

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## **Regular Board of Education Meeting**

January 4, 2023

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

*Administration Present:* Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; Melissa Dougherty, Director of Special Services; Kelly Enoch, Principal of Mile Creek School; Allison Hine, Principal of Lyme Consolidated School; Brian Howe, Assistant Director of Facilities; 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

*Others Present:* Chloe Datum and Billy Barry, High School Student Representatives; two community members from LOL

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

The meeting was called to order at 6:30 p.m. by Chair Steven Wilson. The Pledge of Allegiance was recited.

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

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. James, to approve the minutes of the Regular Meeting of December 7, 2022 as presented.

Dr. Powell St. Louis asked that the minutes be updated to reflect that Chris Staab was now the Chair of the Finance Committee since being elected Treasurer of the Board of Education at the December 7 Board meeting.

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VOTE: the Board voted unanimously to approve the minutes of the Regular Meeting of December 7, 2022 as amended.

### III. Visitors

#### 1. Report from Student Representatives

Chloe Datum and Billy Barry reported on the following activities taking place at the schools:

*At LOLHS:* December at the high school concluded in the midst of winter sports and holiday concerts. Throughout December many student athletes achieved high levels of success and recognition within their sports, being named to All Conference, All State and All New England. In addition, the Mock Trial team advanced to the State quarterfinals. Looking ahead to January, midterms are approaching on the 12th, 13th, 17th and 18th, so students have begun their studies as sessions like *Study with a Buddy* are being organized for peer led tutoring. Basketball and indoor track, two of the most popular winter sports, have competitions this week and throughout the month to qualify for higher levels of competition in States and Shorelines. In addition, the Senior Ball is being held on January 27. Rehearsals for the high school music programs and Ireland trip are beginning as well.

*At LOLMS:* December at the middle school began with an amazing choral concert that ended with a community singalong. Later in the week, the band performed their winter concert for families. This performance included several non-traditional instruments including an electric guitar and several string instruments. On December 13, the 8<sup>th</sup> grade students hosted the second annual National History Day showcase. The showcase gave students an opportunity to present their research and culminating project to the community. The middle school also continued their tradition of winter door decorating, which included a visit from the preschoolers as well as rigorous judging from Superintendent Neviasser. Thank you to the high school select singers who brought spirit and energy to our school on December 22, and thank you to the high school students, including middle school singers, for their annual visit to the senior center.

*At Lyme Consolidated School and Mile Creek School:* On PJ Day, elementary students and staff raised over \$2,500 for Connecticut Children's Hospital. Students and staff enjoyed a Festive Sweater Day and singing performance by the Select Singers from the high school. The elementary community contributed generously to the annual holiday giving initiative. PTOs in both buildings were busy with a treat table at Lyme School and a staff cookie exchange at Mile Creek School that brought smiles to the faces of all staff. Mile Creek student leaders worked all month to highlight and promote acts of kindness. Each grade level participated in special activities, such as painting messages on "kindness rocks" and creating "kindness chains." Lyme School families collected and delivered many boxes full of warm clothing to the Covenant Shelter and the New London Homeless Hospitality Center. This month fourth and fifth grade students are being given the opportunity to join an after-school program sponsored by LYSB called "HTTP and Me." Participants will create a digital project reflecting what they will learn about the impact of technology, digital literacy and safety.

*In the Preschool Program:* In January the preschool students will be learning about winter, wild animals and snowmen. This month we will read *Animals in Winter* and *Snowy Day*, and we will read and create a reenactment of the classic story *The Mitten* by Jan Brett. We will learn the letters M, N, O and P, and we will learn about nonfiction text. In science, we will learn about the freeze/thaw cycle by studying things that freeze and melt. During good citizenship chats, we will discuss Martin Luther King, Jr., and we will talk about what our dreams are for the future. In math, we will practice writing our numbers, and we will learn the AAB pattern. In art, we will make our own versions of *Starry Night* by Vincent Van Gogh. This month's color is blue and the shape of the month is the star.

## 2. Public Comment

There was no public comment.

## IV. Correspondence

There was no correspondence to report this month.

## V. Administrative Reports

### 1. Superintendent's Report

Mr. Neviaser reviewed the January personnel report which reflected several long-term substitute teacher vacancies for upcoming maternity leaves. As well, there is a vacancy for a special education teacher at Mile Creek School. A long-term substitute teacher (social studies) has recently been filled at the middle school. As reported monthly, there is a need for instructional assistants at all levels.

Mr. Neviaser reviewed the January enrollment report which reflected a total of 1,288 students in-house, an increase of three students from last month this time.

Mr. Neviaser reminded the Board about the budget presentations scheduled for January 11 and January 18.

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

*Curriculum.* By June of 2023, in collaboration with the Teaching and Learning Committee, departments, and/or grade levels, the five year curriculum review schedule and framework will be evaluated and updated to demonstrate what is currently being addressed and what will be completed in the future.

**The TLC team met on December 19 to conduct a first read on the vision and mission statements. Included on the agenda were the four phases of curriculum development and defining them at the department or team level. The work will continue in late January.**

*Human Resources.* Over the course of the 22-23 school year, ensure employees have the resources necessary to perform their jobs at the highest level possible by offering a minimum of five building level training meetings to introduce new certified staff to the Wildcat Way; and utilize CFG protocols, resulting in a minimum of 80% of certified staff indicating that collaboration and efficiency increased as a result.

**Lyme School. One new protocol with Leadership Team. Chalk Talk Protocol around the effectiveness of communication with families reflecting on report cards/conferences.**

**Mile Creek School. Nothing to report this month.**

**Center School. No protocols used. Executive functioning slides and the TLC screencast filled the faculty meeting time.**

**LOLMS. Continued Executive Functioning Training for certified staff during faculty meeting.**

**LOLHS. Continued its series of Executive Functioning Training for the certified staff. Departments began using the Data Analysis Protocol to examine PSAT data in preparation for their mid-year SLO review.**

*Community.* By June of 2023, complete an inventory of community partnerships and service opportunities that promote student growth and development to ensure purposeful, diverse, and equitable experiences for each student over the course of their PK-12 experience.

**LOLHS. Captain Karpinski, a lawyer in the Coast Guard, has begun working with the Mock Trial team as a volunteer coach. Two additional vape detectors were donated by LYSB and installed this month. A beautiful holiday wreath was donated to the school by the Duck River Garden Club.**

**CCSU Athletic Director Molly McCarthy conducted an NCAA eligibility presentation for the student-athletes and their parents. Athletic Trainer from CONCENTRIC CARECT conducted an injury prevention seminar for the student-athletes.**

**LOLMS. The 8th grade students presented their National History Day project to parents and family members during the second annual evening showcase event. Students had to present and answer questions regarding their research. The District Select Choir, including high school students, traveled to the senior center to sing for the holidays. Prek students visited the middle school to participate in the door decorating contest as well as to share an activity and readings with middle school students.**

**Lyme/Mile Creek School. LYSB coordination for the Holiday Giving Program and for development and rollout of the “HTTP and Me” program about digital awareness and citizenship.**

**Center School. Florence Griswold Museum visit during which students created inked pictures to give to their families.**

*Facilities.* Over the course of the 2022-2023 school year, audit, update, and further develop the My-EOP platform to streamline the dissemination and training of building-specific and district-wide security procedures and practices for all staff and substitutes.

**All Schools. Finalized My-EOP flyer for distribution to all staff in January.**

*Sustainability.* Throughout the 2022-2023 school year, support and promote the TREX challenge to increase the amount of plastic waste collected by 10%.

**All Schools. Continuing to collect and recycle plastic and to remind students and families about this initiative.**

*Board of Education.* During the 2022-2023 school year, at least six of the nine BOE members shall participate in eight hours of professional development offered through CABE.

**No new updates.**

**2. Business Manager’s Report**

Mrs. McCalla reviewed the Executive Budget Summary as of December 31, 2022. Fluctuations of note: spending is down slightly year over year which is attributed to the 3<sup>rd</sup> payroll in December that was not processed prior to the preparation of these reports.

**Year To Date Revenue Report**

	2021-2022 Received	2022-2023 Received YTD
Town of Old Lyme	\$27,006,352	\$12,225,214
Town of Lyme	\$5,996,088	\$2,629,167

Mrs. McCalla reviewed the Contingency Maintenance Report. There was no new spending and the balance remains at \$53,506.

**VI. Educational Presentation**

There was no educational presentation scheduled this month.

**VII. Chairman & Committee Reports:**

*a. Facilities.*

Dr. Powell St. Louis reported that this group met earlier at Mile Creek School and reviewed key areas such as the gym floor, security systems, temperature control and prior flooding issues. The State of Connecticut has approved the application for the “renovate as new” facilities project for this building. Discussion took place on how Mile Creek staff are making accommodations with their limited instructional space, i.e., using gym, cafeteria and art room, but are looking forward to the upcoming renovations.

On another matter, Dr. Powell St. Louis reported that there are no new updates to the five year facilities plan.

Ron Turner, Director of Facilities and Technology, reported on the recent actions taken and remediation steps in progress since the August 2022 oil spill on the main campus. Monitoring wells have been drilled and are being monitored by expert vendors and DEEP. Further updates will include any additional actions needed.

*b. Finance.* No report.

*c. Communications.* No report.

- d. *Policy*. Mr. Kemp reported on this group's last meeting on December 13 when changes were made to the current Food Service Charging policy due to changes in state statutory requirements. This committee meets again on January 10.
- e. *LEARN*. No report.
- f. *LOL Prevention Coalition*. No report.

**VIII. New Business**

1. 2023-2024 Board of Ed Meeting Schedule

The Board was presented with the schedule of regular meetings for the 2023-2024 school year. Mr. Neviaser asked for approval of the schedule so it could be filed with the town clerks in Lyme and Old Lyme by the January 31 deadline. Mr. Neviaser also asked if the Board preferred an August 2 or August 9 date for their meeting as he could only be present via Zoom on August 2.

MOTION: Mr. Kemp made a motion, which was seconded by Mrs. Dean-Frazier, to approve the 2023-2024 Board of Education Meeting Schedule as presented with the selection of August 9, 2023 as their August meeting date.

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

2. Tuition Student Request at Mile Creek School

Mr. Neviaser reported that he received a tuition student request (4<sup>th</sup> grader) for attendance at Mile Creek School. He recommended approval of this request.

MOTION: Mrs. Thompson made a motion, which was seconded by Mr. Kemp, to approve the tuition student request as presented.

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

3. Policy Review: Food Service Charging Policy

Mr. Neviaser reported that the Policy Committee is recommending changes to Policy 3542.43 *Food Service Charging* so that the district's policy is in-line with new state statutory requirements for public schools regarding unpaid meal charges. Specifically, school districts must update any policies and procedures related to the collection of unpaid meal charges for children who are served meals, are not eligible for free meals, but do not have money in their account or in hand to cover the cost of the meal at the time of service.

MOTION: Mr. Kemp made a motion, which was seconded by Dr. Powell St. Louis, to waive the first reading and approve Policy 3542.43 *Food Service Charging* as amended and presented.

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

## **IX. Old Business**

### **1. PK-8 Building Committee Membership**

An application process was put into place after the December 7 Board meeting which allowed community members to apply for membership on the Building Committee which will oversee the PK-8 Facilities Project. Twenty-three applications were received by the Board. The Board was previously asked to select their top nine candidates for voting members and two alternates for this committee. They reviewed the results of their selections which were tallied on a spreadsheet.

The Board discussed the size of the committee membership with the majority favoring nine voting members and three alternates.

Dr. Powell St. Louis voiced her support for inclusion of more women on the committee (four applicants were women). She noted that the male candidates were heavy on engineering and construction background/experience. She suggested that the application process be opened up again for one week and that Board members encourage women in their network to apply for this committee. Dr. Powell St. Louis discussed the importance of gender and experience diversity on the committee.

The Board discussed the importance of having a diverse committee with many Board members agreeing that the inclusion of women on the committee was important but there was not agreement on opening up the application process again. Mrs. James voiced support for candidate Cara Zimmermann noting her experience in interior design and the bidding process.

There was Board discussion on the attendance requirements for those selected for the committee. Virtual options will be provided but Mr. Neviasser noted the importance of in-person attendance because of the nature of many of the meetings (inspection of buildings, etc.).

There was Board consensus to move forward with the selection process and not open up the application process for one week.

Mr. Neviasser discussed how teacher representatives will have the ability to be involved in committee decision-making and provide input on their building needs.

Mr. Kemp, noting agreement with more women representation, suggested that Cara Zimmermann be selected as a member of the committee in place of David Kelsey. Mr. Kemp voiced concern over Mr. Kelsey's opposition to the project from the onset, and he suggested that Mr. Kelsey be made an alternate to the committee. Mr. Wilson listed reasons why he thought Mr. Kelsey would be a valued member of the committee.

**MOTION:** Mrs. James made a motion, which was seconded by Dr. Powell St. Louis, to name Cara Zimmermann as the ninth member of the Building Committee. The motion was withdrawn as it was decided to first agree to the size of the committee before selecting membership.

MOTION: Mrs. Thompson made a motion, which was seconded by Mr. Staab, that the PreK-8 Building Committee be comprised of nine voting members and three alternates.

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

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. James, that the top eight weighted candidates be selected for membership on the Building Committee (Alan Sheiness, Mary Powell St. Louis, Ken Biega, Steve Wilson, Andy Russell, John Hartman, Sara Hrinak, and Richard Conniff).

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

MOTION: Mrs. James made a motion, which was seconded by Dr. Powell St. Louis, to appoint Cara Zimmermann as the ninth member of the Building Committee.

Mr. Staab and Mrs. Miller voiced support for following the weighted votes and selecting David Kelsey as a voting member of the committee (ninth member).

VOTE: Mrs. James, Dr. Powell St. Louis, Mrs. Shoemaker, Mrs. Thompson, Mr. Kemp and Mrs. Dean-Frazier voted in favor of the motion. Mr. Staab and Mrs. Miller voted against. Motion passed 6-2 (chair did not vote).

MOTION: Mrs. Thompson made a motion, which was seconded by Mrs. Shoemaker, that David Kelsey, Thomas Kelo and Darren Favello be selected as the three alternates on the Building Committee.

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

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. James, to nominate Steve Wilson as Chair and Mary Powell St. Louis as Vice Chair of the Building Committee.

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

## 2. 2023-2024 School Calendar

Mr. Neviaser reported that this calendar has been reviewed by the administration, teacher leadership, and parent groups and was now before the Board for approval. He apologized that they could not accommodate everyone's wishes relative to the schedule of dates.

Mrs. Shoemaker asked if there could be changes to the 2023-2024 calendar due to the upcoming building renovations. Mr. Neviaser responded that this is a possibility.



MOTION: Mr. Kemp made a motion, which was seconded by Mrs. Dean-Frazier, to approve the 2023-2024 school calendar as presented.

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

**3. Closing of LOLHS Project**

Mr. Neviasher explained that in order to submit OSCG&R's form ED049F, which will allow the district to receive the 5% retainage that has been withheld by the state for many years, the Board needs to accept the project as complete. Mr. Neviasher further explained that it was confirmed today that closing out this project will not impact their ability to challenge some of the recent change order decisions received in the last few months.

MOTION: Mr. Staab made a motion, which was seconded by Mrs. Thompson, that the Region #18 Board of Education accepts the Lyme-Old Lyme High School Renovate as New Project (CT state project number 218-0035) as complete.

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

**X. Executive Session**

MOTION: Mr. Staab made a motion, which was seconded by Mrs. Shoemaker, to move into executive session for the purpose of discussing the superintendent's mid-year review. Mr. Neviasher was invited to attend the executive session.

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

**XI. Adjournment**

The regular meeting adjourned at 7:49 p.m. upon a motion by Mr. Staab and a second by Mrs. Shoemaker.

Respectfully submitted,

Suzanne Thompson, Secretary