

# LYME-OLD LYME SCHOOLS

*Regional School District #18*



## **Regular Board of Education Meeting**

February 2, 2022

*Board Present:* Steven Wilson, Chair; Martha Shoemaker, Vice Chair; Mary Powell St. Louis, Treasurer; Suzanne Thompson, Secretary; Laura Dean-Frazier; Anna James; Jason Kemp; Jennifer Miller; Christopher Staab

*Absent by Previous Arrangement:* Anna James

*Administration Present:* Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Brian Howe, Assistant Director of Facilities; Kelly Enoch, Principal of Mile Creek School; Holly McCalla, Business Manager; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; Ron Turner, 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:* Elise DeBernardo and Andrew Hedberg, High School Student Representatives; six community members from LOL

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

The meeting was called to order at 7:00 p.m. by Chair Steven Wilson. The Pledge of Allegiance was recited.

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

MOTION: Ms. Miller made a motion, which was seconded by Mrs. Shoemaker, to approve the minutes of Regular Meeting and Executive Session of January 5, 2022

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

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MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, to approve the minutes of Special Meeting of January 12, 2022.

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

MOTION: Mr. Kemp made a motion, which was seconded by Mrs. Dean-Frazier, to approve the minutes of Special Meeting of January 19, 2022.

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

MOTION: Mrs. Dean Frazier made a motion, which was seconded by Mr. Kemp, to approve the minutes of Special Meeting of January 26, 2022.

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

### **III. Visitors**

#### **1. VFW Teacher of the Year Presentation**

David Griswold and Richard Mason, Senior Vice Commander of the Lyme-Old Lyme VFW Post 1467, presented the VFW Teacher of the Year award to Andrew Raucci, Instructional Technology Specialist at LOLMS and LOLHS. This award also included a \$200 cash award earmarked to the charity or school club of Mr. Raucci's selection. Mr. Raucci requested that the money be donated to the New London Community Meal Center.

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

Elise DeBernardo and Andrew Hedberg reported on the following activities taking place at the schools:  
*At LOLHS:* The second semester has begun at the high school. Mid-term exams wrapped up last week. On February 10, 11 and 12, the Old Lyme Players will present the musical *The Adams Family*. On February 16, the high school band will perform in tandem with the middle school band in the annual Festival of Bands Concert. The winter ball at the Pequot Museum was postponed due to this past weekend's snow storm. It has been rescheduled for Friday, March 11. In the month of February, the high school begins its preparation for the 2022-2023 school year. The first event, scheduled for February 17, is the 8<sup>th</sup> Grade Parent Orientation to educate the parents on course offerings and the course registration process.

*At LOLMS:* At the middle school, *Mary Poppins Jr.*, was announced as the selection for the musical for this school year. Students tried out and cast members were selected. We have approximately 80 students involved and have begun rehearsals for the April showings. The 8<sup>th</sup> graders began their transition to high school with High School Assistant Principal Jeanne Manfredi spending two days meeting with the students including a question and answer panel with current high school students. The 7<sup>th</sup> and 8<sup>th</sup> grade students are continuing to work on their National History Day projects. The 8<sup>th</sup> grade team is in the planning stages of an evening parent showcase scheduled for early March providing students the opportunity to present their work to families and the community. In the upcoming weeks, there will be

additional extracurricular opportunities for the students including March Madness Basketball, Girls Volleyball, and Winter Running Club.

*At Mile Creek and Lyme Consolidated School:* On January 27, fifth grade students participated in the Invention Convention at Old Lyme Town Hall. Inventors learned about the engineering and design process, created display boards and gave speeches to pitch their invention ideas. Thirteen judges from within town (Mentor Corps for Community Development members, LYSB workers, town hall employees and Board of Education members) volunteered their time to judge the inventors in four different categories: purpose and practicality, attention to detail, presentation skills and display board. We are extremely proud of all the inventors for the time commitment and hard work they have put into this project as they have been working on this project since September. Mile Creek Students advancing to the “virtual” state level of competition at UConn from April-May will be Annie Gingras with her invention *Tangle Tamer 2000*, Victoria Glaras with her invention *Hen Helper* and Kylie Grethel with her invention *Pedal 4 Prizes*. Lyme School students advancing to the virtual state competition will be Griffin Karpinski with his invention *Hive Alive*, Lillian Reynolds and her invention *Scoli-Cool* and Jack Montmeat with his invention *The Blanketing*. Mrs. Enoch and Mr. Cavalieri would like to thank Nila Kaczor for organizing this wonderful event. On January 31, Mile Creek students participated in a surprise Winter Wonderland event. Parents and teachers worked hard to transform the school into a magical Winter Wonderland, and students engaged in winter themed activities all day long. Many of the Project Paws therapy dog teams visited classrooms as part of this special event. On February 8, the Student Senate will be launching a food drive in order to stock the shelves of the Shoreline Soup Kitchen for winter break. At Lyme School, the student senate, led by Bonnie Ambruso and Mercedes Alger, collected 391 food items that have been donated to the Old Lyme Congregational Church. Early morning before school floor hockey will start this week. There are 41 students from 4<sup>th</sup> and 5<sup>th</sup> grade signed up to participate. There will be a Spirit Sports Day on February 11 when students and staff will wear their team jersey.

*In the Preschool Program:* In the month of February, the themes are feelings, ground hogs, and the Chinese New Year. To explore these themes, we will read books including *The Feelings Book* and *My Many Colored Days* along with several stories about groundhogs. This month, the students are learning the letter M, graphing in math, and shadows in science. The shape of the month is the heart, the color is pink, and Jim Dine is the artist of the month. We are looking forward to parent-teacher conferences which are taking place throughout February, and we are excited to welcome the Audubon Society back at the end of the month for a program about winter.

### 3. Public Comment

Taylor Ingraham, a resident of Lyme and father of four-year-old children, urged the district to repeal the mask mandate as he believed they did little to decrease the transmission of COVID and had negative effects on the development of young children. He cited various studies to support his claims. Mr. Ingraham also shared the effects that masks have had on his children.

Kim Thompson, a resident of Old Lyme, referring to the public comment made at the January 26 Special Board of Ed Meeting on the district's planned building renovations, reminded the Board members that they are stewards of the district and responsible for maintaining the buildings and providing the best learning environment for the students. She suggested that more information on the options for the building improvements under consideration be publicized more clearly for the community.

Cheryl Shyloski, a resident of Old Lyme, voiced her appreciation that the district is relying on science and medical guidance in their decision making, which has allowed the district to remain open for in-person education of the students. Mrs. Shyloski stated that she believed the greatest impact of COVID on the children is their concern over getting sick or their friends getting sick. She further discussed how children are resilient and adaptable to learning a new normal (such as mask wearing). She encouraged the Board and administration to continue to follow the level-headed guidance from medical professionals, which benefits the students the most.

Christina Steiner, an Old Lyme resident and a parent who is currently homeschooling her child due to the mask mandate in the district, asked what the district's plan would be if Governor Lamont removes the executive order on mask wearing in public schools. She also reported on how well her child is doing without wearing a mask vs. many of his peers.

Mr. Staab recommended that a plan be put in place in anticipation of the removal of the mask mandate. Mr. Neviasser reiterated that the district has been successful in following the advice of the school medical advisor (Dr. Vijay Sikand), the Department of Public Health and the Ledge Light Health District, all of whom have advised that masks should continue to be worn in schools. Mr. Neviasser stated that he would anticipate that factors such as rate of vaccinations and a decrease in COVID cases and hospitalizations will be considered in the decision-making about masks.

Kim Thompson asked that the Board and administration take into consideration that many of the young children currently in the district's schools have siblings that are not yet eligible for vaccines.

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

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

Mr. Neviasser reviewed the February personnel report which reflected vacancies for a tutor, instructional assistants and substitute teachers/instructional assistants. There were three new hires filling vacancies for a custodian, secretary and instructional assistant.

Mr. Neviasser reviewed the February enrollment report which reflected a total of 1,328 students, a decrease of two students from last time this month.

Mr. Neviasser gave an update on the progress towards the district goals.

*Curriculum.* Use multiple points of data to evaluate academic and social emotional progress over the last 18 months in order to inform instruction, supports, interventions, and, when necessary, development of supplemental programming.

- Using data from benchmark assessments for SRBI recommendations.
- SAT prep class starts for juniors - cohorted based on PSAT data.
- LEARN providing support for teachers of ELL learners.

*Human Resources.* Continue to provide ongoing support for staff to ensure existing and new employees have the resources necessary to perform the duties of their jobs at the highest level possible.

- Expanding test kit use to those who are COVID symptomatic while at home or at school.
- Piloting new laptops.
- Professional Development and Evaluation Committee (PDEC) meeting - use teams at each building to guide professional development.
- Special ed training for TEAM teachers.

*Community.* Invite community involvement and feedback in preparation for upcoming renovations and strategic planning.

- PK-8 Facilities Study meeting on January 26 - public comments.
- Budget presentations livestreamed and via ZOOM.
- Budget presentations to Boards of Finance scheduled.

*Facilities.* Monitor and evaluate facility, safety, and technology plans to ensure appropriate use, improvements, and maintenance of buildings, grounds, and infrastructure.

- PK-8 Facilities Study meeting on January 26.
- Narcan available in buildings due to recent increase in Connecticut of student overdoses/death.
- Expanding test kit use to those COVID symptomatic while at home or at school.

*Sustainability.* Continue to explore and adopt processes and programs that support the district's vision and mission of sustainability.

- Did not receive electric vehicle bus grant but exploring diesel retrofit kits with M&J Transportation.

*Board of Education.* Through professional development and training, transition new members into their roles and share processes and procedures that support the high standards and expectations of Lyme-Old Lyme.

- Budget training through presentations.
- Ron Turner, Director of Facilities, providing tours of facilities.
- Legislative Breakfast on February 3.

## 2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of January 31, 2022. Fluctuations of note:

*Special Education:* due to encumbrances for settlements agreements.

*Transportation:* down due to reduced runs as a result of the nationwide bus driver shortage and consolidation of routes and stops.

#### **Year To Date Revenue Report**

|                  | 2020-2021 Received | 2021-2022 Received YTD |
|------------------|--------------------|------------------------|
| Town of Old Lyme | \$27,556,679       | \$14,718,289           |
| Town of Lyme     | \$6,376,133        | \$3,267,830            |

Mrs. McCalla reviewed the Contingency Maintenance Report. New spending totaled \$1,318 for commercial pumping on the main campus. The balance of this account is at \$137,701.

#### **V. Educational Presentation**

##### **1. Facilities Update**

Ron Turner, Director of Facilities and Technology, gave a PowerPoint presentation on the district's HVAC systems. His report included information on the current configurations, controls software, and the maintenance ticketing system (SchoolDude). A copy of Mr. Turner's presentation is attached to these minutes for information purposes.

Mr. Turner addressed questions posed to him by the Board on the following subjects: the SchoolDude (maintenance ticketing system) and how long it has been in existence; the obsolete unit ventilators; current software's ability to work with new HVAC systems; updating the HVAC systems and the public bidding process; and possibility of an asbestos issue with boilers at Lyme School and subsequent remediation if found.

Mrs. Shoemaker commended the maintenance department on the condition of the buildings.

#### **VI. Chairman & Committee Reports:**

Mr. Wilson reported that commencing with the March Board meeting, a summary of correspondence that Board members receive will be reported monthly.

- a. Facilities.* Ms. Miller reported on this committee's meeting which took place earlier in the evening. The Middle School administration emphasized the need for including security updates in the *base only option* in the PreK-8 Facilities Study, i.e., updating the vestibule/entryway will be included in the base option. Ms. Miller also reported on discussion over the bonding schedule for the facilities project and coordinating with the towns' projects so that the towns can project mill rates and control fluctuations.
- b. Finance.* No report.
- c. Communications.* No report.

- d. *Policy*. Christopher Staab asked if the Policy Committee would honor the request by resident Jim Miller (made at the August 8, 2021 Board meeting that the Connecticut Association of Boards of Education [CABE]’s discrimination policy, PO521, would be reviewed by the Board).
- e. *LEARN*. No report.
- f. *LOL Prevention Coalition*. No report.

## **VII. New Business**

### **1. Old Lyme Rowing Association – Donation of Crew Equipment**

Mr. Neviaser reported that the Old Lyme Rowing Association plans to retire two of our oldest boats, now nearing twenty years old. They believe the resale value of these boats would be a few thousand dollars at best. They believe some of the nascent urban programs would be glad to have this equipment and may not have the funds to purchase them. District policies allow for removal of such equipment but not necessarily donation. Mr. Neviaser reviewed various options for the Board to consider.

MOTION: Mrs. Thompson made a motion, which was seconded by Ms. Miller, to approve the donation of two crew boats to another school district as recommended by the Old Lyme Rowing Association and to temporarily suspend Policy 3260 Disposal of Obsolete or Surplus Equipment/Materials in relation to this situation.

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

### **2. Approval of the 2022-2023 Budget**

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, to approve the 2022-2023 budget as presented in the amount of \$34,830,464 (a 0.13% decrease from the current year’s budget).

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

Mr. Kemp voiced his appreciation of the declining costs for health insurance and the due diligence shown by the administration by joining the health consortium.

## **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.

## **IX. Executive Session**

There was no need for an executive session.

**X. Adjournment**

The regular meeting adjourned at 8:05 p.m. upon a motion by Mr. Staab and a second by Ms. Miller.

Respectfully submitted,

Suzanne Thompson, Secretary

# Lyme-Old Lyme Schools HVAC Systems



## Agenda

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Current Configurations  
Controls Software  
SchoolDude  
Questions



## High School

---

3 Boilers (Shared with HS and CS)

Heat pumps for classrooms

ERU's for common areas

Chiller

Installed 2012

Controls system 2012

\*All systems work in concert

## Lyme School

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2 Boilers

Fuel pumps

Hot water heaters

Installed 2001

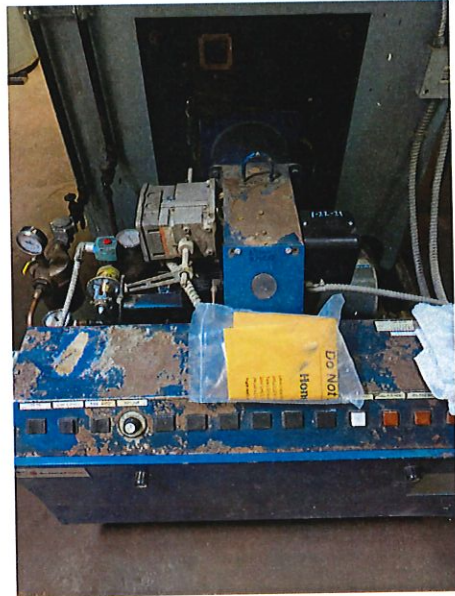
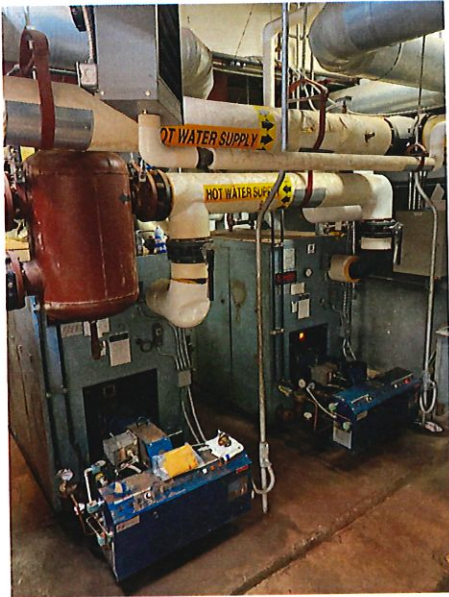
Gym HVAC 2020

Controls system 2001/2020

Window units

Unit ventilators, baseboard, forced air/cooling gym and office suite

- Unit ventilators from @ 1960's
- No issues with gym since update



## Mile Creek

---

2 boilers

Fuel pumps

Hot water heaters

Office/Media Center rooftop units

Installed 2000

Controls system 2000

Window units

Forced air/cooling, unit ventilators, baseboard heat

- Summer issues with dehumidification





## Middle School

---

3 boilers (shared with HS and CS)

Fuel pumps

Hot water heaters

Rooftop units

Installed 2003

Window units

Controls system 2002

Forced air, baseboard heat, some AC (auditorium, office suite)



## Center School

---

3 boilers (shared with HS and CS)

Fuel pumps (shared)

Hot water heaters (shared)

Rooftop units

Installed 2003

Controls system 2017

Window units

Forced air, baseboard heat

## Control System

HVAC Control System Allows Remote Access To All 5 Buildings

- Access from campus or off-site location via Virtual Private Network (VPN)

Establishes Schedule for Occupied and Unoccupied Modes

- Saves on energy costs
- Vital during initial COVID protocols

Live Display of Conditions Provides Immediate Troubleshooting and Modifications

System Wide Alarm Feature Monitors Status of Equipment

- Boilers, pumps, fuel systems, water treatment

### Lyme / Old Lyme Public Schools

High School



Mile Creek



Middle School



Walkway Lights

Summer Schedule Status

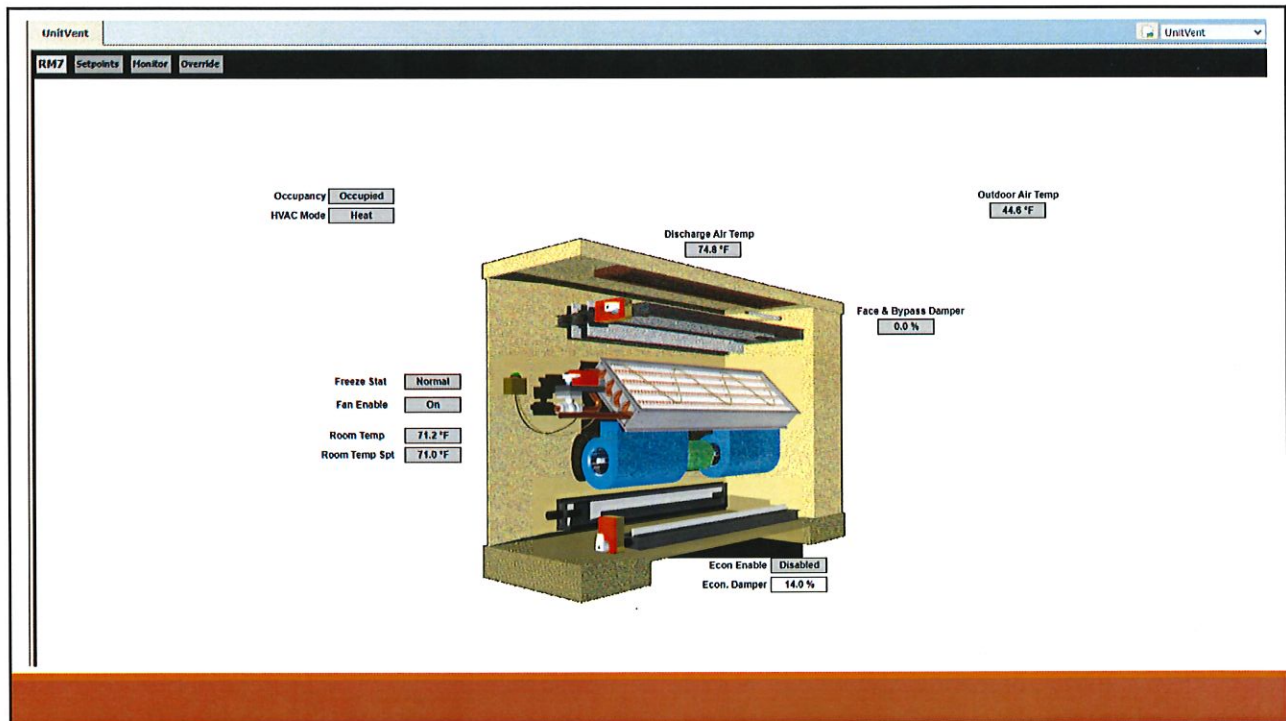
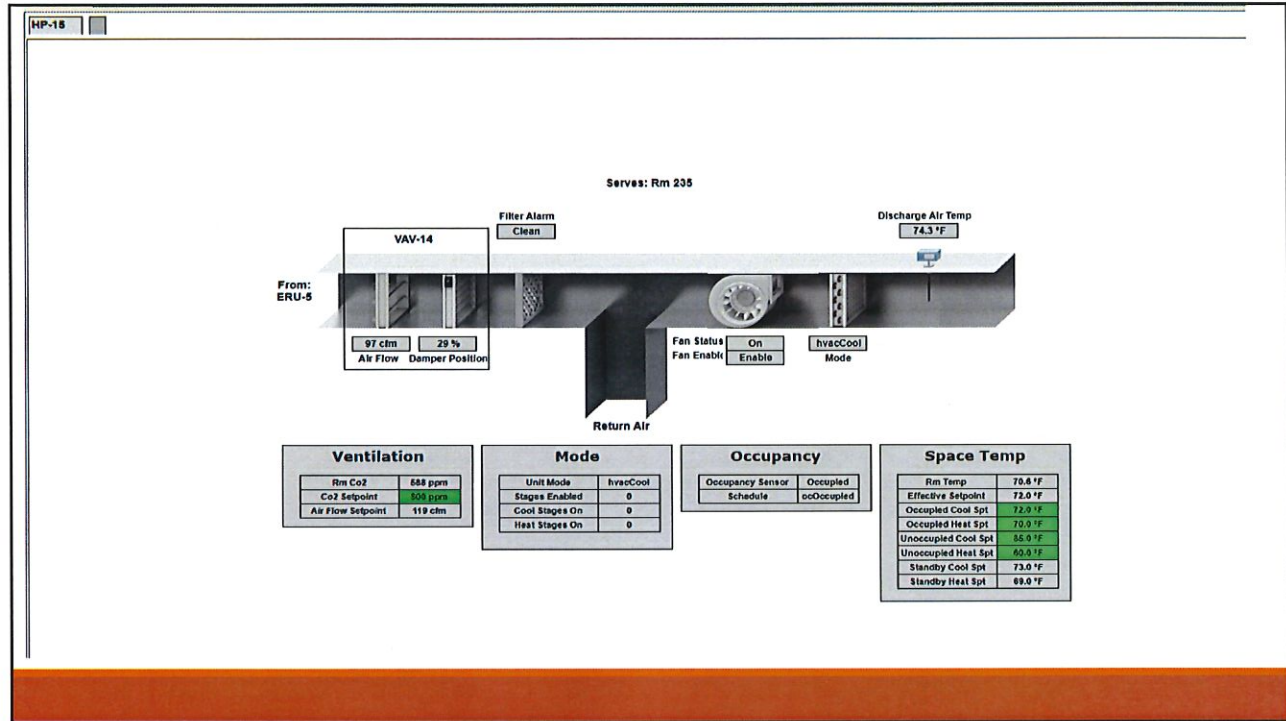
Inactive

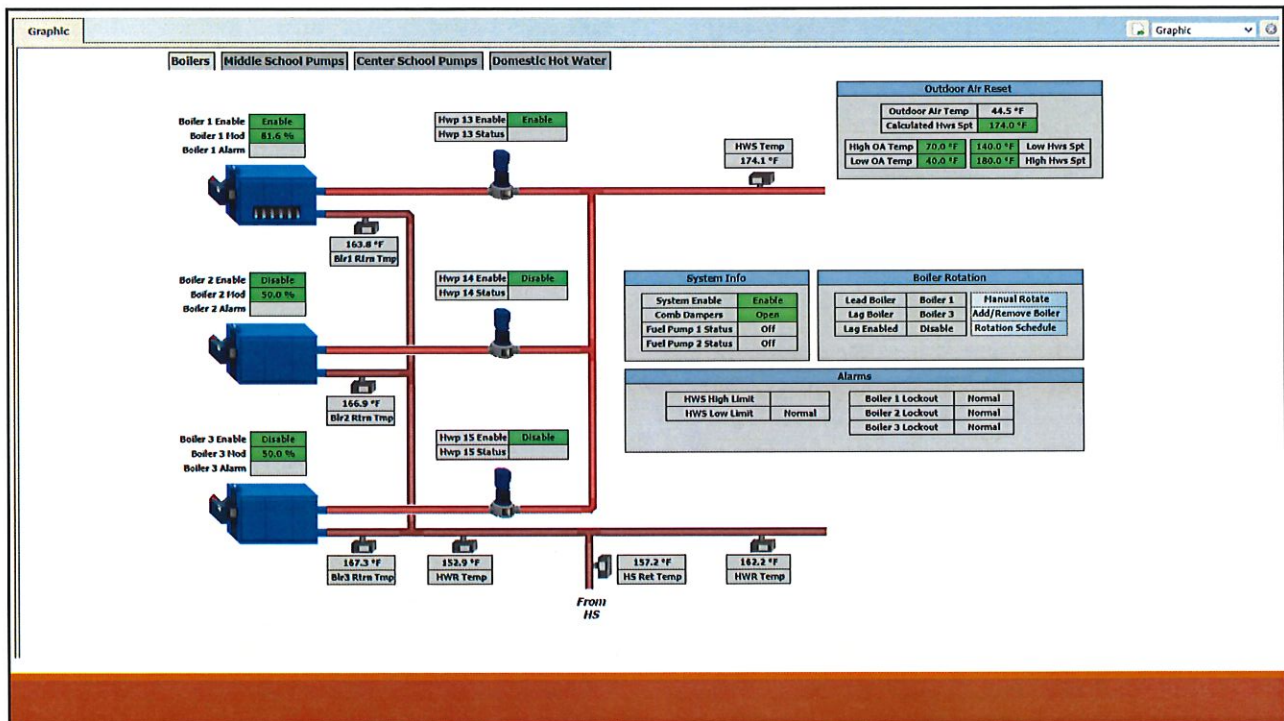
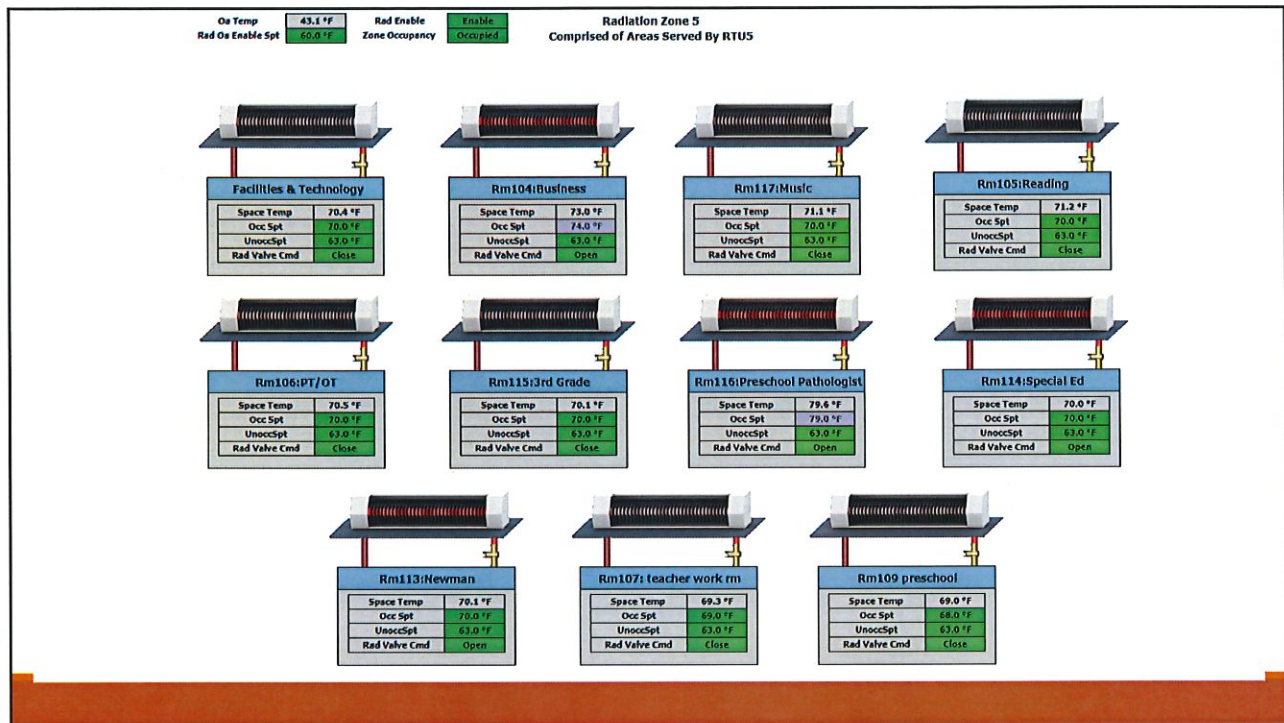
Media Center Common Ctg Setpoint

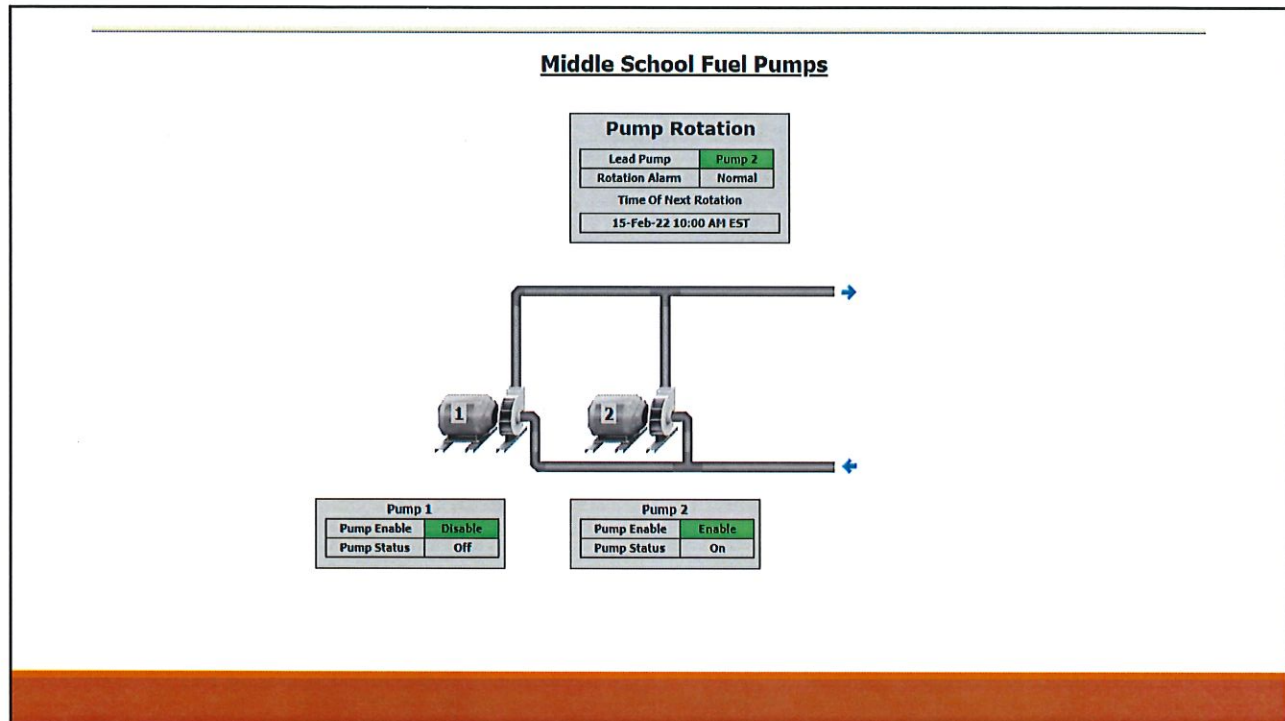
73.0 °F

18-Hr Lighting Override

Overrides on Exterior Lights  
At All Schools On For 18Hrs







## SchoolDude

### Maintenance Ticketing System

- Available for all staff as well as self reporting

### Preventative Maintenance Assignments

- Automatic generation of recurring maintenance

### Schedules HVAC System to Correspond with Events

- Calendar connects to HVAC schedule

Work Order
Shortcuts
Related Links
Legend

Add/Update Work Order

Work Order: 20249

Save
Reset
First
Prev
Next
Last

**Status** ☒ Complete  
**Status Date**  
1/27/2022 9:24:54 AM  
**Status Last Changed By**  
Brian Howe  
**Date Last Printed**

**Priority** ☒ Medium  
**Created By**  
Susan Whritner  
**Date Created**  
1/27/2022 8:31:35 AM  
**Last Changed By**  
Brian Howe

Request Info

**Location**  
Mile Creek Elementary  
**Building**  
-- No Building Available--  
**Area**  
Classroom  
**Request Date** ☒ 1/27/2022  
**Request Description** ☒  
Room is quite cold today.

**Area Number**  
5  
☐ **Emergency?**

Back to Shortcuts

Budget Info

**Purpose**  
-- Select Purpose --  
**Budget**  
-- Select Budget Account --  
**Project**  
-- Select Project --  
**Classification**  
-- Select Classification --  
**Type**  
-- Select Type --

**Craft**  
Heating/Ventilation /Air Conditioning  
**Custom Category**  
-- Select Custom Category --  
**Equipment**

Back to Shortcuts

Action Taken

**Action**  
Reset bms set point to 72 degrees. I'll check unit again in a couple hours. Brian

Back to Shortcuts

Message Center

New Message
Click on a Message to Reply

☒ Work Order Completion Notification (20249) SchoolDude Message Center 1/27/2022 9:24:55 AM (0)  
☒ Work Order Completion Notification SchoolDude Message Center 1/27/2022 9:24:55 AM (0)  
☒ Status Change for work order 20249 SchoolDude Message Center 1/27/2022 9:24:54 AM (0)  
☒ WO Assigned - 20249 SchoolDude Message Center 1/27/2022 9:24:54 AM (0)  
☒ Status Change for work order 20249 SchoolDude Message Center 1/27/2022 9:24:54 AM (0)  
☒ Work Order 20249 routed for your approval SchoolDude Message Center 1/27/2022 8:31:35 AM (0)

**Add/Update Work Order**

**PM Work Order: 20132**

Save Reset First Prev Next Last

**Status** ☒ Complete  
**Status Date**  
 12/13/2021 9:31:32 AM  
**Status Last Changed By**  
 Brian Howe  
**Date Last Printed**

**Priority** ☒ Medium  
**Created By**  
 Date Created  
 12/5/2021 1:52:27 AM  
**Last Changed By**  
 Brian Howe

**Request Info**

**Location**  
 Lyme Consolidated  
**Building**  
 -- No Building Available --  
**Area**  
 -- Select Area --  
**Request Date**  
 12/5/2021 1:52:26 AM  
**Request Description** ☒  
 Monthly - Lyme Consolidated Triannual AHU PM - Refer to PM schedule details.

**Area Number**  
☐ Emergency?

Back to Shortcuts

**PM Schedule**

**Pm Schedule 17492**  
 Lyme Consolidated Triannual AHU PM

**Job Start-up Procedures**  
 Turn off power!

**Safety Points**  
 1. Deenergize equipment and lock out equipment if disconnect is remote of equipment.  
 2. Have gloves and safety glasses available as required.

**Tasks & Procedures** Set All Yes Set All No

| ID | Complete?  | Description                              | Procedure   |
|----|--|--|---|
| 1  | <input checked="" type="radio"/> Yes<br><input type="radio"/> No | Triannual AHU & RTU PM<br>-- Comments -- | Tri Annual Air Handler Unit PM<br>1. Replace filters<br>2. Check belt tension and condition (cracks, fraying, glazing)<br>3. Check/clean outside air inlet screen<br>4. Check enclosure integrity<br>5. Inspect heating coils, cooling coils and valves for leakage.<br>6. Verify free operation of internal dampers. |

**Equipment**

| ID                | Description | Model number | Serial Number | Area    | Area #   | Notes  |
|-------------------|-------------|--------------|---------------|---------|----------|--|
| lymeschoolahu-001 |             |              |               | Storage | paper S3 | Motor: 3ph/3hp Belt: 5L30<br>Filter: (4) 20X25X2 |

**Tools**  
 Nut driver set  
 Alan wrench set