

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting

April 8, 2020

This meeting took place virtually via Zoom

Committee Members Present: Martha Shoemaker, Policy Chair; Suzanne Thompson, Communications Chair; Stacey Leonardo; Diane Linderman; Mary Powell St. Louis

Administration Present: Ian Neviaser, Superintendent of Schools

Others Present: Olwen Logan, *LymeLine*

The meeting was called to order at 6:02 p.m.

The following agenda items were discussed:

1. Review Facility Use Policy

The committee reviewed Policy 1330 *Use of School Facilities, Buildings and Grounds*, specifically the regulations for this policy related to the School Buildings and Grounds Application form. Dr. Rick Goulding, Board of Education member and Chairman of the Facilities Committee, has requested that the Policy Committee review the current practice of charging “facilities service fees” for the following groups and possibly consider eliminating these charges. [“Rental fees are already waived for these groups.]

- Non-profit organizations which meet certain criteria.
- Town, state or federal government organizations using the schools for certain purposes.

(These are detailed on the School Buildings and Grounds Application form.)

Mr. Neviaser explained the need for a custodian to be on the premises outside their normal “business” hours when organizations are using the buildings. The custodial staff are paid overtime for these hours worked, and these service fees help offset the overtime paid.

Mr. Neviaser provided data on facilities fees charged last year and reported that if they eliminate all fees for all groups (in and out of town), the district would lose approximately \$12,000-\$15,000 in revenue and if they eliminate in-town facilities fees, the district would lose approximately \$5,000-\$7,000 in revenue.

The committee discussed Dr. Goulding's recommendation. After much discussion and questions posed to the Superintendent, the general consensus of the committee was that the facilities service fees should remain as is for in-town groups. Much of their reasoning centered on not having the taxpayers pay for the use of the facilities by various groups, placing some ownership on the groups so as to keep the buildings in good condition and the fact that Region 18 charges much less than area districts for the use of their facilities.

2. Develop Communications Director Job Description

The committee reviewed and discussed a draft of a job description for a new position included in the 2020-2021 budget, *Director of Communications and Marketing*.

Mr. Neviasser reported that this position would be a 29 hour per week position (flexible hours to accommodate coverage at events such as athletic games) and the hourly rate would be commensurate with what is paid for a top-step instructional assistant.

Mr. Neviasser reviewed the purpose of this newly created position which would essentially better organize the various district communication venues (social media, website, etc.) and send a common and unified message to attract more families to Lyme-Old Lyme. He noted that this position is not very common in New England and for districts of Lyme-Old Lyme's size, but that is starting to change in this area (currently Maddison, Guilford and NFA have this type of position on staff).

The committee approved the job description as worded; Mrs. Thompson suggested that YouTube be added in bullet #8 as an additional social media presence.

On another matter, Mrs. Linderman inquired about policy in place should the Superintendent become ill due to the pandemic. Mr. Neviasser cited Policy 2131.1 *Appointment of Designee for Superintendent of Schools*, which the Board approves annually every June. Currently, Michelle Dean, Director of Curriculum, and Melissa Dougherty, Director of Special Services, are the appointed designees for Mr. Neviasser should he have to be out for an extended period of time.

There being no further discussion, the meeting adjourned at 6:49 p.m.