

# Regular Board of Education Meeting

Wednesday, November 4, 2020 7:00 PM

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

## I. Call to Order

## II. Approval of Minutes

II.A. Regular Meeting of October 7, 2020

## III. Visitors

III.A. Report from Student Representatives

III.B. Public Comment

## IV. Administrative Reports

IV.A. Superintendent's Report

IV.B. Business Manager's Report

## V. Educational Presentation

V.A. School Updates

## VI. Chairman & Board Report

## VII. New Business

VII.A. Setting of Graduation Date for Class of 2021 **Speaker (s):** Jim Wygonik

VII.B. Course Proposals at LOLHS **Speaker (s):** Jim Wygonik

## VIII. Old Business

VIII.A. Closing of LOLHS Project

VIII.B. Report of Committees: Facilities, Finance, Communications, Policy, LEARN, LOL Prevention Coalition, Sustainability

## IX. Correspondence

## X. Executive Session

X.A. Approval of Lyme-Old Lyme Administrators' Contract 2021-2024

## XI. Adjournment

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## **Regular Board of Education Meeting**

October 7, 2020

*Board Present:* Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Jean Wilczynski, Treasurer; Steven Wilson, Secretary; Rick Goulding, Stacey Leonardo; Jennifer Miller; Suzanne Thompson

*Board Present Via Telephone:* Mary Powell St. Louis

*Administration Present:* Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; James Cavalieri, Principal of Lyme Consolidated School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Kelly Enoch, Principal of Mile Creek School; Holly McCalla, Business Manager; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; 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:* Patricia Aldrich, Technology Facilitator; Bridget Compagno, Director of Communications and Marketing; Isabella Hine and Ellery Zrenda, High School Student Representatives; 12 Community Members from LOL

### **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. Thompson, to approve the minutes of Regular Meeting and Executive Session of September 2, 2020.

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

***49 Lyme Street, Old Lyme, Connecticut 06371***

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### III. Visitors

#### 1. Recognition of Caroline Doughty – Bus Driver for Lyme-Old Lyme

Mr. Neviaser gave the following background information on this recognition:

*Caroline Doughty has been driving a school bus in Old Lyme for 48 years. She plans to retire on October 30, 2020. She started her career in August/September of 1972 and has driven for six different companies, as contracted by Lyme-Old Lyme Schools. Some of her work has included driving students daily to each of the schools, bringing athletic teams to their games, and providing transportation for field trips. At times, she drove residents out of the South Lyme (Point O' Woods Beach) area when it flooded. She also drove for the Special Olympics Games that took place in the area during the 1990's. One of the most rewarding experiences has been driving the children of former students that she used to transport.*

The Board thanked Mrs. Doughty for her dedicated service to the students of the district and presented her with a plaque and flowers.

#### 2. Recognition of Teacher of the Year and Employee of the Year

The Board recognized Jonathan Goss, Technology Education Teacher at Lyme-Old Lyme High School, for being selected the 2020-2021 Teacher of the Year. Jon has been employed by the district since 1996. James Wygonik, Principal of Lyme-Old Lyme High School, spoke to the various accomplishments of Jon Goss. Mr. Goss thanked the high school administration, the superintendent and the community for all their support that the technology education department receives and for honoring him as the teacher of the year.

Raymond Belval, a member of the campus security team for the district, was selected as the 2020-2021 Employee of the Year. Ray has been employed by the district since 2019. Ron Turner, Director of Facilities and Technology, spoke to Ray's numerous accomplishments and to his dedicated service to the district.

#### 3. Report from Student Representatives

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

*At LOLHS:* Everyone at the high school is thrilled to be back in school. Teachers and students are embracing the safety protocols. All of the teachers and advisors are finding creative ways to safely resume to a routine school life. Fall sports have begun. The soccer, volleyball, cross-country and swimming teams are excited to be back in competition. On October 14, the seniors will be taking the SAT and the juniors will be taking the PSAT. On October 16, the senior class is holding an outdoor movie night on the baseball field. All moviegoers will bring their own chair, will be wearing a mask, and be sitting six feet apart.

*At LOLMS:* The middle school had a successful month of September beginning with a virtual "Back to School Night" on September 10. The students continue to demonstrate compliance with the COVID-19 safety protocols allowing the school to operate as typical as possible in both the academic and athletic setting. The student body is happy to be in school and classes are in full swing, while the remote learners

have found their groove. We have just passed the mid-way point of quarter one. Both cross country and boys and girls soccer are in full practice mode after three weeks of small group training and conditioning. Local competitions are scheduled for the month of October. As we approach Veterans Day, the students are preparing for the annual school-wide Veterans Day recognition assembly.

*At Lyme Consolidated School:* The staff and students at Lyme School are all handling the new normal and both are glad to be back in school. This Friday, October 9, is a half day for students for a professional development day for the staff. On October 15, there will be a virtual visit from author Tom Watson for students in grades 2-5. On October 20, the staff from Bushy Hill will be working with the 5th graders as part of their Native American unit. Spirit day is October 30; all students and staff will be encouraged to wear the colors orange and black to school

*At Mile Creek School:* Mile Creek students and staff continue to do a wonderful job with all the new procedures and protocols implemented this year due to the pandemic. The morning arrival has been going so well that we will end the arrival routine five minutes earlier starting on Monday, which gets us back to the normal start time. This Friday will be "Crazy Sock Day." This day launches the school's collection of socks for Madonna Place, a family support center in Norwich. We collected over 1,000 pairs of socks last year and hope to do the same this year. On October 15, students in grades 2-5 will have a virtual author visit from Tom Watson, author of the *Stick Dog* series. During the month of October, fifth grade students will have an outdoor visit from the staff at Bushy Hill in order to engage in activities to support their Native American unit of study. During professional development scheduled for October 9, staff will be focusing on the continued implementation of the new social emotional learning curriculum, *Second Step*.

*In the Preschool Program:* PreK had a busy month of September, and the students are excited to begin new themes and learning during the month of October. The color of the month is orange and the shape is a triangle. As the themes focus on autumn, the PreK will study apples, leaves and pumpkins. They will be measuring, counting, comparing and sorting. Students will be writing the numerals 1-5. Literature selections for this month will include *Apple Pie Tree*, *Leaf Man*, *The Little Old Lady Who Was Not Afraid of Anything* and *Fall Leaves Fall*. It is also Fire Safety Month, and the students will be learning about firefighters as community helpers. Vassily Kandinsky is the artist of the month. The students would like to thank Mark Kus and Marc Muller for helping to keep the classrooms clean and ready for the day's lessons. Lunches have been yummy, and the students enjoy using the desk shields to eat together in their classrooms. PreK teachers want to thank the parents for their participation during the virtual Back to School Night held on September 22. The students invite you to take notice of the art work in the display cabinets and hallways. They hope it makes you smile.

#### 4. Public Comment

Harvey Gemme, Hoshena Gemme, David Catalano and Eric Toriello spoke in support of adding wrestling as an offering for the high school athletes, noting the high interest and talent throughout the district for this sport. David Catalano also voiced how pleased he was with the Lyme-Old Lyme school district and community.

#### IV. Administrative Reports

##### 1. Superintendent's Report

Mr. Neviasher reviewed the October personnel report. Of note: Mr. Neviasher reported that Glenn Fergione, Assistant Director of Facilities and employed since 1987, is retiring on October 16. The district has hired Brian Howe as Mr. Fergione's replacement. Mr. Neviasher clarified this as there was some misunderstanding that Mr. Howe's position was newly created.

Mr. Neviasher reviewed the October enrollment report. In-house enrollment is now 1,283. Mr. Neviasher has requested updated enrollment projections from both NESDEC and Peter Prowda. This new information will be examined as it relates to the official enrollment count of October 1. In addition, the October 2020 enrollment report indicates that 81.6% of students are from Old Lyme, while 18.4% are from Lyme. This is a similar percentage to what was reported last October when 18.8% of students were from Lyme and 81.2% were from Old Lyme. The district's billings to the towns are based on an average of the October 1 and April 1 student counts.

Mrs. Shoemaker inquired about the three-student decline at the middle/high school. Mr. Neviasher will look into where these students are now being educated.

Mr. Neviasher gave an update on the progress towards the district goals.

*Curriculum. Provide a rigorous educational experience for students, in all modes of instruction (remote or in-person), that is in alignment with the high standards and expectations of the communities we serve.*

Corrected audio issues for remote learners.

Revisited approach to remote learners at the middle school.

Sent home emergency closure plans to parents.

Finalizing plans for hybrid model (although not recommended over full remote learning should district have to move in this direction).

*Human Resources. Provide additional support for staff to ensure existing and new employees have the resources necessary to perform the duties of their jobs at the highest level possible.*

Staff day care provided.

Additional professional development day proposed on Election Day.

Technology support / on demand professional development. Kudos to technology staff given.

*Community. Support the social/emotional needs of students and staff, with emphasis on self-care and community responsibility during this time of uncertainty.*

Social/emotional support for staff and students; LYSB counselor working with groups at middle and elementary levels; inclusion of therapy dogs.

Surveys for parents and students to gauge how things are going.

Sports have begun and fans are allowed to attend with masks and being socially distant.

Facilities. *Monitor and evaluate five-year facility, safety, and technology plans to ensure appropriate improvements and maintenance of buildings, grounds, and infrastructure in line with recommendations from the DPH and the CSDE.*

Enhanced cleaning and HVAC upgrades.

Facilities Committee meetings continuing.

Turf Field Forum scheduled for October 21.

Finalizing Safety and Security Plan for submission to state.

Tennis courts renovations are completed; gym floors (LOLHS and Lyme School) are close to being completed.

Board of Education. *Provide resources to support students and staff through a variety of different means during this time of uncertainty.*

Providing PPE for students and staff.

Hiring of long-term substitutes.

Purchases of Zoom, microphones.

Dr. Goulding commended the staff on all they have done during the pandemic. He asked about the status of those students working remotely and the support they are getting. He also asked about the expectations of students this year and whether this is clearly defined. Mr. Neviasher reported on the instructional staff being on top of those working remotely, especially those not actively engaged and how processes are in place, i.e., follow-up with parents, meeting individual needs, etc. Mr. Neviasher discussed the district's work on the students meeting curricular standards and his belief that they won't miss a beat if they continue on the course they are on (in-school learning). Should the district have to switch to remote learning, the staff is better prepared vs. last spring.

Mr. Neviasher discussed the administration's opposition to moving to a hybrid model (over fully remote learning) should they have to move from in-person instruction. He discussed the major flaws with the hybrid model and how it is not working in many districts who have chosen it. Mr. Neviasher noted that the hybrid model would be chosen as a safety measure vs. a curricular measure. Mr. Neviasher reviewed the guidelines from health experts for considering a hybrid model and that this model is not recommended for Lyme-Old Lyme because of the lack of cases in this school district.

Mr. Neviasher noted that the tradeoff to moving to full remote learning vs. the hybrid model (should this have to be done) is that child care moves to full-time vs. part-time for parents. Discussion followed on possibly surveying parents to get a feel on this subject and how well they believe the in-person instruction is going thus far.

## 2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of September 30, 2020. Fluctuations of note:

Certified/Non-Certified: additional payroll reported fiscal year 2021 vs. fiscal year 2020.  
Transportation: billing differential due to collapsed/reduced routes.

Mrs. McCalla noted that the year over year differential can be contributed to COVID-related spending, an increased August debt service payment, as well as an extra payroll incurred at report preparation time versus last year.

**Year To Date Revenue Report**

	2019-2020 Received	2020-2021 Received YTD
Town of Old Lyme	\$27,556,679	\$6,278,374
Town of Lyme	\$6,579,421	\$1,452,706

Mrs. McCalla reported that the state has granted the district over \$300,000 to assist in offsetting COVID-19 costs. These reimbursable expenses must be incurred by December 30, 2020.

Mrs. McCalla reviewed the Contingency Maintenance Report, which reflected expenditures for replacement of a window at Center School and for a generator repair at Lyme-Old Lyme High School. The balance of this account is \$179,699.

**V. Educational Presentation**

**1. Priority Standards**

Michelle Dean, Director of Curriculum, gave a presentation on how the district has addressed potential learning losses from the remote learning model used last spring during the COVID-19 shutdown.

A copy of Mrs. Dean’s presentation is attached to these minutes for informational purposes.

Discussion followed and included the following subjects: assessments being planned; gauging where students currently are with where they should be educationally (have an in-house assessment but no statewide comparison); how the district faired during shutdown and timeline on when we are going to be caught up (possibility of more than one year fix); the lack of baseline to assess since March testing did not occur; indicators from PSAT and SAT test being taken in October (longitudinal data); meeting standards; and the district being in a good position as the vast majority of students are being educated in the buildings and all staff are back.

The Board also asked for the following additional data from the administration: percentages on what portion of the curriculum is complete; checklist of completion of objectives that were detailed in Mrs. Dean’s report; and additional data on students reading below grade level and students who are struggling.

Mrs. Shoemaker commended the staff for the educational strides made thus far.

## **VI. Chairman & Board Report**

Mrs. Linderman discussed the unique Lyme-Old Lyme community and the people who give time and effort to make this such a distinguishable school district, citing the teacher and employee of the year and the bus driver who worked for 48 years driving the students of the district.

Mrs. Linderman also praised two former Region 18 employees who recently passed away: Patricia Bugbee, a secretary at Lyme-Old Lyme High School for 21 years and a lifelong resident of Old Lyme, and Beverly Nickerson, a cafeteria employee, who worked for the district for 30 years.

*Dr. Powell St. Louis left the meeting at this time (8:00 p.m.)*

## **VII. New Business**

### **1. Budget Process Timeline**

Mr. Neviaser presented the calendar for the development of the 2021-2022 budget, which is similar to previous years. Two recommended changes to the calendar included finding a bigger venue for the November 4 Special Meeting for social distancing purposes (this meeting includes the attendees of town leadership, the administration and parent representation) and moving the curriculum presentation to the same meeting when the school budgets are presented (January 13, 2021).

**MOTION:** Dr. Goulding made a motion, which was seconded by Mrs. Shoemaker, to approve the calendar for the development of the 2021-2022 budget as amended.

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

### **2. Appropriation to the Reserve Fund for Capital and Nonrecurring Expenditures**

Mrs. McCalla explained that Section 10-51(d)(2) allows regional boards of education to appropriate up to 1% of the current fiscal year's budget to a reserve fund for capital and nonrecurring expenditures. The unaudited budget balance for fiscal year 2019-2020 is \$1,099,096. The Board of Education may appropriate up to \$347,116 to the reserve fund.

**MOTION:** Mrs. Wilczynski made a motion, which was seconded by Dr. Goulding, to appropriate \$347,116 to the reserve fund for capital and nonrecurring expenditures.

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

### **3. 2020-2021 Calendar Change**

Mr. Neviaser made the recommendation that November 3 be changed from a student day to a professional development day for the teaching staff due to the fact that the Town of Old Lyme will be using the middle school for voting and the Town of Lyme is in need of a district field for parking. This will make the number of student days 180 for the year, which is above the new 177-day requirement imposed by the state.

MOTION: Mrs. Thompson made a motion, which was seconded by Mrs. Shoemaker, to approve the change to the 2020-2021 calendar making November 3 a professional development day.

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

4. Teacher Evaluation Flexibilities

Mrs. Dean reviewed the proposed changes to the Teacher Evaluation Plan (TEVAL) based on a lack of standardized data from SBAC or SAT. The PDEC (Professional Development and Evaluation Committee) is recommending adoption of the state approved changes for just this school year.

A copy of Mrs. Dean’s presentation is attached to these minutes for informational purposes. A summary of her presentation and the one-time teacher evaluation flexibility changes appear below:

	<b>Standard District Practice</b>	<b>One Time Flexibility</b>
Peer Goal	Based on School Climate Survey Data, program implementation or trends in educational practice.	Family or Student Engagement
Student Learning Objective (SLO)	Goals set based on state standardized assessments.	Goals set based on Social Emotional Learning (student and/or teacher), student engagement, family engagement or academic goals.
Evaluation		
1A	Rating Year: One formal observation with pre/post observation conference.	Rating carries over: Exemplary/Proficient – two informal observations with written feedback from evaluator. One review of practice meeting/mid-year check. -End of year teacher self-reflection.
1B	1A rating carries over: Three informal observations with one review of practice meeting and written feedback.	Rating carries over: Developing/Below Standard – Three informal observations with written feedback from the evaluator and an end of year meeting. -End of year teacher self-reflection.

Group 2: New Teacher to District	Three formal observations with two pre and three post conferences with evaluator. Two year cycle.	See above (1B).
Teacher in Need of Improvement (or Below Standard Rating)	At any time, evaluators address performance concerns as outlined in the district approved evaluation plan.	At any time, evaluators address performance concerns as outlined in the district approved evaluation plan.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Thompson, to approve the state approved changes to the Teacher Evaluation Plan (TEVAL) for the 2020-2021 school year.

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

#### 5. Sustainability Committee Trex Challenge

Jennifer Miller, Chair of the Sustainability Committee, gave an update on the work of this committee and reviewed a proposal from this committee regarding a Trex Challenge. This districtwide campaign would take place November 16 – April 16 in conjunction with the national Trex plastic and film recycling challenge and focus on refusing, reducing, reusing and recycling. A copy of Mrs. Miller’s presentation is attached to these minutes for informational purposes.

Follow-up discussion included the importance of defining the work to be accomplished; not taxing an already over-burdened staff; setting a budget of \$500 for these initiatives; and choosing a point person from each school.

MOTION: Mr. Wilson made a motion, which was seconded by Mrs. Thompson, that the Region 18 Board of Education supports the 4R Communication and Education Campaign to support their efforts to increase awareness of and participation in every day sustainable practices with a budget not to exceed \$500.

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

### VIII. Old Business

#### 1. Closing of LOLHS Project

The district is still waiting for the final change order from the State so there is no action required on this agenda item.

#### 2. Report of Committees:

- a. *Facilities*. No report.
- b. *Finance*. No report.
- c. *Communications*. This group met on September 23 and the meeting included discussion with the new Director of Communications and Marketing Bridget Compagno, specifically advertising and social media initiatives and the development of articles for the fall issue of the *Focus on Education* newsletter.
- d. *Policy*. No report.

- e. *LEARN*. No report.
- f. *LOL Prevention Coalition*. No report.
- g. *Sustainability*. The September update of this committee was provided to the Board. It included initiatives in the following areas: food and beverage; office supply management; Trex Challenge; standardized waste/recycling bins; exploring spirit wear; changing 3R to 4R to emphasize “refuse” in addition to reduce, reuse, recycle; and exploring relationship with Old Lyme Sustainability Team and to help SustainableCT certification efforts and community outreach of the Region 18 Sustainability Committee.

**IX. Correspondence**

There was no correspondence to report.

**X. Executive Session**

There was no need for an executive session.

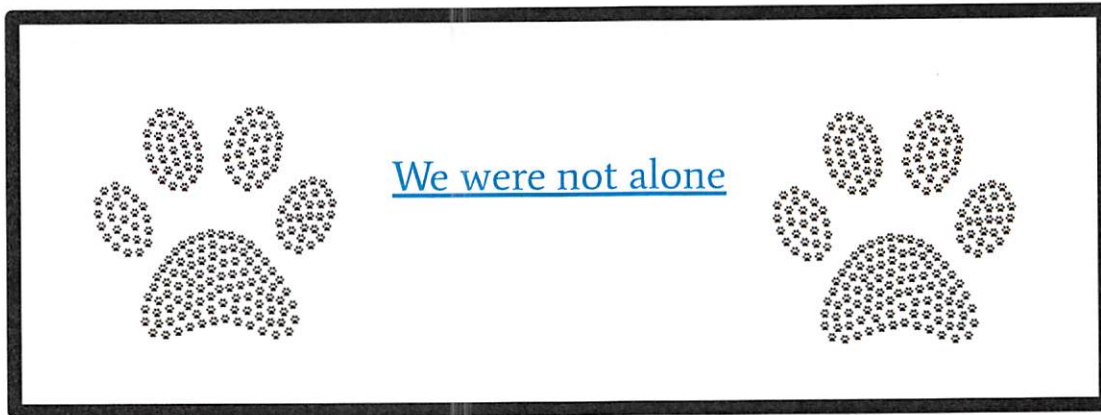
**XI. Adjournment**

The regular meeting adjourned at 9:20 p.m. upon a motion by Dr. Goulding and a second by Mrs. Shoemaker.

Respectfully submitted,

Steven Wilson, Secretary

If it makes you feel any better about last spring...



## Welcome Back!

We have missed you and have been thinking of you...

We thank you for your help, input, attendance in district informational meetings, questions and comments...

We know why this is the best place to work...because of our professional staff who are committed to taking care of each other and their students...

We know why we are all here today - to do what we do best - plan for the best possible outcomes for our students

## **Assumptions:**

- Students experienced Remote Learning (RL) differently
- Students had varying levels of support at home during RL
- Some students did not respond well to/participate in RL
- Different approaches to reinforce/teach new material were taken
- Students in need of intervention did not always participate

***SO...We need to predict and assess where we need to start to “meet kids where they are at”***

## **Assumptions**

- Teachers are worried about more this year than ever
- Teachers want to be healthy & the health of students is of utmost importance
- Teachers want to succeed, they want students to succeed
- Teachers in our district work tirelessly on behalf of students so they do succeed
- Teachers in our district use best practices in instruction
- Teachers work collaboratively for their success and student success
- Teachers need each other as partners more than ever
- We need to ensure we are balanced and realistic to ensure everyone success

***SO... to start, we will use a systematic process to ensure every child receives the time and support needed to learn at high levels. That we can control.***

## The first few weeks...

- Focus on classroom routines
- Building community and connection
- Low-stakes/formative assessments (no school-wide benchmarking until mid-October)
- Review skills/Reinforce standards and set students up for success
- Identify frequently use tools students need to know if we go remote
- When possible, teach as if you were remote tools to practice with your students
- Take breaks, pace yourself against student needs
- Hold off on science investigations if you are not able to meet guidelines

### **Objective #1:**

In building level vertical teams and using a standards/skills checklist, teachers will share which standards were covered before March 13th, during remote learning, and which standards were not able to be delivered and/or mastered in 2019-2020 (for courses that have vertical alignment)

## Objective #2:

Using information gathered from the 'grade level /course below', teachers will plan on how/where to incorporate into curriculum for review/direct instruction.

*\*This includes how to formatively assess the standard, skill or content to inform instruction*

## End Goals (Building Level Teams/Departments)

Over the course of two days, teachers will:

- Meet in [vertical teams](#) to review grade level Standard Checklist
- Meet in grade level teams/departments to identify how to address/where to address off grade level standards for 2020-2021 using [Standards Chart](#) (or a similar doc developed by team)
- Meet in grade level teams/departments to review curriculum, incorporate off grade level standards and develop pacing guide as needed
- Plan individually/with team for instruction and formative assessment

## What research says:

- Marzano: **Guaranteed and viable** curriculum based on a clear list of essential outcomes is the #1 opportunity to raise student achievement and success
- Hattie: Achievement is enhanced when teachers set and communicate appropriate, specific, and challenging goals
- DuFour: Essential skills need to be a priority along side content
- Ainsworth: “Power Standards” (priority standards) are key to assist with focused instruction and assessment

## Links to Materials:

[Vertical Meeting Schedule](#)

[K-5 ELA Readiness Checklist](#) Please see tabs on bottom and fill for your grade level only

[K-5 Math Readiness Checklist](#) Please see tabs on bottom and fill out for your grade level only

[Off Grade Level Standards Chart](#) Please make a copy since this is an editable doc

[EL \(ELA\) Gr. 3-5 Standards Crosswalk](#) For use when comparing off-grade level standards with Readiness Checklist

2020-2021 One Time Flexibility Teacher /SLOs Summary

**Teacher Evaluation**

1. All teachers carry over summative ratings from 2018-2019.
2. All teachers STAY on their evaluation cycle: 1A, 1B, 3 (Exception: If on 1A last year and were not observed, stay on 1A).
3. No formal observations (including pre and post observation paperwork) will be conducted unless outlined as part of an agreed teacher improvement plan or a beginning teacher plan.

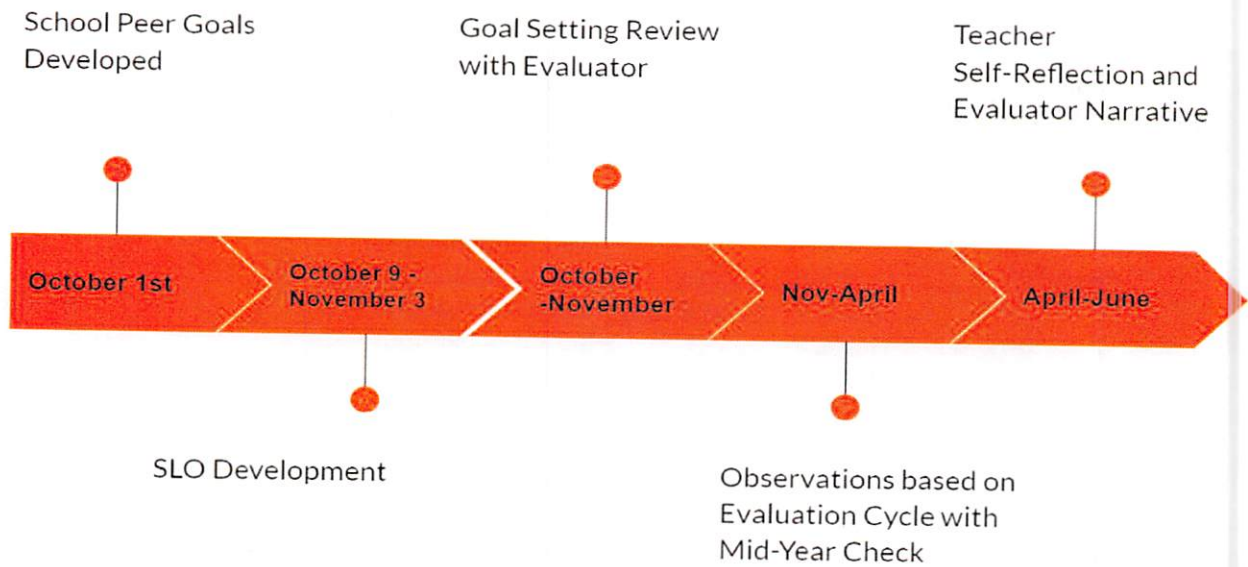
**Cycle and observations are as follows:**

<p><b>18-19 Rating: Exemplary/Proficient</b></p>	<p><u>Two</u> informal observations with written feedback from the evaluator and an end of year narrative.</p> <p><a href="#">Evaluator Google Doc to be shared with Teacher</a> <i>(Copies must be made for each teacher)</i></p>	<p>One review of practice meeting (Mid-year check)</p> <p>In conjunction with with SLO mid-year check, evaluators will discuss feedback from any informal observations.</p>	<p>Teacher Self-Reflection <a href="#">Teacher End of Year Self-Reflection</a></p>
<p><b>18-19 Rating: Developing/New Teacher</b></p>	<p><u>Three</u> informal observations with written feedback from the evaluator and an end of year narrative.</p> <p><a href="#">Evaluator Google Doc to be shared with Teacher</a> <i>(Copies must be made for each teacher)</i></p>	<p>One review of practice meeting (Mid-year check)</p> <p>In conjunction with with SLO mid-year check, evaluators will discuss feedback from any informal observations.</p>	<p>Teacher Self-Reflection <a href="#">Teacher End of Year Self-Reflection</a></p>
<p><b>Teacher Intervention/Improvement</b></p>	<p>Any teacher whose performance needs improvement will be informed by their</p>		

	evaluator and follow the same process outlined in the standard Region 18 Teacher Evaluation Plan.		
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**SLO Guidance: The CSDE has provided recommendations for SLOs and Peer Goals for 2020-2021**

**Region 18 Timeline for SLOs**



**Peer Goal: Family Engagement and/or Communication**

Each teacher will have a peer goal related to family engagement/communication. This may vary from teacher to teacher; however, it is recommended that the development of this goal is done with the leadership teams of each building and outlines an attainable goal. Peer goals are evaluated at 10% of the summative rating and require evidence of the goal (pictures, documents, summary, but does not require a quantitative analysis).

**SLO:** One SLO with two indicators of success will constitute 45% of the summative rating. The current SLO rubric will be adapted to reflect what outcomes are expected for each summative rating. One SLO goal will be selected from the following topics:

- Student social emotional learning/care

- Teacher social emotional learning/care
- Student engagement
- Family engagement
- Academic goal upon mutual agreement with evaluator (*this is not recommended by the CSDE*)

SLOs will continue to be developed with building administrators. Two non-standard indicators of success will be developed with evidence of completion.

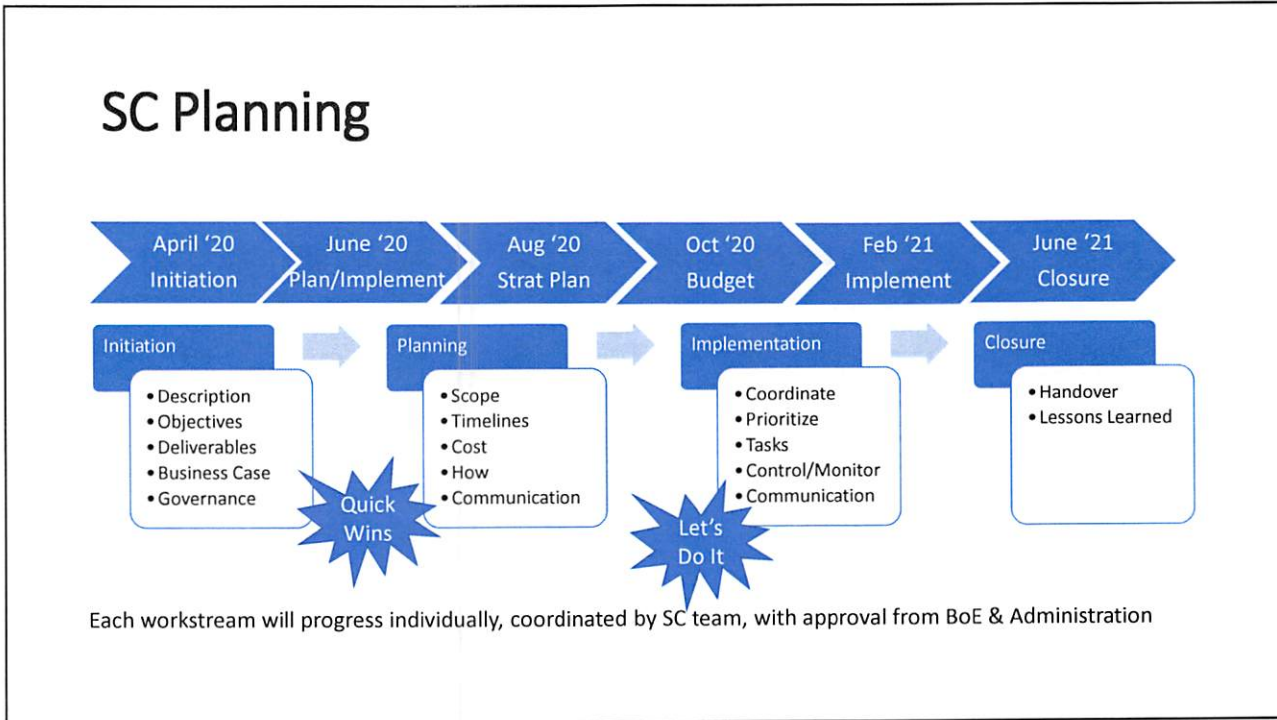
**Teacher Self-Reflection:** Teacher self-reflection (Google Form) is designed to promote reflection on this current school year and using the 2017 CCC Rubric. The CSDE will provide guidance on how this will be evaluated and included in summative ratings.

**End of Year Meetings:**

No end of year meetings are required; however, building administrators may elect to hold meetings. All teachers will receive end of year paperwork as outlined in the standard Region 18 Evaluation Plan. This will include summative ratings and the 2021-2022 evaluation cycle. The evaluator informal observation form will be attached with the end of year narrative.

# Sustainability Committee

Advisory Committee of the Region18 Board of Education  
Update to the BoE  
October 7, 2020



## Summer Progress

- Committee connections with
  - Old Lyme Sustain CT
  - Conservation Commission
  - Live Green CT
- Education Workstream – Participated with 3R, brainstorm and preparing for communication plan
- Renewables Workstream – Mile creek solar resolution, electric passenger van decision, joined Municipal EV Readiness program
- 3R Workstream – 3 sessions, brainstorming and follow ups, field trip

## Renewables Workstream

- Mile Creek – Roof warranty does not support installation of solar panels even with attachments. Exploring offset alternatives.
- Electric passenger van – Cost prohibitive at this time. Costs expected to decrease while technology and options increase over next 2 years. Grants, demand and costs post-COVID to be reassessed/monitored.
- Electric Vehicle Readiness Program
  - School Bus Roadmap
  - Live Green, CT Green Bank



## **Reduce, Reuse, Recycle (3R) Workstream**

**Reduce - Be mindful of what you actually need**

**Reuse – Repurpose, upcycle, donate**

**Recycle – Single stream and plastic film**

## **Refuse, Reduce, Reuse, Recycle (4R) Workstream**

**Refuse – Don't take it**

**Water bottle filling stations in lieu of plastic water bottles**

**Reduce - Be mindful of what you actually need**

**Copy paper, supplies reduction, reminders**

**Reuse – Repurpose, upcycle, donate**

**Cold Spring Farm food waste program**

**Recycle – Single stream and plastic film**

**Trex Challenge**

## 4R Education and Communication Campaign Sustainability Committee Proposal for BoE Decision

District-Wide Campaign November 16 – April 16<sup>th</sup>

In conjunction with

National TREX plastic and film recycling challenge

School Clubs and administration

Focus on each of the R's

RecycleCT.com supporting materials

For example: Virtual scavenger hunts, plastics challenge, upcycling contests, clean-up hikes, signage, appropriate bins, community events, Keep America Beautiful events

Cost: Minimal (under \$500)

Co-Leads: Karen Taylor, Heather Fried

## Motion

- The Region 18 Board of Education supports the 4R Communication and Education Campaign to support our effort to increase awareness of and participation in every day sustainable practices.

## Regional School District Eighteen November 2020 Enrollment Report

### Breakdown by School

Grade	Center	MC	Lyme	Middle	High	Total
PreK (3)	20					20 (+1)
PreK (4)	75					75 (-1)
K		44	33			77
1st		49	29			78 (-1)
2nd		37	32			69
3rd		54	30			84
4th		43	34			77
5th		43	37			80
6th				91		91
7th				83		83
8th				96		96
9th					95	95
10th					111	111 (-1)
11th					126	126
12th					118	118 (-1)
<b>Totals</b>	<b>95</b>	<b>270</b>	<b>195</b>	<b>270</b>	<b>450</b>	<b>1280 (-3)</b>

### Breakdown by Town

Grade	Old Lyme	Lyme	Tuition	Total
PreK (3)	17	3	0	20
PreK (4)	67	8	0	75
K	59	17	1	77
1	64	14	0	78
2	57	12	0	69
3rd	71	12	1	84
4th	62	15	0	77
5th	62	18	0	80
6th	71	20	0	91
7th	72	11	0	83
8th	72	24	0	96
9th	78	16	1	95
10th	88	22	1	111
11th	111	15	0	126
12th	88	28	2	118
<b>Totals</b>	<b>1039</b>	<b>235</b>	<b>6</b>	<b>1280</b>

Special Education (various facilities)	6
Grasso Tech	10
Marine Science Magnet School of SE CT	2
<b>Total Out of District</b>	<b>18</b>
<b>GRAND TOTAL</b>	<b>1298</b>

Out of District	17	1	0	18
<b>TOTAL</b>	<b>1056</b>	<b>236</b>	<b>6</b>	<b>1298</b>

Impact to Towns	Old Lyme	Lyme
10/1/2020	1294	238
% of total census	81.6%	18.4%
11/1/2020	1292	236
% of total census	81.7%	18.3%

All special education including prek and out of district = 175

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## 2021-2022 BUDGET PROCESS TIMELINE

*All budget meetings are open to visitors from the Lyme and Old Lyme communities.  
All meetings take place in the Board of Ed Conference Room at Center School.*

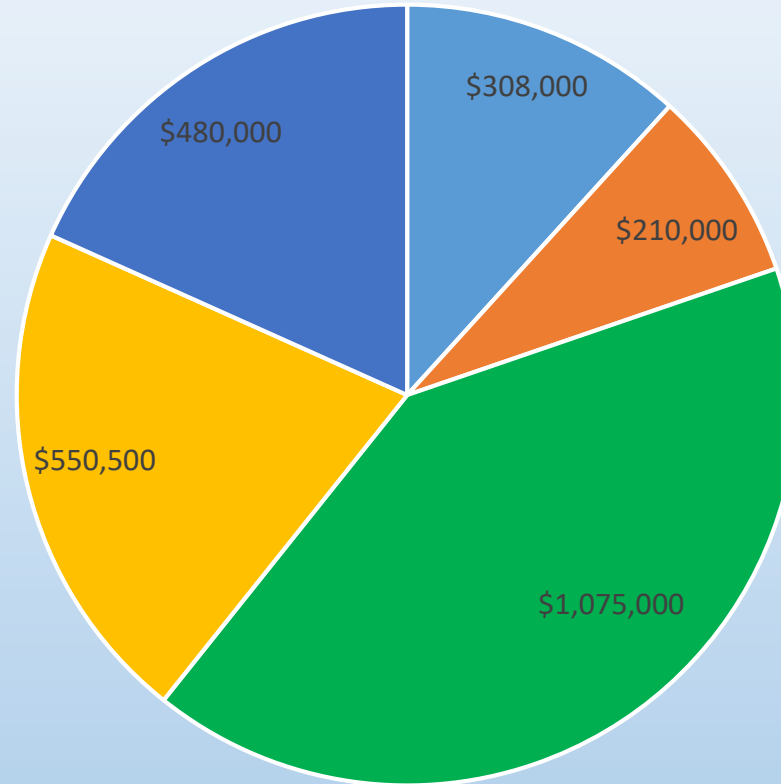
October	Preliminary Data Gathering and Projections. Enrollment Projections and Staffing Proposals are Prepared. Committees and administrators work to identify needs and major drivers that will impact the budget.
November 4	<b>[6:00 pm] Special Board of Education Meeting with BOE, BOS, BOF, School Administrators and Parent Leadership</b> Review and discuss needs and drivers as prepared by administrators and committees.
November 4	<b>[7:00 pm] Regular Board of Education Meeting</b>
Nov – Dec	Administrators prepare budget according to parameters set forth by the Board of Education; Budgets are reviewed with the superintendent.
January 6	<b>[6:30 pm] Regular Board of Education</b>
January 13	<b>[6:30 pm] Special Board of Education Meeting</b> Workshop 1: Elementary, Middle, High School and Curriculum Budget Presentations.
January 20	<b>[6:30 pm] Special Board of Education Meeting</b> Workshop 2: Special Education, Facilities, Technology, Operations and Central Services Presentations.
January 27	<b>[6:30 p.m.] Special Board of Education Meeting (meeting if needed)</b> Board reviews budget as it will be presented at budget forum.
February 3	<b>[6:30 pm] Budget Forum</b>
February 3	<b>[7:00 pm] Regular Board of Education Meeting</b> Budget Adoption by Board of Education.
February	Communication Committee prepares budget edition of <i>Focus on Education</i> .
Feb - March	Central Office prepares budget books.
March-April	Presentation of Budgets to Boards of Finance (both communities). Mailing of special edition of <i>Focus on Education</i> . Presentation of budget to community groups.
April 5	<b>[6:30 pm] District Budget Hearing</b>
April	Reminder Post Cards to Vote.
May 3	<b>[6:30 pm] District Budget Meeting</b>
May 4	Anticipated Date for Budget Referendum Vote.

# Reconstructed Grass Field Construction Costs

\*Limited Weekly Usage Still Not Addressed With Grass.

\*Purchased Water Required to Provide Adequate Supply of 90,000 gal/week.

Total Cost: 2.6 Million



- General Conditions (Bonding, Site Preparation, Site Removals, Erosion Control, Contingency)
- Irrigation System Installation
- Earthwork and Field Drainage
- Annual Maintenance Costs
- Purchased Water for Irrigation

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

	<b>20-21 Budget</b>	<b>20-21 Actuals</b>	<b>% Spent as of 10/31/2020</b>	<b>% Spent as of 10/31/2019</b>
Certified Salaries	\$14,227,237	\$2,997,381	21.1%	20.6%
Non-certified Salaries	\$3,619,265	\$759,004	21.0%	21.7%
Employee Benefits	\$4,737,682	\$1,450,008	30.6%	32.7%
Instructional Programs	\$1,478,212	\$884,602	59.8%	61.4%
Special Education	\$1,452,941	\$548,495	37.8%	62.5%
Support Services	\$78,148	\$19,262	24.6%	30.8%
Administrative Services	\$818,208	\$509,560	62.3%	69.1%
Pupil Transportation	\$1,144,367	\$843,469	73.7%	86.1%
<b>Plant Operation &amp; Maintenance</b>	<b>\$4,002,850</b>	<b>\$2,077,913</b>	<b>51.9%</b>	<b>55.2%</b>
<b>OPERATING BUDGET</b>	<b>\$31,558,910</b>	<b>\$10,089,694</b>	<b>32.0%</b>	<b>34.2%</b>
<b>DEBT SERVICE</b>	<b>\$3,152,721</b>	<b>\$2,317,889</b>	<b>73.5%</b>	<b>37.8%</b>
<b>TOTAL BUDGET</b>	<b>\$34,711,631</b>	<b>\$12,407,583</b>	<b>35.7%</b>	<b>34.6%</b>

**Notes:**

**Special Education: Lower YOY placement costs**

**Transportation: Billing differential due to collapsed/reduced routes**

**Debt Service: Due to refunding from 1/20 moved payment to August**

**Year To Date Revenue Report**

	<b><u>2019-2020</u> <u>Received</u></b>	<b><u>20-21 Received</u> <u>YTD</u></b>
Town of Old Lyme	\$27,556,679	\$8,546,811
Town of Lyme	\$6,579,421	\$1,977,583

**Contingency Maintenance**

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

<b>Lyme</b>			
	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	<b>Total Lyme Projected as of 10/31/2020</b>		<b>\$1,195</b>

<b>Mile Creek</b>			
	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	<b>Total Mile Creek Projected as of 10/31/2020</b>		<b>\$1,195</b>

<b>Center</b>			
	Dhd Windows & Doors (shattered window)	\$3,963	
	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
	<b>Total Center Projected as of 10/31/2020</b>		<b>\$6,158</b>

<b>Middle</b>			
	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
	<b>Total Middle Projected as of 10/31/2020</b>		<b>\$2,195</b>

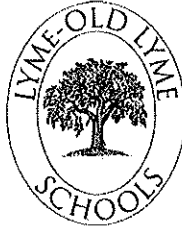
<b>High</b>			
	Huntington Power Equip (Generator Repair)	\$16,338	
	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
	<b>Total HS Projected as of 10/31/2020</b>		<b>\$18,533</b>

**Remaining contingency as of 10/31/2020, Fiscal Year 2021** **\$170,723**

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

## **Facilities & Finance Committee Meeting**

October 7, 2020

*Committee Members Present:* Rick Goulding, Co-Chair; Jean Wilczynski, Co-Chair; Diane Linderman; Jennifer Miller; Philip Neaton; Andy Russell; Steve Wilson

*Absent:* Stacy Winchell

*Present Via Telephone:* Daniel Hagan; Thomas Sherer

*Administration Present:* Ian Neviasher, Superintendent of Schools; Ronald Turner, Director of Facilities & Technology; James Cavalieri, Principal of Lyme Consolidated School; Holly McCalla, Business Manager

*Others Present:*

### I. Call to Order:

The meeting was called to order by Dr. Goulding at 5:00 p.m.

### II. Approve 2020/2021 Facilities Committee Meeting Schedule:

Committee discussed the need to review Center School facilities and decided to add the Center School to the February 3, 2020 meeting.

Upon motion by Ms. Wilczynski, second by Mr. Wilson, the Facilities & Finance Committee approved the 2020/2021 meeting schedule as amended. The motion passed unanimously.

### III. Brief Committee on Condition of Lyme Consolidated Facility:

Mr. Cavalieri reported that this was the best opening conditions to date and is very pleased with the overall facilities. He commented that the morning and afternoon traffic has improved and is now very productive. Mr. Cavalieri spoke favorably of the overall gym project and is very happy with the contractor. Mr. Turner explained the only outstanding items that remain is the gym floor and the stage curtains. Mr. Hagan asked if he could observe the progress; it was agreed for the visit to occur after school is dismissed out of CV-19 concerns.

#### IV. Review Projects In-Progress District-Wide:

Mr. Turner explained the tennis courts are completed and have been used by the community and PE classes. He noted that neighbors have asked for trees to block the courts; Mr. Turner has reached out to the Town Hall for their input. Any decision will be acted upon in the spring of 2021.

He updated the status of the turf field and explained the Planning & Zoning public hearing will occur on October 13, 2020.

Mr. Turner requested a vendor to provide a price to update the playground equipment at the elementary schools; he will update the committee once he has the details.

He provided an overview of the incentive program from Energize CT for the HVAC (roof top units).

#### V. Discuss 2020/2021 Projects Plan:

Mr. Turner detailed the following for each building:

LC-outdoor classroom space, new front stairs, project study and tennis courts

MC-outdoor classroom space and project study

CS-project study

MS-project study and noted the removal of the sewage grinder pump as this work was previously completed.

HS-soccer field bleachers and the turf field.

Committee discussed using tents for outdoor classrooms; Mr. Turner explained they are a fire safety concern.

Project study noted above details are attached to these minutes for informational purposes.

Mr. Turner also updated the committee on the status of solar at Mile Creek and explained it would require a special bonding connector and might void our roof warranty. Mr. Turner is working with the roofing manufacturer.

#### VI. Review Five-Year Facilities Plan:

Mr. Turner reviewed the Five-Year Facilities Draft plan; it is attached to these minutes for informational purposes only.

#### VII. Adjournment:

Dr. Goulding called to adjourn the meeting at 5:38 p.m.

September 25, 2020

VIA EMAIL

Mr. Ronald Turner  
Director of Facilities and Technology  
Regional School District No. 18  
49 Lyme Street  
Old Lyme, CT 06371

Re: School Facilities Study  
Regional School District No. 18  
Lyme-Old Lyme Middle School  
Center School  
Lyme Consolidated School  
Mile Creek School  
Lyme / Old Lyme, CT

Dear Mr. Turner:

On the basis of our recent conversation and preliminary review of the project scope, I am pleased to offer the following three (3) phased proposal for Architectural / Engineering services for the above referenced project. I understand the project to consist of developing a facilities study reviewing interior and exterior building conditions, site needs, and mechanical, electrical and plumbing assessment with budget cost estimating for Lyme-Old Lyme Middle School, Center School, Lyme Consolidated School and Mile Creek School.

**Phase 1 - Survey / Review of Existing Conditions**

The initial tasks in Phase 1 services will be to establish existing architectural, mechanical, electrical, plumbing and site conditions. At the start of this phase we will develop floor plans, roof plans, exterior elevations and site plans from existing documents provided by your office. AutoCAD®, Architectural Desktop 2020 software will be utilized as the drawings development medium. Following this initial task, our staff will field verify the preliminary drawings against existing conditions and revise the drawings accordingly to reflect present conditions. The primary goal of this phase is to establish existing architectural, engineering and site plan features.

**Phase 2 - Assessment, Evaluation and Recommendations**

Working in conjunction with Regional School District 18 staff involved with this study, we will evaluate the physical condition of the buildings, mechanical, electrical, plumbing and site needs. The building envelope will be assessed along with interior building components examining the physical condition of existing materials. Mechanical, electrical, plumbing components will be reviewed for performance, efficiency and life expectancy. The condition of site amenities, parking lots, sidewalks, playing fields, etc., will be examined. At the end of this phase we will provide a conditions report with initial recommendations. Following further review and fine tuning, the report will be finalized along with implementation timelines.

**Phase 3 - Budget Cost Estimating**

The Budget Cost Estimating Phase will entail establishing construction costs based on our final recommendations and solutions. Following the initial cost estimate and analysis, we will tailor the estimate adjusting priorities to meet your budgetary constraints. In addition to construction costs, we will also estimate soft costs, i.e., contingency, professional fees, printing, advertising, and related soft costs.

Our services shall include:

- review of existing building documentation
- review of building history
- field surveys and evaluations of existing building conditions, interior and exterior
- field reviews and evaluations of existing building mechanical, plumbing & electrical systems
- field survey and evaluation of existing site conditions
- meetings with administrators and staff
- assessment of needs
- solutions and recommendations
- graphic documentation
- budget cost estimating
- implementation timelines

The final Study will be presented in bound and PDF format 8½" x 11" with larger fold-outs for building graphic presentations.

The following sections are anticipated:

- introduction
- site needs assessment and solutions
- exterior and interior conditions assessment and solutions
- building mechanical, plumbing & electrical appraisal and recommendations
- implementation schedules
- budget cost estimates
- concluding summary

Compensation for the above outlined services will be a Lump Sum Fee per building as follows:

<b>Lyme-Old Lyme Middle School</b>	<b>\$32,000.00</b>
<b>Center School</b>	<b>\$18,000.00</b>
<b>Lyme Consolidated School</b>	<b>\$21,000.00</b>
<b>Mile Creek School</b>	<b>\$21,000.00</b>

Included in the above Lump Sum Fees are the services of the following Consultants:

Mechanical, Electrical and Plumbing Engineering

RZ Design Associates, Inc.  
750 Old Main Street, Suite 202  
Rocky Hill, CT 06067

Budget Cost Estimating

FV Consulting, LLC  
403B Dedham Street  
Newton, MA 02459

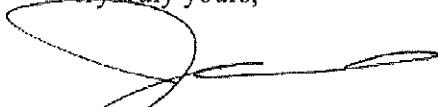
Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Lump Sum Fee.

If additional services are required over and beyond this proposal, or services that could not have been foreseen at the time of this proposal, our compensation will be an hourly rate based on the following rates:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| Jacunski Humes Architects, LLC | see attached Schedule of Hourly Rates |
| * RZ Design Associates, Inc.   | see attached Proposal / Hourly Rates  |
| * FV Consulting, LLC           | see attached Hourly Billing Rate      |
- \* Consultants hourly rate schedules represent direct billing to Jacunski Humes Architects, LLC. If Region 18 utilizes additional services of Consultants, billing through Jacunski Humes Architects, LLC, the hourly rates will be marked-up by 15%.

It would be our pleasure to provide you with complete Architectural and Engineering consulting services. I look forward to hearing from you, and thank you for this opportunity.

Very truly yours,



W. Albert Jacunski, AIA  
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates  
RZ Design Associates, Inc., Proposal / Hourly Rates  
FV Consulting, LLC, Hourly Billing Rate

G:REGION18 04

**Schedule of Hourly Rates**

**January 2020**

**Jacunski Humes Architects, LLC**

**Principal Architect**

W. Albert Jacunski, AIA	<b>\$180.00/hour</b>
Brian W. Humes, AIA	<b>\$180.00/hour</b>

**Senior Project Architect**

Mark Allen, AIA	<b>\$160.00/hour</b>
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**Project Architect**

Kevin W. Lipe, AIA	<b>\$140.00/hour</b>
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**Job Captain**

Michael J. Rinaldi	<b>\$120.00/hour</b>
Andrew G. Whitehouse	<b>\$120.00/hour</b>

**Draftsperson**

Benjamin F. Kelly	<b>\$85.00/hour</b>
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**Clerical**

Jennifer A. Hotchkiss	<b>\$60.00/hour</b>
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**Intern**

**\$50.00/hour**

**Reimbursable Expenses (if applicable)**

Mileage	<b>\$0.57.5/mile</b>
Consultant Services	<b>cost + 15%</b>
Reimbursable Expenses	<b>cost + 10%</b>

WAJJHHOURLYRATE20



September 22, 2020

Mr. W. Albert Jacunski, AIA  
Jacunski Humes Architects, LLC  
15 Massirio Drive, Suite 101  
Berlin, CT 06037-2352

Re: Engineering Services  
School Assessment / Evaluation  
Old Lyme, CT

AI,

We propose to provide you with Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Engineering evaluations of four schools. The four schools and approximate size are as follows:

- Middle School – 80,000 sf.
- Center School – 40,000 sf.
- Lyme Consolidated – 47,000 sf.
- Mile Creek – 47,000 sf.

Our work will include the following:

- Review of any available documents of existing conditions.
- Field verification of existing systems.
- Evaluation of existing systems including anticipated life expectancy and any code deficiencies.
- We will provide you with a written report for each school outlining our findings.
- Recommendations for improvements and/or corrective action necessary.

This proposal is based upon receiving background drawings in AutoCAD format from you and any available documents of the existing construction.

Fees for the above will be a fixed fee, due and payable upon delivery of our report per school as follows:

- Middle School – \$14,000.00
- Center School – \$7,000.00
- Lyme Consolidated – \$8,200.00
- Mile Creek – \$8,200.00

Additional work requested beyond that which is indicated above would be billed at our standard hourly rates as follows:

<u>Position</u>	<u>Rate / Hour</u>
Principal	\$200.00
Associate	\$185.00
Senior Engineer	\$170.00
Field Engineer	\$165.00
Engineer	\$140.00
Designer	\$125.00
Drafter/ CAD Operator	\$100.00
Administrative Assistant	\$ 80.00

**TERMS AND CONDITIONS**

The attached Terms and Conditions are to be considered an integral part of this agreement.

**AGREEMENT FOR SERVICES**

If you agree with this proposal, and the attached Terms and Conditions, please indicate by signing one original of this letter and returning it to our office.

**INITIATION OF SERVICES**

Services will commence upon receipt of a signed contract. Receipt of your signed agreement will indicate your authorization to proceed with the work.

If the above is acceptable, please sign and return it to our office for our records.

Sincerely,



Brian J. Ziegler  
Senior Vice President  
Attachment

\_\_\_\_\_  
IN AGREEMENT

\_\_\_\_\_  
DATED

\_\_\_\_\_  
TITLE

**FV Consulting LLC**  
**403B Dedham Street**  
**Newton, MA 02459**

January 27, 2020

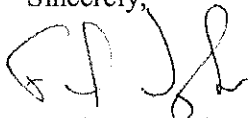
Ms. Jennifer Hotchkiss  
Jacunski Humes Architects, LLC  
15 Massirio Drive, Suite 101  
Berlin, CT 06037

Dear Jennifer:

For calendar year 2020, my billing rate for cost estimating services will be **\$235/hour**.

Let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Vanzler', with a stylized flourish at the end.

Frank E. Vanzler  
Principal  
fevanzler@gmail.com

# Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<b>Grand Totals</b>	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
<b>LC</b>						
Repave tennis courts (2)			\$ 160,000			
Replace gym unit ventilators with an RTU and included AC		\$ 375,000				\$ 80,000
Repaint exterior						
Gym Floor Resurface to rubber		\$ 60,000				
<b>Priority 1 Total</b>	\$ -	\$ 435,000	\$ 160,000	\$ -	\$ -	\$ 80,000
Upgrade HVAC including AC & boilers					Estimated \$15M	
Classroom refresh					Estimated \$15M	
Replace office and conference room carpet	\$ 12,000					
Create Outdoor Classroom Space			\$15,000			
Playground partial update				\$ 70,000		
Update fire alarm, PA and Clocks					Estimated \$15M	
Reface front entry stairs			\$ 10,000			
Bonded project study			\$ 21,000			
Replace VCT w/high perf floor					Estimated \$15M	
<b>Priority 2 Total</b>	\$ 12,000	\$ -	\$ 46,000	\$ 70,000	\$ -	\$ -
<b>Priority 3 Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LC Totals</b>	\$ 12,000	\$ 435,000	\$ 206,000	\$ 70,000	\$ -	\$ 80,000

# Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<b>Grand Totals</b>	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
<b>MC</b>						
<b>Priority 1 Total</b>	\$ -	\$ -	\$ -			
Upgrade HVAC including AC & boilers					Estimated \$15M	
Update fire alarm, PA and Clocks					Estimated \$15M	
Create Outdoor Classroom Space			\$ 15,000			
Classroom refresh					Estimated \$15M	
Playground partial update				\$ 70,000		
Bonded project study			\$ 21,000			
Replace VCT w/high perf flooring					Estimated \$15M	
<b>Priority 2 Total</b>	\$ -	\$ -	\$ 36,000	\$ 70,000	\$ -	\$ -
<b>Priority 3 Total</b>	\$ -	\$ -	\$ -			
<b>MC Totals</b>	\$ -	\$ -	\$ 36,000	\$ 70,000	\$ -	\$ -

# Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<b>Grand Totals</b>	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
<b>CS</b>						
<b>Priority 1 Total</b>	\$ -	\$ -	\$ -			
HVAC AC upgrade including AC					Estimated \$15M	
Replace VCT with high performance flooring					Estimated \$15M	
Replace Carpets					Estimated \$15M	
PreK Expansion	\$ 180,000					
Update fire alarm, PA and Clocks					Estimated \$15M	
Repaint exterior			\$ 18,000			\$ 150,000
Bonded project study						
Playground partial update				\$ 70,000		
<b>Priority 2 Total</b>	\$ 180,000	\$ -	\$ 18,000	\$ 70,000	\$ -	\$ 150,000
<b>Priority 3 Total</b>	\$ -	\$ -	\$ -			
<b>CS Totals</b>	\$ 180,000	\$ -	\$ 18,000	\$ 70,000	\$ -	\$ 150,000

# Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<b>Grand Totals</b>	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
<b>MS</b>						
<b>Priority 1 Total</b>	\$ -	\$ -				
Upgrade HVAC Including AC & boilers					Estimated \$15M	
Classroom refresh					Estimated \$15M	
Update fire alarm, PA and Clocks					Estimated \$15M	
Replace VCT w/high eff flooring					Estimated \$15M	
Replace Carpets/media redesign first floor	\$ 45,000					
Reapply split faced block water repellent						
Upgrade sewerage grinder pump						
Increase front of building lighting			\$ 32,000	\$ 40,000		
Bonded project study						
Replace Carpets/media redesign second floor					\$ 170,000	
<b>Priority 2 Total</b>	\$ 45,000	\$ -	\$ 32,000	\$ 40,000	\$ 170,000	
<b>Priority 3 Total</b>						
<b>MS Totals</b>	\$ 45,000	\$ -	\$ 32,000	\$ 40,000	\$ 170,000	

# Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<b>Grand Totals</b>	<b>\$ 462,000</b>	<b>\$ 675,000</b>	<b>\$ 332,000</b>	<b>\$ 250,000</b>	<b>\$ 290,000</b>	<b>\$ 230,000</b>
<b>HS</b>						
Expand irrigation to include baseball field					\$ 30,000	
Refinish commons floor north west corner of the soccer/lacrosse field and SB left					\$ 30,000	
Repave tennis courts (6)	\$ 225,000	\$ 240,000			\$ 60,000	
<b>Priority 1 Total</b>	<b>\$ 225,000</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>
Soccer/lacrosse field bleacher			\$ 40,000			
Artificial turf field installation			Undesignated fund (\$2.5M est.)			
<b>Priority 2 Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>			
<b>Priority 3 Total</b>						
<b>HS Totals</b>	<b>\$ 225,000</b>	<b>\$ 240,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>
<b>Estimated available Reserve Fund Balance as October of:</b>						
	2019	2020	2021			
	\$1,773,157	\$2,107,873				

# Sustainability Committee Minutes

September 22, 2020

Center School Conference Room

Attendees: Jennifer Miller, Karen Taylor, Heather Fried, Rebecca Waldo, Ian Neviasser, Ronald Turner

Post meeting follow up: Diane Linderman

Regrets: Phil Parcak, Rachel Carrion, Paula Gaudet, Connie Pan

- 1) Approval of Minutes – June 2020 minutes approved. No further comments.
- 2) New Business
  - a) Renewables Workstream
    - i) Mile Creek Solar – Although the panel attachments discussed in June will allow solar panel installation, the roof manufacturer and installer will not warranty the roof if any attachments are made. Alternatives for offset elsewhere, including virtual net metering, will continue to be explored. Noted, covered parking spots and field next to HS have been eliminated.
    - ii) Electric passenger van for school field trips, clubs, small sports – Upon further research and discussions with vendors, less expensive and more reliable and non-custom options will become available in the marketplace in 2 to 3 years. Given the high cost and limited options discussed in June, the committee decided to continue exploring options and possible grants rather than opt for a purchase now. Further analysis of the demand will also be made “post-COVID.”
    - iii) Municipal Electric Vehicle Readiness Program was discussed. It is a 12 week online weekly series of modules hosted by “Live Green” which started in September, building on each to prepare a roadmap to electric vehicles. Rebecca Waldo is the key contact. Jenn Miller will attend as well.
    - iv) Action: Ron Turner to update Region18 FY 19/20 energy usage summary and provide to Rebecca Waldo.

- v) Workstream to look into monitoring energy on appropriate website for Region18 access. Good publicity and good for students to become interested.
- b) Heather Fried – Education workstream. Workstream has been joined with the 3R workstream in several meetings over the summer in preparation for any awareness campaigns in fall. Workstream will reconvene in next few weeks.
- c) Karen Taylor – Reduce, Reuse, Recycle (3R) workstream. Great progress over the summer with lots of participation and a site visit to Cold Spring Farm in Haddam to discuss viability of participating in their food waste program. Summary of ideas



Sustainability  
Committee 3R Septem

discussed provided by team.

- i) Recommendation to add “Refuse,” thus making the name 4R workstream, was discussed and unanimously approved without need to involve BoE.
  - ii) Recommendation to create a fall Education and Communications campaign for the 4Rs in conjunction with the nationwide Trex Challenge Kickoff the week of November 16. Discussed and approved. Seek assistance from Suzanne Thompson and communications lead. [Post meeting decision: Present to BoE for approval on October 7]. Upon approval from BoE, detailed plans to be reviewed by SC next meeting.
- 3) Other Business – Brief discussion regarding connections made with similar Old Lyme and Lyme efforts including “SustainCT” application, Open Space and Conservation Commission.
  - 4) Adjourned 4:40 p.m. Next Meeting Scheduled – October 27, 2020, 3:30 p.m., Conference Room and Teleconference.

# Sustainability Committee Minutes

**October 27, 2020**

Center School Conference Room

Attendees: Jennifer Miller, Karen Taylor, Heather Fried, Rebecca Waldo, Ian Neviasser, Ronald Turner, Connie Pan

Post meeting follow up: Diane Linderman

Regrets: Phil Parcak, Rachel Carrion, Paula Gaudet

Other attendees: Steven MacAusland

- 1) Approval of Minutes – Rebecca made motion to accept. Karen seconded. No further comments. September 2020 minutes approved.
- 2) New Business
  - a) Renewables Workstream
    - i) Rebecca Waldo presented update on R18 overall energy use for FY19/20. Overall, clean energy usage remained consistent with prior year at 6.4%. Air source heat pump installation may represent the largest opportunity. Data for heating oil will be analyzed to determine actual consumption versus purchases and charts updated. Action: Ron Turner to provide usage data.
    - ii) Rebecca Waldo has pointed M&J Bus contact John Hitch to the DERA school bus rebate application which closes October 30 and the DERA State grant application which closes November 18.
    - iii) Charging stations on school properties are being explored. Some grant potential for up to 30% of cost of installation with driver paying cost to charge up, however, expires December 31. Continuing to research opportunities and connections with Old Lyme.
    - iv) Workstream to look into monitoring energy on appropriate website for Region18 access. Good publicity and good for students to become interested.

b) Heather Fried – Education workstream.

- i) Decision to postpone Greenleaf School application until spring when teachers may be able to focus on the required elements and detail.
- ii) Reviewed draft slide deck to be used for the November staff meetings at each of the schools outlining the kickoff of the 4R campaign. Committee provided positive feedback. A selected staff member at each school will present the material during the November 2 staff meeting, if possible; otherwise, the subsequent November staff meeting. All staff should be briefed prior to distribution of posters, Trex magnets, and the campaign assessment (survey). Environmental Club students provided input as well and have started to create a number of brief videos for morning meetings.



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c) Karen Taylor – Refuse, Reduce, Reuse, Recycle (4R) workstream.



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Committee 4R Octobe

- i) Workstream activities (word doc)
  - ii) Note: From the school tours, which the team completed last week, it was noted that the MS cafeteria arrangement with a slop sink to dump fluids in prior to recycling or garbage is good example of a best practice although not feasible right now in other schools.
  - iii) 4R Campaign assessment – Karen reviewed the five question survey to be sent out at the beginning and end of the campaign in order to provide a qualitative measure of success. Team agreed a form of measurement is necessary. Action: Ian and Jenn to follow up with Diane to ensure agreement on assessment next steps asap.
- 3) Other Business – Brief discussion regarding connections made with similar Old Lyme and Lyme efforts including “SustainCT” application, Open Space, Old Lyme Land Trust, Lyme Land Trust, and conservancy groups. The HS Environmental Club often teams up with these

groups around clean-ups or weed-pulling, etc. Action: Jenn will provide an overview of the known efforts touching our Sustainability Committee remit.

4) Adjourned 4:40 pm. Next Meeting scheduled – November 24, 2020, 3:30 p.m.