



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

### **Regular Board of Education Meeting**

Lyme-Old Lyme High School

June 3, 2015

*Board Present:* James Witkins, Chairman; Paul Fuchs, Vice Chair; Jean Wilczynski, Treasurer; Beth Jones, Secretary; Diane Linderman; Michelle Roche

*Absent by Previous Arrangement:* Rick Goulding; Nancy Lucas Edson; Sarah Smalley

*Administration Present:* Ian Neviasher, Superintendent of Schools; 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; Holly McCalla, Business Manager; John Rhodes, Director of Facilities; Ellen Tyler, Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Carol Hindman, Wendy Wilke; Patricia Roseman; Barbara Rayel; Abigail Cipparone and Gabe Barclay, High School Student Representatives; 25 Townspeople from Lyme-Old Lyme

### **I. Call to Order:**

The meeting was called to order by Chairman Witkins at 6:32 p.m.

### **II. Approval of Minutes:**

The minutes of District Budget Meeting of May 4, 2015; Regular Meeting of May 6, 2015; and Executive Session of May 6, 2015 were approved as presented.

### **III. Visitors:**

#### **1. Memorial Day Essay Winners**

The following students were recognized for their Memorial Day essays which were submitted for entry in the American Legion's annual competition: Kelsey Melton, 1<sup>st</sup> place, Center School; Lillian Herrera, 2<sup>nd</sup> place, Lyme Consolidated School; and Meyer Goldberg, 3<sup>rd</sup> place, Center School. Kelsey and Lillian were present at the meeting and read their essays.

## 2. CABE Student Leadership Awards

Each year CABE invites its member Boards to recognize outstanding student leaders at the middle and high school levels for distinguished leadership in school activities and daily life.

Michelle Dean, Assistant Principal of Lyme-Old Lyme High School, presented the award to Ford Klier and Kathryn Fanelli. Ellen Tyler, Principal of Lyme-Old Lyme Middle School, presented the award to Gary Bocian and Paige Britton.

Mrs. Dean and Mrs. Tyler detailed the many reasons why these four students were selected for the CABE Student Leadership Awards. The Board congratulated the students on this recognition and presented them with plaques.

## 3. Recognition of Retirees

The following staff members will be retiring at the conclusion of the 2014-2015 school year and were recognized for their years of service to the district:

Barbara Rayel, elementary teacher, 28 years of service

Patricia Roseman, tutor, 25 years of service

Carol Hindman, elementary teacher, 20 years of service

Wendy Wilke, Occupational Therapist, 15 years of service

Patricia Downes, Principal of Mile Creek School, and Nancy Johnston, Director of Special Services, spoke on behalf of these staff members' many contributions to the students over their years of service at Region 18. They were also presented with token gifts from the Board of Education.

## 4. Report from Student Representatives

Abigail Cipparone and Gabe Barclay were presented with gifts for their year of service as Student Representatives to the Board of Education.

They gave the following report on activities in the five schools:

*At Center School:* Center School is winding down the school year. There will be a movie night this Friday for the students and their families. There will also be an end of year picnic for the 5th grade students and a separate celebration for the prek students. The promotion ceremony will take place on Friday, June 19, at 10:30 a.m.

*At Lyme School:* On Tuesday, students celebrated "Young Authors Day" by reading their written stories in multi-aged groups. Students also dressed as their favorite literary character or author. On June 4, the 3rd and 4th grade chorus concert will be held. On June 9, new incoming kindergarten students will be visiting Lyme School. Field Day will be held on June 11 for all students. On June 18 at 10:00 a.m., the 5th grade celebration will take place. On June 27 and

28, many of the Lyme School staff will participate in the "Relay for Life" cancer fundraiser at Connecticut College. Last year the staff raised over \$4,000.

*At LOLMS:* Students at the middle school have completed their SBAC and Scantron testing. Transition activities are in full swing. Grade 5 students have come to visit the middle school and parents participated in a parent orientation program. Grade 8 students spent a morning at the high school and many students have already signed up to participate in extracurricular activities. Both groups are excited about the changes ahead. Thanks were extended to the Middle School PTO for providing the "Brain Show" assembly. This trivia game show is always popular. The final dance of the year will take place on June 12. All middle school students are welcome. This dance will also feature some special activities reserved for the grade 8 students. The dances have been very popular with 250-275 students participating. The grade 8 promotion ceremony will take place at 8:30 a.m. on June 19. A reception with refreshments provided by the grade 7 parents will follow the ceremony.

*At Mile Creek School:* Mile Creek has hosted many special events, including: the 2015 Kindergarten Parent Orientation; PTO's Pastries for Parents; Grandparents/Special Friends Day; Memorial Day Ceremony in the historic Mile Creek Cemetery; Medieval Festival; and Peter Pan Musical.

This week is Spirit Week at Mile Creek School with thematic days throughout the week.

Coming Up:

June 3 - 3rd grade to Mashantucket Pequot Museum

June 5 - 1st grade Young Author's Tea

June 9 - 4th grade field trip to State Capitol and Old State House

June 10 - Field Day

June 11 - 4th grade spring concert

June 12 - Flag Day celebration led by 1st grade

*At LOLHS:* May was a busy month at the high school. On May 16, the prom was held at Water's Edge Resort. AP Testing and the Smarter Balance ran from May 4 through May 27. LOLHS was included in the 2015 *U.S. News and World Report* as one of America's top high schools. The boys' crew team had an outstanding weekend at the New England Championships. The first varsity boat (Liam Corrigan, Jeremy Newton, Harry Godfrey-Fogg, Josh Swanski and Tom Crisp) came in 2<sup>nd</sup> in the first-boat grand finals. In addition, the second varsity boat (Peter Fuchs, Bo Green, Adam Drummond, Jacob Olson and Julia Morrison) finished 3<sup>rd</sup> in the second boat grand finals. They will both compete at the National Scholastic Championship in Virginia this weekend, and the first boat will compete in the U.S. Rowing Youth National Championships the following week in Sarasota, Florida. The Varsity Math Team, for the second consecutive year, finished on top of all teams in the Greater Middlesex County Math League. The team has won the small division five times in the last 15 years. Both the boys' and girls' doubles tennis teams and the boys' singles won the Shoreline tennis championships. Boys' lacrosse also won the Shoreline Championship. The girls' lacrosse team

and the baseball team both lost in nail-biting fashion in the championship games. All in all, seven of the spring athletic teams either won the league championship or played in the championship game. All of the above sports are now competing in the state tournaments. The underclassmen and senior awards nights were held the past two Tuesdays. The annual senior banquet was held last Thursday at the Gelston House. This week has been the senior spirit week. Final exams will take place from June 15 through June 19. Graduation for the class of 2015 will take place on Friday, June 19.

5. Public Comment

There was no public comment.

**IV. Administrative Reports:**

1. Superintendent's Report

Mr. Neviaser reviewed the June personnel report which reflected the hiring of a Technology Facilitator at Lyme School and a part-time English teacher at LOLHS.

Mr. Neviaser reviewed the June enrollment report which reflected a total of 1,355 students. He also reported that they are continuing to track the kindergarten enrollments. Last year at this time, there were 56 kindergarten students enrolled. Currently, there are 55 enrolled for next year, 30 at Mile Creek and 25 at Lyme.

Mr. Neviaser reported that Channel 3 News reported that the Senate and House of Representatives passed a bill that would change the SBAC testing for juniors to the SAT and that this bill is now on the Governor's desk for signing. Dr. Jones noted that Mr. Neviaser advocated for this bill.

2. Business Manager's Report

Mrs. McCalla reviewed the executive budget summary for 14-15 as of May 31, 2015. Of note: tuition costs are down significantly over last year this time. In the area of administrative services, there was an overrun in technology which is offset by an underrun in instructional technology budgeted in instructional programs.

Mrs. McCalla reviewed the contingency maintenance account which reflected a balance of \$138,328.

Mrs. McCalla reported that the Business Office is busy closing out the fiscal year and auditors will be commencing their work shortly. She noted that there were no outstanding items to address from last year's audit.

**V. Educational Presentation:**

There was no educational presentation scheduled.

## **VI. Chairman & Board Report:**

Mr. Witkins discussed the Board's successful management of various projects, many of which were funded from the undesignated account without the need to borrow money. He noted how the Board accomplished many of these projects by seeking talent from the community. Mr. Witkins recommended the Board now focus on improving the district's athletic fields. He will be scheduling an initial scope meeting with the Superintendent and Director of Facilities to establish a long-term athletic field improvement plan with the possibility of inclusion of an artificial turf field with the goal of funding through savings put in the undesignated fund.

## **VII. New Business:**

### **1. China Trip Proposal**

Jun Wang, Mandarin Teacher at LOLHS, and Jim Wygonik, Principal of LOLHS, reviewed a field trip proposal to China for April 2016.

The Board discussed the proposal and the fundraising efforts were explained. The Board voiced appreciation of these efforts to help defray the cost of the trip. Dr. Jones noted that this was a positive experience for her daughter who went on the same trip several years ago.

MOTION: Dr. Jones made a motion, which was seconded by Mrs. Linderman, to approve the LOLHS field trip to China in April 2016 as presented.

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

### **2. LEARN Lease Agreement for Center School Space**

The Board reviewed a recommended lease agreement between Regional School District #18 and LEARN for leasing four classrooms, three offices, one nurse's office, and two bathrooms in the Center School for the school year 2015-2016.

The Board discussed the lease agreement, specifically addressing the program that would be housed at Center School and getting assurances that the administration is comfortable with the program and that there would be no effect on the district's preschool program nor would the program affect the middle school traffic during the morning and afternoon hours.

Mr. Witkins asked that his name be added to the list of signatures on the lease.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Wilczynski, to approve the lease agreement between Regional School District #18 and LEARN for leasing space as stipulated in the proposed lease agreement for the 2015-2016 school year.

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

3. Lunch Prices for 2015-2016

The following background information was supplied on this agenda item:

Currently, Region 18 elementary schools charge \$2.00 for breakfast and \$2.50 for lunch. The middle and high schools charge \$2.25 for breakfast and \$3.00 for lunch.

According to the USDA calculations, Region 18 has a required, minimum, weighted, average price of \$2.70. By increasing lunch prices by .25 at all levels, the weighted average increases to \$2.85. Based on current enrollment and participation numbers, a \$0.25 increase would contribute approximately \$11,250 annually to the bottom line. This will assist in offsetting the rising costs of food and labor.

After analyzing breakfast participation, it has been decided to eliminate breakfast at all schools except Lyme Consolidated School due to the program losing money. Lyme School, with an approximate 10% participation rate, is breaking even.

***Recommendation:** That the Board of Education approve an increase in prices for breakfast to \$2.25 and lunch to \$2.75 at the elementary level and lunch pricing at the middle and high school level to \$3.25. Additionally, to approve a 2<sup>nd</sup> tier upgrade price for the action station, cooked to order meal, to \$4.00, at the high school. (The last price increase was realized in the 2012-2013 school year.)*

Comparisons of surrounding towns:

| <u>District</u> | <u>Elementary</u> | <u>Middle</u> | <u>High</u>   |
|-----------------|-------------------|---------------|---------------|
| East Lyme       | \$1.75/\$2.75     | \$2.00/\$3.25 | \$2.25/\$3.50 |
| Old Saybrook    | \$1.50/\$2.50     | \$2.00/\$2.75 | \$2.25/\$3.00 |
| Region 4        | \$1.25/\$2.75     | \$1.25/\$2.75 | \$1.25/\$2.75 |
| Madison         | \$2.75-lunch      | \$3.25-lunch  | \$3.25-lunch  |
| Guilford        | \$1.75/\$2.50     | \$2.75-lunch  | \$3.25-lunch  |

*(Old Saybrook is proposing to raise .25/meal for 2015-2016, not reflected above)*

The Board discussed providing breakfast for those students currently getting free and reduced lunch. They also discussed the issue of long lunch lines and having sufficient time to eat. Gabe Barclay, Student Representative to the Board, stated that the students are very satisfied with the food provided by Chartwells.

MOTION: Mrs. Roche made a motion, which was seconded by Mrs. Linderman, that the Board of Education approve an increase in prices for breakfast to \$2.25 and lunch to \$2.75 at the elementary level and lunch pricing at the middle and high school level to \$3.25. Additionally, to approve a 2<sup>nd</sup> tier upgrade price for the action station, cooked to order meal, to \$4.00, at the high school.

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

4. Participation in State and Federal Grants

Mr. Neviaser explained that each year the Board is asked to approve application for all state and federal grants. These include those for special education as well as remedial, staff development and other entitlement grants. A single motion authorizes the administration to apply for all that the District is eligible.

MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Jones, to authorize the Superintendent of Schools to apply for, receive and otherwise act as the legal representative of Regional School District No. 18 in connection with the following State and Federal Grants:

*Adult Education*

*Handicapped Preschool Incentive – Section 619 Education of the Handicapped Act*

*National School Lunch Program*

*Open Choice Attendance*

*Title I Improving Basic Programs*

*Title II Teacher and Principal Training and Recruiting*

*Title VI Part B of the Education of the Handicapped Act PL 94-142*

*Carl D. Perkins*

*School Transportation*

*Science and Technology*

*Investing and Personal Finance*

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

5. Superintendent Appointment of Designee Per Policy 7250

Mr. Neviaser explained that each year the Board is asked to appoint a designee(s) to act in the absence of the Superintendent as necessary. Mr. Neviaser noted that it is useful to have the Board designate two individuals for the rare occasions when both the Superintendent and Director of Curriculum are unavailable. Mr. Neviaser recommended the Board approve Beth Borden, Director of Curriculum, and Nancy Johnston, Director of Special Services, as designees for this purpose.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Roche, to designate Beth Borden, Director of Curriculum, and Nancy Johnston, Director of Special Services, as the designees to act in the absence of the Superintendent per Policy 7250.

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

6. Disposal of Surplus Equipment

The following background information was supplied on this agenda item:

The Technology and Engineering Department at LOLHS has left over equipment from before the renovation. If these items are of no use to any town agency, the district would like to sell them. These items include:

- One 7000lb, asymmetrical Rotary brand swing arm lift, cost 15 years ago was around \$6000, price for used item on EBay or Craigslist, between \$1000 and \$25000.
- One 7000lb Kwik Lift, drive on lift, cost new was about \$2500, price on EBay and Craigslist \$500 to \$1000.
- One under lift transmission hoist, value unknown.
- One Ammco brake lathe, value unknown.
- One under lift waste oil drain tank, value approximately \$150.
- One under lift 7' jackstand, value approximately \$50.

Policy 6250 outlines the procedure for disposal/sale of these items as follows:

*Procedures for disposal of obsolete or surplus equipment/materials in Regional School District 18 shall be as follows:*

- 1. Prior to public sale, the Superintendent of Lyme/Old Lyme Public Schools shall notify all town agencies of Lyme and Old Lyme of the equipment or materials approved for disposal. The Superintendent shall request a written response within ten (10) days indicating the town agency's interest, or lack thereof, in such equipment or materials. The Superintendent of Schools may waive this procedure for material clearly not useful to other town agencies.*
- 2. In the event that two or more agencies express interest in the equipment or materials, the Superintendent of Schools shall have discretion to determine which agency can make the best use of the equipment or materials, and shall authorize transfer of the item to the appropriate town agency.*
- 3. All transfers of obsolete or surplus equipment/materials to town agencies in Lyme and Old Lyme shall be at no cost to the receiving agency.*

*Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale. Community groups or organizations in the towns of Lyme and Old Lyme (which are not town agencies) shall receive preference over individuals. Equipment/materials shall not be sold to an employee of the Lyme/Old Lyme Public Schools unless the equipment/materials is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase such equipment/materials.*



MOTION: Dr. Jones made a motion, which was seconded by Mrs. Wilczynski, to approve the donation and/or sale of the obsolete tech ed equipment as presented per Policy 6250.

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

#### 7. Use of Fund Balance for Track Field

Mr. Neviasher provided the following background on this agenda item:

As reported at the May Board of Ed meeting, the Facilities Committee would like to consider the use of some of this year's fund balance to begin the LOLHS track field renovation this June. The end of year forecast suggests that the district will have a fund balance of just under 1.3 million dollars assuming no unanticipated expenses. After putting 1% into the undesignated fund (approximately \$319,000), the district would be left with just less than 1 million dollars. Mr. Neviasher recommended using \$181,378 of this to fully cover the costs of the track field renovation which would allow the district to return an amount to the towns in the range of \$800,000 which is equivalent to returns in previous years. Mr. Neviasher further noted that the Board should also be aware that the district is anticipating a number of special education outplacements next year that were not included in the 15-16 budget. Use of this year's funds will allow for more flexibility next year should those outplacements come to fruition.

Mr. Neviasher noted that the town leaders were aware of this recommendation to use some of this year's fund balance to begin the track field renovation and were supportive of it.

MOTION: Mrs. Roche made a motion, which was seconded by Mrs. Linderman, to approve the use of \$181,378 from the fund balance from the 2014-2015 budget to cover the cost of the track field renovation.

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

### **VIII. Old Business:**

1. Reports of Committees
  - a. *Facilities*. No report.
  - b. *Building*. No report.
  - c. *Technology*. No report.
  - d. *Policy*. Mrs. Linderman reported that this committee had a lot of work to do over the summer months.
  - e. *Communications*. Mrs. Roche reported that they are currently working on the next edition of the *Focus on Education* newsletter.
  - f. *Finance*. No report.
  - g. *Human Resources*. Dr. Jones reported that they are still in negotiations with the AFT.
  - h. *Enrollment & Equity*. No report.
  - i. *LEARN*. No report.

**IX. Correspondence:**

There was no correspondence to report.

**X. Executive Session:**

Mrs. Linderman made a motion, which was seconded by Mrs. Wilczynski, to move into executive session for the purpose of discussing legal matters and the superintendent's evaluation. Mr. Neviasser was invited to attend the executive session.

**XI. Adjournment:**

The regular meeting adjourned at 8:24 p.m.

Respectfully submitted,

Beth Jones, Secretary