

LYME-OLD LYME PUBLIC SCHOOLS



Small Schools, Big Ideas

Challenging * Achieving * Excelling

REGION #18

Regular Board of Education Meeting

Lyme-Old Lyme High School

December 2, 2015

Board Present: Michelle Roche, Chairwoman; Beth Jones, Vice Chair; Jean Wilczynski, Treasurer; Rick Goulding, Secretary; Erick Cushman; Diane Linderman; Nancy Lucas Edson; Mary Powell St. Louis; Stacy Winchell

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Michelle Dean, Interim Principal of Lyme-Old Lyme Middle School; Heather Fitzgibbons, Interim Assistant Principal of Lyme-Old Lyme High School; Nancy Johnston, Director of Special Services; Holly McCalla, Business Manager; John Rhodes, Director of Facilities & Technology; Neil Sullivan, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Deborah House, RETA Co-President; Jennifer Harvill, AFT Representative; Jeanne Manfredi, LOLHS Spanish Teacher; Technology Committee Members (Tammy Noyes, Andrew Raucci); Silja Forstein and Gabe Barclay, High School Student Representatives; Members of the LOLHS Soccer Team and Coaches Paul and Allison Gleason; 5 Community Members from LOL

I. Call to Order

The meeting was called to order at 6:30 p.m. The Pledge of Allegiance was recited.

1. Election of Board Officers

Dr. Jones made a motion, which was seconded by Mrs. Linderman, to nominate Michelle Roche as the Chairwoman of the Board of Education. A paper ballot vote reflected all Board members voting for Mrs. Roche as the Chairwoman of the Board.

Mrs. Lucas Edson made a motion, which was seconded by Dr. Goulding, to nominate Beth Jones as Vice Chair of the Board of Education. A paper ballot vote reflected all Board members voting for Dr. Jones as Vice Chair of the Board.

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

Mrs. Linderman made a motion, which was seconded by Mrs. Lucas Edson, to nominate Jean Wilczynski as Treasurer of the Board of Education. A paper ballot vote reflected all Board members voting for Mrs. Wilczynski as Treasurer of the Board.

Mrs. Wilczynski made a motion, which was seconded by Mrs. Lucas Edson, to nominate Rick Goulding as Secretary of the Board of Education. A paper ballot vote reflected all Board members voting for Dr. Goulding as Secretary of the Board.

II. Approval of Minutes

Dr. Jones made a motion, which was seconded by Mrs. Linderman, to approve the minutes of Special Meeting of November 4, 2015 and the Regular Meeting of November 4, 2015. The motion passed unanimously.

III. Visitors

1. LOLHS Girls' Soccer Team

The high school girls' soccer team and their coaches, Paul and Allison Gleason, were present so that the Board could recognize them for winning the Shoreline Championship and State Championship (co-champions with Notre Dame of Fairfield). Coach Gleason gave a speech on the successes of this team's winning year.

2. Report from Student Representatives

Silja Forstein and Gabe Barclay reported the following activities occurring at the schools:

At LOLHS: Progress Reports for the second marking period will be posted this Friday. The boys' and girls' soccer teams are both Shoreline Conference champions, and the girls' team are co-state champions. Winter sports seasons began this week. The National Honor Society is holding its annual Toy Drive to benefit LYSB from November 30 until December 17. On December 11, the Select Singers will perform a joint holiday concert with the choir from the First Congregational Church. The concert will begin at 6:30 p.m. at the church. The LOLHS Wind Ensemble will be performing a combined holiday concert with the Governor's Foot Guard Band on December 14 at 7:30 p.m. in the auditorium.

At Lyme School: All the students and staff are very excited to follow and support former Lyme School student, Braiden Sunshine, as he competes on *The Voice*. The Veterans' Day celebration was very successful: 38 veterans attended the tea and town meeting. The student senate collected over 850 food items for the food pantry. On November 20, 65 students performed in the "Talent Show." It was an outstanding show with talented students. Report cards were sent home on November 20 for all students in grades 1-5. Parent/teacher conferences were held on November 23 and 24. The "Circle of Giving" is taking place now through December 11. The school is asking for donations from parents and staff to help the children of local families in need. On December 22, the LOLHS Select Chorus will be performing for all students and staff.

At Mile Creek: On November 11, Mile Creek celebrated Veterans' Day with an all school assembly and tea. Nearly 30 veterans and their families were in attendance. The Mile Creek staff provided home baked goods and refreshments. This month, the Mile Creek PTO successfully sponsored a very successful book fair for the student body...and ACE (after school enrichment) for grades 3-5. Ace for K-2 will be held in the spring. Grade levels celebrated Thanksgiving in a variety of special ways. The first grade held a muffin share. The kindergarteners from Lyme Consolidated and Mile Creek gathered together at the Mile Creek cafeteria for a Thanksgiving feast, songs and storytelling. Last week, the elementary schools successfully held their parent-teacher conferences. Currently, the Mile Creek giving tree stands in the school cafeteria in support of a district effort to assist local families during the holidays. Tomorrow night, December 3, the Mile Creek PTO will hold its annual winter wonderland fair, an opportunity for students to make holiday gifts for loved ones. As part of the Mile Creek School's Social Development Program, students, staff and families collected and donated over 1,000 pounds of food and dry goods for the Shoreline Food Pantry.

At LOLMS: Many events and celebrations took place in the month of November at the middle school. There was an 8th grade band/chorus concert that also featured the Jazz Cats. School counselor, Renee Molnar, emceed all three student recognition assemblies that were planned by each team in conjunction with Renee and Neil Sullivan. The recognition assemblies highlighted the socially responsible actions of students based on the LOLMS Core Values or ROARS: respect, ownership, advocacy/attitude, responsibility, and safety. In addition, many students performed or highlighted talents that are generally not seen in an academic setting. For example, self-taught musician, Sophia Griswold, played guitar, harmonica and sang, while Nikolai Stephens-Zumbaum solved two Rubik's Cubes in two minutes, three seconds. The recognition assemblies will take place each quarter as part of the positive behavioral supports initiative to increase student recognition for ownership, fostering community, and unique contributions. In addition, two intramural activities have started this month: Book Club mentored by Jen Jones and Math Counts mentored by Dave Dander. The middle school is looking forward to the winter months when winter running and story animation activities begin.

Preschool Program: Parents and guardians visited the preschool classes on November 20 to take part in their Stone Soup celebration, which included a reading of *Stone Soup*, and dining on stone soup (which – in the spirit of the story – was made from ingredients added by the students). On December 17, parents and guardians will be visiting the preschool classes to help make gingerbread houses. Throughout December, the preschool classes will be raising money for the Heifer International Project. This is something done for a number of years and, through the donations over the years, the project has been able to purchase a variety of livestock for those in need.

3. Public Comment

There was no comment from the public.

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviasser reviewed the personnel report which reflected the hiring of an instructional assistant and custodian. The search for an athletic director continues. The high school nurse vacancy was recently filled.

Mr. Neviasser reviewed the December enrollment report which reflected a total of 1,324 students. He noted receipt of enrollment projections from both NESDEC and Peter Prowda. This data is being incorporated into the budget process.

Mr. Neviasser extended congratulations to the girls' soccer team on winning the second state championship in school history.

Mr. Neviasser reported that the Veterans' Day programs were very well attended by local veterans and greatly appreciated by them. He noted that this annual event is one of the most moving events which allows the students to understand the real sacrifices the veterans have made for this country.

Mr. Neviasser reviewed the 2016-2017 budget development process/schedule on behalf of the newly elected Board members that were in attendance.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary. Of note when comparing 14-15 vs. 15-16 expenditures:

Certified and Non-Certified Salaries: 14-15 numbers did not include the 11/26 payroll.

Special Ed: increased outplacement costs.

Support Services: fewer supply purchases year to date comparative to last year.

Administrative Services: Center School reconfiguration, tech purchasing, and attorney fees.

Mrs. McCalla reviewed the purchases made from the Contingency Maintenance Account which reflected a remaining balance as of November 30, 2015 of \$132,286.

There was a question on the status of the audit report; Mrs. McCalla said this would be reported at a future Board meeting.

V. Educational Presentation

1. Technology Update

John Rhodes, Director of Facilities and Technology, and Beth Borden, Director of Curriculum, provided an update on the district's technology plan with the assistance of staff members (Jeanne Manfredi and Andrew Raucci) who serve on the technology committee. Their reported included: what is the "new

normal” for students as they leave high school; how do we transform classrooms to prepare students for this “new normal;” budgetary implications; and next steps. A copy of their presentation is attached to these minutes for informational purposes.

Discussion followed the presentation and centered on various subjects: percentage of middle and high school students who have Internet access at home; rollout schedule for a learning management system (LMS); connection between PowerSchool and the LMS; staff learning curve relative to the LMS; planned training of staff and students on LMS; need for a uniform and cohesive LMS for the district; usage of LMS in other districts; options to minimize cost of the learning management system and devices; IT support for students; avoiding additional hurdles for students with lack of at-home technology; technology advances at the elementary level; technology support staff assistance; paradigm shift in instruction; social networking risks; expectations for usage of LMS; and clarification of costs for budgeting purposes.

VI. Chairman & Board Report

Mrs. Roche welcomed the three new Board of Ed members: Erick Cushman, Mary Powell St. Louis and Stacy Winchell. Mrs. Roche reported on the recent CABA Convention and she highlighted the keynote speaker’s message. Mrs. Roche asked that Board members who cannot attend a meeting, review the minutes of the meeting so that they are abreast of topics/issues under discussion. She also asked the membership to email her with their preferences for Board committee assignments.

VII. New Business

1. LOLHS Field Trip Request

The Board reviewed a proposal for a field trip request to Cuba for April 2017 for any student who is enrolled in Spanish or has completed Spanish 3, 4, ECE Cultural Topics, or Spanish AP/ECE Composition.

Jeanne Manfredi, Spanish Teacher at LOLHS, reviewed the proposal which included the goals of the trip; chaperone information; ratio of students to chaperones; program costs and what it includes and excludes; transportation details; communication itinerary prior to trip; health and safety considerations; cancellation policy; and day to day itinerary.

Discussion on the proposal followed and included a commendation to the administration and staff for providing these types of opportunities to students; expectation of student interest in this trip given the climate in the world and parental concern; rotation of trip opportunities amongst the departments; fundraising efforts and who benefits; criteria for those who want to go on trips; and efforts to ensure accessibility of trips to underprivileged.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Lucas Edson, to approve the field trip request to Cuba for April 2017 as presented.

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

2. 2016-2017 School Calendar

Mr. Neviaser reviewed a proposed calendar for school year 2016-2017. He noted how many of the dates are not optional due to the constraints of following the regional calendar. The Board discussed the calendar. Comments included parental concern over holding a teacher professional development day on Election Day (part of regional calendar) and why elementary parent conferences can't be scheduled in the evening.

This agenda item is for discussion purposes only and the Board will be asked to act upon it at its January meeting.

3. Policy Updates

Diane Linderman, Policy Chair, reviewed changes to two current Board policies. She noted that the Policy Committee is currently reviewing and updating older policies.

Policy 8600 – Enrollment Projections

MOTION: Dr. Goulding made a motion, which was seconded by Dr. Jones, to waive the second reading of Policy 8600 Enrollment Projections.

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

MOTION: Mrs. Lucas Edson made a motion, which was seconded by Mrs. Wilczynski, to approve Policy 8600 Enrollment Projections.

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

Policy 4340 – Visits to Schools

The Board discussed this policy. There was a question on the inclusion of a legal reference relative to sex offenders and a question on the development of visitor regulations. This was a first read of the policy. A second reading will take place at the January Board of Ed meeting.

VIII. Old Business

1. Reports of Committees

- a. *Facilities*. Dr. Goulding, for the benefit of the new Board members, gave a history of this committee's work and the frequency of meetings. Further discussion ensued on upcoming projects and how the expertise of community members is utilized on committees. Mr. Neviaser

gave an update on the high school gym roof with indications that the leakage problem might be resolved.

- b. *Building*. It was reported that the final meeting of this committee was held, and the high school building project will be officially closing out soon.
- c. *Technology*. No report.
- d. *Policy*. Mrs. Linderman reported that normally this committee meets every month (2nd Wednesday) but they will not be meeting this December or January. There is an opening on this committee for interested Board members.
- e. *Communications*. Mrs. Roche, for the benefit of the new Board members, gave an update on the role of this committee and its membership.
- f. *Finance*. Mrs. Wilczynski explained this committee's schedule and their role in the budget process. She also reported on the membership.
- g. *Human Resources*. Dr. Jones reported that this committee has reached a tentative agreement with the teachers' union. A Special Board of Education Meeting was scheduled for December 17 at 6:00 p.m. in the Center School Conference Room so that they Board could officially approve the contract.
- h. *Enrollment & Equity*. Dr. Jones explained that this group meets approximately once a year to review enrollment projections.
- i. *LEARN*. Mr. Neviasser spoke of the need for a Board representative on the LEARN Board. He noted that these meetings occur during the day.

IX. Correspondence

There was no correspondence to report.

X. Executive Session

There was no need for an executive session. Mr. Neviasser explained the reasons why an executive session can be held.

XI. Adjournment

The meeting adjourned at 10:00 p.m. upon a motion by Mrs. Lucas Edson and a second by Dr. Jones.

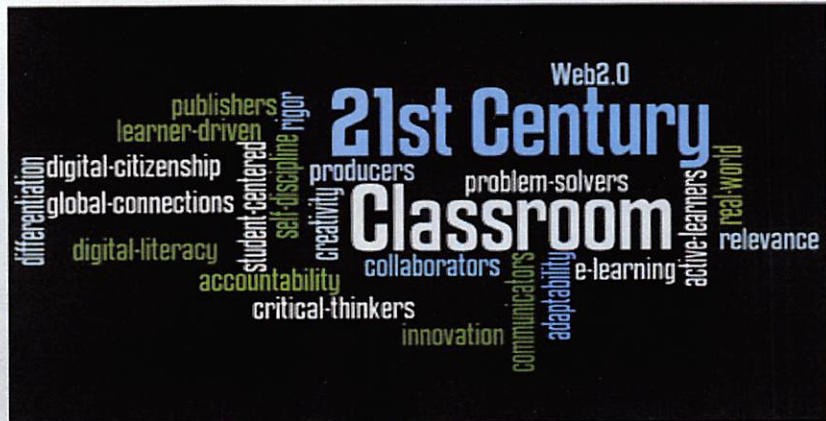
Respectfully submitted,

Rick Goulding, Secretary

Lyme-Old Lyme Public Schools

Transforming the Gr 6 to 12 Classroom

- Board of Education
- December 2, 2015



What is the “new normal” for our students as they leave high school?

How do we transform our classrooms to prepare our students for this “new normal”?

What are the budgetary implications?

What are the next steps?



Students in traditional and on-line courses use web based tools to access resources, conduct research, communicate ideas, collaborate on projects, produce work and show evidence of learning.



Employees attend meetings, brainstorm solutions, manage projects, pitch ideas, and provide financial reports with clients and employers around the world regardless of location.

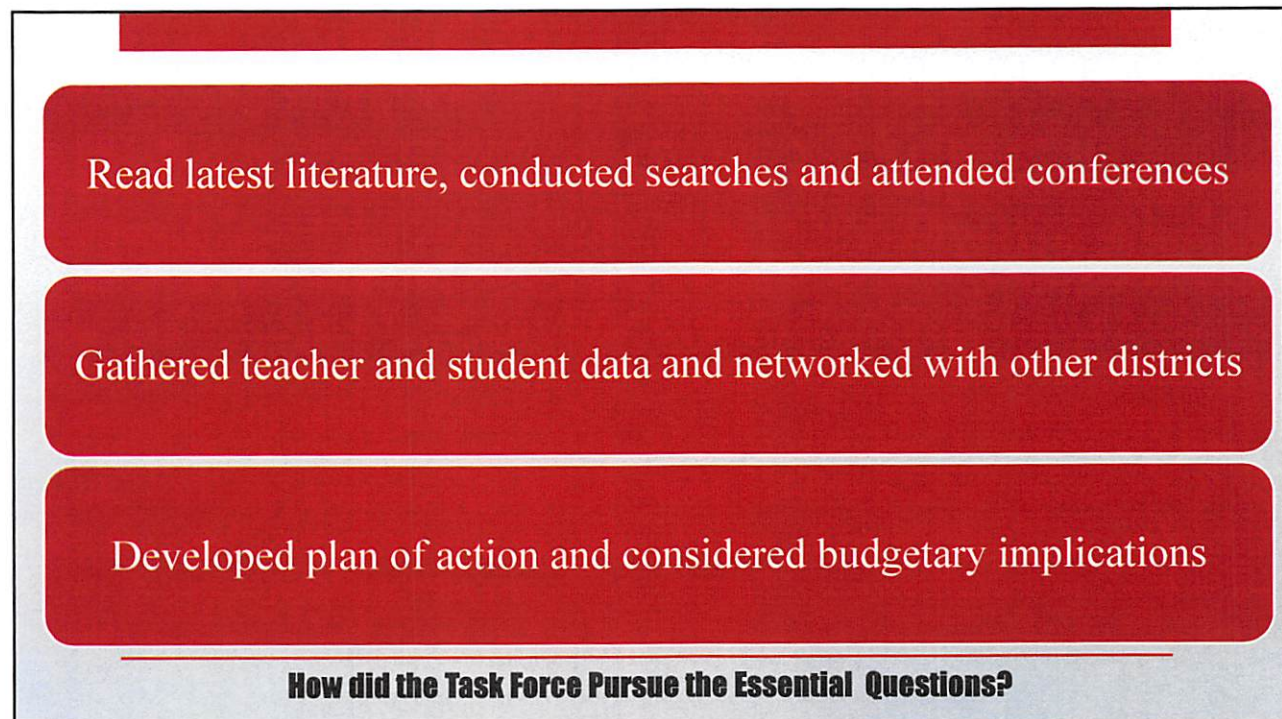
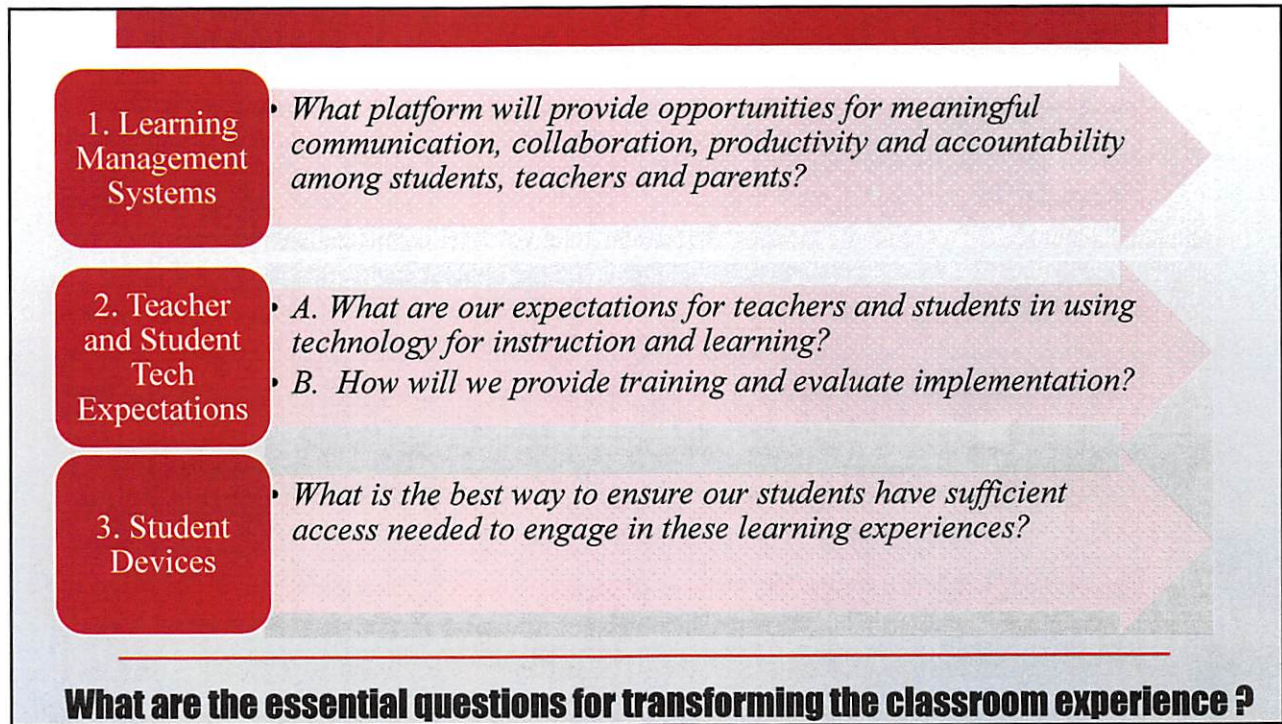


Young adults use web based tools to manage personal budgets, pay taxes, maintain calendars, plan for financial future, engage in social media, review and purchase products.

What is the “new normal” for our students as they leave high school?

6 to 8	9 to 12	Tech Team
Deb House	Heather Fried	Tish Kirk
Olivia Hersant	Colette Lemarie	Pat Aldrich
Marc Vendetti	Jeanne Manfredi	Catherine DiMella
Neil Sullivan	Sarah Hylas	Jenn Whelan
Michelle Dean	Gabe Mortali	Andy Raucci
Heather Saia	Dawn Kelley	Tammy Noyes
Library Media	Kirk Kaczor	Andrew Liefeld
Shanon Pimentel	James Motes	Bill Derry
Lucy Trost	Jon Goss	Mary Cikatz
Diana Marchese	Heather Fitzgibbons	John Rhodes
Bob Hibson	Jim Wygonik	Beth Borden

How do we transform our classrooms to prepare our students for this “new normal”?



A Learning Management System (LMS) provides students and parents with a web based portal for accessing all course information and transforms how teachers and students interact with one another.

A few examples of what an LMS offers:

- Teachers post assignments; students produce and submit work on line.
- Teachers provide feedback with opportunities to correct & resubmit for final grade.
- Teachers give quizzes and receive instant feedback regarding student understanding.
- Students collaborate on projects, ask for help or suggest a resource.
- Parents keep informed of student academic expectations and assignments.

EQ #1 : What platform will provide opportunities for meaningful communication, collaboration, productivity & accountability among students, teachers & parents?

The screenshot shows a web-based LMS interface. At the top, there is a dark grey navigation bar with two tabs: 'TO-DO' and 'DONE'. A green arrow labeled 'Done' points from the 'TO-DO' tab to the 'DONE' tab. Below the navigation bar, there is a section titled 'All classes' with a dropdown arrow. Underneath, there is a list of assignments and resources. The first item is 'Alice's assignment' with a sub-item 'CI 149 Test Class - due Sep 11, 2014'. To the right of this item is a green arrow labeled 'View Feedback' pointing right. The second item is '#001 Week 1 Notes' with a sub-item 'CI149 Spring 2015 - due Jan 16'. To the left of this item is a green arrow labeled 'Link to Assignment' pointing left. The third item is '#004 Collaborative Slide Presentation' with a sub-item 'CI149 Spring 2015 - due Jan 21'. The fourth item is '#002 Course Syllabus & Grading Criteria' with a sub-item 'CI149 Spring 2015 - due Jan 27'. At the bottom of the screenshot, there is a red horizontal line followed by the text 'How about a first hand look at an LMS?'.

TO-DO DONE Done

All classes ▾

Late

Alice's assignment
CI 149 Test Class — due Sep 11, 2014

#001 Week 1 Notes
CI149 Spring 2015 — due Jan 16

#004 Collaborative Slide Presentation
CI149 Spring 2015 — due Jan 21

#002 Course Syllabus & Grading Criteria
CI149 Spring 2015 — due Jan 27

View Feedback

Link to Assignment

How about a first hand look at an LMS?

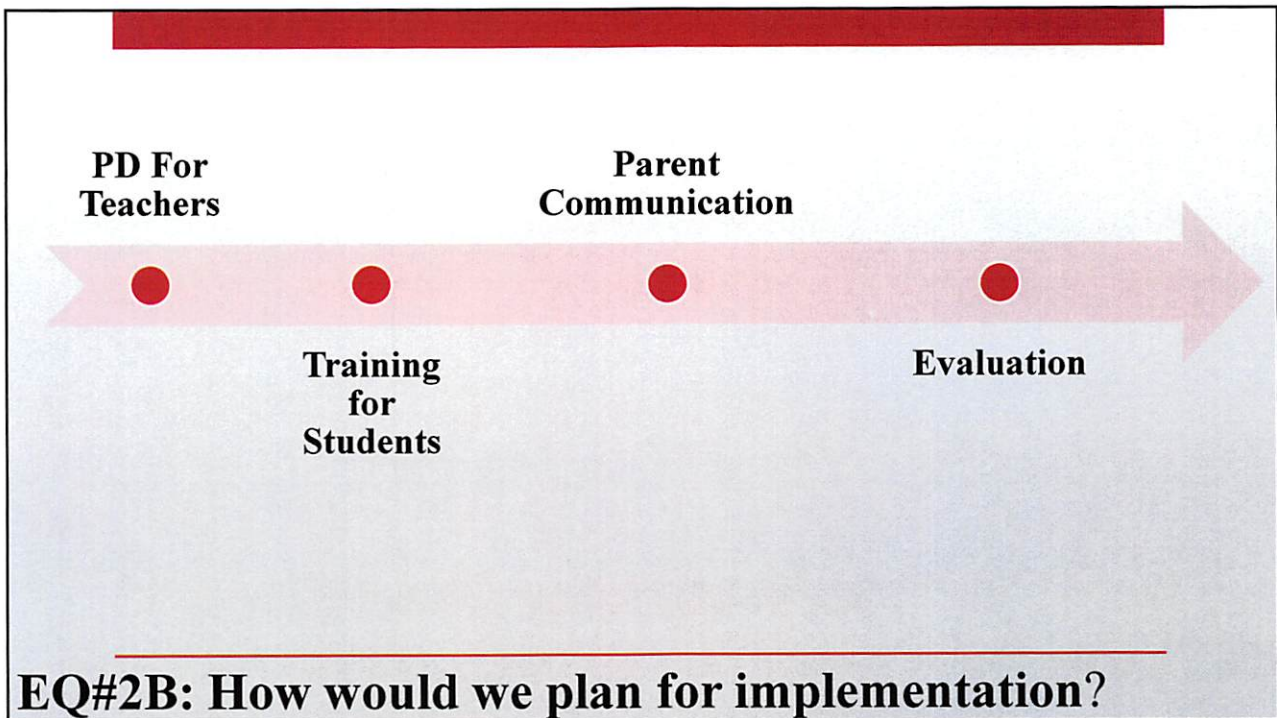
Year 1 Expectations : By second semester, all grade 6 to 12 teachers will:

- Introduce students to class page and outline expectations and responsible use
- Post course resources that are used throughout the year
- Post assignments – Update at least once a week
- Maintain calendar with dates of unit tests, midterms, project due dates, fieldtrips, etc.
- Communicate to parents what they can expect to see on class page and how to access it.

Some teachers may also:

- Post, receive, give feedback, review work and give final grade
- Give and grade quizzes

EQ#2A: What are our expectations for teachers and students in using technology for learning?



EQ#2B: How would we plan for implementation?

- Use March 2016 PD to introduce concept & implementation plan for LMS
- Provide initial teacher training in summer
- Provide additional intensive training for LMS leaders
- Designate several staff meetings & PD time to give further support
- Include LMS as item for each staff meeting
- Offer small group sessions before/after school or during common planning

PD for Teachers

At time of rollout, LMS Leaders will introduce during boot camps (MS), HS 101 and other common opportunities at HS.

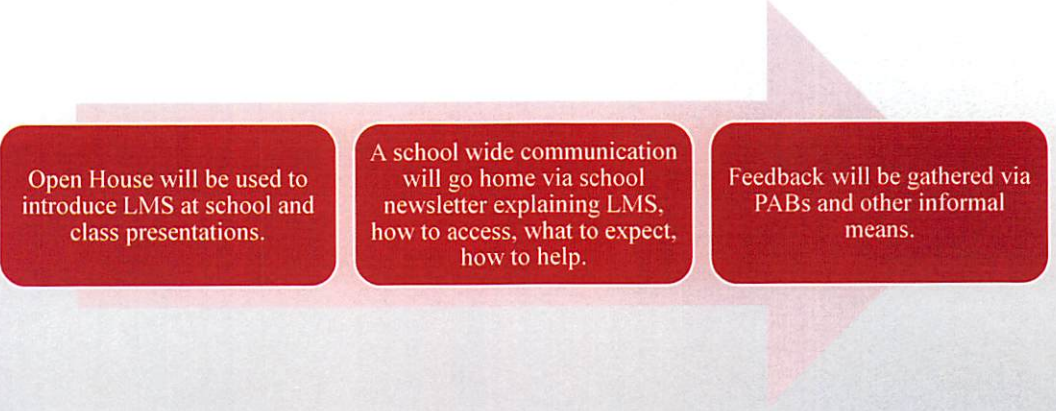


Teachers will spend time showing their class page, explaining how to navigate and outlining proper use.



Help Desk will be available at HS.

Training for Students

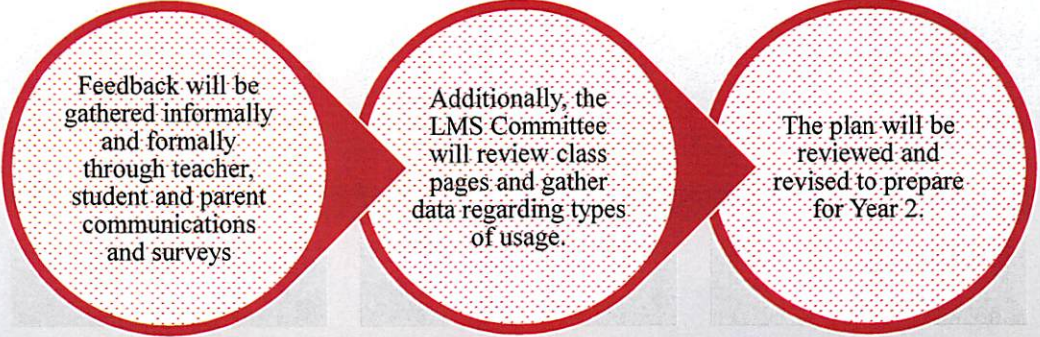


Open House will be used to introduce LMS at school and class presentations.

A school wide communication will go home via school newsletter explaining LMS, how to access, what to expect, how to help.

Feedback will be gathered via PABs and other informal means.

Communication to Parents

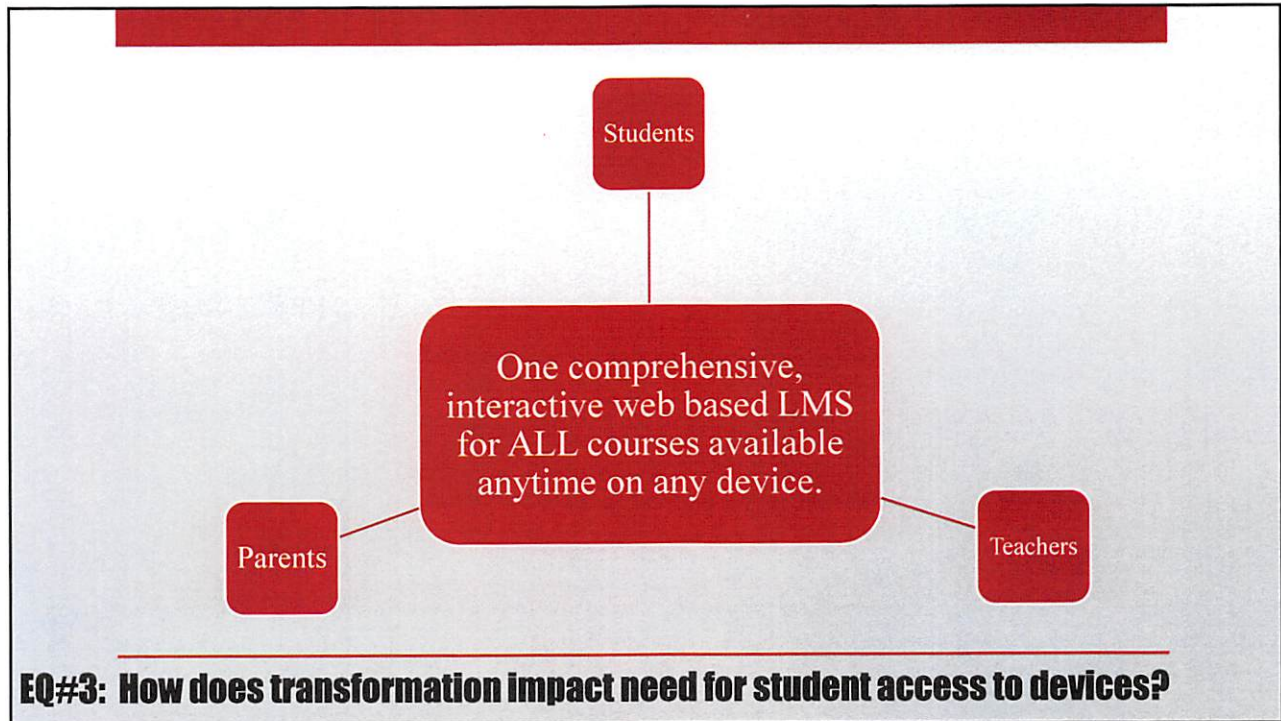


Feedback will be gathered informally and formally through teacher, student and parent communications and surveys.

Additionally, the LMS Committee will review class pages and gather data regarding types of usage.

The plan will be reviewed and revised to prepare for Year 2.

Evaluation



HS	<ul style="list-style-type: none"> • 6 laptop carts • 1 laptop cart per 4 classrooms
MS	<ul style="list-style-type: none"> • 4 laptop carts • 1 laptop cart per 6 classes plus library cart
Logistics	<ul style="list-style-type: none"> • Rolling laptop carts provide access, but... • Demand has exceeded current capacity

What is the current status for student access?

YEAR 1: 2016-17

1. Select LMS, train teachers and introduce to students and parents in fall.
2. Increase access to devices for gr 9 to 12.

**YEAR 3: 2018-19**

1. Fully implement LMS in grades 6 to 12.
2. Devices are available for all gr 6 to 12 students.

What are Tech Task Force Recommendations?

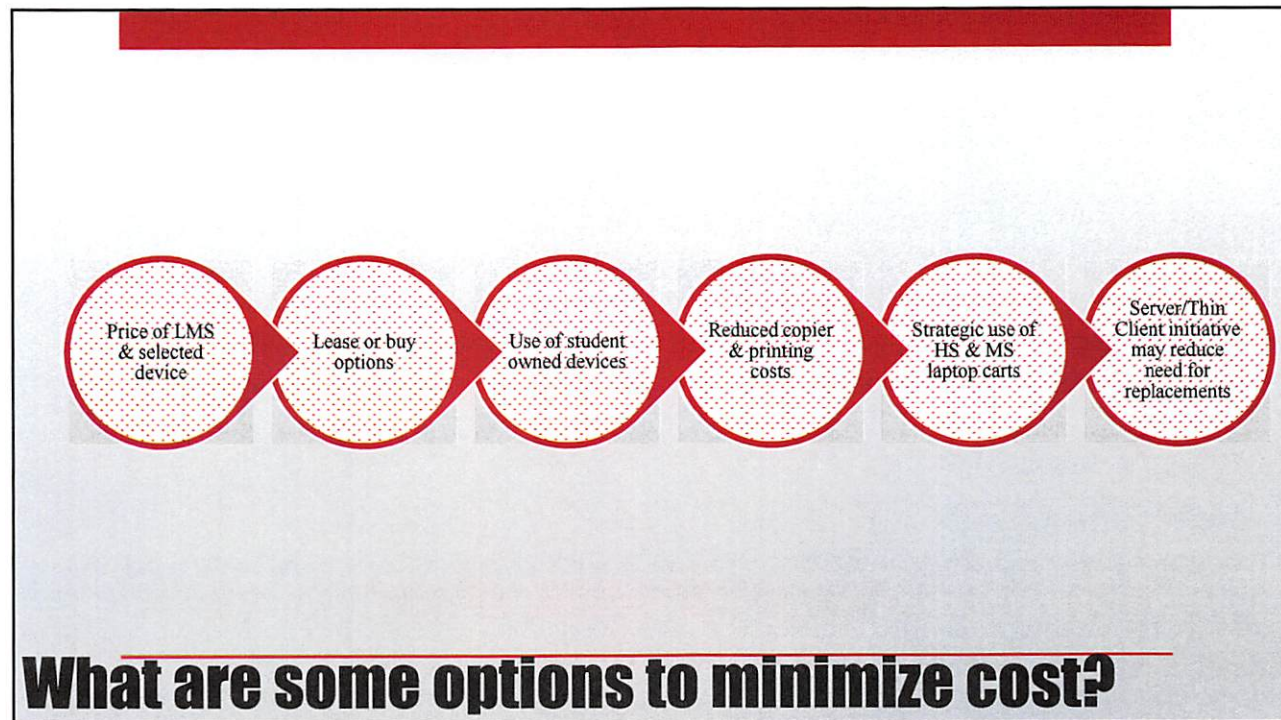
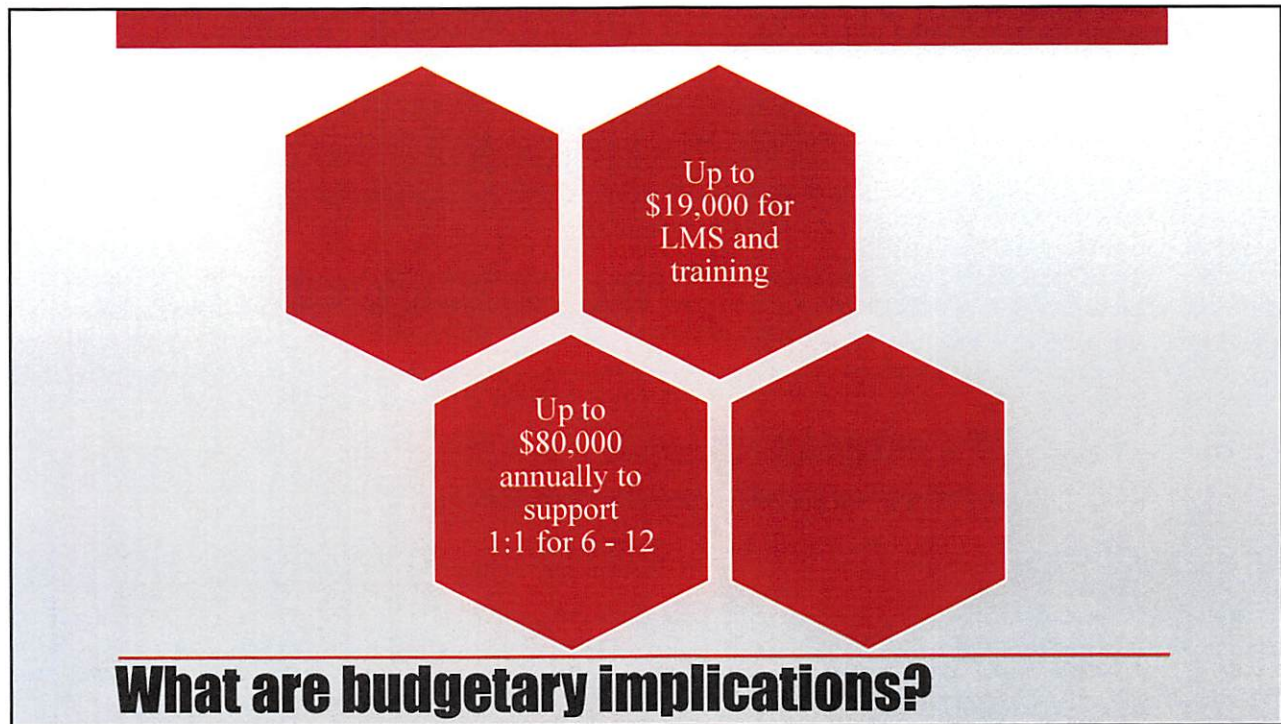
Do we keep devices in school or assign them to students?

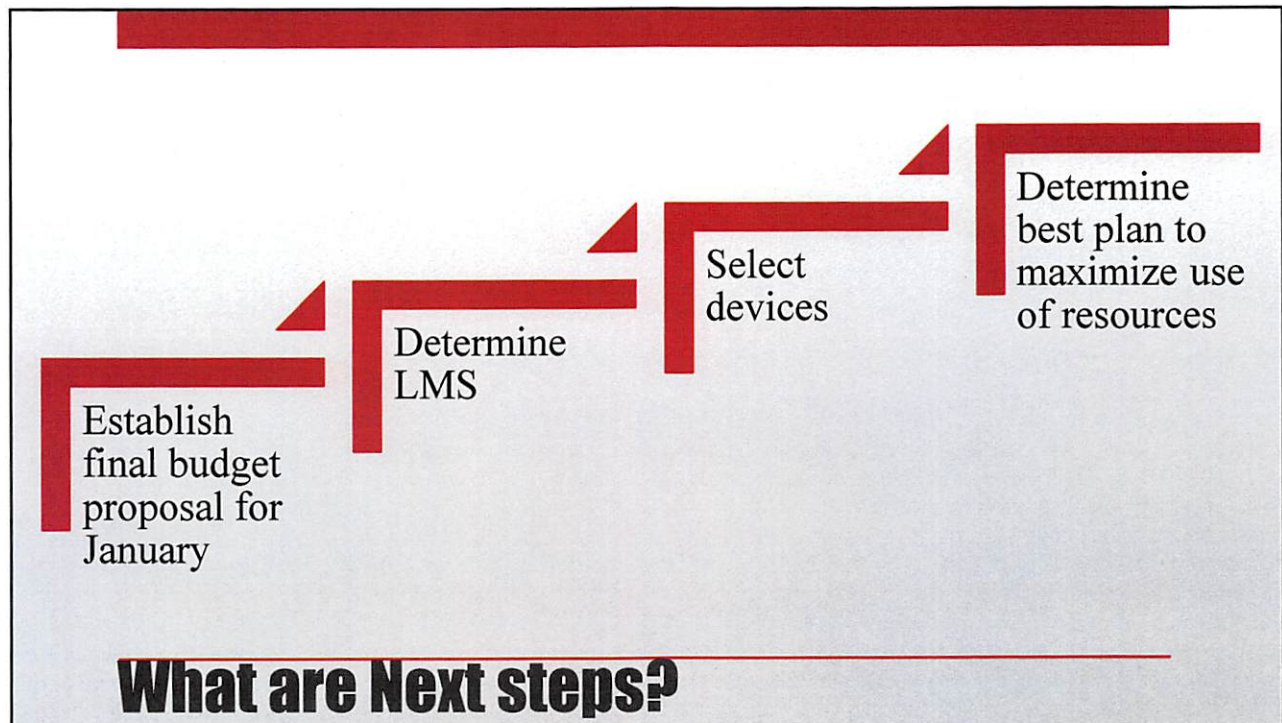
Which device – web based or full capacity laptop?

What is the best way to use existing laptop carts?

How can we take advantage of student owned devices?

What decisions are still to be determined?





Lyme-Old Lyme Public Schools Transforming the Gr 6 to 12 Classroom

- Board of Education
- December 2, 2015

