

Regular Board of Education Meeting
Wednesday, August 12, 2020 6:30 PM

Board of Education Conference Room at Center
School
49 Lyme Street
Old Lyme, CT 06371

Agenda

- I. Call to Order
- II. Approval of Minutes
 - A. Regular Meeting of July 1, 2020
- III. Visitors
 - A. Report from Student Representatives
 - B. Public Comment
- IV. Administrative Reports
 - A. Superintendent's Report
 - B. Business Manager's Report
- V. Educational Presentation
Speaker(s): Michelle Dean
- VI. Chairman & Board Report
- VII. New Business
 - A. Reopening Plan Statement
Speaker(s): Ian Neviaser
 - B. AP Course Approval
Speaker(s): Michelle Dean
 - C. Tuition Student Request
Speaker(s): Ian Neviaser
 - D. Policy 5132 Dress and Grooming
Speaker(s): Ian Neviaser
 - E. Additional PreK Section and Teacher
Speaker(s): Ian Neviaser
 - F. Microsoft Annual Licensing Agreement
Speaker(s): Ron Turner
 - G. District Goals for 2020-2021
Speaker(s): Ian Neviaser
- VIII. Old Business
 - A. Closing of LOLHS Project
 - B. Report of Committees: Facilities, Finance, Communications, Policy, LEARN, LOL Prevention Coalition, Sustainability
- IX. Correspondence
- X. Executive Session
- XI. Adjournment

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Regular Board of Education Meeting

July 1, 2020

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

Absent by Previous Arrangement: Martha Shoemaker

Administration Present: Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; Michelle Dean, Director of Curriculum; Kelly Enoch, Principal of Mile Creek School; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; Holly McCalla, Business Manager; Ron Turner, Director of Facilities & Technology; Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: nine community members from Lyme-Old Lyme

I. Call to Order

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

II. Approval of Minutes

MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Wilczynski, to approve the minutes of Regular Meeting and Executive Session of June 3, 2020.

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

III. Superintendent's Report

1. Update on Reopening Plans

Mr. Neviaser reported on the fall reopening plans for the district which are being based on the State Department of Education's report entitled, *Adapt, Advance, Achieve: Connecticut's Plan to Learn and*

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Grow Together. Mr. Neviasser highlighted sections of the state's plan in the areas of priorities, daily operations, health practices and protocols, and family support and communication. A copy of the plan in its entirety can be found online on the district's website at <https://www.region18.org/parents/reopening-school-fall-2020>.

Mr. Neviasser reported on the work of the district's Operations Committee and Remote Learning Committee, both of which are working on the development of the district's Reopening Plan, which is due to the state on July 24. Both committees are meeting weekly. The Remote Learning Committee has been developing a document that focuses on building upon the instructional plan used in the spring and developing standards for students and staff should they have to move to a blended model (in-school and remote) or a complete remote learning model of instruction. Mr. Neviasser stressed the need to be prepared for both models of instruction.

Mr. Neviasser reported that the district's plan will look slightly different at each school building level. The document submitted to the state will be a guiding plan for the principals to develop more detailed specifics for their individual buildings.

The six guiding principles of the State's plan:

1. *Safeguarding the health and safety of students and staff.*
2. *Allowing all students the opportunity to return to school full time starting in the fall.*
3. *Monitoring the school, students, and staff and, when necessary, potentially canceling classes in the future to appropriately contain COVID-19 spread.*
4. *Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption.*
5. *Fostering strong two-way communication with partners such as families, educators, and staff.*
6. *Factoring into decisions about reopening the challenges to the physical safety, social-emotional well-being, and the mental health needs of our students when they are not in school.*

Mr. Neviasser reviewed a *potential* adjustment to the 2020-2021 school calendar, which changed several student days at the beginning of the school year to professional development days for the staff with a student start day of September 1. Mr. Neviasser explained that these additional professional development days will provide the staff with training on how to run their programs in and out of school and how to manage things such as their classrooms, lunches, recess, etc.

Mrs. Linderman asked that weekly updates be sent to the Board on reopening decisions that have been made as the more information the Board has, the better they can serve the community. She also encouraged Board members to attend the Operations Committee meetings that occur on Wednesdays at 9:00 a.m. in the High School Commons.

Mrs. Thompson inquired if there will be a need for additional staffing (teachers and instructional assistants) in the fall so that students' needs are being met. Mr. Neviasser reported that at this point, they

do not anticipate hiring additional staff. He discussed other initiatives being discussed such as cohorting at the K-5 level, classroom settings being altered, etc. Mr. Neviasher discussed other factors that could come into play that might be cause for additional staffing. Mr. Neviasher noted that the State is anticipating 20% of students and staff will not return in the fall due to concerns over COVID-19 although he didn't believe it would be that high at Lyme-Old Lyme. Mr. Neviasher also reported that some international schools reported an initial decline in enrollment that quickly turned around once parents saw that it was safe for children to return to school.

Mrs. Miller voiced concern over the students wearing masks all day and if there would be opportunities for the student to remove them. Mr. Neviasher reported that there has been discussion on "mask breaks" and the ability to not wear a mask when physically distanced and during lunch and recess periods.

Dr. Goulding voiced concern over the loss of three instructional days with the revised calendar and if these days could be added in place of other professional development days that were scheduled later in the year. Mr. Neviasher reported that the students would be going to school for 180 days even with the additional professional development days front-loaded at the beginning of the school year. Mr. Neviasher will also be looking into whether the State is going to mandate 180 days for the 2020-2021 school year.

Mrs. Thompson inquired about the possibility of the Director of Communications and Marketing, who was recently hired, beginning her position during the summer to help with getting information out to the community and to help avoid rumors about the reopening of schools. Mr. Neviasher stressed the importance that everyone be aware that the plan that is developed will be subject to change, and they must be flexible to adjustments that will be made.

Mrs. Thompson asked about the consistency of students' masks so that there is not an issue with trendy vs. non-trendy. Mr. Neviasher reported that students will have to supply their own masks with district-issued masks being supplied should students/staff forget to bring them. He also noted that inappropriate masks would be treated the same as a violation of the dress code.

Dr. Powell St. Louis inquired about the inability of students/staff wearing a mask due to medical conditions. Mr. Neviasher reported that they are anticipating this to occur and accommodations will have to be made.

Mrs. Miller asked about SDE's guidance on those opting to perhaps do partial remote learning and partial traditional school. Mr. Neviasher discussed parental decisions on keeping children home intermittently and communication with the district on these type of decisions. Mr. Neviasher explained that remote learning expectations will be fully communicated should parents opt to keep their children home. Mr. Neviasher reported on the survey that will be sent home to parents once the reopening plan is complete. He noted that this survey should give them a better grasp on whether parents might opt to keep children home.

Mr. Neviasser discussed the importance of flexibility with the reopening plan. The plan that they will submit to the State on July 24 will be refined and adjusted even after school starts. Mr. Neviasser reported that the State is not going to respond to the plans received by each school district; the purpose is to collect best practices.

Mrs. Thompson asked about notification from students who will opt to attend private school, a magnet school or be home schooled. Mr. Neviasser explained that magnet school attendance is through a lottery in the spring; home schoolers are required to notify the district; and withdrawal to attend private school can occur at any time.

Mrs. Wilczynski asked how the reopening plan will be made public. Mr. Neviasser stated that it was his intention to post the plan on the website (in its entirety) and send an executive summary home to parents.

IV. New Business

1. Bid Approval for Lyme Consolidated School Gym

The following background information was supplied by Ron Turner, Director of Facilities and Technology: the current HVAC system at Lyme School is outdated and does not provide cooling to the space. The current configuration also presents a hazard to gym participants. This project will update the heating and cooling system and replace the gymnasium floor and stage curtain. This work was advertised through an open bidding process, and four proposals were received.

Proposals:

Diversity Construction Group	\$476,900
G. Donovan Associates	\$541,200
Orlando Annulli & Sons, Inc.	\$438,300
W. J. Mountford Company	\$448,000

Recommendation:

- Orlando Annulli & Sons, Inc., was the lowest bidder and the contracted architect noted that they have a good reputation as a general contractor.
- Recommended contract award is in the anticipated range and within the approved 2020-2021 Facilities budget.
- This recommendation is contingent upon a thorough reference check of Orlando Annulli & Sons, Inc.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Leonardo, to approve the contract award to Orlando Annulli & Sons, Inc., for the value of \$438,300.00 for the completion of gymnasium HVAC, floor replacement, and related work.

Mrs. Miller asked about the vetting process, and Mr. Turner explained reference checking.

Mrs. Linderman asked if the stage curtain was also being replaced, and Mr. Turner explained that the curtain is being included as an alternate.

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

2. Policy Review – Health Examinations

Mr. Neviasher reviewed several changes to Policy 4112.4 *Health Examinations* that were approved at the Policy Committee level. These changes were recommended so that the policy was in-line with past and present practice regarding health examinations required of newly hired staff members.

MOTION: Mrs. Miller made a motion, which was seconded by Dr. Goulding, to waive the first reading of Policy 4112.4 *Health Examinations*.

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

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Wilczynski, to approve Policy 4112.4 *Health Examinations* as presented.

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

3. Tuition Student Request

Mr. Neviasher reported on two tuition student requests for attendance at Lyme-Old Lyme High School and Lyme Consolidated School, which he recommended be approved by the Board.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Leonardo, to approve the tuition student request at Lyme-Old Lyme High School and Lyme Consolidated School as presented.

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

V. Adjournment

The regular meeting adjourned at 7:28 p.m. upon a motion by Dr. Goulding and a second by Mrs. Miller.

Respectfully submitted,

Steven Wilson, Secretary

EXECUTIVE BUDGET SUMMARY..... \$34,711,631

	20-21 Budget	20-21 Actuals	% Spent as of 7/31/2020	% Spent as of 7/31/2019
Certified Salaries	\$14,227,237	\$235,456	1.7%	1.3%
Non-certified Salaries	\$3,619,265	\$238,080	6.6%	4.1%
Employee Benefits	\$4,737,682	\$565,893	11.9%	9.2%
Instructional Programs	\$1,478,212	\$550,385	37.2%	37.8%
Special Education	\$1,452,941	\$149,438	10.3%	6.3%
Support Services	\$78,148	\$4,109	5.3%	11.7%
Administrative Services	\$818,208	\$388,150	47.4%	41.8%
Pupil Transportation	\$1,144,367	\$0	0.0%	0.0%
Plant Operation & Maintenance	\$4,002,850	\$1,089,951	27.2%	33.2%
OPERATING BUDGET	\$31,558,910	\$3,221,462	10.2%	10.0%
DEBT SERVICE	\$3,152,721	\$0	0.0%	0.0%
TOTAL BUDGET	\$34,711,631	\$3,221,462	9.3%	8.9%

Notes:

Year To Date Revenue Report

	<u>2019-2020</u> <u>Received</u>	<u>20-21 Received</u> <u>YTD</u>
Town of Old Lyme	\$27,556,679	\$902,223
Town of Lyme	\$6,579,421	\$208,758

Contingency Maintenance

Budgeted - Fiscal Year 2020-2021 **\$200,000**

Lyme			
	Total Lyme Projected as of 07/31/2020		\$0

Mile Creek			
	Total Mile Creek Projected as of 07/31/2020		\$0

Center			
	Total Center Projected as of 07/31/2020		\$0

Middle			
	Total Middle Projected as of 07/31/2020		\$0

High			
	Total HS Projected as of 07/31/2020		\$0

Remaining contingency as of 07/31/2020, Fiscal Year 2021 **\$200,000**

Proposed Opening Day Timelines/Themes

Monday Aug 24	Tuesday Aug 25	Wednesday Aug 26	Thursday Aug 27	Friday Aug 28	Monday Aug 31
<p>All STAFF: HOME SCHOOLS</p> <p><u>Grab and Go Breakfast</u> (8:00)</p> <p><u>Breakfast with Unions:</u> (8:15-9:30 approx. 45 minutes)</p> <p><u>CDC Videos</u> (9:30-10:00am)</p> <p><u>Convocation</u> (10:15-11:15am)</p> <p><u>Q & A with VS</u> (11:15-12:15pm)</p> <p>Lunch (12:15-1:00pm)</p> <p><u>Faculty Meetings:</u> (1:00-3:00pm)</p>	<p>ALL STAFF: HOME SCHOOLS</p> <p><u>Faculty Meetings</u> (8:00-9:00) con't)</p> <p><u>Diversity Panel:</u> (9:30-10:15am approx. 45 minutes)</p> <p><u>Breakout Sessions</u> (10:30-11:30am approx. 1 hour total/1 choice - all recorded and posted as recommendations for later viewing in Safe Schools): <i>Possible Topics:</i> -Microaggressions -Bias in curriculum -White and with -Facilitating discussions on race/diversity issues -Diversity and Justice standards - where do they fit</p>	<p>HOME SCHOOLS</p> <p><u>Vertical Teams/Grade Level Teams</u> (8:00-10:00am)</p> <p>(10:30-12:00/1:00-3:00pm) <u>Priority Standards</u></p> <p>Opening mini-unit development/where off grade level standards fit/classroom formative assessment/internal diagnostics</p> <p><u>Planning with Team/Grade Level</u></p> <p><i>Michelle to develop PK-12 template and work protocols to support process</i></p>	<p>HOME SCHOOLS</p> <p><u>Grade Level Teams Curriculum compacting and mapping/Tools we need to teach our students starting Day 1</u> (8:00-3:00pm)</p> <p><i>Michelle to provide direction/ protocols for compacting.</i></p> <p>Elem: 8-11 Candice MC;Megin</p> <p>Nila/Jenn LS</p> <p>12-3- Candice LS;Megin</p> <p>Nila/Jenn MC</p>	<p>START AT HS:</p> <p><u>Distance Learning Debriefings</u> (8:00-10:00am)</p> <p><u>Technology Training Virtual Ed Camps</u> (Choice-based) (10:30-12:00pm)</p> <p><u>Virtual Ed Camps</u> con't; team planning (1:00-3:00pm)</p> <p><i>Michelle develop protocols for teams to follow</i></p> <p><i>Michelle to share live/virtual tech. Trainings</i></p>	<p>AM: <u>Brief Faculty Meeting</u> with IAs and teachers/touch base</p> <p>TEACHER WORK DAY</p>

	<p><i>and how do you teach them</i> <i>-Book talks</i></p> <p>(12:15-3:00)</p> <p>PM: Building Based (SEL Orientations)</p> <p>IA TRAINING: Elem: Foundations/reading groups//Bridges</p> <p>MS/HS: IA training Modules - Melissa</p>	<p><i>along with building level presentation with goals/objectives</i></p>	<p>MS/HS: Dept. Meetings/Tech. Meetings with Andy</p>		
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Students Policy 5132

Dress and Grooming

The communities of Lyme and Old Lyme take great pride in their students and their schools. The Lyme/Old Lyme Board of Education believes that students should dress in a manner that is appropriate to the instructional day, and that is respectful of the learning environment.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question is:

1. unsafe either for the student or those around the student.
2. disruptive to school operations and the education process in general.

No restrictions on freedom of dress and adornment will be imposed on students which are discriminatory or which enforce particular codes of morality or religious tenets.

The administration shall establish any necessary regulations consistent with this policy in cooperation with students, parents and staff. These regulations shall be periodically reviewed, consistently enforced, and communicated to all those at home and at school on a regular basis.

Dress Code for Students Grades 6 Through 12

Pursuant to the above Dress and Grooming policy as instituted by the Lyme/Old Lyme Board of Education, the regulations listed below represent specific examples of inappropriate items under the Dress Code for Grades 6 through 12 inclusive:

1. Head coverings, including but not limited to hats, bandanas, and hoods, may not be worn inside school buildings. **Face coverings, as advised or required by school administration to prevent the spread of disease, are considered an exception to this standard.**
2. Clothing must not be inappropriately revealing, oversized or immodestly undersized. Some examples of inappropriate clothing include halter tops, off-the-shoulder or low-cut tops, spaghetti straps, shirts that reveal the bare midriff, short shorts, and extremely short skirts. Clothing shall be sufficient to conceal undergarments at all times.
3. Articles of clothing which advertise or condone the use of tobacco, alcohol, drugs, or which display obscene language, or which use slogans or images to promote violence, or which advertise or condone racism, harassment, discrimination or bigotry, will not be permitted in school, at school functions, or while participating in school sponsored activities.
4. Articles of clothing or accessories that may cause injury to another student or mar the building, such as jewelry with spikes, dog collars, chains worn as belts or other ornamental

apparel, may not be worn in school, at school functions, or while participating in school sponsored activities.

5. Sunglasses shall not be worn in school, except for medical reasons as indicated in writing by the student's physician.

6. Footwear shall not mar the building and must be worn at all times.

Students are expected to come to school and to school-related functions well-groomed and dressed in an appropriate manner. Exceptions may be granted for religious beliefs, health of the student, or special events as approved by the administration.

These regulations shall apply not only to articles of clothing and jewelry worn on the person, but also to other personal articles (such as book bags, backpacks, etc.) brought onto school property or to a school sponsored function.

Students who do not comply with the regulations stated herein will be asked to take corrective action. Failure to comply with administrative directives related to this policy may result in disciplinary action. Individuals shall maintain the right to appeal such administrative decisions to the Superintendent of Schools.

Legal Reference:

Connecticut General Statutes.

[10-221](#) Boards of education to prescribe rules, policies & procedures.

Policy Adopted: January 2001.

A new required sample policy to consider.

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the *Framework for Connecticut Schools*, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the District prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in *Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together* requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

Definitions

Face covering/mask – a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes or talks.)

Face shield – a clear, plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face, protecting the eyes, nose and mouth from contamination from respiratory droplets, along with masks or respirators.

Clear plastic barrier – a clear plastic or solid surface that can be cleaned and sanitized often.

Transportation

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings (continued)

School Buildings and Grounds

All students, staff, and visitors are required to use face coverings, that completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

In addition, masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a physician is required in order for the Board to permit a medical exemption. The note should state the medical reason for the requested exemption, such as, but not limited to, difficulty breathing.

Parents/guardians may not excuse their child from this face mask requirement, by signing a waiver, because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

In addition to the wearing of face masks, the District will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction. A teacher is permitted to remove a face covering or mask during instruction. If the teacher removes the face covering or mask during instruction, spacing shall be increased beyond six feet. A teacher who remains seated during instruction requires the use of a physical barrier.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should consider wearing clear masks.

Face shields may be an option for those students with medical, behavioral or other challenges who are unable to wear face masks or coverings. The Board recognizes that face shields are not as effective for source control and should be used only when other methods are not available or appropriate. Therefore, the use of face shields for those with medical conditions is done with the understanding of their limitations and a heightened need for strict adherence to social distancing.

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings

School Buildings and Grounds (continued)

The Board shall provide to any student, staff member or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students and students' families regarding the proper use, removal and washing of cloth face coverings.

Limited Exceptions to Use of Face Coverings

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.) and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

Mask Breaks

Breaks from wearing masks shall be scheduled throughout the school day, by the teacher, provided that strict social distancing requirements are maintained and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time and social distancing requirements are maintained to the greatest degree feasible.

Violations of this Policy

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy.

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings

Violations of this Policy (continued)

If a student refuses to wear a face mask or covering and does not fulfill any of the exemptions allowed by this policy, such student shall be sent to the school's isolation room. The parent/guardian shall be contacted to rectify the situation, school personnel to explain the options available regarding schooling and for the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering, for non-medical reasons, entry to the school/district facility may be denied.

Teachers or schools may provide incentives for compliance with the face mask requirement.

Community Outreach

The District shall engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands and other preventative practices recommended by all appropriate authorities.

Other Considerations

- The District shall maintain in each school a supply of disposable face coverings in the event that a staff member, student or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.
- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings (continued)

Until further notice the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

- (cf. 5141.22 – Communicable/Infectious Diseases)
- (cf. 5141.6 – Crisis Management Plan)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.6 – Emergency Closings)
- (cf. 6114.8 – Pandemic/Epidemic Emergencies)
- (cf. 6114.81 – Emergency Suspension of Policy During Pandemic)

Legal Reference: Connecticut General Statutes
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-221 Boards of education to prescribe rules.
19a-221 Quarantine of certain persons.
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.
Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together
Connecticut LEA School Reopening Template
CDC Considerations for Schools
CDC Symptoms of Coronavirus
CDC Quarantine & Isolation
CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
CDC Schools Decision Tree for Schools Reopening

Policy adopted:
cps 7/20

Personnel - Certified**Personnel****Creation and Reduction of Certified Staff Positions**

As part of annual budget development, the Superintendent of Lyme/Old Lyme Public Schools shall review certified staffing with the Lyme/Old Lyme Board of Education along with recommendations for new positions or for staff reductions. Before a new position is established, the Superintendent will present, for Board review, a job description for the new position which specifies necessary qualifications and performance responsibilities.

All certified staff positions shall be created or reduced only by the Lyme/Old Lyme Board of Education, which has the sole responsibility to create, establish or reduce staff positions as necessary to accomplish the school system's goals and objectives.

The Superintendent of Lyme/Old Lyme Public Schools shall maintain a comprehensive and up-to-date set of job descriptions for all school district positions.

(cf. [4118.31/4218.31](#) Job Descriptions)

(cf. [2130](#) Job Descriptions)

Legal Reference:

Connecticut General Statutes.

[10-220](#) Duties of boards of education.

Policy Adopted: September 1996.

**2020-2021 Microsoft Annual Licensing Agreement
through CT RESC**

Lyme – Old Lyme Schools

August 5, 2020

Action: Approve the renewal of the Microsoft licensing, which includes Microsoft Office products, the Windows operating system for PCs, and Windows Server and SQL Server licenses for its servers for \$31,707.51.

Background: The RESC Alliance has completed bidding the Microsoft annual licensing agreement for the 2020-2021 school year. SHI International is the RESC Alliance recommended lowest bidder, and the pricing is within our budgeted value.



Pricing Proposal
 Quotation #: 19163715
 Created On: 7/20/2020
 Valid Until: 7/31/2020

Connecticut Regional School District 18

Inside Account Executive - SLE

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 M365 EDU A3 Unified ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAD-38391 Coverage Term: 9/1/2020 – 8/31/2021	400	\$56.75	\$22,700.00
2 M365 EDU A3 Unified ShrdSvr ALNG SubsVL MVL PerUsr STUUseBnft Microsoft - Part#: AAD-38397 Coverage Term: 9/1/2020 – 8/31/2021	2500	\$0.00	\$0.00
3 MSImgnAcadmy ALNG SubsVL MVL Srvcs Microsoft - Part#: 54R-00098 Coverage Term: 9/1/2020 – 8/31/2021	1	\$1,390.96	\$1,390.96
4 O365EDUA1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: M6K-00001 Coverage Term: 9/1/2020 – 8/31/2021	100	\$0.00	\$0.00
5 SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic Microsoft - Part#: 7JQ-00341 Coverage Term: 9/1/2020 – 8/31/2021	4	\$1,189.75	\$4,759.00
6 SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00302 Coverage Term: 9/1/2020 – 8/31/2021	2	\$310.21	\$620.42
7 WinSvrDCCore ALNG LicSAPk MVL 16Lic CoreLic Microsoft - Part#: 9EA-00271 Coverage Term: 9/1/2020 – 8/31/2021	7	\$319.59	\$2,237.13
		Subtotal	\$31,707.51
		Total	\$31,707.51

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

Region 18/Lyme-Old Lyme
Goals for 2019-2020

Curriculum

Provide professional development and feedback to support Common Core Math Practices Pre-K -12.

Human Resources

Continue to implement processes that support the recruitment and retention of high quality staff.

Community

Educate the community on the various means of communication to ensure efficient and effective outreach and promotion of our schools.

Facilities

Monitor and evaluate five-year facility, safety, and technology plans to ensure appropriate improvements and maintenance of buildings, grounds, and infrastructure.

Board of Education

Develop expectations and goals for professional development for Board of Education members.

Sustainability Committee Minutes May 26, 2020

Tuesday – May 26, 2020, 3:00 P.M.

Virtual

Attendees: Jennifer Miller, Karen Taylor, Heather Fried, Diane Linderman, Rebecca Waldo, Ian Neviaser, Ronald Turner, Rachel Carrion, Paula Gaudet, Connie Pan, Phil Parcak

- 1) Approval of Minutes – Motion to approve April 28, 2020 meeting minutes made by D. Linderman, 2nd by Heather Fried. No further comments.
- 2) New Business
 - a) Introductions, recap of May 6, 2020, BoE meeting.
 - b) K. Taylor – Reduce, Reuse, Recycle (3R) workstream. 1. Meeting with the hauler went well (R. Turner, K. Taylor). The flow of waste and recycling from campus to end point is understood. Recycling is being recycled, not mixed with waste by vendor. Next steps are to look within schools to determine status and opportunities for improvement. Will meet with cafeteria and custodial staff to get their input. 2. Water bottle filling station retrofit of water fountains assessment has been done. Propose to BoE that 3 new fillers are installed over the summer. AGREED. 3. Branded water bottles. Confirmed they are not sold for a profit benefiting any part of school or PTO. Various vending machine products are sold for support of various class projects. 4. Additional workstream members confirmed and being considered.
 - c) R. Waldo – Renewables workstream. 1. Electric transportation. R. Waldo and R. Turner met with Bluebird Bus Company to discuss the options available in electric buses today. M&J has none currently. DERA and DEEP grants are available for electric buses. Farmington schools are also applying. Infrastructure for battery charging, sensors, etc., were discussed. P. Parcak noted that the Town facilities could not currently support the needs although solutions can be explored, which may also engage the Town in the effort overall. Passenger vans for smaller groups are owned by Region18, not the contractor, and will be an area to consider for electric. 2. Solar. Mile Creek school – grant is open

for applications. 3. Clean energy resolution draft discussed. Team AGREED to propose to BoE with edits to curriculum section so as not to imply this committee is directing curriculum but building awareness throughout Region18.

- i) Action: Workstream to prepare materials for BoE discussion June 3rd. Objective is to have BoE adopt a measurable resolution wrt “Commitment to 100%”.
 - ii) Action: R. Turner to update Region18 FY 19/20 energy usage summary in July. Workstream to enable links to monitoring energy on appropriate website for Region18 access.
- d) H. Fried, P. Gaudet, R. Carrion – Education workstream. Regular periodic team meetings established with additional faculty, parent, and student membership from each school being finalized. Rachel Carrion will move to the 3R workstream going forward. Workstream discussions have centered on learning about the process of becoming a Connecticut Outdoor & Environmental Education Green LEAF school district. The committee will help schools within the district complete the CT Green LEAF self-assessment which includes looking at current and future planning for each of the initiatives 3 goals; 1) Provide effective environmental and sustainability education, 2) Improve the health and wellness of students and staff, 3) Reduce environmental impact and cost. The committee will also investigate steps to have schools designated as National Green Ribbon Schools. Discussed need to ensure providing distinct goals to the Director of Region18 Curriculum, Michelle Dean, and the Coordinated School Health Council. The Education Workstream will wait for recommendations from the 3Rs Workstream regarding 3R education campaign needs starting in September. Education Workstream will have limited participation in June/July.
- 3) Actions:
- a) Prepare June 3rd BoE presentations – brief workstream updates, 100% clean energy proposal and resolution.
- 4) Old Business – Continue to contact potential participants.
- 5) Adjourned 5:00pm. Next Meeting Scheduled – June 23, 2020, 3pm

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting

June 10, 2020

This meeting took place virtually via Google Meeting

Committee Members Present: Martha Shoemaker, Policy Chair; Suzanne Thompson, Communications Chair; Stacey Leonardo; Diane Linderman; Mary Powell St. Louis

Administration Present: Ian Neviaser, Superintendent of Schools

The meeting was called to order at 6:02 p.m. The following agenda items were discussed:

1. Review of Policy 4112.4 Health Examinations

Mr. Neviaser reviewed the changes recommended to this policy so that the policy would better align with actual practices regarding health examinations that are required of newly hired employees. Mrs. Thompson added an additional grammatical edit.

2. July Edition of *Focus on Education* Newsletter

Mr. Neviaser reported that the articles for the July edition of the *Focus on Education* newsletter are due to be submitted to D2 Media by June 25. Publication will be in the July 16 edition of *The Day*.

The committee reviewed last year's July edition and there was consensus for the inclusion of the following articles for this edition:

- Mrs. Linderman (or her appointee) will interview the top graduates of LOLHS for an article on their future plans.
- The possible inclusion of an article on Ronald Turner, newly hired Director of Facilities and Technology.
- A listing of the six teachers who are retiring in June.
- A list of Board of Education meeting dates along with information on a future public forum to gain input from the community on the turf field.
- Because it is the most pressing issue of the day, include an article on how the district is preparing for the opening of schools in the fall. Because the administration is waiting on information and guidance from the state and health department, this article will not contain specifics but could include the committees that are being formed to study the reopening of school and the model of instruction to be utilized, etc.

- Possible inclusion of the recent Board of Education approved resolution on transitioning Lyme-Old Lyme Schools to 100% clean, renewable energy by 2030.
- Inclusion of facilities update, i.e., Lyme School gym HVAC/floor project, update on tennis courts.
- Making the edition more positive-focused during these difficult times for the community.
- The inclusion of a link to a document recently put out by the CDC on the reopening of schools.
- Inclusion of photographs of graduation and distance learning.

Mr. Neviasser noted that the policy on health examinations would be placed on the July Board agenda for final approval at that level. Also, he will email the draft version of the *Focus on Education* newsletter once D2 Media has put it together.

There being no further discussion, the meeting adjourned at 6:30 p.m.