

LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Lyme-Old Lyme High School

March 5, 2014

Board Present: James Witkins, Chairman; Paul Fuchs, Vice Chair; Michelle Roche, Treasurer; Beth Jones, Secretary; Rick Goulding; Diane Linderman; Nancy Lucas Edson (arrived at 8:15 p.m.) Sarah Smalley; Jean Wilczynski

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme Consolidated 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

Others Present: Meredith Britton and John Fairfield-Sonn, High School Student Representatives; Kim Drelich, *The Day*; 12 Townspeople from LOL

I. Call to Order:

The meeting was called to order by Chairman Witkins at 6:30 p.m. The Pledge of Allegiance was recited. Mr. Witkins stated that there would be a need for an executive session at the end of the meeting to review two confidential matters concerning students.

II. Approval of Minutes:

The minutes of Special Meeting of February 12, 2014 (Budget Forum) and the Special Meeting of February 12, 2014 were approved as presented.

III. Visitors:

1. Student Representatives

Meredith Britton reported on the following activities in the schools:

At Mile Creek: 3rd graders visiting LOLMS for the production of Willy Wonka; Dr. Seuss Day, ACE after school program; musical cultural program; and prekindergarten peer visits.

At LOLMS: girls volleyball club; March Madness tournament; 8th grade swing dance competition; and Eastern Region Music Festival.

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At Lyme School: Read Across America Day; sock drive donation; 5th graders' attendance at Internet safety program; recognition of Bella Hine and Kate Cheney at the CAS Elementary Arts Recognition Dinner for their talents in the visual and/or performing arts; and talent show sponsored by the school senate.

At LOLHS: Lip Sync contest; course selection for next school year; girls basketball reaching state competition level; band and choir competition in Florida; and students' attendance at President Obama's speech at Central Connecticut State University.

At Center School: bingo and movie night.

1. Public Comment

There was no public comment.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviasher reviewed the March personnel report which noted the hiring of an instructional assistant.

Mr. Neviasher reviewed the March 2014 enrollment report which reflected a total of 1,434 students.

Mr. Neviasher reported that the budget edition of the *Focus on Education* newsletter will go out in the mail early next week. Of note in this issue is the fact that this is the lowest overall budget increase since 1986.

Mr. Neviasher reported that the Uniform Chart of Accounts, that was supposed to go into effect this year, has been delayed for a year according to an unofficial report. When he receives official notification of this change, Mr. Neviasher will inform the Board.

Mr. Neviasher reported that there will be an official vote to set a date for graduation as prescribed in statute at the April Board meeting.

Mr. Neviasher and Glenn Elliott, Science Teacher at LOLHS and Math Team Coach, recognized the LOLHS Math team for winning the overall title of the Greater Middlesex County Math League. The following students were a part of this victory: Robert Melchreit, John Fairfield-Sonn, Joe Sweeney, Eric Pan, Jared DiCarlo, Thomas Roth, and Ryan Harty. The team scored 69 points to beat all contenders.

Mr. Neviasher reported that the month of March is Connecticut Board of Education Member Appreciation Month. Mr. Neviasher recognized all Board members for their dedicated service to the Region 18 community.

2. Business Manager's Report

Ms. Warren provided a year to date budget status report as well as a contingency fund report. Of note is the continued reconciling of the Anthem bills.

V. Educational Presentation:

Dr. Borden presented the final recommendation for the adjustment of the teacher evaluation program for this year. It was noted that the district is required to submit a form to the CSDE verifying Board and committee approval. Therefore, item 1 under New Business will require the Board to take action on this presentation.

Highlights of Dr. Borden's report included:

Overview of the 4 teacher evaluation modules: concerns based on 2013-14; components with new flexibility; changes for experienced teachers; how to determine proficiency based on past system; and intensive and informal evaluations.

Dr. Borden also explained the summary of changes for experienced teachers in 2013-14:

- 1/3 of staff will have full intensive cycle with reduced number of observations.
- 2/3 of staff will use past evaluations to determine proficiency; those not proficient enter intensive cycle; and those proficient enter cyclical observation cycle.
- 2014-15 cyclical observation cycle is to be determined.

Dr. Borden reviewed the recommendation from the Evaluation Committee:

- Approve the Region 18 proposal for implementing the state flexibility guidelines for the 2013-14 Teacher Evaluation Plan.
- The Region 18 proposal is outlined in the Connecticut's Educator Evaluation and Support System 2013-14 Flexibility Request Submission Form

Board discussion followed the presentation and centered on the proficiency ratings; the effect on tenured teachers; legislative discussion on subject; selection of initial one-third of staff currently being evaluated under new program; and progression of remaining two-thirds of the staff into the program.

Commendations on their efforts on the changes to the evaluation process were extended to Dr. Borden, the administration and staff.

VI. Chairman & Board Report:

Mr. Witkins reported on bills being introduced at the state level: a bill relative to placing a moratorium on the Common Core State Standards and a bill relating to the implementation of the teacher evaluation process. The Board discussed the politicizing taking place and whether much of the issue has to do with the changes in education (CCSS, SEED and SBAC) being introduced simultaneously. The Board also discussed the importance of educating the public

due to the amount of misinformation on the subject. It was noted that State Senator Art Linares will be holding a public discussion on the Common Core on March 17 at 4:00 p.m. at Lyme Consolidated School. A suggestion was made to include an article on the Common Core in the next issue of *Focus on Education*. Mr. Neviaser recommended that the district remain on course with support for Common Core.

On another matter, Mr. Neviaser reported on positive data relative to LOLHS and AP testing results.

VII. New Business:

1. Options for 2013-2014 Teacher Evaluation Program

Mr. Neviaser recommended approval of the flexibility options for the 2013-2014 teacher evaluation program as presented in the educational presentation.

MOTION: Mrs. Roche made a motion, which was seconded by Dr. Jones, to approve the Region 18 proposal for implementing the state flexibility guidelines for the 2013-2014 Teacher Evaluation Plan. (The Region 18 proposal is outlined in the Connecticut's Educator Evaluation and Support System 2013-2014 Flexibility Request Submission Form.)

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

2. Policy 6330 Bidding Requirements and Policy 6300 Expenditures/Expending Authority

Mrs. Linderman, Policy Committee Chair, and Mr. Neviaser reviewed the proposed changes to Policy 6330 Bidding Requirements and Policy 6300 Expenditures/Expending Authority.

The Board wordsmithed Policy 6300 and made recommendations for additional amendments.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Wilczynski, to waive the second reading of Policy 6300.

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

MOTION: Mrs. Linderman made a motion, which was seconded by Ms. Smalley, to approve Policy 6300 as amended.

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

The Board wordsmithed Policy 6330 and made recommendations for additional amendments.

MOTION: Dr. Jones made a motion, which was seconded by Mr. Fuchs, to waive the second reading of Policy 6330.

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

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Lucas Edson, to approve Policy 6330 with amendments.

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

3. Revised School Calendar for 2013-2014

Mr. Neviasher reviewed a revised school calendar for 2013-2014 which incorporated snow days on December 10, January 3, January 22, February 3, February 5, February 13 and February 14 (*February 14 was a staff professional development day but no school for students). Mr. Neviasher's recommendation was for the reduction of student days for the 2013-2014 calendar year from 183 days to 182, which would end school on Friday, January 20, 2014. This represented 187 days for staff which is the contracted days for the RETA membership. Mr. Neviasher further explained that this proposal was with the assumption that there would be no additional snow days added to the calendar.

MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Jones, to approve the reduction of the 2013-2014 student days to 182 from 183 as reflected in the revised calendar for the 2013-2014 school year as proposed by the Superintendent.

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

4. Proposed School Calendar for 2014-2015

Mr. Neviasher reviewed the proposed school calendar for the 2014-2015 school year. He discussed the feedback he received when sharing this calendar with various groups. He noted that the April 13-17 spring break is being followed by the majority of the school districts in the region.

The Board discussed the proposed calendar and there was consensus to make April 3 (Good Friday holiday) a half-day professional development day for staff with students reporting for a half day of instruction.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Roche, to approve the 2014-2015 school calendar with the amendment of holding a half day of professional development for staff on April 3 with a tentative end date of school on June 11.

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

Mr. Neviasher did advise the Board that Good Friday is a governor appointed holiday and he noted that the district will have to offer some sort of non-sectarian program should they hold school on Good Friday.

5. Sponsorship of Safe Graduation Party

The Board reviewed an annual request from the Safe Graduation Committee asking for sponsorship of the Safe Grad Party so that any claims arising from the event will be covered by the District's liability insurance.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Wilczynski, to approve the sponsorship of the 2014 Safe Graduation Party so that any claims arising from this event will be covered by the District's liability insurance.

Mr. Neviaser noted that he would indicate via a letter to the Safe Grad Committee that one caveat of the approval requires that all graduates who participate in the event will be required to be dropped off and picked up by a responsible individual who has not attended the party (e.g., a parent, neighbor, friend) so as to avoid the operation of a motor vehicle by participants who may be suffering from sleep deprivation.

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

6. Electronic Door Lock Replacement

John Rhodes, Director of Facilities, provided the following background information on this agenda item:

The three elementary schools and the middle school currently have an electronic lock system that has become obsolete, unreliable and no longer supported by the manufacturer for technical assistance of parts. The new system will use the staff badging system as the credential to unlock the doors. This is the same system that is installed at the high school. The Facilities Committee has scheduled replacement of this system as part of the 2013-2014 facilities projects budget.

Bids were obtained through a publically advertised bidding process with the following results.

DEF Services.....\$94,797

Beacon Electric...\$99,917

Park Roway.....\$82,900

Park Roway successfully installed the new electronic lock system at the high school.

The lowest bid is \$37,900 over the budget for this project. However, at this time, the overall facilities projects budget is projected to be \$30,000 under budget. The remaining over budget value can be absorbed in the overall facilities budget.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Wilczynski, to award Park Roway the contract to replace the electronic door locks at the Middle School, Mile Creek School, Center School and Lyme Consolidated School in the amount of \$82,900.

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

7. Door Lockdown Hardware Modifications

John Rhodes provided the following background information on this agenda item:

During lockdown drills, it has been identified that there are 65 doors that cannot be locked from inside the room. These 65 doors require staff members to either open their doors or, in some cases, enter the hallway to lock the doors. The lockdown standard is to be able to use a common lockdown key to lock the door from inside the room. This standard door lock configuration exists on all high school doors and the majority of doors at the other four schools.

This is a safety issue that we recommend be funded by the facilities contingency fund as a sole source purchase from Park Roway. Park Roway is the local distributor of Corbin Russwin Architectural hardware. We have received a quote from Park Roway for \$39,095 to supply this lockdown door hardware. Following further discussion, they have agreed to supply the lockdown hardware at a discounted price of \$32,006 if they are awarded the electronic door lock replacement contract.

The Board discussed various safety initiatives related to a building lockdown.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Linderman, to award Park Roway to supply door lockdown hardware for the three elementary schools and the middle school for \$32,006 funded from the facilities contingency fund.

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

8. Nonrenewals of Non-Tenured Staff

Mr. Neviasser recommended the nonrenewal of all non-tenured teachers as is annual practice to ensure compliance with state statute, and in accordance with Connecticut General Statute Section 10-151(b), which gives authority to the Superintendent to determine whether a non-tenured teacher should be offered a contract for the subsequent school year. Mr. Neviasser further explained that this is done for budgetary reasons and the majority of the staff will have the nonrenewal rescinded once the 2014-2015 budget is approved.

MOTION: Dr. Jones made a motion, which was seconded by Mrs. Lucas Edson, that the contract of employment of all non-tenured teachers as noted on the document provided by the Superintendent not be renewed for the following year upon its expiration at the end of the 2013-2014 school year, and that the Superintendent of Schools be directed to advise such persons in writing of this action.

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

VIII. Old Business:

I. Reports of Committees

- a. *Facilities.* Mr. Fuchs reported on bids received for the conversion of the Center School preschool which were radically over estimate. They are currently working to resolve some of the issues and, at the same time, maintaining the quality of the building. Mr. Rhodes, the architect and the contractor are looking at other options relative to air conditioning. The committee should have a recommendation for the Board at the April meeting, and their timeline for completion (opening of school in fall) is still relevant.
- b. *Building.* Mr. Witkins and Mr. Rhodes updated the Board on “end of project” issues they are dealing with relative to the high school project such as air supply, linear diffusers, blinds to diffuse sunlight, and leak in gymnasium. Mr. Rhodes also reported on a geothermal heating and cooling grant.
- c. *Technology.* No report.
- d. *Policy.* No report.
- e. *Communications.* Mrs. Roche reported that the budget issue of *Focus on Education* will be mailed to the community early next week. At the last meeting, the group discussed ways to improve advertising events at schools. An electronic signage is also being considered pending historic commission approval.
- f. *Finance.* No report.
- g. *Human Resources.* No report.
- h. *Enrollment & Equity.* No report.
- i. *LEARN.* No report.
- j. *Comcast.* No report.

IX. Correspondence:

Mr. Witkins reported on correspondence relative to a student matter.

X. Executive Session:

Dr. Goulding made a motion, which was seconded by Mrs. Roche, to move into executive session to discuss two confidential student matters.

XI. Adjournment:

The regular meeting adjourned at 9:45 p.m.

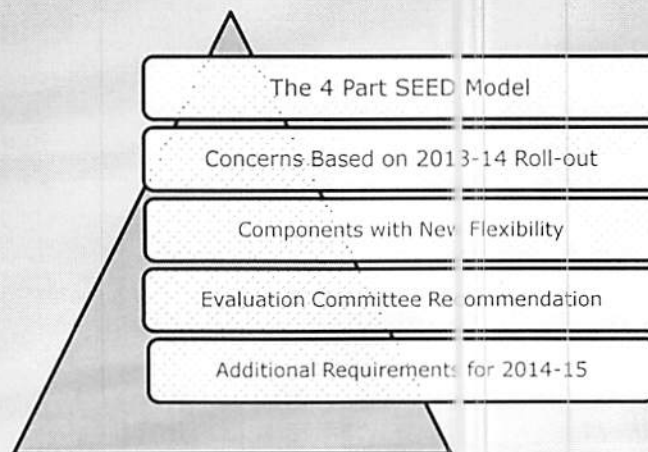
Respectfully submitted,

Beth Jones, Secretary

Lyme-Old Lyme Schools Teacher Evaluation

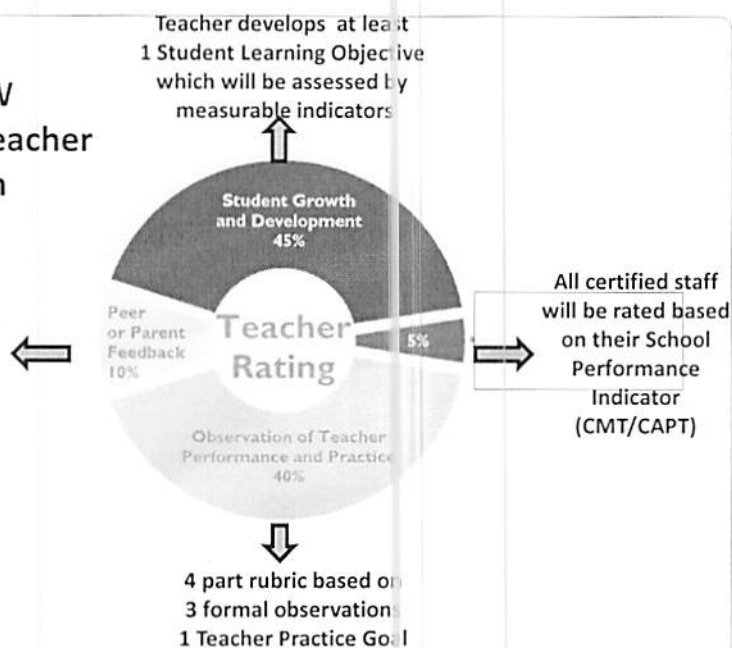
**Responding to New Flexibility in
State Teacher Evaluation Guidelines**
March 2014

Presentation Overview



OVERVIEW of the 4 Teacher Evaluation Modules

School creates goal based on Spring school wide parent survey results. Teacher selects and implements 1 Parent Goal.



Concerns Based on 2013-14

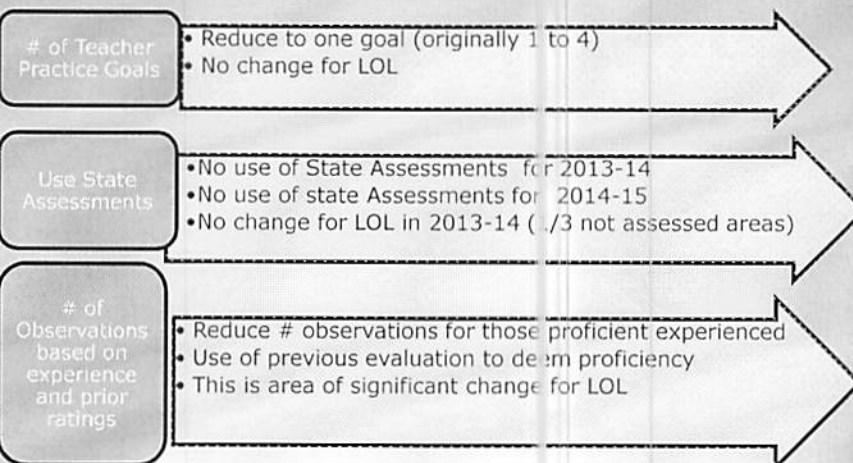
Use of Time

- Lengthy process driven observation cycle for all
- Less time for teachers in need
- Less time for students parents, initiatives

Authenticity

- Too much focus on scripting and tagging
- Teachers uploading all evidence
- Quantity vs quality of evidence

Components with New Flexibility



Changes for Experienced Teachers

2013- 14	1/3	2/3
# of Observations	At least 1 formal -- up to 3 as needed	Informal Walkthroughs
Deeming Proficiency	Use of Matrix to consider all components	Those in good standing in previous model

How Do We Determine Proficiency for 2/3 Based on Past System?

Summative
Evaluation
Report

- Commendations
- Commendations and Suggestions
- No Concerns

Review of
Personnel
File

- No Interventions in past 2 years
- No documented concerns in past 2 years

Rating is
only for
2013-14

- Cyclical Observation Process begins in 2014-15
- Teachers placed intensive or informal group

All Teachers are Evaluated Every Year

Intensive

1st & 2nd Year Teachers
Teachers Not Yet Proficient
Some 2/3 - Proficient Teachers

3 Formal
Observations

Informal

1/3 Teachers Proficient+
Some 2/3 - Proficient Teachers

Informal
Observations TBD

All Teachers are also Assessed Based on Student Learning
Objectives, Parent Goals and School Performance Goal.

Summary of Changes for Experienced Teachers in 2013-14

1/3

- Full Intensive Cycle with reduced # observations

2/3

- Use past evaluations to determine proficiency
- Those not proficient enter Intensive Cycle
- Those proficient enter Cyclical Observation Cycle

2014-15 Cyclical Observation Cycle
TBD

Recommendation from Evaluation Committee

- *Approve the Region 18 proposal for implementing the state flexibility guidelines for the 2013-14 Teacher Evaluation Plan.*
- *The Region 18 proposal is outlined in the:*

**Connecticut's Educator Evaluation and Support System
2013-14 Flexibility Request Submission Form**

State Requirements for 2014-15

Resubmit plan for
2014-15

Report to BOE by Sept
15, 2014 regarding use
of Data Management