

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Regular Board of Education Meeting

January 8, 2020

Board Present: Diane Linderman, Chairwoman; Martha Shoemaker, Vice Chairwoman; Jean Wilczynski, Treasurer; Steven Wilson, Secretary; Rick Goulding, Stacey Leonardo; Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Administration Present: Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; James Cavalieri, Principal of Lyme Consolidated School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Kelly Enoch, Principal of Mile Creek School; Holly McCalla, Business Manager; John Rhodes, 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: Isabella Hine and Ellery Zrenda, High School Student Representatives; three members of the LOL community

I. Call to Order

The meeting was called to order at 6:30 p.m. by Chairwoman Linderman. The Pledge of Allegiance was recited.

II. Approval of Minutes

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Miller, to approve the minutes of Regular Meeting of December 4, 2019 as presented.

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

III. Visitors

1. CAPSS Student Recognition – this agenda item was postponed until the February meeting as the students to be honored had previous engagements.

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2. Public Comment

There was no public comment.

3. Report from Student Representatives

Isabella Hine and Ellery Zrenda reported on the following activities taking place at the schools:

At LOLHS: Winter sports are in full swing. In December, the Athletic Department won the Michael's Cup as one of the top programs in the state. Mid-term exams will take place from January 21 through January 24. The second semester will kick-off on January 27. Over the next two weeks, all juniors and seniors will become certified in the Stop-the-Bleed safety protocols as part of the overall safety campaign.

At LOLMS: The middle school held their annual winter band and choral concerts with over 150 students participating. Due to the snow days, both the high school and middle school choral programs combined their concerts for one amazing evening. On December 13, the middle school participated in PJ Day to support Connecticut Children's Center raising over \$400. The annual door decorating contest took place with the assistance of the preschool students. The Math Counts program traveled to Hale Ray for the local competition. The students did well with 7th grader Simon Karpinski earning the top 7th grade spot. The middle school has begun their preparation for their winter musical, *Annie Jr.*

At Lyme Consolidated School: All of the students and staff returned from the winter break ready for the second half of the school year. On January 17, students will meet with their "Lyme Cares" groups and they will make valentine cards for the local senior center. There will be a Town Meeting on January 24. Kindergarten registration will be held on January 27 and 28. On January 31, the Student Leadership will be promoting a sports day to benefit the Miracle League Field being built in East Lyme. The Miracle League Field is a space where children with physical, cognitive and developmental challenges can participate in sports of all kinds in a welcoming, non-competitive atmosphere. Students and staff will be asked to donate at least \$1.00 for the privilege of wearing their favorite sports apparel to school. The student leaders have offered this challenge to over 50 southeastern Connecticut elementary and middle schools. Lyme School hopes that most all the schools will join them to make this happen.

At Mile Creek School: During the month of December, the Mile Creek community donated generously to the giving tree in order to provide holiday gifts for children in need in our local community. On December 14, the school participated in the statewide PJ Day fundraiser to support the Center for Cancer and Blood Disorders at Connecticut Children's Hospital. The students and staff of Mile Creek raised \$1,400. Andrew Hedberg, a LOLHS student and cancer survivor, came to the school-wide assembly to share with the students his story and the benefit the fundraiser will have for the children at Connecticut Children's Hospital. This month's social emotional learning theme of the month is focused on the concept of empathy. During this month, donations will be collected for the Miracle League Field, a space where children with physical, cognitive and developmental challenges can participate in sports of all kinds. This month Student Senate members will participate in a leadership conference to be held at Three Rivers Community College. The students will engage in a variety of activities with other students from around the state to help advance their leadership skills.

In the Preschool Program: Preschool will be busy learning about winter, freezing and melting water and the habits of animals during the winter months. They will read the books *The Mitten* and *The Snowy Day* to support their understanding of the concepts. The letters of the month are J, K and L. Math will focus on patterns seen in scarves and mittens, the calendar and writing numbers. Star is the shape of the month and the color is blue. Vincent Van Gogh and Everett Warner will be the artists featured this month. The preschool thanks all the families for their donations to the Humane Society of New London and the students in Zambia.

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviaser reviewed the January personnel report, which reflected several outstanding vacancies and the hiring of an instructional assistant and school psychologist. Mr. Neviaser also reported that he will be bringing a candidate for the Director of Facilities and Technology position to the Board at their February meeting.

Mr. Neviaser reviewed the January enrollment report, which reflected a total of 1287 students (in-house) enrolled (one less student than last month this time). Mr. Neviaser noted that as a part of the budget development process and in terms of long range planning, the administration has updated their staffing proposals based on the current and projected enrollments.

Mr. Neviaser reminded the Board to clear their schedules for the next three Wednesday evenings as the annual budget workshops begin on January 15 when the principals will present their school budgets along with Mrs. Dean who will present the curriculum budget. Mr. Neviaser referred to the budget calendar as a reminder of the schedule for the next couple of months.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of December 31, 2019.

Fluctuations of note:

YTD 2018 reports were prepared 11 days prior to year end due to timing of break/meeting date resulting in lower than normal expenditures, especially in salary and benefits.

Special Ed: encumbrances entered as student needs are determined.

Admin Services: Greater purchasing in Admin Tech Equipment and purchased services last year to date vs. this year to date. Errors in account coding were identified and corrected by year-end. Spending this year is reflected in instructional programs.

Mrs. McCalla also reported on corrections made to the transportation line item that were not reflected properly in the system generated reports. This has now been corrected.

Year To Date Revenue Report

	2018-2019 Received	2019-2020 Received YTD
Town of Old Lyme	\$26,343,259	\$11,564,203
Town of Lyme	\$6,748,520	\$2,761,065

Mrs. McCalla reviewed the Contingency Maintenance Report, which reflected a balance of \$119,127 as of December 31, 2019. There has been \$15,085 in new expenditures: \$8,300 at Lyme Consolidated School for kitchen electrical work, \$5,285 for boiler work at Lyme Consolidated School, and \$1,500 at Lyme-Old Lyme High School for the sprinkler system and fire pump work.

V. Educational Presentation

1. Budget Process

Holly McCalla, Business Manager, gave a presentation on the annual budget process. A copy of her presentation is attached to these minutes for informational purposes.

Follow-up discussion included the following subjects: excess cost grant; funding of contingency account; public meetings to educate the community on the budget; budget projections; and timing of monies returned to towns during surplus years.

VI. Chairman & Board Report

Mrs. Linderman asked for volunteers to serve on an ad hoc Human Resources Committee. This committee will be tasked with streamlining the process of the superintendent's evaluation.

Mrs. Linderman reported that she will serve as representative to LEARN.

VII. New Business

1. Board of Education Meeting Schedule for 2020-2021

Mr. Neviasser reviewed the schedule for the Board of Ed regular meetings for the 2020-2021 school year, which reflected the same schedule as currently in place, that being the first Wednesday of the month. He explained that this required Board approval as the schedule must be filed with the respective town clerks by January 31.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, to approve the Board of Education regular meeting schedule for the 2020-2021 school year as presented.

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

2. Lyme Academy Land Purchase

Mr. Neviasser reported that the Lyme Academy College has approached him about the possibility of purchasing some abutting property that sits just to the north of the district's main campus. Mr. Neviasser reviewed the proposal and asked for input from the Board on how they would like to proceed.

The Board discussed this proposal and the pros and cons of such a purchase. There was a suggestion to possibly working with the Town of Old Lyme or groups such as the Old Lyme Land Trust to see if there is any interest on their part. Further discussion centered around possible uses for the land, i.e., solar power grid, additional athletic fields, open space preservation, etc. Questions were posed on how much of this land is usable and how much is wetlands and whether there are endangered frogs living in the wetlands.

3. Bus Contract

Mr. Neviaser reviewed the proposed bus contract with M&J Bus Company from July 1, 2020 through June 30, 2025.

Mr. Neviaser also updated the Board on negotiations with the Town of Old Lyme for a bus barn rental amount to determine exact costs for the final years of the five-year contract. This will not affect the bus contract.

MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Leonardo, to approve the bus contract between M&J Bus, Inc., and Regional School District #18 as presented

Discussion followed and it was noted that the motion should include the wording “and to waive the bidding for the bus contract.” Mrs. Miller and Mrs. Leonardo agreed to the amended motion.

REVISED MOTION: to approve the bus contract between M&J Bus, Inc., and Regional District #18 as presented and to waive the bidding for the bus contract.

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

VIII. Old Business

1. 2020-2021 School Calendar

Mr. Neviaser presented the final version of the 2020-2021 School Calendar for Board approval. The initial viewing of this calendar took place at the December Board meeting.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Wilczynski, to approve the 2020-2021 School Calendar as presented.

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

2. Policy Review

A second reading of Policy 5123.1 Promotion/Acceleration/Retention and Policy 6146.11 Class Rank and Weighted Grades was conducted. Mr. Neviaser explained the changes that were made based on the first readings that took place at the December meeting. No additional changes were made.

MOTION: Mrs. Thompson made a motion, which was seconded by Dr. Powell St. Louis, to approve Policy 5123.1 Promotion/Acceleration/Retention and Policy 6146.11 Class Rank and Weighted Grades as presented.

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

3. 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.

4. Report of Committees:

- a. *Facilities*. Dr. Goulding recapped the Facilities and Finance meeting that took place earlier in the evening. Bids have gone out for the tennis courts and a review of the five-year facilities plan reflected that the district is in a good place with the maintenance of their buildings and grounds. Multipurpose field update was given to bring the new Board members up to speed on this initiative. Mrs. Miller asked about the possibility of construction of a single playing field instead of a multi-purpose field. It was noted that a single field would not meet the demands of usage.
- b. *Finance*. Mrs. Wilczynski updated the Board on the status of the bond refunding.
- c. *Communications*. No report.
- d. *Policy*. No report.
- e. *LEARN*. Mrs. Linderman will attend the LEARN meeting taking place on January 9.
- f. *LOL Prevention Coalition*. Mrs. Shoemaker reported on a training session scheduled for January 14 at 8:30 a.m. provided by John Daviau.

IX. Correspondence

Mrs. Linderman reported on an email from former Board member Stacy Winchell regarding the three-hour delay that might be used when needed during delayed openings. The current district policy does not reflect current legislation on school hours and must be updated.

X. Executive Session

Upon motion by Mrs. Shoemaker and seconded by Mrs. Wilczynski, the Board voted unanimously to move into executive session for the purpose of discussing the Superintendent's mid-year evaluation. Mr. Neviaser was invited to attend the executive session.

XI. Adjournment

The regular meeting adjourned at 8:48 p.m. upon a motion by Mrs. Shoemaker and a second by Mrs. Wilczynski.

Respectfully submitted,
Steven Wilson, Secretary

School Budgeting 101

Presented to Regional School District #18 Board of Education

Wednesday January 8, 2020

Holly McCalla, Business Manager

What is a budget?

- ▶ **Sec. 10-222. Appropriations and budget.** Each local board of education shall prepare **an itemized estimate** of the cost of maintenance of public schools for the ensuing year and shall submit such **estimate** to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made.

SETTING BUDGET GUIDELINES AND GOALS



- Goals for student achievement should drive the budget process.
- Budget decisions should be made in alignment with the district's strategic plan and yearly goals.
- Decisions should be a collaborative effort between the Board of Education, the Superintendent, and school staff.
- Input should be collected from all stakeholders: staff, parents, town leaders and taxpayers.



3 Sources of Public School Funding

1. Local Money - Local Revenues, Property Tax
2. Federal Money - Grants
3. State Money - State Aid & Grants

Current Environment:

Local Money - Local Revenues, Property Tax

- Every community is different however, most communities have group(s) that do not want to raise taxes.

Federal Money - Grants

- The continued reduction in federal money has forced programs & salaries to the general fund.

State Money - State Aid & Grants

- ECS Funding has been at the forefront of state budget discussions for many years

Connecticut is 4th most reliant on Local Property Taxes to Fund Education

Revenues for Education (2017)							
	Local	Federal	State		Local	Federal	State
District of Columbia.....	89.0	11.0	0.0	Montana.....	41.1	12.0	46.9
New Hampshire.....	62.5	5.4	32.1	Oregon.....	40.2	7.3	52.5
Nebraska.....	59.6	7.7	32.7	Wisconsin.....	40.1	6.9	53.0
Connecticut.....	57.7	4.3	38.0	Utah.....	40.0	8.2	51.8
Massachusetts.....	57.0	4.3	38.7	Iowa.....	39.0	6.9	54.1
Maine.....	55.0	6.7	38.3	Mississippi.....	35.1	14.1	50.8
New Jersey.....	54.9	4.1	41.0	Wyoming.....	34.7	6.1	59.1
Pennsylvania.....	54.9	6.4	38.7	Alabama.....	34.7	10.3	55.0
Texas.....	54.2	10.1	35.6	Delaware.....	34.5	6.3	59.2
New York.....	53.9	5.3	40.8	West Virginia.....	34.5	11.6	53.9
Virginia.....	53.4	6.8	39.7	California.....	33.9	8.9	57.3
South Dakota.....	53.2	12.8	34.1	Kentucky.....	33.8	11.5	54.7
Ohio.....	52.6	7.1	40.3	Michigan.....	33.3	8.1	58.6
Illinois.....	52.4	6.5	41.0	North Dakota.....	32.8	9.2	58.0
Rhode Island.....	52.2	7.2	40.5	Washington.....	30.4	6.8	62.8
Maryland.....	50.7	5.7	43.6	Indiana.....	30.1	7.4	62.6
Colorado.....	50.1	6.7	43.1	Minnesota.....	29.8	5.2	64.9
Florida.....	49.8	11.0	39.1	Nevada.....	27.6	9.1	63.2
Missouri.....	49.5	8.4	42.2	Kansas.....	27.5	8.6	64.0
Arizona.....	46.2	13.7	40.1	North Carolina.....	27.3	11.2	61.5
Louisiana.....	46.1	12.4	41.4	Idaho.....	25.1	9.8	65.0
Georgia.....	45.7	9.1	45.2	Alaska.....	22.1	14.0	63.9
United States.....	44.9	8.0	47.1	New Mexico.....	19.2	14.4	66.4
South Carolina.....	43.7	8.8	47.5	Arkansas.....	13.3	10.9	75.8
Tennessee.....	42.5	11.5	45.9	Vermont.....	3.6	6.1	90.3
Oklahoma.....	42.3	11.1	46.6	Hawaii.....	2.0	8.9	89.1

5 States with Lowest % of Federal Funding for Education

	Local	Federal	State
New Jersey.....	54.9	4.1	41.0
Massachusetts.....	57.0	4.3	38.7
Connecticut.....	57.7	4.3	38.0
Minnesota.....	29.8	5.2	64.9
New York.....	53.9	5.3	40.8

Source: National Center for Education Statistics (2017)

Grant Programs

- ▶ State Education Grant Programs
 - ▶ Education Cost Sharing (ECS)-in FY '16 RSD 18 received \$734,314. In FY '19, RSD 18 received \$303,109.
 - ▶ Excess Cost-It's complicated, more on this later
- ▶ Federal Grant Programs
 - ▶ Title I-in FY '19 grant is \$53,284 (serves the under privileged)
 - ▶ Title II-in FY '19 grant is \$18,930 (teacher training and development)
 - ▶ Title IV- in FY '20 grant is \$10,000 to support ESSA initiatives (Every Student Succeeds Act- new in the last two years)
 - ▶ Individuals with Disabilities Education Act (IDEA) 619- in FY '20 grant is \$15,098 (serves Pre-K students with special needs)
 - ▶ IDEA 611- in FY '20 grant is \$274,675 (serves special education students)

Excess Cost Grant

- ▶ The Department of Education administers the Excess Costs-Student Based grant pursuant to CGS §10-76d, §10-76g and §10-253. Costs in excess of **four and one-half times a town's average cost per pupil** for the prior year are paid for students placed in a special education program by a school district, pursuant to CGS §10-76g(b).

Excess Cost Grant Example

Towns Net Current Expenditure per Pupil (NCEP)* (RSD #18's actual from 18-19, source CT SDE)	\$22,711
Threshold for Grant to District (4.5 X NCEP)	\$102,200
Cost for Hypothetical Outplaced Student (includes tuition and transportation costs)	\$155,000
Excess Cost Grant Eligibility	\$52,800
Recent state average of reimbursement 70%	\$36,960

Understanding the Line Item Details

Certified Salaries: Encompasses all teaching and administrative staff

Non-Certified Salaries: All other positions, IA's, secretarial, facilities, tech. staff, et al.

Employee Benefits: Medical, dental, life, WC, tuition reimbursement etc.

Instructional Programs: All costs associated with educating regular education students

Special Education: Costs for SpEd including transportation and tuition

Support Services: Guidance, Health Services, Library Media

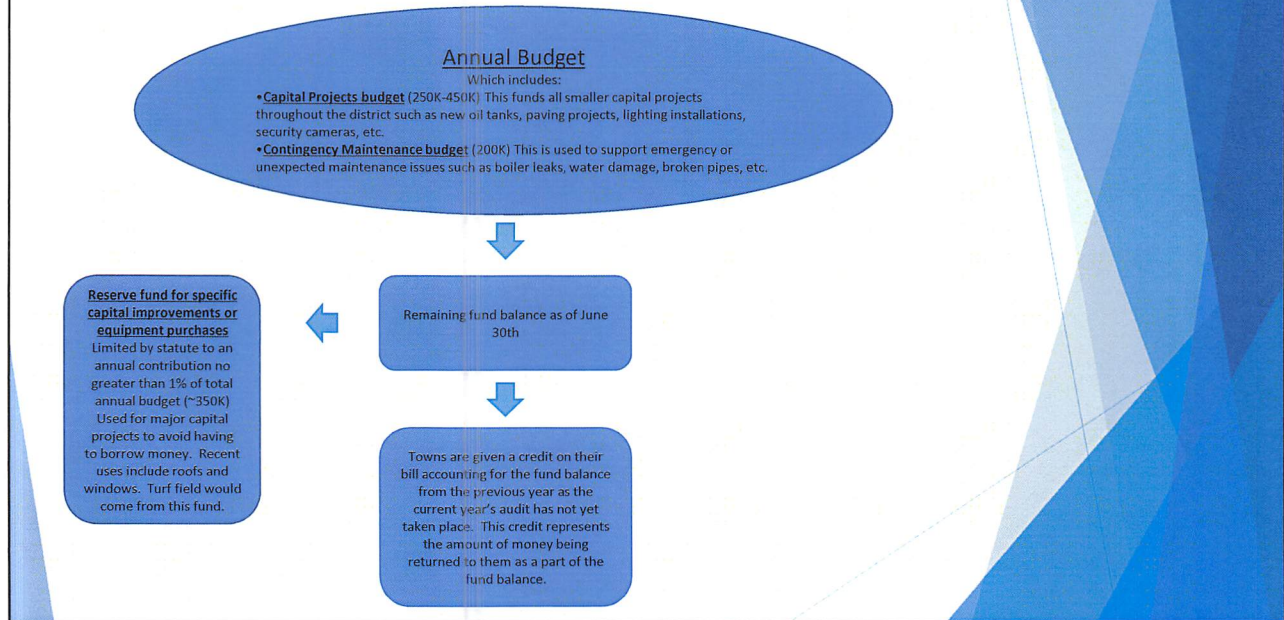
Administrative Services: Board of Education, superintendent's office, business office, school office expenditures, district wide tech purchasing, graduation costs

Pupil Transportation: Delivering regular education students to and from school

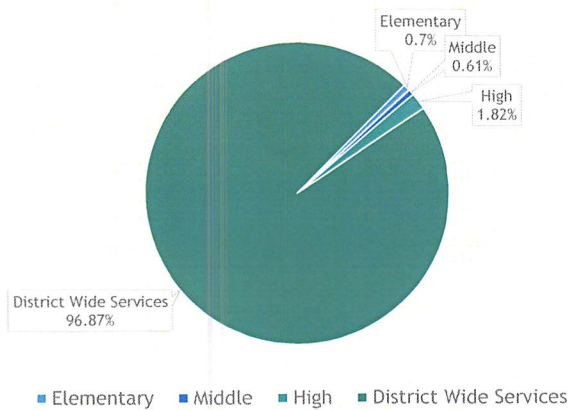
Plant Operation & Maintenance: Cleaning and upkeep of all facilities and grounds, including capital expenditures and contingency spending

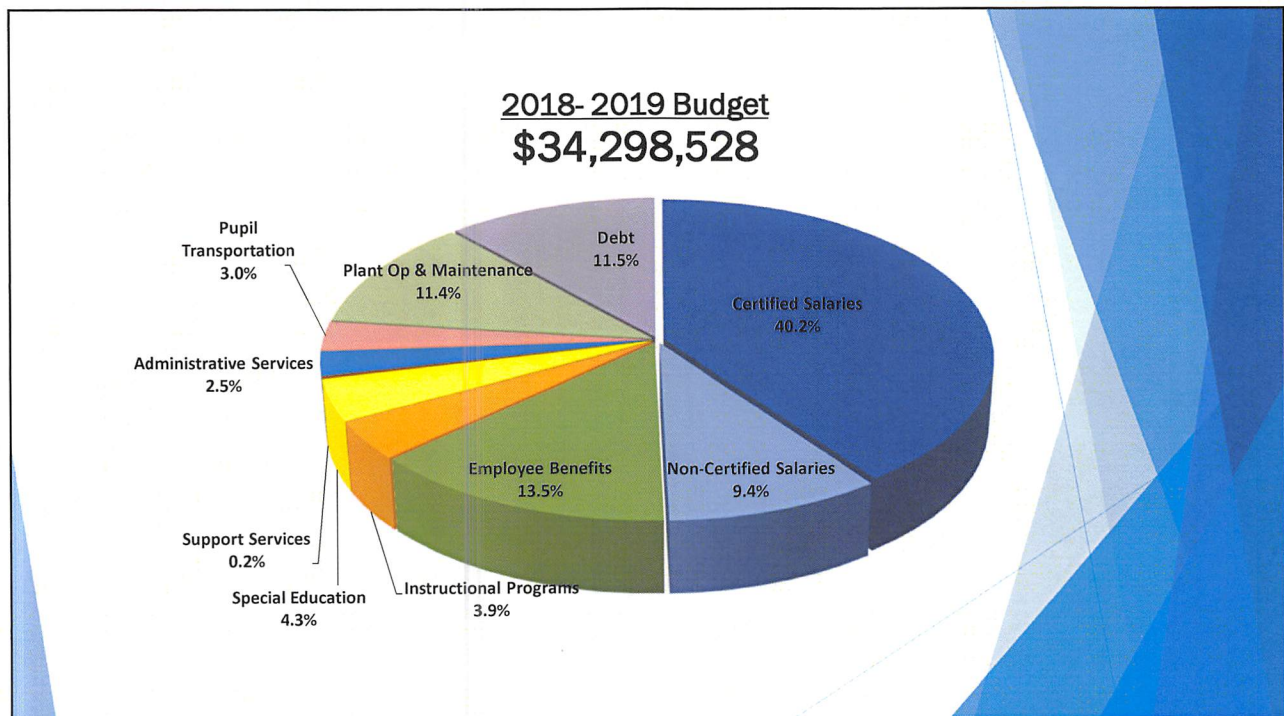
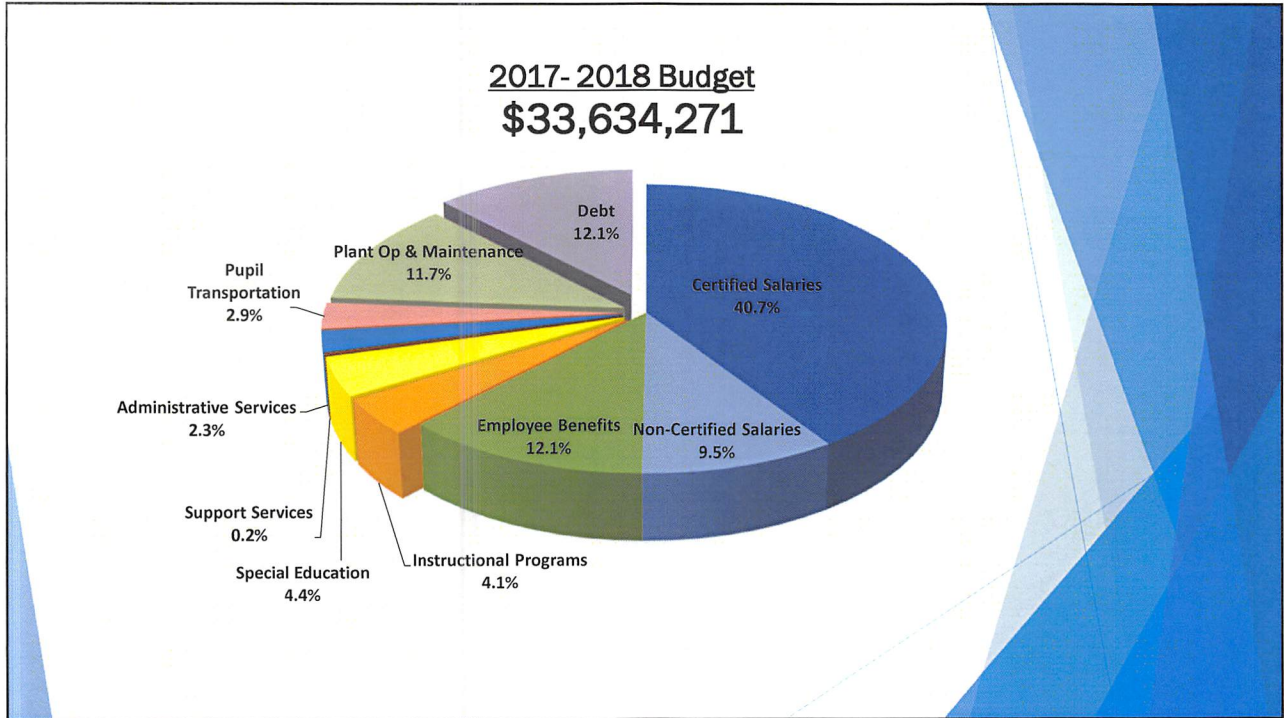
Debt Service: Long term debt obligation expenditures

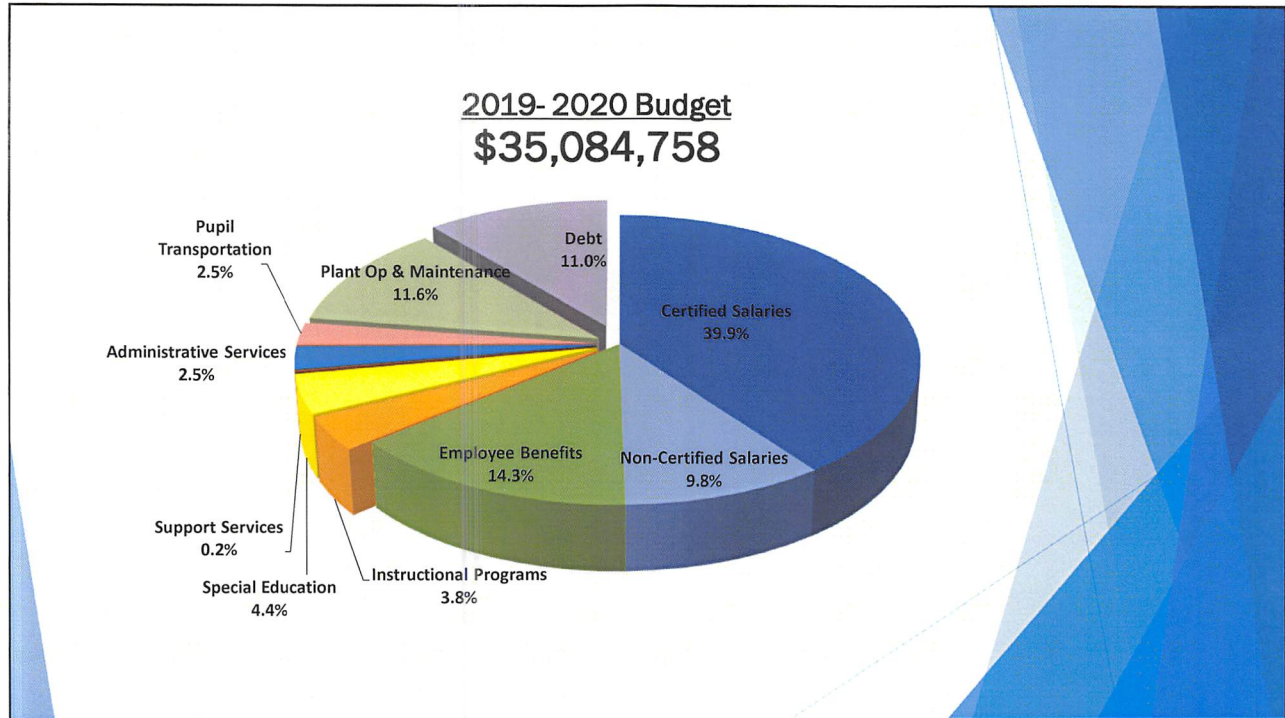
UNDERSTANDING OUR BUDGET STRUCTURE



Schools vs. Districtwide







Presenting the Budget to Stakeholders

- ▶ Know the message
 - ▶ What are we asking for and why?
- ▶ Know your audience
 - ▶ Demographics
 - ▶ What's important to them?
- ▶ Tailor your message to the audience
 - ▶ Would you give the same presentation to the Senior Center that you gave to Youth Basketball?

When Do You Communicate?

- ▶ Year Round! Budget season should yield no surprises for all the great things the schools accomplish.
 - ▶ Technology/Social media for instant communication
 - ▶ Tell of improvements in student scores
 - ▶ Athletic achievements and wins
 - ▶ Special recognition

Timeline of Budget Events Moving Forward

January

- District and school based budget presentations

February

- Public budget forum and Board of Education adoption

March

- Preparation of budget book and special edition of *Focus on Education*

April

- Meet with respective Boards of Finance and various community groups
- District budget hearing
- Budget voting cards are mailed

May:

- District budget meeting
- Budget referendum

Reminders about the process...

- ▶ A model of continuous improvement
- ▶ Budgets are based on the best available information at a given point in time.
- ▶ Focus on needs not numbers...You will not see a final percentage increase until the very end of our series of presentations.
- ▶ We use actual expenditures from previous budget years as actuals are not available for the current year as it is not yet complete.
- ▶ Budgeting at different levels is not always exactly the same. General concepts run throughout but small variations exist within each level's presentation.
- ▶ Ask questions!
- ▶ A BUDGET IS NOT ONLY A PLAN, IT IS A STATEMENT OF VALUES AND PRIORITIES

Questions?