

# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

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

Lyme-Old Lyme High School

November 5, 2014

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

*Administration Present:* Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Michelle Dean, Assistant Principal of Lyme-Old Lyme High School; 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; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Tisha Kirk, AFT President; Preschool Staff: Kinny Newman, Maria Varga, Rebecca Bocian, Myra Gipstein, Wendy Wilke, Mary Pope and Suzanne Bouchard; Abigail Cipparone and Gabe Barclay, High School Student Representatives; 10 Townspeople from LOL

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

The meeting was called to order by Chairman Witkins at 7:15 p.m.

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

The minutes of Regular Meeting of October 1, 2014; Executive Session of October 1, 2014; and Special Meeting of October 22, 2014 were approved as presented.

### **III. Visitors:**

#### **1. CAPSS Student Recognition**

This year's recipients of the CAPSS Superintendent's Award, Meredith Aird and Eric Pan, were recognized by the Board. This award is based on the students' service, leadership and academic prowess. Jim Wygonik, Principal of LOLHS, introduced the students and briefly described their many accomplishments.

## 2. Student Representatives

Abigail Cipparone and Gabe Barclay reported the following activities occurring in the schools:

*At Lyme School:* On Veteran's Day, students and their guests (veterans) will meet and have an hour of time to share their military experiences. Following this, all students and staff will have a "Town Meeting" to honor all the veterans in attendance. On November 20, the Mile Creek kindergarten classes will travel to Lyme School and join their kindergarten classes to hold the annual Thanksgiving Day Feast. On Friday, November 21, the first trimester report cards will be sent home for students in grades 1-5. Parent/Teacher conferences will be held on the afternoons of Monday the 24th and Tuesday the 25th. The new playscape equipment should be installed before Thanksgiving.

*At Mile Creek School:* Next Tuesday, Center School fifth graders will travel to Mile Creek for the third week of the 3-5th grade afternoon enrichment program called ACE. Mrs. Pasiuk and Mrs. Guyer have been running a math club for 2nd graders called Crazy Eights. It has been a huge success. The PTO is hosting a breakfast on November 6 for staff to mark the reopening of the courtyard, kindly and expertly groomed by the Mile Creek Garden Gang, a group of parents, led by Suzanne Thompson, who have taken up the charge of caring for the gardens. On November 11, Mile Creek will honor veterans at a Veterans' Day assembly and tea at 2:00 p.m. Mile Creek will have a number of observances of Thanksgiving including the First Grade Muffin Share and a trip by the kindergartners to Lyme School for a feast. On November 24/25, the Mile Creek staff will hold parent-teacher conferences. Mile Creek will kick off its community giving program, The Giving Tree, starting on November 24.

*At LOLHS:* The Physics team bested 49 prep, magnet, and public schools from Connecticut, New Jersey, and New York to win a gold medal in the Fermi estimates and a bronze medal in the ballistics trajectory competition at the Yale Physics Olympics.

Once again, the LOLHS electric vehicle class won first place at the Lyme Rock electric car race.

LOLHS has been awarded the Michaels Cup from the CIAC as the exemplary high school athletic program for the 2013-14 school year.

This past Wednesday, the entire school participated in the Names Can Really Hurt program where students planned initiatives to further strengthen the school culture.

This past Friday, both the boys' and girls' soccer teams played in the Shoreline soccer championship games. The boys' team fell to Cromwell in a hard fought 2-1 game. The girls won the Shoreline Championship by beating Coginchaug 1-0. Both teams now move on to the state tournament.

The fall Play, "Letters to Sala" will be performed November 14 and 15 at 7:00 p.m. This play accounts the true story of a woman's experience in Nazi Germany's labor camps and the process of sharing her secret and saved letters and photographs with her daughter and granddaughters years later.

Last week marked the end of the first quarter. This Thursday, the high school will hold the annual report card night which gives parents an opportunity to meet with teachers to discuss their children's progress.

*At Center School:* The students will be celebrating a fall festival this Thursday, November 6. Prekindergarten and grade 5 students will decorate pumpkins, cookies and more. Last week a visiting artist came to the art classes to show the students all kinds of painting strategies.

*At LOLMS:* 15 LOLMS students (and 8 LOLHS students) were featured at the Connecticut American Choral Director's Association on Saturday, October 18, at Central Connecticut State University. They joined over 100 students from across the state to rehearse and perform high caliber choral music with UConn professor Dr. Mary Ellen Junda.

These students are leaders in their chorus classes; they are:

7th Graders - Sarah Conley, Haley Stevens, Gabe Metcalf, Chris Dow, Joey Sandora, Elizabeth McCarthy

8th Graders - Kendall Antoniac, Ciara Klimaszewski, Hollis Mann, Liam Clark, Jack Manthous, Thomas Pennie, Madison Babcock, Riley Jacobson, Katie Reid

Beginning next Monday, Middle School students who ride the bus home from school will board their bus at the high school. Students will be dismissed from the exit doors near the art room and tech lab. This change will allow students about ten additional minutes to gather their belongings and check in with teachers, if needed. Most importantly, it eliminates the need for students to cross the driveway between parked busses and enables all to board safely from the sidewalk. As in the past, Middle school students will be boarded and seated prior to high school dismissal.

Follow-up discussion took place on the "Names Can Really Hurt" program and the positive plans to change the environment that are being pursued.

### 3. Public Comment

There was no public comment.

## **IV. Administrative Reports:**

### 1. Superintendent's Report

Mr. Neviaser reviewed the personnel report which reflected the hiring of the new payroll clerk, Kristen Cabral. Kristen is replacing Pat Calkins who is retiring in mid-November after 35 years with the district.

Mr. Neviaser reviewed the November enrollment report which reflected a total of 1,351 students enrolled, which was an increase of one student from last month. It was noted that the anticipated increase of high school students next year will be offset by the decrease at the lower level.

Mr. Neviaser reported that as a result of the district's new breakfast program, the district has received numerous letters from around the state commending the district on this new initiative. He shared one such letter with the Board received from Nancy Rossi, Chair of the New London County Food Policy Council.

Mr. Neviaser congratulated the athletic department for being awarded the prestigious CIAC Michaels Cup Exemplary Program Award for 2013-2014. Only 17 schools in the entire state received this recognition. The award will be presented to the district on Thursday, November 20, at the CIAC Sportsmanship Summit. The award recognizes exemplary athletic programs defined by rating the following seven criteria: sportsmanship, participation, athletic/scholarship, athletic personnel, equity, chemical free initiatives, and athletic achievement.

Mr. Neviaser reported that the district was recognized by CAFE by receiving their Award of Excellence for Educational Communications for the annual budget book. This award will be given to the district at the CAFE/CAPSS convention next Friday.

Mr. Neviaser updated the Board on the boathouse renovations and their work on formalizing an agreement with the Old Lyme Rowing Association.

2. Business Manager's Report

Mrs. McCalla provided a year to date budget status report as well as a contingency fund report.

**V. Educational Presentation:**

1. Report from the Preschool Program

Nancy Johnston, Director of Special Services, and the teachers and support staff from the Preschool Program: Kinny Newman, Maria Varga, Rebecca Bocian, Myra Gipstein, Wendy Wilke, Mary Pope and Suzanne Bouchard, presented an update on the Preschool Program. The report included information about the program in general as well as information on how they are adjusting to their new location at Center School and the children's collaboration with the 5<sup>th</sup> graders. A copy of their presentation is attached to these minutes for informational purposes.

Discussion followed the presentation and included the impact of a more centralized location for the preschool and its effect on students from Lyme and the capacity and growth of program during the course of the year. It was noted that having the preschool centrally located was an impetus for redistricting and that the administration will be keeping an eye on whether the program is benefitting from the central location. There was also discussion on offering a universal preschool for all students and the effect this would have on local preschool programs.

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

Mr. Witkins reported on the boathouse renovations and their work with the Old Lyme Rowing Association on the total cost of ownership. He also reported that the bonding for the LOLHS project is significantly below what they originally thought they would need to borrow. Regarding the development of the 15-16 budget, Mr. Witkins noted that the process has begun and they are taking a qualitative look at the budget and seeing how the declining enrollment and declining class sizes will affect the budget. He noted that administrative expenses do not decline as fast as other expenses related to the classroom.

Mr. Witkins reported that Board officer elections would take place at the December Board meeting. He briefly reviewed the process behind this annual election.

#### **VII. New Business:**

##### **1. Water Supply to Lyme Street Organizations**

Mr. Neviaser explained that the district has informally provided water to a number of town organizations over the years. Recently, two additional town organizations who have neighboring properties (Lymes' Youth Service Bureau and the Old Lyme Historical Society) have requested use of the district's water. In order to formalize existing agreements, as well as limit future additions, the Superintendent proposed a resolution to the Board as follows:

*Whereas the Board of Education recognizes the support and commitment of many local organizations within the town of Old Lyme and recognizes the hardship of limited water access on Lyme Street;*

*Whereas the Board of Education recognizes their own limited water supply and their commitment to their students, staff, and programs;*

*Whereas the Board of Education recognizes their limited ability to supply water to other organizations due to regulatory restrictions;*

*Therefore be it resolved: That only the following organizations, assuming their continued existence at the listed addresses, will be provided access to the water supply of the Region #18 Board of Education.*

*Old Lyme Memorial Town Hall, 52 Lyme Street, Old Lyme, Connecticut 06371*

*Old Lyme Fire Department, 69 Lyme Street, Old Lyme Connecticut 06371*

*Old Lyme Historical Society, 55 Lyme Street, Old Lyme Connecticut 06371  
Lymes' Youth Service Bureau, 59 Lyme Street, Old Lyme, Connecticut 06371*

*Any changes in ownership of the properties listed above will terminate the resolved commitments of the Region #18 Board of Education to the individual organization and associated property. The Region #18 Board of Education assumes no liabilities in relation to this resolution or any matter resulting from said resolution.*

After a Board member voiced concern over liability or lack of water supply, Mr. Neviaseer reported that the potential usage at these four buildings was very limited and occurred at different times compared to the higher usage by the schools during the day.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Linderman, to approve the Region #18 Board of Education Resolution 11052014 which provides access to the water supply of the Region #18 Board of Education to Old Lyme Memorial Town Hall at 52 Lyme Street; Old Lyme Fire Department at 69 Lyme Street; Old Lyme Historical Society at 55 Lyme Street; and Lymes' Youth Service Bureau at 59 Lyme Street.

There was clarification that any future need for a drilled well would not be due to this resolution but rather for district use.

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

## 2. Mile Creek Clock and Public Address System Upgrade

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

Replacing the Mile Creek clock system is a 2014-2015 budgeted facilities project. The existing clock and public address system, installed in 2001, is no longer functioning properly. In addition, replacement parts are no longer available. This proposal will:

Replace the entire clock system with new clock and Internet clock driver and utilize the existing wiring infrastructure.

Expand public address system to areas not properly covered.

Replace defective and unreliable public address system amplifiers.

Replace public address system controller allowed for web based system programming.

Two options related to addressing the system deficiencies were investigated. First option is to replace the system with IP clocks costing approximately \$15,000 excluding labor. This option only addresses the needs of the clocks and does not address public address system deficiencies. The second option is to have the intercom system contractor (Integrated Systems Services, LLC) replace the clocks and address the needs of the public address system for \$16,923.

This project was budgeted at \$15,000. However, the \$1,923 can be absorbed in the facilities budget.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Lucas Edson, to waive the bidding requirements and award Integrated Systems Services, LLC the contract to upgrade the Mile Creek clock and public address system for \$16,923.

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

### 3. Educational Specifications for Lyme School Roof Project

The Board was presented with the Educational Specifications for the roof replacement at Lyme Consolidated School (attached to these minutes for informational purposes). The Facilities Committee has budgeted this roof replacement during the summer of 2015 in accordance with the five year facilities projects plan.

MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Goulding, to approve the Educational Specifications for the Lyme Consolidated School Roof Replacement as presented.

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

### 4. Building Committee Charge for Lyme School Roof Project

The Board reviewed the Building Committee Charter for the replacement of the Lyme Consolidated roof. It was noted that the district is required to establish a Building Committee to assist the Board of Education in this endeavor. The Charter is attached to these minutes for informational purposes.

MOTION: Mrs. Wilczynski made a motion, which was seconded by Dr. Jones, to approve the Building Committee Charter for the Lyme Consolidated School Roof Replacement Project as presented.

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

### 5. Architect Selection for Lyme School Roof Project

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

As part of the five year facilities capital projects program, the roof is scheduled to be replaced. The current low pitch roof and gymnasium roofs were installed in 1992. The existing slate roof is original (1934).

Architectural bids were obtained through a public bidding process. The selection of Jacunski Humes was a decision of the Facilities Committee based on relevant experience, previous roof replacement experience at Mile Creek School, interviews held by the Facilities Committee, and

price. Listed below is a list of all bidders for this project.

Total estimated value of the architectural and engineering services will be \$40,200 based on a \$700,000 construction project.

Company Name	Conceptual Design and Estimate Cost	Construction Documents and Administration
Northeast Collaborative Architects	\$7,500	7.5%
Jacunski Humes Architects	\$5,200	5%
J Associates	\$5,900	3%
B&L Companies	?	\$18,100
Christopher Williams Architects	\$4,850	5%

MOTION: Mrs. Linderman made a motion, which was seconded by Dr. Goulding, to contract Jacunski Humes Architects to provide architectural and engineering services for the Lyme Consolidated roof replacement project for a not to exceed contract value of \$40,200.

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

6. Policy 2360 and 4610 Smoke Free Environment – 1<sup>st</sup> Reading

Mrs. Linderman, Policy Chair, and Mr. Neviasser reviewed the addition of a paragraph to Policy 2360 and 4610 *Smoke Free Environment* which addresses the inclusion of e-cigarette devices in the policy language. It was noted that this additional wording will allow full protection in terms of a response as the type of devices used for nicotine or other harmful products and/or drugs evolves.

The Board discussed the policy and the majority were pleased with the additional wording. This is a first reading and required no Board action at this time.

**VIII. Old Business:**

1. Reports of Committees

*Facilities.* Discussion ensued on the costs associated with maintaining the buildings.

*Building.* It was reported that meetings are scheduled to review the last change orders for the high school project, to review the final price of the project, and to officially close the project.

*Technology.* No report.



*Policy.* This group will meet next month to discuss the graduation requirements policy and the policy on school visitors.

*Communications.* It was reported that the *Focus on Education* newsletter is just about ready to go to the printer.

*Finance.* The budget process for development of the 15-16 budget has begun.

*Human Resources.* It was noted that this would be reported in executive session at the conclusion of the regular meeting.

*Enrollment & Equity.* Mr. Neviasser reported that the NESDEC Enrollment Projection had been received.

*LEARN.* No report.

**IX. Correspondence:**

There was no correspondence to report.

**X. Executive Session:**

Dr. Goulding made a motion, which was seconded by Ms. Smalley, to move into executive session for the purpose of discussing student discipline matters. Mr. Neviasser, Superintendent of Schools; Jim Wygonik, Principal of LOLHS; and Michelle Dean, Assistant Principal of LOLHS, were invited to attend the executive session.

**XI. Adjournment:**

The regular meeting adjourned at 9:15 p.m.

Respectfully submitted,

Beth Jones, Secretary

**Welcome to the Lyme/Old Lyme  
Special Needs Preschool Program at  
Center School**



hy Preschool?

1968

### **Public Law 90-538**

*'The Handicapped Children's Early Education Assistance Act (HCEEAA).'*

- early intervention movement for handicapped children
- Congressional leaders had taken note of the plight of handicapped preschoolers and infants and the lack of services for them
- initiation of the development of model programs for early intervention

1975

### **Public Law 94-142**

*'Education for All Handicapped Children Act'*

- heralded as the single most important piece of legislation passed on behalf of the handicapped
- established that all children and youth between ages 3-21 are entitled to a free and appropriate education

1986+

### **Public Law 99-457**

*'Amendment and reauthorization of PL 94-142'*

- Congress appropriates significantly more incentive monies for preschool intervention services
- states will establish full services for all eligible 3-5 year old special needs children by the 1990-91 school year.

## Lyme/Old Lyme Preschool Special Needs Program

- Provides early childhood-special education and related services to children between the ages of three and five
- Includes peer models
- Classrooms are located in Center School
- Morning and afternoon sessions are available and one all day session is available

## **Program Philosophy**

- ✓ children learn best through active participation in a variety of developmentally appropriate experiences**
- ✓ staffed by adults who are sensitive and responsive to children's needs**
- ✓ balanced ratio of peers to children with special needs**
- ✓ a family's role and involvement is vital**

## Program Goals

- Facilitate cognitive and language development through play and a variety of active learning experiences.
- Promote physical development, including fine and gross motor skills.
- Develop self-esteem and appropriate social skills.
- Promote positive health, safety and nutritional practices.
- Support families and provide information to them through ongoing home-school communication.



## Program staff

Special Education Teachers	Occupational Therapy (Fine Motor) Physical Therapist (Gross Motor)	Speech and Language Therapist	Classroom Assistants Specials Teachers	School Psychologist  School Nurse
<b>Rebecca Bocian</b>  <b>Kinny Newman</b>  <b>Maria Varga</b>	<b>Wendy Wilke</b>  <b>Suzanne Bouchard</b>	<b>Mary Pope</b>	<b>Steve Ernst</b> <b>Music</b>  <b>Michelle DeSarbo</b> <b>PGN Library</b>	<b>Myra Gipstein</b>  <b>Kathy Bartus</b>

## Eligibility for the Preschool Program:

Referrals may be made by parents, pediatricians, Birth-to-Three Program provide

Referrals to the preschool along with preschool screenings are coordinated by  
Gipstein, our school psychologist

Consultation, observation, and assessment are utilized to determine eligibility

Children who receive special education have an Individualized Educational Program, which includes specific goals and objectives. Parents of children receiving special education have rights, which are described in Procedural Safeguards of children in Special Education



## **A variety of services are available for children in the preschool program**

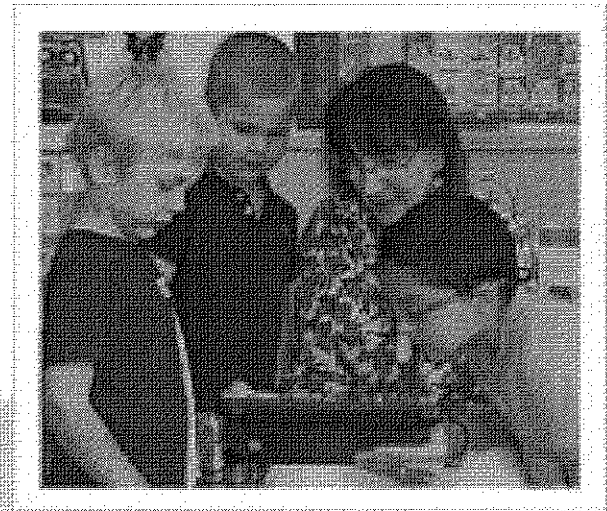
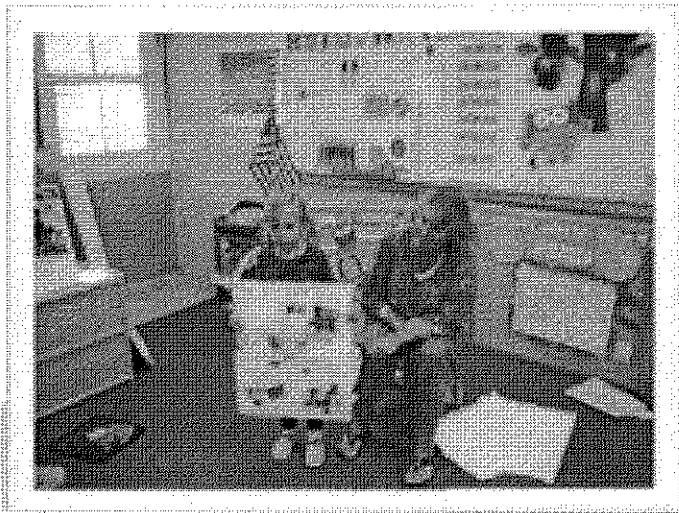
**Service depends on the child's individual needs and is determined at the PPT meeting.**

**To the greatest extent possible services are provided within the classroom setting.**

***The following is an explanation of the program and special services provided:***

# Preschool Teachers and Curriculum:

- ➔ **Language and play based program, using a theme approach and consistent routine**
- ➔ **Follows the new Connecticut State Standards and Benchmarks for Preschool as well as the Connecticut Preschool Framework**



# Occupational Therapy

**Direct therapy, consultation to the family and staff, and assessment are available:**

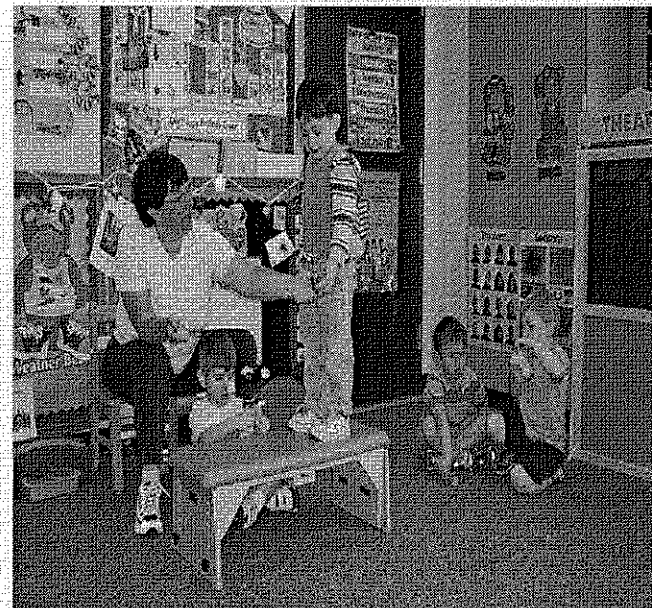
**Areas of focus include development of hand skills, play skills, greater independence in feeding and self care, and sensory motor integration.**



# Physical Therapy

**Direct therapy, consultation to family and staff, and assessment are available:**

**Areas of focus include balance, coordination, sensory-motor integration, ambulatory skills, ball play, playground skills and safety with the school environment.**



# Speech and Language

**Direct therapy, consultation to the family and staff, and assessment are available:**

**Areas of focus include expressive language, speech fluency, and social communication skills.**





# Psychology

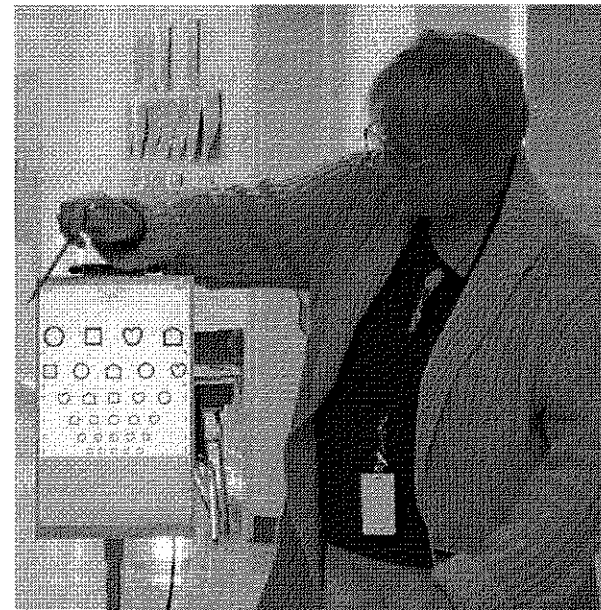
**Areas of focus involve child development, cognition and learning, social, behavioral and emotional growth**

**Direct therapy, consultation to family and staff, and assessment are available**



# School Nurse

- ❖ Serves as a consultant to the staff regarding medical concerns
- ❖ Provide services for children with special health care needs including children with chronic illness
- ❖ Develops a health care plan as part of a child's Individual Education Plan (I.E.P.)



# Instructional Assistants

- ✓ Provide support within the preschool setting to both children with special needs and peers
- ✓ Carrying out of classroom objectives; individual goals, behavioral support, interactive play, curriculum activities and arrival and dismissal of students

## Specials

- ✓ Formal Music Instruction provided weekly
- ✓ Weekly story time and book lending at the PGN Library



***Under part B of the Individuals with Disabilities Education Act (IDEA):***

***A state must also provide special education to young children, ages three to six, with disabilities in the “least restrictive environment.”***

## **Peer Selection Process for the Special Needs Preschool Program:**

1. All children three years old by September 1<sup>st</sup> of the coming school year are welcome to participate in a peer visit.
2. A peer visit includes a “mini” preschool session for the child, while the parent meets with the school psychologist and completes a questionnaire.
3. Peer selection is driven by program needs related to age and gender through a lottery system
4. Special consideration is given to English language learners, at-risk children and other children not participating in another preschool program due to financial constraints

*To promote the natural environment for a  
preschooler with a disability we also  
provide...*

- *Community outreach to area preschool and child care centers*
- *Representation on the Lyme-Old Lyme Early Childhood Council*

**Connecticut Commission on Children**  
**Universal Pre-K: Research and Benchmarks:**  
**August 2003**

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graph TD; A[Connecticut Commission on Children  
Universal Pre-K: Research and Benchmarks:  
August 2003] --> B[At birth, a child's brain has almost all the brain cells she/he will ever need]; A --> C[Critical neurological development occurs in early childhood]; A --> D[The brain develops to 90% of its capacity in the first five years of a child's life];
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At birth, a child's brain has almost all the brain cells she/he will ever need

Critical neurological development occurs in early childhood

The brain develops to 90% of its capacity in the first five years of a child's life

“For every dollar states invest in pre-kindergarten, they save between four and eight dollars in future costs of remedial classes, special education, welfare and expenses associated with juvenile crime.”

*~The Trust for Early Education*

**EDUCATIONAL SPECIFICATIONS FOR  
LYME CONSOLIDATED SCHOOL ROOF REPLACEMENT  
REGIONAL SCHOOL DISTRICT 18**

1. **PROJECT RATIONALE**

Part (13,844sq.ft.) of the existing Lyme Consolidated School roof was installed in 1992. The slate portion of the roof (8,606sq.ft. is original to the 1934 building. The remainder of the roof (13,167sq.ft.) was installed in 2001. The School District Facility Committee has budgeted both the 1934 and 1992 roof replacement during the summer 2015 in accordance with the Five Year Facilities Projects Plan. Based on roof inspections it is clear that the existing roof has reached its end of life. If we do not replace the roof at this time, it is likely that extensive damage to associated building components will occur.

2. **LONG-RANGE PLAN**

The Five Year Facilities Projects Plan for the school district maintains a safe and appropriate learning environment. This project will replace the existing roof at the end of its life expectancy ensuring a safe and appropriate school environment.

Regional School District 18 plans to continue to utilize Lyme Consolidated School in its current capacity, and with appropriate maintenance, as an elementary school for the next twenty years.

3. **THE PROJECT**

Regional School District 18 proposes the following components of its roof replacement project:

- Test for/identify any asbestos or PCB containing roofing and flashing materials
- Temporarily move (and later return) rooftop equipment
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner
- Inspect roof deck and replace problem areas as appropriate
- Install new roofing system (proposed type: fully adhered PVC and asphalt shingle).
- Install gutter system

Current space: Lyme Consolidated School includes the following instructional and support spaces: general classrooms, kindergartens, library/media center, computer lab, gymnasium, music room, art room, special education classrooms, special education resource room, cafeteria, nurse's office, kitchen, conference room, school administration's offices, custodial services, storage and boiler plant with pipe tunnels.

Construction: Roof replacement will not impact any of these spaces directly.

**Approved:**

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**Board of Education Chairperson Signature**

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**Board of Education Approval Date**

# Regional School District No. 18

## Lyme – Old Lyme, CT

### LYME CONSOLIDATED ROOF PROJECT BUILDING COMMITTEE CHARTER

The Regional District 18 Board of Education has established a Building Committee to assist the Board in replacement of the Lyme Consolidated roof. The Building Committee will function in a project oversight capacity to monitor the timely completion of the roof replacement plan, to ensure that the completed project meets the programs and improvements approved by the State of Connecticut and by Board of Education, and to ensure that the project meets the overall project plan budget. The Building Committee will also:

1. Oversee Project implementation and expenditures and to assist the Board of Education in maintaining the Project schedule and budget.
2. Review and approve all Change Orders.
3. Approve and recommend to the Board of Education Project completion when the Building Committee is satisfied.

The Building Committee will act as a decision-making sub committee for the Board of Education with decision-making authority as limited by this approved charter. The Building Committee's responsibilities include:

1. To approve and independently accept the school's project design;
2. To approve building project changes and additions as well as budget line item overruns subject to the following:
  - A. Changes, additions and budget line item overruns not exceeding Seventy Five Hundred (\$7,500) dollars will be approved by the District's Director of Facilities and Technology.
  - B. Changes, additions and budget line item overruns between Seventy Five Hundred and Ten Thousand (\$7500 and 10,000) dollars will be approved by a sub-committee of the Building Committee that shall be comprised of the Building Committee Chairperson (or his/her designee), Building Committee Vice Chairperson (or his/her designee), and the Director of Facilities and Technology.
  - C. A quorum of the School Building Committee after having been approved by the Director of Facilities and Technology will approve changes, additions and line item overruns over Ten Thousand and not exceeding Twenty Thousand (\$10,000 and \$20,000) dollars.
  - D. Changes, additions and line item overruns greater than Twenty Thousand (\$20,000) dollars will be reviewed by the Director of Facilities and Technology and the Building Committee and approved by the Board of Education.

Regional School District No. 18  
Lyme – Old Lyme, CT

LYME CONSOLIDATED ROOF PROJECT BUILDING COMMITTEE CHARTER

E. All change orders will be presented at the regularly scheduled monthly building committee meetings along with the monthly budget status report.

Project Changes and Additions will be defined as all Change Orders, changes to the Architect's base contract value and new contracts directly to District 18 affecting all schools.

3. To review a summary of all invoices at the Building Committee meetings;
4. To review the construction Project schedule and budget;
5. To review any changes in the Project schedule and recommend for approval by the Board of Education;
6. To approve and independently accept the project as being "complete."

The Director of Facilities and Technology shall approve any personnel contracted directly by Regional School District No. 18 assigned to assist the School Building Committee in carrying out its charges.

The Building Committee may take no binding action unless a quorum of the voting members of the Building Committee is present at a Building Committee meeting and a majority of those voting School Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the current-voting members including the chairperson of the School Building Committee. Building Committee members eligible to vote are those members who are residents of Lyme or Old Lyme with the exception of District 18 employees, who are not eligible to vote.

The Building Committee will be dissolved by Board of Education action following the Building Committee approval of the completed Building Project.

Approved by Regional School District # 18 Board of Education on November 5, 2014.

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James Witkins  
Board of Education Chairperson