

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## **Regular Board of Education Meeting**

August 7, 2019

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

*Absent by Previous Arrangement:* Erick Cushman; Rick Goulding

*Administration Present:* Ian Neviaser, Superintendent of Schools; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Holly McCalla, Business Manager

*Others Present:* Kristine Pekar, LOLHS Choral Director and Music Area Coordinator; Lisa Daly, AFT President; Dean Dorsey, AFT Steward

### **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. Winchell made a motion, which was seconded by Dr. Powell St. Louis, to approve the minutes of Regular Meeting and Executive Session of June 5, 2019 as presented.

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

### **III. Visitors**

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

There was no comment from the public.

#### **2. Report from Student Representatives**

There was no student report.

***49 Lyme Street, Old Lyme, Connecticut 06371***

***T: 860-434-7238 F: 860-434-9959 E: [neviaseri@region18.org](mailto:neviaseri@region18.org) [www.region18.org](http://www.region18.org)***

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

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

Mr. Neviaser reviewed the personnel report which reflected numerous appointments and resignations. Mr. Neviaser also reviewed the remaining vacancies still vacant.

Mr. Neviaser reported on grade levels which the administration has been tracking closely due to increased enrollments bringing the class size close to the optimum number of students per class. Mr. Neviaser reported that at this time there are 29 students enrolled in kindergarten at Lyme School and 48 students enrolled at Mile Creek for a total of 77 students. The class size guidelines for kindergarten remain at 15 students per section. Also of note: the 3rd grade and 5th grade are also large with 42 in 3rd grade at Mile Creek, 32 at Lyme School in 3rd grade, 43 at Mile Creek in 5th grade, and 45 at Lyme School in 5th grade. Both schools have two sections per grade. Class size guidelines are 18-20 for 3rd grade and 20-22 for 5th grade.

Mr. Neviaser reported that they have 70 students enrolled in Pre-K of which 53 are four year olds. Twenty-nine students are brand new this year giving the district four classes of 13-14 students. The class size guidelines for preschool are 8-12 students per class. Mr. Neviaser reported that in addition to this, the district has seen a significant increase in the interest level of families looking at the schools. He shared some examples with the Board.

Mr. Neviaser reported on the Convocation schedule for August 26, 2019; he extended an invitation to all Board members to this annual event. Mr. Neviaser reported that they have expanded the new staff orientation to two days which are scheduled on August 20 and 21.

Mr. Neviaser reported on the very busy summer for facilities projects and maintenance. He reviewed the progress on the Pre-K renovations, the middle school library renovation, and the repair of the middle school foyer. Mr. Neviaser also updated the Board on the use of the pond water for irrigation of athletic fields noting that the district has solely used the pond water for watering the fields, and the pond level has not dropped significantly to the point where they would have to cease usage.

Mr. Neviaser provided the Board with an update on the before-after care program for the Pre-K program. Grasshopper Green is still interested in doing an aftercare program, and the Westbrook YMCA is offering a proposal for before and after care.

Mr. Neviaser reported on two newly enrolled students who are refugees from Iraq. The Refugee Placement Committee, sponsored by the churches in town, is supporting their transition. These students will join the other two district families from Syria and the Congo.

Mr. Neviaser reported that CABC has completed their transition of the district's old numbering system to the more common Davis-Perknel system for the policy book. Unfortunately, they did not look into each

policy to make adjustments to policy references. This will require district staff to find those and report them to CABA to be changed.

Mr. Neviasser reported that they have already begun to see savings in this year's budget with the receipt of over \$30,000 in the last month as the district was fortunate to receive an equity distribution from CIRMA Insurance for \$15,878 and applied for and received a grant from Amazon (through the district's association with FIRST) for \$15,225.

Mr. Neviasser updated the Board on the progress on recruiting international students to the district.

Mr. Neviasser updated the Board on the positive SAT results, a summary of which is below:

		15-16 (Class of 2017)	16-17 (Class of 2018)	17-18 (Class of 2019)	18-19 (Class of 2020)
ELA	Mean Score	576	596	577	580
ELA	% at/above	83.7%	87.6%	89%	85.9%
Math	Mean Score	543	569	564	580
Math	% at/above	59.7%	69.9%	67%	75%

2018-2019 State Rankings: Region 18 is the only shoreline school in the top ten in ELA and Math

ELA state score rank: 10<sup>th</sup>

ELA % at or above rank: 7<sup>th</sup>

Math state score rank: 10<sup>th</sup>

Math % at or above rank: 12<sup>th</sup>

**\*\*Note:** This data is not made up of a student cohort. The data represents four different graduating classes. 2018-2019 represents this year's graduating class of 2020.

## 2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of July 31, 2019, which reflected a balance of \$35,084,758. Mrs. McCalla reported that at this time of year, the year over year differential is typically attributed to the timing of encumbrances and invoices. The total percentage spent, while lower than last year, is exactly in line with the year prior.

Mrs. McCalla reviewed the Contingency Maintenance Report. Mrs. McCalla noted that there are no expenditures against the contingency line item at this time. The balance of this account is \$200,000.

## V. Educational Presentation

### 1. Elementary Music Update

Michelle Dean, Director of Curriculum, gave a presentation on some adjustments to how the district structures music at the elementary level. A copy of Mrs. Dean's presentation is attached to these minutes for informational purposes.

Follow-up discussion ensued and included comments and questions pertaining to the transition from 5<sup>th</sup> to 6<sup>th</sup> grade band, exposing students to instruments at an earlier grade and percussion instrument instruction.

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

Mrs. Roche shared some of the discussion that took place at the Board's recent retreat. Several Board members thought the Board of Ed should be more involved in district goal setting. They also thought the Board should pursue more professional development opportunities.

Mrs. Roche reported that she sent information to the local political parties for community members who are considering running for the Board of Education in the fall. The Connecticut Association of Boards of Education offer publications and seminars for Board of Ed candidates.

#### **VII. New Business**

##### **1. Approval of Tuition Students at LOLHS**

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Linderman, to approve the three tuition student requests (one at the high school and two at the middle school).

VOTE: the Board voted in favor of the motion.

##### **2. Copier Lease**

The following background information on this agenda item was provided to the Board:

The existing copier lease for seven district copiers will expire on September 30, 2019. A request for proposal was publicly bid with results listed below.

CBS	\$3,537 per year
Prism	\$3,340 per year
Ricoh	\$3,551 per year

Prism will be supplying identical copiers to the existing machines. In addition, a reference check was performed. The recommendation was to award Prism the five year lease for the replacement copiers.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Linderman, to award Prism Office Solutions the five year copier lease for an annual lease payment of \$3,340.

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

##### **3. Facilities Truck Lease/Purchase Agreement**

The following background information was provided on this agenda item:

As part of the annual facilities equipment purchase program, the school district has publicly advertised for a replacement truck. The current truck being replaced was purchased in 2003. The proposed replacement truck is a Ford F350. The new truck will facilitate grounds work and summer projects, support use by both the crew team and techno ticks for remote events and reduce maintenance staff use of their personal vehicles for district business. This truck is within budget and is being financed using a Ford municipal vehicle lease agreement. These agreements are based on an APR of 7.75% and a \$1.00 purchase price at the end of the three-year term. Although this lease was publicly bid, only one bid was submitted from Shaker Family Ford.

MOTION: Mrs. Wilczynski made a motion, which was seconded by Mrs. Linderman, to award Shaker Family Ford the lease/purchase agreement for the facilities truck for three annual payments of \$13,389.30.

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

#### 4. High School Public Address and Clock System Replacement

The following background information was provided on this agenda item:

The existing high school Valcom public address and clock system was installed as part of the 2013 renovation project. The system has been extremely unreliable resulting in complete system failures followed by multiple expensive repairs. Since the public address system is part of the district's safety plan, it must be reliable. Currently, the system is inoperable due to a recent system failure. It was recommended that the high school public address system be replaced with a Bogen system currently used at Lyme-Old Lyme Middle School and Mile Creek School. The Bogen system has been extremely reliable at these schools. Due to manufacturer limitations on distribution rights, only Integrated System Services, LLC can sell and install this system. Although this prevents the district from public bidding, the district has had excellent experience with this firm.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Shoemaker, to award Integrated System Services, LLC the contract to replace the high school public address and clock system for \$24,133, waive the bidding process and fund from the Facilities Contingency Fund.

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

#### 5. Microsoft and Symantec Licensing Agreement

The following background information was provided on this agenda item:

The RESC Alliance has completed bidding the Microsoft and Symantec annual licensing agreement for the 2019-2020 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. Linderman, 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 \$43,958 through SHI International.

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

#### 6. District Goals

Mr. Neviaser reviewed areas of focus for the coming year relative to district goals as discussed at the recent Board retreat. Mr. Neviaser asked that the Board provide the administration with an idea of what goal areas they would like the administrative team to focus on for the 2019-2020 school year. From the feedback, the administration will develop a draft set of goals for discussion at the next Board meeting.

The Board provided input on the goals. They made the following suggestions: providing the community with information on the expanded PreK program and illustrative math instruction; providing more marketing data on the district website and utilizing social media; increased professional development for Board members; and publicizing the educational presentations given at Board meetings.

Mr. Neviaser stated that he will take this feedback and present a newly drafted goal document to the Board in September.

Mr. Neviaser asked the Board to add one additional *New Business* item, which was for a radio purchase.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Shoemaker, to approve the addition of an agenda item under New Business for a radio purchase.

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

#### 7. Radio Purchase

Mr. Neviaser explained the need for new radio devices for school security purposes. He reviewed a quote from Utility Communications for these devices. He noted this is the first year the district was rejected for reimbursement from the state. The quote was just received the previous evening; thus the late addition to the agenda. Mr. Neviaser explained that these radios can cross communicate throughout the entire district and will replace outdated radios. He further noted that this purchase was budgeted, and the quote is slightly over what was budgeted.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Shoemaker, to approve the purchase of new radios from Utility Communications in the amount of \$42,720.

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

### **VIII. Old Business**

#### 1. Approval of New Latin Textbook

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Winchell, to approve the new Latin textbook as presented.

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

2. Policy Review – Policy 4220 School and School District Press Releases

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Leonardo, to approve Policy 4220 School and School District Press Release as presented.

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

Mr. Neviaser noted that the policy will require a new number based on the CAFE policy numbering system that the district is now following.

3. 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.

4. Report of Committees:

- a. *Facilities*. Mr. Neviaser reported on this committee's recent discussion on future projects – two of the larger projects will be the replacement of the grinder pumps at the Middle School and drainage improvements for the athletic field by the greenhouse.
- b. *Finance*. No report.
- c. *Communications*. No report.
- d. *Policy*. Mrs. Roche reported on the possible development of a policy on expectations of the Board of Ed.
- e. *LEARN*. Mrs. Leonardo reported that Kate Ericson has been hired as the new executive director at LEARN.
- f. *LOL Prevention Coalition* – Mrs. Shoemaker reported that this group's new director is Heather Congdon.

**IX. Correspondence**

Mrs. Roche reported on the receipt of a letter complaining about lawn mowing of district property on Sundays.

**X. Executive Session**

There was no need for an executive session.

**XI. Adjournment**

The regular meeting adjourned upon a motion by Mrs. Leonardo and a second by Mrs. Winchell.

Respectfully submitted,

Martha Shoemaker, Secretary



# Region 18: Curricular Shifts to Support Music Instruction in Grades 4 and 5

Proposed changes to increase access to music and ensemble experiences for all students

## Curricular Review: Stage 4, Analysis

### Public

Public comments from residents sparked discussion with the music department regarding elementary school music experiences

### Friends of Music

Meeting with the K-12 Music Department leader and Central Office triggered research into other school district's elementary music programs and school schedules

### Teachers

Input from music teachers indicated that students would benefit from more structured and guaranteed ensemble experiences before they move into grade 6

## Current Challenges

### Schedule/Time

In order to add '**more music**' to the current elementary schedule, time must be taken from another area, such as academic classes or other Unified Arts courses that meet once/twice per week.

### X BLock

**X Block** is dedicated to multiple activities:

- Intervention
- Music Lessons
- Special Education supports
- Counseling

### Schedule/Curricula

The current schedule / curriculum structure does not allow for **guaranteed ensemble experiences** in chorus/instrumental music/band for all students

## Goal

Increase access to guaranteed music/ensemble experiences by looping the experiences starting in Grade 4 on a trimester basis.

- Move recorder from grade 4 to grade 3
- Provide general music, chorus, and instrumental music in grade 4
- Provide General Music, Instrumental music and chorus to grade 5 students with the option to participate in lessons and an elective band program
- Grade 5 chorus to participate in the District Choral Festival



## Result

By looping experiences over two years starting in grade 4, students will increase access to music education and ensemble experiences.

- Students begin instrumental music in grade 4 allowing for advanced work starting in fall of grade 5
- Students have guaranteed choral experiences in grades 4 and 5 culminating in a professional performance
- All students have the opportunity to participate in an elective band and lessons playing an instrument of choice

## Contact Hours

While the scheduled contact hours stay the same in grades 4 and 5, we are increasing the contact hours in instrumental music and ensemble experiences through a shift in curriculum and trimester sequencing.

- All students get guaranteed chorus instruction in grade 4, 5
- All students receive early exposure to instrumental music in grade 4
- All students have the opportunity for a consistent band experience in grade 5

