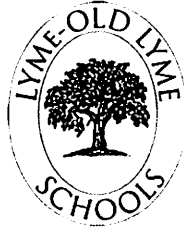


# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## **Regular Board of Education Meeting**

August 12, 2020

*Board Present:* Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Steven Wilson, Secretary; Stacey Leonardo; Jennifer Miller; Mary Powell St. Louis

*Present via Telephone:* Rick Goulding; Suzanne Thompson; Jean Wilczynski

*Administration Present:* Ian Neviaser, Superintendent of Schools; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; Holly McCalla, Business Manager; Ron Turner, Director of Facilities & Technology;

*Others Present:* Five Community Members from LOL; Heather Fried, RETA Co-President; Patricia Aldrich, Technology Facilitator; Dean Dorsey, AFT President

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

The meeting was called to order at 6:30 p.m. by Chairwoman Linderman. The Pledge of Allegiance was recited. This meeting was livestreamed for the public, and three Board members were present via telephone. Mrs. Linderman asked all in attendance to use a mask and to stay socially distanced due to the pandemic.

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

**MOTION:** Dr. Powell St. Louis made a motion, which was seconded by Mrs. Shoemaker, to approve the minutes of July 1, 2020 as presented.

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

### **III. Visitors**

#### **1. Report from Student Representatives**

These reports will begin in the fall.

**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)**

## 2. Public Comment

Danielle Kuczkowski, a parent of a Mile Creek student, voiced support for holding classes outside weather permitting during the pandemic so that students would not have to wear masks for long periods of time. She recommended various ideas on how this could be done using courtyards, shaded areas, etc., and/or using community resources for building more permanent structures.

Kelly Geschwill, a resident of Lyme whose child is starting preschool in the fall, asked if preschool teachers were required to wear masks. She voiced support for exempting preschool teachers from wearing masks.

## IV. Administrative Reports

### 1. Superintendent's Report

Mr. Neviaser reviewed the August personnel report which reflected several new hires and resignations/retirements.

Mr. Neviaser noted the vacancy of "Permanent Substitute Teachers" which is in anticipation of teacher absences during the pandemic and having the ability to staff all classes. He explained that they are looking to hire two permanent substitutes for Lyme-Old Lyme High School and one at Mile Creek, Lyme Consolidated and Lyme-Old Lyme Middle School.

Mr. Neviaser reported that while there is no enrollment report this month, the district continues to see a significant increase in the interest level of families looking at the district's schools.

Mr. Neviaser reported that the district will hold the annual convocation (virtual) during the professional development days in August. Mrs. Dean will review the details tonight during her Educational Presentation. Mr. Neviaser extended an invitation for the Board members to virtually attend the convocation ceremony on August 24. More details on this event will be shared closer to that date.

Mr. Neviaser reported that they are making plans for the annual new staff orientation for two days in mid-August.

Mr. Neviaser reported on the progress of various facilities projects that are completed or are in the process of being completed this summer.

- Tennis courts are completed – slight setback from storm that damaged a fence and windscreen.
- Lyme School gym renovation is in progress; weekly meetings are ongoing with project management. Renovation should be complete by mid-late September.
- LOLHS gym floor – in progress; will be completed by start of school.
- LOLHS – brick work was completed by the company that originally did work during high school renovation. This was to honor the warranty.
- HVAC and ventilation – Mr. Turner is working with Yale Health – fully flushing buildings twice a day; systems running at optimal; staff instructed that they cannot adjust any HVAC system.

Mr. Neviasser updated the Board on the before/after care program planning. Old Lyme Children's Learning Center and the YMCA's program will be delivered at Mile Creek and Lyme Consolidated School.

Mr. Neviasser reviewed the progress to date on the district's reopening plans. These are his talking points:

- The District's Reopening Plan was submitted to the State Department of Education on July 24.
- Individual building plans will be finalized by Monday, August 17.
- Zoom meetings specific to each building hosted by principals will occur on August 19 beginning at 4:00 p.m. and ending around 8:00 p.m.
- Ninety percent of those who responded to the survey sent to all parents indicated they intended to send their child(ren) back to school full-time on September 1. Several families requested more specifics.
- Another survey will be sent out to those opting not to send their child(ren) back.
- Weekly Zoom meetings that Superintendent attends with medical experts. They are recommending various mitigation strategies (masks, signage, etc.).
- Gators, bandanas, etc., are not being allowed and face shields alone do not suffice. Students and staff will be required to wear masks.
- There will be no exceptions (medical) for not wearing face masks as anyone that has a medical condition that prevents mask wearing shouldn't be in attendance at school.
- Clear masks have been purchased for all teachers for better visibility for students to teacher's face/mouth. The six foot distance rule for not wearing masks is no longer viable.
- Cohorts established and will look different at each level i.e., elementary by class, middle school by grade and high school is a cohort.
- Increased ventilation – standards have been increased; working with HVAC experts on this initiative.
- Enhanced cleaning and disinfection of buildings. Shifting schedule of custodians so that more staff are on deck during the day to frequently clean touched surfaces.
- Case identification and isolation. Will depend on contact tracing. Decision will be made with advice of medical advisor and Ledge Light Health District.
- Isolation rooms established in all buildings. If staff or students shows signs of COVID, they would be moved to these rooms.
- Self-check must be done by all students and staff (parents responsible for younger children). List of symptoms will be distributed to parents, students and staff. If they are experiencing a symptom(s), they are advised to stay home.
- Physical distancing. Schools are being structured to assist students to physically distance. Desks are approximately six feet apart. Lunch will be in classrooms at elementary level. Middle/high school will use cafeteria and additional areas in building for lunch waves.
- Email account created for those with additional questions on the reopening:  
[LOLreopening@region18.org](mailto:LOLreopening@region18.org)

Mr. Neviasser spoke to the decision not to go with a hybrid model for Lyme-Old Lyme Schools. Small class sizes and health metrics supplied by the state pointed them towards full reopening.

Mr. Neviasser reported that at this point in time the CIAC has indicated that fall sports will take place. The season will be shortened, opponents will be limited to Shoreline Conference and masks will be required if not actively playing. Mr. Neviasser also reported that after school activities will take place with limitations.

Mrs. Shoemaker asked about the renovation being done to the Mille Creek bridge and its possible impact to the bus routes and forcing buses onto I-95. Mr. Neviasser stated that this construction might affect two buses.

Mrs. Shoemaker voiced concern that additional trees might fall on the newly renovated tennis courts as hurricane season is upon them. Mr. Neviasser stated that he would look into this, but he believed the majority of the trees are mainly on the neighbor's property.

Mrs. Wilczynski questioned playing sports vs. other schools, effectively losing the cohort. Mr. Neviasser noted that athletes are already playing in summer leagues, and he discussed the difficulty of a cohort at the high school level.

Mrs. Miller asked if there were any concerns from teachers and staff about the reopening. Mr. Neviasser reported that the teachers' union has taken a very positive approach to the reopening, and the impression is that they are excited to get back with their students. Some have underlying health conditions and the administration is working collaboratively with these teachers to find the best solution. A memorandum of understanding is being drafted with the teachers' union.

## 2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of July 31, 2020. Mr. McCalla reported that it was too early in the year to truly differentiate year over year changes; however, while total spending percentage is about the same, the district has expended a net change of just over \$100,000 more this year over last year. Half of that spending is in special education costs, as well as unexpected COVID-19 expenditures, and an increase in the health insurance encumbrance.

### Year To Date Revenue Report

	2019-2020 Received	2020-2021 Received YTD
Town of Old Lyme	\$27,556,679	\$902,223
Town of Lyme	\$6,579,421	\$208,758

Mrs. McCalla reviewed the Contingency Maintenance Report. Nothing has been spent as of July 31, 2020; balance \$200,000.

Mrs. McCall explained where the COVID-related expenditures are placed in the budget and the separate account codes they have created for speedy extraction for possible reimbursement. They have applied for FEMA funding, and she explained this process.

Mrs. McCalla reviewed the following regarding costs due to the pandemic:

**COVID Known Costs YTD**

Educational/Distance Learning	\$10,800.
Cleaners/Disinfectants, etc.	\$25,038.
PPE/Social Distancing Needs	\$27,150.
Additional Staffing, Nurse, Pre-K Teacher/IAs/Subs	<u>\$454,000.</u>

**TOTAL: \$516,988.**

**Savings/Reimbursements/Grants Offset**

\$75% FEMA Reimbursement on PPE (returned to Towns)	\$20,363.
CARES Act Grant	\$43,000.
MS Water Repellant (work in 19-20)	\$10,000.
WC/LAP Savings to Budget	\$24,000.
SEVIS Cultural Exchange	\$18,000.
Student Accident Insurance savings to budget	<u>\$2,800.</u>

**TOTAL: \$118,163.**

**Net -398,825.**

Mrs. McCalla discussed other expenditures she anticipates due to the pandemic.

**V. Educational Presentation**

Michelle Dean, Director of Curriculum, provided an overview of the professional development planning for August 24-31 (six days of PD) as well as an update on the diversity training for staff and students. A copy of Mrs. Dean’s presentation is attached to these minutes for informational purposes.

Mrs. Linderman commended the inclusion of the diversity training in the professional development.

Mrs. Shoemaker asked if Mrs. Dean could notify the Board about the break out session topics.

Mrs. Miler asked if the technology staff had enough support due to their ever increasing roles. Mrs. Dean voiced her confidence that the dedicated tech team will get it done with the support that they receive.

## VI. Chairman & Board Report

Mrs. Linderman extended thanks to the staff, Board and community members for all their efforts over the summer to prepare for the opening of the 2020-2021 school year. She stressed the importance of remaining flexible as conditions and rules from the State change.

## VII. New Business

### 1. Reopening Plan Statement

Mr. Neviaser explained that there is no requirement for Board approval of the district's reopening plan, but he and Mrs. Linderman feel it is important that the Board take a position of support for both the current plan and any future adaptations of said plan.

Mr. Neviaser noted that he is recommending the following statement: *The Region #18 Board of Education fully supports the current reopening plan as well as any future changes that the administration deems necessary to support a safe and productive educational environment for students during this pandemic.*

MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Shoemaker, that the Region #18 Board of Education fully supports the current reopening plan as well as any future changes that the administration deems necessary to support a safe and productive educational environment for students during this pandemic.

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

Mrs. Thompson voiced support for the comment made during public comment Re: utilizing outdoor learning areas.

### 2. AP Course Approval

Michelle Dean reviewed the need to add an additional AP Art course (2-D Design taught by William Allik) that will not require any new staff or materials but will allow the high school students to benefit from the allowance of submitting more flexible portfolios.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Leonardo, to approve adding an additional AP Art course (2-D Design) as presented by Michelle Dean.

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

*Dr. Goulding left the meeting at this point.*

### 3. Tuition Student Request

Mr. Neviaser reviewed a tuition student request for the PreK program. In addition, another family had a request for a 2<sup>nd</sup> grade student and a PreK student. With these additions, the tuition count would be at 12

students. Mr. Neviasser reported that he informed the second family that their PreK student would have to remain on a waiting list due to the high enrollment numbers currently in this program..

MOTION: Mrs. Miller made a motion, which was seconded by Dr. Powell-St. Louis, to approve the tuition student requests for the 2020-2021 school year as presented.

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

#### 4. *Policy 5132 Dress and Grooming*

Mr. Neviasser reviewed the addition of face covering language to the district's dress code policy. He reviewed the recommended changes as well as a full new sample policy from CABA (which he did not recommend adopting). Due to the timing of this need, he recommended waiving a first reading and adopt this change that night.

MOTION: Mr. Wilson made a motion, which was seconded by Mrs. Leonardo, to waive the first reading and approve Policy 5132 Dress and Grooming as presented.

The Board wordsmithed the policy and made a change to the section on face coverings to improve the clarification. The sentence was adjusted to read: *Face coverings, as defined and advised or required by school administration to prevent the spread of disease, are considered an exception to this standard.* There was also consensus to eliminate the grade 6-12 reference.

AMENDED MOTION: Mr. Wilson amended his motion to waive the first reading and approve Policy 5132 Dress and Grooming as amended above. Mrs. Leonardo seconded the amended motion.

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

#### 5. Additional PreK Section and Teacher

Mr. Neviasser reported that the class sizes in PreK indicate the addition of a new section and teacher. This requires Board action per policy 4113.4.

Mr. Neviasser reported that no additional construction was required as this was anticipated, and this classroom was included in last's year preschool renovation.

After a request by a Board member, Mr. Neviasser will send updated enrollment numbers for the preschool program to the Board.

Mrs. Miller asked how distance learning works for preschool and PreK, and she inquired why a spot would be held for someone that may or may not send their child back in the fall. Mr. Neviasser explained the intention of the opt-out option that the State has created. He further explained that any resident can enroll their child at any time during the school year.

Mrs. Miller inquired about the unbudgeted amount to fund a teacher and instructional assistants for this new classroom. Mr. Neviaser reported that the teacher salary and benefits was approximately \$70,000 and the salary for an instructional assistant was approximately \$16,250.

Mr. Wilson asked how more students benefit the district. Mr. Neviaser explains the concept of offering better programs for the students when enrollment increases.

Mrs. Wilczynski asked how many more students would cause them to add another section in the preschool program. Mr. Neviaser reported that figure would be approximately 15 students.

Mr. Wilson inquired about ensuring proof of residency for those moving into the district and how renters contribute to the cost of education. Mr. Neviaser explained the process behind proving residency; he further explained that the owners of rental property pay taxes to the towns.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, to approve the addition of a PreK section and teacher as presented.

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

#### 6. Microsoft Annual Licensing Agreement

Mr. Turner reported that the RESC Alliance has completed bidding the Microsoft annual licensing agreement for the 2020-2021 school year. SHI International is the RESC Alliance recommended lowest bidder, and the pricing is within the budgeted value.

MOTION: Mr. Wilson made a motion, which was seconded by Mrs. Miller, to approve the renewal of the Microsoft licensing, which includes Microsoft Office products, the Windows operating system for PCs, and Windows Server and SQL Server licenses for its servers for \$31,707.51.

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

#### 7. District Goals for 2020-2021

Mr. Neviaser provided the goals from the 2019-2020 school year to help begin the discussion on the 2020-2021 goals. Areas of focus for the coming year include:

- education during a pandemic, which could cover numerous areas from safety and security to remote learning plans.
- diversity education and programming.
- sustainability as a result of the carbon reduction commitment.

Mr. Neviaser explained that the idea is to use these concepts to provide the administration with an idea of what goal areas the Board would like the administrative team to focus on during the 2020-2021 school year. From the Board's feedback, the administration will develop a draft set of goals for the September Board meeting. This does not require Board action but Mr. Neviaser asked for Board input.



The Board gave some input on the goals presented. They asked that the effect of the pandemic be looked at especially in the following areas: social/emotional learning (possible long-term issues); the stress on the staff; ensuring students not get left behind especially those who are learning remotely; and regaining ground lost.

#### **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*. No report.
- c. *Communications*. No report.
- d. *Policy*. No report.
- e. *LEARN*. No report.
- f. *LOL Prevention Coalition*. Mrs. Shoemaker reported that Allison Behnkey has been hired as the Prevention Coordinator. She also reported that grants will fund this program through June 2021.
- g. *Sustainability*. Mrs. Miller reported that workstream meetings are continuing to occur; they are brainstorming recycling initiatives for the custodians; recycling food waste from farms; and converting to electric school buses.

#### **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 9:05 p.m. upon a motion by Mrs. Shoemaker and a second by Mr. Wilson.

Respectfully submitted,

Steven Wilson, Secretary

Proposed Opening Day Timelines/Themes

Monday Aug 24	Tuesday Aug 25	Wednesday Aug 26	Thursday Aug 27	Friday Aug 28	Monday Aug 31
<p><b>All STAFF: HOME SCHOOLS</b></p> <p><u>Grab and Go Breakfast</u> (8:00)</p> <p><u>Breakfast with Unions:</u> (8:15-9:30 approx. 45 minutes)</p> <p><u>CDC Videos</u> (9:30-10:00am)</p> <p><u>Convocation</u> (10:15-11:15am)</p> <p><u>Q &amp; A with VS</u> (11:15-12:15pm)</p> <p>Lunch (12:15-1:00pm)</p> <p><u>Faculty Meetings:</u> (1:00-3:00pm)</p>	<p><b>ALL STAFF: HOME SCHOOLS</b></p> <p><u>Faculty Meetings</u> (8:00-9:00) con't)</p> <p><u>Diversity Panel:</u> (9:30-10:15am approx. 45 minutes)</p> <p><u>Breakout Sessions</u> (10:30-11:30am approx. 1 hour total/1 choice - all recorded and posted as recommendations for later viewing in Safe Schools):</p> <p><i>Possible Topics:</i></p> <ul style="list-style-type: none"> <li>-Microaggressions</li> <li>-Bias in curriculum</li> <li>-White and with</li> <li>-Facilitating discussions on race/diversity issues</li> <li>-Diversity and Justice standards - where do they fit</li> </ul>	<p><b>HOME SCHOOLS</b></p> <p><u>Vertical Teams/Grade Level Teams</u> (8:00-10:00am)</p> <p>(10:30-12:00/1:00-3:00pm)</p> <p><u>Priority Standards</u></p> <p>Opening mini-unit development/where off grade level standards fit/classroom formative assessment/internal diagnostics</p> <p><u>Planning with Team/Grade Level</u></p> <p><i>Michelle to develop PK-12 template and work protocols to support process</i></p>	<p><b>HOME SCHOOLS</b></p> <p><u>Grade Level Teams</u></p> <p><u>Curriculum compacting and mapping/Tools we need to teach our students starting Day 1</u> (8:00-3:00pm)</p> <p><i>Michelle to provide direction/ protocols for compacting.</i></p> <p><b>Elem:</b></p> <p>8-11 Candice MC; Megin</p> <p>Nila/Jenn LS</p> <p>12-3- Candice LS; Megin</p> <p>Nila/Jenn MC</p>	<p><b>START AT HS:</b></p> <p><u>Distance Learning Debriefings</u> (8:00-10:00am)</p> <p><u>Technology Training Virtual Ed Camps</u> (Choice-based) (10:30-12:00pm)</p> <p><u>Virtual Ed Camps</u> con't; team planning (1:00-3:00pm)</p> <p><i>Michelle develop protocols for teams to follow</i></p> <p><i>Michelle to share live/virtual tech. Trainings</i></p>	<p>AM: <u>Brief Faculty Meeting</u> with IAs and teachers/touch base</p> <p><b>TEACHER WORK DAY</b></p>

	<p><i>and how do you teach them</i>  <i>-Book talks</i></p> <p>(12:15-3:00)  <b>PM:</b>          Building Based          (SEL Orientations)</p> <p><b>IA TRAINING:</b>  <b>Elem:</b>          Foundations/reading groups//Bridges</p> <p><b>MS/HS:</b>          IA training Modules          - Melissa</p>	<p><i>along with building level presentation with goals/objectives</i></p>	<p><b>MS/HS:</b>          Dept.          Meetings/Tech.          Meetings with Andy</p>		
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