

LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Lyme-Old Lyme High School

October 1, 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 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: Mary Bradford, 2014-2015 Teacher of the Year; Jeanne Lucey, 2014-2015 Non-Certified Staff Member of the Year; Tisha Kirk, AFT President; Sheri Bednarz, Renee Molnar and Patricia Cournoyer, LOLMS Staff Members; Abigail Cipparone and Gabe Barclay, High School Student Representatives; Various Staff Members from Lyme Consolidated and Mile Creek School; 20 Townspeople from LOL

I. Call to Order:

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

II. Approval of Minutes:

MOTION: Mrs. Roche made a motion, which was seconded by Mrs. Wilczynski, to approve the minutes of the Regular Meeting of September 3, 2014 as presented.

VOTE: the Board voted in favor of the motion.

III. Visitors:

1. Recognition of Teacher of the Year and Non-Certified Staff Member of the Year
The Board recognized Mary Bradford, 2nd grade Teacher at Mile Creek School, as the 2014-2015 Teacher of the Year. The Board also recognized Jeanne Lucey, former instructional assistant at Lyme School, for being named the 2014-2015 Non-Certified Staff Member of the Year. Their respective principals, Patty Downes and Jim Cavalieri, spoke of their many accomplishments and dedication to the students of the district.

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2. Chartwells Food Service

Mike Edgar, Gary Holland, and Teresa Ouellette from Chartwells Food Service were present to update the Board on their services in the five district cafeterias including their new offering of breakfast. They also provided some samples of the food served in the cafeterias.

Mr. Edgar assured the Board that there were no physical limitations in the district cafeterias to providing the meals to students with the exception of the size of the middle school cafeteria. Additional discussion followed on options for providing gluten free and non-dairy products.

3. Student Representatives

Abigail Cipparone and Gabe Barclay critiqued the food samples that were provided at the meeting by Chartwells and confirmed that the food was very similar to what they are served in the high school cafeteria.

Abigail and Gabe also reported the following activities at the five buildings.

At LOLHS: The high school is half way through the first marking period. There was a homecoming dance this past Friday and over half of the school attended. On Saturday, the high school hosted its first football game in over 70 years. LOLHS cleaned up the awards at the Education Foundation's road race this past weekend. English teacher, Karen Duhamel, was the fastest female of Region 18 and Social Studies teacher, Aron D'Aquila, was the fastest male. The LOLHS teachers took home the trophy for the most participation by a school faculty. Over 30 high school students served as volunteers for the race. The college application process is about to begin. Many colleges and universities are sending representatives to the school to meet prospective students.

At LOLMS: They are anxiously awaiting the arrival of 28 exchange students and 3 teachers from Jules Romain School in Paris. Mrs. Russell has done a wonderful job making all the arrangements. The students will arrive at JFK on October 4, and they are staying in the homes of their 8th grade hosts until October 17. The French exchange students will join the middle school students in classes, on the field trip to Boston, and at an "au revoir" dance that the middle school will host on October 16. The LOL exchange students will be selling wreaths and holding several fundraising activities to defray the cost of their April trip to Paris.

At Lyme School: The PTO Fall Book Fair is taking place this week. Mrs. Ambruso and Mr. Murphy have started the morning running club: students, upon arriving at school each morning, run one or two laps around the track before going to their classroom. Over 50 students are participating in this program. The next PTO meeting is scheduled for October 8 beginning at 6:00 p.m. in the library.

At Center School: Center School's open house was on September 17 which had a great turnout. Parents visited their child's classroom and learned about upcoming activities and grade level

expectations. Grade 5 students and the prekindergarten classes have now established a school buddies program. Grade 5 and preschool students will work on small projects together throughout the year.

At Mile Creek School: On September 30, it was School Picture Day and also the school hosted Back to School Night where they introduced the school community to the newly expanded K-4 school staff and showed off the amazing work of the students. Other October activities include: Fire Prevention Day on October 8 with a day spent with the knowledgeable and brave first responders. On Thursday, October 9, Mile Creek will hold the PTO sponsored Scarecrow Assembly during which each class designs and decorates a scarecrow in the front bus circle of the school. On Friday, October 24, the PTO invites families to Trunk or Treat, which is a fun evening when children come in costume and visit thematically-decorated vehicles from each classroom, which are parked around the bus circle, with special treats provided for the children.

4. Public Comment

Debra Eastman, resident of Old Lyme, commented on the dog policy that was before the Board for approval which would ban dogs on district premises. She encouraged more Board discussion on the subject and she asked that they consider other possible solutions such as leash laws or allowing dogs on the campus after school hours.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviasher reviewed the October personnel report which reflected several new hires.

Mr. Neviasher reviewed the October enrollment report which reflected a total of 1,383 students enrolled. He noted that he has requested updated enrollment projections from both NESDEC and Peter Prowda and, upon receipt of those reports, will review them with the enrollment committee. This new information will be examined as it relates to the official enrollment count of October 1. In addition, the October 2014 enrollment report indicates that 79.1% of students are from Old Lyme, while 20.9% of students are from Lyme. This is a shift of 0.2% from last October when 20.7% were from Lyme and 79.3% were from Old Lyme. Billings to the towns are based on an average of the October 1 and April 1 student counts.

Mr. Neviasher thanked Riggio's Garden Center in Essex for their donation of a tree to the Mile Creek property. The tree will be planted outside of the art room.

Mr. Neviasher reviewed the budget calendar for development of the 2015-2016 budget, making special note of the various meetings in January when most of the Board level work is done to the budget.

2. **Business Manager's Report**

Mrs. McCalla provided a year to date budget status report as well as an update to the contingency fund report which reflected a balance \$159,714. She also presented the unaudited closeout report for the 2013-2014 school year.

V. Educational Presentation:

1. **Academic Achievements of LOLHS and LOLMS**

Jim Wygonik, Principal of LOLHS, gave a presentation on the academic achievements of Lyme-Old Lyme High School, which included an overview of the high school's model of continuous improvement.

Ellen Tyler, Principal of LOLMS, and staff members Sheri Bednarz, School Psychologist, Renee Molnar, Guidance Counselor, and Patricia Musgrove, Health and PE Teacher, gave a presentation on the middle school and their area of focus for the school year on social emotional learning.

A copy of their presentation is attached to these minutes for informational purposes.

Discussion on the middle school presentation centered on social emotional learning and the success of initiatives such as the Advisory Program, homeroom and the field trip to Bushy Hill Nature Center for all three grades. A summary of the Advisory Program is attached to these minutes for informational purposes. A special thanks was extended to the LOLMS PTO for funding the Bushy Hill trip and providing snacks and t-shirts for all students. A positive note was made on the middle school report card and the information it supplies to parents.

Discussion on the high school presentation centered on the initiative to improve student writing and the importance of the teaching staff using rubrics. Further discussion ensued on the movement of students into and out of the district and the importance of receiving feedback on student that do leave the district. Additional discussion involved communicating the success of district students.

VI. Chairman & Board Report:

Mr. Witkins noted that he was pleased to see the references back to Common Core in the educational presentations.

Mr. Witkins asked that the members of the Lyme-Old Lyme Education Foundation receive copies of the Board minutes.

Mr. Witkins reported that he has received a request to extend district water services to the Lymes' Youth Service Bureau. Mr. Witkins, Mr. Neviasser and Mr. Rhodes will talk to the representatives from LYSB about the requirements, and they will come back to the Board with recommendations. Mr. Witkins noted that there is a not an issue with supply of district water.

Mr. Witkins congratulated all involved in organizing the football games that was recently held on the high school field inside the track. Mr. Witkins discussed the importance of staying connected with the LOLHS alumni.

Mr. Witkins provided some data he recently read on the teacher evaluation process in the State of New York.

Mrs. Roche wanted it made known that the new bleachers that were installed were planned over a year ago and not erected because of the football game. Apparently, there was some confusion over this fact within the community.

VII. New Business:

1. Mock Trial Field Trip Request

The following background information was provided for this agenda item:

Harvard University is hosting a Mock Trial Weekend Workshop on November 15-16. The LOLHS team would like to attend. Workshops start at 8 a.m. on the 15th. Therefore, the staff and students plan to arrive in Cambridge on Friday, November 14.

The breakdown of the trip is:

Leave Old Saybrook Train station, 4:30 p.m. Arrive Boston, 6:30 p.m. (roundtrip cost \$65)
Marriot Courtyard Inn in Cambridge for 2 nights (11/14 and 11/15) (\$250 per room per night)
(cost per student \$125)

Registration Fee: \$150 per student if 10 or more. \$175 per student if under 10.

Two chaperones: Sarah Hylas and Emily Kelly

Meals are not included.

The team plans to fundraise with at least two events prior to the weekend to off-set some costs.

Total cost per student: \$350

MOTION: Mrs. Lucas Edson made a motion, which was seconded by Ms. Smalley, to approve the field trip request to Harvard University for the Mock Trial weekend as presented.

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

VIII. Old Business:

1. Dogs on Campus Policy

Mrs. Linderman noted that this was the second reading of this policy, and the Policy Committee recommended approval of it. The Board updated Mrs. Linderman on the comments made earlier by a community member under public comment as she was not present at this point in the meeting.

MOTION: Mrs. Roche made a motion, which was seconded by Mr. Fuchs, to approve Policy 6565 Dogs on School Property as presented.

Follow-up discussion followed. Dr. Goulding voiced concern that this was a quick response to a single event. The majority of the Board voiced approval of the policy change due to so many activities taking place on district property throughout the day and evening, the amount of dogs that are currently on campus without a leash, people not picking up after dogs, liability issues, and the preference of putting a policy in place vs. calling police on people not complying.

VOTE: the Board voted in favor of the motion to approve Policy 6565 Dogs on School Property as presented. Dr. Goulding opposed the motion which passed with a vote of 7 in favor and 1 opposed.

2. Lunch Charging Policy

Mr. Neviasser noted that this was the second reading of this policy, and the Policy Committee recommended approval of it.

The Board was in general consensus with the wording of this policy but there was discussion on the section concerning students not being able to purchase a-la-carte items if they had a negative balance.

MOTION: Dr. Jones made a motion, which was seconded by Mr. Fuchs, to approve Policy 6725 Food Service Charging Policy with the amendment to remove the following wording from the policy: "If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance."

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

3. Reports of Committees:

Facilities. Mr. Fuchs reported that this committee is looking at the five year plan and setting priorities. The high school would like to have permanent bleachers on the soccer/lacrosse field and to terrace the hill near the track field which will provide for outdoor seating for many events.

Building. No report.

Technology. No report.

Policy. Mrs. Linderman reported that this group would be meeting on October 22 to discuss e-cigarettes as the law and policies spoke specifically to tobacco products and CABA is recommending the addition of a ban on e-cigarettes.

Communications. No report.

Finance. The 2015-2016 Budget Schedule has been developed and shared with the Board.

Human Resources. This report will be discussed in executive session.

Enrollment & Equity. No report.

LEARN. No report.

IX. Correspondence:

There was no correspondence to report.

X. Executive Session:

Dr. Goulding made a motion, which was seconded by Mrs. Lucas Edson, to move into executive session for the purpose of discussing LOLA negotiations. Ian Neviasser, Superintendent of Schools, and Holly McCalla, Business Manager, were invited to attend the executive session.

XI. Adjournment:

The regular meeting adjourned at 9:50 p.m.

Respectfully submitted,

Beth Jones, Secretary

Lyme-Old Lyme Middle School

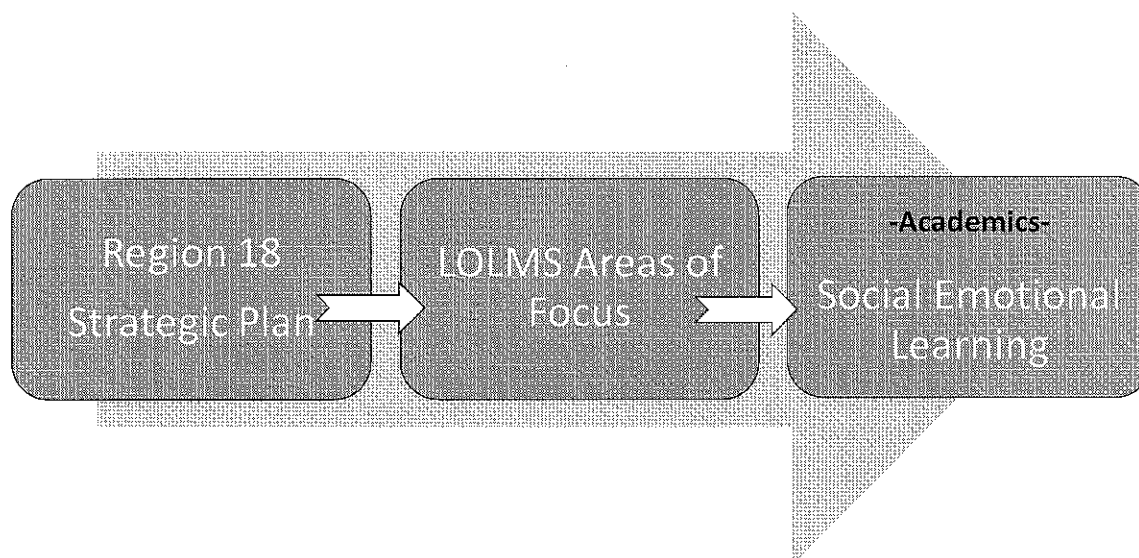


Respect~Ownership~Advocacy~Responsibility~Safety

celebrating
2014-15

Science Olympiad	Election of Grade 9 Officers	Advisor-Advisee
Collaborative Projects	CCSS Units of Study	Winter Wonderland
Math Counts	Visits from "grads."	Math Mentors
Boston Trip	Classroom Cell	<i>Dances</i>
So Random	Bushy Hill NatureCenter	Great Students
Student Senate	Garde Theater Trip	Activity Night
"All School" Celebrations	LOLMS	Musical
TEAMS	ROAR Cards	Brain Unit
21 st Century	Talent Show	Chariot of the Sun
Morning News	Box-Top Competition	Trip to CT Tech Center
Wellness/Arts/Career Days	Technology Initiatives	Global Travel
	Lion's Club Peace Poster	

Essential ?: **How is the Region 18 Strategic plan reflected in the LOLMS areas of focus for 2014-2015?**



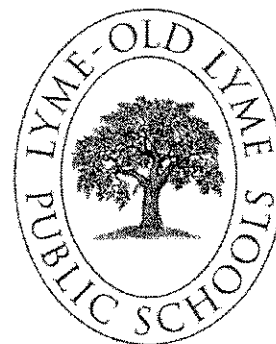
Statement of Purpose

Lyme-Old Lyme Middle School creates and nurtures a love of learning and a *positive, strong relationship with students and families* through rigorous, *engaging* curriculum, *relevant assessment*, collaborative decision making and *meaningful feedback* to maximize learning for all students.

Region 18 Strategic Plan

Assure that assessments are:

- Rigorous, relevant, and necessary.
- Used to inform decision-making for improvements in curriculum and instruction.



Focus for 2014-15

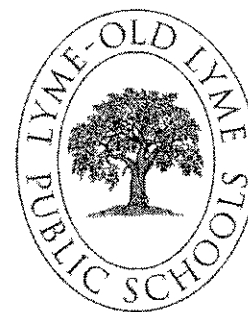
- **Assessment**
 - Data analysis-impacting instruction
 - Feedback for learning (including grades)
 - Student Success Attributes
 - Technology Integration
- **Student Engagement**
 - Technology Integration

“Joyful Engagement and Meaningful Assessment”

Region 18 Strategic Plan

Embed throughout the curriculum:

- Experiences that teach rigorous decision-making, personal accountability, and global citizenship.
- The skills of flexibility, creativity, collaboration, independence, and self-advocacy.
- Supports for social and emotional development.



Student Success Plans

**Focus for
2014-15**

- Support positive social, emotional, and physical development to increase engagement and ability to take risks needed to optimize academic performance
- Establish and maintain positive interpersonal relationships
- Facilitate skills to manage feelings and emotions
- Develop an appreciation for the needs of others
- Strengthen decision making skills

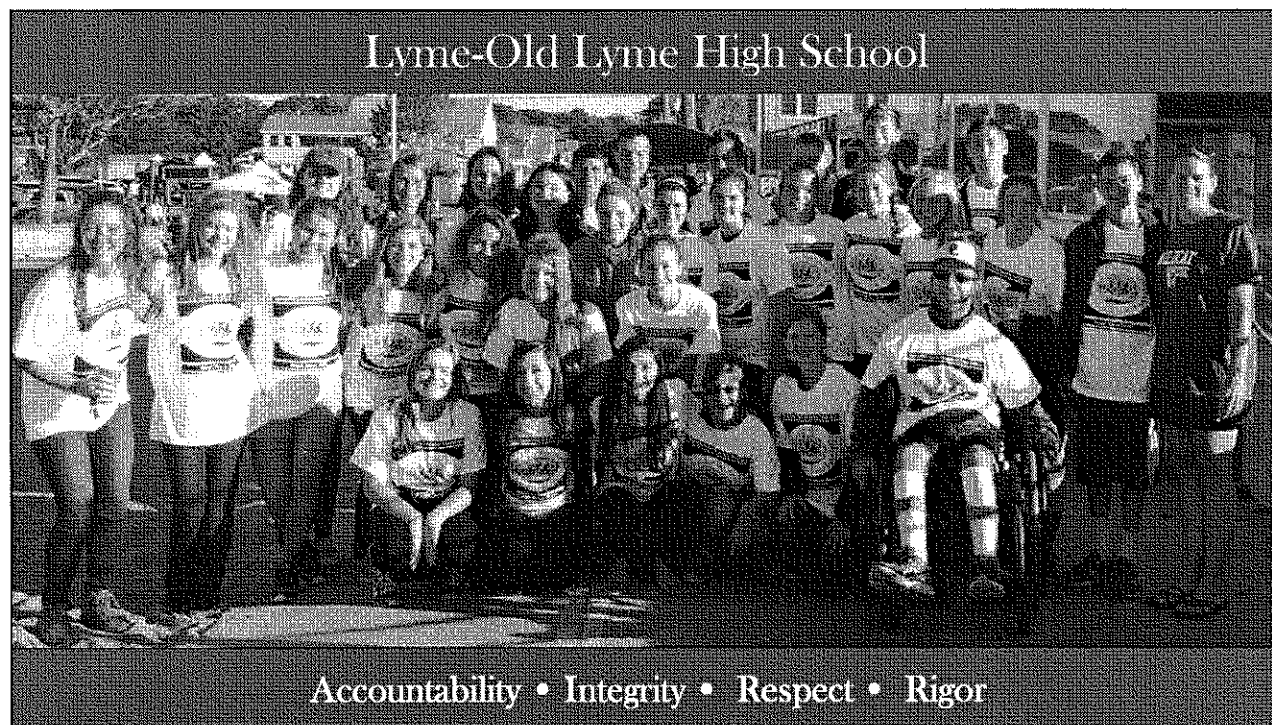
Student Engagement Through Social Emotional Learning (SEL)

- Has positive impact on school climate
- Promotes a host of academic, social, and emotional benefits for students
- Enhances positive attitudes and behaviors
- Reduces negative behaviors and emotional distress

LOLMS Advisory Program

- Homeroom Groups of 10 - 14 (UA Teachers divided up to grade level teams)
- Advisory lessons every month during “On Team” block - 50 Minutes
- 10 lessons per year- 2 activity choices per lesson
- Advisors provided with a notebook/tub:
 - * Advisory guidelines * Advisory tips * Pillars of Character Poster
 - * Essentials of Teamwork Poster * Lesson plans * Handouts and props

See Advisory Overview



2014-15

**Celebrating
&
Collaborating**

**celebrating
2014-15**

Peer Observations

Crew State Champs

Common Planning

Alternative Energy
Advisory

AP Honor Roll

Newsweek Top 20

The 12 Days Lip Sync

Math Team

Study with a Buddy

AP Scores

Indoor Track State Champs

Spirit Week

Learning Guides

Bagel Fridays CT Musical Theater Award

Pickle Ball

Homework Club

Science Olympiad

AP Art Portfolio



Special Ed Success

Safe Sports School Award

Independent Reading

Microsoft Certification

CTE Top 5

21st Century

Senior Projects

P.E.E.P.

Raku

WLYM

AP Calculus Perfect Score

Cross Country State Champs

Wind Tunnel

Technology

Global Travel

School-Wide Writing Rubric

Core Values

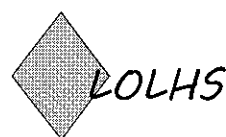
Measures of Achievement

SAT 2013-14

Group	Reading	Math	Writing
LOLHS	567	550	564
CT	507	510	508
National	497	513	487

ACT 2013-14

Subject	LOLHS	State Avg.
English	25.1	24.2
Math	24.9	24.1
Reading	25.5	24.5
Science	24.7	23.6
Composite	25.2	24.2



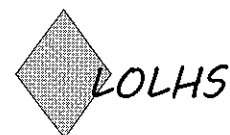
Measures of Achievement

Advanced Placement (AP)

Year	2012-13	2013-14
Courses	12	14
Students	124	125
Exams	219	241
3 or Better	80%	85%

Spanish
French
Calculus
Biology
Chemistry
Physics
Physics C

Statistics
Psychology
English
U.S. History
Drawing
Music Theory

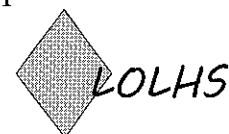


Measures of Achievement

University of Connecticut Early College Experience (ECE)

Year	2013-14
Courses	10
Students	61

Biology I
Biology II
Music Appreciation
Music History
Physics I
Physics II
Physics w/Calculus
Spanish Conversation
Spanish Composition
Studio Art



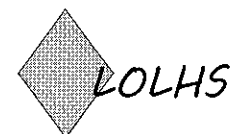
Success After High School

Post Graduate Plans for the Class of 2014

2 or 4 Year College:	90%
Military:	3.6%
Employment:	1.8%

4-Year Average

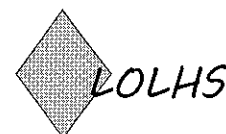
2 or 4 Year College:	89.9%
Military:	2.73%
Employment:	5.42%



Measurement

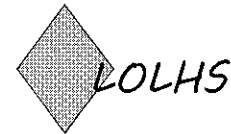
Alumni Tracker

- Over 3,300 colleges and universities
2/4 year, trade, vocational
- Data from 2006
- % of students enrolled
- Freshmen to sophomore retention
- % of college degrees
- Progress of a single class



Measurement**Assessments Drive Instruction****School-Wide Writing Rubric**

- Adapted from the CCSS
- Infused in all subjects
- Universal measurement

**Measurement****Assessments Drive Instruction****Math Predictors**

- Assessments align with the CCSS
- Common assessments for all courses
- Data drives instruction

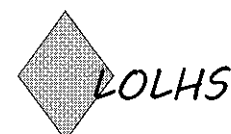


Measurement

Embedded Skills

21st Century Skills

- Communication
- Critical Thinking
- Creativity and Innovation
- Collaboration

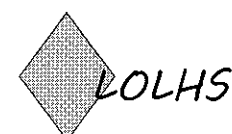


Measurement

Strong Community Enrollment

2014-15

- 7 students withdrew from LOLMS to attend other HS's
3-private school, 2 tech school, 2 magnet school
- 7 students returned to LOLHS from other HS's
4-private school, 1 tech school, 2 magnet school
- 9 freshmen returned from private middle schools



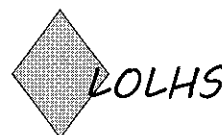
Challenges 2014-15

NEASC Visit

May 3-5, 2015

Common Core

CCT / Teacher Evaluation



VISION

Lyme-Old Lyme High School teachers actively plan relevant, rigorous lessons supported by the CCT teaching rubric to ensure cognitive student engagement, on-going formative assessment, and meaningful feedback that maximizes learning for all students.

VISION

Lyme-Old Lyme High School teachers actively plan relevant, rigorous lessons supported by the CCT teaching rubric to ensure **cognitive student engagement**, on-going **formative assessment**, and meaningful **feedback** that maximizes learning for all students.

ROAD MAP

Collaboration

Common Planning

Instructional Coaching

Peer Observations

Evaluation Process

**celebrating
2014-15**

Peer Observations

Crew State Champs

Common Planning

Alternative Energy
Advisory

AP Honor Roll

Newsweek Top 20

The 12 Days Lip Sync

Math Team

Study with a Buddy

AP Scores

Indoor Track State Champs

Spirit Week

Learning Guides

Bagel Fridays CT Musical Theater Award

Pickle Ball

Homework Club

Science Olympiad

AP Art Portfolio



Special Ed Success

Safe Sports School Award

Independent Reading

Microsoft Certification

CTE Top 5 21st Century Skills

Senior Projects

P.E.E.P.s Raku

WLYM

AP Calculus Perfect Score

Cross Country State Champs

Wind Tunnel

Technology

Global Travel

School-Wide Writing Rubric

Core Values

LOLMS Advisory Program

Outline/Logistics Homeroom Groups of 10 – 14 (UA Teachers divided up to grade level teams)

Meet during Team Time (1 team time per month - 1st team time after 2nd faculty meeting of the month)

10 Lessons per year (2 Activity options per topic) on Character Ed/Social Dev.

Notebooks/tubs with the following: Advisory guidelines, Advisory tips, Pillars of Character poster, Essentials of Teamwork poster, all lesson plans, handouts and props

Topics	Objectives	Activities:
1. Essentials of Teambuilding Pillars of Character	SW know the Essentials of teamwork, SW know the 6 pillars of character	Name game, Essentials of teamwork, class rules Define character, go over 6 pillars
2 Service / Citizenship	SW demonstrate an appreciation for serving the school and community	Citizenship handout and inventory Truckload of Gifts Story or Moon Jumping Group service project
3. Respect	SW define respect and be able to identify ways to show respect for yourself, others and the school/community	Respect Handout and Inventory Squirms or relay race
4. Responsibility	SW value being responsible, recognize what they need to improve	Responsibility Handout and Inventory Circle Juggle or Responsibility Reaction
5. Advocacy/communication	SW be demonstrate an appreciation for good communication skills	Communication handout and Inventory Maligned Wolf Lesson or Communication Drawing
6. Kindness	SW value kindness and will know how to help prevent bullying	Kindness handout and Inventory Crumpled Paper (pg 38 RAISE) or Courage by Degrees
7. Caring / Compassion	SW value compassion/empathy.	Compassion handout and inventory The Giving Tree and Starfish story or Writing behind your Back
8. Tolerance/Appreciating Differences	SW show an appreciation for differences	Tolerance Handout and inventory Face Value (cards) or Sneeches story
9. Cooperation	SW understand the importance of knowing how to cooperate	Cooperation handout and inventory Weighing the Two C's stories and Discussion Or Cooperation Puzzles
10. Trustworthiness	SW demonstrate an understanding of the advantages of being trustworthy.	Trustworthiness Handout and inventory Story or Willow in the Wind