

# LYME-OLD LYME PUBLIC SCHOOLS

*Small Schools, Big Ideas*



*Challenging \* Achieving \* Excelling*

## REGION #18

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

September 5, 2018

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

*Absent by Previous Arrangement:* Diane Linderman

*Administration Present:* Ian Neviaser, 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; Patricia Downes, Principal of Mile Creek School; 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:* Mary Roth, RETA Co-President; Brynn McGlinchey and Emily O'Brien, High School Student Representatives

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

The meeting was called to order at 6:30 p.m. by Chairwoman Roche. The Pledge of Allegiance was recited. Mrs. Roche welcomed new student representative Emily O'Brien.

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

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Winchell, to approve the minutes of Regular Meeting of August 1, 2018 as presented.

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

### **III. Visitors**

#### **1. Public Comment**

There was no public comment.

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## 2. Report from Student Representatives

Brynn McGlinchey and Emily O'Brien reported on the following activities taking place at the schools:

*At LOLHS:* On Monday, August 27, the high school kicked off the new school year with the annual freshmen picnic to welcome the graduating class of 2022. In addition to a great meal, the incoming freshmen received their schedules and were given a tour of the building. The student guides also provided parent tours. One hundred eighty-one student athletes will represent the Wildcats as the fall sports season kicks off tomorrow. The annual Back to School Night will take place on September 13 at 6:30 p.m. The School Counseling Department will begin its series of parent information nights this month. Senior parent night is September 11 and Financial Aid Night is September 25. The newcomers group is off to a great start with a lunch party planned for next week for the new students, their buddies and their homeroom teachers. September will wrap up with spirit week and the fall pep rally.

*At LOLMS:* The middle school started the year with the annual open house for all students followed by the LYSB ice cream social on August 27. There were 90 incoming 6th graders, all of whom transitioned smoothly. For parents new to the middle school, a parent orientation was scheduled and attended by approximately 30 parents addressing the tools of PowerSchool and Canvas as well as a question and answer period by veteran parents. Students are enjoying the newly renovated cafeteria and the newly implemented activity period that accompanies lunch.

*At Lyme Consolidated School:* The Lyme Consolidated opening was a success. The building was very clean and hallways were sparkling. Special thanks were extended to the custodians and maintenance staff as well as the student summer work crew. Teachers spent many summer hours getting their classrooms ready. The students transitioned back to school without a hitch. Grades 1-5 welcomed 15 new students to their classrooms and there are 29 new kindergarten students. The classroom air conditioners allowed the students and staff to stay cool during the extreme high temperatures. The buses arrived on time for the start of the school day and the students' trip home was also successful. The first PTO meeting is on September 12 at 6:00 p.m. and the parent Open House is on September 20 at 6:15 p.m. The PTO family picnic is scheduled for September 28 from 5:30 to 7:00 p.m. A special thank you was extended to the Novak Brothers for fixing the cinder track over the weekend and to the PTO for funding their efforts.

*At Mile Creek School:* Mile Creek is pleased to report that the school year opened smoothly with happy students, staff and parents. There was a celebration of the new school year with an all-school assembly featuring the Mile Creek School student senate leaders. The kindergarten students enjoyed an August playdate on the playground, sponsored by LYSB, which went a long way toward calming first day jitters for the youngest students. Mile Creek School is proud to have among the staff the Non-Certified Staff Member of the Year, Jennifer Harvill, and Teacher of the Year, Susan Whritner. Mile Creek PTO will hold its back to school picnic on September 7. Families are invited to bring a picnic blanket and supper. On September 12, Mile Creek will be hosting the N.E.D. Kindness Adventure. Parent Night will be held on September 20 at 6:30 p.m.

*In the Preschool Program:* The preschool started last week with a few tears but finished the week with all smiles. During the month of September, the students will be completing an *All About Me* project and sharing their project with their classmates. They will begin their academic studies learning about the color red, the shape of a circle and working to recognize their names. The students will learn about self, family and community. The works of Picasso will be the focus of their art lessons. The teachers and staff look forward to meeting all families during the Open House on September 25. The preschool wishes everyone a fabulous school year.

#### IV. Administrative Reports

##### 1. Superintendent's Report

Mr. Neviaser reviewed the September personnel report which reflected numerous new hires and several resignations. Currently, there is a need for several more instructional assistants. A school nurse was recently hired at Lyme School.

Mr. Neviaser reviewed the September enrollment report which reflected an in-house population of 1,252 students. He explained that the preschool program grows as the year goes on so that number will increase. Currently there are five tuition students with another tuition request coming before the Board later in the meeting.

Mr. Neviaser reported on the successful opening of the 2018-2019 school year including the staff convocation and professional development days which preceded opening day.

Mr. Neviaser updated the Board on security initiatives that are being put in place throughout the district. A question on the cost of the school resource officer was made; Mr. Neviaser reported that this will cost \$90,000 a year and was not budgeted in the 2018-2019 school year.

Mr. Neviaser reminded the Board to contact Jeanne DeLaura if they wanted to attend the annual CABC-CAPSS convention on November 16-17, 2018.

Mr. Neviaser reported that teacher negotiations will begin in October. Tentative dates for meetings have been scheduled. The Human Resources Committee will meet to review proposals once they are complete.

Mr. Neviaser updated the Board on the installation of the oil tank at Mile Creek

As the first few days of school occurred during a heat wave, Mr. Neviaser shared an email he received from a veteran middle school teacher who wrote, *Teaching/learning without our air conditioners in the middle school would have been impossible today (and tomorrow). Thanks again for investing in them..... I want to thank you for supporting this project two years ago. It has made a tremendous difference in our school environments.*

## **2. Business Manager's Report**

Mrs. McCalla reviewed the Executive Budget Summary as of August 31, 2018. Fluctuations of note:

*Salaries:* Timing of payrolls - at same point last year, only four payrolls had occurred. This year five have occurred including the first teacher payroll of the year, which was not paid until September of last year.

*Special Education:* Tuition encumbrances not accounted for at this point in time last year.

*Administrative Services:* Increased spending in administrative technology year over year.

*Pupil Transportation:* Yearly encumbrance for regular education transportation has been accounted for this year and wasn't, at this point yet, last year.

*Plant/Facilities:* Extra payroll, \$80,000 in contingency spending, increased spending in building supplies and grounds purchased services and food service equipment.

Mrs. McCalla reviewed the Contingency Maintenance Report which reflected \$65,907 in new spending this month, most of which is attributed to the safety film placed on windows. Additional costs are associated with chiller repair and service at the high school and backflow preventer repair at Center School. The remaining contingency balance is \$121,599.

## **V. Educational Presentation**

### **1. Special Education Report**

Melissa Dougherty, Director of Special Services, gave a report on the standard costs of outplacements and the process by which students are outplaced. A copy of her presentation is attached to these minutes for informational purposes.

Discussion followed on the high cost of outplacing students, state regulations and changes relative to special education and reimbursement.

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

Mrs. Roche reported on the membership of the Human Resources Committee; currently Martha Shoemaker and Diane Linderman have expressed interest. Mrs. Roche asked for other volunteers for serving on this committee.

Mrs. Roche asked that the Board provide feedback for holding another Board retreat, possibly after the budget process ends.

## **VII. New Business**

### **1. Goals for 2018-2019**

Mr. Neviasser reviewed the annual district goals that were developed by the administrative team for the 2018-2019 school year based on feedback from the Board at the previous meeting. A copy of these goals are attached to these minutes for informational purposes.

Mrs. Roche suggested these goals be communicated through the *Focus on Education* newsletter. There was a suggestion to put important data such as this on the district website.

MOTION: Mrs. Winchell made a motion, which was seconded by Dr. Goulding, to approve the 2018-2019 goals as presented.

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

## 2. Middle School Kitchen Servery Doors

The following background information was supplied by John Rhodes, Director of Facilities and Technology: this is the last purchase to complete the Middle School cafeteria improvement project. The wall between the cafeteria and kitchen servery has been expanded to improve student access to food services. It is expected that this will reduce waiting time. Originally the purchase and installation of these doors was part of the contract to create the larger opening. However, buying directly from Overhead Door reduces purchase cost by eliminating contractor mark up. Overhead Door products are supplied through their franchises so there is no advantage to bidding.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Shoemaker, to waive the bidding requirement and award Overhead Door of Norwich the installation of two Middle School roll up doors at the kitchen servery for \$15,827.27.

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

## 3. High School Baseball Infield Rebuild

The following background information was supplied by John Rhodes on this agenda item: the existing baseball infield is scheduled for renovation as part of this year's facility project budget. Renovation will include reestablishing all of the infield elevation grades, replacing the infield mix, reseeding the infield and updating the warning track. This project was publicly bid. Sports Turf Specialties was the lowest bidder. They have successfully performed work for the school district in the past.

| <b>Company Name</b>     | <b>Price</b> |
|-------------------------|--------------|
| RAD Sports              | \$98,579.00  |
| Mountain View           | \$86,750.00  |
| Sports Turf Specialties | \$48,361.00  |
| Liberty Landscapes      | \$77,855.00  |

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Shoemaker, to award Sports Turf Specialties the contract to renovate the High School baseball infield for \$48,361.

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

## 4. Elementary Tuition Student Request

Mr. Neviasser summarized a tuition request for the 2<sup>nd</sup> grade at Lyme School. This accommodation can be made without affecting class size guidelines.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Shoemaker, to approve the tuition request as presented.

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*. A meeting will be scheduled this month to review the accounting system and research what data can be extracted for budgetary purposes. This will be scheduled before the next regular Board meeting.
- c. *Communications*. No report.
- d. *Policy*. No report.
- e. *LEARN*. No report. This group is meeting next week.
- f. *LOL Prevention Coalition*. This group (formerly known as CASFY) will meet next week.

**IX. Correspondence**

There was no correspondence to report.

**X. Executive Session**

There was no need for an executive session.

**XI. Adjournment**

The regular meeting adjourned at 7:40 p.m. upon a motion by Mr. Cushman and a second by Mrs. Shoemaker.

Respectfully submitted,

Rick Goulding, Secretary

# Understanding Special Education Costs

Melissa Dougherty

September 5, 2018

## The Budget...

### Constant:

- Supplies
- Dues
- Professional Development

### Variable:

- Public Tuition
- Private Tuition
- Special Education Therapy and Evaluation
- Transportation



## What Causes the Variability?

Our obligation to educate all students in their least restrictive environment.

Individuals with Disabilities Act (rev. 1990)

Education of all Handicapped Children Act 1975

District recommends an out of district placement to meet the student's needs

Students move to the district and were previously placed by sending district

DCF involvement

Unilateral Placements

Parent requests for Independent Educational Evaluations

Additional supports/evaluations required for educational programming

## Out of District Placement Examples

| School Name              | Daily Rate | Yearly Tuition | Transportation |
|--------------------------|------------|----------------|----------------|
| Natchaug Hospital        | \$353      | \$66,717       | \$2,472        |
| Waterford Country School | \$347      | \$64, 195      | \$22,341       |
| Meliora                  |            | \$138, 420     | \$32,720       |
| Foundation School        |            | \$68, 500      | \$37, 026      |
| LEARN                    |            | \$84,109       | \$22,000       |
| Public School            |            | \$22,412       | N/A            |



## Special Education Therapy and Evaluation Examples

| Professional Services                    | Cost Per Year             |
|--|---------------------------|
| Behavioral Supports                      | \$55,450                  |
| Independent Educational Evaluation       | \$5,000 ea.               |
| District Evaluation Request/Consultation | \$5,000 ea. / \$1,350 ea. |

## Sample Budget

| Example: Projected 2018-19 Special Education Budget      |          |           |                |                             |           |
|--|----------|-----------|----------------|-----------------------------|-----------|
| Student  | School   | Tuition   | Transportation | SpEd Therapy and Evaluation | Total     |
| Student A  | School Z | \$76,700  | \$22,300       |                             | \$99,000  |
| Student B  | School Y | \$62,190  | \$20,635       |                             | \$84,825  |
| Student C  | School X | \$124,760 | \$33,697       |                             | \$158,457 |
| Student D  |          |           |                | \$55,450                    | \$55,450  |
| Student E  |          |           |                | \$5,000                     | \$5,000   |
| Projected Budget: \$402,732                              |          |           |                |                             |           |
| Student F  | School W | \$247,224 | N/A            |                             | \$247,224 |
| Student G  |          |           |                | \$5,000                     | \$5,000   |
| Student H & I  |          |           |                | \$110,900                   | \$110,900 |
| Projected Increased Expenditure: \$363,124               |          |           |                |                             |           |
| Projected Adjusted Expenditures: \$402,732 + \$363,124 = |          |           |                |                             | \$765,856 |

## Region 18/Lyme-Old Lyme

### Goals for 2018-2019

#### Curriculum

Infuse differentiated practices into daily instruction based on an analysis and identification of areas of need using multiple performance indicators including, but not limited to, SAT and SBAC results.

#### Human Resources

Analyze and communicate processes by which we formally monitor and maintain positive communication and relationships.

#### Community

Continue to access and expand upon community resources that support academic, social, and emotional learning for all students.

#### Facilities

Monitor and evaluate five year facility and technology plans to ensure appropriate improvements and maintenance of buildings, grounds, and infrastructure.

Adopted by Board of Education

September 5, 2018