

LYME-OLD LYME PUBLIC SCHOOLS

Small Schools, Big Ideas



*Challenging * Achieving * Excelling*

REGION #18

Regular Board of Education Meeting

August 1, 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; Stacy Winchell

Administration Present: Ian Neviasher, Superintendent of Schools; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Holly McCalla, Business Manager; John Rhodes, Director of Facilities & Technology

Others Present: Phil Fazzino, AFT Vice President

I. Call to Order

The meeting was called to order at 6:31 p.m. by Chairwoman Roche. The Pledge of Allegiance was recited.

II. Approval of Minutes

MOTION: Mrs. Linderman made a motion, which was seconded by Dr. Powell St. Louis, to approve the minutes of Regular Meeting of June 6, 2018; Executive Session of June 6, 2018; and Special Meeting of June 19, 2018.

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

III. Visitors

1. Public Comment

There was no public comment.

2. Report from Student Representatives

This report begins in the fall when the students return to school.

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IV. Administrative Reports

1. Superintendent's Report

Mr. Neviaser reviewed the August Personnel Report which updated the Board on the various new hires and resignations/retirements. Mr. Neviaser also reviewed the positions yet to be filled.

Mr. Neviaser noted that while there is no enrollment report this month, the Board should be aware of the current kindergarten numbers which the administration has been tracking closely. At this time, there are 29 students enrolled in kindergarten at Lyme Consolidated School and 35 students enrolled at Mile Creek School, for a total of 64 students. The class size guidelines for kindergarten remain at 15 students per section.

Mr. Neviaser reported on the annual convocation and staff professional development which take place in August. He invited all Board members to attend the convocation ceremony on the morning of August 27.

Mr. Neviaser also reported that the new staff orientation will take place on August 22.

Mr. Neviaser updated the Board on the facilities projects that have taken place over the summer.

Mr. Neviaser updated the Board on security upgrades that have been made since June.

Mr. Neviaser updated the Board about the possibility of expanding the preschool program once LEARN vacates Center School. A committee has been formed to study this initiative.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of July 31, 2019. Fluctuations of note:

Employee Benefits: health insurance transition billing delay vs. last year.

Special Education: tuition encumbrance this year not processed at this point last year.

Administrative Services: Timing of technology and LAP insurance invoices and processing.

Mrs. McCalla reviewed the Contingency Maintenance Report for fiscal year 2018-2019 which reflected a balance of \$187,506.

V. Educational Presentation

1. Professional Development Presentation

Michelle Dean, Director of Curriculum and Professional Development, reviewed the planned professional development activities that will take place in August, and she reviewed the focus for professional development planned for the upcoming school year. A copy of her presentation is attached to these minutes for informational purposes.

Discussion followed and included the importance of gathering feedback/data on professional development initiatives (effective, how used, etc.).

VI. Chairman & Board Report

Mrs. Roche reported on the Board retreat that is scheduled for August 8. She reminded all to fill out the CABE questionnaire.

Mrs. Roche reminded the Board to let Jeanne DeLaura know if they were planning on attending the CABE/CAPSS Convention in November. Mr. Neviasser noted that the majority of people attend just the Friday session vs. both days (Friday and Saturday). Several Board members noted the benefits of attending this conference.

VII. New Business

1. Leave of Absence Request

Mr. Neviasser presented a childrearing leave of absence request from Nichole Chappell, kindergarten teacher at Lyme Consolidated School, from the conclusion of her FMLA leave through February 27, 2019.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Leonardo, to approve the childrearing leave of absence for Nicole Chappell as presented.

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

2. Tuition Student Request

Mr. Neviasser reviewed a tuition student request. He noted that this would be the district's 6th tuition student for the 2018-2019 school year and that despite graduating two tuition students in June, this will be the highest number of out of district students to date.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Wilczynski, to approve the tuition student request as presented.

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

3. AFT Contract Approval

Mr. Neviasser reviewed the proposed 2018-2021 AFT Contract as negotiated by the Human Resources Committee and the AFT.

Summary of changes:

- Wages - 2.25% in year one of the contract (retroactive to July 1, 2018 – June 30, 2019), 2% in year two, 1.75% in year three.
- No step in year one, step in years two and three.
- Year one no insurance changes - HDHP-\$2,000.00/\$4,000.00 plan for all three years.
- Years two and three - three tier drug rider with co-pays of \$5 Generic / \$25 Brand Name / \$40 Non Formulary Brand Name co-pay, out of network services will be subject to a 70% plan / 30%

member coinsurance to a combined in-and-out-of-network coinsurance maximum of \$2,500.00 for the individual and \$5,000.00 for the family, for a combined in-and-out-of-network out-of-pocket maximum of \$5,000.00 for the individual and \$10,000.00 for the family.

- The Board's contribution to employee deductible = 50%, 50%, 45%
- Cost share premiums are 17.5%, 18%, 18.5%
- Added an additional half holiday for full time employees - Christmas Eve, unless school is in session for a full day.
- Revision of timelines for employees applying for vacation time.
- Clarification on how longevity pay is determined.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Wilczynski, to approve the AFT Contract for the period 2018-2021 as presented.

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

4. Annual Goal Development

Mr. Neviaser reviewed previous discussion that occurred at a recent Human Resources Committee meeting relative to goal development for the upcoming school year. Mr. Neviaser provided the Board with last year's goals to give a sense of what the areas of focus have been. Discussion followed with Board members providing input and suggestions for goal development for the 2018-2019 school year.

5. Window Safety Film Installation

John Rhodes provided the following background information on this agenda item: the installation of window safety film on all hallway classroom and office windows prevents an intruder access by remaining intact if impacted by a firearm or axe. The safety film will create a second layer of defense beyond the outside doors for staff and students locked down inside classrooms and offices. Millard Enterprises has installed this safety film system at all of the elementary schools during the 2017-2018 budget year. This project was not bid since Millard Enterprises is the qualified 3M window film installer in the area. Mr. Rhodes also noted that this project will be charged to contingency since it was not budgeted.

MOTION: Mrs. Linderman made a motion, which was seconded by Dr. Goulding, to waive the bidding requirements and award Millard Enterprises the installation of classroom window safety film at the Middle School and High School from the facilities budget for \$51,767.

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

6. Microsoft and Anti-Virus License Renewal

John Rhodes provided the following background information on this agenda item: the RESC Alliance has completed bidding the Microsoft and Symantec annual licensing agreement for the 2018-2019 school year. SHI International is the RESC Alliance recommended lowest bidder. The offered pricing is within

the district's budgeted value for licensing.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Wilczynski, to approve renewal of the Microsoft and Symantec licensing, which includes the anti-virus, Microsoft Office products, the Windows operating system for its PCs, and Windows Server and SQL Server licenses for its servers for \$38,602 through SHI International.

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

7. Installation of Opening Between LOLMS Cafeteria and Kitchen

The following background information was supplied by John Rhodes on this agenda item: the existing Middle School kitchen servery configuration causes significant delays for students to purchase food during their lunch period. This project will install a new ten foot opening which will improve access between the cafeteria and food servery.

This project was publicly bid but no bids were received. Reaching out to contractors, the district was able to obtain the following bids:

G. Donovan	\$18,705
Noble Construction and Management	\$17,975
O&G Construction	\$29,000

It was recommended that Noble Construction and Management be awarded this project. Mr. Rhodes explained that if Noble Construction is unable to commit to the scope of work, the fallback will be G. Donovan.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Winchell, to award Noble Construction and Management the contract to install a new opening between the Middle School cafeteria and kitchen servery for \$17,975 based on scope review.

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

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*. No report.

b. *Finance*. Mrs. Wilczynski will work with the Business Manager on suggestions/recommendations made at the Finance Committee Meeting held earlier in the evening regarding the budget process.

Discussion followed on looking at new ways to present the budget book to the public and at the same time ensuring that the Board is fully educated on the budget. Several Board members indicated they would like more detail provided to the membership. Other Board members questioned the need for being provided such level of detail and voiced concern over the extra work that would have to be expended on the part of the superintendent and business manager. There was Board consensus that the Finance Committee review this subject and develop recommendations for the next budget session.

- c. *Communications*. No report.
- d. *Policy*. Mr. Neviasser reported that the district has contracted with CAFE for a policy audit on the policy book.
- e. *LEARN*. No report.

IX. Correspondence

There was no correspondence to report

X. Executive Session

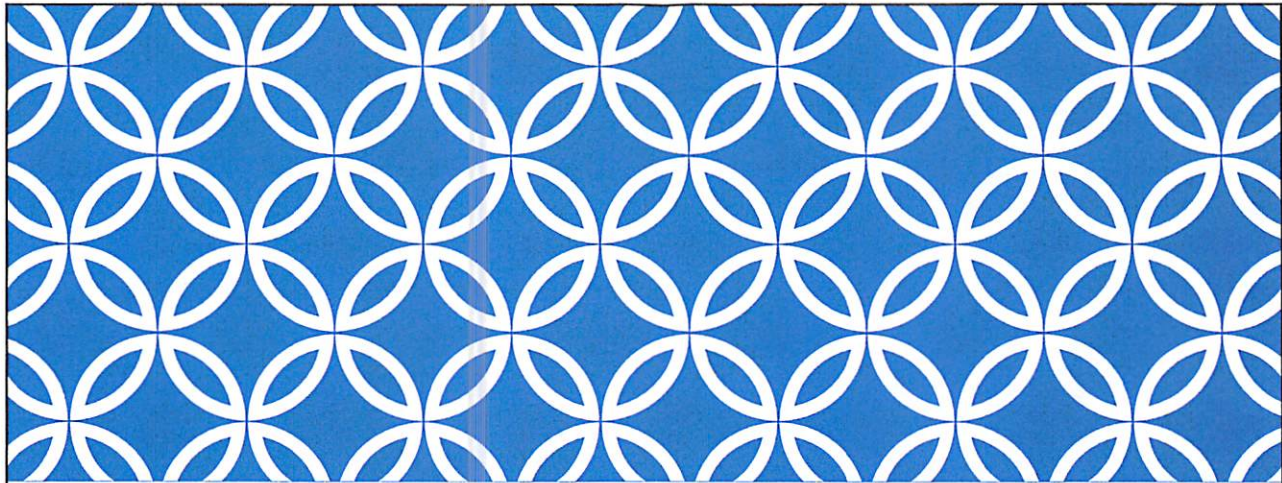
There was no need for an executive session.

XI. Adjournment

The meeting adjourned at 8:19 p.m. upon motion by Dr. Goulding and a second by Mrs. Shoemaker.

Respectfully submitted,

Rick Goulding, Secretary



PROFESSIONAL DEVELOPMENT 2018-2019

Objective: Based on building needs assessments, provide PD for staff that is ongoing, relevant, and aligned to district goals

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Four days in August (two for Tutors/Instructional Assistants)
- Five half-days
- Second Monday Meetings
- Common team/department planning
- Collaboration days

PROFESSIONAL DEVELOPMENT STRUCTURE

Scheduled Days are based on:

1. Administrator data/observations
2. Recommendations from the district PDEC Committees
3. Central Office recommendations based on State initiatives

Embedded into work day are:

Common team/department time, collaboration days, Monday Meetings, and half-day PD days are used to carry-over or follow up on current and past PD initiatives

INSTRUCTIONAL FOCUS

Pre-School:	Elementary:	Middle:	High School:
<ul style="list-style-type: none"> -Curriculum alignment with CT Early Learning Standards -Implementation of Bridges 	<ul style="list-style-type: none"> -ELA Module review 3-5 -Morphology: 4-5 -Cross-Curricular review of NGSS Standards/Unit development K-5 -Pre-assessment data to inform Tier 1 differentiated instruction 	<ul style="list-style-type: none"> -Teacher Collaboration/ Learning Walks - Enrichment through "Pursuits" -Math program review/ELA Module review -NGSS Unit implementation -Technology integration (Canvas) 	<ul style="list-style-type: none"> -Technology integration (Canvas) -Embedded SAT instruction (teachers/students) -NGSS Unit implementation -CCT and 21st Century Rubric calibration -Restorative Practice and Advisory training