



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Lyme-Old Lyme High School

August 6, 2014

Board Present: James Witkins, Chairman; Paul Fuchs, Vice Chair; Michelle Roche, Treasurer; Diane Linderman; Nancy Lucas Edson; Sarah Smalley; Jean Wilczynski

Absent by Previous Arrangement: Rick Goulding; Beth Jones

Administration Present: Ian Neviasser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme Consolidated School; Holly McCalla, Business Manager; John Rhodes, Director of Facilities; Ellen Tyler, Principal on Special Assignment at Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: 25 Townspeople from LOL

I. Call to Order:

The meeting was called to order by Chairman Witkins at 6:34 p.m.

II. Approval of Minutes:

The minutes of Regular Meeting of June 4, 2014 and Executive Session of June 4, 2014 were approved as presented.

III. Visitors:

1. LOLHS Track Team

The Board recognized the Outdoor Track Team, along with their coaches, Aron D'Aquila and Steve Bushnell, for their all-state performances last spring. Mr. D'Aquila gave some highlights of the team's successful season and introduced members of the team who were present.

2. LOLHS Crew Teams

The Board recognized the Boys and Girls Crew Teams, along with their coaches, Louis Zubek and John Laundon, for their accomplishments this spring, most notably, their "clean sweep in the fours at the Connecticut Public Schools Rowing Association Championships, where both the Boys 1st and 2nd varsity fours and the Girls 1st and 2nd varsity fours, won the State Championships." Mr. Zubek and Mr. Laundon provided some highlights of the teams' successful season and introduced members of the team who were present.

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3. Report from Student Representatives

This reporting will resume at the September meeting when the students return to school.

4. Public Comment

There was no public comment.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviasher reviewed the August Personnel Report which reflected several new hires.

Mr. Neviasher reported that the current kindergarten numbers, which they have been tracking closely, are as follows: 34 students enrolled in kindergarten at Lyme School and 32 students enrolled at Mile Creek. The class size guidelines for kindergarten remain at 15 students per section. While this enrollment will not impact the sections for this year, Mr. Neviasher noted the importance of the administration continuing to monitor enrollments to ensure for proper planning.

Mr. Neviasher reported that the professional development and annual convocation will be held on August 25 and 26, and he invited all Board members to attend. He also noted that a staff orientation for newly hired employees would take place on the morning of August 21.

Mr. Neviasher asked the Board to join him in congratulating the AP calculus class at LOLHS who ALL received 5's on the AP test last spring. In addition, two students took both the AB and BC tests and earned 5's on both.

Mr. Neviasher noted that it has been a very busy summer as far as facilities projects and maintenance. The preschool modification at Center School is going well. Mr. Neviasher also reported on the recent vandalism at the track and the remediation of same. Mr. Neviasher thanked all involved for their efforts in maintaining and improving upon the school facilities.

2. Business Manager's Report

Mrs. McCalla provided a year to date budget status report. Of note:

Special Ed: Year to year variance due to reduced private in and out of state tuition.

Support Services: Difference based upon timing of purchase orders.

Administrative Services: Difference based upon timing of purchase orders.

Mrs. McCalla provided a report on the Contingency Maintenance Account.

At Lyme School: remove and disposal of oil and indoor air test resulting from oil spill.

At LOLHS: cost to replace damaged netting, poles at field/track; cost to replace wooden guardrail at field; cost to replace chain link fence at track; monthly inspection per spcc regulations; and steel barrier to prevent future access to fields via vehicle.

Mrs. McCalla reported on the new contract with Chartwells Food Services. The new Food Service Director is Gary Holland who replaces Aliza Stern.

Mrs. McCalla fielded a question posed by Mr. Witkins relating to the differences in the purchase order system in this district vs. the school district she previously worked at.

V. Educational Presentation:

1. Strategic Plan

Mr. Neviaser presented the final draft of the Strategic Plan. A copy of this presentation is attached to these minutes for informational purposes. Mr. Neviaser asked for Board approval of this plan so that he could present it to the entire staff at the August 26 convocation.

Mr. Neviaser discussed how the plan will be implemented and the planned review of the measurements of success. He noted that there will be yearly discussion on progress made in all areas. The importance of community involvement and support for the plan was noted..

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Wilczynski, to approve the Strategic Plan for District 18 as presented.

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

VI. Chairman & Board Report:

Mr. Witkins discussed the various ways, including social media, that the district can stay in touch with the alumni.

Mr. Witkins reminded the Board about the November CABA Conference and to contact Jeanne DeLaura should they want to attend.

Mr. Witkins noted the positive comments he has heard about the Lyme and Old Lyme school campuses.

VII. New Business:

1. Strategic Plan Approval

This was approved under the Educational Presentation.

2. Authorized Signature on ED-099 Agreement for Child Nutrition Programs

Mr. Neviaser explained that the Board needs to approve the new Business Manager, Holly McCalla, as an authorized signer on the ED-099 Agreement for Child Nutrition Programs.

MOTION: Mrs. Roche made a motion, which was seconded by Ms. Smalley, to approve adding Holly McCalla as an authorized signer on the ED-099 Agreement for Child Nutrition Programs.

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

3. Tuition Request for LOLHS

Mr. Neviasser presented a tuition request for attendance of a 9th grader at Lyme-Old Lyme High School. Mr. Neviasser recommended approval of this request. This would be the third tuition student at the high school during 2014-2015.

MOTION: Mrs. Lucas Edson made a motion, which was seconded by Mrs. Linderman, to approve the tuition request for Lyme-Old Lyme High School for the 2014-2015 school year as presented.

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

4. Lyme School Playground Equipment

The following background information was supplied by John Rhodes, Director of Facilities & Technology, on this agenda item:

The Lyme Consolidated Parent Teacher Organization, together with the District Facilities Committee, have planned the upgrade as well as expansion of the existing playground. This project is budgeted at \$40,000 in the 2014-2015 Capital Projects budget. The project was publically bid and Koman, Inc., was the only bidder.

MOTION: Ms. Smalley made a motion, which was seconded by Mrs. Lucas Edson, to award Koman, Inc., the supply of the Lyme Consolidated Playground Equipment for \$35,077.09.

Mr. Rhodes stated that he believed this to be a fair price even though Koman was the sole bidder.

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

5. Server and Switch Service Agreements

John Rhodes provided the following backup information on this agenda item:

The district maintains extended warranty service contracts on all of the district-wide major network equipment provided by Cisco, HP and VMware. These service contracts are direct from these vendors and provided through our technology service contractor, Connecticut Computer Services.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Wilczynski, to approve the annual renewal of the Cisco/HP/VMware server and switch service agreements through Connecticut Computer Services for \$27,314.

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

6. Copier Lease Program

John Rhodes provided the following backup information on this agenda item:

The school district currently leases 18 copiers. Previously copier leases were purchased by individual schools. To create a more competitive bidding environment, the school district is bidding the copiers in groups based on their existing lease expiration dates. These bid results were obtained through a publicly advertised bidding process. The results reflected the following:

Bidder	Annual Lease	Estimated Annual per Sheet Cost	Total Cost
CBS	\$13,608	\$9,110	\$22,718
Ricoh	\$11,206	\$8,366	\$19,572

MOTION: Mrs. Roche made a motion, which was seconded by Mrs. Lucas Edson, to award Ricoh USA, Inc., a five year lease agreement to provide six copiers to the school district for an estimated annual cost of \$19,572.

Discussion followed on reducing costs for toner for printers by the increased use of printing to copiers.

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

VIII. Old Business:

1. Report of Committees

a. *Facilities*

Mr. Rhodes discussed the following projects: Lyme School playground project; track field bleachers; SMARTBOARD installations; field maintenance; security improvement projects; and finalization of Mile Creek window punch list.

Mr. Witkins discussed outstanding issues being rectified at the high school including the HVAC system, fire proofing, and roof leaks. He noted the Building Committee is actively working on these issues.

b. *Building*. No report.

c. *Technology*. No report.

d. *Policy*. No report.

- e. *Communications*. Mrs. Roche reported on an upcoming collaboration with the Enrollment Committee to research why students choose to attend other schools and how to market our district better.
- f. *Finance*. No report.
- g. *Human Resources*. No report.
- h. *Enrollment & Equity*. No report.
- i. *LEARN*. No report.
- j. *Comcast*. No report. Mr. Witkins asked that this be removed from list of committee reports.

IX. Correspondence:

Mr. Witkins reported that they are resolving an issue with a vendor about payment.

X. Executive Session:

There was no need for an executive session.

XI. Adjournment:

The regular meeting adjourned at 8:08 p.m. upon motion by Ms. Smalley and a second by Mrs. Linderman

Respectfully submitted,

Sarah Smalley, Secretary Pro Tem

Region #18 Lyme-Old Lyme

**STRATEGIC PLAN AND YEARLY GOAL DEVELOPMENT PROCESS TO
ALIGN WITH NEW EDUCATOR EVALUATION SYSTEM**

YEARLY GOAL DEVELOPMENT PROCESS TO ALIGN WITH NEW EDUCATOR EVALUATION SYSTEM

Ongoing

- Strategic Plan

July-August

- District Goals

August-September

- School Goals

September-October

- Teacher Goals

Strategic Planning Steering Committee

1. Bonnie Reemsnyder, Old Lyme First Selectwoman
2. Meredith Britton, student
3. Michelle Dean, Assistant Principal of LOLHS
4. Diane Brown, parent/community member
5. Paul Fuchs, Board of Education
6. Marilyn Giuliano, staff member and state representative
7. Allison Hine, Board of Education (former)
8. Holly Cox, parent/community member
9. Jamie Snurkowski, parent/community member
10. Jill Pilgrim, staff member/parent/community member
11. Kara Lech, parent/community member
12. Kathy Harrison, parent/community member
13. Kerrie Kolesnik, parent/community member
14. Kourtney Collette, parent/community member
15. Tracy Lenz, Director of Guidance at LOLHS
16. Leo Holland, parent/community member
17. Mary Jo Nosal, Old Lyme Selectwoman
18. Mary Seidner, Director of LYSB
19. Ian Neviaser, Superintendent of Schools
20. Ralph Eno, Lyme First Selectman
21. John Rhodes, Director of Facilities
22. Pam Russell, RETA tri-President
23. Skip Sibley, Old Lyme Selectman
24. Steve Mattson, Lyme Selectman
25. Tracy McGlinchey, parent/community member
26. Ellen Tyler, Principal of Center School
27. Jim Witkins, Board of Ed Chairman

Parents

Students

Educators

Elected Officials

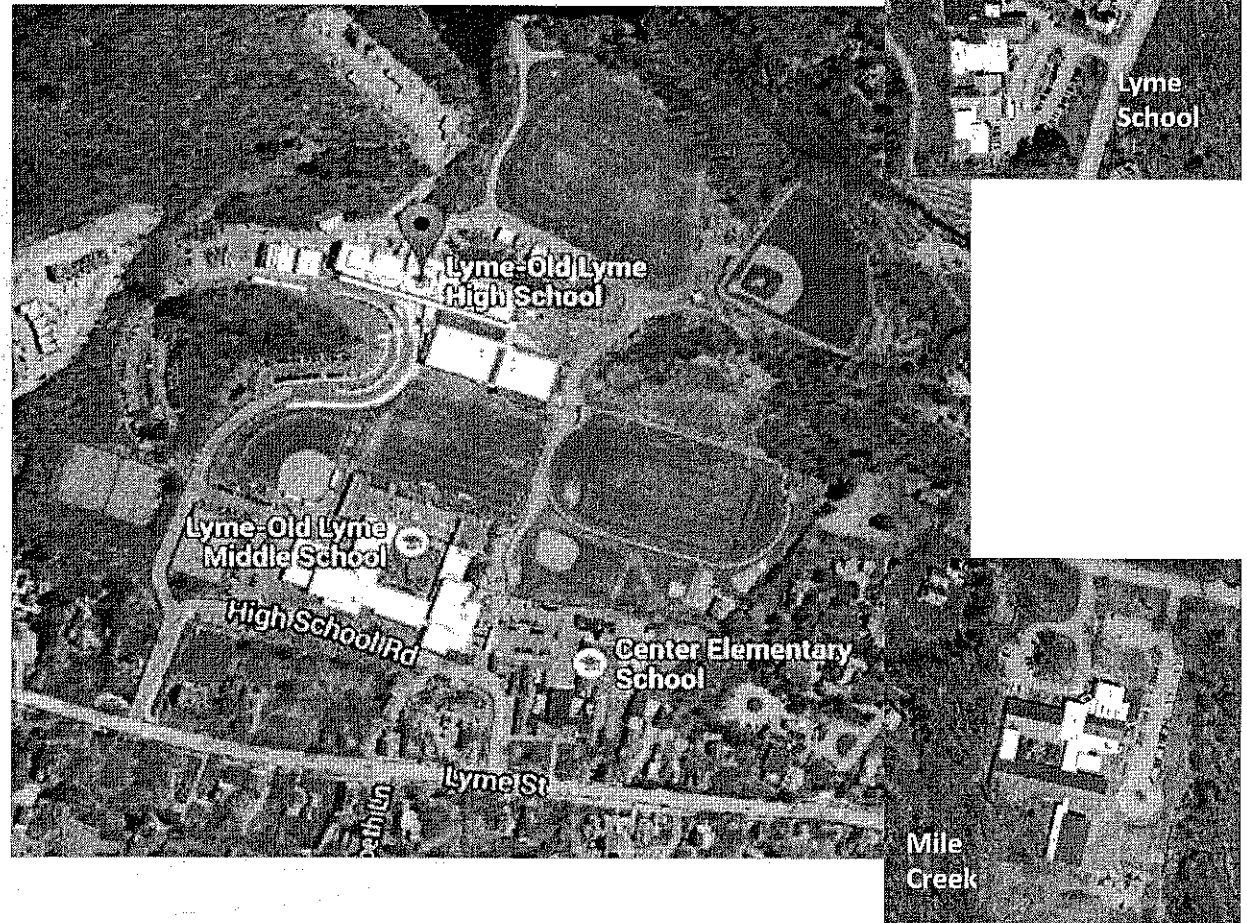
Development Timeline



- May 2013
 - Formal discussion on strategic planning begins (BOE committee: Allison, Paul, Jim, Ian)
- July 2013
 - Meeting with LEARN facilitator (D. Marvin) and BOE committee
- August 2013
 - First meeting of Strategic Planning Committee (SPC) to begin the process and ensure a comprehensive and collaborative plan of action
- September 2013
 - BOE committee with D. Marvin reviews data from August meeting to develop questions for survey
- September- December 2013
 - LOLHS Community Service Club assists in collecting responses to Survey Monkey at community events
 - SPC reviews current vision and mission as they relate to new thoughts and ideas raised at August meeting
- October 16, 2013
 - Community Forum for public input
- November 13, 2013
 - Community Forum for public input
- December 2013
 - SPC reviews the feedback from the community, discusses next steps in the process
- January- February 2014
 - Strategic Plan draft presented to SPC for feedback
- March 2014
 - Draft plan revised based on SPC feedback
- April 2014
 - Draft plan reviewed by Board of Education
- July 2014
 - Final draft presented to communities in FOCUS

GOALS FOR PLAN DEVELOPMENT

- Manageable
- Meaningful
- Fluid/Living Document
- Applicable to newest trends at the local, state, and national level



Region #18 Lyme-Old Lyme Strategic Plan

LYME OLD LYME PUBLIC SCHOOLS

Small Schools, Big Ideas

*Challenging * Achieving * Excelling*

We are committed to providing exemplary schools, partnering with the community, nurturing passion for lifelong learning, fostering global citizenship, and maximizing potential.

Region #18 Lyme-Old Lyme Strategic Plan

GOALS

Curriculum

- To create and nurture students' love of learning and the value of the educational process through relevant, engaging, high quality curriculum and teaching.
 - Embed throughout the curriculum:
 - Experiences that teach rigorous decision-making, personal accountability, and global citizenship.
 - The skills of flexibility, creativity, collaboration, independence, and self-advocacy.
 - Supports for social and emotional development.
 - Continue to offer diverse programming opportunities within students' educational experience (curricular, co-curricular, extracurricular):
 - Use demographic data and usage data to inform decisions.
 - Assure that assessments are:
 - Rigorous, relevant, and necessary
 - Used to inform decision-making for improvements in curriculum and instruction.

Region #18 Lyme-Old Lyme Strategic Plan

GOALS

Human Resources

- **To recruit and retain high-quality staff.**
- **Offer high quality training and professional development for all staff.**

Region #18 Lyme-Old Lyme Strategic Plan

GOALS

Community

- To expand partnerships between and among the global community resulting in opportunities for students such as: international school partnerships, tutoring, mentoring, cross-generational initiatives, and internships
- To continue strong relations and communications with the public resulting in mutually beneficial partnerships
- To utilize the unique natural and human resources in our communities to offer real world educational experiences and curricular connections to our students

Region #18 Lyme-Old Lyme Strategic Plan

GOALS

Facilities

- To continue to maintain safe school facilities, grounds, and athletic fields.
 - Assure up-to-date security, technology, and equipment.
 - Plan for budget implications based on need.

Region #18 Lyme-Old Lyme Strategic Plan

Measurements of Success

- **Achievements**
 - Success beyond high school.
 - State assessments.
 - School, teacher, student recognitions.
 - Success at the transition years (elementary to middle and middle to high school).
- **Student Enrollment**
 - Positive community perception.
 - Strong community enrollment.
- **Retention of High Quality Staff**
 - Evaluations.
 - Professional Development Offerings.

WHAT'S NEXT?

- ✓ Present to community via Focus on Education
- ✓ Revisit and approve at future BOE meeting
- Begin new goal setting process and timeline

YEARLY GOAL DEVELOPMENT PROCESS TO ALIGN WITH NEW EDUCATOR EVALUATION SYSTEM

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August-
September

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- Teacher Goals