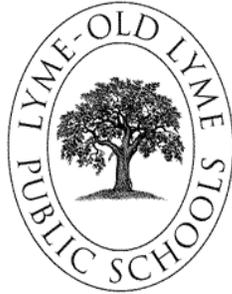


LYME-OLD LYME PUBLIC SCHOOLS

Small Schools, Big Ideas



*Challenging * Achieving * Excelling*

REGION #18

Regular Board of Education Meeting

Center School

June 7, 2017

Board Present: Michelle Roche, Chairwoman; Beth Jones, Vice Chair; Jean Wilczynski, Treasurer; Rick Goulding, Secretary; Erick Cushman; Nancy Lucas Edson; Stacy Winchell

Absent by Previous Arrangement: Diane Linderman; Mary Powell St. Louis

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Michelle Dean, Principal of Lyme-Old Lyme Middle School; Melissa Dougherty, Director of Special Services; Patricia Downes, Principal of Mile Creek School; Holly McCalla, Business Manager; John Rhodes, Director of Facilities & Technology; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Oliver Hersant and Mary Roth, RETA Co-Presidents; Gina Wohlke, AFT Co-President; Madeline Zrenda and Matthew McCarthy, High School Student Representatives; 75 Townsperson from LOL

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: Mrs. Lucas Edson made a motion, which was seconded by Dr. Goulding, to approve the minutes of the District Budget Meeting of May 1, 2017 and the Regular Meeting of May 3, 2017.

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

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III. Visitors

1. Recognition of Students from Invention Convention

Nila Kaczor, Talented and Gift Teacher, and community member John Forbis recognized the student inventors that were selected for the State Invention Convention and inventors that were invited to the National Competition.

Winners at Mile Creek Invention Convention

Kenny Gray – Solar Car

Justin Green – Self-Recharging Car

Winners at Lyme Consolidated Invention Convention

Griffin McGlinchey – Goodbye Geese

Leland Hine – Solar Snow Shed

Mason Wells – Jet Cap

Winners at LOLMS Invention Convention

Katie Bauchmann – Soothe Jar

Mary Wholean – Bug Box

Advanced from Regionals at Goodwin College to State Competition

Constance Sharp – Fire Fighters' Friend

Zackary Shaw – Weight No More

Douglas Griswold – Light Shot

Brodie Lippincott – Clear-A-Clog

Macklin Cushman – Soccer Alone

Advanced from State to Nationals

Sydney Goulding – Super Screen

Eleanor Robinson, Director of the Roger Tory Peterson Estuary Center, handed out awards to Leland Hine for his snow shed invention and one to Sarah Colangelo for her invention bird saver. An honorable mention award was handed out to Brodie Lippincott for his invention clear a clog. All of the inventions were environmentally friendly awards.

2. Memorial Day Essay Winners

The following students were present to read their award winning essays in the American Legion's annual Memorial Day Essay Contest:

1st Place: Emma Bayor, 2nd Place: Jack Porter; 3rd Place: Abby Hale

3. Presentation of Scholarships by Lions Club

Phil Parcak and Mike Walker, representing the Lyme-Old Lyme Lion's Club, recognized four LOLHS students for their academic prowess, athleticism and community service accomplishments. The following students were presented with \$1,500 scholarships: Lily Iannitti, Lauren Quaratella, Caleigh O'Neil and Haley Mahon.

4. Science Olympiad Team

Shannon Glorioso, Science Teacher at Lyme-Old Lyme Middle School, and several members of the Science Olympiad Team were present and recognized by the Board for winning the State Championship.

5. CAFE Student Leadership Awards

The Connecticut Association of Boards of Education (CAFE) invites its member Boards to recognize outstanding student leaders at the middle and high school levels. The principals of each school are asked to facilitate the selection of the students based on a given set of criteria. Mr. Wygonik and Mrs. Dean were present and recognized the award winners and detailed their many accomplishments.

From Lyme-Old Lyme Middle School: Isabella Hine and Aidan Powers

From Lyme-Old Lyme High School: Callie Kotzan and Daniel Cole

6. Recognition of Retirees

The following staff members were recognized by the Board for their many years of service. Each will be retiring at the end of the 2016-2017 school year:

Beth Borden, Director of Curriculum, 17 years of service

Elizabeth Matis, Math Teacher at Lyme-Old Lyme High School, 19 years of service

Deborah Pardue, 1st Grade Teacher at Mile Creek School, 33 years of service

Andrea Tyler, World Language Teacher at Lyme-Old Lyme Middle School, 18 years of service

Maria Varga, Preschool Teacher, 35.5 years of service

7. Public Comment

Deb Loper, staff member and community member, voiced her concern over the lack of health benefits that are offered to the part-time instructional assistants that work for the district.

8. Report from Student Representatives

Madeline Zrenda and Matthew McCarthy reported on the following activities taking place at the schools:

At LOLHS: The girls lacrosse team won their second straight Shoreline championship. The annual 8th grade orientation was held on May 19 which concluded with a barbeque lunch. Two weeks ago, the annual spring spirit week took place that concluded with a school-wide field day. In the past two weeks, the school held its underclassmen and senior awards nights as well as the National Honor Society induction ceremony. The seniors are wrapping up their last few weeks of high school. Last week the seniors went to High Meadow for the senior picnic and last Thursday went to Saybrook Point Inn for the senior banquet and next Thursday is graduation. Final exams for all grades begin this Friday and conclude on June 15.

At LOLMS: All standardized testing is complete. The 8th graders completed language and math exams this week. Thanks were extended to the PTO and 8th grade parents for supporting and chaperoning the last dance of the school year which had 240 students in attendance. There is an end of year pep really

tomorrow led by 8th grade class leaders with lots of opportunity for student participation at all grade levels. The middle school will host the rising 6th graders this Friday for the final phase of middle school transition. All rising 6th graders will cycle through ice breakers and be introduced to LOLMS core values and beliefs, lunch in the cafeteria, and meet with the team leaders to hear what 6th grade is all about. The 7th grade is off to a science-based geological trip to Hammonasset State Park. On June 12, there will be a mentor social for all mentors and mentees. The mentor program has proven to be an integral and valued program for the students and community volunteers. Next week starts closure activities for the 8th graders which includes yearbook signing, ice cream social, the Ocean Beach trip, and the promotion ceremony.

At Lyme Consolidated School: On May 6, the PTO held its 2nd annual golf tournament and raised over \$10,000. Special thanks were extended to Josh and Anna Greiner for organizing this event. The incoming kindergarten students visited the classrooms and took their first bus ride last week. On Friday morning, June 9, the 5th graders will be visiting the middle school. In the afternoon, the last "Town Meeting" of the year will be held. Field Day is scheduled for Monday, June 12, and the 5th grade "Celebration" is at 10:00 a.m. on Wednesday, June 14. Overall, it has been another great year for the students at Lyme School.

At Mile Creek School: Dr. Downes is back from a medical leave and thanks were extended to former Director of Special Services, Nancy Johnston, for serving as Interim Principal in her absence. Mile Creek School was in exceptional hands throughout Dr. Downes' recovery from knee replacement. Things have been hopping at the Creek. Below are the many special events that have taken or will take place this month:

Audubon lessons/walks with 3rd, 4th and 5th grade.

Incoming kindergarten orientation and bus ride.

5th grade band and chorus concert at the middle school.

Young Author's Tea – 1st grade.

Memorial Day Program – 2nd grade.

Theaterworks presents "Miss Nelson is Missing."

Town librarian here to discuss summer reading.

Field Day.

5th grade to middle school for transition/lunch.

5th grade picnic.

5th grade promotion.

Field Trips are being planned to the State Capital; Rocky Neck State Park; Mystic Seaport; White Sands Beach; Connecticut River Museum; Garde Arts Center and Sturbridge Village.

In the Preschool Program: June is a month of review and spring learning. The preschool will be reviewing colors and shapes and learning about insects and butterflies. They will be reading *The Very Quiet Cricket* and *Waiting for Wings*. The preschool will be holding its end of the year celebration on June 9. The celebration will include colorful certificates, pizza and a Wildcat cub cake. Congratulations were extended to the preschool for all their hard work and learning this year.

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviasher reviewed the June personnel report which reflected five new hires for the 2017-2018 school year. The Board will be interviewing the candidate for the Middle School Assistant Principal position at the end of the regular meeting in executive session.

Mr. Neviasher reviewed the June enrollment report which reflected a total of 1,311 students enrolled which is again higher than last month. Mr. Neviasher noted that they are continuing to track the kindergarten enrollments. Last year at this time, there were 56 kindergartners enrolled. Currently, there are 66 kindergarten students enrolled for next year. Mr. Neviasher noted that they will be evaluating where these incoming students live, whether or not they have siblings already in the schools, and determining their school placement to figure out the number of sections that must be run at each school, which may require further adjustment of the attendance boundaries for new students.

Mr. Neviasher reviewed a proposal for future end of year recognition banquets with a recommendation to increase the budgeted amount to approximately \$4,500-\$5,000.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of May 31, 2017. Fluctuations of note:

Administrative Services: reclassification of technology spending

Instructional Programs: general purchasing down year over year

Special Education: reduced tuition year over year

Mrs. McCalla noted that there was nothing new to report for the month of May that hasn't been covered in previous months as far as expenditures are concerned. She added that the year has been stable with no major unexpected purchasing needs.

Mrs. McCalla reported on a very preliminary estimate of a return to the towns which is in the neighborhood of between \$700,000 and \$800,000. There are still some unknowns relative to special education mediations currently in progress, as well as the need to address the softball infield.

Mrs. McCalla reviewed the Contingency Maintenance Report with the total available contingency balance increasing slightly from April with a total available balance of \$51,067 due to invoices received that were different from encumbrances. There is no new spending in contingency to report.

Mrs. McCalla gave an update on the Business Office. The following tasks are being accomplished as the end of the fiscal year draws to a close:

- Final payroll processing.
- Finalizing purchasing for the year.
- Auditors conducting year end pre-audit in July.

- Insurance renewals for medical and dental policies through Anthem as well as LAP policy that is held with CIRMA.
- June is open enrollment period for health insurance; two open enrollment informational meetings were held for staff

V. Educational Presentation

There was no educational presentation scheduled.

VI. Chairman & Board Report

Mrs. Roche reminded the Board that the high school graduation would take place on Thursday, June 15, and the Board members should arrive at 5:00 p.m.

VII. New Business

1. Superintendent Appointment of Designee Per Policy 7250

Each year the Board is asked to appoint a designee(s) to act in the absence of the Superintendent as necessary. Mr. Neviasher explained that it is useful to have the Board designate two individuals for the rare occasions when both the Superintendent and Director of Curriculum are unavailable. Mr. Neviasher recommended the Board approve Michelle Dean, Director of Curriculum (effective July 1), and Melissa Dougherty, Director of Special Services, as designees for this purpose.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Winchell, to designate Michelle Dean, Director of Curriculum, and Melissa Dougherty, Director of Special Services, as the designees to act in the absence of the Superintendent per Policy 7250.

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

2. Participation in State and Federal Grants

Mr. Neviasher explained that each year the Board is asked to approve application for all state and federal grants. These include those for special education as well as remedial, staff development and other entitlement grants. A single motion authorizes the administration to apply for all that the District is eligible as well as any additional grants deemed appropriate by the Superintendent.

MOTION: Dr. Jones made a motion, which was seconded by Dr. Goulding, to authorize the Superintendent of Schools to apply for, receive and otherwise act as the legal representative of Regional School District No. 18 in connection with the following State and Federal Grants along with any other grants he deems appropriate:

Adult Education

Handicapped Preschool Incentive – Section 619 Education of the Handicapped Act

National School Lunch Program

Open Choice Attendance

Title I Improving Basic Programs

Title II Teacher and Principal Training and Recruiting
Title VI Part B of the Education of the Handicapped Act PL 94-142
Carl D. Perkins
School Transportation
Science and Technology
Investing and Personal Finance

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

3. Food Service Management Contract

Mrs. McCalla explained that each year the USDA and State of Connecticut require school districts to renew their food service management contracts. The district is under agreement with Chartwells until June 30, 2021; however, the district must renew the terms each year after receiving state approval. Mrs. McCalla also reported that at this time last year, the overdue balance on student accounts was over \$50,000. This year, through the efforts of the food service director, school administration and staff, the balance is between \$10,000 and \$12,000.

Follow-up discussion centered on the quality of food offered and the effect on lunch prices should improvements be made. There was also discussion on the healthy food guidelines and standards that the district must abide by. The Business Manager reported on a pilot program for a pre-order system that helps speed up the delivery of food to students and staff.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Winchell, to approve the food service management contract between Region 18 and Chartwells for the 2017-2018 school year.

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

4. Memorandum of Agreement with LOLA

Mr. Neviasser explained that with the hiring of a new Assistant Principal at LOLMS, LOLA has agreed to revise the Assistant Principal positions so that they mirror those of the other administrators (now 12 month positions). This does not include any increase in pay or other benefits.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Lucas Edson, to approve the Memorandum of Agreement between the Lyme-Old Lyme Administrators' Association and the Board of Education regarding the Assistant Principal positions as presented.

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

5. Contract Approvals

The Board was presented with the contracts for the Director of Facilities and Technology and the Business Manager. Mr. Neviasser explained that both contracts include previously negotiated salaries and benefits but still require annual approval to continue their three year contracts.

MOTION: Mrs. Winchell made a motion, which was seconded by Dr. Goulding, to approve the contracts of John Rhodes, Director of Facilities and Technology, and Holly McCalla, Business Manager, as presented.

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

6. Chinese Programming

Mr. Neviasser reviewed some cooperative opportunities the administration is considering with schools in China including sharing the district's advanced placement curriculum for a cost per student. Follow-up discussion centered on security issues, pros and cons of these initiatives, etc.

There was Board consensus to approve the Superintendent's pursuit of seeking these types of opportunities.

7. Staff Laptop Lease

The following background information was supplied by John Rhodes on this agenda item:

This purchase is part of the annual computer replacement program. These new laptops will replace the existing six-year-old staff laptops. Approximately 75 of the best current staff laptops will be recycled for one year on Middle School computer carts. This will increase the number of Middle School computer carts from six to nine.

The proposed action is based on a four year computer lease. Lease pricing was obtained through a publicly bid request for proposals. Only Connecticut Computer responded to the proposal request. The base equipment cost is \$143,800. The total expenditure following four annual lease payments is \$151,686.60. This is a \$7,886.60 finance charge or 5.5% over the four-year lease.

At the end of this lease period, the district will be purchasing the laptops for \$1 each for continued use in the school district.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Wilczynski, to award HPE Financial Services, using Connecticut Computer Services as the agent, a four-year lease for 200 staff laptops for \$37,921.65 annually.

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

8. Window Air Conditioning Units

The following background information was supplied by John Rhodes for this agenda item:

As part of the 2017-2018 Capital Project budget, the district will be installing window air conditioning units in both the Middle School and Lyme Consolidated School classrooms. Once completed, all district classrooms will be air conditioned.

This project was publicly bid. Bid results are listed below:

AJ Madison	\$18,236.24
Bell Simmons	\$22,819.31
Grainger	\$22,696.68
Granite City Supply	\$23,349.00

The recommendation was to award AJ Madison the bid to supply window air conditioning units.

Mr. Cushman requested that, in the future, the Board be supplied with information on the companies meeting all requirements of the bid.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Winchell, to award AJ Madison the bid to supply window air conditioning units for the Middle School and Lyme Consolidated School for \$18,236.24.

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

9. Window AC Unit Electrical Circuits

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

As part of the 2017-2018 Capital Project budget, the district will be installing window air conditioning units in both the Middle School and Lyme Consolidated School classrooms. To support the window air conditioning units, additional electrical circuits need to be routed to the classrooms. This project was publicly bid. Bid results are listed below:

AM Electric Company LLC	\$98,960
Sicuranza Electric LLC	\$34,500

The recommendation was to award the contract to Sicuranza Electric for this work.

MOTION: Dr. Jones made a motion, which was seconded by Dr. Goulding, to award Sicuranza Electric the contract to install electrical circuits for window air conditioning units at the Middle School and Lyme Consolidated School for \$34,500.

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

10. High School Softball Field Infield Rebuild

The following background information was provided by John Rhodes on this agenda item:

The infield mix used on the High School softball field needs to be replaced and the infield needs to be regraded. There are a number of problems with the current installation:

- Existing grades on the infield cause puddles to occur resulting in numerous game cancelations.
- Existing infield mix gets very hard if allowed to dry and contains medium to coarse aggregate. This has caused athlete injuries sliding into bases.
- Existing infield mix requires significant amounts of maintenance time to dry the infield following the rain or keep the infield wet so it doesn't become too hard.

Mr. Rhodes proposed rebuilding the high school softball infield which includes purchasing an infield mix which is suitable for high school softball and which requires less maintenance. They have obtained an estimate to have the existing infield material removed and replaced. Because of the specialty of this material and work, the recommendation was to not go out to bid.

Since the softball field was built, an engineered infield mix called DuraEdge is available which is easier for athletes to slide and requires much less maintenance. In addition, the engineered mix can be purchased in different grades from recreational (softest/least maintenance) to professional (hardest/most maintenance). DuraEdge is the premier infield mix used successfully by many school districts and professionals. The recommendation was to have DuraEdge supply the infield mix for the high school varsity softball field.

For the last six years, the district has used Sports Turf Specialties for the athletic field maintenance. They consistently supply quality advice. In addition, Sports Turf Specialties rebuilt the track field to resolve the long standing drainage issue. Due to the critical nature of the softball infield rebuild, the recommendation was to have Sports Turf Specialties perform this work.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Lucas Edson, to waive the bidding requirement and to purchase 184 tons of DuraEdge infield mix for the high school varsity softball field for \$17,940 and to contract Sports Turf Specialties to rebuild the high school softball infield for \$13,529.

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

11. Mile Creek Closet Door Purchase

This item was removed from the agenda as it did not require Board approval.

VIII. Old Business

1. 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.

2. Report of committees:

- a. *Facilities*. Dr. Goulding reported that this committee would be meeting the following day. Mr. Rhodes updated the Board on the seven change orders relative to the fuel oil tank installation that took place last summer. Progress has been made on this issue as they have received more information to evaluate the change orders. Mr. Rhodes noted that there is a possibility of a special Board meeting being scheduled to approve these change orders within the coming weeks.
- b. *Finance*. No report.
- c. *Communications*. Mrs. Roche reported that this committee is working on the June edition of the *Focus on Education* newsletter which will cover the high school graduation, the new math program, the mentoring program at the middle school, and the top students from the Class of 2017.
- d. *Policy*. Mr. Neviasher recommended that this committee start streamlining policies that are cross referenced in different sections of the policy book. On another matter, Mr. Neviasher reported that there have been inquiries from people who own property in Lyme or Old Lyme but don't reside here who want to know if their property taxes could be counted towards tuition for their child. There will be further study of this request.
- e. *LEARN*. No report.

IX. Correspondence

There was no correspondence to report.

X. Executive Session

Dr. Jones made a motion, which was seconded by Mrs. Winchell, to move into executive session to interview the candidate for the Middle School assistant principal position and to discuss the superintendent's evaluation. Mr. Neviasher was invited to attend the executive session.

XI. Adjournment

The regular meeting adjourned at 9:07 p.m. upon motion by Mrs. Winchell and a second by Dr. Goulding.

Respectfully submitted,

Rick Goulding, Secretary