

Regular Board of Education Meeting
Wednesday, December 2, 2020 6:30 PM

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

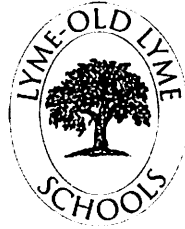
Agenda

- I. Call to Order
 - A. Election of Board Officers
- II. Approval of Minutes
 - A. Special Meeting of November 4, 2020
 - B. Regular Meeting of November 4, 2020
 - C. Executive Session of November 4, 2020
 - D. Special Meeting of November 24, 2020
- III. Visitors
 - A. CAPSS Student Recognition
Speaker(s): Jim Wygonik
 - B. Report from Student Representatives
 - C. Public Comment
- IV. Administrative Reports
 - A. Superintendent's Report
 - B. Business Manager's Report
- V. Educational Presentation
 - A. Special Education Update
Speaker(s): Melissa Dougherty
- VI. Chairman & Board Report
- VII. New Business
 - A. 2021-2022 School Calendar
Speaker(s): Ian Neviaser
 - B. Auditor Contract Renewal
Speaker(s): Ian Neviaser and Holly McCalla
 - C. HVAC Controls Contract
Speaker(s): Ron Turner
 - D. Policy Review: 5145.44 Title IX
Speaker(s): Ian Neviaser
- VIII. Old Business
 - A. Approval of AP Computer Science Textbook
Speaker(s): Michelle Dean
 - B. Closing of LOLHS Project
 - C. 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

Special Board of Education Meeting

November 4, 2020

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

Absent by Previous Arrangement: Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Administration Present: Ian Neviaser, Superintendent of Schools; 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: Andy Russell, Old Lyme Board of Finance Chair; 2 Community Members from LOL

The meeting was called to order by Chair Diane Linderman at 6:00 p.m. The purpose of the meeting was to hold a budget workshop to present and discuss budget needs and drivers with the boards of finance and selectmen from both towns, school administrators, and parent leadership. Mr. Neviaser gave a PowerPoint presentation which detailed the purposes of the workshop and some of the notable influences on the budget that are likely to increase or decrease expenditures. A summary of this presentation is attached to these minutes for informational purposes.

At the conclusion of the presentation, input was gathered from the participants. The following is a summary of the comments and observations made on the 2021-2022 budget planning:

- Creation of outdoor classrooms/structures possibly with solar panels
- Rising enrollment / managing space for increases
- Using undesignated fund for unexpected costs – delaying larger projects?
- Covered areas for students during bus pickup (inclement weather)
- Electric buses / charging stations
- Increase in English language learners – additional SRBI for growing population
- Expanded interventions for students
- District social worker

*Ian Neviaser, Superintendent of Schools
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- Center School window replacement
- Auxiliary money for turf field, i.e., new equipment, storage.
- Expansion of technology tools for staff and associated costs, i.e., Zoom, etc.
- Technology replacing other teaching tools, i.e., books, dated technology, etc.
- Initiatives recommended by the Sustainability Committee and their impact to the budget

There being no other comments or questions, the meeting adjourned at 6:42 p.m. upon motion by Dr. Goulding and a second by Mrs. Shoemaker.

Respectfully submitted,

Steven Wilson, Secretary

2021-22 Budget Workshop

NOVEMBER 4, 2020

Purposes of Session

- To present information about prime drivers that will influence the 2021-22 budget.
- To gather and share input from school and community leaders.

Process

- Introductions
- Presentation of budget drivers
- Break out group(s) to gather questions, observations, and comments
- Reporting out on questions, observations, and comments.

Enrollment

Level	2018	2019	2020	2020 Projected (Roll-ups)
Elementary	504	530	561	601 (581)
Middle	279	278	270	260 (254)
High	472	480	452	427 (429)
TOTAL	1255	1288	1283	1288 (1264)

- LOLHS has consistently brought in more students than projected
- LOLHS is graduating a class of 119 and welcoming a class of 96.
- 6 sections of K expected (100 students projected- an increase of one section).
- Added sixth classroom of Pre-K - not in 2020-2021 budget but will be in 2021-2022.
- Increase of 3.4 teachers with possible offset of 0.4 reduction
- Over the next five years enrollment is projected to rise to 1379.

Special Education

Year	# of K-12 Students	% of Population
2015	159	12.1
2016	160	12.5
2017	156	12.3
2018	150	12.4
2019	163	13.2
2020	162	13.5

- Slight increase in % with special needs
- Outplacement uncertainty
- Tuition for special education students at magnet schools
- Impact of legislation (e.g., requests for IEE's, burden of proof, mandated training)
- Increasing costs

Financial Considerations

- Existing debt service from the high school renovation and the four school projects (↓\$106,458)
- Contractual obligations
- Health insurance rates
- Revenues
- State funding issues
- Pandemic Impact

Long Term Financial Considerations

- Long term projects (20+ year upgrades to four schools estimated at ~\$15 million- new tranche of bonds beginning 2023) 6 → 4
- Five Year Facilities Plan
- Undesignated fund balance to support large projects (artificial field installation + future projects)- 2%?

Professional Development

PD is provided through competitive and entitlement grants as well as district funding

PK-2 : Advance teacher training in core/reading instruction and tiered interventions in reading/math

3-8 : Implement new Engage New York Modules (ELA) with PD support

6-8 Social Studies and Science : Curriculum Updates

9-12: Canvas Program Review, Use PSAT/SAT to target test preparation with Ivy Bound

PK-12 : Provide targeted PD to effectively use technology/ technology resources to support transformational teaching and learning

Technology & Equipment

Supporting the Digital Learning Environment

Device replacement plan

Continue to explore/expand technology tools for blended learning

Provide focused PD to support digital platform expectations for grades PK-12

Facilities and Utilities

Drivers	Offsets
Pandemic Response?	Solar
Athletic Programs and Field Maintenance	LED lighting
Electricity Rates	New roofs/ Insulation
Lyme Tennis Courts	HVAC Controls
Inefficient/Aging HVAC System	High School Geothermal
Bonded Project Study	Windows
Outdoor Classroom Space	Joint Energy Contract Bids

Break Out Group Task

- Create equal groups with representation from the following constituencies: parents, towns, BOE, and administration
- Facilitator will record questions, comments, observations—do not judge or answer. (15 minutes)
- Report out on questions, comments, and observations.

Budget presentations will incorporate the input received today.



LYME-OLD LYME SCHOOLS

Regional School District #18

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in a Public School Setting

Regular Board of Education Meeting

November 4, 2020

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

Present Via Telephone: Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Administration Present: Ian Neviasher, Superintendent of Schools; 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: Isabella Hine and Ellery Zrenda, High School Student Representatives; two 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: Dr. Goulding made a motion, which was seconded by Mrs. Wilczynski, to approve the minutes of Regular Meeting of October 7, 2020 as presented.

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

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III. Visitors

1. Report from Student Representatives

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

At LOLHS: Last Friday marked the end of the first quarter. The high school's traditional Report Card Night has been replaced with parent conferences via Zoom on November 23 and 24. Next week parents will be receiving an email from Mr. Wygonik with links to sign up for conferences. On October 23, the freshmen class held an outdoor movie night on the baseball field. The seniors are putting the finishing touches on the college application process. All fall sports teams are having successful seasons and are thankful for the ability to compete. The National Honor Society has kicked off the annual Thanksgiving food drive.

At LOLMS: The middle school had a successful month of October. The first quarter ends tomorrow, November 5, and digital report cards will go out next week. Thanks were extended to the COVID mitigation strategies as classes, clubs and activities continue to meet. Fall sports, including cross country and boys and girls soccer, are concluding this week with preparation being made for the winter sports season. Both students and parents are extremely appreciative of the opportunity to participate in these sports. In collaboration with LYSB, Trooper Kate Cummings presented virtually to the middle school parents and each grade about the precautions, dangers and strategies that social media use requires. As we approach the winter season, we are constantly reminding students about proper hygiene and physical distancing practices.

At Lyme Consolidated School: Orange and Black Day occurred on October 30. All the students participated in Lyme School's first "virtual" Town Meeting. It started by the fifth grade leading the Pledge of Allegiance followed by each class giving a shout out hello. All of the students sang their Lyme School song. Funny Halloween riddles were read by Mr. Ferguson and Ms. Gardner. Mrs. McNamara read *Ghoulish* which was an interactive story that all of the students loved. To close out the Town Meeting, the 5th grade led a school wide Monster Mash dance, which was a huge hit. The students are all looking forward to the next Virtual Town Meeting. The Scholastic Virtual Bookfair will run from November 9 through the 22; all orders will be done on-line. The next PTO meeting will be on November 18 at 6:30 p.m. via Zoom. Report cards will be sent home on November 20. Virtual Parent/Teacher conferences are scheduled for November 23 and 24, which are both half days for students.

At Mile Creek School: On October 12, students in grades 2-5 enjoyed an author visit from Tom Watson, author of the Stick Dog series. He shared his journey to becoming an author with the students and taught them to draw the characters from his books. Mile Creek School completed the collection of socks for The Madonna Place, collecting 1,393 pairs of socks, 350 more pairs than were collected last year. Mile Creek students enjoyed a spirit day on October 30. All students wore orange and black, and the fifth grade also celebrated a Harvest Hoedown Day that ended with line dancing. Special harvest and fall activities were celebrated in all of the classrooms. Last week all classrooms walked to the firehouse to practice gathering at the rally point. The children have been taught that the rally point is the Cross Lane firehouse if our school is unsafe for any reason. Last week we also began the free breakfast program. By the end of the week, we had more than 45 students grabbing breakfast each day. This month, parent teacher conferences will be held on the 23rd and 24th via Zoom. Mile Creek School will begin a Trex Challenge on

November 15, collecting plastic items for recycling. We will also begin collecting monetary and gift card donations for the annual holiday giving program.

In the Preschool Program: The preschool had an unexpected surprise during the month of October thanks to retired teacher Diane Bates. PreK has hatched six monarch butterflies from caterpillars. Their timing was perfect as they arrived on October 30, just in time for Black and Orange Day in PreK. During the month of November, the students will be busy learning about the letters D, E and F, the color yellow and the shape of a square. Math lessons will focus on counting, shapes and patterns. Students will be discussing thankfulness and reading *Today is Monday* and *Stone Soup*. Exercise and nutrition through healthy food choices is a part of their monthly theme. Preschool encourages you all to enjoy your celebrations this month and to take a walk in the crisp fall weather.

2. Public Comment

There was no comment from the public.

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviaser reviewed the November personnel report which reflected several new hires. Mr. Neviaser discussed the struggle that many districts experience finding qualified instructional assistants and substitute teachers. He also reported that there is a payroll clerk vacancy in the Business Office.

Mr. Neviaser reviewed the November enrollment report. Currently, there are 1,280 students enrolled in-house, a decrease of three students than last month this time.

Mr. Neviaser reported that the fall edition of the *Focus on Education* newsletter is expected to be out soon as an insert in the *Lyme Times*.

Mr. Neviaser reported that campus security staff member Ray Belval has coordinated a donation from Bikes for Kids in Essex. Students from the district who ride their bikes to school were each given a light for their bikes. Mr. Belval was commended for this initiative.

Mr. Neviaser reported that LOLHS was awarded the Great Schools 2020 College Success Award. According to GreatSchools.org, "Award winners are determined by calculating a school-level score and applying a threshold to delineate which schools receive an award and which do not. This school-level score is comprised of three components:

- College Preparation, which includes the percentage of students from a four-year cohort who graduate from high school as well as measures of College Entrance Exam (ACT or SAT) performance.
- College Enrollment, which includes school-level metrics that vary by state. Some states report this data as "Percent Enrolled in any Postsecondary Institution Within 12 Months After Graduation," others as "Percent Enrolled in any Institution of Higher Learning in the Last 0-16 Months."

- College Performance, which includes remediation and persistence metrics, which also vary in availability by state. The remediation metrics capture the percentage of students needing remediation for college either for two-year or four-year institutions. Measures of college persistence are for the percentage of students returning for a second year at both two-year and four-year institutions.

Mr. Neviaser introduced Renee Molnar, Guidance Counselor at LOLMS, and her dog named Blue who were in attendance at the meeting. Mrs. Molnar and Blue were involved in the therapy dog training initiative, which is part of Project Paws.

Mr. Neviaser reported that snow days that occur this year will be handled as snow day cancellations that occurred in previous years. There will be no school for students and instructional staff, and the day will be made up at the end of the school year. Mr. Neviaser explained his reasoning behind this decision (vs. reverting to a remote learning day) citing the social/emotional health for students and the joy for students to have a day off and his concern over having teachers told at 5:00 a.m. that they have to switch to remote learning.

Mr. Neviaser shared additional financial information that had been requested after the artificial playing surface forum. He reviewed the following data on grass field construction costs, which reflected a higher cost to install a grass field (\$2.6 million) vs. an artificial playing surface (\$2.1 million). In addition, the grass surface does not resolve weather and overuse problems.

Reconstructed Grass Field Construction Breakdown of Total Cost of \$2.6 Million:

General Conditions (bonding, site preparation, site removals, erosion control, contingency) = \$308,000.

Irrigation System Installation = \$210,000

Earthwork and Field Drainage = \$1,075,000

Annual Maintenance Costs = \$550,500

Purchased Water for Irrigation = \$480,000

The Board discussed this at great length. Topics addressed included: current maintenance of the practice field (site of proposed artificial playing surface); maintenance costs of turf field (limited); lifespan of artificial surface and replacement costs; recyclable material of artificial surface; effect of animal (geese) waste; inexpensive solutions for geese waste; impact of grass field runoff on the pond; cost of reseeded a grass field.; usage of turf field in inclement weather; alleviation of heavy usage of other campus fields; offering status quo as another option; and possible revenue making options for the artificial field.

Dr. Goulding, Chair of the Facilities Committee, addressed the need for more fields and the correlation between field usage and the needed field space. He also noted the lack of town fields that are used by the community at large.

Mr. Neviaser 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.

Finalizing plans for remote learning should this be required and aligning with regular school schedule.

Completed K-2 reading and math screeners and formative assessments.

Professional Development Day on November 3 – teams and departments planning and adjusting based on data (internal assessments).

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.*

Providing the necessary tools for teachers to be effective as possible.

Donation from parent (employee of Pfizer) of \$10,000 to be spent on the needs of the high school staff.

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

Notification out to parents re: uncertainty of pandemic and associated stressors.

Making sure students/staff have resources they need.

Free breakfasts and lunches for all students; district gets money back from each meal served. Encourage students to utilize these free meals.

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.*

Facilities Meeting held earlier in evening; reviewed the five-year facilities plan.

Artificial playing surface forum held.

Glitch in completion of the Lyme School gym floor; sub-contractor's staff did not follow COVID-19 protocol.

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

Thanks to Board for support of all new initiatives.

Mrs. Miller extended congratulations to the girls soccer team and their coach who were recently showcased on Channel 8.

Dr. Goulding commended the Lyme-Old Lyme staff for their engagement to go above and beyond what is expected of them to benefit the district and community.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of October 31, 2020. Fluctuations of note:

- Spending year to date is on track with last year to date.
- Special education is down year over year due to reduced tuition costs.
- Transportation is down due to credits for collapsed/reduced routes due to driver shortage and reduced ridership.
- Debt Service is due to refunding from January 2020 and payment moved to August.

Year To Date Revenue Report

	2019-2020 Received	2020-2021 Received YTD
Town of Old Lyme	\$27,556,679	\$8,546,811
Town of Lyme	\$6,579,421	\$1,977,583

Mrs. McCalla reviewed the Contingency Maintenance Report. There is \$5,975 in new spending for a natural gas heater in the maintenance garage and \$3,000 estimated for the grinder pump backup issues. The balance of this account is \$170,723.

Mrs. McCalla also reported that the district is still awaiting final FEMA approval. It appears they are not reimbursing for any PPE. At this point, the district's claim has been reduced from approximately \$20,000 to about \$6,000, of which the district will receive 75% or \$4,500. This assumes there will be no further reductions; however, it is not known when payment will be issued; therefore, further reductions or complete elimination is always a possibility. This claim is for costs incurred from March 1-June 30, 2020.

The district has submitted its final Coronavirus Relief Fund (CRF) reallocation request in order to expend the \$329,000 it was granted by the state. These funds will be used to offset costs of PPE, cleaners/disinfectants and additional staffing (building substitute and Center School nurse) needed to reduce/eliminate coronavirus spread that have been incurred from July 1 through December 30, 2020.

Mrs. McCalla reported that the USDA has granted a waiver allowing school districts to provide free breakfast and lunch at all schools to all students. Due to this, the district is now offering breakfast at all schools, with the Pre-K program logistics still to be determined. The more meals the district can give, the better for the program. At this point, the district is forecasting an \$80,000 deficit in the program, which will need to be covered by the operating budget, and every meal the district can give away results in a reimbursement of \$1.89/breakfast and \$3.58 for lunch. Mrs. McCalla noted that the district expects the deficit projection to decline as participation and word of the program spreads.

Follow-up discussion centered on ways to spread the word on the free breakfast and lunch initiative that is available to all students (not based on need).

Mrs. Shoemaker asked Mrs. McCalla to highlight the new expenditures that appear on the monthly Contingency Maintenance Report.

V. Educational Presentation

1. School Updates

The administration from the five buildings gave an update on the reopening of schools:

James Wygonik, Principal of Lyme-Old Lyme High School: discussed the various ways that the high school students/staff are normalizing this school year: many clubs meeting at night over Zoom; teachers are giving up family time to provide opportunities for students; outdoor movie night and band and chorus concert open to the entire community; instructional practices and technology usage improving daily; math

instruction initiatives; new schedule allowing for more time for discussion; adding social and emotional wellness into the classrooms; improvement to delivering online learning; usage of outdoor space for lunches and some classes; and fall play (DOA remake) being filmed and will be shown on YouTube. Mr. Wygonik stressed how proud he was of the high school staff and students who want to be in school and are doing what is needed to remain there.

Mr. Wygonik and Mrs. Dean, Director of Curriculum, also explained the procedures in place for those students who have not “checked in” to school this year and the strategies they are using to get them reengaged in academics.

Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School, cited the following initiatives currently underway at the Middle School: social and emotional check-in of students/staff; weekly extended homeroom to provide academic support and advisory; supporting community building; partnering with LYSB for supplemental counseling; the feeling of “normalcy” at the school despite the pandemic; lunch groups; mentoring program up and running; clubs and sports are underway; Trooper Kate Cummings, DARE Coordinator, holding a virtual workshop on social media safety protocols; screen free weekends; and inclusion of therapy dogs for emotional support for students.

James Cavaleri, Principal of Lyme Consolidated School and Kelly Enoch, Principal of Mile Creek School, reported on elementary initiatives: outstanding student adjustment to physical environment; kudos to custodial staff for cleanliness of buildings; arrival and dismissal time running smoothly; staff making sure remote learners are engaged with the teacher and other students (“Roomies and Zoomies” - the nicknames for those students in school and those who are remote learners); use of breakout rooms in Zoom which will be in place should they have to go to full remote learning; stabilization of remote learners (14 at Mile and 22 at Lyme); mastering of new technology with great professional development from the tech staff; emphasis on social and emotional learning; implementation of Second Step program; maintaining spirit days and spirit of giving initiative; the success of virtual town meetings and virtual lunches with remote learners; visit by Tom Watts, author of the Stick Dog series; appointment of staff members Kelly Guyer and Mary Dargie as liaisons for remote learning, which frees up teachers to teach.

Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School, gave the update for the Center School preschool program: young students have adjusted to wearing masks and eating lunch in the classroom, etc., due to teachers creating a warm and inviting classroom environment; students showing more independence – using hand sanitizer, washing hands and exchanging dirty masks for clean ones; teachers are mindful of social and emotional health of students; and mask breaks creating more opportunities for outdoor activities.

VI. Chairman & Board Report

Mrs. Linderman reported that negotiations between the Board and the AFT union will begin in December; she asked for Board volunteers to serve on the Human Resources Committee. Mrs. Shoemaker volunteered to serve.

VII. New Business

1. Setting of Graduation Date for the Class of 2021

Mr. Neviaser explained that the earlier the Board sets a firm graduation date, the earlier the Safe Grad Committee can reserve a spot for their program. The recommendation was to set graduation for June 11, 2021, the last Friday of the school year.

MOTION: Mrs. Leonardo made a motion, which was seconded by Mrs. Shoemaker, to approve setting the date of June 11, 2021 for the Lyme-Old Lyme High School graduation.

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

2. Course Proposals at LOLHS – Applied Physics and AP Computer Science A

LOLHS is recommending the addition of two new courses. Michelle Dean, Director of Curriculum, and Dawn Kelley, Science Teacher at LOLHS, gave a presentation to add two new science courses: Applied Physics (one-half credit) based on NGSS testing, which showed a lack of physical science courses offered and AP Computer Science (full-credit), which will allow students to expand their knowledge base at the college level. The textbook for this course will be available for Board review.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Wilczynski, to approve the course additions of Applied Physics and AP Computer Science A at LOLHS as presented.

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*. Dr. Goulding reported on the committee meeting that took place earlier in the evening. The tennis courts have been completed and there was discussion on the artificial playing surface proposal. The condition of the high school facility was also discussed and the outstanding issues that need addressing are the current sound-field system and additional cameras to improve blind spots. Dr. Goulding commended the facility improvements that have been done throughout the district with very little impact to the mill rate.

Mrs. Linderman asked if there were any outstanding questions/concerns Board members had on the artificial playing surface proposal. The Board discussed the importance of addressing the community concerns (environmental, health, etc.); the various venues for communicating information and how best to do so; getting citizens who feel left out of the discussion more involved; not pushing this project through until concerns are addressed; having the Communications Committee more involved; and possibly holding another public forum.

Dr. Goulding recommended that Board members seek out Superintendent Neviaser and Director of Facilities Ron Turner for quick and informative responses to their concerns.

- b. *Finance*. No report.
- c. *Communications*. No report.
- d. *Policy*. No report.
- e. *LEARN*. Mrs. Linderman reported that she is on the LEARN teacher contract committee.
- f. *LOL Prevention Coalition*. Mrs. Shoemaker reported on the success of the October 24 drug take back event when over 150 pounds of medications were dropped off in a four-hour period. She also reported on an upcoming virtual event on vaping trends.
- g. *Sustainability*. Mrs. Miller reported on the kickoff of the 4R (refuse, reduce, reuse, recycle) campaign noting that information on this campaign will be shared at the November staff meetings at all schools. She also reported on the Trex Challenge that will run from November 15 through April 15. This is a plastic film recycling challenge where collection boxes will be placed in all schools and around the community.

IX. Correspondence

Mrs. Linderman reported on the receipt of an email complimenting the district on how well the schools are running during the pandemic. Another email was received on the artificial playing surface, and this will be forwarded to the superintendent.

X. Executive Session

Upon motion by Dr. Goulding and seconded by Mrs. Leonardo, the Board voted unanimously to move into executive session for the purpose of discussing the Administrators' Contract for 2021-2024. Mr. Neviaser was invited to attend the executive session.

XI. Adjournment

The regular meeting adjourned at 9:41 p.m. upon a motion by Dr. Goulding and a second by Mrs. Leonardo.

Respectfully submitted,

Steven Wilson, Secretary

LYME-OLD LYME SCHOOLS

Regional School District #18

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in a Public School Setting

Executive Session

November 4, 2020

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

Present Via Telephone: Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Administration Present: Ian Neviasher, Superintendent of Schools

Upon motion by Dr. Goulding and seconded by Mrs. Leonardo, the Board voted unanimously to move into executive session for the purpose of discussing the Administrators' Contract for 2021-2024 at 9:41 p.m. Mr. Neviasher was invited to attend the executive session.

The Board of Education reconvened into open session at 9:59 p.m.

MOTION: Mr. Wilson made a motion, which was seconded by Dr. Goulding, to approval the Lyme-Old Lyme Administrators' Contract for 2021-2024 as presented.

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

Upon motion by Mrs. Shoemaker and seconded by Dr. Goulding, the meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Steven Wilson, Secretary

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Special Board of Education Meeting

November 24, 2020

Board Present: Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Jennifer Miller; Suzanne Thompson (via telephone)

Absent by Previous Arrangement: Rick Goulding; Stacey Leonardo; Mary Powell St. Louis; Jean Wilczynski; Steven Wilson

Administration Present: Ian Neviaser, Superintendent of Schools

The meeting was called to order at 6:00 p.m. The purpose of the meeting was for a student discipline matter.

Upon motion by Mrs. Miller, which was seconded by Mrs. Shoemaker, the Board voted unanimously to move into executive session for the purpose of discussing matters related to student discipline at 6:01 p.m.

The Board of Education reconvened into open session at 6:16 p.m.

MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Shoemaker, to approve the stipulated agreement for Student A as presented by the Superintendent of Schools.

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

Upon motion by Mrs. Miller, which was seconded by Mrs. Shoemaker, the meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Martha Shoemaker, Secretary Pro Tem

Ian Neviaser, Superintendent of Schools

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Regional School District Eighteen December 2020 Enrollment Report

Breakdown by School

Breakdown by Town

Grade	Center	MC	Lyme	Middle	High	Total
PreK (3)	20					20
PreK (4)	77					77 (+2)
K		44	34			78 (+1)
1st		49	29			78
2nd		37	33			70 (+1)
3rd		55	30			85 (+1)
4th		43	34			77
5th		43	37			80
6th				91		91
7th				83		83
8th				96		96
9th					96	96 (+1)
10th					111	111
11th					124	124 (-2)
12th					117	117 (-1)
Totals	97	271	197	270	448	1283 (+3)

Grade	Old Lyme	Lyme	Tuition	Total
PreK (3)	17	3	0	20
PreK (4)	68	9	0	77
K	59	18	1	78
1	64	14	0	78
2	57	13	0	70
3rd	72	12	1	85
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	79	16	1	96
10th	88	22	1	111
11th	110	14	0	124
12th	87	28	2	117
Totals	1040	237	6	1283

Special Education (various facilities)	7
Grasso Tech	10
Marine Science Magnet School of SE CT	2
Total Out of District	19
GRAND TOTAL	1302

Out of District	18	1	0	19
TOTAL	1058	238	6	1302

Impact to Towns	Old Lyme	Lyme
12/1/2020	1296	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.
The majority of meetings will take place in the Board of Ed Conference Room at Center School or other venues based on space needs due to COVID-19.*

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	[6:00 pm] Special Board of Education Meeting with BOE, BOS, BOF, School Administrators and Parent Leadership Review and discuss needs and drivers as prepared by administrators and committees.
November 4	[7:00 pm] Regular Board of Education Meeting
Nov – Dec	Administrators prepare budget according to parameters set forth by the Board of Education; Budgets are reviewed with the superintendent.
January 6	[6:30 pm] Regular Board of Education
January 13	[6:30 pm] Special Board of Education Meeting Workshop 1: Elementary, Middle, High School and Curriculum Budget Presentations.
January 20	[6:30 pm] Special Board of Education Meeting Workshop 2: Special Education, Facilities, Technology, Operations and Central Services Presentations.
January 27	[6:30 p.m.] Special Board of Education Meeting (meeting if needed) Board reviews budget as it will be presented at budget forum.
February 3	[6:30 pm] Budget Forum
February 3	[7:00 pm] Regular Board of Education Meeting 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	[6:30 pm] District Budget Hearing
April	Reminder Post Cards to Vote.
May 3	[6:30 pm] District Budget Meeting
May 4	Anticipated Date for Budget Referendum Vote.

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

	20-21 Budget	20-21 Actuals	% Spent as of 11/30/2020	% Spent as of 11/30/2019
Certified Salaries	\$14,227,237	\$4,138,090	29.1%	28.6%
Non-certified Salaries	\$3,619,265	\$1,086,824	30.0%	31.2%
Employee Benefits	\$4,737,682	\$1,501,830	31.7%	40.6%
Instructional Programs	\$1,478,212	\$939,843	63.6%	65.7%
Special Education	\$1,452,941	\$734,137	50.5%	69.9%
Support Services	\$78,148	\$21,731	27.8%	39.9%
Administrative Services	\$818,208	\$542,438	66.3%	69.6%
Pupil Transportation	\$1,144,367	\$844,238	73.8%	46.0%
Plant Operation & Maintenance	\$4,002,850	\$2,362,153	59.0%	58.7%
OPERATING BUDGET	\$31,558,910	\$12,171,284	38.6%	40.0%
DEBT SERVICE	\$3,152,721	\$2,544,489	80.7%	43.8%
TOTAL BUDGET	\$34,711,631	\$14,715,773	42.4%	40.4%

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

	<u>2019-2020</u> Received	<u>20-21 Received</u> YTD
Town of Old Lyme	\$27,556,679	\$10,560,850
Town of Lyme	\$6,579,421	\$2,443,597

Budgeted - Fiscal Year 2020-2021			\$200,000
<u>Lyme</u>			
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	Total Lyme Projected as of 11/30/2020		\$1,195
<u>Mile Creek</u>			
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
	Total Mile Creek Projected as of 11/30/2020		\$1,195
<u>Center</u>			
September	Dhd Windows & Doors (shattered window)	\$3,963	
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
October	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
November	Whitewater (Purchase of chemical feed pump)	\$557	
	Total Center Projected as of 11/30/2020		\$6,715
<u>Middle</u>			
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
October	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
November	Whitewater (Purchase of chemical feed pump)	\$557	
	Total Middle Projected as of 11/30/2020		\$2,752
<u>High</u>			
September	Huntington Power Equip (Generator Repair)	\$16,338	
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
October	Whitewater (Est. to fix Grinder pumb back up)	\$1,000	
November	Whitewater (Purchase of chemical feed pump)	\$574	
	Total HS Projected as of 11/30/2020		\$19,107

Remaining contingency as of 11/30/2020, Fiscal Year 2021 **\$169,036**

Understanding Special Education Costs

Melissa Dougherty

December 2, 2020

The Budget...

Constant:

- Supplies
- Dues
- Professional Development

Variable:

- Public Tuition
- Private Tuition
- Special Education Therapy and Evaluation
- Transportation

What Causes the Variability?

Our obligation to educate all students in their least restrictive environment.

Individuals with Disabilities Act (rev. 1990)

Education of all Handicapped Children Act 1975

District recommends an out of district placement to meet the student's needs

Students move to the district and were previously placed by sending district

DCF involvement

Unilateral Placements

Parent requests for Independent Educational Evaluations

Additional supports/evaluations required for educational programming

Out of District Placement Examples

School Name	Daily Rate	Yearly Tuition	Transportation
Natchaug Hospital	\$353	\$66,717	\$2,472
Waterford Country School	\$347	\$64, 195	\$22,341
Meliora		\$138, 420	\$32,720
Foundation School		\$68, 500	\$37, 026
LEARN		\$104,763	\$22,000
Public School		\$22,412	N/A

Special Education Therapy and Evaluation Examples

Professional Services	Cost Per Year
Behavioral Supports	\$83,500 per student
Independent Educational Evaluation	\$5,000 ea.
District Evaluation Request/Consultation	\$5,000 ea. / \$1,350 ea.

Sample Budget

Example: Projected 2020-21 Special Education Budget					
Student	School	Tuition	Transportation	SpEd Therapy and Evaluation	Total
Student A	School Z	\$76,700	\$22,300		\$99,000
Student B	School Y	\$62,190	\$20,635		\$84,825
Student C	School X	\$138,420	\$33,697		\$172,117
Student D				\$83,500	\$83,500
Student E				\$5,000	\$5,000
Projected Budget: \$444,442					
Student F	School W	\$247,224	N/A		\$247,224
Student G				\$5,000	\$5,000
Student H & I				\$167,000	\$167,000
Projected Increased Expenditure: \$419,224					
Projected Adjusted Expenditures: \$444,442 + \$419,224 =					\$863,666

Questions?

Thank you



DRAFT



Lyme-Old Lyme Public Schools • 2021-2022 Calendar



DRAFT

August 2021					4
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

September 2021					20
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

October 2021					20
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November 2021					18
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

December 2021					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January 2022					20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

February 2022					15
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

March 2022					23
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

April 2022					15
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May 2022					21
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

June 2022					10
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

School Hours	
Mile Creek/Lyme	8:45-3:15
LOLMS/LOLHS	7:40-2:10
Preschool (am)	8:50-11:20
Preschool (pm)	12:20-2:50
Preschool (full)	8:50-2:50
Early Dismissal	
MileCreek/Lyme	12:15
LOLMS/LOLHS	11:10
Preschool	11:20

Date	Event/Holiday
Aug 23-25	Professional Development Days (FULL) No school for students
Aug 26	Opening Day for Students
Sep 3	School Holiday (Schools Closed)
Sep 6	School Holiday (Schools Closed)
Oct 8	Professional Development Day (HALF) Early dismissal for students
Oct 11	School Holiday (Schools Closed)
Nov 2	Professional Development Day (Full) No school for students
Nov 22-23	Elementary, Middle and High School parent conferences. Elementary, Middle and High School students early dismissal
Nov 24-26	School Holiday (Schools Closed)
Dec 23	Professional Development Day (HALF) Early dismissal for students
Dec 24-31	School Holiday (Schools Closed)
Jan 17	School Holiday (Schools Closed)
Feb 18	Professional Development Day (HALF) Early dismissal for students
Feb 21-25	School Holiday (Schools Closed)
Mar 11	Professional Development Day (HALF) Early dismissal for students
April 15-22	School Holiday (Schools Closed)
May 27	Professional Development Day (HALF) Early dismissal for students
May 30	School Holiday (Schools Closed)
June 13-14	Tentative Final Days Early dismissal for students both days Snow days are added at end of year

Sandra E. Welwood, LLC

Website: www.sewelwoodcpa.com
Telephone: (203) 730-0509

Certified Public Accountants
P.O. Box 4609, Danbury, CT 06813

November 13, 2020

Board of Education
Lyme-Old Lyme Public Schools
Regional School District No. 18
53 Lyme Street
Old Lyme, CT 06371

We are pleased to present this proposal letter to continue to provide audit services to the Regional School District No. 18 (the "District") for the fiscal years ended June 30, 2021 through 2023. We have enjoyed our relationship with you over the past eight years and look forward to continuing that relationship. High-level comprehensive service, continuity of experienced staff, and reasonable fees is our focus. Also important is the fact that we know your District, your needs, your operations, and what is important to you. Therefore, continuing with our audit services will significantly reduce your staff's workload, which is essential considering the ongoing issues caused by the COVID-19 pandemic. It will also allow us to continue to provide you with meaningful suggestions for internal control improvements that are also efficient.

About the Firm

Sandra E. Welwood, LLC is a federally recognized women-owned small business operating a local certified public accounting firm. We have 40 years of experience and are uniquely qualified to render high quality, competent and responsive services. As we have demonstrated, we work as a team on your audit to provide you with personal service not from just one, but several experts with a broad range of knowledge. This collective talent ensures quality service and minimum disruption to your daily routines. Because we are a local firm, we are personally committed to you and your needs.

Annual Audit Services

As part of our annual audit services, we provide the following comprehensive services to you, which are included in our fixed fee:

- You will continue to be provided with high-level service and expertise throughout the year, not just during the audit period. We are readily available to you for phone calls and questions. This service includes, but is not limited to, assistance with the interpretation and implementation of accounting pronouncements and internal control matters.
- Our audit is performed to accommodate your schedules.
- We will continue to provide suggestions to enhance your internal controls using a common sense approach, which provides additional control without increasing your costs.

Quality Control

Sandra E. Welwood, LLC is subject to a peer review every three years. We have received an unqualified opinion on the review of our quality control system. A copy of our most recent quality control review report is attached.

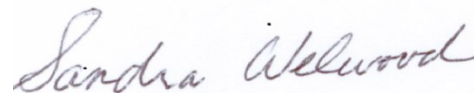
Our firm is committed to providing our clients with professional services of the highest quality. In order to satisfy this commitment, we have a comprehensive quality control program, which ensures our clients receive the highest level of professional expertise.

Fixed Fee

Because of the exceptional efficiency of your team when working with the audits, we are able to keep the same fixed fee as the previous three years. The all-inclusive fixed fee for our annual audit services (including the State Single Audit and State EFS Review) for the year ended June 30, 2021 is \$25,750. We also commit to provide audit services for the years ended June 30, 2022 and 2023 at the same annual fee of \$25,750. If a Federal Single Audit is required, there will be an additional fee of \$3,000.

Additional Information

We believe your selection of our firm will ensure that the District receives continued high quality, timely, and efficient professional services. We would be pleased to furnish any additional information you may require and look forward to working with you in the coming years. If you have any questions, please do not hesitate to contact me.

A handwritten signature in cursive script that reads "Sandra Welwood". The ink is a reddish-brown color and is written on a light-colored background.

Sandra Welwood, CPA
Managing Partner

Report on the Firm's System of Quality Control

April 20, 2020

To the Partners of Sandra E. Welwood, LLC and
the Peer Review Committee of the Connecticut Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Sandra E. Welwood, LLC (the firm) in effect for the year ended November 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Sandra E. Welwood, LLC in effect for the year ended November 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies* or *fail*. Sandra E. Welwood, LLC has received a peer review rating of *pass*.



Solakian & Company, LLC

HVAC Controls Contract Approval

Lyme – Old Lyme Schools

December 2, 2020

Action: Award Connecticut Controls Corporation a three-year service contract to continue to provide onsite support of the district's HVAC automated control systems for \$16,900.00 annually and to waive the bidding process.

Background: Connecticut Controls is our current provider of onsite and remote support for our HVAC building control systems and has been under contract with the district in this capacity for approximately eight years.

The staff of Connecticut Controls are very familiar with our buildings and systems, and they have been extremely responsive and efficient whenever there is a call for service.

A brief example of their responsiveness occurred during our COVID response prior to the opening of school. When the CT DPH and others provided recommendations in July for HVAC intervention to safely open school buildings, Connecticut Controls was able to make the district a priority and complete a function check of the entire HVAC system. This check allowed the district to open the schools with the reassurance that our systems were all functioning to the best of their capabilities.

This contract value is in the anticipated range for the current budget and will be appropriately added to the 21/22 FY budget.

THREE YEAR SERVICE AGREEMENT

Prepared For

REGIONAL SCHOOL DISTRICT No. 18

OLD LYME SCHOOLS

**53 Lyme Street
Old Lyme, CT 06371**

2020 - 2023

Prepared by

Connecticut Controls Corp

18 Industrial Park Road
Centerbrook, CT 06409

AUTOMATION SERVICES AGREEMENT

Old Lyme Public Schools

53 Lyme Street
Old Lyme, CT 06371

Date: 11/11/2020

Base Agreement:

This Three Year service agreement includes 96 hours of onsite support annually for preventive maintenance on your DDC systems, Unlimited remote support and access to after hours on-call emergency service. The onsite support will be performed during (12) regularly scheduled site visits (1 day per month). Services will include but are not limited to; DDC hardware validation and DDC software validation. The front end supervisor software will be checked to verify proper point assignment to graphics, proper communication and alarming to all controllers. Check and acknowledge alarms if required. Remove hardware point overrides and insure proper trending operations. We will check the control strategy loops for all programmable controllers. Check operation of actuators and sensors and make programming and graphical changes as required.

Remote Support:

Remote support access may require site setup support from Connecticut Controls Corp. Once remote support has been established, when the customer initiates a request for service the technician will first attempt to address control system issues remotely saving time and money. If the issue can not be resolved remotely, the technician will notify the office and the office will schedule a site visit.

We recommend that a technician spend a minimum of 1-2 hours remotely viewing your building automation system prior to his first scheduled PM visit. This will help him to identify system deficiencies that need to be addressed in advance of his scheduled visit.

After Hours Emergency Service:

The After Hours On-Call Emergency Service is available to you between the hours of 5:00pm until 7:00am Monday through Friday and 24 hours a day on weekends and holidays. In the event that the on-call technician is dispatched to a call for emergency service, his time will be charged at the applicable hourly rate from the time he leaves his house until the time he returns home (portal to portal).

Services:

Connecticut Controls will perform the following manufacturer's recommended maintenance tasks on your equipment. The scope of service provided will be determined by equipment, application, location, manufacturer's specifications and best judgment practices.

Operators Workstation Computers, Hardware Peripherals

- Visually inspect and clean all hardware of dust and debris
- Run a diagnostic program to check PC operation
- Verify printer interface
- Backup current database
- Test public IP access and notification

Network Field Panels (JACE or equal)

- Inspect CPU for errors and correct for optimized performance
- Visual inspection of LED's, fuses, cable connectors
- Check and verify proper power levels
- Clean and tighten all electrical termination points
- Verify all circuit boards are secured

Unit Controllers (JACE or equal)

- Check sequence of mechanical equipment operation to insure optimum system efficiency and economy
- Check outdoor, duct, and space temperature sensor accuracies
- Check space CO2 and RH sensor accuracies
- Verify program limits and safeties
- Verify damper/economizer operations
- Verify optimized start/stop functions
- Verify programmed functions
- Verify fan controls
- Check and verify proper power levels at control panels
- Clean and tighten all electrical termination points
- Clean and/or calibrate all devices as required

Application Software and Verification Services

- Verify system database and modifications
- Verify operation of remote telecommunication data link to remote site if applicable
- Sequence verification and database backup
- Verify operation on monitor screen
- Verify setup and operation of console devices
- Verify setup of users passwords and privilege levels

Software Backup Services

- Device database backup of system database to hard disk system and CD
- Provide routine disk file management
- Back of graphical system database
- Upgrade software to the most recent release (not included)

AUTOMATION SERVICES AGREEMENT

Three Year Base Agreement:

(Onsite Support / Remote Support / Access to On-Call Emergency Service / Software Upgrade)

Service agreement includes **96** regular working hours of onsite support (1 day per month), Unlimited remote support, access to on-call emergency service after normal working hours.

Estimated Annual Base for Three Years- \$16,900.00 (Mileage Included)

Billing:

To be billed annually in four equal quarterly payments as follows:

Sept \$4,225.00
Dec. \$4,225.00
Apr \$4,225.00
Aug. \$4,225.00

Clarifications:

Additional hours of onsite support (if required) will be billed according to the applicable service contract hourly rates including all customer authorized materials and/or control hardware.

The After Hours On-Call Emergency Service is available to you between the hours of 5:00pm until 7:00am during the week and 24 hours a day on the weekends and holidays. In the event that the on-call technician is dispatched to respond to a call for emergency service, his time will be charged at the applicable hourly rate from the time he leaves his house until the time he returns home (portal to portal).

The cost for supervisor software and controller software upgrade to the latest version (once a year) is included as part of this agreement. All other control hardware and materials will be billed separately. The charge price for control hardware will be the manufacturer's list price times a .7 multiplier. Example: A wall sensor with a list price of \$35.00 would cost the customer \$24.50 not including sales tax. The customer's approval and authorization is required prior to installation.

Rate Schedule (Mileage included)

Onsite Support:

Rate Level 1 Technician	<u>\$125.00</u> (per hour)
Overtime / Saturdays	<u>\$187.50</u> (per hour)
Sundays/Holidays	<u>\$250.00</u> (per hour)

On-Call Emergency Service/Non Business Hours:

Overtime / Saturdays	<u>\$187.50</u> (per hour)
Sundays/Holidays	<u>\$250.00</u> (per hour)
(Portal to Portal)	

Services Request ♦ Contact Procedure

Normal Business Hours

Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m.

Call the main office at (860) 767-9747

Our office will schedule a technician for the next available opening.

Emergency Service Outside Normal Business Hours

Call the main office at (860) 767-9747. Our answering service will pick up. Please have the following information available.

1. Customer’s name or place of business
2. Name of person to contact and a number where they can be reached
3. If available - A backup contact and phone number in the event the technician can not reach the contact person
4. The reason for the call
5. The area of the facility and equipment that is being affected

The on-call technician will return the call within 30 minutes and will respond accordingly.

AGREEMENT DURATION: **This agreement shall remain in effect for a period of 36 (Thirty-Six) months beginning December 1, 2020 through November 30, 2023.**

Either party may terminate this agreement upon thirty days written notice prior to the anniversary date of the agreement. Annual rate adjustment may apply.

CONNECTICUT CONTROLS, CORP.	CUSTOMER AUTHORIZATION
NAME: <u>Gretchen Jaber</u>	NAME: <u>Ian Neviaser</u>
SIGN: <u><i>Gretchen Jaber</i></u>	SIGN: _____
TITLE: <u>Service Account Manager</u>	TITLE: <u>Superintendent</u>
DATE: _____	DATE: _____

Students Policy #5145.44 – Title IX

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a) (30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions (from 34 C.F.R. §106.30)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the Respondent and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Students Policy #5145.44 – Title IX

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Building Principal, or Assistant Building Principal.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Building Principal, Assistant Building Principal, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Name: Hildie Heck, Athletic Director

Address: Lyme-Old Lyme High School

Email: heckh@region18.org

Telephone: 860-434-1651 x 1014

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the

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Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review appropriate Board policies to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will either undertake the investigation or appoint a qualified person. The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.23. The District's grievance process shall, at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and

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evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
11. Describe the range of supportive measures available to Complainants and Respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.

Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation.

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Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

(cf. 0521 – Nondiscrimination)

(cf. 0521.1 – Grievance Procedure for Section 504, Title IX, and Title VII)

(cf. 4118.11/4218.11 – Nondiscrimination)

(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)

(cf. 5131.911 – Bullying/Safe School Climate Plan)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

Legal Reference: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance
(N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.

Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*

Title IX Final Rule, 34 CFR §106.45, *et seq.*, May 6, 2020

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62,
#49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66
Fed. Reg. 5512 (January 19, 2001)

The Clery Act, 20 U.S.C. §1092(f)

The Violence Against Women Act, 34 U.S.C. §12291(a)

Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June
26,1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court,
June 26,1998)

Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S.
Supreme Court, June 26,1998)

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Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

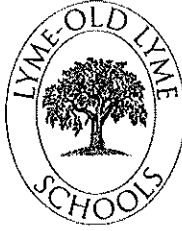
Policy Adopted: _____

Lyme/Old Lyme Board of Education.

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Facilities & Finance Committee Meeting

November 4, 2020

Committee Members Present: Rick Goulding, Co-Chair; Jean Wilczynski, Co-Chair; Diane Linderman; Andy Russell; Steve Wilson

Absent: Daniel Hagan; Philip Neaton

Present Via Telephone: Jennifer Miller; Thomas Sherer

Administration Present: Ian Neviasser, Superintendent of Schools; Ronald Turner, Director of Facilities & Technology; Brian Howe, Assistant Director of Facilities; Holly McCalla, Business Manager; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present:

I. Call to Order:

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

II. Approve of Facilities Committee Minutes:

October 7, 2020

Mr. Russell made a motion, second by Ms. Wilczynski, to formally approve the October 7, 2020 minutes as presented. The motion passed unanimously.

III. Brief Committee on Condition of High School Facility:

Mr. Wygonik commented positively about the condition of the resurfaced gym floor, the new tennis courts and overall condition of the high school. He discussed the current sound-field system and the need for an upgrade due to dead spots and frequency overlap and asked for additional cameras or change location of an existing camera to improve blind spots.

IV. Review Projects In-Progress District-Wide:

Mr. Turner advised he is waiting for installation dates for the roof top unit and gym floor at Lyme Consolidated.

He updated the status of the turf field and explained the Planning & Zoning public hearing was supposed to occur on October 13th, but was pushed to November 9, 2020.

Mr. Turner requested a vendor to provide a price to update the playground equipment at the elementary schools; the estimated amounts are reflected in the Five-Year Facilities Plan. Lastly, he discussed the track skin is due for replacement as it has outlived its ten-year life.

V. Review Five-Year Facilities Plan:

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

VI. Adjournment:

Dr. Goulding called to adjourn the meeting at 5:32 p.m.

Five Year Facilities Draft Plan

November 4, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Grand Totals	\$ 462,000	\$ 675,000	\$ 352,000	\$ 340,000	\$ 350,000	\$ 320,000	\$ 340,000
LC							
Repave tennis courts (2)			\$ 160,000				
Replace gym unit ventilators with an RTU and included AC		\$ 375,000					
Repaint exterior					\$ 80,000		
Gym Floor Resurface to rubber		\$ 60,000					
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				\$ 100,000			
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		
LC Totals	\$ 12,000	\$ 435,000	\$ 206,000	\$ 100,000	\$ 80,000	\$ -	\$ -

Five Year Facilities Draft Plan

November 4, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Grand Totals	\$ 462,000	\$ 675,000	\$ 352,000	\$ 340,000	\$ 350,000	\$ 320,000	\$ 340,000
MC							
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				\$ 100,000			
Bonded project study			\$ 21,000				
Replace VCT w/high perf flooring					Estimated \$15M		
MC Totals	\$ -	\$ -	\$ 36,000	\$ 100,000	\$ -	\$ -	\$ -

Five Year Facilities Draft Plan

November 4, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Grand Totals	\$ 462,000	\$ 675,000	\$ 352,000	\$ 340,000	\$ 350,000	\$ 320,000	\$ 340,000
CS							
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						\$ 150,000	
Bonded project study			\$ 18,000				
Playground partial update				\$ 100,000			
CS Totals	\$ 180,000	\$ -	\$ 18,000	\$ 100,000	\$ -	\$ 150,000	\$ -

Five Year Facilities Draft Plan

November 4, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Grand Totals	\$ 462,000	\$ 675,000	\$ 352,000	\$ 340,000	\$ 350,000	\$ 320,000	\$ 340,000
MS							
Upgrade HVAC Including AC & boilers					Estimated \$15M		\$ 170,000
Repave Parking Lot							
Classroom refresh					Estimated \$15M		
Gym Floor Refinish		\$ 20,000					
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			\$ 40,000				
Bonded project study		\$ 32,000					
Replace Carpets/media redesign second floor						\$ 170,000	
MS Totals	\$ 45,000	\$ -	\$ 52,000	\$ 40,000	\$ -	\$ 170,000	\$ 170,000

Five Year Facilities Draft Plan November 4, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Grand Totals	\$ 462,000	\$ 675,000	\$ 352,000	\$ 340,000	\$ 350,000	\$ 320,000	\$ 340,000
HS							
Expand irrigation to include baseball field					\$ 30,000		\$ 170,000
Repave Parking Lot					\$ 150,000		
Resurface Track					\$ 30,000		
Refinish commons floor north west corner of the soccer/lacrosse field and SB left					\$ 60,000		
Repave tennis courts (6)	\$ 225,000	\$ 240,000					
Soccer/lacrosse field bleacher			\$ 40,000				
Artificial turf field installation			Undesignated fund (\$2.5M est.)				
HS Totals	\$ 225,000	\$ 240,000	\$ 40,000	\$ -	\$ 270,000	\$ -	\$ 170,000
Estimated available Reserve Fund Balance as October of:							
	2019	2020	2021				
	\$1,773,157	\$2,107,873	\$2,252,644				

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting November 18, 2020

Committee Members Present: Suzanne Thompson, Communications Chair; Martha Shoemaker, Policy Chair; Diane Linderman; Steve Wilson

Administration Present: Ian Neviaser, Superintendent of Schools

Others Present: Bridget Compagno, Director of Communications and Marketing

The meeting was called to order at 6:00 p.m. The following agenda items were discussed:

1. Communications Update

Bridget Compagno, Director of Communications and Marketing, gave an update on initiatives currently underway. She thanked the committee members and all involved for their input on the recent edition of the *Focus on Education* newsletter, which will be published soon. The next edition of *Focus* will be tied to the 2021-2022 budget.

Mrs. Compagno reported on the creation of an informational page on the district website regarding the proposed artificial playing surface, which includes an overview; considerations (field usage, water usage, safety, and return on investment); a timeline of school board meetings, forums, and newsletters; and related news coverage. Mrs. Compagno explained that they included nationally recognized studies while remaining neutral on the subject but still supplying information for the community. It was also noted that the video of the public forum on the artificial playing surface is included with the field information on the website.

Mr. Wilson cautioned over trying to address all the questions/concerns on the artificial playing surface topic because of the many different opinions and new studies available on the subject. He recommended limiting the topics to the benefits and risks and how they are minimizing the exposure to risks.

Some other suggestions regarding the communication of the proposed artificial playing surface included:

- That the concerns of the residents living in close proximity to the proposed field be addressed.
- That the affordability/funding of the field be publicized.
- Gathering more information from sports turf specialists.
- Publicizing data on environmental concerns.
- How adding another grass field does not solve the problem for field usage, water shortage, etc.
- The fact that there were two additional playing fields before the high school project (near the bus curve area).
- The percentage of athletes playing fall and spring sports and the number of students in PE classes that would be utilizing the new field – field would benefit a large percentage of the student body.
- Looking at other shoreline towns who have successfully used artificial playing surfaces.
- Being cautious about including studies except from governmental agencies.

Mrs. Compagno reviewed some of the district's media coverage to date: the reopening of schools; the artificial playing surface; Lyme-Old Lyme High School being a recipient of the 2020 College Success Award from *GreatSchools.org*; teacher of the year and employee of the year; and sporting events. Mrs. Compagno noted that the district receives very positive coverage from *LymeLine.com*.

Discussion followed on communicating of COVID-19 updates/cases to the parents. Mr. Neviasser discussed overkill of information vs. timely, informative communication. He explained factors such as the small number of cases (three thus far in-district); protection of personal information; limiting panic; schools being shut down unnecessarily; calming fears; etc., that he considers when communicating with the community and parents.

Mrs. Compagno gave an update on the tracking of social media metrics (Facebook, Instagram and Twitter) and subjects that seem to be of most interest to the readership. She discussed the goal of engaging students, parents and the community and boosting enrollment, while including a variety of events at all schools with an eye to fairness to all groups, sports, clubs, etc.

The committee discussed the Sustainability Committee's Trex Challenge (plastic film recycling initiative) and ways to help booster the collections. Some suggestions included reaching out to local businesses for donations of their plastic waste and having additional boxes available around the community for public donations.

2. Policy on Title IX

Mr. Neviasser reported that the district recently received recommended updates to the Title IX Policy from CAGE. The interpretation of this policy has changed and districts can be penalized if they don't respond appropriately. Mr. Neviasser reported that although there are very few of these complaints in-district, the administration and athletic director attend training yearly.

Mr. Neviaser gave recommendations for adjustments on several pages of the recommended policy, mostly so that it was more in-line with district verbiage. The committee also reviewed related administrative regulations. Mr. Neviaser will seek legal counsel on the administrative regulations so as to ascertain what needed to be included. There was consensus over the recommended changes. This policy will have a first reading at the December 2 Board of Education meeting.

There being no further discussion, the meeting adjourned at 7:25 p.m.