

LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Lyme-Old Lyme High School

September 3, 2014

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

Absent by Previous Arrangement: James Witkins

Administration Present: Ian Neviasser, 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; Holly McCalla, Business Manager, John Rhodes, Director of Facilities; Lori Susi, Assistant Principal of Lyme-Old Lyme Middle School and Interim Principal of Center School; Ellen Tyler, Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Deborah House, RETA Co-President; William Allik, Art Teacher at LOLHS; Abigail Cipparone and Gabe Barclay, High School Student Representatives; 3 Townspeople from LOL

I. Call to Order:

The meeting was called to order by Vice Chairman Fuchs at 6:30 p.m.

II. Approval of Minutes:

The minutes of Regular Meeting of August 6, 2014 were approved as presented.

III. Visitors:

1. Recognition of Hannah Lacey's acceptance into the AP 2014-2105 Art Exhibit and recognition of the Lyme Art Association

The Board of Education recognized Hannah's inclusion in the AP exhibit. The exhibit represents a selection of some of the finest artwork created by students who submitted portfolios for the AP Studio Art Exam in May 2014. The pieces were chosen from close to 50,000 portfolios after the portfolio scoring, which is conducted by a group of high school and college art educators with extensive experience in the AP Studio Art program. Each work was selected because it exemplifies the extremely high level of rigor, commitment and accomplishment that AP Studio Art students can achieve. Only 30 pieces are selected for this show. The work can be seen at

http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/226179.html. William Allik, Art Teacher at LOLHS, gave a brief presentation on this AP Studio Art Exam.

The Board also recognized the Lyme Art Association for its continued assistance in fostering the excellence of the district's AP Art students. The students have been using the studio facilities there for extracurricular figure drawing practice and instruction with Mr. Allik for over five years, always for reduced or minimal fees. Hannah completed her AP exhibit drawing during one of these afternoon sessions. The Board thanked Joseph Newman, the Director of the Association, for allowing us this access.

2. Student Representatives

Abigail Cipparone and Gabe Barclay reported the following activities around the schools:

At LOLHS: The high school has gotten off to a smooth start. Last Monday, the school hosted the annual freshmen and family picnic. The freshmen received their schedules and were given a tour of the building. Parents also had an opportunity to tour as well. Last week, the school held class meetings to review expectations. Fall sports teams have been working hard and will open their seasons next week. Open House will be held on September 11.

At Lyme School: The new school year is off to a great start. The building looks great thanks to the custodial staff. There are 213 students enrolled at Lyme School. The staff did the ALS ice bucket challenge last Tuesday - without wearing raincoats. They challenged the staff at Mile Creek who wore raincoats. The PTO will be having their family picnic tomorrow evening, school pictures will be on Wednesday, September 17, and the parent Open House is scheduled for Thursday, September 18, from 6:15 to 8:00 p.m.

At Mile Creek School: Mile Creek had a stellar opening week. The building is buzzing with children and staff who are happy to get back to the important business of learning. The Mile Creek staff extend a special thanks to the custodial and maintenance crews for their amazing work on the school in preparation for school opening.

Some important events coming up are:

Back to School Picnic, Friday, September 5, 5:30-7:00 p.m.

Parent Back to School Night, Thursday, September 25, 7:00-8:30 p.m.

At Center School: They have welcomed the Preschool to the building. Their energy is contagious and never ending. It is a great addition for the 5th grade staff and students. There already has been many ideas shared in ways to incorporate activities to include both grades.

The entire staff has met and shared their hopes and dreams for Center School. The common thread to all ideas is to continue the academic rigor while celebrating and providing enriching activities which will promote a positive energy.

Center School's goal this year is to celebrate the school while including students, parents, staff members and the community. Their first initiative was "Paw Praise" cards. When a staff member sees a student demonstrating random acts of kindness or the sees a student doing their best effort, they will receive a "Paw Praise" card. This card will be sent to the office and a surprise commendation of excellence will be sent home to the parents. The goal of this type of communication is to share with the parents or guardians how Center School is very proud of their child because of their positive behavior. Their next step is to ask the students what their hopes and dreams are for this year.

At LOLMS: The Middle School is off to a great start. Students have come back from the summer break rested and ready to work. Behavior and engagement in learning are excellent. They are rolling out the Advisor/Advisee program with team trips to Bushy Hill. Students will spend a day at Bushy Hill with their advisory homeroom groups. All teachers have been assigned an advisory group this year to allow for small group discussions related to the Advisory Curriculum topics (and participate in a number of cooperative, collaborative challenges). Grade 8 will go on September 9, Grade 7 on September 10, and Grade 6 on September 11. The staff and the students are grateful to the PTO for sponsoring this trip, as well as for providing each child with a T-shirt and a snack.

2. Public Comment

There was no public comment.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviasser reported on the loss of a former teacher at Lyme Consolidated School, Kim Strachan, who recently passed away after a long illness.

Mr. Neviasser reviewed the latest personnel report which reflected numerous new hires and several resignations. He thanked the administrative team for stepping up after the recent resignation of Middle School Principal Christopher Pomroy.

Mr. Neviasser reviewed the September 2014 enrollment report which reflected a total of 1,346 in-house students.

Mr. Neviasser reported on two recent donations to the district. Roger Haynes (VFW member and retired LOLHS teacher) called to inform the district that the local VFW has donated \$150 dollars to purchase the wreath for the LOLHS "presenting of the wreath ceremony" at the Tomb of the Unknowns, slated for November 21 at 9:15 a.m. during the student's trip to Washington, DC. As well, the United Way donated a number of school supplies from notebooks to backpacks for distribution in our schools. Mr. Neviasser thanked both of these organizations for their generous contributions.

Mr. Neviasser reported that the district applied for and was awarded a grant for Common Core "coaching days." The CSDE (CCSS Systems of Professional Learning) is providing a total of 1200 days to be divided among the applicant districts. We requested 13.5 days and were awarded 8 days for this academic year.

Mr. Neviasser reported on the opening of school including the annual convocation and professional development days.

Mr. Neviasser reminded the Board to let Jeanne DeLaura know if they would be attending the annual CABE-CAPSS convention on November 14-15.

There was a brief discussion on the recent resignation of Stefan Pryor as Commissioner of Education.

2. Business Manager's Report

Mrs. McCalla provided a year to date budget status report (on track as we were last year) as well as a contingency fund report which reflected a remaining contingency as of August 31, 2014 of \$165,781.

V. Educational Presentation:

Dr. Beth Borden reviewed the newest changes to the teacher evaluation program after the first year of implementation. A copy of her PowerPoint presentation is attached to these minutes for informational purposes.

Discussion followed the presentation and included the following subjects: the teacher survey and how this tool helps develop teacher goals; development of goals and tie to school and district goals and to the Strategic Plan; ability to adapt plan for all teachers including special areas; performance indicators which measure student growth; parent feedback; peer observation; and professional development opportunities for teachers needing improvement.

VI. Chairman & Board Report:

Mr. Fuchs reported on the recent opening of the 2014-2015 school year, and he commended the faculty and administration for getting off to an excellent start. He noted one parental concern over the number of forms that they have to fill out every year.

VII. New Business:

1. New AP Course Proposal

William Allik, Art Teacher at LOLHS, presented a proposal to offer a new AP Art offering, AP 3D Design, to run concurrent with the advanced pottery and/or sculpture courses. Without placing any additional burden on the schedule, this will allow students who are doing college level work in three dimensions to receive AP credit.

Discussion ensued on the evaluation of AP courses and the scoring of portfolios.

Dr. Borden commended Mr. Allik for his leadership of the art program at the high school and the national recognition that his talent brings to the district.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Lucas Edson, to approve the additional AP art offering of *AP 3D Design* as presented.

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

2. Approval of Teacher Evaluation Plan

Mr. Neviasser explained that the CSDE requires Board approval of the evaluation plan on an annual basis. He recommended approval of the plan as presented by Dr. Borden under the Educational Presentation.

MOTION: Mrs. Roche made a motion, which was seconded by Mrs. Linderman, to approve the Teacher Evaluation Plan as presented.

VOTE: the Board voted in favor of the motion. Beth Jones abstained from voting as she was not present for the presentation.

3. Boathouse Agreement

Mr. Neviasser explained that the Town of Old Lyme received a STEAP grant to update the boathouse. To proceed, they need the district to transfer ownership of the boathouse to the town. While he had originally thought this would be ready for approval tonight, discussions between the attorneys are continuing and, therefore, are not recommending any action this evening. Mr. Neviasser reviewed some of the history regarding the boathouse to allow for a full understanding including a summary of the relationship between the Old Lyme Rowing Association, District 18, and the Town of Old Lyme. He also reviewed a lease agreement from 1988. He noted that this is informational only at this point and does not require Board action.

4. Printer Management Program

Mr. Rhodes, Director of Facilities and Technology, provided the following background information on this agenda item:

The school district has been implementing a plan to optimize copier and printer usage with the goal of reducing reproduction costs as well as shifting towards a 'paperless' environment. The first prong of this plan is to obtain more competitive copier pricing by bidding larger blocks of copiers. Second is to reduce printer maintenance costs. The final prong is to optimize the printer and copier fleet by consolidating printers to copiers, optimizing locations and printer/copier management software.

The proposed action is to contract CBS to manage the 55 school district printers. The estimated first year savings will be \$4,400.00. Over the course of the year, the district will work together with CBS to evaluate printer and copier optimization schemes as well as printer/copier management software. This requires Board action.

MOTION: Ms. Smalley made a motion, which was seconded by Mrs. Wilczynski, to award CBS the school district printer management service in accordance with Connecticut State contract pricing for an estimated annual cost of \$17,520.

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

5. Microsoft Annual Licensing Agreement

Mr. Rhodes provided the following background information on this agenda item:

The RESC Alliance has completed the bid process for the Microsoft annual licensing agreement. SHI International is the RESC Alliance recommended lowest bidder. Below is a summary of the licenses to be purchased. The offered pricing is within the budgeted value for licensing.

260 Desktop School All Languages Licenses @ \$64.60

Subtotal \$16,796.00

Network Server Licenses

Subtotal \$13,756.60

Total: \$30,552.60

MOTION: Mrs. Roche made a motion, which was seconded by Dr. Jones, to approve renewal of the Microsoft licensing, which includes the Office products, the Windows operating system for its PCs, and Windows Server and SQL Server licenses for its servers for \$30,552.60 through SHI International.

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

6. District Goals for 2014-2015

Mr. Neviasser reviewed the goals for the current school year which required Board adoption as follows:

Curriculum

1. Increase student cognitive engagement in meaningful problem solving activities aligned with Common Core State Standards.
2. Integrate the authentic use of technology throughout all content areas.
3. Expand social development programming and supports.

Human Resources

1. Implement and revise as necessary the new teacher and administrator evaluation plans.
2. Explore creative methods to offer opportunities for focused professional development.
3. Expand the leadership capacity of all employees by creating opportunities to coach, mentor, contribute to leadership teams, and lead professional learning experiences.

Community

1. Further integrate community mentoring program into school culture.
2. Enhance parent communication through the use of traditional/technological methods.

Facilities

1. Engage Technology Strategic Planning Committee to continue district transition to digital learning environment.
2. Monitor and/or adjust uniform security practices in all schools to align with *All Hazards School Security Plan*.

Discussion ensued on professional development for individuals vs. group days and defining of goals for the year.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Linderman, to approve the District Goals for 2014-2015 as presented.

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

7. Lunch Charging Policy

Mr. Neviasser explained that the district is required by the state to develop and adopt a lunch charging policy. The Policy Committee drafted a policy which they presented to the Board for first reading. It was noted that this policy will also support the ongoing efforts to reduce the amount of outstanding debt that the district is carrying due to lunch charges.

Mr. Neviasser also reviewed the new PowerLunch system that the district recently implemented for online parent payment and monitoring of student lunches.

This policy will have a second reading at the October Board meeting.

8. Dogs on Campus Policy

Mr. Neviasher explained that in an effort to ensure the safety of all students, staff and visitors on the district campuses, the Policy Committee is recommending the adoption of a dogs on campus policy. The Board reviewed the draft of the policy.

Dr. Goulding voiced his opposition to the policy noting the accountability of dog owners.

This policy will have a second reading at the October Board meeting.

9. Appropriation to Reserve Fund for Capital and Nonrecurring Expenditures

Mrs. McCalla presented the recommendation to appropriate a portion of the remaining funds from the 2013-2014 budget to a reserve fund for capital and nonrecurring expenditures. She explained that regional boards of education are allowed to appropriate up to 1% of the current fiscal year's budget to a reserve fund for capital and non-recurring expenditures. The unaudited budget balance for fiscal year 2013-2014 is \$861,324.85. The Board of Education may appropriate up to \$317,418 to the reserve fund.

MOTION: Mrs. Lucas Edson made a motion, which was seconded by Dr. Goulding, to appropriate \$317,418 to the reserve fund for capital and nonrecurring expenditures.

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

10. Tuition Student Request

Mr. Neviasher presented a request from a family that their two children (grades 10 and grade 11) be allowed to attend Lyme-Old Lyme High School as tuition students for the 2014-2015 school year. Mr. Neviasher recommended approval of this request.

MOTION: Mrs. Roche made a motion, which was seconded by Dr. Jones, to approve the tuition request as presented.

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

VIII. Old Business:

1. Reports of Committees

Building. Discussion took place on the continuing work with O&G relative to the HVAC system and other outstanding issues of the high school project. Concern was voiced over the lack of progress, especially concerning the HVAC system. Honeywell is replacing all of the controllers in the rooms, and a third party inspection will take place. The committee is still working on outstanding issues including the closeout of change orders, fireproofing, and getting a certificate of occupancy. Mr. Fuchs requested a copy of the overall punch list.

Facilities. Mr. Rhodes reported on the closeout of the Center School preschool project. Staff is pleased and transition went well. Special Services Department will be moving over to Center School soon and the plan is to have the Central Office move their offices next summer.

Dr. Jones questioned various open windows open at the high school during the weekend when the school was closed. Mr. Rhodes will follow up with the administration and custodial staff on this.

On another issue, Mr. Rhodes noted the success of the laptop carts in the elementary buildings.

Technology. No report.

Policy. No report.

Communications. No report.

Finance. No report.

Human Resources. Dr. Jones reported on the upcoming negotiations with the administrative union (LOLA). There will possibly be a meeting of HR committee on October 1 before the Regular Board Meeting.

Enrollment & Equity. No report.

LEARN. No report.

IX. Correspondence:

There was no correspondence to report.

X. Executive Session:

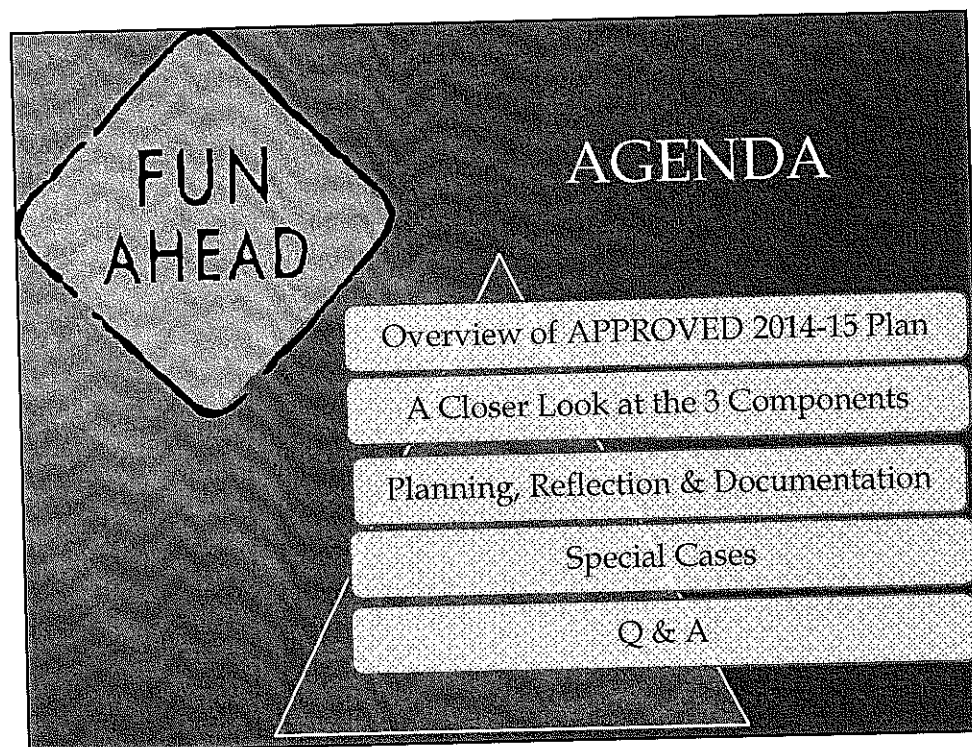
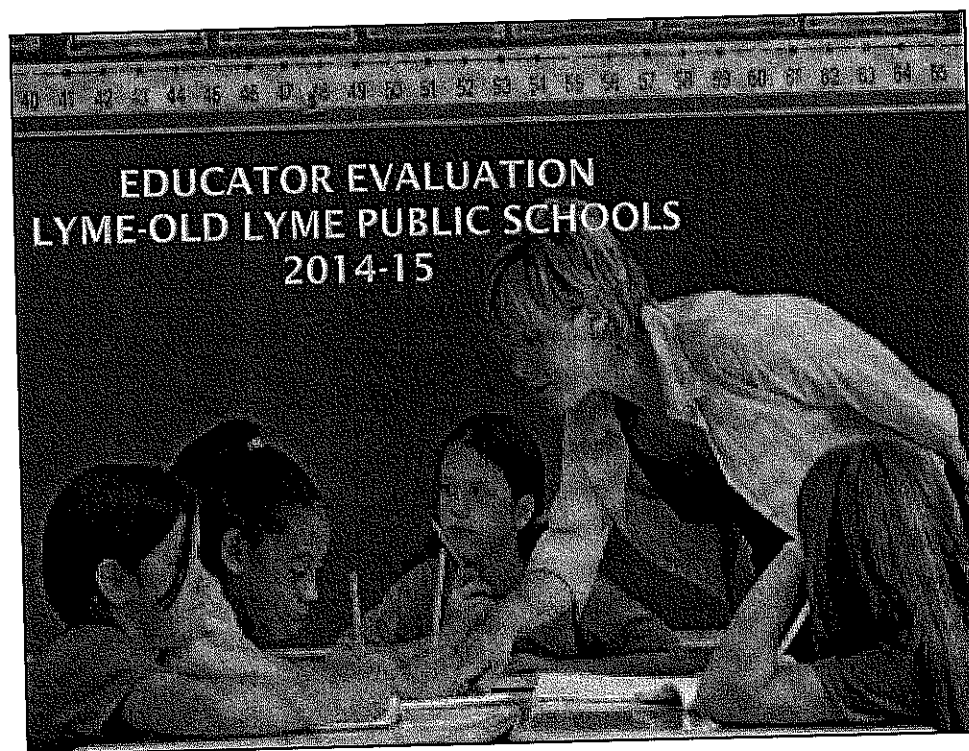
There was no need for an executive session.

XI. Adjournment:

The regular meeting adjourned at 9:06 p.m. upon motion by Mrs. Roche and a second by Mrs. Lucas Edson.

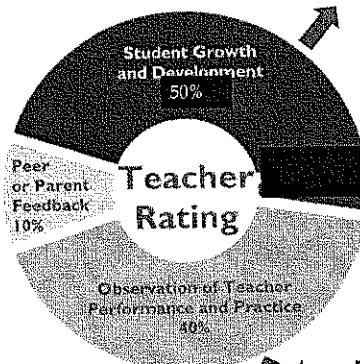
Respectfully submitted,

Beth Jones, Secretary



OVERVIEW of the 3 Teacher Evaluation Components

Teachers will complete survey about strengths of students – this will be shared with prior grades to provide data for creating 1 Peer Goal.



Teacher develops
1 Student Learning Objective and 2 IAGDs
which will be assessed by
measurable indicators

- 4 part rubric based on reviews of practice PLUS:
- 1 formal observation (1A),
 - Past observations (1B)
 - 3 formal observations (2)

Teacher Performance – Group I (40%)

All Educators who have 2 or more successful years in LOL are given Teacher Observation Rating based on Reviews of Professional Practice &:

1A

- At least 1 formal in-class observation (every 3 years)
- Evaluator may conduct unlimited formal/informal observations
- Teacher may request up to 3 formal /informal observations

1B

- Previous rating & 3 informal observations
- Educator Observation Rating(40%) based on previous year
- Evaluator may move the Educator to Group 1A

Teacher Performance – Group 2 (40%)

All Other Certified Staff are given Teacher Observation Rating based on Reviews of Professional Practice &

At least 3 Formal in-class Observations with post conference (2 pre-conferences)

ECT Rubric for Effective Teaching

Domain 1 Classroom Environment, Student Engagement and Commitment to Learning²

Teachers promote student engagement, independence and interdependence in learning and facilitate a positive learning community by:

- 1a. Creating a positive learning environment that is responsive to and respectful of the learning needs of all students.
- 1b. Promoting developmentally appropriate standards of behavior that support a productive learning environment for all students.
- 1c. Maximizing instructional time by effectively managing routines and transitions.

Domain 3 Instruction for Active Learning

Teachers implement instruction to engage students in rigorous and relevant learning and to promote their curiosity about the world at large by:

- 3a. Implementing instructional content for learning.
- 3b. Leading students to construct meaning and apply new learning through the use of a variety of differentiated and evidence-based learning strategies.
- 3c. Assessing student learning, providing feedback to students and adjusting instruction.

Domain 2 Planning for Active Learning

Teachers plan instruction to engage students in rigorous and relevant learning and to promote their curiosity about the world at large by:

- 2a. Planning of instructional content that is aligned with standards, builds on students' prior knowledge and provides for appropriate level of challenge for all students.
- 2b. Planning instruction to cognitively engage students in the content.
- 2c. Selecting appropriate assessment strategies to monitor student progress.

Domain 4 Professional Responsibilities and Teacher Leadership

Teachers maximize support for student learning by developing and demonstrating professionalism, collaboration and leadership by:

- 4a. Engaging in continuous professional learning to impact instruction and student learning.
- 4b. Collaborating to develop and sustain a professional learning environment to support student learning.
- 4c. Working with colleagues, students and families to develop and sustain a positive school climate that supports student learning.

Peer Feedback (10%)

Region 18

- Teachers respond to Student Readiness survey.
- Data is compiled to provide profile for each level.
- Teachers then develop goals based on group data.

Purpose

- Teachers address needs specific to Region 18.
- Data can also inform PD & Curriculum.

Teacher Survey

Grades 1 to 3

Grades 4 to 6

Grades 7 to 9

Grades 10 to 12

Please rate your current students' readiness to meet your fall expectations:

1. Over 80% of my current students have shown the ability to consistently and independently meet this expectation
 2. Between 60 and 80% of my current students have shown the ability to consistently and independently meet this expectation
 3. About half of my current students have shown the ability to consistently and independently meet this expectation.
 4. Most current students need significant support & guidance to meet this expectation.
 5. Many current students are struggling to meet this expectation even with support.
- Blank - Students do not need to use this skill in my class.

Complete assignments in a timely manner

Remain attentive during periods of direct instruction

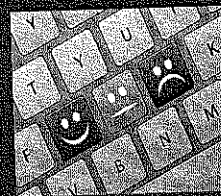
Persevere on a difficult task

Try several strategies before asking for Educator help

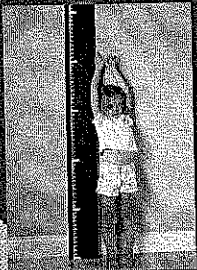
Work cooperatively in groups

Make meaningful contributions to class discussions

Demonstrate adequate vocabulary usage to complete beginning of year work



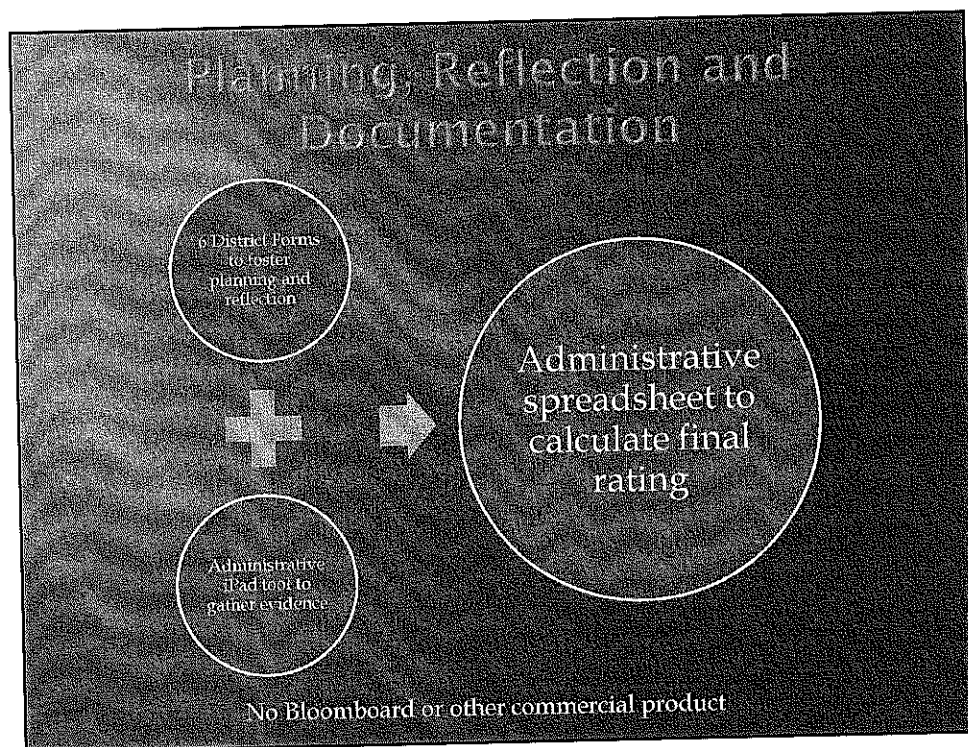
Student Growth - 50%



**One
Student
Learning
Objective
(SLO)**

- Clearly defined objective related to all students in class/course
- Two measureable indicators
- Scored using district rubric

District Rubric to Measure SLO			
	Student Achievement	Gathering and Analyzing Data	Using Data to Inform Instruction
Exceeded (4)	Nearly all (~90%) students met or substantially exceeded the target(s) contained in the indicator(s).	Educator provided ample evidence of data (more than two sources) gathered and analyzed throughout year.	Educator provided ample evidence of how that data informed both whole class and differentiated instruction throughout year.
Met (3)	Most (75%) students met the target(s) contained in the indicators within a few points on either side of the target(s).	Educator provided adequate evidence of data (at least two sources) gathered and analyzed at least three times during the year.	Educator provided adequate evidence of how that data informed both whole class and differentiated instruction throughout the year.
Partially Met (2)	Many (~50%) students met the target(s) but a notable percentage missed the target by more than a few points.	Educator provided minimal evidence of data gathered and analyzed at least two times during the year (pre and end).	Educator provided minimal evidence of how that data informed instruction throughout the year.
Did Not Meet (1)	A few (<50%) students met the target(s) but a substantial percentage of students did not.	Educator provided little or no evidence of data gathered and analyzed during the year.	Educator provided little or no evidence of how that data informed instruction throughout the year.
Sub score			
Rating	Average of 3 components to nearest 10 th =		



Sample Pre-Observation Questions

Global Context	<ul style="list-style-type: none"> • Where does this lesson fall within the sequence of larger content standards? • How will the lesson outcomes and student learning impact acquisition of unit goals? • Please include the summative assessment for the unit of instruction.
Lesson Plan	<ul style="list-style-type: none"> • Describe instructional strategies & learning activities to promote cognitive engagement. • How will students demonstrate mastery of the learning objectives? <i>(Attach copies)</i> • What data or evidence of student learning will be collected through the assessment?
Differentiation	<ul style="list-style-type: none"> • Which students do you anticipate may struggle with the learning objectives? • What evidence do you have that student(s) need differentiation? • How will you differentiate instruction in this lesson to support their learning?

Sample Administrative Tool

2b. Planning instruction to cognitively engage students in the content.

2b. Attributes

2b. Rating for this observation.

Summative Rating

PRACTICE													
Observation Rubric Rating (.40)													
Domain	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	Weighted
Rating	4	4	3	3	3	3	3	2	3	3	3	3	123

Peer Feedback (.10)			
(1) Did Not Meet	(2) Partially Met	(3) Met	(4) Exceeded
Teacher Rating to nearest whole			3
Teacher Rating converted to points			30
Total Practice Rating (Observation pts + Peer Feedback)			153

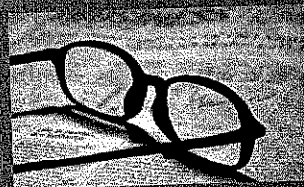
OUTCOME			
SLO Rubric Rating (.50)			
(1) Did Not Meet	(2) Partially Met	(3) Met	(4) Exceeded
Teacher Rating to the nearest 10th			3.1
Teacher Rating converted to points			155

Points	Rating
50-80	1 or Below Standard
81-126	2 or Developing
127-174	3 or Proficient
175 - 200	4 or Exemplary

Final Rating

		Teacher Practice Related Indicators Rating			
		4	3	2	1
Student Outcomes Related Indicators Rating	4	Rate Exemplary	Rate Exemplary	Rate Proficient	Gather further information
	3	Rate Exemplary	Rate Proficient	Rate Proficient	Rate Developing
	2	Rate Proficient	Rate Proficient	Rate Developing	Rate Developing
	1	Gather further information	Rate Developing	Rate Developing	Rate Below Standard

Special Cases



Performance Concerns • Notification of Concern
• Intervention & Intensive

Dispute-Resolution Process • Panel Review
• Superintendent Resolves

