



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

### **Regular Board of Education Meeting**

Lyme-Old Lyme High School

April 1, 2015

*Board Present:* James Witkins, Chairman; Paul Fuchs, Vice Chair; Jean Wilczynski, Treasurer; Beth Jones, Secretary; Rick Goulding; Diane Linderman; Nancy Lucas Edson; Sarah Smalley

*Absent by Previous Arrangement:* Michelle Roche

*Administration Present:* Ian Neviasser, Superintendent of Schools; Michelle Dean, Assistant Principal of Lyme-Old Lyme High School; Nancy Johnston, Director of Special Services; Holly McCalla, Business Manager, John Rhodes, Director of Facilities & Technology; Lori Susi, Assistant Principal of Lyme-Old Lyme Middle School and Interim Principal of Center School; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Mercedes Alger, Elementary Teacher; Abigail Cipparone, High School Student Representative

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

The meeting was called to order by Chairman Witkins at 6:35 p.m.

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

The minutes of Regular Meeting of March 4, 2015 were approved as presented.

### **III. Visitors:**

#### **1. Student Representatives**

Abigail Cipparone reported on the following activities in the five schools:

*At Mile Creek School:* Thanks were extended to the Mile Creek PTO for the past four weeks of After School Enrichment for Grades K-2 and also for the school wide science presentation of "Bubblemania." On March 17, the Gray School of Irish Dance performed for the students, showcasing LOL students from all five schools. In the ongoing effort to keep Mile Creek and Center School connected, Mile Creek 4th graders made a field trip to Center School for the Invention Convention. The Mile Creek 3<sup>rd</sup> & 4<sup>th</sup> grade students will be traveling to Center School to attend the 5th grade play on April 18. Mile Creek will be showcasing the musical talents of the kindergarten students on April 9<sup>th</sup> and 10<sup>th</sup>. SBAC testing will commence for grades 3 and 4 beginning on April 27.

*53 Lyme Street, Old Lyme, Connecticut 06371*

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

*At Center School:* Center School is still working hard on the “Celebrate Center School” celebration occurring on May 1. The celebration will be from 3:30 to 5:30 p.m. Students at all levels are working on the celebration and are hopeful community members will come out and share in the special day that is planned. The school also had the 5<sup>th</sup> grade school play on March 19. The gymnasium was packed with parent and community support. The name of the play was called “School Daze.” The play incorporated singing and dancing. There were 70 students who were involved with the play. Melissa Rostkoski and Sue Whritner were the directors and with their leadership, the play was a smashing hit. This month the student council will present ideas to the faculty in the first 10 minutes of faculty meetings. The students want to share ideas and ask permission for different types of activities that they have in mind. The students thought it was important to have an opportunity to meet with the teachers and build a positive line of communication. The student representatives meet with Principal Susi, but they also wanted an opportunity to meet with the whole staff.

*At Lyme School:* All of the students participated in the National Circus Project workshops during the week of March 16. The 4<sup>th</sup> and 5<sup>th</sup> graders became performers on Friday afternoon’s “Circus.” The PTO sponsored the curiosity shop afterschool enrichment program; it is scheduled for four consecutive Wednesdays ending on April 8. The 5<sup>th</sup> graders will be taking their field trip to Lowell on Thursday, April 9. On April 22, all students will be celebrating “Earth Day” with activities run by the Lyme Land Trust.

*At LOLMS:* The middle school used the mandate to have all students take the safe school climate survey as an opportunity to test the ability to utilize the technology resources to connect an entire grade level of students (127) to the server wirelessly and simultaneously. This was done in preparation for the upcoming SBAC testing. Each grade level was successful, and the middle school will be able to coordinate a testing schedule with a minimum impact on ongoing instruction. Thanks were extended to the Board of Ed for their support of the school’s technology initiatives. Student Hollis Mann was recognized for finishing 9<sup>th</sup> out of 103 participants at the Connecticut state Geobee competition on March 27 at CCSU. Hollis was one of the few to get all questions correct in the first nine rounds to advance to the finals.

Lyme-Old Lyme Middle School’s two science Olympiad Teams ranked 2<sup>nd</sup> and 3<sup>rd</sup> place in the state competition. The team medaled in 16 of the 23 events with a total of 7 gold medals, 8 silver medals and 7 bronze medals. Congratulations were extended to the Science Olympians, to coaches Mrs. Glorioso and Mrs. Dushin, to the high school mentors and to the many parent volunteers who contributed their time and their talent. The Science Olympians as follows: Anna Sather, Aoife Hufford, Bella Hine, Benton Arafen-Hudson, Breanna Bohle, Brendan McTigue, Brynn McGlinchey, Claire Britton, Colin Hallahan, Connie Pan, Emma Sked, Evan St. Louis, Gary Bocian, Georgia Welch, Hollis Mann, Hunter Thornton, Jack Cox, Kylie Hall, Liam Clark, Mitra Kardestuncer, Nate Ramella, Nic Roth, Noah Crolus, Rachael Larson, Regan Kaye, Rory Cavicke, Ryan McTigue, Ryan Ramella, Sami Olson, Sarah Hayward, Tessa Allan.

*At LOLHS:* the end of the third marking period has been reached. Spring sports kick off next week. Last weekend, the Robotics team placed third out of 40 schools in the Hartford district competition and now rank 10<sup>th</sup> out of 175 schools in the New England Region. On April 9, Ms. Kelly, Mrs. Burke and 16 students will leave JFK for Berlin, Munich, Prague, and Vienna.

2. Public Comment

There was no public comment.

**IV. Administrative Reports:**

1. Superintendent's Report

Mr. Neviasser reviewed the April personnel report which reflected several resignations and the retirement of Patricia Roseman, Tutor at Mile Creek School, and Wendy Wilke, occupational therapist.

Mr. Neviasser reviewed the April enrollment report which reflected a population of 1,361 students.

Mr. Neviasser reported that 26 students and 3 staff members from LOLMS, who are a part of the French exchange program, left on Friday, March 27, for Paris. Upon their return, Mrs. Russell and a few of the students would like to report to the Board about their trip. This report is scheduled for the May Board meeting.

Mr. Neviasser reported that the district received the annual report from the College Board and the district ranked 3<sup>rd</sup> and 4<sup>th</sup> respectively in percentage of students who took at least one AP exam and in percentage of students who scored a three or better. Congratulations were extended to the students and staff of LOLHS for this accomplishment.

*Percent of Class of 2014 cohort taking at least one AP exam*

1. Ridgefield 80%
2. Simsbury 69%
3. Lyme-Old Lyme 68.1% (3<sup>rd</sup> in state)

*Madison 44.8%*

*Guilford 52.4%*

*East Lyme 40.4%*

*Percent of Class of 2014 cohort scoring 3 or higher on at least one AP exam*

1. Ridgefield 74.2%
2. Weston 62%
3. Darien 59.6%
4. Lyme-Old Lyme 55.8% (4<sup>th</sup> in state)

*Madison 37.9%*  
*Guilford 44.0%*  
*East Lyme 34.7%*

Mr. Neviasser reported that the annual staff banquet is scheduled for May 21 at The Gelston House in East Haddam. This will be a celebration of all staff members. He asked that the Board mark their calendars for this special event.

**2. Business Manager's Report**

Mrs. McCalla provided a year to date budget status report. Of note: under employee benefits, a bill from the 2013-2014 school year was in dispute until April 2014 and was not fully paid until the dispute was cleared and under special education, tuition costs were down significantly over last year this time. Mrs. McCalla also reviewed the contingency maintenance account which reflected a balance of \$139,021.

**V. Educational Presentation:**

**1. NEASC Report**

Jim Wygonik, Principal of LOLHS, and Michelle Dean, Assistant Principal of LOLHS, updated the Board on preparation for the upcoming NEASC visit including a detailed schedule of events. A summary of their presentation is attached to these minutes for informational purposes.

Comments and questions followed the presentation and included these topics: time for committee observations and who and what they will be observing; curriculum development standards; teacher evaluation; student connection with staff advisors; critical needs that were cited; and rating of each standard.

Mr. Wygonik and Mrs. Dean commended the high school staff for all their efforts with this initiative.

**VI. Chairman & Board Report:**

Mr. Witkins discussed issues that are routinely addressed at this time of year such as funding items that need to be addressed with surplus from this year's budget; communicating budget with voters; etc. Mr. Witkins also discussed legislative priorities regarding education such as minimum budget requirements (new way to calculate); and key issues to be discussed with community leadership (ECS funding, cut in funding for youth service bureaus and reimbursement for the school lunch program).

The Board discussed the school lunch program. There was clarification on whether emails are being sent to parents who are in arrears with payments.

There was a unanimous vote of the Board to add the following to the agenda: to address a request from the Town of Old Lyme to use paper ballots in the May 5 district budget referendum.

MOTION: Mrs. Wilczynski made a motion, which was seconded by Dr. Jones, to encourage the Town of Old Lyme to use paper ballots for the district's budget referendum.

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

## **VII. New Business:**

### **1. Setting of Date of LOLHS Graduation**

Mr. Neviaser provided the following background on this agenda item: Section 10-161 (Establishment of graduation date) of the C.G.S. states, "Notwithstanding any provision of the general statutes to the contrary, a local or regional board of education may establish for any school year a firm graduation date for students in grade twelve which is no earlier than the one hundred eighty-fifth day noted in the school calendar originally adopted by the board for that school year, except that a board on or after April first in any school year may establish such a firm graduation date for that school year which at the time of such establishment provides for at least one hundred eighty days of school."

There have been five snow days during the 2014-2015 school year, which brings the 183<sup>rd</sup> school day to Friday, June 19, 2015. Mr. Neviaser recommended the Board vote to establish June 19, 2015 as the firm graduation date for the Class of 2015.

MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Goulding, to establish June 19, 2015 as the firm graduation date for the Class of 2015 of Lyme-Old Lyme High School.

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

### **2. Annual Review of Tuition Policy/Rate**

Mr. Neviaser explained that per policy #2420, the Board is required to set a tuition rate for non-resident students by May 30. Mrs. McCalla, Business Manager, calculated next year's tuition rate of \$20,063 based on the proposed budget. Last year, the Board set the tuition increase in line with the increase in teachers' salaries which was 2%. There was also much discussion around consideration of an annual 2-3% increase regardless of the previous calculations that have been used. The current tuition rate is \$18,500.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Linderman, to approve a tuition rate of \$18,870 for the 2015-2016 school year.

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

### 3. Renewal of Insurance Broker Contract

Mr. Neviasher provided the following contract language from the current contract with the insurance broker: "Three months prior to the conclusion of the Agreement, the Board shall have the option to renew the Agreement for three (3) successive one-year periods under the same terms and conditions subject to appropriation of funds."

Mr. Neviasher reported that the Finance Committee is recommending approval of this extension as Thompson and Peck has agreed to keep their costs stable in order to retain the district's business. The district has been very pleased with the level of service received from them. Approval of this extension, which includes waiving the bidding requirements of Policy #6330, requires Board action.

MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Goulding, to waive the bidding requirements of Policy 6330 and approve the three year extension of the insurance broker contract with Thompson and Peck at \$22,500 per year.

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

### 4. Roof Replacement Contract for Lyme Consolidated School

*This item was removed from the agenda as the Facilities Committee is still gathering information on the low bidder. A special Board meeting will be scheduled for action on this item once this is complete.*

## VIII. Old Business:

### 1. Mile Creek and Lyme Consolidated School Carpet Replacement for Media Centers

John Rhodes provided the following background on this agenda item:

This project was rebid due to two factors. First, the previously approved contractor notified the district that they had miscalculated quantities and requested to withdraw their bid. Second, the district has decided to replace the carpets with carpet only versus a mix of carpet and rubber. This will provide the media center greater long-term flexibility. This project was publically bid. Results are as follows:

Contractor	Bid
M Frank Higgins	\$36,000.00
R&B Ceramic Tile	\$53,000.00
Bartholomew Co.	\$21,450.00
Red Thread	\$25,000.00

The project is within the project's budget.

**MOTION:** Mr. Fuchs made a motion, which was seconded by Mrs. Lucas Edson, to award Bartholomew Company the contract to replace the Lyme Consolidated and Mile Creek media centers' carpeting for \$21,450.00.

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

**2. Reports of Committees**

*Facilities.* No report.

*Building.* The official close-out of the high school project is still unknown but should be in the May-June time period.

*Technology.* No report.

*Policy.* No report.

*Communications.* No report.

*Finance.* No report.

*Human Resources.* No report.

*Enrollment & Equity.* Both NESDEC and Prowda reports reflect a significant decline in enrollment in their projections over the next 10 years; there will be a need to reassess this information from year to year.

*LEARN.* Mr. Neviasser reported that they are still in discussion with LEARN regarding the possible use of space at Center School. Mr. Neviasser and Mrs. Johnston will be visiting LEARN to assess their space and needs. Mr. Neviasser noted that they are also looking at the long-term future use of Center School should the population shift upward.

Mr. Witkins commended those involved in the presentations made to the Lyme and Old Lyme Boards of Finance on the 2015-2016 budget.

**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 8:26 p.m. upon a motion by Dr. Goulding and a second by Mrs. Lucas Edson.

Respectfully submitted,

Beth Jones, Secretary

Lyme-Old Lyme High School  
Reaccreditation Visit



May 3-6, 2015

NEASC

New England Association of Schools & Colleges

**This evening we will...**

- Review the NEASC process
- Timeline of Events
- Core Value & Beliefs
- Self-Study
- Visit



NEASC

New England Association of Schools & Colleges

May 3-6, 2015

Reaccreditation Visit

Lyme-Old Lyme High School



## Reaccreditation Cycle

- 10 year Cycle
- Initiates with a visit
- Two-year Report
- Five-year Report
- Yearly Updates
- Self Study
- Visit



NEASC

New England Association of Schools & Colleges

May 3-6, 2015

Reaccreditation Visit

Lyme-Old Lyme High School

## The Standards

### *Teaching & Learning*

Core Values & Beliefs / Learning Expectations  
Curriculum  
Instruction  
Assessment

### *Support*

Culture and Leadership  
School Resources for Learning  
Community Resources for Learning



NEASC

New England Association of Schools & Colleges

May 3-6, 2015

Reaccreditation Visit

Lyme-Old Lyme High School

## Self-Study

7 Standards Committees are formed  
Faculty, Students, Parents, Community

- Measure our programs against the standards
- Collect evidence to support our claims
- Write standards reports
- Faculty review and vote of each report



NEASC  
New England Association of Schools & Colleges  
May 3-6, 2015  
Reaccreditation Visit  
Lyme-Old Lyme High School

## Self-Study

### *Yields*

- Critical Strengths & Needs
- 2 Year Plan
- 5 Year Plan



NEASC  
New England Association of Schools & Colleges  
May 3-6, 2015  
Reaccreditation Visit  
Lyme-Old Lyme High School

## The Visit

*Committee of 17 teachers  
and administrators from the  
greater New England region*



NEASC

New England Association of Schools & Colleges

May 3-6, 2015

Reaccreditation Visit

Lyme-Old Lyme High School

## The Visit

- Orientation to school & community
- Interview staff, BOE, district admin & parents
- Shadow students for direct classroom observation
- Examine evidence
- Create a report of findings



NEASC

New England Association of Schools & Colleges

May 3-6, 2015

Reaccreditation Visit

Lyme-Old Lyme High School

## The Visit

Wednesday after school...

The visiting committee will present their analysis of each standard along with their commendations and recommendations.



NEASC  
New England Association of Schools & Colleges  
May 3-6, 2015  
Reaccreditation Visit  
Lyme-Old Lyme High School

## The Cycle Begins again...

Fall 2015

- We will receive a formal report of the visiting committee's commendations and recommendations
- We begin addressing recommendations and writing the two-year follow-up report



NEASC  
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May 3-6, 2015  
Reaccreditation Visit  
Lyme-Old Lyme High School