Replacement Cycle (+)
-
- Furniture Replacement cycle (-)

Questions?

2014-2015 Proposed Budget

Center School
Lyme Consolidated School
Mile Creek School

Goals/Initiatives

- Advance our implementation of the Common Core:
 - Curriculum development, evolving instructional practices, professional development, teacher evaluation
 - Deep text connections to literature and non-fiction text
 - Persistence in independent problem solving
 - Leading students to construct new learning through active learning strategies
- Provide integrated technology experiences to ensure 21st century readiness
- Ensure continued excellence in academic achievement, social development and creativity

Current/Projected Enrollment

	Current 2013			Projected 2014		
	Center	Lyme Consol.	Mile Creek	Center	Lyme Consol.	Mile Creek
	Enrollment	Enrollment	Enrollment	Enrollment	Enrollment	Enrollment
Pre-K			50	50		
K		26	48		30	45
Grade 1		35	43		26	48
Grade 2		36	44		35	43
Grade 3		40	59		36	44
Grade 4	84	38			40	59
Grade 5	75	30		84	38	
Total	159	205	244	134	205	239
Net Change				-25	0	-5

Elementary Budget Process A Collaborative Effort

K-5 Budget Guidelines based on historical data, equity, and need.

Instructional Supplies per Section by Level				
Grade Level	Expenses previously covered by Curriculum	Gen Supplies Construction Paper & Copy Paper	Classroom Supplies SS/Science/ELA/Math & All Other Supplies	Total/Class SS/Science/ELA/Math & General Supplies
K-2	\$190	\$1000	\$1600	<u>\$2790</u>
3-5	\$190	\$800	\$1600	<u>\$2590</u>

Instructional Supplies by School

School	Classroom Supplies SS/Science/ELA/Math & All Other Supplies	General Supplies Construction Paper & Copy Paper	CCSS ELA Alignment (3-5)	Total Class SS/Science/ELA & General Supplies
MC (9 & 6)	\$26,850	\$13,800	\$3,600	<u>\$44,450</u>
LC (6 & 6)	\$21,480	\$10,800	\$3,600	<u>\$35,580</u>
CS (5)	\$8,950	\$4,000 + \$1,000 (pre-K)	\$3,000	<u>\$16,950</u>

Special Subject Areas by School

	Art	Music	PE	Library	Media supplies	Spanish	Tutorial	Guidance	Health
MC	\$2,000	\$700	\$1,800	\$8,000	\$2,400	\$360	\$600	\$2,295	\$2,000
LC	\$1,500	\$700	\$1,400	\$5,000	\$1,200	\$360	\$400	\$1,200	\$1,500
CS	\$1,000	\$700	\$1,000	\$2,000	\$1,000	\$300	\$200	\$1,145	\$1,000

Purchased Services by School

	Science	Music	Library/Media	Tutorial (Interns)	Trans	Purchased Service
MC	\$2,000	\$250	\$4,850	\$15,000	\$6,600	\$3,400
LC	\$2,000	\$250	\$4,850	\$15,000	\$4,000	\$3,000
CS	\$2,000	\$250	\$2,300	\$15,000	\$4,600	\$4,300

Office by School

	Supplies	Equipment	Office Travel	Postage	Dues	Text	Furn	Staff Travel
MC	\$2,500	\$6,000	\$750	\$1,400	\$600	\$300	\$2,500	\$1,200
LC	\$2,000	\$3,800	\$1,000	\$800	\$600	\$300	\$2,000	\$1,200
CS	\$1,500	\$4,300	\$750	\$700	\$600	\$300	\$500	\$0

Dues by School

	ELA	Math	Library/Media	Music
MC	\$110	\$80	\$150	\$60
LC	\$110	\$80	\$150	\$60
CS	\$0	\$0	\$150	\$0

Budget Comparison

LOT Elementary	Actual 12-13	Budget 13-14	Proposed 14-15
Purchased Service	\$63,103	\$79,650	\$77,600
Student Transportation	\$14,160	\$15,200	\$15,200
Travel (staff/office)	\$3,089	\$4,500	\$4,900
Supplies	\$116,490	\$120,140	\$119,670
Texts/Media/Periodicals	\$45,610	\$15,750	\$19,650
Furniture and Equipment	\$19,095	\$20,800	\$20,300
Dues	\$1,423	\$2,750	\$2,750
Total	\$262,970	\$258,790	\$260,070

Summary Comparison

13-14 and 14-15 (proposed) Comparison				
	Center	Lyme Consolidated	Mile Creek	District Elementary
13-14	\$79,210	\$84,350	\$95,230	\$258,790
14-15	\$62,495	\$88,630	\$108,945	\$260,070
Dollar Variance	(\$16,715)	\$4,280	\$13,715	\$1,280