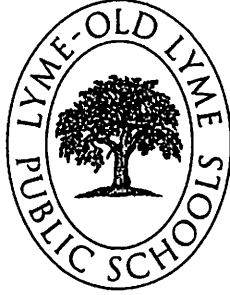


LYME-OLD LYME PUBLIC SCHOOLS

Small Schools, Big Ideas



*Challenging * Achieving * Excelling*

REGION #18

Regular Board of Education Meeting

December 6, 2017

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 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; Glynis Houde, AFT Co-President; Hildie Heck, Athletic Director; Brynn McGlinchey and Madeline Zrenda, High School Student Representatives; LOLHS Soccer Team Members and Coach Paul Gleason; 25 Townsperson from LOL

I. Call to Order

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

1. Election of Board Officers

Dr. Goulding made a motion, which was seconded by Mrs. Winchell, to nominate Michelle Roche as the Chairwoman of the Board of Education. A paper ballot vote reflected all eight Board members that were present voting for Michelle Roche as the Chairwoman of the Board. (Mary Powell St. Louis was not present for this portion of the meeting).

Mrs. Wilczynski made a motion, which was seconded by Mrs. Winchell, to nominate Diane Linderman as Vice Chair of the Board of Education. A paper ballot vote reflected all Board members voting for Diane Linderman as Vice Chair of the Board.

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

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

II. Approval of Minutes

MOTION: Mrs. Linderman made a motion, which was seconded by Mr. Cushman, to approve the minutes of Special Meeting, Regular Meeting and Executive Session of November 1, 2017 as presented.

VOTE: the motion passed unanimously.

III. Visitors

1. CAPSS Student Recognition

Madeline Zrenda and John Manthous were recognized as this year's recipients of the CAPSS Superintendent's Award. This award is based on the students' service, leadership and academic prowess. Mr. Wygonik, Principal of Lyme-Old Lyme High School, presented the award to Madeline Zrenda and spoke to the many accomplishments of this high school senior. John Manthous was unable to attend the meeting to receive his award.

2. LOLHS Girls Soccer Team

The girls soccer team was recognized by the Board for winning their third state championship in a row. Coach Paul Gleason spoke briefly about the winning season. He asked the senior membership of the team to speak about their accomplishments. The Board extended congratulations to the team and coaches for their winning season.

3. Public Comment

There was no public comment.

4. Report from Student Representatives

Brynn McGlinchey and Madeline Zrenda reported on the following activities taking place at the schools:

At LOLHS: The National Honor Society teamed up with the Lymes' Youth Service Bureau to support "Operation Stuff the Turkey" ... it was a very successful Thanksgiving food drive which was delivered to the local soup kitchen. The Student Advisory Council sponsored a Thanksgiving luncheon for the entire faculty and staff on November 20. This is the month of "Gift of Giving." All homerooms are supporting the National Honor Society's effort by contributing to the toy drive and giving wreath. Each homeroom is responsible for at least one toy or gift card. The high school celebrated the girls soccer team (state champions) with a mini breakfast ceremony in the library media center on December 6. *Radium Girls* was

performed by the Old Lyme Players under the direction of Mr. Eckhart. It was a huge success. Auditions and planning is already underway for the spring musical.

At LOLMS: On Veteran's Day, the middle school community had a breakfast and ceremony that honored 47 veterans. Right before the Thanksgiving recess, the middle school celebrated spirit week with college and professional sports team day, pajama day, and blue/white day. The school also celebrated the end of quarter one with grade-level student recognition assemblies recognizing students who demonstrated the school's core values. On December 5, 6th, 7th, & 8th graders performed a concert for a packed house under the direction of Choir Director Laura Gladd.

At Lyme Consolidated School: Parent/Teacher conferences were held on the two half days before Thanksgiving. On December 1, the Lyme Firemen presented their fire safety program to all students. The 5th grade had 14 inventors participate in the "Invention Convention." There were many outstanding inventions shared with all students and staff. The Lyme PTO will meet on December 7 at 7:00 p.m. The "Lyme Cares" multi-age groups will meet again on December 8 to continue to build the Lyme School community. They will be making a paper quilt to better understand the gift of giving and being kind. The next Town Meeting will be on December 15 at 2:15 p.m. The LOLHS choir "Amped Up" will be singing for the Lyme School students on December 21 at 9:00 a.m. The staff and students would like to wish the Board of Education a happy and healthy holiday season.

At Mile Creek School: Parent-Teacher Conferences were held November 20 and 21. Pajama Day was held on December 1 in celebration of the successful collection and donation of food to the food pantry prior to Thanksgiving. The districtwide Invention Convention will be held on December 7 at Center School. The PTO will hold its annual Winter Wonderland Fair on December 7, including pizza, crafts, games, wagon rides and a DJ. The kindergarten class will host Florence Griswold Artist-in-Residence, Julie Riggs, on December 8. The PTO will sponsor their annual Teacher Cookie Swap on December 14. The parents bake and provide treats for every member of the Mile Creek staff to take home for the holidays. The 1st grade will present a musical performance of "The Little Engine that Could" on December 14 at 10:00 a.m. with a parent performance on December 15 at 2:15 p.m. The 2nd grade will hold a Bread Festival as the culminating activity for their *Coming to America* unit of study on December 21. The LOLHS Holiday Sing-Along will also take place on December 21 at 10 a.m.

In the Preschool Program: Preschool will be immersed in the themes of giving and gingerbread this month. They will be studying how to help the community and different celebrations. As a way to give back to the community, in lieu of teacher gifts, the preschool is collecting pajamas for the Scholastic Book Clubs Great Bedtime Story Pajama Drive. Scholastic Book Clubs will match every pajama donation with a book for a student in need. Students are also collecting needs for the Connecticut Humane Society during the month of December. The literature preschool students will be reading include: *The Gingerbread Baby* and non-fiction books to support their winter writing and picture journals. Letter sounds will include G, H and I. The color of the month is green and the shape is a rectangle. The preschool students wish everyone a joyous holiday season.

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviaser reviewed the December personnel report which reflected the hiring of two instructional assistants. All vacancies have now been filled.

Mr. Neviaser reviewed the December enrollment report reflecting a total of 1,275 students. Mr. Neviaser reported on the receipt of the enrollment projections from both NESDEC and Peter Prowda; this data is being incorporated into the budget process.

Mr. Neviaser reported that the district's initiative to recruit students from China is continuing and that he, Jun Wang, Chinese Teacher at LOLHS, and Principal Wygonik would be skyping with a representative from China the following morning.

Mr. Neviaser reported that the district's website won CABE's Award of Excellence for Educational Communications. Jeanne DeLaura was recognized as the webmaster.

Mr. Neviaser reported that Lyme-Old Lyme High School was placed on the College Board's 8th Annual AP District Honor Roll for significant gains in student access and success. This is the second time that the high school has been so honored.

Mr. Neviaser extended his congratulations to the girls soccer team on winning the fourth (and third in a row) state championship in school history. Mr. Neviaser spoke to this accomplishment and how the district is proud of the team's continued success.

Mr. Neviaser reported on the November 10 Veterans' Day programs at each of the schools. These programs were very well attended by local veterans and greatly appreciated by them. Mr. Neviaser noted that this annual event is one of the most moving events held every year which allows the students to understand the real sacrifices veterans have made for this country. Mr. Neviaser also noted that this year the staff had the opportunity to bring their family members who were veterans and that Mr. Neviaser brought his father who was extremely impressed with the programs.

Mr. Neviaser reminded the Board about the upcoming budget meetings that begin in January.

Mr. Neviaser welcomed the newly elected Board members: Stacey Leonardo and Martha Shoemaker. He encouraged them to feel free to ask questions about the process so they are well informed to make decisions.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of November 30, 2017. Fluctuations of note:

Employee Benefits: timing of invoices

Special Education: increased tuition and transportation costs

Administrative Services: reclassification of liability and property insurance

Mrs. McCalla reviewed the Contingency Maintenance Report which reflected a balance of \$176,948.

V. Educational Presentation

1. Budget Process Report by Business Manager

Mrs. McCalla provided an overview of the budget process and described the factors that make up the annual budget. A copy of her presentation is attached to these minutes for informational purposes.

Discussion followed the presentation and centered on recent record low turnouts at the budget referendums and the importance of getting the community to vote.

VI. Chairman & Board Report

Mrs. Roche welcomed the new Board members: Stacey Leonardo and Martha Shoemaker. Mrs. Roche reported on the helpful workshops held at the recent Connecticut Association of Boards of Education Conference. Mrs. Roche also reviewed the Board of Ed committee membership process.

VII. New Business

1. 2018-2019 School Calendar

Mr. Neviaser reviewed a draft of the 2018-2019 school calendar with the Board. This was for discussion purposes only. It will require Board action at the January Board meeting.

Mr. Neviaser reviewed some of the changes to the calendar from the current calendar with the most significant being the inclusion of a full February vacation and an earlier start for the teaching staff. Mr. Neviaser also reported that the teachers asked that the professional development day scheduled before the Christmas break be moved to another day as they felt it was not very effective at that time. There was a suggestion to reconsider scheduling professional development days before holidays/breaks due to childcare issues for parents.

Mr. Neviaser explained the reasoning behind school districts not having to follow the regional calendar anymore. There was follow-up discussion on how this proposed calendar lined up with other area school districts and the dilemma when April vacations do not align, especially for spring sports.

2. Policy Review

The Policy Committee is recommending removal of Policy 2520 Eligibility of Academic Honors as it is their belief this is an issue that should be decided at the school level.

MOTION: Mrs. Linderman made a motion, which was seconded by Dr. Goulding, to remove Policy 2520 *Eligibility for Academic Honors*.

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. Reports of Committees

- a. *Facilities*. Dr. Goulding reported on a possible solar panel installation opportunity. More information to follow at the next Board meeting.
- b. *Finance*. No report.
- c. *Communications*. No report.
- d. *Policy*. Mrs. Linderman noted that this committee discussed the wellness policy and have deferred this to the Coordinated School Health Council for their input. Mr. Neviasser explained the membership and purpose of this school health council.
- e. *LEARN*. No report.

IX. Correspondence

There was no correspondence to report.

X. Executive Session

Mrs. Shoemaker made a motion, which was seconded Dr. Powell St. Louis, to move into executive session for the purpose of discussing negotiations. The superintendent was invited to attend the executive session.

XI. Adjournment

The regular meeting adjourned at 7:55 p.m. upon motion by Dr. Goulding and a second by Mrs. Linderman.

Respectfully submitted,

Rick Goulding, Secretary

School Budgeting 101

Presented to Regional School District #18 Board of Education

Wednesday December 6, 2017

Holly McCalla, Business Manager

SETTING BUDGET GUIDELINES AND GOALS



➤ Goals for student achievement should drive the budget process.

- Budget decisions should be made in alignment with the district's strategic plan.
- Decisions should be a collaborative effort between the Board of Education, the Superintendent, and school administrators.
- Input should be collected from all stakeholders: faculty/staff, parents, town leaders and taxpayers.



3 Sources of Public School Funding

1. Local Money - Local Revenues, Property Tax
2. Federal Money - Grants
3. State Money - State Aid & Grants

Current Environment:

Local Money - Local Revenues, Property Tax

- Every community is different however, most communities have group(s) that do not want to raise taxes.

Federal Money - Grants

- The continued reduction in federal money has forced programs & salaries to the general fund.

State Money - State Aid & Grants

- ECS Funding has been at the forefront of state budget discussions

Connecticut is the 4th Most Reliant on Local Property Taxes to Fund Education

	Local	State	Federal		Local	State	Federal
DC	86.20	0.00	13.80	WI	40.60	53.40	6.00
NV	62.80	30.20	7.00	WY	40.30	50.00	8.80
IL	38.50	33.00	8.50	AZ	40.20	48.40	11.40
CT	37.40	37.40	5.20	OR	40.00	30.90	9.10
NE	56.70	34.40	8.90	MT	39.20	46.30	14.50
MO	56.20	35.80	8.00	LA	37.70	49.10	13.20
PA	55.60	36.60	7.80	UT	34.30	56.40	9.30
MD	55.00	38.30	6.70	KS	33.80	57.10	9.10
VA	53.80	39.60	6.60	IN	33.50	58.80	7.70
ME	53.10	40.90	6.00	AR	33.00	55.20	11.80
NJ	52.20	43.50	4.30	OK	32.60	54.70	12.70
RJ	51.50	42.00	6.50	CA	31.30	58.90	9.80
SD	50.60	33.70	15.70	ID	31.10	59.10	9.80
CO	50.40	43.10	6.50	AL	30.90	57.60	11.50
TX	49.20	40.90	9.90	MS	30.80	53.80	15.40
OH	48.70	44.80	6.50	KY	30.70	58.80	10.50
MA	48.10	42.90	9.00	WA	29.20	61.80	9.00
ND	47.90	36.80	15.30	MI	28.90	63.30	7.80
NY	47.50	45.60	6.90	DE	28.00	63.40	8.60
TN	46.10	43.80	10.10	WV	27.90	61.40	10.30
IA	46.00	46.60	7.40	NC	26.70	63.70	9.60
FL	45.80	43.60	10.60	AK	25.50	56.80	17.70
NH	45.80	48.90	5.30	VT	25.30	67.80	6.90
GA	43.70	48.20	8.10	MN	20.20	73.80	6.00
US	42.80	48.70	8.50	NM	12.90	72.10	15.00
SC	42.10	48.10	9.80	HI	1.70	80.10	8.20

Source: National Center for Education Statistics

5 States With Lowest % of Federal Funding for Education

	Local	State	Federal
NJ	52.20	43.50	4.30
CT	57.40	37.40	5.20
NH	45.80	48.90	5.30
ME	53.10	40.90	6.00
WI	40.60	53.40	6.00
MN	20.20	73.80	6.00

Source: National Center for Education Statistics

Grant Programs

- ▶ State Education Grant Programs
 - ▶ ECS-in FY '16 RSD 18 received \$734,314. In FY '18 RSD 18 will receive \$250,000(?)
 - ▶ Excess Cost-It's complicated, more on this later
- ▶ Federal Grant Programs
 - ▶ Title I-in FY '18 grant is \$96,723 (serves the under privileged)
 - ▶ Title II-in FY '18 grant is \$22,646 (teacher training and development)
 - ▶ Title III-in FY '18 grant is \$1,653 (serves English Language Learners (ELL))
 - ▶ Title IV-Applied for \$10,000 to support ESSA initiatives (Every Student Succeeds Act)
 - ▶ IDEA- in FY '18 grant is \$272,315 (serves special education students)

Excess Cost Grant

- ▶ The Department of Education administers the Excess Costs-Student Based grant pursuant to CGS §10-76d, §10-76g and §10-253. Costs in excess of **four and one-half times a town's average cost per pupil** for the prior year are paid for students placed in a special education program by a school district, pursuant to CGS §10-76g(b).

Excess Cost Grant Example

Towns Net Current Expenditure per Pupil (NCEP)* <small>(RSD #18's actual from 16-17, source CT SDE)</small>	\$20,216
Threshold for Grant to District (4.5 X NCEP)	\$90,972
Cost for Hypothetical Outplaced Student (includes tuition and transportation costs)	\$155,000
Excess Cost Grant Eligibility	\$64,028
Recent state average of reimbursement 70%	\$44,820

Understanding the Line Item Details

Certified Salaries: Encompasses all teaching and administrative staff

Non-Certified Salaries: All other positions, IA's, secretarial, facilities, tech. staff, et al.

Employee Benefits: Medical, dental, life, WC, tuition reimbursement etc.

Instructional Programs: All costs associated with educating regular education students

Special Education: Costs for SpEd including transportation and tuition

Support Services: Guidance, Health Services, Library Media

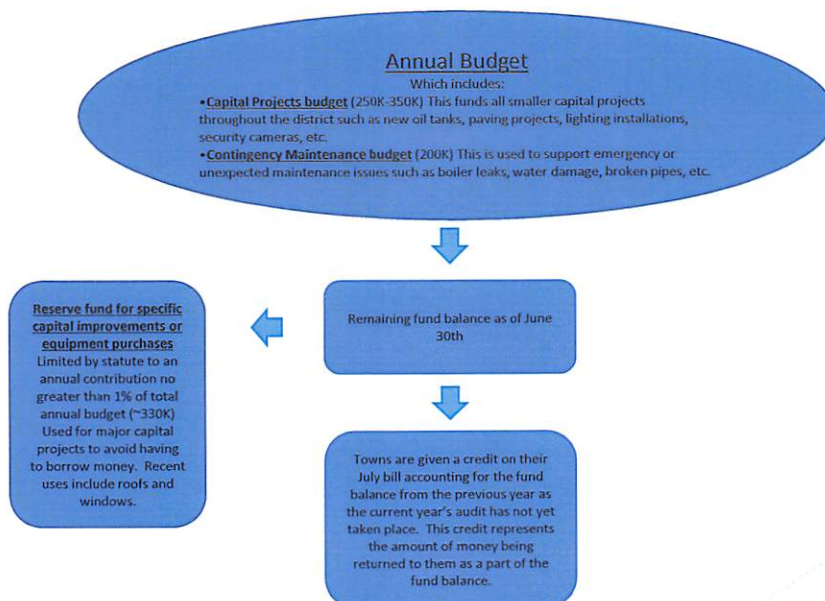
Administrative Services: Board of Education, superintendent's office, business office, school office expenditures, district wide tech purchasing, graduation costs

Pupil Transportation: Delivering regular education students to and from school

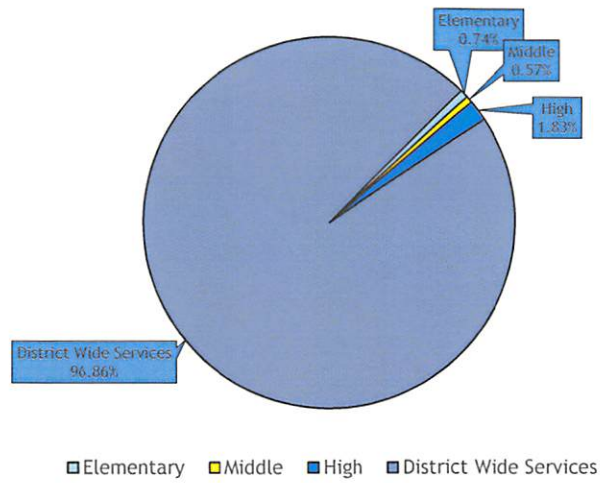
Plant Operation & Maintenance: Cleaning and upkeep of all facilities and grounds, including capital expenditures and contingency spending

Debt Service: Long term debt obligation expenditures

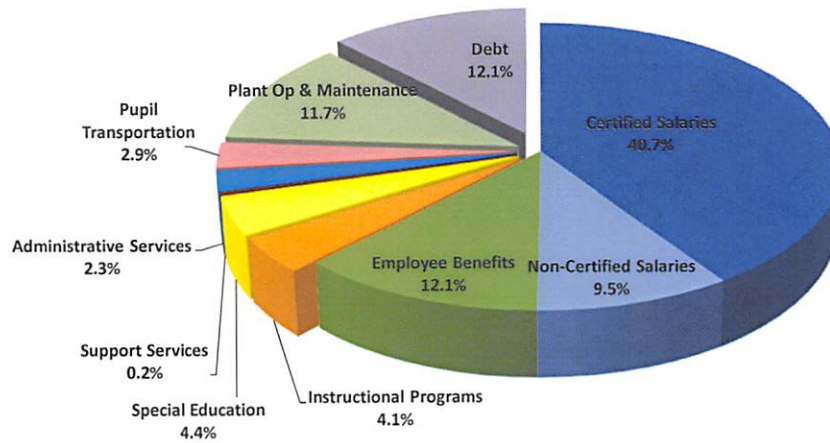
UNDERSTANDING OUR BUDGET STRUCTURE



Schools vs. Districtwide



2017- 2018 Budget \$33,634,271



Selling the Budget to Stakeholders

- ▶ Know the message
 - ▶ What are we asking for and why?
- ▶ Know your audience
 - ▶ Demographics
 - ▶ What's important to them?
- ▶ Tailor your message to the audience
 - ▶ Would you give the same presentation to the Senior Center that you gave to Youth Basketball?

When Do You Communicate?

- ▶ Year Round! Budget season should yield no surprises for all the great things the schools accomplish.
 - ▶ Technology/Social media for instant communication
 - ▶ Tell of improvements in student scores
 - ▶ Athletic achievements and wins
 - ▶ Special recognition

Timeline of Budget Events Moving Forward

January

- District and school based budget presentations

February

- Public budget forum and Board of Education adoption

March

- Preparation of budget book and special edition of *Focus on Education*

April

- Meet with respective Boards of Finance and various community groups
- District budget hearing
- Budget voting cards are mailed

May:

- District budget meeting
- Budget referendum

Questions?