

Regular Board of Education Meeting

Wednesday, February 6, 2013 6:30 PM

Lyme-Old Lyme Middle School cafeteria, 49 Lyme Street, Old Lyme, CT 06371

I. Call to Order

II. Approval of Minutes

II.A. Minutes of Regular Meeting of January 9, 2013

II.B. Minutes of Executive Session of January 9, 2013

II.C. Minutes of Special Meeting of January 16, 2013

II.D. Minutes of Executive Session of January 16, 2013

II.E. Minutes of Special Meeting of January 23, 2013

III. Visitors

III.A. Report from Student Representatives

III.B. Public Comment

IV. Administrative Reports

IV.A. Superintendent's Report **Speaker (s):** Ian Neviaser

IV.B. Business Manager's Report **Speaker (s):** Lynn Warren

V. Educational Presentation

V.A. Common Core State Standards - Language Arts **Speaker (s):** Beth Borden

VI. Chairman & Board Report

VII. New Business

VII.A. 2013-2014 School Calendar **Speaker (s):** Ian Neviaser

VII.B. Teacher Evaluation Professional Development Proposal **Speaker (s):** Beth Borden

VII.C. Policy 3375 Student Nutrition and Physical Activity: Student Wellness **Speaker (s):** Allison Hine

VII.D. Update on 2013-2014 Budget Items and Action on Decision Packages **Speaker (s):** Ian Neviaser

VII.E. Additional Scope Considerations for LOLHS Building Project **Speaker (s):** John Rhodes

VII.F. Video Network Equipment Refresh Proposal **Speaker (s):** John Rhodes

VII.G. Change Order for LOLHS Project **Speaker (s):** John Rhodes

VII.H. Charge to Facilities Committee for Mile Creek Window Project **Speaker (s):** John Rhodes

VII.I. Purchase of Security Cameras for Schools **Speaker (s):** John Rhodes

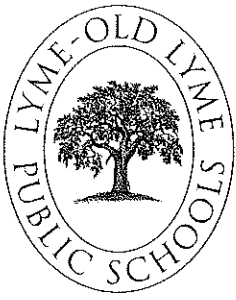
VIII. **Old Business**

VIII.A. Reports of Committees: Facilities,
Building, Technology, Policy, Communications,
Finance, Human Resources, Enrollment & Equity,
LEARN, Comcast

IX. **Correspondence**

X. **Executive Session**

XI. **Adjournment**



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Regular Board of Education Meeting

Location: Lyme-Old Lyme Middle School

Date: January 9, 2013

Board Present: James Witkins, Chair; Paul Fuchs, Vice Chair; Russ Gomes, Secretary; Victoria Lanier, Treasurer; Steven Cinami; Allison Hine; Beth Jones; Michelle Roche; Stephen Spooner

Administration Present: Ian Neviasser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Patricia Downes, Principal of Mile Creek School; Nancy Johnston, Director of Special Services; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; John Rhodes, Director of Facilities; Lori Susi, Assistant Principal of Lyme-Old Lyme Middle School; Ellen Tyler, Principal of Center School; Marilyn Warren, Business Manager; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Pam Russell, RETA Co-President; Meredith Britton and Sam Stadnick, High School Student Representatives; one Townsperson from LOL; Kim Drelich, *The Day*

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 December 5, 2012 and Special Meeting of December 19, 2012 were approved as presented.

III. Visitors:

1. Student Representatives

Meredith Britton and Sam Stadnick reported on the following activities around the schools:

At Center School: student class officers attending a leadership conference; faculty and staff are thankful to the town police force and state troopers for their continued support.

At LOLMS: student are involved in many extracurricular activities; upcoming parent conferences.

53 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 www.region18.org

At LOLHS: winter sports are underway; the musical production of *Legally Blond* has begun rehearsals; upcoming mid-terms; newly implemented tutoring sessions with faculty and upperclassmen helping students who need additional help with their studies.

At Lyme School: fifth grade attending leadership conference; kindergarten registration for fall 2013 incoming class; chorus concert.

At Mile Creek: thanks were extended to parents for their efforts to raise money for those in need via the giving tree and to the Duck River Garden Club for the wreath donation to the school.

2. Public Comment

There was no public comment.

IV. Administrative Reports:

1. Superintendent's Report

Mr. Neviaser reviewed the personnel report reflecting the hiring of two instructional assistants (Emily Cavaliere and Rebecca LaCross) and resignations from James Martin, physical education teacher at LOLMS, Rocco Yuhas, instructional assistant at LOLHS, and Marlene Estabrooks, World Language Teacher at LOLHS (effective July 1, 2013).

Mr. Neviaser reported that Erin Crayton (currently a physical ed teacher at Mile Creek School) has been chosen to fill the Middle School physical ed position which frees up a physical education position at Mile Creek. Interviews will be conducted shortly.

Mr. Neviaser reported that they are still filling the media specialist position at the high school with a substitute; they will actively seek to fill this position with a permanent staff member in the spring.

Mr. Neviaser reported that they have not posted the world language teacher position at this time; it will be included in the staffing recommendations for the 2013-2014 budget.

Mr. Neviaser reviewed the January 1, 2013 enrollment report reflecting a total of 1,474 students. He noted that as a part of the budget development process and in terms of long range planning, they have updated the staffing proposals based on the current and projected enrollments.

Mr. Neviaser reported that all district policies are now online in a searchable database through CAFE, which can be accessed through the district's website.

Mr. Neviaser reported on the changeover to Office 365 for all Region 18 students and staff. Board will now have district email capability; further instructions on accessibility to these accounts will be forthcoming.

Mr. Neviaser reported that in February there will be 28 visitors from a school in France who will attend about four days of classes here (with the remainder of their time spent touring the northeast). They will be hosted by several middle school families. Pam Russell, world language teacher at LOLMS, shared the particulars of this initiative noting that there is still a need for host families for some male students and chaperones.

Mr. Neviaser gave a brief update on the campus security measures as a follow-up to the Board's special meeting of December 19; magnetic locks on entry doors will be in place by end of the month; six staff members attended a security symposium centered on school safety, and they found that the district is doing a lot of what is being recommended by security experts; the installation of panic buttons is being discussed; police are still a presence at schools; consideration of putting instructions for a lockdown on the back of all staff ID badges; Safety Committee membership includes members of the local fire and police departments.

Mr. Neviaser referred to a 2013-2014 budget process timeline which reflected several budget meetings in the upcoming weeks. Mr. Witkins ask all Board members to email him should they be unable to make some of these meetings. It was noted that the formal adoption of the budget was scheduled for February 13.

Mr. Gomes asked for an update on the concussion baseline testing for middle and high school students. The administration will provide a written report to the Board and, if necessary, will follow up with a Board presentation.

Mr. Gomes inquired about the necessity of the Board of Ed obtaining staff ID badges.

Mr. Gomes commended the initiative of staff attending the security symposium. He stressed the need to have a school resource officer on campus.

2. Business Manager's Report

Ms. Warren provided a year to date budget status report and a contingency fund report. She also reported on the favorable rollover of bond notes and that she was been asked to join the Town of Old Lyme Pension Committee because of the inclusion of the Region 18 non-certified employees on this plan.

Mr. Gomes inquired about the receipt of funding from the State on the high school project. Ms. Warren reported that this money was received in December.

Based on another inquiry from Mr. Gomes, Ms. Warren explained the auditing of the high school project and the final borrowing status.

Mr. Cinami asked about funding for an emergency pump out and Keen grinder pump that appeared on the monthly contingency maintenance report. Mr. Rhodes explained the need behind this expenditure.

V. Educational Presentation:

I. Presentation of Proposed Building Budgets for 2013-2014

Mr. Neviasser reviewed the overall budget breakdown noting that salaries, benefits and debt service comprise almost 80% of the overall budget.

The proposed 2012-2013 budget for the high school was presented by Principal James Wygonik. A copy of the presentation is attached to these minutes for informational purposes and includes the objectives of the budget; enrollment figures; budget breakdown (12-13 vs. 13-14); budget drivers (program reconfiguration: automotive course now power and energy course); purchased services; supplies; transportation and travel; and dues/fees.

Discussion took place on the high school budget which included the reasoning behind funding the power and energy course through the operating budget vs. the high school project budget. It was reported that this line item amount will be similar to that annually budgeted for the automotive course. Additional discussion included the reasoning behind offering this type of course and the input and time put in to design this course for students, the necessary training for staff members, and the possibility of students getting college credit for this course.

Mr. Gomes asked about the possibility of sharing the services of the athletic trainer with other districts. The difficulty of doing this due to the trainer's schedule was discussed.

The proposed 2013-2014 budget for the middle school was presented by Principal Christopher Pomroy. A copy of the presentation is attached to these minutes for informational purposes and included goals/initiatives for 13-14; current vs. projected enrollment; budget 12-13 vs. 13-14; summary of changes and significant increases; and significant decreases.

Discussion followed on the middle school budget which included comments/questions on the \$20,000 increase from 12-13 to 13-14 which included funding for furniture replacement, world language workbooks and tablets, and student activities/athletics due to an increase in cost of officials. Follow up discussion took place and centered on the use of electronic books vs. library books. Mr. Witkins asked for additional information on the trend of e-book usage vs. book usage and related cost (more, less or the same).

The proposed 2013-2014 budget for the three elementary schools were presented by Ellen Tyler, Center School Principal; Patricia Downes, Mile Creek Principal; and James Cavalieri, Lyme School Principal. A copy of their presentation is attached to these minutes for informational purposes and included goals and initiatives; budget drivers; budget summary comparison for all three buildings; current and projected enrollment; the collaborative efforts amongst the three elementary schools with budgets broken out by schools in the following areas: instructional supplies, special subject areas, purchased services, office budget and dues.

Discussion took place on the elementary budgets which included comments/questions on field trip transportation; funding for Otis Lennon testing and the benefits behind this testing; and flexibility of the elementary budget guidelines which is based on historical data, equity and need.

Mr. Cinami made note that a large one time expenditure could have an effect on the minimum budget requirement for future years.

Atty. Lanier questioned whether the budget presentations were different than previous years. Mr. Neviasser reviewed the upcoming budget presentations which will include decision packages and staffing adjustments and which followed the previous year's budget calendar.

VI. Chairman & Board Report:

Mr. Witkins reported on the recent passing of Lyme citizen, John Yeomans, who served in many leadership positions in the community including chairman of the board of education.

Mr. Witkins reported that he will fill the vacancy on the Lyme-Old Lyme Education Foundation.

Mr. Witkins provided the following updates to the Board of Education committee assignments:
Steven Spooner will join the Facilities and Safety Committee
Michelle Roche will join the Policy Committee
Beth Jones will remain Chair of the Human Resources Committee

VII. New Business:

1. Teacher and Administrator Evaluation Plan

Dr. Borden presented information on Region #18's anticipated selection for the state's new teacher and administrator evaluation plan. Dr. Borden's handout detailed performance ratings, teacher evaluation categories, administrator evaluation categories, and the process behind the selection of an evaluation system. A summary of her presentation is attached to these minutes for informational purposes along with the Evaluation System Selection Form due to the State Department of Education by January 15, 2013. She noted that the final district proposal, for any category that deviates from SEED, is then due to the CSDE by April 15, 2013.

Follow-up discussion included the possibility that the State might not fully engage the entire evaluation system all at once due to the tremendous burden on school district which is taking away from teaching and management of schools.

MOTION: Mr. Cinami made a motion, which was seconded by Mrs. Hine, to endorse the Superintendent's recommendation to adopt the teacher and administrator evaluation as presented.

Additional discussion took place on the concerns of the unknowns behind the state model; questions on the necessity of standardizing the evaluation process across the state; the possibility of making adjustments by April 15; whether this had to be Board approved; and representation of RETA and LOLA members on the evaluation committee.

VOTE: all Board members voted in favor of the motion with the exception of Mr. Gomes who voted against. Motion passed.

2. Policy 2140 Truancy

Mrs. Hine reported that the Policy Committee is recommending an update to Policy 2140 *Truancy* which includes mandated changes per the Connecticut State Department of Education. These changes are based on new definitions of absences released by the department in July.

MOTION: Mr. Fuchs made a motion, which was seconded by Mr. Gomes, to waive the first reading of Policy 2140 *Truancy*.

VOTE: all Board members voted in favor of the motion.

MOTION: Mrs. Hine made a motion, which was seconded by Mr. Fuchs, to approve Policy 2140 Truancy.

The Board wordsmithed the policy changes. Dr. Jones questioned several paragraphs' wording relative to notification to parents. Mr. Cinami asked about the definition of unexcused absences.

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

3. Leave of Absence Request

Mr. Neviasser reported that Jeanne Manfredi has requested an unpaid LOA per the RETA contract (Article VI Section G Subsection 6.c.) to participate in the Distinguished Fulbright Awards in Teaching. The program is sponsored by the United States Department of State, Bureau of Educational and Cultural Affairs and comes at no cost to the district. This is a 4 month program in Argentina beginning in September 2013 through December 2013. While Board approval is required for Ms. Manfredi to participate and continue with the application

process, approval does not guarantee that she will be accepted into the program.

The Board reviewed the proposal which explained that the program provides U.S. teachers with the opportunity to study in an overseas research center or university and work within local schools in the host country. Applicants propose a Capstone Project at the time of application that should enhance their learning and have practical applications to their teaching. Ms. Manfredi provided a description of her capstone project which the Board also reviewed.

MOTION: Atty. Lanier made a motion, which was seconded by Dr. Jones, to approve the request of Jeanne Manfredi for an unpaid leave of absence from September 2013 through December 2013.

Mr. Neviasser addressed questions on whether the position would be hard to fill and assured the Board that they would be able to find a qualified long-term sub to teach Spanish.

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

4. Board of Education Meeting Schedule for 2013-2014

Mr. Neviasser presented the Board with a meeting schedule for the 2013-2014 school year. He explained that the schedule remains the same as it has been with meetings scheduled for the first Wednesday of each month; this schedule must be filed with the town clerks by January 31 and, therefore, requires Board action for approval to post.

MOTION: Atty. Lanier made a motion, which was seconded by Mrs. Hine, to approve the Board of Ed regular meeting schedule for the 2013-2014 school year.

There was a request that the meeting locations be changed from the middle school to the high school. This change will be made to the notice.

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

VIII. Old Business:

1. Report of Committees

- a. Facilities. Mr. Cinami reported that this group would be meeting the following day.
- b. Building. Mr. Gomes confirmed this committee's membership.
- c. Technology. Mr. Fuchs reported that this group met that day. Discussion centered on budget issues and priorities with the number one priority to be the installation of wireless capability in the elementary schools.
- d. Policy – no report.
- e. Communications. Mrs. Roche reported that this group would meet on Friday to discuss the next edition of *Focus on Education* on the high school project. The spring edition will focus on the budget.

- f. Finance. Atty. Lanier confirmed that there will be Lyme and Old Lyme Board of Finance representation on this committee. She asked for recommendations on getting input from the community on the budget and holding budget presentations to those groups that request them.
- g. Human Resources. Dr. Jones reported that negotiations with RETA have concluded. RETA will be voting on the contract on January 15; it will then be brought to the Board for ratification at their meeting on January 16.
- h. Enrollment & Equity. Mrs. Hine reported that a sub-committee comprised of Board members and elementary administration will be meeting later in January. Mr. Witkins asked for their input on the enrollment projections for budget planning purposes.
- i. LEARN. No Board representation at this point in time.
- j. Comcast. Mr. Gomes reported that they would be meeting tomorrow night at Hale Ray High School and discussing scholarships for graduating seniors.

IX. Correspondence:

There was no correspondence to report.

X. Executive Session:

Dr. Jones made a motion, which was seconded by Mr. Fuchs, to move into executive session for the purpose of discussing the mid-year evaluation of the Superintendent. Mr. Neviasser was invited to attend the executive session.

XI. Adjournment:

The regular meeting adjourned at 9:35 p.m.

Respectfully submitted,

Russ Gomes, Secretary



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PUBLIC SCHOOLS
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**2013-2014
PROPOSED OPERATING
BUDGETS FOR:**

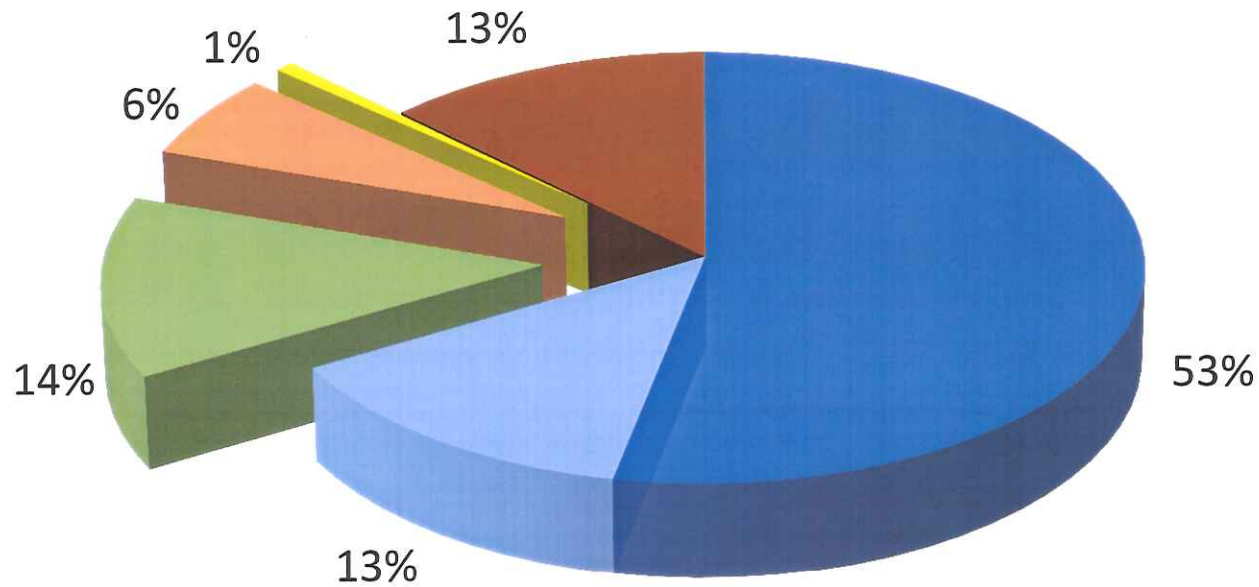
LOLHS

LOLMS

Center/ Lyme/ Mile Creek

Presented:
January 9, 2013

BUDGET BREAKDOWN BY OBJECT CODE



Salaries, benefits, and debt service comprise almost 80% of the overall budget.

■ Salaries

■ Benefits

■ Purchased Svcs

■ Supplies

■ Equipment/Dues

■ Debt

Lyme-Old Lyme High School

2013-14 Budget Proposal

January 9, 2013



Objectives

Sustain the current Instructional Programs.

Commission the new building.

Complete the NEASC Self-Study / Prepare for 2015 Visit

Continue Preparation for the Common Core / Smarter Balance

Infuse 21st Century Instructional Practices

Update / Replace Equipment & Furniture

January 9, 2013



Enrollment

	Total Enroll.	Grade 9	Grade 10	Grade 11	Grade 12
2010-11	448	108	111	97	131
2011-12	409	89	109	109	102
2012-13*	425	106	89	113	117
2013-14	444	127	110	95	112

* Current Enrollment

January 9, 2013



Budget Breakdown

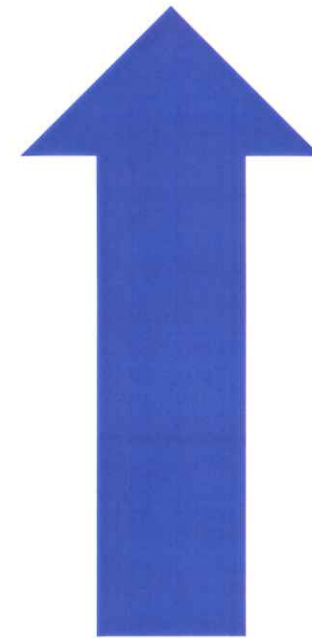
Area	2012-13	2013-14
Supplies	\$203,633	\$192,553
Purchased Services	\$142,048	\$162,220
Transportation / Travel	\$110,998	\$114,605
Equipment	\$28,242	\$52,285
Textbooks / Library Books	\$31,888	\$31,808
Printing / Postage / Student Activities / Graduation	\$26,125	\$24,950
Furniture	\$29,800	\$29,800
Dues / Fees	\$26,107	\$24,995
TOTAL	\$598,841	\$633,216

January 9, 2013



Budget Drivers

**Program Reconfiguration
Power and Energy Course
\$33,000**



January 9, 2013

Budget Breakdown

Area	2012-13	2013-14
Supplies	34%	30%
Purchased Services	24%	26%
Transportation / Travel	19%	18%
Equipment	5%	8%
Textbooks / Library Books	5%	5%
Printing / Postage / Student Activities / Graduation	4%	4%
Furniture	5%	5%
Dues / Fees	4%	4%
TOTAL	100%	100%

*Percentages rounded to nearest tenth percent

January 9, 2013



Purchased Services

Game Officials
Chemical Waste Disposal
Copier Leases
Instrument Repair
Equipment Maintenance
Software Subscriptions
Homebound Tutoring
Naviance

Library Databases
Police
Graduation Rental
Athletic Insurance Policy
IMPACT Testing
Athletic Trainer
Musical Royalties
Ceremonies & Orientations

January 9, 2013



Supplies

Consumable Workbooks
Athletic Supplies
Copy Paper
Consumable Art Supplies
Consumable Tech Ed Supplies
Sheet Music
PE Supplies
Chemicals
Biologicals
PSAT / PLAN / EXPLORE
Plaques / Awards

January 9, 2013



Transportation / Travel

Athletic Travel

Field Trip / Event Travel

Staff Travel

January 9, 2013



Dues / Fees

Connecticut Association of Schools

New England Association of Schools and Colleges

Shoreline Conference

Music Festivals

Department Memberships

Athletics Entry Fees

January 9, 2013



Curriculum Coverage

For New Power Mechanics and Energy Courses

Power and Energy A

This course will center on the Briggs and Stratton and Yamaha marine factory training programs. Students will tear down, inspect and diagnose the internal working of the small gasoline 4cycle Briggs and Stratton engine. Using engines and equipment purchased at cost from Briggs and Stratton, students will be able to participate in Briggs and Stratton's factory training program and may achieve certification from Briggs and Stratton by passing their testing program. The engine tear-down and rebuild process will also provide college credit at GWCC in the automotive program. The marine engine component of the course will teach basic outboard service and repair through the Yamaha factory training program. This will provide for credit at NEIT and also provide for opportunities in the local marine trades. Locally, Reynolds Marine in Lyme is a Yamaha marine engine dealership.

Power and Energy B

This course will allow students an in-depth study of electricity, circuits, and residential wiring. It will provide hands-on, work-related skills in residential wiring, wiring switches, outlets, service panels and meters. This coursework will transfer to NEIT's electricians' program; it will also provide a solid background in electricity and wiring for engineering students. Students will be able to work in groups of two wiring 4'x 8' walls, which include service panels, outlets and meters. For safety, the walls will be fed with a low voltage power supply.

Students will also work in groups of two using laboratory bread boards to build circuits as they study basic electricity and electronics. The laboratory bread boards will allow students to build circuits up to the complexity of radios and counting machines.

Power and Energy C

This course will study alternative energy systems and engineering, through the engineering, construction and testing of energy producing system. Students will start with construction of small AC and DC generators, which they will build from scratch. Students will then progress to the design and construction of wind turbines. They will build and test different wind turbine styles, blade designs, rectifying circuits and battery storage options. Following a similar format, students will learn by doing as they study photovoltaic and passive solar.

Power and Energy D

This course will study marine transportation systems and engineering. Students will engage in design, engineering, construction, testing and evaluation processes as they study marine transportation. Students will use software to design boat hulls which they will then manufacture using a CNC machining process. They will next test those boat hulls for hydrodynamic performance in a hull design test tank that we will build in-house. Students will design, engineer and build underwater, remotely-operated vehicles (ROVs). Using the curriculum from the national SeaPerch ROV competition, students will compete against other high schools at the state and national level while honing their engineering skills and studying the science of marine design. Last, students will develop their teamwork and construction skills as we work together as a class to build small watercraft. This will employ CNC technology, as well as woodworking, blueprint reading, and craftsmanship skills

<p>Power and Energy A</p>	<p>Advanced engine kit, OHV training This includes all materials for students working in groups of two to tear down, inspect, diagnose and rebuild a 4 cycle engine. Kit includes engines, tools, and manuals. Enough equipment to service two classes of 16 each. 1 week of instructor training at the Briggs and Stratton Plant is also offered at no cost with the package 2 Yamaha outboard engines Material to build 4 outboard stands Material to build 1 outboard test tank</p>																								
<p>Power and Energy B</p>	<p>Supplies to build residential wiring training walls for 12 student stations servicing 32 students.</p> <table border="0"> <tr> <td>C2 plywood</td> <td>CFL bulbs</td> </tr> <tr> <td>2x4x8'</td> <td>Incandescent Bulbs</td> </tr> <tr> <td>Meter housings</td> <td>LED bulbs</td> </tr> <tr> <td>Meters</td> <td>Wiring tools</td> </tr> <tr> <td>Service panel</td> <td>Multi-meter</td> </tr> <tr> <td>15 amp breakers</td> <td>Low voltage Power Supply</td> </tr> <tr> <td>Double pole breaker</td> <td>Elenco electronic labs</td> </tr> <tr> <td>Main breaker</td> <td>14-2 wire</td> </tr> <tr> <td>Switch boxes</td> <td>Outlet boxes</td> </tr> <tr> <td>14-3 wire</td> <td>Wire clamps</td> </tr> <tr> <td>Light boxes</td> <td>Wire staples</td> </tr> <tr> <td>Wire nuts</td> <td></td> </tr> </table>	C2 plywood	CFL bulbs	2x4x8'	Incandescent Bulbs	Meter housings	LED bulbs	Meters	Wiring tools	Service panel	Multi-meter	15 amp breakers	Low voltage Power Supply	Double pole breaker	Elenco electronic labs	Main breaker	14-2 wire	Switch boxes	Outlet boxes	14-3 wire	Wire clamps	Light boxes	Wire staples	Wire nuts	
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<p>Power and Energy C</p>	<p>Electric generator parts: wire, bearings, sheet copper, magnets, bending tool, tachometer, multi-meter</p> <p>Photovoltaic (solar electricity) photovoltaic panels, inverters, steel to build solar panel stands, wire</p> <p>Wind turbines DC motors to act as generators, steel for wind turbine stands, anemometers, bearings, inverters, wire, amp meter</p> <p>Passive solar infrared thermometer, copper tubing, steel, plywood, foam insulation, primer, paint, hose, water pump</p>																								
<p>Power and Energy D</p>	<p>Sea Perch ROV starter kits Tank for Sea Perch testing Hose and Hose reel Underwater Camera Large pipe for boat hull testing, Pump to drain tank. Steel and hardware for tank frame, Boat plans</p>																								

2013-2014 Proposed Budget

Lyme-Old Lyme Middle School
53 Lyme Street
Old Lyme, CT 06371



Goals/Initiatives

- Sustain All Current Programs
- Develop and Implement Performance Tasks to Align with Common Core State Standards (CCSS) and Prepare for Smarter Balanced Assessment
- Continue SRBI Initiative (Tiered support in reading, writing, math)

Current/Projected Enrollment

Grade	Enrollment 2012-13	Enrollment 2013-14
6	118	125
7	119	121
8	127	115
Total	364	361
Net Change		-3

Area	2012-2013	2013-2014
Supplies	61,020	74,100
Purchased Services	24,130	22,980
Transportation / Travel	22,000	23,200
Equipment	17,840	18,600
Textbooks / Library Books	42,140	11,350
Student Activities / Athletics	14,800	17,800
Printing / Postage	7,100	4,150
Furniture	3,000	8,000
Dues / Fees	2,500	2,250
TOTAL	194,530	185,430
Dollar Variance		(9100)

Summary of Changes for 2013-14

Significant Increases

- Furniture Replacement Cycle + Library Furniture
- World Language Workbooks not budgeted for 2012-2013 plus addition of a tablets (Supplies)
- Student Activities / Athletics- increase in cost of officials

Significant Decreases

- Textbooks decrease due to purchase of math program
- Printing / postage- Electronic distribution

2013-2014 Proposed Budget

Center School

Lyme Consolidated School

Mile Creek School

Goals/Initiatives

- Implement Common Core:
 - Curriculum development and evolving instructional practices
 - Deep text connections to literature and non-fiction text
 - Use of technology
 - Persistence in independent problem solving
- Meet SRBI Mandates

Summary and Drivers 2013-2014

- Overall reduction in 2013-14 Elementary School Operating Budget- (\$33,500)
 - Savings in Math (Year 2 of implementation)
 - Increased cost to implement CCSS in grades 3-5 (underfunded in 12-13 budget)
 - Shifting programs to Mile Creek while maintaining integrity of Center School experience (+/-)

Summary Comparison

12-13 and 13-14 (proposed) Comparison				
	Center	Lyme Consolidated	Mile Creek	District Elementary
12-13	\$106,330	\$91,300	\$94,660	\$292,290
13-14	\$79,210	\$87,700	\$95,230	\$262,140
Dollar Variance				(\$33,500)

Current/Projected Enrollment

	Current 2012			Projected 2013		
	Center	Lyme Consol.	Mile Creek	Center	Lyme Consol.	Mile Creek
	Enrollment	Enrollment	Enrollment	Enrollment	Enrollment	Enrollment
Pre-K			51			50
K		34	46		35	55
Grade 1		38	48		34	46
Grade 2		25	73		38	48
Grade 3	92	36			41	57
Grade 4	72	29		92	36	
Grade 5	98	26		72	29	
Total						
Net Change				-97	+25	+38

Elementary Budget Process— A Collaborative Effort

K-5 Budget Guidelines based on historical data, equity, and need.

Instructional Supplies per Section by Level			
Grade Level	Total/Class SS/Science/ELA/Math & General Supplies	Gen Supplies Construction Paper & Copy Paper	Classroom Supplies SS/Science/ELA/Math & All Other Supplies
K-2	\$2600	\$1000	\$1600
3-5	\$2400	\$800	\$1600

Instructional Supplies by School

School	Total Class SS/Science/ELA & General Supplies	General Supplies Construction Paper & Copy Paper	Classroom Supplies SS/Science/ELA /Math& All Other Supplies
MC (9 & 3)	\$32,600 (Includes \$2000 for Preschool)	\$13,400 (\$11,400 + \$2000-Pre-S)	\$19,200
LC (6&6)	\$30,000	\$10,800	\$19,200
CS (9)	\$24,600 (includes \$3,000 Summer/PD Host)	\$7200+\$3000 (Summer/PD Host)	\$14,400

Special Subject Areas by School

	Art	Music	PE	Lib	Media supplies	Span	Tutorial	Guid	Health
MC	\$1500	\$700	\$1400	\$6500	\$2400	\$150	\$400	\$1145	\$1500
LC	\$1500	\$700	\$1400	\$5000	\$1200	\$350	\$400	\$1200	\$1500
CS	\$1500	\$700	\$1400	\$3500	\$1000	\$325	\$400	\$2295	\$1500

Purchased Services by School

	Science	Music	Library/Media	Tutorial (Interns)	Trans	Purchased Service
MC	\$2000	\$250	\$2300	\$18,000	\$4600	\$3400
LC	\$2000	\$250	\$2300	\$15,000	\$4000	\$3000
CS	\$2000	\$250	\$2300	\$12,000	\$6600	\$3800

Office by School

	Supplies	Equipment	Office Travel	Postage	Dues	Text	Furn	Staff Travel
MC	\$2000	\$6000	\$750	\$1000	\$600	\$300	\$2000	\$700
LC	\$2000	\$3800	\$1000	\$800	\$600	\$300	\$2000	\$1,000
CS	\$2000	\$6000	\$750	\$1100	\$600	\$300	\$1000	\$300

Dues by School

	ELA	Math	Library/Media	Music
MC	\$110		\$150	
LC	\$110	\$80	\$150	\$60
CS		\$80	\$150	\$60

SEED: Connecticut's System for Educator Evaluation and Development

Performance Ratings

Every educator will receive one of four summative performance ratings:

4	Exemplary	Substantially exceeded target/indicators
3	Proficient	Met target/indicators
2	Developing	Made progress but did not meet target/indicators
1	Below Standard	Made little or no progress against target/indicators

Teacher Evaluation Categories

Teacher Practice

1. Teacher Performance and Practice (40%) is based on the Connecticut Framework for Teacher Evaluation and Support, which articulates four domains and eighteen components of teacher practice.
2. Parent Feedback (10%) is based on teacher practice surveys.

Student Outcomes

3. Student Growth and Development (45%) is determined by the outcomes of the teacher's student learning objectives (SLOs).
4. Whole-School Student Learning Indicator (5%) is determined by aggregate student learning indicators; and/or Student Feedback— as determined by student surveys.

Administrator Evaluation Categories

The evaluation of administrators, as well as supports for their ongoing growth and development, are based on 4 categories:

1. Leadership practice (40%) is an assessment of an administrator's leadership practice by direct observation of practice and the collection of other evidence
2. Stakeholder feedback (10%) is assessed by administration of a survey with measures that align to the Connecticut Leadership Standards
3. Student learning (45%) is assessed in equal weight by:
 - (a) Performance and progress on the academic learning measures in the state's accountability system for schools and;
 - (b) Performance and growth on locally-determined measures.

Each of these measures will have a weight of 22.5% and together they will account for 45% of the administrators' evaluation.

4. Teacher Effectiveness (5%) is measured by an aggregation of teachers' student learning objectives.

Educator Evaluation Approval Process January 2013

Educator evaluation and support systems plans or revisions to such plans must be approved annually by the Connecticut State Department of Education (CSDE) prior to district implementation. The process will be an iterative one—between the CSDE and the district superintendent or in the instance of a consortium of districts, superintendents—until the CSDE has approved the teacher and administrator evaluation and support systems plan.

CSDE provides a model for teacher and administrator evaluation and support systems known as SEED. The SEED model serves as an option for districts that choose to implement a pre-approved evaluation system. Districts may choose to propose variations upon the teacher and administrator model so long as the model is consistent with the Guidelines.

District Process for Selecting an Evaluation System

Districts must notify CSDE as to whether they wish to select the state model, SEED, for teacher and administrator evaluation, hybrid model or a district-designed alternative. All alternative models must align to the Connecticut Guidelines for Educator Evaluation (Core Requirements).

There are **two key deadlines** for the evaluation approval process:

January 15, 2013: The deadline for selecting an evaluation system (SEED, a district-designed alternative or a hybrid) for the 2013-14 academic year is Tuesday, January 15, 2013. This step only requires that a district complete an Evaluation System Selection Form in order to provide notification to CSDE as to whether the district intends to adopt the SEED model or will be preparing a proposal for an alternative model.

Please submit the Evaluation System Selection Form to:
Sarah Barzee, Education Division Director for Leadership Development, CSDE Talent Office.
by email: sde.seed@ct.gov
by fax at: (860) 713-7028
or by mail: 165 Capital Avenue, Room 237, Hartford, CT 06106

April 15, 2013: Districts that are adopting a district-designed alternative or a hybrid version of SEED must submit their complete proposal by Monday, April 15, 2013. However, CSDE will gladly accept and review submissions on a rolling basis. The sooner a proposal can be approved, the sooner a district can receive feedback and adjust their model as necessary.

Connecticut Educator Evaluation and Support - Updated 11/7/2012
Selection of State- or District-Designed Model

Please complete the table below confirming your district's selection of the CT System for Educator Evaluation and Development (SEED) model for teacher and administrator evaluation, for a district-designed alternative, or for a hybrid model. If your district is proposing an alternative to any category of SEED, please indicate below. **Submission of this Evaluation System Selection Form is due to the CT State Department of Education by January 15, 2013.** The final district proposal, for any category that deviates from SEED, is then due to the CSDE by **April 15, 2013.**

District Name: Region 18 Public Schools

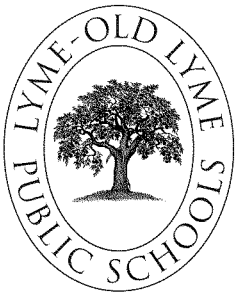
Please select one model for each category described for both the teacher and administrator evaluation:

Teacher Evaluation	Administrator Evaluation
<p>45% Student Outcomes/Achievement: Attainment of goals and or objectives for student growth, using multiple indicators of academic growth and development to measure the goals/objectives.</p> <p><input checked="" type="checkbox"/> State Model (SEED) <input type="checkbox"/> District-Proposed Alternative</p>	<p>45% Multiple Student Learning Indicators: Attainment of goals and or objectives for student growth, using multiple indicators of academic growth and development to measure the goals/objectives.</p> <p><input checked="" type="checkbox"/> State Model (SEED) <input type="checkbox"/> District-Proposed Alternative</p>
<p>40% Teacher Performance and Practice: Observation of teacher practice and performance.</p> <p><input type="checkbox"/> State Model (SEED) <input checked="" type="checkbox"/> District-Proposed Alternative</p>	<p>40% Administrator Performance and Practice: Ratings of administrator performance and practice</p> <p><input checked="" type="checkbox"/> State Model (SEED) <input type="checkbox"/> District-Proposed Alternative</p>
<p>10% Parent OR Peer Feedback: Parent or peer feedback including surveys.</p> <p><input checked="" type="checkbox"/> State Model (SEED): Parent feedback <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model: Parent feedback <input type="checkbox"/> or Peer feedback <input type="checkbox"/></p>	<p>10% Stakeholder Feedback: Feedback from stakeholders on areas of principal and/or school practice described in the Connecticut Leadership Standards.</p> <p><input checked="" type="checkbox"/> State Model (SEED) <input type="checkbox"/> District-Proposed Alternative</p>
<p>5% Whole-School Student Learning Indicators OR Student Feedback</p> <p><input checked="" type="checkbox"/> State Model (SEED): Whole-school indicators <input checked="" type="checkbox"/> or Student feedback <input type="checkbox"/> or Differentiated <input type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model: Whole school indicators <input type="checkbox"/> or Student feedback <input type="checkbox"/> or Differentiated <input type="checkbox"/></p>	<p>5% Teacher Effectiveness Outcomes</p> <p><input checked="" type="checkbox"/> State Model (SEED) <input type="checkbox"/> District-Proposed Alternative</p>

Superintendent Signature

Date

Please submit this form by **January 15, 2013** to:
Sarah Barzee (sde.seed@ct.gov), Education Division Director for Leadership Development, CSDE Talent Office
Questions? Please call the Educator Evaluator Hotline: 860-713-6868



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Executive Session

Location: Lyme-Old Lyme Middle School

Date: January 9, 2013

Board Present: James Witkins, Chair; Paul Fuchs, Vice Chair; Russ Gomes, Secretary; Victoria Lanier, Treasurer; Steven Cinami; Allison Hine; Beth Jones; Michelle Roche; Stephen Spooner

Administration Present: Ian Neviaser, Superintendent of Schools

Dr. Jones made a motion, which was seconded by Mr. Fuchs, to move into executive session for the purpose of discussing the mid-year evaluation of the Superintendent at 9:35 p.m. Mr. Neviaser was invited to attend the executive session.

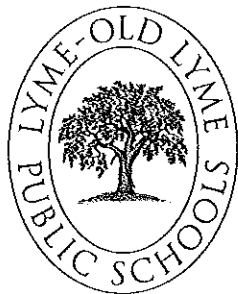
The Board of Education reconvened into open session at 10:18 p.m.

There were no motions made and no action taken.

Upon motion by Dr. Jones, which was seconded by Mr. Fuchs, the meeting was adjourned at 10:19 p.m.

Respectfully submitted,

Russ Gomes, Secretary



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Special Board of Education Meeting

Location: Lyme-Old Lyme Middle School

Date: January 16, 2013

Board Present: James Witkins, Chair; Paul Fuchs, Vice Chair; Steven Cinami; Allison Hine; Beth Jones; Michelle Roche

Absent by Previous Arrangement: Russ Gomes; Victoria Lanier; Stephen Spooner

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Patricia Downes, Principal of Mile Creek School; Nancy Johnston, Director of Special Services; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; John Rhodes, Director of Facilities; Lori Susi, Assistant Principal of Lyme-Old Lyme Middle School; Ellen Tyler, Principal of Center School; Marilyn Warren, Business Manager; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Deb Duffy, AFT Representative; Matthew Sharp and David Brown, Lyme Board of Finance members; David Kelsey, Old Lyme Board of Finance member; one community member

The meeting was called to order by Chairman Witkins at 6:35 p.m. The Pledge of Allegiance was recited. The purpose of the meeting was to hold a budget workshop that included presentations on Special Education, Facilities, Technology, Operations and Central Services.

Mr. Neviaser reviewed the agenda and the following goals to be served by the budget:

- To support the ongoing renewal of curriculum, instruction, assessment and staff development activities in response to the expectations of the Common Core State Standards (CCSS).
- To maintain a dynamic and responsive approach to programming needs and mandates in special education.
- To continue to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.
- To maintain high facility standards for all District buildings and groups.
- To continue to monitor, adjust (as needed), and implement next stage of the redistricting plan.
- To maintain both compliance and reasonability in response to state and federal mandates.

53 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 www.region18.org

- To preserve high standards of education in the District while remaining fiscally responsible to our communities.

A copy of the PowerPoint presentation for all budgets related to Central Services is attached to these minutes for informational purposes.

CURRICULUM

Beth Borden, Director of Curriculum and Professional Development, presented the proposed budget for curriculum development which included information on the scope of program; program initiatives, supports and mandates; budget detail for the areas of curriculum and professional development; and significant changes (decreased need, continuing need, new need) for 2013-2014.

Dr. Borden presented an instructional decision package for a Scientific Research-Based Interventions (SRBI) Specialist in the amount of \$60,494 (offset by \$20,000 non-certified staff reduction at Center School). The need was explained via a problem definition and goal, anticipated outcome and performance criteria.

Dr. Borden also provided a comparison of certified personnel providing instructional leadership among area districts which reflected Lyme-Old Lyme well below in this type of staffing when compared to surrounding districts.

Total increase of curriculum/professional development proposed budget is \$7,300 over 2012-2013 budget

Discussion, comments, questions were addressed on the following subjects:

- The new teacher evaluation system and related costs.
- Materials required for the Common Core.
- Relative to the SRBI Specialist: function/tasks of position; goals to be accomplished; outcome if don't add this position; percentage of students who have need for intervention; tracking of costs as this is a part of Common Core; certification and experience requirements; whether position was more administrative vs. intervention; compliance with State and consequences if not in compliance; logistics of position over three buildings and two subject areas; and selection process.

There was a request that the Board be provided with a summary of State mandates and how this position would meet the mandate. This will be provided at the next Board meeting.

SPECIAL EDUCATION

Nancy Johnston, Director of Special Services, presented the special education budget which included information on the scope of program; program initiatives, supports and mandates; state performance plan; students with disabilities prevalence rates; tuition; costs associated with therapy/evaluation; LOLHS purchased services; transportation; supplies budget;

administrative costs; professional development; talented and gifted program, medical advisory and health services; and program status for 2013-2014. Total increase of special education proposed budget is \$21,570 over 2012-2013 budget (1.78%).

Discussion, comments, questions were addressed on the following subjects:

- Tuition (public and private schools) costs and yearly escalation.
- Expenses related to the talented and gifted program.
- Possible expansion of high school life skills program at Center School.
- Agreements between school districts on cooperative services for special ed students and the need to get the State on board with these types of initiatives.

FACILITIES

John Rhodes, Director of Facilities and Technology, presented the facilities and technology budget which included information on program scope; initiatives and mandates; technology budget drivers; proposed projects for facilities; facilities budget drivers; services administered centrally; transportation costs; and debt service.

Mr. Rhodes presented a technology decision package for the installation of a wireless network at Mile Creek, Lyme Consolidated and Center Schools at a cost of \$54,000. The need was explained via a problem definition and goal, target population, and performance criteria.

The total increase of the technology budget as presented: \$34,600. The total increase of the facilities budget as presented: \$97,471.

Discussion, comments, questions were addressed on the following subjects:

- Future use of Center School for extracurricular / athletic / community activities.
- Improvements for track field bleachers for those viewing events.
- Lack of opportunities for grants that would assist in funding wireless network or new technology.
- Increased purchases of tablets / laptops for students.
- Request for a three year financial plan for technology and facilities.
- The need to have wireless capability in Center School: equity issue for next two years; community use of building; future professional development center.
- The amount of routers needed to wire Mile Creek School and relevancy of distance between routers.

CENTRAL SERVICES

Ian Neviasher, Superintendent, presented the proposed budget for the board of education, superintendent and fiscal office which reflected a net decrease of \$44,914.

Mr. Neviasher also presented the following staffing requests:

District-wide services: four hour increase (25 to 29 hours per week) for a physical therapist.
 LOLHS: 1 special education teacher
 LOLMS: 1 instructional assistant
 Lyme School: increase in secretary time (11 month to 12 month)

Mr. Neviaseer also addressed the issue of scheduling classes such as art, phys ed, and music at the elementary level next year with the move of the third grade to Mile Creek school while still maintaining grades 4-5 at Center School. Mr. Neviaseer also reported on the retirement of the current athletic director and their proposal to make this a part-time stipend position for those with the 092 certification and a part-time clerical position.

Mr. Neviaseer presented a decision package for a “Teacher in Charge” (administrative substitute for principal when out of building for Lyme and Mile Creek Schools as recommended by security experts) at a cost of \$3,200. The need was explained via a problem definition and goal, performance criteria, and breakdown of costs.

Mr. Neviaseer reviewed the breakdown of all decision packages by percentage cost:

Package	Cost	Percentage increase to total budget	Proposed Budget w/out Decision Packages = 2.11%
SRBI Specialist	\$60,494	0.20	2.31%
Install Wireless Network	\$54,000	0.17	2.48%
Teacher in Charge	\$3,200	0.01	2.49%

Mr. Neviaseer reviewed the figures for the 2013-2014 proposed budget.

Proposed Operating Budget	Debt Service	Decision Packages	Total
\$27,633,881	\$4,032,682	\$117,694	\$31,784,257
1.32%	+0.79%	+0.38%	2.49%

Mr. Neviaseer noted the following budget considerations not included in the budget or decision packages:

- Elementary Laptop Carts - \$51,000.
- Kindergarten SMART Boards - \$16,000
- Share Point - \$14,000
- Final Site Enhancement - \$10,000
- Security Monitors
- Unknowns (contingency funds)
 - Security enhancements
 - HS Commissioning

Discussion, comments, questions were addressed on the following subjects:

- Future of math coach position as Common Core is implemented and as staff becomes accustomed to Common Core.
- Math coach duties including student interventions and professional development.
- Requirements of athletic director, necessity of the 092 certification, and proposal to make this an after school position so as not to interfere with teaching duties (if applicable).
- Duties of greeter position at LOLHS; future need for transcriptionist for blind; and reason behind elimination of computer lab aide at high school.
- Increase in FTE time for special area teachers at Lyme School.
- The need to review the assumptions made during the redistricting preparation period and whether assumptions are panning out.
- Increase in FICA (social security and Medicare).
- Certification requirements for proposed teacher in charge.
- Request to develop a separate staffing report (12-13 to 13-14).
- Possibility of funding the elementary wireless network in the current year's budget.
- Request to put school resource officer under "budget considerations not included."
- Request that it be highlighted that the district does have an achievement gap relative to the request for the SRBI specialist.

Mr. Neviaser asked that the Board email him with any questions they might have that could be addressed at the next budget workshop on January 23.

Due to several Board members being unable to attend the February 13 Special Board meeting (for the purpose of adopting the budget), this meeting was rescheduled to February 20.


Mr. Cinami asked if the Board should hold a meeting for the purpose of discussing the changes in security since the Newtown incident and how they should be moving forward, i.e., fortressing schools or a more lenient approach. Mr. Witkins voiced support for giving the Safety Committee the time to discuss this issue and to present recommendations to the Board to act on.

Mrs. Hine made a motion, which was seconded by Mr. Fuchs, to move into executive session for the purpose of discussing negotiations. Mr. Neviaser was invited to attend the executive session.

The special meeting adjourned at 9:40 p.m. upon motion by Mr. Cinami and a second by Mrs. Hine.


Respectfully submitted,

James Witkins, Secretary Pro Tem




Central Services Budget Proposal for 2013-14

Including: Curriculum Development; Special Education;
Technology; Facilities; Business & Operations;
Personnel Expenses; and BOE/Central Office




Goals to be Served by Budget

- To support the ongoing renewal of curriculum, instruction, assessment, and staff development activities in response to the expectations of the CCSS.
- To maintain a dynamic and responsive approach to programming needs and mandates in special education.
- To continue to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.
- To maintain high facility standards for all District buildings and grounds.
- To continue to monitor, adjust (as needed), and implement next stage of the redistricting plan.
- To maintain both compliance and reasonability in response to state and federal mandates.
- To preserve high standards of education in the District while remaining fiscally responsible to our communities.



Curriculum Development

- 
- ## Scope of Program
- Math
 - Reading/LA
 - Science
 - Social Studies
 - World Language
 - Health/PE
 - Music
 - Art
 - Library Media
 - Comp. Tech/Business

Program Initiatives, Supports & Mandates

- Common Core Implementation
- Administrative Walk -Throughs
- Curriculum Renewal
- 18 hours PD (Prof Development)
- In-service for new initiatives
- Teacher Evaluation
- K-5 Alignment
(Gr level mtgs, report cards, etc)
- CMT (CT Mastery Test)
- SBAC Pilot (Smarter Balanced Assessment Consortium)
- TEAM (Teacher Educ & Mentor)
- Grants
- Career Incentive
- State Mandates
- Home Schooling
- *Student Success Plan
- *NEASC (High School Cert)
- *Student Information Mgmt
- *Technology
- *SRBI(CT's Response to Intervention)

*Shared Program Responsibilities

Total Program Budget

Program	2012-13 Budget	2013-14 Proposal	Difference
Curriculum	\$74,150	\$81,450	\$7,300
Professional Development (PD)	\$17,600	\$17,600	\$0
Total	\$91,750	\$99,050	\$7,300

Curriculum and PD Budget Detail

Description	11-12 Actuals	12-13 Budget	13-14 Proposed	\$ Var
Curr Dev Purch Svcs	\$18,515	\$17,780	\$17,780	\$0
Curriculum Travel	\$1,152	\$1,200	\$1,200	\$0
Curr Dev Supplies	\$34,700	\$44,200	\$51,500	\$7,300
Career Incentive Supplies	\$2,835	\$4,000	\$4,000	\$0
Curr Dev Equipment	\$900	\$1,670	\$1,670	\$0
Curr Dev Dues	\$5,695	\$5,300	\$5,300	\$0
Prof Dev Purch Svcs	\$15,560	\$14,000	\$14,000	\$0
Prof Dev Supplies	\$1,933	\$3,600	\$3,600	\$0
Total		\$91,750	\$99,050	\$7,300

Significant Changes for 2013-14

	Decreased Need	Continuing Need	New Need
Curriculum + \$7300	ReLANpro reduced based on fewer HS workbooks -\$2700	<ul style="list-style-type: none"> • VHS (Virtual HS) • Career Incentive • Instructional Tech • Copier 	CCSS Materials +\$6000 Tchr Eval Tech +\$4000
Professional Development (PD)	Less CEU Management	<ul style="list-style-type: none"> • 18 hours PD • Math & ELA CCSS • Technology • Mandated Training • SRBI Mandate 	Tchr Eval PD

Instructional Decision Package


School: K-5 Schools
Decision Package Title: SRBI Specialist
Program: Instruction
Package Total: \$60,494 (off set by ~\$20,000 non-certified staff reduction at CS)

Problem Definition and Goal :

1. Our ELA and Math Specialists need to focus on CCSS implementation and therefore cannot also be solely responsible for implementing the comprehensive SRBI requirements.
2. We are critically understaffed in these essential instructional leadership positions. This need is further evident in comparing the number of Certified ELA and Math specialists provided in neighboring districts.
3. Our redistricting plan offers us a unique opportunity to consolidate & re-allocate staff to minimize costs.

Anticipated Outcome:
 Allocating funds for much needed SRBI support over next few years will better meet the needs of our students, allow us to be compliant with SRBI mandates and put us more in line with other districts


Performance Criteria
 Increase student achievement in ELA and Math




Comparison of Certified Personnel Providing Instructional Leadership Among Area Districts

School District	# of K-8 Schools	# of K-8 Certified ELA Specialists	# of K-8 Certified Math Specialists	Total
Clinton	3	5	2	7
East Hampton	3	5	1	6
East Lyme	4	4	?	4 + Math
Lyme-Old Lyme	4 - 3	1	1	2
Madison	5	5	2 2*	7 2*
Old Saybrook	2	4	2.2	6.2
Region 4	4	6	1	6 1*

*2013-14 budget request



Special Education

- 
- ## Scope of Program
- Tuition
 - SPED Therapy/Evaluation
 - LOLHS Purchased Services
 - SPED Transportation
 - SPED Instructional Supplies
 - SPED Administration
 - SPED Professional Development
 - Talented & Gifted Supplies
 - Medical Advisory Services
 - Health Services Supplies and Dues

Program Initiatives, Supports & Mandates

- Child Find
- Preschool Programming
- Parent Training
- Professional Development:
Certified Staff
Instructional Assistants
- Teacher Evaluation
- Student Information Mgmt
(PSIS, SEDAC, IEP Direct)
- Special Education Process/Procedure
Oversight
- Homebound Tutoring
- Transition Planning
- IDEA Grants Management
- Extended School Year
- *SRBI (Scientific Research Based
Intervention)
- 504 Oversight
- Compliance Review
- State Mandates (e.g. State Performance
Plan)
- Title IX/Title IV
- ELL Testing/ Services
- Safe School Climate Plan
- Health Services Program Supervision

*Shared Program Responsibilities

State Performance Plan

In accordance with the Individuals with Disabilities Improvement Act (IDEA), each state must have in place a State Performance Plan (SPP) to evaluate the state's efforts to meet the requirements and purposes of the implementation of IDEA. The SPP (implemented in February 2007) is a 6-year plan which describes Connecticut's performance on 20 indicators.

The indicators relevant to Regional District #18:

- Improve Participation and Performance on Statewide Assessments
- Decrease 10+ Days Out-of-School Suspension and Expulsion Rate
- Increase Placement and Time with Nondisabled Peers (TWNDP)
- Increase Time in Early Childhood Educational Environments
- Measuring Child Progress (Early Childhood Outcomes – ECO)
- Eliminate Disproportionate Representation as a Result of Inappropriate Identification
- Eliminate Disproportionate Representation by Disability as a Result of Inappropriate Identification
- Determine Eligibility in Accordance with State Established Timelines
- Transition: IEPs by Age 3
- Develop Goals and Transition Services
- Increase Postsecondary Employment and Education
- Timely and Accurate Reporting

Total Special Education Budget

2012-2013 = \$1,215,184
 2013-2014 = \$1,236,754

Increase = \$21,570 (1.78%)

Increase due to Tuition and Transportation costs (outplacements):
 Tuition + \$5,610
 Transportation + \$18,800

Students with Disabilities Prevalence Rates

	K-12 Prevalence	# of K-12 Students
2010-2011	9.7	142
2011-2012	10.5	151
2012-2013	11.0	158

	2010-2011	2011-2012	2012-2013	Anticipated 2013-2014
Outplacements	8	11	9*	7

*Had budgeted for 7 outplacements. One outplaced student moved away; one outplaced student moved in; two unanticipated outplacements were made. Two 2012-13 outplaced students will age-out or graduate.

Tuition

	2011-2012 Actuals	Current Budget (2012-2013)	Proposed Budget (2013-2014)
Public CT	\$214,701	\$99,000	\$143,300
Private CT	\$478,260	\$498,000	\$459,310
Private not CT	\$274,994	\$60,000	\$60,000
Total	\$967,955	\$657,000	\$662,610

Net Increase = \$5,610

SPED Therapy/Evaluation
 LOLHS Purchased Services
 SPED Transportation

	2011-2012 Actuals	Current Budget (2012-2013)	Proposed Budget (2013-2014)
SPED Therapy/Evaluation	\$105,825	\$110,000	\$110,000
LOLHS Purchased Services	\$32,311	\$38,000	\$37,500
SPED Transportation	\$373,568	\$333,800	\$352,600

Supplies: Special Education Staff

	2011-2012 Actuals	Current Budget (2012-2013)	Proposed Budget (2013-2014)
Special Ed Instruction	\$10,421	\$10,400	\$10,900
Speech/Language Pathology	\$3,196	\$2,874	\$2,624
School Psychology	\$2,776	\$3,825	\$3,275
Occupational Therapy	\$2,913	\$3,000	\$3,000
Physical Therapy	\$2,605	\$3,000	\$3,000
Preschool	\$6,245	\$6,500	\$6,500


SPED Administration

	2011-2012 Actuals	Current Budget (2012-2013)	Proposed Budget (2013-2014)
Office Purch Svcs	\$9,130	\$9,000	\$9,200
Office Postage	\$0	\$350	\$250
Office Travel	\$1,664	\$2,900	\$2,000
Office Supplies	\$3,706	\$3,000	\$3,000
Office Equipment	\$0	\$1,500	\$0
Office Dues	\$334	\$400	\$350

SPED PD, Talented & Gifted,
Medical Advisory Services, Health Services


	2011-2012 Actuals	Current Budget (2012-2013)	Proposed Budget (2013-2014)
SPED PD	\$4,530	\$3,500	\$3,500
Talented & Gifted Supplies and Purchased Svcs	\$5,645	\$4,870	\$5,150
Medical Advisory Services	\$12,000	\$12,900	\$13,400
Health Services Supplies/Dues	\$5,335	\$8,365	\$7,895

- ## Program Status for 2013-2014
- On-going Preparation for State of Connecticut Special Education Compliance Review (Desk Audit – File Review)
 - Implementation of Post-12th Grade Transition/Life skills Program
 - Perennial variables of outplacements, move-ins/move-outs, purchased services, and transportation




Facilities & Technology

- 
- ## Facilities and Technology Program Scope
- Building Cleanliness
 - Building and Grounds Maintenance
 - Building Safety and Security
 - Technology
 - Capital Projects
 - Custodial, Maintenance, Technology and Security Staff
 - Water and Waste Treatment
 - Contracted Services and Equipment Bidding, Selection, Negotiations and Management



Facilities and Technology Initiatives and Mandates

- ✓ Building and Fire Codes
- ✓ CT DPH and DEEP water quality and discharge permits
- ✓ Energy Efficiency
- ✓ Healthy Schools – Tools for Schools, Radon and Water Testing, Asbestos and Pesticide Management, Green Cleaning
- ✓ Annual Staff Safety Training
- ✓ Equipment Replacement
- ✓ Three Year Technology Plan
- ✓ Redistricting Plan
- ✓ Five Year Capital Projects Program
- ✓ High School Renovation and Addition Project
- ✓ Corrective and Preventative Maintenance Program
- ✓ Network Reliability, Capacity, Accessibility, and Security
- ✓ Technology Applications and Equipment
- ✓ Technology and Energy Grants
- ✓ School Building Safety



Technology Budget Drivers

- District Technology Plan – increase student access
- Growing computer/equipment replacement program
- Licensing/maintenance contracts

12.47% Budget Increase

Technology

Description	2011 - 2012 Actuals	2012 - 2013 Budget	2012 - 2013 Proposed	Dollar Variance
Admin Tech Equip	\$5,844.99	\$0.00	\$0.00	\$0.00
Admin Tech Purch Svc	\$46,981.70	\$40,000.00	\$40,000.00	\$0.00
Admin Tech Supplies	\$5,101.97	\$0.00	\$0.00	\$0.00
Instr Tech Equipment	\$13,824.00	\$6,000.00	\$11,000.00	\$5,000.00
Instr Tech Purch Svcs	\$59,558.59	\$108,400.00	\$128,000.00	\$19,600.00
Instr Tech Supplies	\$130,428.99	\$123,000.00	\$133,000.00	\$10,000.00
Technology Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$261,939.24	\$277,400.00	\$312,000.00	\$34,600.00


Technology Decision Package

School: Mile Creek, Lyme Consolidated and Center Schools
Decision Package Title: Install Wireless Network
Program: Technology
Package Total: \$54,000

Problem Definition and Goal
 Currently the elementary school student computer access is limited to the computer labs and media centers. There is a growing need for student computer access and testing in the classroom environment. This decision package will provide wireless access for staff and students anywhere in the building. In addition, this decision package will enable the use of wireless network phones improving communications and safety.

Target Population
 Elementary School students

Performance Criteria
 Increase student access to computers.



Facilities Proposed Projects

Facilities Committee Priority	Project Description	2012 – 2013 Operating Funds
1	HS Irrigate new soccer/lacrosse field	\$30,000
2	MS,MC,CS,LC Electronic security door system replacement	\$45,000
3	MC Playground bollards	\$15,000
4	MS,MC,CS,LC lighting efficiency upgrade	\$25,000
5	CS Replace front fence	\$10,000
6	CS,LC Basketball backboards replacement	\$40,000
7	HS Track field bleachers	\$35,000
	2013/2014 Projects Totals	\$200,000
	2012/2013 Project Totals	\$193,500

Facilities Budget Drivers

Renovated High School Impact

- Supplies
- Services
- Energy
- 3 new athletic fields

4.07% Budget Increase


Facilities

Description	2011-2012 Actuals	2012-2013 Budget	2013-2014 Proposed	Dollar Variance
Bldg Maint Supplies	\$ 85,593	\$ 78,139	\$ 87,000	\$ 8,861
Boathouse Utilities	\$ 576	\$ 1,000	\$ 950	\$ (50)
Custodial Supplies	\$ 106,583	\$ 84,000	\$ 107,000	\$ 23,000
Electric	\$ 522,500	\$ 607,264	\$ 730,518	\$ 123,254
Facilities Dues	\$ 499	\$ 525	\$ 500	\$ (25)
Facilities Travel	\$ 11,418	\$ 14,000	\$ 12,000	\$ (2,000)
Food Service Equipment	\$ -	\$ 2,100	\$ -	\$ (2,100)
Food Service Supplies	\$ 1,827	\$ 2,000	\$ 2,000	\$ -
Gas	\$ 10,902	\$ 6,153	\$ 14,500	\$ 8,347
Grounds Purch Svc	\$ 142,669	\$ 147,500	\$ 144,000	\$ (3,500)
Grounds Upkeep Supplies	\$ 37,123	\$ 37,000	\$ 60,000	\$ 23,000
Heating Oil	\$ 335,397	\$ 433,000	\$ 335,397	\$ (97,603)
Maint Purch Svc	\$ 661,252	\$ 385,500	\$ 428,500	\$ 43,000
Maintenance Equipment	\$ 33,322	\$ 42,500	\$ 42,500	\$ -
Property/Liability Insurance	\$ 108,909	\$ 105,000	\$ 109,000	\$ 4,000
Rental CO	\$ 5,623	\$ -	\$ -	\$ -
Telephone	\$ 97,035	\$ 117,869	\$ 80,600	\$ (37,269)
Water MC	\$ 3,579	\$ 3,544	\$ 3,600	\$ 56
Facilities Operations Total	\$2,164,808	\$ 2,067,094	\$ 2,158,065	\$ 90,971
Capital Projects		\$ 193,500	\$ 200,000	\$ 6,500
Contingency Maintenance		\$ 200,000	\$ 200,000	\$ -
Facilities Grand Total		\$ 2,460,594	\$ 2,558,065	\$ 97,471


Business & Operations;
Personnel Expenses; and BOE/Central
Office

Other Services Administered Centrally	
• Board of Education	• Legal Services
• Purchasing	• Debt Services
• Personnel Management	• State Report Compliance
• Website & Communications	• Payroll & Benefits
• Insurance	• Contract Management
• Budget Control	• Grants Management Including School Construction
• Audits/fiscal Services	• Food Services
• Transportation	• Homeschooling
• Other Public School Placements	


Transportation	
• Regular Transportation	14,319
• Fuel	7,763
• Out of District	(9,558)
<hr/>	
• Net Increase	12,524



Tuition	
• Tuition Adjustment	(2,543)



Debt Service	
• Bond Redemption	490,000
• Bond Interest	(194,770)
<hr/>	
• Net Increase	295,230



High School 2013-14 Staffing Proposal	Grade	Enrollment 2012-2013	Enrollment 2013-2014			
	9	107	120			
	10	90	108			
	11	110	89			
	12	113	112			
	Totals	420	429			
	Net Change	+11	+9			
				Other Certified Staff		
				Position	FTE 2012-13	FTE 2013-14
				Principal	1	1
				Assistant Principal	1	1
				Counselors	3	3
				Library/Media	1	1
				Psychologist	1	1
				Athletic Director	.4	0
			Speech	.2	.4	
			Net Change	0	-2	
			Certified Classroom Teachers			
			Subject	FTE 2012-13	FTE 2013-14	
			English	5	5	
			Math	5	5	
			Social Studies	5	5	
			Science	6	6	
			Art	2	2	
			Music	2	2	
			Physical Education	2	2	
			World Language	5	5	
			Tech Ed	2	2	
			Business	2	2	
			Special Education	4	5	
			Totals	40	41	
			Net Change	0	+1.0	
			Non Certified Staff			
			Position	FTE 2012-13	FTE 2013-14	
			Secretary	3	4	
			ISS	1	1	
			Greeter	1	1	
			Nurse	1	1	
			Tech Facilitator	1	1	
			Instructional Assistants (Special Education)	9	11	
			Custodians	5.6	5.6	
			Transcriptionist for Blind	1	1	
			Computer Lab Aide	1	0	
			Tutor	.8	.8	
			Library Aide	1	1	
			Net Change	+1	+2	

Middle School 2013-14 Staffing Proposal	Academic Classroom Teachers (includes World Language)					Other Certified Staff		
	Grade	Enrollment 2012-13	FTE	Enrollment 2013-14	FTE	Position	FTE 2012-13	FTE 2013-14
	6	119	6	128	6	Principal	1	1
	7	115	6	116	6	Assistant Principal	.5	.5
	8	126	6	114	6	Music	2	2
	Totals	360	18	358	18	Psychologist	1	1
	Net Change	+9	0	-2	0	Library/Media Specialist	1	1
						Non Certified Staff		
						Position	FTE 2012-13	FTE 2013-14
						Instructional Assistants	12	13
						Nurse	1	1
						Custodian	5.1	5.1
						Tutor	1	1
						Transcriptionist for Blind	0	0
						Secretary	2.6	2.6
					Library Assistant	1	1	
					Net Change	0	+1.0	
					Physical Education/Health	2	2	
					Speech	.6	.6	
					Art	1	1	
					Tech Ed	1	1	
					TAG	1	1	
					Computers	1	1	
					Family & Consumer Science	1	1	
					Special Education	4.0	4.0	
					Counselor	1	1	
					Net Change	+0.5	0	


Center School 2013-14 Staffing Proposal	Certified Classroom Teachers							
	Grade	Enrollment 2012-13	FTE	Enrollment 2013-14	FTE			
	3	92	5	0	0			
	4	72	4	92	5			
	5	98	5	72	4			
	Totals	262	14	164	9			
	Net change	-1	0	-98	-5.0			
	Non Certified Staff					Other Certified Staff		
	Position	FTE 2012-13	FTE 2013-14			Position	FTE 2012-13	FTE 2013-14
	Instructional Assistants Special Education	8	7			Principal	1	1
Instructional Assistants Non Special Education	2	2			Music	1.0	.6	
Nurse	1	1			Psychologist	1.0	.6	
Custodian	3.1	3.1			Library/Media Specialist	.8	.6	
Tech Facilitator	1	1			Physical Education	1	.7	
Tutor	2	1			Speech	1	.6	
Secretary	1	1			Art	.6	.4	
Net Change	+1.5	-2.0			World Language	.7	.5	
					Special Education	4	3	
					TAG	.7	.6	
					Net Change	-0.2	-3.2	

Lyme Consolidated 2013-14 Staffing Proposal	Certified Classroom Teachers							
	Grade	Enrollment 2012-13	FTE	Enrollment 2013-14	FTE			
	K	35	2	32	2			
	1	38	2	35	2			
	2	25	2	38	2			
	3	36	2	39	2			
	4	29	2	36	2			
	5	26	2	29	2			
	Totals	189	12	209	12			
	Net Change	+35	+3.0	+21	0			
Non Certified Staff					Other Certified Staff			
Position	FTE 2012-13	FTE 2013-14			Position	FTE 2012-13	FTE 2013-14	
Instructional Assistants Special Education	8	9			Principal	1	1	
Instructional Assistants Non Special Education	K=1 Other 2.0	K=1 Other 2.0			Music	.5	.8	
Nurse	1	1			Psychologist	.8	1.0	
Custodian	3.1	3.1			Library/Media Specialist	.5	.6	
Tech Facilitator	1	1			Physical Education	.9	1.0	
Tutor	2	2			Speech	.8	1.0	
Secretary	1	1* (12 month)			Art	.5	.6	
Net Change	+2.0	+1.0*			World Language	.3	.3	
					Special Education	3	3	
					TAG	.3	.3	
					Net Change	+0.9	+1.0	

Mile Creek 2013-14 Staffing Proposal

Certified Classroom Teachers					Other Certified Staff		
Grade	Enrollment 2012-13	FTE	Enrollment 2013-14	FTE	Position	FTE 2012-13	FTE 2013-14
PK	50	2.5	50	2.5	Principal	1	1
K	46	3	45	3	Music	.5	.6
1	48	3	46	3	Psychologist	1	1
2	72	4	48	3	Library/Media Specialist	.7	.8
3	0	0	58	3	Physical Education	.8	1
Totals	216	12.5	247	14.5	Speech	1.6	1.6
NET Change	-57	-3.0	+31	+2.0	Art	.5	.6
					World Language	0	.2
					Special Education	2.5	3.5
					TAG	0	.1
					Net Change	-0.7	+1.8


Non Certified Staff		
Position	FTE 2012-13	FTE 2013-14
Instructional Assistants-Special Education	PK=5 Other=4	PK=5 Other=7
Instructional Assistants-Non Special Education	K=1.5 Other=4.0	K=1.5 Other=4.0
Nurse	1	1
Custodian	3.6	3.6
Tech Facilitator	1	1
Tutor	2	2
Secretary	1	1
Net Change	-2.5	+3.0



Salaries - Certified

- Contractual increases,
including degree changes 371,740
- Personnel Adjustments (187,458)

- Net Increase 184,282



Salaries – Non Certified

• Contractual increases	120,638
• Personnel Adjustments	108,157
• Grant Utilization	(30,000)
<hr/>	
• Net Increase	198,795



Employee Benefits

• Health Insurance	(102,188)
• Life & Disability	1,397
• FICA	25,811
• Retirement	16,311
• Worker's Compensation	6,750
<hr/>	
• Net Decrease	(51,919)



Decision Package: Teacher in Charge

- **Title of Package :** Teacher in Charge
- **Problem Definition and Goal:** Satellite schools have no administrative substitute as recommended by security experts.
- **Performance Criteria:** A certified staff member will be charged with acting in place of the principal when the principal is not in the building. This will add a layer of security to ensure a rapid and coordinated response to emergency situations during the principal's absence. This is one of many recommendations presented by security experts in response to the tragedy in Newtown.
- **Breakdown of Costs:**
 - Stipend: \$1600 (two schools)
 - Total Annual Cost: \$3200

Overall Budget Summary		11-12	12-13	13-14	\$ Increase	% Inc or	% Inc or
		Actuals	Budget	Budget	or (Decrease)	(Dec) by Line Item	(Dec) of Total Inc
Certified Salaries	\$12,703,948	\$12,602,516	\$12,786,798	\$184,282	1.46%	28.11%	
Non-certified Salaries	2,471,144	2,646,131	2,806,572	160,441	6.06%	24.47%	
Employee Benefits	3,953,326	4,319,360	4,267,441	(51,919)	(1.20)%	(7.92)%	
Instructional Programs	1,119,159	1,361,333	1,300,041	(61,292)	(4.50)%	(9.35)%	
Special Education	1,647,842	1,206,819	1,228,859	22,040	1.83%	3.36%	
Support Services	88,079	112,514	102,500	(10,014)	(8.90)%	(1.53)%	
Administrative Services	376,985	393,352	351,234	(42,118)	(10.71)%	(6.42)%	
Pupil Transportation	819,636	862,059	874,583	12,524	1.45%	1.91%	
Plant Op & Maintenance	3,635,332	3,769,428	3,915,853	146,425	3.88%	22.33%	
OPERATING BUDGET	26,815,451	27,273,512	27,633,881	360,369	1.32%	54.97%	
Debt Service	3,150,251	3,737,452	4,032,682	295,230	7.90%	45.03%	
TOTAL BUDGET	\$29,965,702	\$31,010,964	\$31,666,563	\$655,599	2.11%	100.00%	
Student Count (In House)		1,445	1,422* (projected) (23)				
Certified Staff		154.25	154.60	(0.35)			
Non-Certified Staff		113.30	118.13	4.83			

Breakdown Of Decision Packages By Percentage Cost

Package	Cost	Percentage increase to total budget	Proposed Budget without Decision packages = 2.11%
SRBI Specialist	\$60,494	0.20	2.31%
Install Wireless Network	\$54,000	0.17	2.48%
Teacher in Charge	\$3200	0.01	2.49%

2013-2014 Proposed Budget

Proposed Operating Budget	Debt Service	Decision Packages	Total
\$27,633,881	\$4,032,682	\$117,694	\$31,784,257
1.32%	+0.79%	+0.38%	2.49%

Budget Considerations Not Included

- Elementary Laptop Carts -\$51,000
- Kindergarten SmartBoards- \$16,000
- Share Point- \$14,000
- Final Site- \$10,000
- Security monitors- \$???
- Unknowns- (contingency funds)
 - Security enhancements-\$??
 - HS Commissioning-\$??

What's Next -- January 23

- Decisions on the inclusion of decision packages.
- Questions/discussion/direction on preparing the budget to be put forth to the public on February 11.

Questions?



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Executive Session

Location: Lyme-Old Lyme Middle School

Date: January 16, 2013

Board Present: James Witkins, Chair; Paul Fuchs, Vice Chair; Steven Cinami; Allison Hine; Beth Jones; Michelle Roche

Administration Present: Ian Neviasser, Superintendent of Schools

Mrs. Hine made a motion, which was seconded by Mr. Fuchs, to move into executive session for the purpose of discussing negotiations at 9:40 p.m. Mr. Neviasser was invited to attend the executive session.

The Board of Education reconvened into open session at 10:20 p.m.

MOTION: Dr. Jones made a motion, which was seconded by Mr. Cinami, to approve the contract with the Region 18 Teachers' Association for 2013-2016 as presented and as unanimously approved by RETA on January 15, 2013.

VOTE: the Board voted unanimously (6-0) in favor of the motion.

Upon motion by Dr. Jones and seconded by Mr. Fuchs, the meeting was adjourned at 10:25 p.m.

Respectfully submitted,

James Witkins, Secretary Pro Tem



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

MEETING MINUTES

Special Board of Education Meeting

Location: Lyme-Old Lyme Middle School

Date: January 23, 2013

Board Present: Paul Fuchs, Vice Chair; Russ Gomes, Secretary; Victoria Lanier, Treasurer; Stephen Cinami; Allison Hine; Michelle Roche; Stephen Spooner

Absent by Previous Arrangement: Beth Jones; James Witkins

Administration Present: Ian Neviaser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Patricia Downes, Principal of Mile Creek School; Nancy Johnston, Director of Special Services; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; John Rhodes, Director of Facilities; Ellen Tyler, Principal of Center School; Marilyn Warren, Business Manager; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Bonnie Reemsnyder, Old Lyme First Selectwoman; Mary Jo Nosal, Old Lyme Selectwoman

The meeting was called to order by Vice Chairman Fuchs at 6:35 p.m. The purpose of the meeting was to hold a budget workshop for Board discussion on adjustments it wishes to see on the proposed 2013-2014 budget and to provide direction to administration on the final budget for review at February meetings. Mr. Fuchs explained the procedures and process of the meeting.

Mr. Neviaser explained the administration's game plan for presentation that night which was to address the various questions, comments and concerns that the Board had voiced at the last budget meeting of January 16 concerning the proposed budget for Central Services. He encouraged Board feedback on the presentation.

Scientific Research-Based Interventions (SRBI) Specialist

Dr. Borden, Director of Curriculum, gave a PowerPoint presentation which reported on the history of RtI (response to intervention) and was created in response to two legislation initiatives (NCLB and IDEA (Individuals with Disabilities Education Act)). She explained that RtI was developed to address three key concepts: reading, writing and math proficiency for all; early intervention; and over-identification of learning disabled students.

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Dr. Borden reported on the federal mandate for RtI which includes 80% of student population Tier I differentiated core instruction, 15% Tier II interventions, and 5% Tier III intensive interventions.

Dr. Borden presented a grid depicting percentage of grade 3-5 students at or above goal, at proficient level, or at basic level and below on the CMT test. She discussed the district's achievement gap.

Dr. Borden reviewed the essential features of the Scientific Research-Based Interventions (SRBI) Specialist which is a new position included in the proposed 2013-2014 budget. She explained the duties of this position which included Tier I/II/III assessments and interventions, data analysis, decision making processes, and reporting to parents.

Dr. Borden explained a one and two year proposal for the SRBI specialist and the additional funding needed. Because there would be a reduction in the tutoring staff, the total impact to the budget for two SRBI teachers would be \$49,910. Dr. Borden also reviewed the added value of the SRBI Specialist to the district.

Discussion, comments, questions were addressed on this staffing proposal:

- Percentage of students in tier levels (I, II, III) and responsibility of SRBI Specialist to students.
- Number of current tutors and their servicing of students.
- Role of SRBI Specialist relative to reporting to parents.
- Proposed salary for SRBI Specialist and explanation of difference between salary one and two and how salary was calculated by business manager.
- Funding for math interns (purchased service) and their role in student intervention.
- Impact to budget in year three if two positions remain permanent staffing positions.
- The duties of the current Math Coach and Language Arts Specialist, specifically with classroom teachers; percentage of time with teachers vs. students.
- The future shift in resources towards coaches and SRBI personnel and whether this type of staffing would eventually level off.
- Tutor certification and training requirements. Certification requirements of SRBI specialist.
- Number of current tutors that hold certification.
- Data on achievement gap and inclusion of special ed students taking the CMT.
- Services of Tier III students not directly related to special ed needs.
- Percentage of time tutors spend with students.
- Math consultants that currently work at the middle and high school level.
- Staff who are responsible for data collection.

Staffing Report

Mr. Neviaser reviewed the numbers behind staffing requests for the 2013-2014 school year at each building. The total current certified staff compared to the 2013-2014 proposed staffing equaled -2.6. The total current non-certified staff compared to 2013-2-14 proposed staffing equaled + 4.0 and two months (extension of time added to a staff member's current work year). A copy of the staffing report is attached to these minutes for informational purposes.

Technology

Mr. Rhodes presented a three year technology project plan for the Board's review which is attached to these minutes for informational purposes.

Discussion followed on the allocation of laptops throughout the district which are replacing many of the desktop machines and the possibility of using the current SMART Boards for use at the elementary level. An inventory of SMART Boards will be given to the Board.

The meeting was opened up for general questions on the proposed budget.

The administration addressed the transition of Center School students to Lyme and Mile Creek School (per redistricting) and their plan to adhere to the commitment to the community for a gradual transition (vs. moving both 4th and 5th grade at once). The Enrollment Committee will be looking closely at the enrollment numbers and projections at their next meeting.

The funding for the athletic trainer was discussed. Follow-up discussion centered on CPR/first aid training. It was noted that since the trainer's duties were dedicated to the athletic program, other avenues for this training are being investigated.

There was a request for more information on the proposed split in Athletic Director duties: part-time clerical position and part-time AD with 092 certification requirements. Mr. Neviaser discussed his proposal for splitting this position; he will follow up with job descriptions for both.

The duties of the current campus security officers were discussed and the importance of not making rash and quick decisions after the incident at Sandy Hook followed. Mr. Neviaser reviewed the security measures in the proposed budget which included wireless phones for use outside of buildings; conversion of all exterior doors to buzzer system; badge system access for staff; and teacher in charge concept at Lyme and Mile Creek in absence of principals. Additional conversation on panic buttons and camera installation took place. The added duties of surveillance of doors for the clerical staff were noted. Lyme School parental concern was addressed due to that town's lack of resident state troopers with assurances made that Old Lyme and East Lyme troopers would respond to an emergency at this building. There was a request by Mr. Cinami for further Board discussion on a central vision for district security. Follow-up discussion centered on future state and federal legislation on this matter.

Mr. Neviaser and Ms. Warren gave a report on an estimate of the current year's budget and possible surplus of approximately \$300,000 after one percent funding to the contingency account. Ms. Warren stressed the unknowns that could diminish this projection, i.e., special ed students moving into district, changes in State reimbursement, etc.

There was a request for the historical need of the greeter/receptionist position at the high school because of the belief that this position was created due to the location of the administrative office pre-building project. Mr. Neviaser will report back to the Board on the history and evaluation of the need for this position.

Discussion on the replacement of the Latin teacher position followed due to the retirement (in June) of the current staff member. The administration advised that there is a need for five full-time world language teachers but the division is uncertain because of the enrollment favoring Spanish vs. Latin or Chinese. The importance of not taking away the opportunity to learn Latin for the current enrollees was noted.

The decision packages that were offered by the administration to be added to the proposed 2013-2014 budget at the last Board meeting were discussed by the Board and the following consensus was made on each:

SRBI Specialists – the Board was divided on supporting one or two positions in 2013-2014; they were united on the administration providing a clear delineation of the job and that the majority of the duties should be with students. The Board directed the administration to provide them with more background on the job description and more backup support for two positions.

Installation of Wireless Network at Elementary Level – it was noted that this could possibly be funded in the current year's budget and there was a general consensus to do so. Mr. Cinami voiced opposition to this stating that he preferred to be up front with the public and asked that this be funded in next year's budget vs. the current year.

Mrs. Hine made a special request that the SMART Boards be included in the budget but that the administration should inventory ones currently in use that could be used at the kindergarten level.

Teacher in Charge (Lyme and Mile Creek School) – there was Board consensus that this be included in the 2013-2014 proposed budget.

The meeting concluded with comparisons made on the budget increases for surrounding school districts. It was noted that Region 18's proposed budget increase was significantly lower than most. The district's proactive approach on security, meeting the needs of students, savings in special ed outplacement, contract negotiations, a cost savings health plan,

geothermal heating, and the inclusion of debt service in the overall increase were noted.

The meeting adjourned at 9:10 p.m. upon motion by Atty. Lanier and a second by Mr. Cinami.

Respectfully submitted,

Russ Gomes, Secretary

RtI History

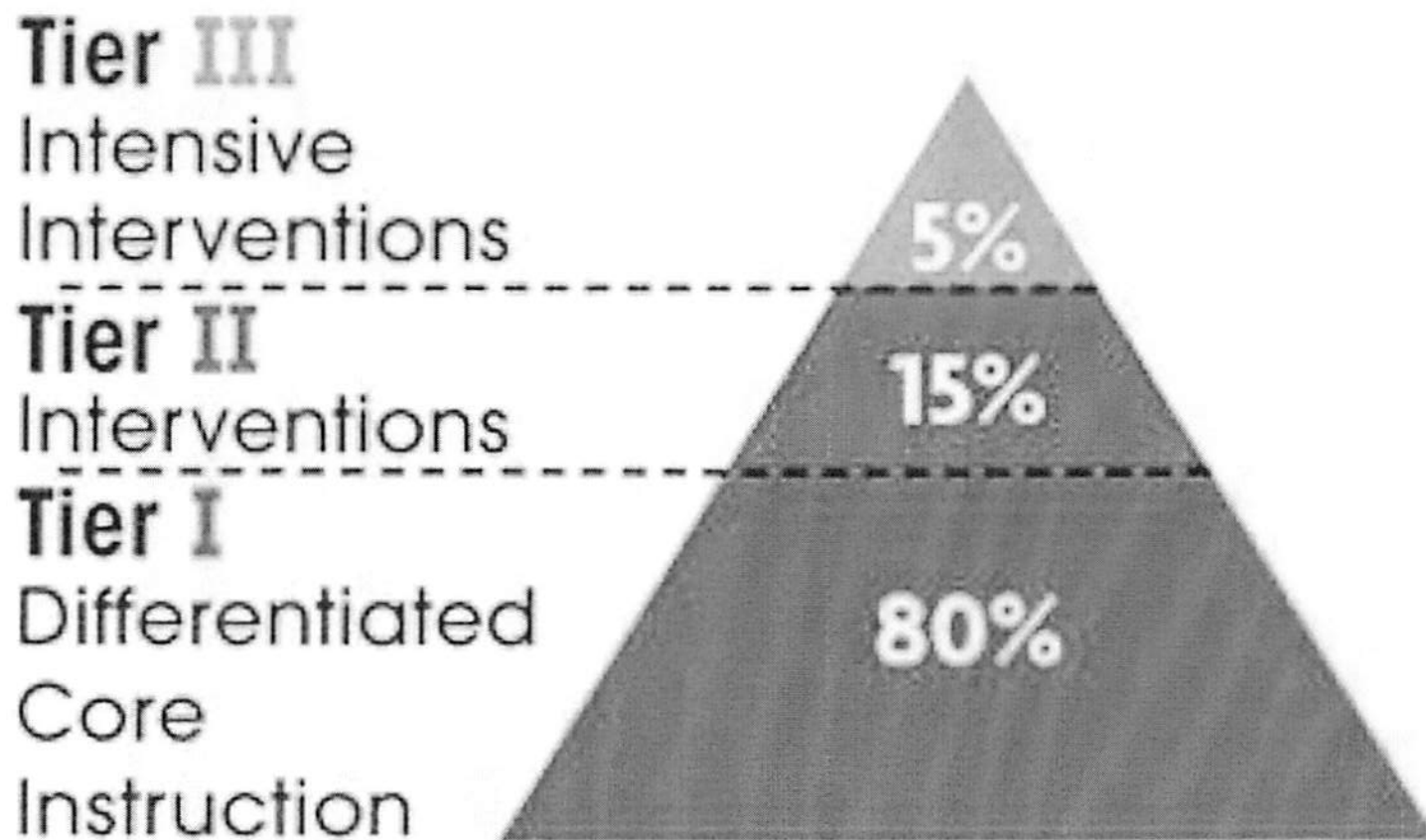
**Created in
Response
to 2
Legislative
Initiatives**

- NCLB
- IDEA (Individuals with Disabilities Education Act)

**Developed
to Address
3 Key
Concepts**

- Reading, Writing, and Math Proficiency for all
- Early Intervention
- Over-Identification of Learning Disabled Students

Rtl: A Federal Mandate



Do We Have Achievement Gap?

Content	Grade	Level 4 & 5 At or Above Goal	Level 3 Proficient	Level 1 & 2 Basic & Below
MATH	3	83%	12%	5%
	4	93%	7%	0%
	5	89%	8%	3%
	Avg	88%	9%	3%
READING	3	71%	14%	14%
	4	90%	7%	3%
	5	80%	11%	9%
	Avg	80%	11%	9%
WRITING	3	71%	18%	11%
	4	86%	10%	4%
	5	82%	10%	8%
	Avg	80%	13%	7%

Essential Features of SRBI

SRBI Component	General Task	Specific Requirement
Tier I	Ensure K-5 Research Based differentiated ELA & Math instruction for all students	Research based, comprehensive and aligned with state standards Culturally responsive, positive school climate Differentiated (EG flexible small groups using appropriate text matching needs/abilities)
Tier I Assessments	Administer universally common assessments 3 times per year to monitor progress & identify at risk students	Curriculum based measures aligned with student outcomes (benchmarks) Common formative assessments to guide and differentiate instruction
Data Analysis & Decision Making Process	Implement Data Team Decision Making Process to plan, review progress, and adjust for students at risk	District Data Teams analyze data across schools School Data Teams analyze benchmark(curriculum based assessment) data within school Weekly Grade Level teams: <ul style="list-style-type: none"> Analyze common formative assessments to identify students at risk Match Tiered interventions to student needs and select progress monitoring tools Analyze progress monitoring data and modify new interventions as needed Identify students not responding to interventions Conduct extensive analysis to document effectiveness of tiered interventions Monitor fidelity of implementation of tiered interventions
Tier II & III Intervention	Determine and Provide Research Based Interventions for at risk students	8 to 20 week interventions, well matched to academic needs Delivered in homogeneous groups with teacher: student ratio 1:6 (Tier II) & 1:3 (Tier III) Provided by teachers, specialists or other Tier II/III trained interventionist Implemented with fidelity
Tier II Assessments	Frequently progress monitor and adjust plan as needed	Frequent progress monitoring (Tier II– 2/mo; Tier III - 2/week) using tools that target focus area Assessment tools must be feasible and adequate to administer multiple times to assess growth
Reporting to Parents	Communicate progress and involve families in decision making.	Families should be provided with continuing information about their child’s progress on assessments as well as opportunities to participate in team meetings and decision making.

One/Two Year Proposal

Position	Role	2012-13	2013-14	\$ Variance	2014-15	\$ Variance
Reading Specialist	K-8 ELA - CCSS, Assessments, SRBI	1 for K-8		-		
Math Coach	K-5 Math – CCSS, Assessments, SRBI	1 for K-5		-		
K-5 SRBI Teacher	Oversee SRBI Math and ELA Implementation	-	+1	+\$60,194	+1	+52,309
Tutor	Provide & assess SRBI interventions & for ELA & Math	2 – MC 2 – CS 2 - LS	-1 CS	(\$30,030)	-1	(32,593)
				+\$30,194		+ \$19,716

\$ to add to current budget proposal for 1 SRBI Teacher	\$60,494
\$ to add to current budget proposal for 2 SRBI Teachers	\$79,910
Total Impact over 2 SRBI Teachers	\$49,910

What is the Added Value?

SRBI Component	Task	Math/ ELA	SRBI	Tutor	IA/ Intern
Tier I Ensure K-5 Instruction	Provide PD, Model, coach, develop curriculum, find resources, monitor and adjust to ensure Quality Research Based CCSS aligned Tier I differentiated instruction is delivered in every classroom meeting the needs of 80 % of students.	X			
Tier I Assessments	Determine Curriculum based Assessments & timeline	X	X		
Oversee	Oversee administration of Assessments		X		
Universal Assessments	Participate in administering Assessments		X	X	
	Develop Plan for Archiving Results in Mosaic	X	X		
	Input Assessment Data into Mosaic (with S. Miller & B Borden)		X		
Data Analysis & Decision Making	Assist in planning and facilitating District and School Data Meetings	X	X		
	Develop practices & protocols for Data Teams	X	X		
Implement Data Team Decision Making Process	Train Certified and Non-certified Staff regarding Grade Level Data Meetings		X		
	Assist Principals & Grade Levels in scheduling Grade Level Meetings		X		
	Model and provide expertise and resources for Grade Level data meetings	X	X		
	Attend Grade Level Meetings		X	X	
	Develop Intervention plans		X		
	Document data mtgs, accommodations & Intervention plan on district software (RtimDirect)		X		
Tier II & III Interventions	Determine Basic Resources for Tier II & III interventions	X	X		
	Identify specific resources/objectives for individual students		X		
	Train intervention providers in the use of these resources		X		
Provide Research Based Interventions	Model instruction, observe and coach intervention providers		X		
	Provide Interventions & maintain log of sessions		X	X	X
	Present Tier II & III assessment data to Grade Level Data Teams		X		
Tier II Assessments	Determine Basic Tools for Progress Monitoring		X		
	Train, model and coach intervention providers in progress monitoring		X		
	Progress monitor students every 2 weeks (weekly for Tier III)		X	X	
Progress Monitor	Draft Parent Report for each student every two weeks		X		
	Review and sign off on semi-weekly parent reports		X		

Staffing Report

	Mile Creek	Lyme	Center	LOLMS	LOLHS	Total
Classroom teachers	+2.0	n/a	-5.0	n/a	n/a	-3.0
Other Certified Staff (OCS)	+1.0 SE +0.8 OCS	+0.4 SE +0.6 OCS	-1.8 SE -1.4 OCS	n/a	+1.0 SE -0.2 OCS	+0.4
Total current <u>certified staff</u> compared to 2013-2014 proposed staffing						-2.6
Non- Certified staff	+2.0 SE	+1.0 IA +2 month sec.	-1.0 SE -1.0 tutor	+1.0 IA	+2.0 SE +1.0 AD sec. -1.0 IA	+3.0 SE +1.0 (2 mos.)
Total current <u>non-certified staff</u> compared to 2013-2014 proposed staffing						+4.0 (2 mos.)

**Three Year Technology Project Plan
Lyme - Old Lyme Public Schools
1/24/2013**

Technology Projects	Estimate	2013/2014	2014/2015	2015/2016	Comments
Purchase & Install 5 smart boards with projectors for Kindergarten	\$ 16,000		\$ 16,000		Additional smart boards and projectors will require replacement in 5-8 years.
Install Mile Creek, Center School and Lyme Consolidated Schools wireless coverage	\$ 54,000	\$ 54,000			Wireless system replacement cost anticipated in 5-8 years.
Purchase laptop carts for Mile Creek, Center School and Lyme Consolidated School	\$ 51,000		\$ 51,000		Additional 72 laptops will require replacement in 5-6 years
MS 365 development and training (resource management including scheduling and work assignment, file management and collaboration, and on-line reference library)	\$ 13,500		\$ 13,500		One time cost
Final Site Classroom Management System (High School)	\$ 13,000			\$ 13,000	Annually repeating cost.
Build one to one device capacity (tablets, Ereaders, etc.)	TBD				Increased number of devices to be offset by reduced unit cost.
Student response systems	TBD				TBD
Conversion of stationary work stations to terminals	\$ 85,000			\$ 85,000	Reduces cost of stationary computer replacement program as well as tech support needs.
Video broad casting capability to all schools	TBD				TBD
Totals	\$ 232,500	\$ 54,000	\$ 80,500	\$ 98,000	

Note: This plan is based on the Board of Education Three Year Technology Plan. Items on this plan are recommended by the District Technology Committee. Projected budget years may be revised by the District Technology Committee based on educational programing needs as well as emerging technologies.

**Regional School District Eighteen
February 2013 Enrollment Report**

Breakdown by School

Breakdown by Town

Grade	Center	MC	Lyme	Middle	High	Total
PreK		19				19 (-1)
PreK Peer		31				31
K		47	35			82
1st		48	37			85
2nd		72	24			96 (-1)
3rd	90		36			126
4th	72		30			102 (+1)
5th	98		26			124
6th				121		121
7th				115		115
8th				126		126
9th					107	107 (+1)
10th					86	86 (-2)
11th					111	111
12th					113	113 (+1)
Totals	260	217	188	362	417	1444 (-1)

Grade	Old Lyme	Lyme	Tuition/ Choice	Total
PreK	13	6	0	19
PreK Peer	27	4	0	31
K	62	20	0	82
1	70	15	0	85
2	74	22	0	96
3rd	108	18	0	126
4th	80	22	0	102
5th	102	22	0	124
6th	102	19	0	121
7th	90	25	0	115
8th	97	29	0	126
9th	81	25	1	107
10th	69	17	0	86
11th	84	27	0	111
12th	87	26	0	113
Totals	1146	297	1	1444

Special Education (various facilities)	9
Grasso Tech	6
ISAAC	1
Multicultural Magnet School	4
Sound School	4
Marine Science High School	4
Total Out of District	28
GRAND TOTAL	1472

Out of District	22	6	0	28
TOTAL	1168	303	1	1472

Contingency Maintenance

Budgeted - Fiscal Year 2012 - 2013		\$200,000
Lyme	Electronic door lock control system	5,351
	Intercom for security system	2,182
	Wiremold double gang	20
	Avigilon acc software enterprise camera licenses	795
	Cat 6 wire	<u>175</u>
		8,522
Mile Creek	Electronic door lock control system	5,351
	Intercom for security system	2,182
	Avigilon acc software enterprise camera licenses	795
	Cat 6 wire	<u>175</u>
Center	Emergency pump out and Keen grinder pump	1,859
	Emergency service for fuel additive	1,691
	Electronic door lock control system	4,321
	Intercom for security system	2,182
	Wiremold double gang	20
	Disposal fees Applied Water	182
	Avigilon acc software enterprise camera licenses	795
	Cat 6 wire	<u>175</u>
		11,224
Middle	Motorized retractable basketball hoops	4,893
	Emergency pump out and Keen grinder pump	1,859
	Electronic door lock control system	5,725
	Intercom for security system	2,182
	Cat 6 wire	175
	Emergency service for fuel additive	1,691
	Wiremold double gang	20
	Disposal fees Applied Water	182
	Avigilon acc software enterprise camera licenses	795
	Track scoreboard	<u>6,820</u>
High	Emergency pump out and Keen grinder pump	1,915
	Emergency service for fuel additive	1,691
	Disposal fees Applied Water	187
	Avigilon acc software enterprise camera licenses	795
	Track scoreboard	<u>6,820</u>
		<u>11,408</u>
Remaining contingency as of 01/31/13 - fiscal year 2012 - 2013		<u>\$136,002</u>

EXECUTIVE BUDGET SUMMARY..... \$31,010,964

	12-13 Budget	12-13 Actuals	% Spent as of 1/31/2013	% Spent as of 1/26/2012
Certified Salaries	\$12,602,516	\$5,514,582	43.8%	39.8%
Non-certified Salaries	2,646,131	1,367,924	51.7%	47.0%
Employee Benefits	4,319,360	1,998,068	46.3%	48.5%
Instructional Programs	1,361,333	953,364	70.0%	73.4%
Special Education	1,206,819	994,972	82.4%	96.2%
Support Services	112,514	46,682	41.5%	74.7%
Administrative Services	393,352	329,087	83.7%	47.8%
Pupil Transportation	862,059	774,057	89.8%	89.1%
Plant Operation & Maintenance	3,769,428	2,650,941	70.3%	70.8%
OPERATING BUDGET	\$27,273,512	\$14,629,677	53.6%	52.6%
DEBT SERVICE	3,737,452	1,572,535	42.1%	60.8%
TOTAL BUDGET	\$31,010,964	\$16,202,212	52.2%	53.5%

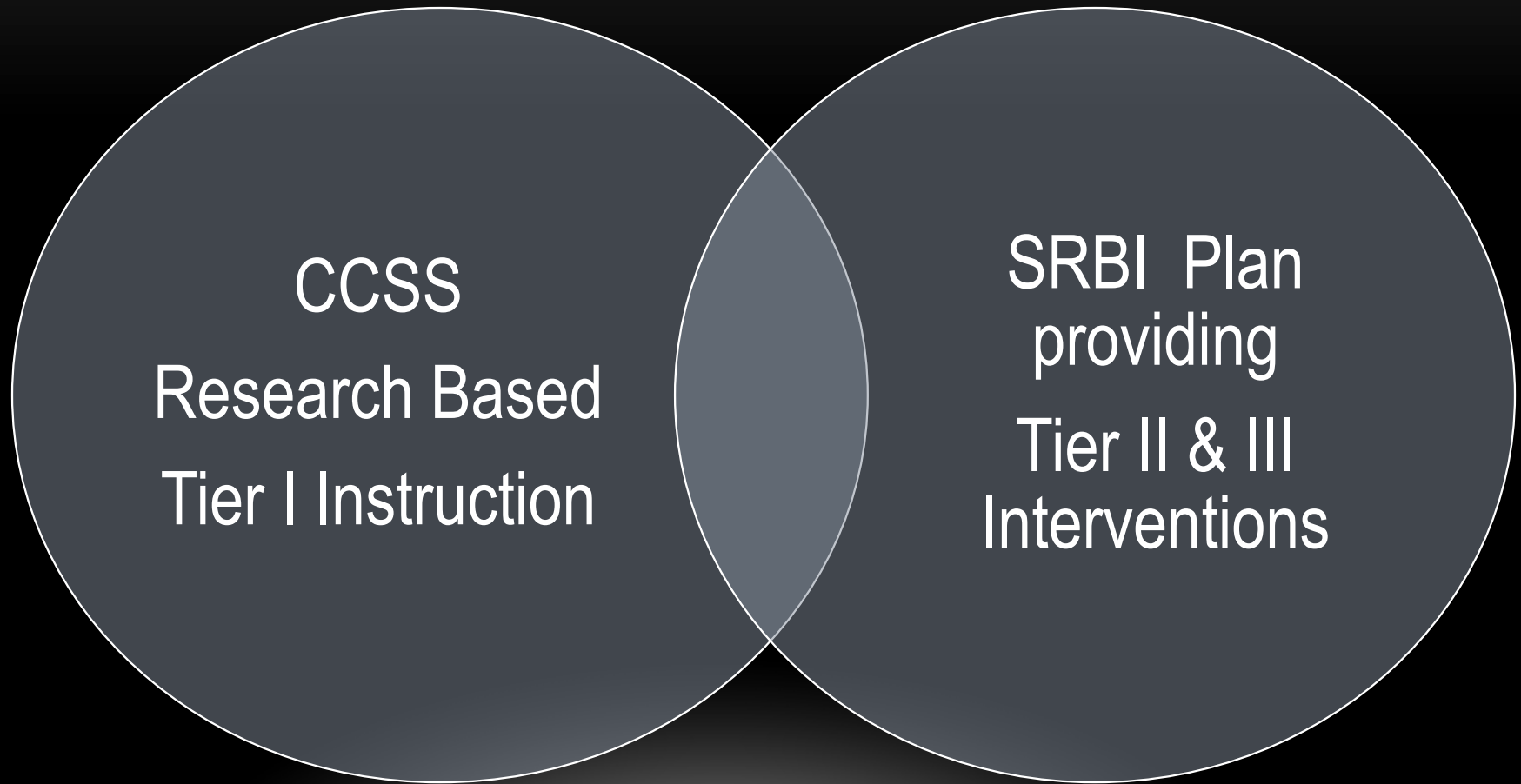
Notes:

A. Certified/Non-Certified Salaries - 1 more pay period in 2012 - 2013 than in 2011 - 2012.

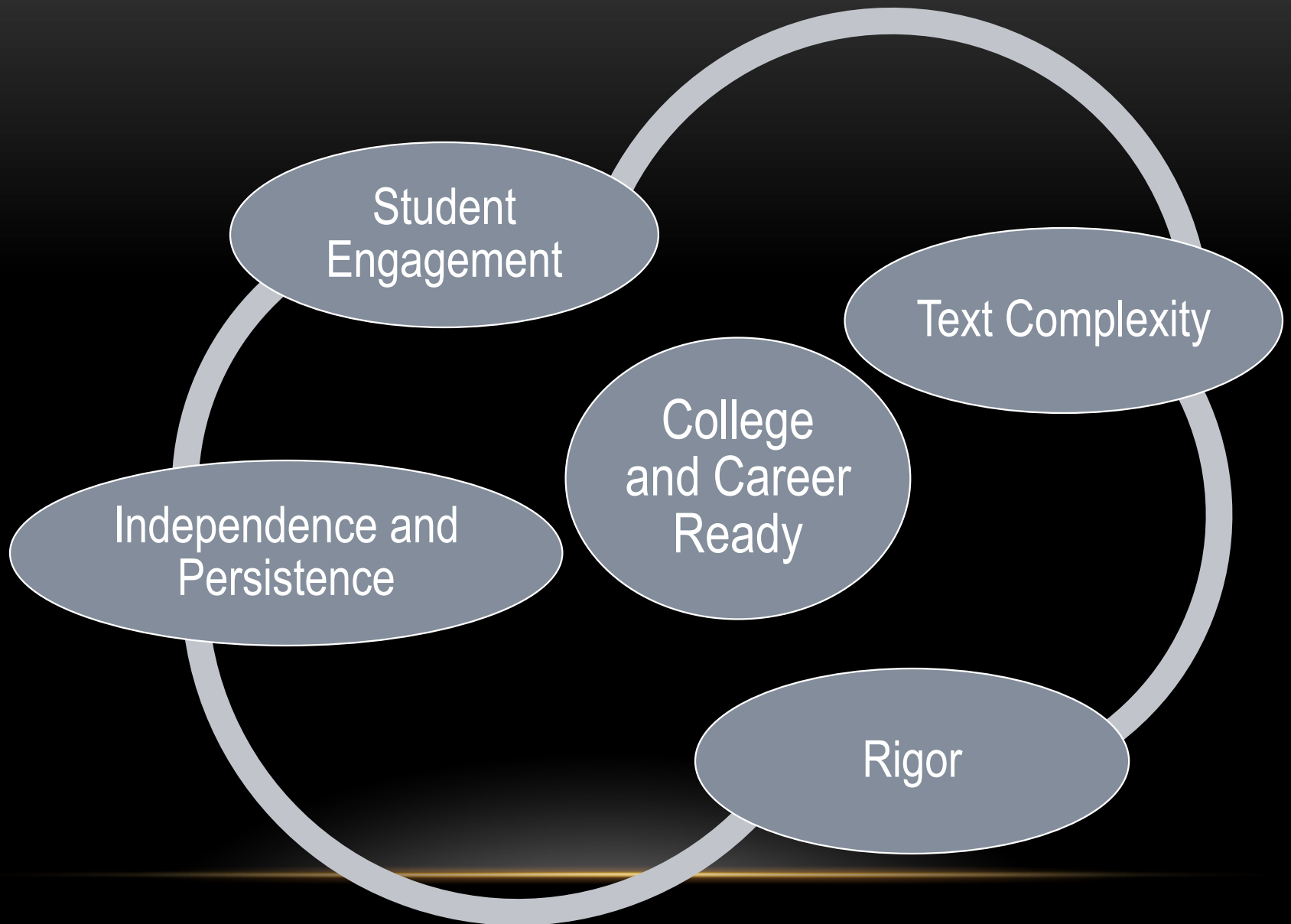
LYME-OLD LYME PUBLIC SCHOOLS
FEBRUARY 6, 2013

Transitioning to the
Common Core State Standards
English Language Arts

K-8 ELA COMPONENTS



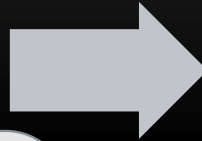
COMMON CORE STATE STANDARDS



COLLEGE AND CAREER READY

STUDENTS THEN:

- Listen and take notes
- Read textbook and answer questions from text/notes
- Demonstrate knowledge on multiple choice/essay tests



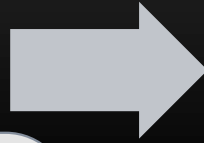
STUDENTS NOW:

- Locate and access information in various print, video and on-line resources
- Use information from sources to:
 - analyze & present findings
 - create new ideas & solve problems
 - reflect, take stand and defend viewpoint

COLLEGE AND CAREER READY

TEACHERS THEN:

- Organize & present required information to cover content
- Assist students by answering questions and re-teaching
- Review content and design assessments to demonstrate student learning



TEACHERS NOW:

- Empower students with necessary reading, research and language skills to locate, analyze, organize, evaluate and present findings and recommendations
- Create meaningful performance tasks designed to provide students with opportunities to apply learned skills to solve real world problems

COLLEGE AND CAREER READY

TASK THEN:

- Read and discuss story in first person narrative
- After lesson on first person narrative, complete worksheet
- Respond to questions with guidance:
 - Was 1st person a good idea? Why or why not?
 - What challenge did the main character face?
 - How did he try to solve this problem and what did he learn?



TASK NOW:

- Read article on 1st, 2nd, 3rd person narrative
- Read 1st person narrative story
- Rewrite the story using a different narrative. Use the article to defend why you chose that narrative and explain how it changes the experience of the reader.

PREPARING FOR THE TRANSITION

Curriculum Development

- Creating units that meet CCSS & address shifts
- Locating text, video and on-line resources
- Aligning units & resources across grades & schools

Designing Performance Tasks

- Defining components of a meaningful task
- Designing multiple tasks for each grade level
- Field test & revise tasks based on experience/data

IMPLEMENTING THE TRANSITION

Professional Development

- Ensuring rigor & required Depth of Knowledge
- Assessing and selecting text of appropriate complexity
- Incorporating Informational & Opinion Text into Rdg/Wrtg
- Designing text dependent questions that require close reading
- Using latest technology to access & organize text and resources

Modeling & Coaching

- Demonstrating new teaching strategies
- Planning lessons and co-teaching
- Observing and coaching

Outreach to Parents

- Providing evening workshops to introduce CCSS
- Explaining changes in instructional strategies & student expectations
- Offering resources to parents for additional reading & home support

PERFORMANCE TASK

125 minutes

GOAL:
Students will...

interact with several different sources

gather & reflect on information

take a stand & defend it with minimal assistance

Classroom Activity (20 minutes)

1. Provide students with copies of the articles “Growing Our Own School Lunch” and “Make Your Own Dirt.” Instruct the students to read the articles silently to themselves (~7 **minutes**).

2. Lead a whole class discussion about the articles using the questions below (~5 **minutes**):

Question 1: What can you learn from making your own dirt?

Question 2: Why have some students in “Growing Our Own School Lunch” learned to like some vegetables because of having a school garden?

3. Show the video "Community Gardens: Typical Costs" (**3 minutes 45 seconds**).

4. Lead a whole class discussion about the video using the question below (~4 **minutes**):

Question 1: Why is it important to think about the costs when starting a community garden?

Part 1 (35 minutes)

Steps to follow

1. Examine several sources.
2. Make notes about the information from the sources.
3. Answer three questions about the sources.

1. What evidence does the author of the article “Growing Our Own School Lunch” present that would best convince your teacher to allow students to grow plants in science class? Use details from the article to thoroughly support your answer.

2. What information in the two texts could lead a reader to believe that gardening and composting help the environment? Use details from both texts to support your answer.

3. Explain whether it is important to consider the information presented in both the video and the article “Growing Our Own School Lunch” when starting a community or school garden. Use details from both the video and the article to support your answer.

Part 2 (70 minutes)

Your Assignment

Some students have suggested that a student gardening program should be started at your school. You are working on the school newsletter, and your assignment is to write an argumentative article for the newsletter on this topic. In your article, you will take a side about whether or not your school should start a student garden. Support your position with information from the sources you have examined. The audience for your article will be the teachers and students at your school.

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COMMON CORE STATE STANDARDS

FOR

English Language Arts
&
Literacy in History/Social Studies,
Science, and Technical Subjects



Students Who are College and Career Ready in Reading, Writing, Speaking, Listening, and Language

The descriptions that follow are not standards themselves but instead offer a portrait of students who meet the standards set out in this document. As students advance through the grades and master the standards in reading, writing, speaking, listening, and language, they are able to exhibit with increasing fullness and regularity these capacities of the literate individual.

They demonstrate independence.

Students can, without significant scaffolding, comprehend and evaluate complex texts across a range of types and disciplines, and they can construct effective arguments and convey intricate or multifaceted information. Likewise, students are able independently to discern a speaker's key points, request clarification, and ask relevant questions. They build on others' ideas, articulate their own ideas, and confirm they have been understood. Without prompting, they demonstrate command of standard English and acquire and use a wide-ranging vocabulary. More broadly, they become self-directed learners, effectively seeking out and using resources to assist them, including teachers, peers, and print and digital reference materials.

They build strong content knowledge.

Students establish a base of knowledge across a wide range of subject matter by engaging with works of quality and substance. They become proficient in new areas through research and study. They read purposefully and listen attentively to gain both general knowledge and discipline-specific expertise. They refine and share their knowledge through writing and speaking.

They respond to the varying demands of audience, task, purpose, and discipline.

Students adapt their communication in relation to audience, task, purpose, and discipline. They set and adjust purpose for reading, writing, speaking, listening, and language use as warranted by the task. They appreciate nuances, such as how the composition of an audience should affect tone when speaking and how the connotations of words affect meaning. They also know that different disciplines call for different types of evidence (e.g., documentary evidence in history, experimental evidence in science).

They comprehend as well as critique.

Students are engaged and open-minded—but discerning—readers and listeners. They work diligently to understand precisely what an author or speaker is saying, but they also question an author's or speaker's assumptions and premises and assess the veracity of claims and the soundness of reasoning.

They value evidence.

Students cite specific evidence when offering an oral or written interpretation of a text. They use relevant evidence when supporting their own points in writing and speaking, making their reasoning clear to the reader or listener, and they constructively evaluate others' use of evidence.

They use technology and digital media strategically and capably.

Students employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn using technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and mediums and can select and use those best suited to their communication goals.

They come to understand other perspectives and cultures.

Students appreciate that the twenty-first-century classroom and workplace are settings in which people from often widely divergent cultures and who represent diverse experiences and perspectives must learn and work together. Students actively seek to understand other perspectives and cultures through reading and listening, and they are able to communicate effectively with people of varied backgrounds. They evaluate other points of view critically and constructively. Through reading great classic and contemporary works of literature representative of a variety of periods, cultures, and worldviews, students can vicariously inhabit worlds and have experiences much different than their own.

College and Career Readiness Anchor Standards for Reading

The K-5 standards on the following pages define what students should understand and be able to do by the end of each grade. They correspond to the College and Career Readiness (CCR) anchor standards below by number. The CCR and grade-specific standards are necessary complements—the former providing broad standards, the latter providing additional specificity—that together define the skills and understandings that all students must demonstrate.

Key Ideas and Details

1. Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
3. Analyze how and why individuals, events, and ideas develop and interact over the course of a text.

Craft and Structure

4. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.
5. Analyze the structure of texts, including how specific sentences, paragraphs, and larger portions of the text (e.g., a section, chapter, scene, or stanza) relate to each other and the whole.
6. Assess how point of view or purpose shapes the content and style of a text.

Integration of Knowledge and Ideas

7. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.*
8. Delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence.
9. Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the authors take.

Range of Reading and Level of Text Complexity

10. Read and comprehend complex literary and informational texts independently and proficiently.

*Please see “Research to Build and Present Knowledge” in Writing and “Comprehension and Collaboration” in Speaking and Listening for additional standards relevant to gathering, assessing, and applying information from print and digital sources.

Note on range and content of student reading

To build a foundation for college and career readiness, students must read widely and deeply from among a broad range of high-quality, increasingly challenging literary and informational texts. Through extensive reading of stories, dramas, poems, and myths from diverse cultures and different time periods, students gain literary and cultural knowledge as well as familiarity with various text structures and elements. By reading texts in history/social studies, science, and other disciplines, students build a foundation of knowledge in these fields that will also give them the background to be better readers in all content areas. Students can only gain this foundation when the curriculum is intentionally and coherently structured to develop rich content knowledge within and across grades. Students also acquire the habits of reading independently and closely, which are essential to their future success.

College and Career Readiness Anchor Standards for Writing

The K–5 standards on the following pages define what students should understand and be able to do by the end of each grade. They correspond to the College and Career Readiness (CCR) anchor standards below by number. The CCR and grade-specific standards are necessary complements—the former providing broad standards, the latter providing additional specificity—that together define the skills and understandings that all students must demonstrate.

Text Types and Purposes*

1. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
2. Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.
3. Write narratives to develop real or imagined experiences or events using effective technique, well-chosen details, and well-structured event sequences.

Production and Distribution of Writing

4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
5. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.
6. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

Research to Build and Present Knowledge

7. Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.
8. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.
9. Draw evidence from literary or informational texts to support analysis, reflection, and research.

Range of Writing

10. Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences.

Note on range and content of student writing

To build a foundation for college and career readiness, students need to learn to use writing as a way of offering and supporting opinions, demonstrating understanding of the subjects they are studying, and conveying real and imagined experiences and events. They learn to appreciate that a key purpose of writing is to communicate clearly to an external, sometimes unfamiliar audience, and they begin to adapt the form and content of their writing to accomplish a particular task and purpose. They develop the capacity to build knowledge on a subject through research projects and to respond analytically to literary and informational sources. To meet these goals, students must devote significant time and effort to writing, producing numerous pieces over short and extended time frames throughout the year.

*These broad types of writing include many subgenres. See Appendix A for definitions of key writing types.

College and Career Readiness Anchor Standards for Speaking and Listening

The K–5 standards on the following pages define what students should understand and be able to do by the end of each grade. They correspond to the College and Career Readiness (CCR) anchor standards below by number. The CCR and grade-specific standards are necessary complements—the former providing broad standards, the latter providing additional specificity—that together define the skills and understandings that all students must demonstrate.

Comprehension and Collaboration

1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
2. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
3. Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.

Presentation of Knowledge and Ideas

4. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
5. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.
6. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Note on range and content of student speaking and listening

To build a foundation for college and career readiness, students must have ample opportunities to take part in a variety of rich, structured conversations—as part of a whole class, in small groups, and with a partner. Being productive members of these conversations requires that students contribute accurate, relevant information; respond to and develop what others have said; make comparisons and contrasts; and analyze and synthesize a multitude of ideas in various domains.

New technologies have broadened and expanded the role that speaking and listening play in acquiring and sharing knowledge and have tightened their link to other forms of communication. Digital texts confront students with the potential for continually updated content and dynamically changing combinations of words, graphics, images, hyperlinks, and embedded video and audio.

College and Career Readiness Anchor Standards for Language

The K–5 standards on the following pages define what students should understand and be able to do by the end of each grade. They correspond to the College and Career Readiness (CCR) anchor standards below by number. The CCR and grade-specific standards are necessary complements—the former providing broad standards, the latter providing additional specificity—that together define the skills and understandings that all students must demonstrate.

Conventions of Standard English

1. Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
2. Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

Knowledge of Language

3. Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.

Vocabulary Acquisition and Use

4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials, as appropriate.
5. Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.
6. Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when encountering an unknown term important to comprehension or expression.

Note on range and content of student language use

To build a foundation for college and career readiness in language, students must gain control over many conventions of standard English grammar, usage, and mechanics as well as learn other ways to use language to convey meaning effectively. They must also be able to determine or clarify the meaning of grade-appropriate words encountered through listening, reading, and media use; come to appreciate that words have nonliteral meanings, shadings of meaning, and relationships to other words; and expand their vocabulary in the course of studying content. The inclusion of Language standards in their own strand should not be taken as an indication that skills related to conventions, effective language use, and vocabulary are unimportant to reading, writing, speaking, and listening; indeed, they are inseparable from such contexts.

Lyme-Old Lyme Public Schools 2013-2014 Calendar

School Phone Numbers

Mile Creek School: 434-2209
Center School: 434-7838
Lyme School: 434-1233
LOLMS: 434-2568
LOLHS: 434-1651/1652



August M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 (26) (27) *28* 29 30 <i>5 staff / 3 student days</i>					September M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 <i>20 staff / 20 student days</i>					October M T W T F 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31 <i>22 staff / 22 student days</i>				
November M T W T F 4 (5) 6 7 8 11 12 13 14 15 18 19 20 21 22 [25] [26] [27] 28 29 <i>18 staff / 17 student days</i>					December M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 [23] 24 25 26 27 [30] 31 <i>15 staff / 15 student days</i>					January M T W T F 6 7 8 9 10 13 14 15 [16] [17] [20] 21 22 23 24 27 28 29 30 31 <i>21 staff / 21 student days</i>				
February M T W T F 3 4 5 6 7 10 11 12 13 14 [17] 18 19 20 21 24 25 26 27 28 <i>18 staff / 18 student days</i>					March M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 (31) <i>21 staff / 20 student days</i>					April M T W T F 7 8 9 10 11 [14] 15 16 17 18 21 22 23 24 25 28 29 30 <i>17 staff / 17 student days</i>				
May M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 [23] [26] 27 28 29 30 <i>21 staff / 21 student days</i>					June M T W T F 2 3 4 5 6 9 10 [11] [12] 13 16 17 18 19 20 23 24 25 26 27 30 <i>9 staff / 9 student days</i>					Half Day Explanations November 25-26—Elementary students early dismissal for parent conferences; full day of school for grades 6-12. January 16-17—Middle School students early dismissal for parent conferences; full day for K-5 and 9-12. May 23—Professional Development Day. Students have early dismissal. June 11-12—Tentative last days of school. Students have early dismissal. Full day for staff.				

****August 28**** Opening Day for Students
September 2 Labor Day
October 14 Columbus Day
Nov 27,28,29 Thanksgiving Holiday
Dec 23 - Jan 1 Holiday Recess
January 20 Martin Luther King, Jr.
February 17-18 Winter Break
April 14-18 Spring Break
May 26 Memorial Day
June 12 Tentative Final Day/Graduation
 Snow days are added to the end of the school year. In a worst case scenario, state law allows for school to extend to June 30. A difficult winter can yield on average 3-5 snow days. Please plan accordingly. Please visit our website at www.region18.org for the latest information on school events.

Professional Development Days:
 August 26,27, November 5,
 March 31, May 23 (1/2 day)

No School for Students/Teachers

Early Dismissal (all schools) []
 Early Dismissal (grades K-5) []
 Early Dismissal (grades 6-8) []

Full Professional Development Day (non-student day)

School Hours

Mile Creek	8:45-3:15
Center	8:30-3:00
Lyme	8:40-3:10
LOLMS	7:40-2:10
LOLHS	7:45-2:24

Early Closing Hours

Mile Creek	12:15
Center	12:00
Lyme	12:10
LOLMS	11:10
LOLHS	11:23

Lyme-Old Lyme Public Schools 2013-2014 Calendar

School Phone Numbers

Mile Creek School: 434-2209
Center School: 434-7838
Lyme School: 434-1233
LOLMS: 434-2568
LOLHS: 434-1651/1652



DRAFT #2

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
(26)	(27)	*28*	29	30

5 staff / 3 student days

September

M	T	W	T	F
(2)	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20 staff / 20 student days

October

M	T	W	T	F
	1	2	3	4
7	8	9	10	(11)
(14)	15	16	17	18
21	22	23	24	25
28	29	30	31	

22 staff / 21 student days

November

M	T	W	T	F
				1
4	(5)	6	7	8
11	12	13	14	15
18	19	20	21	22
[25]	[26]	[27]	[28]	[29]

18 staff / 17 student days

December

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20)
[23]	[24]	[25]	[26]	[27]
[30]	[31]			

15 staff / 15 student days

January

M	T	W	T	F
		(1)	2	3
6	7	8	9	10
13	14	15	[16]	[17]
(20)	21	22	23	24
27	28	29	30	31

21 staff / 21 student days

February

M	T	W	T	F
3	4	5	6	7
10	11	12	13	(14)
[17]	[18]	19	20	21
24	25	26	27	28

18 staff / 18 student days

March

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21 staff / 21 student days

April

M	T	W	T	F
	1	2	3	4
7	8	9	10	(11)
[14]	[15]	[16]	[17]	[18]
21	22	23	24	25
28	29	30		

17 staff / 17 student days

May

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
(26)	27	28	29	30

21 staff / 21 student days

June

M	T	W	T	F
2	3	4	5	6
9	10	[11]	[12]	13
16	17	18	19	20
23	24	25	26	27
30				

9 staff / 9 student days

Half Day Explanations

November 25-26—Elementary students early dismissal for parent conferences; full day of school for grades 6-12.
December 20—Prof. Development (1/2 day for students).
January 16-17—Middle School students early dismissal for parent conferences; full day for K-5 and exam week for high school.
February 14—Prof. Development (1/2 day for students).
April 11—Prof. Development (1/2 day for students).
June 11-12—Tentative last days of school. Students have early dismissal. Full day for staff.

****August 28****
September 2
October 14
Nov 27,28,29
Dec 23 - Jan 1
January 20
February 17-18
April 14-18
May 26
June 12

Opening Day for Students
Labor Day
Columbus Day
Thanksgiving Holiday
Holiday Recess
Martin Luther King, Jr.
Winter Break
Spring Break
Memorial Day
Tentative Final Day/Graduation

Snow days are added to the end of the school year. In a worst case scenario, state law allows for school to extend to June 30. A difficult winter can yield on average 3-5 snow days. Please plan accordingly. Please visit our website at www.region18.org for the latest information on school events.

Professional Development Days:
Full: August 26,27, October 11, November 5
Half: December 20, February 14, April 11

No School for Students/Teachers

Early Dismissal (all schools) []
Early Dismissal (grades K-5) []
Early Dismissal (grades 6-8) []

Full Professional Development Day (non-student day)

Half Professional Development Day

School Hours

Mile Creek 8:45-3:15
Center 8:30-3:00
Lyme 8:40-3:10
LOLMS 7:40-2:10
LOLHS 7:45-2:24

Early Closing Hours

Mile Creek 12:15
Center 12:00
Lyme 12:10
LOLMS 11:10
LOLHS 11:23

Lyme-Old Lyme Public Schools
Proposal to Increase District Opportunities for Meaningful Professional Development
2013-14 District Calendar

Goal: To provide ongoing, meaningful, and frequent opportunities to fully achieve district goals, implement initiatives, meet state requirements and ensure best practices.

Assumptions

- The current calendar calls for 183 student days and 4 staff days for a total of 187 contracted days
- Student instructional time is valued for curricular reasons as well as family schedules.
- PD is most effective when it is provided more frequently and earlier in the school year.
- Teachers already attend after school meetings; this proposal includes additional meetings within contract.

Proposal

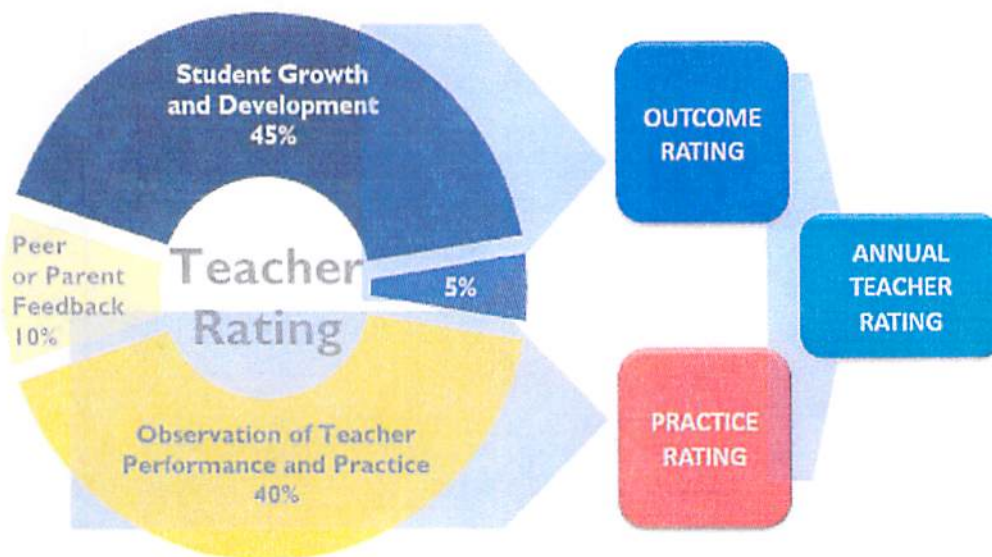
1. Modify calendar to provide PD earlier in year for more meaningful learning & immediate application.
2. Add half days to schedule to increase frequency and consistency of PD days
3. Increase number of school meetings beyond school day to address building and district goals

	Current	Proposed	Value Added
Full PD Days	August (2), Nov, March	August (2 days) October (Friday before Columbus Day) November (election day)	Full days are scheduled earlier in the year
Half PD Days (PM)	May	December (before holiday break) February (before Feb break) April (before April break)	Increase frequency of PD by adding two half days before vacations
Meetings Beyond School Day	Faculty Meetings Dept, Team, Gr Level, & Committee Meetings	Same plus admin may schedule additional meeting per month	Increase K-12 alignment

Teacher Evaluation Plan Staff Orientation Spring 2013

Feb Staff Meeting	PD Overview & Quick Primer on 4 Components
March Staff	A Closer Look at the four components & Committee updates
*Session I (Last two weeks of March)	Instructional Practices (40%)
April Staff Meeting	Draft District Teacher Eval Plan to submit for BOE & State approval
*Session 2 (First half of April)	Using Parent Survey results (10%) to set school and individual goals
*Session 3 (Late April/Early May)	Student Outcomes (45%)
May Staff	Updates and Questions for Session IV
*Session 4 (Mid May)	School Wide Indicator (5%) and Wrap-up
June Staff	Preparing for September

* These four 90 minute after school sessions will be scheduled at each building within the timeframes listed above. Teachers will be expected to attend each of the four 90 minute sessions. If they are unable to attend the session at their school, they will need to plan ahead so they can be sure to attend a similar session being held at the another building (K-5 teachers may not get coverage to attend an earlier HS/MS session and will therefore need to attend the make-up session at another elementary school.) Attendance will be taken at each building as these four sessions together will be counted as the make-up day for the PD day missed in November due to Hurricane Sandy.



Instruction Policy #3375 – Student Nutrition and Physical Activity; Student Wellness

The Lyme/Old Lyme Board of Education believes that the school district should make a significant contribution to the general well-being of each student, promoting healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment.

Children who eat well-balanced meals and are physically healthy are more likely to learn in the classroom. The link between good nutrition and good education is clearly demonstrated by better attendance, higher test scores, and fewer behavioral problems in school. Therefore, it is the policy of the Lyme/Old Lyme Board of Education to:

1. provide students access to nutritious food;
2. provide opportunities for physical activity and developmentally appropriate exercise; and
3. provide accurate information related to these topics as part of the district curriculum to students and to their families.

The Lyme/Old Lyme Public Schools, through its administration and staff, shall adopt and implement comprehensive curriculum on health, fitness and nutrition consistent with the Connecticut Frameworks. Health, fitness and nutrition topics shall be developmentally appropriate and shall be integrated within the sequential, comprehensive health education curriculum taught at every grade level. Student wellness curriculum shall be tightly integrated with the District's nutrition education, physical education and food service programs. As a part of this initiative, the Superintendent of Schools or his/her designee shall develop and implement a comprehensive districtwide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program.

The input of staff, students, parents, school administration, food service employees, the Board of Education, and public health professionals in the development of this curriculum is encouraged. Evaluation procedures for this curriculum will utilize classroom-based assessment or other strategies to be determined by the school administration and staff, and will be in place by the end of the 2008-2009 school year.

The Lyme/Old Lyme Board of Education shall establish a Coordinated School Health Council to assist the school district in the formulation of student wellness policies for their recommendation to and approval by the Board. The Coordinated School Health Council shall meet a minimum of four times per year, and shall annually review district student wellness policies. The members of the Council shall include, but need not be limited to, board members, school administrators, food service staff, relevant district staff, parents, students, health care professionals, and interested community members.

Federal statute requires the designation of one or more persons within the district (or at each school as appropriate) who is charged with the operational responsibility for ensuring that the district complies with its own student wellness policies.

Instruction Policy #3375 – Student Nutrition and Physical Activity; Student Wellness

- (cf. TBA Physical Education)
- (cf. 6700 Food Services; Purposes and Facilities)
- (cf. 6710 Food Services; Finances)
- (cf. 6720 Free or Reduced Priced Lunches)
- (cf. 6730 Food Sales by Students/Others)

Legal Reference:

Connecticut General Statutes.

10-16b Prescribed courses of study.

10-215 Lunches, breakfasts, & other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of the State Board of Education re: feeding programs; competitive foods.

10-215d Regulations re: nutrition standards for school breakfasts and lunches.

10-216 Payment of expenses.

10-221 Boards of Education to prescribe rules, policies and procedures.

PA 04-224 An Act Concerning Childhood Nutrition in Schools, Recess, and Lunch Breaks.

National School Lunch Program and the School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 2, January, 1980).

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265.

Connecticut State Board of Education Regulations
Federal Statutes and Regulations.

Policy Adopted: February 2006.

Lyme/Old Lyme Board of Education.

Instruction Policy #3375 – Student Nutrition and Physical Activity (Student Wellness)

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296).

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive school health education curriculum and will be integrated into other classroom content areas, as appropriate.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

Nutrition Guidelines for Foods Available in Schools

Students will be offered and schools will promote nutritious food choices consistent with the current *Dietary Guidelines for Americans* and *My Pyramid*, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education in addition to federal and state statutes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to

Instruction Policy #3375 – Student Nutrition and Physical Activity (Student Wellness)

students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute.

All sources of food sales to students at school must comply with the Connecticut Nutrition Standards including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent as the person who will be responsible for ensuring that each school meets the goals outlined in this policy.

The District will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

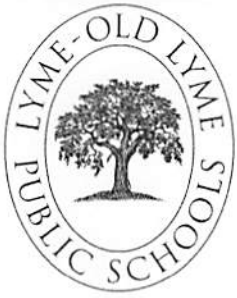
Instruction Policy #3375 – Student Nutrition and Physical Activity (Student Wellness)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes.
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding programs.
10-215b Duties of state board of education re: feeding programs.
10-216 Payment of expenses.
10-215e Nutrition standards for food that is not part of lunch or breakfast program.
10-215f Certification that food meets nutrition standards.
10-221o Lunch periods. Recess.
10-221p Boards to make available for purchase nutritious, low-fat foods.
10-221q Sale of beverages.
Regulations of Connecticut State Agencies.
10-215b-1 Competitive foods.
10-215b-23 Income from the sale of food items.
National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12).
The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220.
Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751
Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004).
School Breakfast Program, 7 C.F.R. Part 220 (2006)

Policy Adopted:

Lyme/Old Lyme Board of Education.



LYME - OLD LYME PUBLIC SCHOOLS

Impassioned with Pride and Purpose

Job Description

Position Title: Athletic Director

Immediate Supervisor: Building Principal

Job Goal: To direct an outstanding athletic program that is consistent with the district's mission and philosophy. This includes effective leadership and management of resources for maximum program value.

Qualifications: Connecticut teacher certification with 092. Knowledge of and experience in coaching. Program leadership and management skills.

Responsibilities:

1. Leads, organizes and manages the overall athletic program including interscholastic and club sports at the high school and middle school. (both)
2. Uses approved district hiring practices to recruit, select and recommend coaches and athletic support staff. (AD)
3. Ensures that all coaches hold appropriate credentials and have been appropriately approved before beginning coaching assignments. (AD)
4. Supervises and evaluates coaches and athletic staff. (AD)
5. Fosters good school-community relations by keeping community aware of and responsive to the athletic program. (AD)
6. Schedules and organizes all interscholastic athletic events. (both)
7. Arranges for transportation for athletic contest participants. (secretary)
8. Ensures that coaches, athletes and parents have adequate guidance in carrying out their responsibilities according to the policies and standards of the district. (AD)
9. Hires officials, medical support, security and other staff necessary for hosting home events. (secretary)

4 Davis Road West, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 www.region18.org

10. Ensures that all athletes meet eligibility standards as set by the school, district, CIAC and state. (both)
11. Prepares and manages a budget that reflects an adequate and equitable use of resources. (both)
12. Employs high standards in selecting, acquiring, inventorying, caring for and storing program equipment and supplies. (both)
13. Ensures that all ticket and athletic program funds are properly handled through the school activity account. (both)
14. Works with facilities staff to schedule fields and gyms for all practice and contest needs. (secretary)
15. Adheres to Board policy and works with other designated staff to allow use of fields and gyms by non-school groups. (secretary)
16. Handles all CIAC and state reporting requirements. (secretary)
17. Serves as the representative to the Shoreline Conference and other athletic groups. (AD)
18. Employs high standards in safeguarding student welfare and school liability by ensuring adherence to all health and safety, supervision and insurance requirements. (AD)
19. Keeps adequate and necessary records of results of individual and team accomplishments. (secretary)
20. Provides guidance to individual athletes who seek college level athletic participation. (AD)
21. Works with school administration to foster spirit and support for the athletic program. (AD)
22. Works with booster clubs and community groups to build capacity for athletic programs. (AD)
23. Serves as a spokesperson for the athletic program to the press and in the community. (AD)
24. Implements athletic recognition programs and displays. (both)

25. Resolves problems and issues in the athletic program with dignity and respect and involves school administration when necessary. (AD)

Employment Terms: Requires administrative certification; may be combined with up to .4 FTE teaching position.

Evaluation: Performance will be evaluated annually by the Principal or Associate Principal.

Approved by the Region #18 Board of Education May 19, 2010

Current

Greeter	\$ 22,046.00
ISS	\$ 22,046.00
Total	\$ 44,092.00

Proposed

	Low	High
AD Sect. @ 197 days 8 hours per day	\$ 20,071.00	\$ 34,647.00
ISS Sub @ 45 days \$80 per day	\$ 3,600.00	\$ 3,600.00
Total	\$ 23,671.00	\$ 38,247.00

Savings	\$ 20,421.00	\$ 5,845.00
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Sample Schedule Based on Two SRBI Teachers

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 8:45	Before School Meetings with Teachers				
8:45 – 9:15	Tier III Student Group A				
9:15 – 9:45	Tier III Student Group B				
9:45 – 10:15	Tier III Student Group C				
10:15 – 11:00	Gr 5 Data Meeting	Work with Tier II Students (progress monitoring, instructing, modeling instruction as interventionists observe)			
11:00 – 11:45	K – 4 Data Meetings				
11:45 – 12:45	Lunch/Planning				
12:45 – 1:15	Tier III Student Group D				
1:15 – 1:45	Tier III Student Group E				
1:45 – 2:15	Tier III Student Group F				
2:15 – 3:00	Planning and Training with Interventionists				
3:00 – 3:30	After School Meetings with Teachers				

Sample Schedule Based on One SRBI Teachers

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 8:45	Before School Meetings with Teachers				
8:45 – 9:15	Tier III Student Group - Center				
9:15 – 9:45	Tier III Student Group - Center				
9:45 – 10:30	Data Meeting Gr 5 MC	Planning and Training with Center Interventionists			
10:30 – 11:15	Data Meetings – K to 4 Mile Creek				
11:15 – 12:45	Lunch/Planning/Travel				
12:45 – 1:30	Data Meetings – K to 4 at Lyme				
1:30 – 2:15	Data Meeting Gr 5 Lyme	Planning and Training with Center Interventionists			
2:15 – 3:00	Tier III Student Group - Lyme				
3:00 – 3:30	After School Meetings with Teachers				

Technology Decision Package

School: All Schools

Decision Package Title: Kindergarten Smart Boards

Program: Technology

Package Total: \$6,400

Problem Definition and Goal

The school district's technology plan is to deploy smart boards in all classrooms. To date smart boards have been installed in grades 1 through 12. Each year we deploy smart boards in an additional grade. In accordance with our Technology Plan this decision package completes deployment of smart boards in all grades.

Target Population

Kindergarten students.

Performance Criteria

Include interactive digital media



High School Project Discretionary Scope List

1/31/2013

Scope Addition	Estimate	Comment
North Parking Lot Repaving	\$136,000	Repaving the north parking lot was deleted from the project scope during the Ad Hoc meeting process. However, the paving is in need of replacement after the portables are removed.
North Exit Road Overlay Paving	\$59,000	It is recommended that a paving overlay be added to the high school exit road to extend its life consistent with high school project paving.
Direct Additional Loads onto the Diesel Generator	TBD	Following hurricane Sandy it became clear that additional loads need to be added to the diesel generator to meet community needs during extended power outages.
Purchase LED Auditorium Lighting Fixtures	\$21,000	Purchase LED theatre light fixtures to supplement conventional fixtures. LED fixtures provide longer life, reduced power and heat load and provide far greater flexibility.

Video Network Equipment Refresh Proposal

Lyme – Old Lyme Public Schools

February 1, 2013

Action: Approve HB Communications proposal to replace existing Cisco video network equipment with current Cisco video equipment for \$25,887.

Background: The High School project purchased and installed Cisco video network equipment to serve the programming needs of the high school as well as the entire school district. This system provides both live streaming video as well as recorded video to every network computer as well as stationary video monitors. Since its purchase over two years ago the system has been problematic due to equipment reliability issues. At this point the equipment is not operable. Cisco has been very supportive trying to resolve these reliability problems with replacement equipment and tech support.

Cisco has agreed to take back all of the existing equipment and replace it with current technology at a 65% discount from the list price of approximately \$75,000. The Building Committee has unanimously recommended approval of this purchase based on:

- ✓ Using a five year equipment life the annualized cost of the equipment is approximately \$15,000/year. Considering the existing equipment should have three years of remaining usage Cisco is crediting \$50,000 towards the new equipment.
- ✓ Replacing the system with another product would cost the school district at least \$75,000.
- ✓ Since the equipment was part of the building project and did not meet its expectations it needs to be remedied as part of the building project.

High School Theatre Lighting Upgrades

Lyme – Old Lyme Public Schools

February 5, 2013

Action: Approve Supertech to upgrade the High School theatre lighting system for \$51,745.84.

Background: During the High School project the auditorium theatre lighting system was replaced with a system with approximately half the capabilities of the original system. The system's current configuration is inadequate to serve the purposes of theatre production programming. This proposal is to revise the installed system supplementing with LED lighting technology to provide capabilities equivalent to the original theatre lighting system.

The Building Committee has considered the alternative of expanding the existing system utilizing conventional (non LED) technology. The estimated cost of that modification is approximately \$100,000 excluding upgrades to the power source.

The cost to install the existing system was \$113,960. If the system had been specified to duplicate the original system, it is estimated the increased project cost would have been approximately 80% or \$92,000 for a total cost of \$206,000. The recommended proposal results in a total system cost of \$165,706.

This work was not bid. Supertech was recommended to us by the project's engineering firm, RZ Design Associates. They are a specialty contractor who represents the theatre equipment currently installed in the auditorium. Both O&G Industries and ECI, the electrical subcontractor, has worked extensively with Supertech with good success.

The Building Committee has unanimously recommended approval of this proposal.

Regional School District No. 18 Lyme – Old Lyme, CT

MILE CREEK WINDOW REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER

The Regional District 18 Board of Education has established a Building Committee to assist the Board in replacement of the Mile Creek windows. The Building Committee will function in a project oversight capacity to monitor the timely completion of the window replacement plan, to ensure that the completed project meets the programs and improvements approved by the State of Connecticut and by Board of Education, and to ensure that the project meets the overall project plan budget. The Building Committee will also:

1. Oversee Project implementation and expenditures and to assist the Board of Education in maintaining the Project schedule and budget.
2. Review and approve all Change Orders.
3. Approve and recommend to the Board of Education Project completion when the Building Committee is satisfied.

The Building Committee will act as a decision-making sub committee for the Board of Education with decision-making authority as limited by this approved charter. The Building Committee's responsibilities include:

1. To approve and independently accept the school's project design;
2. To approve building project changes and additions as well as budget line item overruns subject to the following:
 - A. Changes, additions and budget line item overruns not exceeding Seventy Five Hundred (\$7,500) dollars will be approved by the District's Director of Facilities and Technology.
 - B. Changes, additions and budget line item overruns between Seventy Five Hundred and Ten Thousand (\$7500 and 10,000) dollars will be approved by a sub-committee of the Building Committee that shall be comprised of the Building Committee Chairperson (or his/her designee), Building Committee Vice Chairperson (or his/her designee), and the Director of Facilities and Technology.
 - C. A quorum of the School Building Committee [after having been approved by the Director of Facilities and Technology](#) will approve changes, additions and line item overruns greater than Ten Thousand (\$10,000) dollars.

Regional School District No. 18 Lyme – Old Lyme, CT

MILE CREEK WINDOW REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER

D. Changes, additions and line item overruns greater than Twenty Thousand (\$20,000) dollars will be reviewed by the Director of Facilities and Technology and the Building Committee and approved by the Board of Education.

E. All change orders will be presented at the regularly scheduled monthly building committee meetings along with the monthly budget status report.

Project Changes and Additions will be defined as all Change Orders, changes to the Architect's base contract value and new contracts directly to District 18 affecting all schools.

3. To review a summary of all invoices at the Building Committee meetings;
4. To review the construction Project schedule and budget;
5. To review any changes in the Project schedule and recommend for approval by the Board of Education;
6. To approve and independently accept the project as being "complete."

The Director of Facilities and Technology shall approve any personnel contracted directly by Regional School District No. 18 assigned to assist the School Building Committee in carrying out its charges.

The Building Committee may take no binding action unless a quorum of the voting members of the Building Committee is present at a Building Committee meeting and a majority of those voting School Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the current-voting members including the chairperson of the School Building Committee. Building Committee members eligible to vote are those members who are residents of Lyme or Old Lyme with the exception of District 18 employees, who are not eligible to vote.

The Building Committee will be dissolved by Board of Education action following the Building Committee approval of the completed Building Project.

Approved by Regional School District # 18 Board of Education on XXXXXXXXXXXX.

James Witkins
Board of Education Chairperson

School Security Entrance Cameras

Lyme – Old Lyme Schools

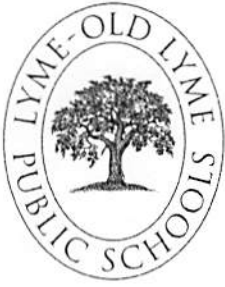
February 1, 2013

Action: Approve the purchase and installation of school entrance security cameras by Connected Systems LLC for \$22,760.

Background: As part of our enhanced school entrance security efforts we are proposing adding three security cameras at the front entrance at the Middle School, Center School, Lyme Consolidated School and Mile Creek School. These cameras will improve each school's ability to monitor the approach to the school, provide a close up image of individuals requesting entry to the school and provide a video record of where individuals go after entering the building. This configuration is consistent with recommendations of security professionals, the configuration we have at the high school and the needs of our staff responsible for allowing entry into our schools. These added security cameras will utilize the security camera infrastructure installed as part of the high school project. Each of the cameras will be viewable to anyone who is given permission on the network as well as of site and the information is recorded for future review.

It is recommended that Connected Systems LLC of Old Lyme be awarded the purchase and installation of this equipment since they installed this system as part of the High School project. We have reviewed their proposal and we have found the equipment and labor very competitive.

This purchase will be funded by the Facilities Contingency account.



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MEETING MINUTES

Special Building Committee

Location: High School Media Center

Date: January 7, 2013

Committee Members Present: Russell Gomes, Chairman; James Witkins, Vice-Chairman; Peter Cable; Jeffrey Flower; James McFarland; Timothy O'Neill; Nina Peck; Bernard Szreders; Alan Todd

Absent: Dennis Melluzzo

Administration Present: Ian Neviasser, Superintendent of Schools; John Rhodes, Director of Facilities & Technology; James Wygonik, Principal of LOLHS

Others Present: Ryan Benoit, Robert Martinotti, O&G Industries

I. Call to Order:

The meeting was called to order by Chairman Gomes at 5:00 p.m.

II. New Business:

1. Approve Pending Change Orders:

Mr. Rhodes distributed a partial site plan (SKA-159RI) which pertains to the areas noted in PCO 00744 & 00743 which are located behind the building where the former cafeteria was and the future media center will be located. Committee members discussed both proposed change orders in depth.

00744

Upon motion by Mr. McFarland, second by Ms. Peck, the Building Committee approved PCO 00744 for a Not to Exceed (NTX) amount of \$13,913.00 for the addition of concrete door aprons with frost haunch wall at the rear of the building outside of the Media Center and Science Rooms. The motion passed unanimously.

00743

Committee members discussed substituting asphalt for the concrete retaining/seat wall at the rear of the building outside of the media center; this substitution reduced the total cost of the proposed change order to a total of a NTX amount of \$2,000. Building Committee approval is no longer necessary; although they were in agreement of the change in material.

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00701

Mr. Martinotti explained the need to revise the door submittals that include changes to door types with lite kits, clear tempered glass and fire rated glass. He further noted that this change order was reduced from an original amount of \$12,070.

Upon motion by Mr. O'Neill, second by Mr. Flower, the Building Committee approved PCO 00701 in the amount of \$10,889.00 for additional scope required by the revisions to the door submittal. The motion passed unanimously.

00737

Upon motion by Mr. Flower, second by Mr. Cable, the Building Committee approved PCO 00737 in the amount of \$8,440.00 for the additional scope to provide temporary roofing over the existing roof steel and new barrel vault steel in the Band and Choral area. The motion passed unanimously.

00742

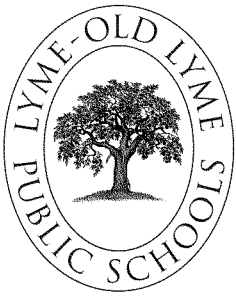
Upon motion by Mr. Flower, second by Mr. O'Neill, the Building Committee approved PCO 00742 in the amount of \$12,923.00 for the additional scope to provide temporary guardrails for phases 3 & 4. The motion passed unanimously.

2. Approve Technology Education Workbenches

Upon motion by Mr. Szreders, second by Mr. Cable, the Building Committee approved the purchase of 6 /black 4-station workbenches with vises from W.B. Mason in the total amount of \$16,064.04 for the Technology Education department. The motion passed unanimously.

IV. Adjournment:

Chairman Gomes adjourned the meeting at 6:04 p.m.



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MEETING MINUTES

Enrollment & Equity Committee Meeting

January 31, 2013

Present: Allison Hine, Chair; Beth Jones; Victoria Lanier; Michelle Roche; Ian Neviasher, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme Consolidated School; Patricia Downes, Principal of Mile Creek School; Ellen Tyler, Principal of Center School

The meeting was called to order at 9:00 a.m. by Chair Allison Hine. The purpose of the meeting was to review projected enrollments and compare them to the projected enrollments used when the redistricting plan was approved. The committee reviewed the enrollment reports of NESDEC and Prowda and compared them with actuals as well as the former projections that were used to inform the committee's decision two years ago. All reports align closely and continue to remain consistent with the original plan.

Committee members requested that we again review the possible impact of year-round housing in the beach communities.

The committee reviewed the boundary information that is posted on the website in order to ensure a common understanding of the current boundary. The committee discussed the ability of the District to balance class sizes using waivers so that there will be less need to alter the boundaries too frequently.

The committee reviewed school capacities to ensure that there continues to be adequate room in the schools to accommodate the increased sections based on plan 5-B. Mrs. Downes and Mr. Cavalieri shared some concerns as the District moves toward full capacity including the ability to house special education programs in the schools, which is good practice for students and can be a cost savings for the District.

The committee explored the question of whether or not we could expedite this process and move the students to the new configuration over a shorter period of time per Board of Ed request. The committee decided this is not feasible for three reasons: first, the district made a commitment to the community that we would phase in this project; second, we cannot accommodate the number of sections that would be needed at Mile Creek; and third, we have not budgeted for the changes to the facilities that would need to happen over the summer in order to accommodate prekindergarten at Center School.

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The meeting adjourned at 10:50 a.m.

Respectfully submitted,

Allison Hine, Chair



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MEETING MINUTES

Regular Facilities Committee Meeting

Location: Middle School Media Center

Date: January 10, 2013

Committee Members Present: Steven Cinami, Chairman; Paul Fuchs, Vice-Chairman; Rick Caulkins; Philip Neaton; Tom Sherer (leaving at 6:30 p.m.)

Absent: Jack Hine; Kathleen Lockwood; David Kelsey

Administration Present: Ian Neviasser, Superintendent of Schools; John Rhodes, Director of Facilities & Technology; Glenn Fergione, Assistant Director of Facilities; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School

Others Present:

I. Call to Order:

The meeting was called to order by Chairman Cinami at 5:36 p.m.

Chairman Cinami asked to change the order of agenda items by moving agenda item IV. Brief Committee on Conditions of Middle School Facility to agenda item II. Committee members were in complete agreement.

II. Brief Committee on Condition of Middle School Facility:

Mr. Pomroy spoke complimentary of the Custodial and Maintenance staff. He reminded the Committee that the leak in the back hallway still occurs; Mr. Fergione explained that the Maintenance Staff and roofers have made many attempts to locate the leak but due to the type of roof, it is very difficult to detect. Mr. Rhodes stated that the roof is scheduled to be replaced in 2017. Mr. Pomroy also noted that there are minor temperature issues throughout the building.

Mr. Pomroy then discussed and explained matters that [he believes] would enhance the building:

- Sound panels for the cafeteria
- Air conditioning in the gymnasium
- Shower in the weight room

The Committee discussed items that are in need of replacement such as the carpet in the media center; it was installed in 2003 and will be schedule for replacement in 2015. They discussed

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the composite vinyl tile [manufacture recommends replacement after 10 years] which is scheduled for 2019, but due to it out performing the manufactures expectations, it will be replaced when necessary.

III. Approval of Facilities Committee Minutes:

1. Regular Meeting of November 16, 2012
2. Special Meeting of November 29, 2012

Upon motion by Mr. Fuchs, second by Mr. Neaton, the Facilities Committee approved the minutes from the Regular Meeting of November 16, 2012 and the Special Meeting of November 29, 2012 as presented. The motion passed unanimously.

IV. Update Committee & Discuss Building Security:

Mr. Rhodes stated he attended a conference on school building security last week and noted that the overall message [of the conference] is to put in as many measures as you can that will provide the police with as much notice as possible.

The Committee discussed video cameras; Mr. Rhodes stated that he is meeting with vendors to ensure high resolution.

Monitors will be installed and all of the new technology will be integrated, completion is scheduled for the end of January 2013.

Committee members discussed various issues regarding security; Superintendent Neviasher stated that it is important not to react too quickly without considering what is necessary at District 18. Mr. Fuchs concurred because Governor Malloy has a new task force and will probably add mandates, so it is smart to wait for this to be instructed by the Governor prior to wasting money in unnecessary items.

V. Review Projects in Progress District-Wide:

Mr. Rhodes updated the Committee on the status of the Lyme Consolidated generator; he explained a meeting took place with himself, Ray Zelek, Zelek Electric; Brian Ziegler, RZ Design; Lyme First Selectman, Ralph Eno; Daniel Hagan; James Witkins, BOE Chairman; Ian Neviasher, Region 18 Superintendent and Glenn Fergione, Assistant Director of Facilities. They discussed that the area nearest to the dumpster is the shortest path to the electrical room and therefore is the most economical location. RZ Design is to determine the generator size and Zelek Electric will provide a list of potential manufactures. Lastly, he noted that the generator [for Lyme Town Hall & Library] will be bid as an alternate.

VI. Review Draft 5-Year Project Plan:

Mr. Rhodes distributed the Draft Capital Projects for 2013/2014 which is attached to these minutes for informational purposes only.

Mr. Sherer left at this point in the meeting.

Committee members discussed the project candidates in length and decided to evaluate each project and assign a value (1 through 8) to each candidate:

- 1 Irrigate Soccer/Lacrosse field
- 6 LC and CS BB support replacements
- 2 Door Security System Replacement
- 8 Cafeteria Sound Dampening
- 5 Replace CS Front Fence
- 3 MC Playgrounds Bollards
- 7 Bleachers at track field
- 4 Interior lighting efficiency upgrade

Committee members determined to eliminate the sound dampening from the Middle School cafeteria as it was deemed the least necessary.

VII. Mile Creek Windows Update:

Mr. Rhodes explained that the EDO 42 is ready for signatures; the architect will retrieve from District 18 on Wednesday, January 16, 2013. He also stated that the project will be ready for public bid in February 2013.

VIII. Adjournment:

Chairman Cinami adjourned the meeting at 7:03 p.m.