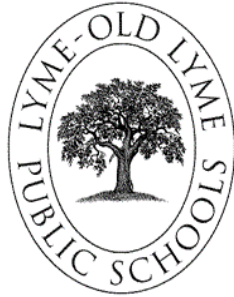


# LYME-OLD LYME PUBLIC SCHOOLS

*Small Schools, Big Ideas*



*Challenging \* Achieving \* Excelling*

## REGION #18

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

March 14, 2018

*Board Present:* Michelle Roche, Chairwoman; Diane Linderman, Vice Chair; Jean Wilczynski, Treasurer; Rick Goulding, Secretary; Erick Cushman; Stacey Leonardo; Mary Powell St. Louis; Martha Shoemaker

*Absent by Previous Arrangement:* Stacy Winchell

*Administration Present:* Ian Neviasher, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; James Cavalieri, Principal of Lyme Consolidated School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Holly McCalla, Business Manager; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; John Rhodes, Director of Facilities & Technology; Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Glynis Houde, AFT CO-President; Olivia Hersant, RETA Co-President; Brynn McGlinchey and Madeline Zrenda, High School Student Representatives; five community members from Lyme-Old Lyme

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

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

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

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Shoemaker, to approve the minutes of Special Meeting and Regular Meeting of February 7, 2018 as presented.

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

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### III. Visitors

#### 1. Public Comment

George Anderson, a resident of Old Lyme, voiced his concern over the security at the high school citing issues such as the Commons area being vulnerable and the lack of security early in the morning.

Tricia Swaney, a resident of Old Lyme, recommended a parent survey be implemented so that input could be gathered and ideas shared. She also cited the many initiatives for increased security measures that are now available.

Raymond Belval, a resident of Old Lyme with children attending Lyme Consolidated School, stated that he was pleased with the security in place at that school. He did voice concern over the response time for emergency responders and the lack of cell phone service in Lyme.

#### 2. Report from Student Representatives:

Brynn McGlinchey and Madeline Zrenda reported on the following activities taking place at the schools:  
*At LOLHS:* The high school participated in the national walkout to support safety in schools on March 14. The junior class will take the SAT exam on March 21. The annual student art show will open up on March 15 at the Lyme Art Academy. The show will continue through March 24. The Old Lyme Players will be performing *Once Upon a Mattress* on March 22, 23 and 24. Tickets are on sale now. The varsity math team won the Greater Middlesex Small Division Math League. The junior varsity team won the overall championship which includes the large division schools as well.

*At LOLMS:* The 8th grade students completed their interdisciplinary unit on homelessness with the entire grade cooking and delivering a meal to a New London shelter. To recognize Teacher Appreciation Week, the PTO sponsored a luncheon for the faculty and staff. The middle school's library media specialist (Susan Parodi), in collaboration with RJ Julia Bookstore in Madison, brought author and illustrator George O'Connor to speak to the students about the challenges and rewards that come with his work as an author. The drama program, under the guidance of Laura Gladd and Brian Cheney, produced an amazing performance of the *Little Mermaid, Jr.*, with over 100 middle school participants. The PTO sponsored the first annual adult dodgeball game that brought out 80 community, faculty and staff participants and hundreds of Region 18 students.

*At Lyme Consolidated School:* On February 2, the PTO sponsored an international food and craft night with over 50 families attending. On February 12, fifth graders, Ava Gilbert and Ella Kiem, were honored at the CAS Celebration of the Arts held at the Aqua Turf Club in Southington. On Valentine's Day, Mrs. Ambruso, physical education teacher, organized "Heart Healthy Day" for all students. Students participated in 45 minutes of continuous exercise. Students also raised money for the American Heart Association. Twelve students raised between \$100 and \$200 dollars, ten students raised over \$200 dollars, and the top three fundraisers were 4th grader Jack Conroy who raised \$600 dollars, sisters Ava and Chase Gilbert who raised \$1,480 and 2nd grader Mattea Parnoff who raised \$1,045. The grand total raised by all students was \$8,425. A special thanks was extended to Mrs. Ambruso for once again organizing this

special day for the students. On February 21 and 23, the staff from the Florence Griswold Museum worked with all of the kindergarten students, first and second graders. On February 28, the 3rd, 4th and 5th graders were invited to the LOLMS play, *Little Mermaid Jr.* Over 60 students participated in a before school floor hockey program during the months of January and February.

*At Mile Creek School:*

February 28 – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade attended the middle school musical.

March 2 – Read Across America Day – Mile Creek students and staff were treated to many guest readers from the community...including a special guest appearance by Superintendent Neviaser.

March 5 – Kindergarten students went on their annual trip to Bureau's Sugar House to see how maple syrup is made and to sample their popcorn.

March 6 – Kindergarten students visited the Dennison Pequot-Sepos Nature Center owl program to support their science curriculum.

March 6 – The Mile Creek Dodgers took second place in the LOLMS dodgeball tournament.

March 21 – Mile Creek 5<sup>th</sup> graders will put on their musical presentation of *We Are Monsters*.

March 23 – Grade 1-5 report cards go home.

*In the Preschool Program:* On March 2, the preschool celebrated Dr. Seuss's birthday and participated in Read Across America; the Middle School and High School students attended the celebrations and acted as reading buddies. Students made hats, read stories, ate snacks and made Oobleck. This month the preschool will be studying space, dinosaurs and cultural celebrations. The letters of the month are P, Q, R and S. In math, they will continue to work on number recognition and counting with one-to-one correspondence. The color this month is white and the shape is a diamond. Preschool wishes everyone the luck of the Irish for the month of March.

#### **IV. Administrative Reports**

##### **1. Superintendent's Report**

Mr. Neviaser discussed the student walkout at the high school that took place early that day in protest against gun violence in the United States after the recent school shooting that took place in Parkland, Florida where 17 students and staff members were killed.

Mr. Neviaser reviewed the personnel report which reflected the resignation of an instructional assistant at Lyme Consolidated School.

Mr. Neviaser reviewed the March enrollment report which reflected an in-house enrollment of 1,281 students.

Mr. Neviaser reported that the budget edition of the *Focus on Education* newsletter would be published later this month. The proposed school budget for 2018-2019 is also being presented to the Boards of Finance in both towns.

Mr. Neviasser reported that the recently released Connecticut State Department of Education's 2016-2017 Next Generation Accountability Report highlighted Lyme-Old Lyme High School, Mile Creek and Lyme School as "Schools of Distinction" based on the 12 point accountability matrix used to evaluate school districts and schools. Lyme-Old Lyme Middle School missed being named to this list by a fraction of a point (scored 94.9 out of 95 for a participation rate for test taking).

Mr. Neviasser noted that an official vote to set a date for graduation as prescribed in statute will take place at the April Board meeting. Assuming no more closures beyond the ones that have already occurred, the last day of school will be June 22, 2018.

Mr. Neviasser reminded the Board that the Lyme-Old Lyme Education Foundation sponsored Trivia Bee would take place this Friday, March 16.

Noting that the month of March is Connecticut Board of Education Member Appreciation Month, Mr. Neviasser recognized the Board members for their dedicated service to the communities.

## 2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of February 28, 2018.

All line items are showing a slight increase over last year due to timing of the Board of Ed meeting. In 2017, this meeting was on March 1, which means the reports were prepared at least a week prior to the month of February ending; however, this year's reports include the full month's worth of expenditures and associated payrolls.

Fluctuations of note:

*Employee Benefits* - due to timing of invoices and associated increases in costs year over year.

*Instructional Programs* - showing an increase year over year, which equates to a difference of just over \$80,000. This may seem significant but approximately 200 items make up this account; therefore, it is many items that make up this difference.

*Special Education* - due to increased tuition and transportation costs.

*Administrative Services* - due to the reclassification of LAP premium from the facilities budget to the administrative service budget.

Mrs. McCalla reviewed the Contingency Maintenance Report noting that there is just over \$67,000 in new spending from last month, mostly due to the water main break; however, ironically, also due to consulting and associated fees for the irrigation project. The remaining contingency balance is \$56,508.

## V. Educational Presentation

### 1. Current and Proposed Security Measures

In light of yet another school shooting, Mr. Neviasser reviewed current and proposed security measures that are in place at the schools. Some highlights of his report include:

- The district has a Safety Committee which meets regularly and is comprised of a variety of staff members, local/state police and fire department representatives, and emergency management directors from both towns
- Cameras are installed at every entrance in all buildings; there are additional cameras outside the buildings in strategic locations. The administration has access to cameras via the Internet.
- Visitors must be buzzed in before entering all buildings; visitors not recognized are questioned about the purpose for the visit; all visitors are escorted to destination.
- Panic buttons are installed in each building; research is underway on putting one on every phone in every classroom.
- Lockdown shades are installed on classroom doors with windows. Keys are attached to the shade so doors can be locked from inside the classroom.
- There is access to the PA systems at all schools from alternate site.
- There is the ability to transfer landline calls to cell phones.
- Instructions for staff on communicating in an emergency is being added to the back of all staff ID cards.
- All administrators, custodians, office staff and recess instructors have handheld radios which have the capability to communicate between buildings.
- Local and state police have been trained in active shooter response.
- Two security guards are employed by the district. Their job description was explained.
- Lockdown and evacuation drills are practiced monthly in all buildings. The administration is shifting the focus from fire drills to more lockdown drills.
- An alert is sent to the Central Office phones when anyone makes a 911 call.
- Window decals that identify each classroom are being purchased.
- Badges with photos are worn by all staff. All visitors get a visitor badge.
- Verizon repeaters are installed in all buildings to help with cell service.
- Staff training to assist students who might have social issues is ongoing.
- Staff training for dealing with intruders is ongoing.
- Shatterproof glass is being installed where necessary.
- The administration is working with local and state police on the response time to Lyme School.
- Another alarm system, similar to a fire alarm, which would alert staff to intruders, is being researched.
- Input is always appreciated from the community on security measures.

Follow-up discussion centered on the following: training Old Lyme Children's Center staff because of the before and after care that takes place at the schools and inclusion of notification to the Center in times of emergency; routine maintenance of emergency systems to ensure they are in working order; staff drills and pre-briefing that occurs; student training during lockdowns; staff training on use of phone systems; inclusion of Board of Ed members on the Safety Committee; protocol relative to school security when large numbers of people are anticipated at a building; and staff and parent notification when lockdown drills occur.

There was a suggestion that an article be written on the safety measures in place for the next edition of *Focus on Education*.

Mr. Neviasser was commended for the security initiatives implemented throughout the district.

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

Mrs. Roche reminded the Board about the upcoming Board meetings that occur in April and May. She also asked that they remind community members about the budget vote in May. Mrs. Roche thanked the Board members for all the time and effort they give to the district.

## **VII. New Business**

### **1. Healthy Food Certification**

Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. This includes all NSLP public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

**MOTION:** Mr. Cushman made a motion, which was seconded by Dr. Powell St. Louis, that pursuant to C.G.S. Section 10-215f, the Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

The Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met:

1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend.
2. The sale is at the location of the event.
3. The food items are not sold from a vending machine or school store.

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

### **2. Renewal of Auditor Contract**

The Board reviewed a proposal for audit services from Sandra E. Welwood for the fiscal years ended June 30, 2018 through 2020. Mr. Neviasser highly recommended Ms. Welwood. Mrs. McCalla reviewed the audit process.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Wilczynski, to waive the bidding process and award the contract for auditing services to Sandra E. Welwood, LLC.

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

3. First Read of Wellness Policy 3375

The Board reviewed and wordsmithed a rewrite of Policy 3375 *Student Wellness*. This was a first read of the policy. The second reading will take place at the April Board meeting.

4. Middle School Roof Replacement Final Plans and Cost Estimate

The Board reviewed the proposed preliminary budget for the partial middle school roof replacement as submitted by Hibbard & Rosa Architects for a total price of \$668,214.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mr. Cushman, to certify that the middle school roof replacement final plans and project manual(s) as prepared for bidding and dated February 28, 2018, and the professional cost estimate (complete in accordance with Level 3 of the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework-Uniformat II) for this project, dated February 28, 2018, have been reviewed and approved for this site on the dates shown above.

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

5. Mile Creek Fuel Oil Tank Replacement Final Plans and Cost Estimates

The Board reviewed the backup materials for the Mile Creek fuel oil tank replacement.

MOTION: Mrs. Wilczynski made a motion, which was seconded by Mrs. Leonardo, to certify that the Mile Creek fuel oil tank replacement final plans and project manual(s) as prepared for bidding and dated March 1, 2018, and the professional cost estimate, completed in accordance with Level 3 of ASTM International Standard E1557, Standard Classification of Building Elements and Related Sitework-Uniformat II for this project, dated March 1, 2018, have been reviewed and approved for this project on the dates shown above.

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

6. Copier Lease

The following background information was supplied for this agenda item:

Bid results were obtained through a publicly advertised bidding process. The results are listed below.

<b>Bidder</b>	<b>Annual Lease</b>	<b>Estimated Annual per Sheet Cost</b>	<b>Total Cost</b>
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CBS	\$13,944	\$24,796	\$38,740
Ricoh	\$9,912	\$24,900	\$34,812

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Wilczynski, to award Ricoh USA Inc., a five year lease agreement to provide five copiers to our school district for an estimated annual cost of \$34,812.

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

#### 7. Irrigation Water Supply System Study Update

Mr. Rhodes reported that after studying this issue, they are moving forward with pumping water from the pond to assist in the irrigation of the athletic fields. They will now begin the process of seeking approval from the various town commissions. Dr. Goulding noted that this should result in minimal impact to the pond.

### VIII. Old Business

#### 1. Update on Solar Negotiations

Mr. Neviasser updated the Board on the efforts to develop a solar purchase power agreement with Greenskies. So far, they have been amenable to proposed changes made by the district to the proposal. The district has been in discussions with Greenskies regarding the installation of solar panels on all school buildings. This has the potential to save the district about \$100,000 per year over the next 20-30 years. At the January meeting, the Board authorized the Superintendent to negotiate a contract with Greenskies for the installation of solar panels on all campuses with the plan that this project take place this summer.

#### 2. Closing of LOLHS Project

The district is still waiting for the final change order from the State so there is no action required on this agenda item.

#### 3. Report of Committees

- a. *Facilities*. No report.
- b. *Finance*. Mrs. Wilczynski reminded the Board about the April 2 District Budget Hearing.
- c. *Communications*. Mrs. Roche reported that the Communications Committee just completed the budget edition of the *Focus on Education* newsletter.
- d. *Policy*. No report.
- e. *LEARN*. Mr. Cushman reported that the last meeting of LEARN was cancelled due to the weather.
- f. *CASFY (Community Action for Substance Free Youth)*. Mrs. Shoemaker reported that a community forum on vaping would be held on Monday, March 19, at 7:00 p.m. in the Middle School auditorium. This forum is being sponsored by the Lymes' Youth Service Bureau.



Mr. Neviaser reported on a letter he is preparing to be sent to parents on the increased use of vapes by students at the high school. Currently, students caught vaping are placed in in-school suspension and are required to complete a nicotine prevention education course that is being sponsored by Lymes' Youth Service Bureau. Mr. Neviaser noted that Principal Wygonik recently held a presentation on vaping for the Parent Advisory Board.

**IX. Correspondence**

Mrs. Roche reported on a letter from a community member that will be discussed in executive session.

**X. Executive Session**

Upon motion by Mrs. Linderman, seconded by Dr. Goulding, the Board moved into executive session for the purpose of discussing security. Mr. Neviaser was invited to attend the executive session.

**XI. Adjournment**

The regular meeting adjourned at 8:30 p.m. upon a motion by Mrs. Linderman and a seconded by Dr. Goulding.

Respectfully submitted,

Rick Goulding, Secretary