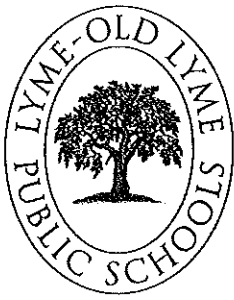


Regular Board of Education Meeting  
Wednesday, January 9, 2013 6:30 PM Eastern

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

- I. Call to Order
- II. Approval of Minutes
  - II.A. Minutes of Regular Meeting of December 5, 2012
  - II.B. Minutes of Special Meeting of December 19, 2012
- 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. Presentation of Proposed Building Budgets for 2013-2014
- VI. Chairman & Board Report
- VII. New Business
  - VII.A. Teacher and Administrator Evaluation Plan
  - VII.B. Policy 2140 Truancy
  - VII.C. Leave of Absence Request
  - VII.D. Board of Ed Meeting Schedule for 2013-2014
- VIII. Old Business
  - VIII.A. Reports of Committees: Facilities, Building, Technology, Policy, Communications, Finance, Human Resources, Enrollment & Equity, LEARN, Comcast
- IX. Correspondence
- X. Executive Session
  - X.A. Mid-Year Evaluation of Superintendent of Schools
- XI. Adjournment



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

### **Regular Board of Education Meeting**

Location: Lyme-Old Lyme Middle School

Date: December 5, 2012

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

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

*Others Present:* Pam Russell, RETA Co-President; Deborah Duffy, AFT Representative; Glenn Elliott, Science Teacher at LOLHS; Aliza Stern and Michael Edgar, Chartwells Food Service; Sam Stadnick, High School Student Representative; Tim O'Neill and Jeff Flower, Building Committee Members, 2 Townspeople from LOL

### **I. Call to Order**

The meeting was called to order at 6:30 p.m. by the Superintendent of Schools.

#### 1. Election of Board Officers

Russ Gomes nominated James Witkins as the Chairman of the Board of Education. A paper ballot vote reflected all Board members voting for Mr. Witkins as the Chairman of the Board.

Steven Cinami nominated Paul Fuchs as Vice Chairman of the Board of Education. A paper ballot vote reflected all Board members voting for Mr. Fuchs as Vice Chairman of the Board.

Russ Gomes nominated Michelle Roche as Treasurer of the Board. Mr. Fuchs nominated Atty. Lanier as Treasurer of the Board. A paper ballot vote reflected six votes for Atty. Lanier and three votes for Mrs. Roche. Atty. Lanier was elected Treasurer of the Board.

Beth Jones nominated Russ Gomes as Secretary of the Board of Education. A paper ballot vote reflected seven votes for Mr. Gomes with two abstentions. Mr. Gomes was elected Secretary of the Board of Education.

*53 Lyme Street, Old Lyme, Connecticut 06371*

*T: 860-434-7238 F: 860-434-9959 [www.region118.org](http://www.region118.org)*

## **II. Approval of Minutes**

### **1. Minutes of Special Meeting and Regular Meeting of November 19, 2012**

MOTION: Mr. Fuchs made a motion, seconded by Dr. Jones, to approve the minutes of Special Meeting and Regular Meeting of November 19, 2012.

VOTE: the motion passed with all Board members voting in favor of the motion with the exception of Mrs. Hine who abstained as she was not present at the November 19 meetings.

## **III. Visitors**

Stephen Spooner, newly elected member to the Board of Education, was introduced. He provided a brief autobiography.

### **1. Report from Student Representative**

Sam Stadnick reported the following events occurring at the school buildings:

At Mile Creek: PTO holiday craft fair.

At Center School: mentoring of teachers on use of SMART boards; gift card donations.

At LOLMS: basketball teams practicing for start of season; 7/8 band and chorus concert; upcoming auditions for the middle school musical.

At LOLHS: winter ball; commencement of winter sports; fall athlete honors; production of fall play.

### **2. Public Comment**

There was no public comment.

## **IV. Administrative Reports**

### **1. Superintendent's Report**

The Superintendent referred to the personnel report which reflected the hiring of Mary Beth Hibson as the new mathematics teacher at LOLMS.

The Superintendent reviewed the December enrollment report which reflected a total of 1,443 students. He noted that as part of the budget development process and in terms of long range planning, the administration is developing the staffing proposals based on the current and projected enrollments. Mr. Neviasser also reported that the Enrollment & Equity Committee will be meeting in January to review the NESDEC and Prowda enrollment projections that were recently received.

Mr. Neviasser publicly recognized the 25 students at LOLHS who scored in the advanced level on all sections of last spring's CAPT. These students are receiving a letter of congratulations from both the Superintendent and Commissioner of Education Pryor.

Mr. Neviaser also recognized the students and staff at Lyme for their inclusion in the Connecticut State Department of Education's school lists as defined in the State's Elementary and Secondary Education Act flexibility request. Lyme Consolidated School was recognized as a School of Distinction in the 'Highest Overall Performance' category. Schools identified as 'Highest Overall Performance' have School Performance Indexes (SPI) greater than the state's "all students" target of 88 and are performing within the top 10 percent of schools across the state.

Mr. Neviaser referred to the updated budget timeline noting that the meeting dates in January have been changed beginning with a meeting on January 9.

Mr. Neviaser reported that the Board packets will be available on-line by 5 p.m. the Friday before the meeting with the implementation of "CABE meeting." This will allow the Board access to the information sooner than when they were mailed.

Mr. Witkins asked about the status of the media specialist position at LOLHS. Mr. Neviaser reported that due to the condition of the library during construction, they are not actively seeking to fill this position at this time; they also believe they will have a better pool of candidates early next year vs. at this period in the school calendar. A substitute is currently filling this position.

## 2. Business Manager's Report

Ms. Warren provided a year to date budget status report as well as a contingency fund report. It was reported that the securing of the school buildings' doors might require funding from the contingency maintenance account.

## V. Educational Presentation

### 1. Teacher Evaluation Plan

Dr. Borden presented information on the state's new teacher evaluation plan. In January, the Board will have an opportunity to review the committee's recommendation as to what aspects of this program the district will adopt and what sections will be developed in-district based on the core requirements. It was noted that the administration is not prepared to fully discuss the administrator version of the new evaluation plan as only one of the three training sessions offered by the state has taken place. More information on the admin evaluation will be reported in January.

Follow-up discussion included the evaluation of department heads; intervention and supervision strategies for teachers not performing to district level; the origin of the evaluation model; unknowns involved with accountability; and connection of evaluation to teacher tenure act.

Dr. Borden reported on an upcoming professional development day in March geared to teacher evaluation. She also noted that budgetary implications related to the new teacher evaluation will be included in the 2013-214 budget. Dr. Borden also reviewed the January timeline regarding Board approval of the committee's recommendation relative to evaluation.

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

Mr. Witkins reported on an open seat on the LOL Education Foundation noting that he would be circulating information to interested Board members. He also noted that the seat could be rotated should there be more than one Board member interested in sitting on the Foundation.

Mr. Witkins reported on the successful LYSB receptions held at many homes in Lyme and Old Lyme recently which raised money for community needs.

Mr. Witkins briefly discussed the extension of school hours being piloted in several Connecticut school districts. Follow-up discussion centered on enhancement of teacher salaries for additional hours worked and the unknown behind funding for this initiative.

#### **VII. New Business**

##### **1. Overview of Changes to Cafeteria Menus**

Michael Edgar and Aliza Stern from Chartwells Food Services provided a brief overview of changes to the school cafeterias resulting from new USDA regulations. Sample items that are served in the cafeterias were provided.

Follow-up discussion involved grant monies for providing breakfast programs in schools; suggestion to provide cafeteria food samples at venues that parents attend so as to educate and get feedback from parents; educating students on making better decisions on food selection; and the importance of being cognizant of allergies, etc.

##### **2. District Technology Initiatives**

Mr. Rhodes and Dr. Borden provided an update on the district's technology initiatives as outlined in the District Technology Plan. A summary of their presentation is attached to these minutes for informational purposes.

Follow-up discussion after the presentation included a conversation on the increased testing on computers and its effect on future technology purchases and the various tech devices being used in the schools to enhance learning. The district is transitioning over to a new email system in December, and the Board discussed if there was a necessity for Board training on the Outlook application as Board emails will also be transitioning to the new application.

##### **3. Approval of LOLHS Field Trip**

The Board reviewed a proposal for LOLHS students to travel to the Model UN Conference at UMass at Amherst on March 15-17, 2013. The proposal includes rationale for trip, trip

expectations, rules and regulations, hotel code of conduct, health and permission form, conference itinerary, and trip costs and inclusions.

Glenn Elliott, Science Teacher at LOLHS, and Thomas Crisp, high school student, reviewed the proposal and addressed questions from the Board.

MOTION: Atty. Lanier made a motion, which was seconded by Dr. Jones, to approve the LOLHS field trip to the Model UN Conference at UMass at Amherst on March 15-17, 2013 as presented.

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

A misunderstanding over how the Board would like field trip requests presented was clarified. The Board would prefer that the field trips for a school year be presented at one meeting but this recommendation should not be exclusionary to trips and opportunities for students that might come up during the course of the year and that there will be times that singleton trips will be brought before the Board.

### **VIII. Old Business**

#### **1. Visitor Access Control System**

Mr. Rhodes provided an update on the visitor access control system. Per the Board's request, he has been pricing quotes for this system as well as new installation information.

Background: the Facilities Committee has unanimously recommended installing the ability to remotely control access through the front doors of the Middle School, Mile Creek School, Lyme Consolidated School and Center School from the Facilities Contingency account. This door control capability is already installed at the High School.

#### **Access System Features:**

- Electronically controlled front door locks that can be released by either a staff ID badge or remotely from each building's administrative office.
- Electronic door locks to be installed on both outer and inner vestibule doors.
- Video monitoring of front doors at each building administrative office as well as video recording on district security video system.
- Intercom from front doors to phones in each building's administrative office.

This project will be funded from contingency. In addition, since the intercom and door controls are extensions of existing systems (telephone and door controls) the ability to obtain competitive bids will not be possible. Not included in this action are the video monitoring and fire alarm integration for an estimated cost of \$10,000.

Discussion followed. It was explained that a door separating the Central Office from the Middle School was not included in the proposal due to the temporary nature of the location of the Central Office (moving to Center School). The outside doors to the Central Office will be locked once school is in session; visitors will have to enter through the front doors of the Middle School. There was additional conversation on allowing the police access to buildings; lockdown scenarios and situations; fire code violations; and safety of students.

MOTION: Mr. Cinami made a motion, which was seconded by Mr. Fuchs, to award Telspan the contract to install an intercom system and integrated security door release system at Middle School, Mile Creek School, Lyme Consolidated School, and Center School main entries for \$8,726 funded from Facilities Contingency account.

VOTE: All Board members voted in favor of the motion with the exception of Atty. Lanier who voted against the motion. Motion passed.

MOTION: Mr. Cinami made a motion, which was seconded by Mr. Fuchs, to award Park Roway, Inc., the contract to install an electronic door lock control system at Middle School, Mile Creek School, Lyme Consolidated School and Center School main entries for \$20,747.83 funded from Facilities Contingency account.

VOTE: All Board members voted in favor of the motion with the exception of Atty. Lanier who voted against the motion. Motion passed.

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

*Building Committee Report:* Tim O'Neill and Jeff Flower, members of the Building Committee, and John Rhodes, Director of Facilities, provided a financial update on the LOLHS project as well as an update on change orders, a copy of which is attached to these minutes for informational purposes. All three stressed that the committee is focused on doing the project right and staying within the scope of the project. They also described the rigorous work involved with the numerous change orders. They stressed the committee's commitment to completing the project under budget and not spending excess monies but balancing this with doing the project properly and to the community's expectations. Additional discussion centered on the savings incurred by finishing the project early and the savings incurred by the favorable bond rates received.

Mr. Cinami discussed his past concern over change orders. He voiced his support for funding items to complete the project but his adversity to using the operating budget to fund items that should have been funded under the project budget once the project is finished. He asked the committee for a list of project items still to be accomplished and related costs. This report will be submitted to the Board in January.

Mr. Cinami commended the Building Committee Chair, Russ Gomes, and the committee for a job well done. He explained that his questions on project costs and change orders are to ensure that he votes correctly on action that is brought before the Board.

*Policy Committee Report:* Mrs. Hine discussed getting feedback on policy from the Board.

*Communications Committee Report:* Mrs. Roche reported that she attended the last Building Committee meeting; the committee is planning on publishing an edition of *Focus on Education* in February geared solely to the high school building project.

Mrs. Roche extended an invitation to community groups to use the high school for events now that the building is near completion. Mr. Witkins said that he would extend this invitation to the community leaders at the December 7 Community Leadership meeting.

Mr. Spooner suggested communications to parents on the security changes to the doors of the buildings and also about changes being made to the school lunch menus. Mrs. Roche noted that she does prepare a summary of Board action after every meeting that she shares with the principals and PTOs/PAB.

*Human Resources Committee Report:* Dr. Jones reported that this group is currently involved in negotiating with the teachers' union and are making progress.

*Enrollment Committee Report:* Mrs. Hine reported that the Enrollment and Equity Committee will meet in January to review the Prowda and NESDEC enrollment projections. She reminded the Board that in September 2013 the third graders will be schooled at Mile Creek School and that an outreach to parents is necessary on this also.

*LEARN Report:* Mrs. Hine, former rep to LEARN, asked for a Board volunteer to serve on the LEARN Board because of her inability to continue as the rep. This group meets once a month on Thursday mornings.

### 3. Mile Creek Window Replacement

John Rhodes presented a proposal from the Facilities Committee for changes to the budget for the Mile Creek window project.

Background: The Mile Creek window project has been re-estimated due to the need to add PCB remediation to the project scope. The PCB's are present in the caulk that seals the existing windows in place to the surrounding masonry. Remediation includes not only removing the caulk but removing and replacing the PCB contaminated masonry that came in contact with the caulk. The Facilities Committee has unanimously recommended removing the PCB contaminated block and revising the project to \$965,550. The window replacement project was originally planned to be completed with the Mile Creek roof project. Based on roof

replacement being completed under budget together with the revised window replacement estimate, the combined project cost is close to the original combined project estimate.

Follow-up discussion involved future remediation if they encapsulate vs. remediate. There was also concern over approving a motion where funding exceeds monies in designated fund and whether reimbursement expected from Mile Creek roof project would be timely to help fund this project. This will be monitored closely.

Mr. Witkins discussed developing a charge to the Facilities Committee as the Building Committee for this window project.

**MOTION:** Mr. Fuchs made a motion, which was seconded by Mrs. Roche, that the Regional School District Board of Education hereby resolves the following for the Mile Creek Window Replacement Project:

1. Establishes that the School District's standing Facilities Committee will be the Building Committee for this project;
2. Authorizes the preparation of construction drawings and specifications;
3. Authorizes bidding the project once the construction drawings and specifications are approved by the Connecticut Department of Construction Services;
4. Authorizes the filing of the grant application (ED049);
5. Authorizes funding of \$965,550 for this project from the School District's undesignated fund account.

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

#### **IX. Correspondence**

There was no correspondence to report.

#### **X. Executive Session**

There was no need for an executive session.

#### **XI. Adjournment**

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

Respectfully submitted,

Russ Gomes, Secretary

# LYME-OLD LYME PUBLIC SCHOOLS

## New Teacher and Administrator Evaluation Requirements

December 5, 2012

### K-12 Teacher Evaluation Committee

LOLHS		CENTER	
Sci	Dawn Kelley	Gr 5	Deb House
Biology	Katia Kingston	Reading	Candice LaConti (K-8)
WL	Jeanne Manfredi	Admin	<b>Ellen Tyler</b>
Admin	<b>Michelle Dean</b>		
Admin	Jim Wygonik		
LOLMS		LYME	
Health	Patty Cournoyer	Gr 4	Mercy Alger
WL	Rachel Carrion	Gr 5	Rebecca Pote
Tech	Diane Giarratona	Admin	Jim Cavalieri
Admin	Chris Pomroy		
Admin	Lori Susi		
		MC	
		PreK	Kinny Newman
		Spec Ed	Becca Bocian
		K	Grace Bartlett
		Gr 2	Mary Bradford
		Admin	<b>Patty Downes</b>

## Tonight's Agenda

Two Significant State Initiatives



CT Guidelines for Education Evaluation



A Closer Look at the 4 Core Teacher Components

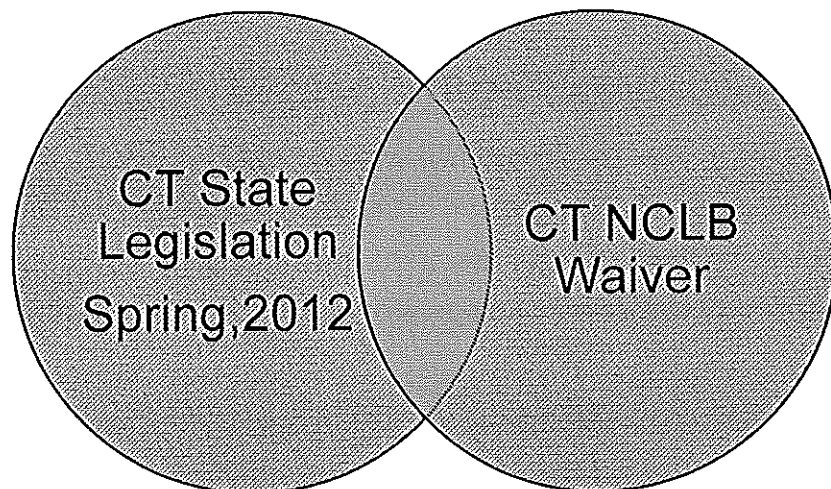


CT State Department Response to the Guidelines (SEED)



District Responsibilities

## Two Significant State Initiatives



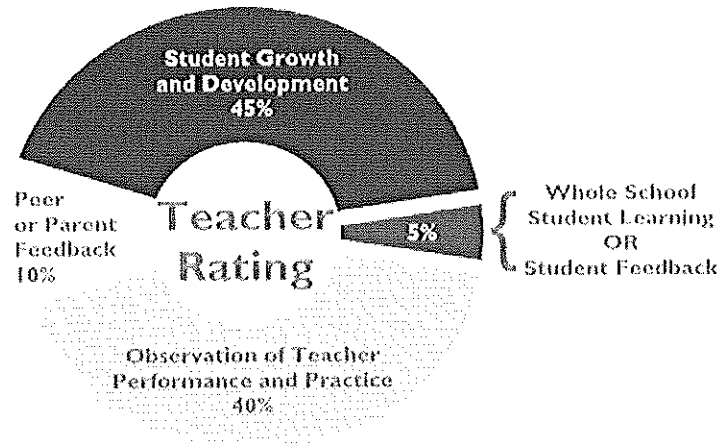
### CT NCLB Waiver

Established SPI as indicator of student performance	SPI = Avg # of points all students scores on GMT/CAPT	SPI = 88 by 2018 for school and all subgroups	Goals based on how many students need to move forward
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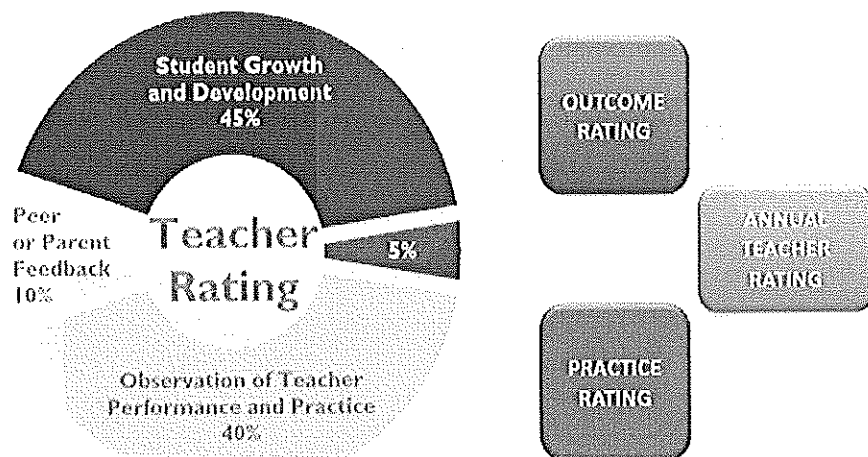
### CT Guidelines for Education Evaluation

4	• Exemplary
3	• Proficient
2	• Developing
1	• Below Standard

## 4 Core Components



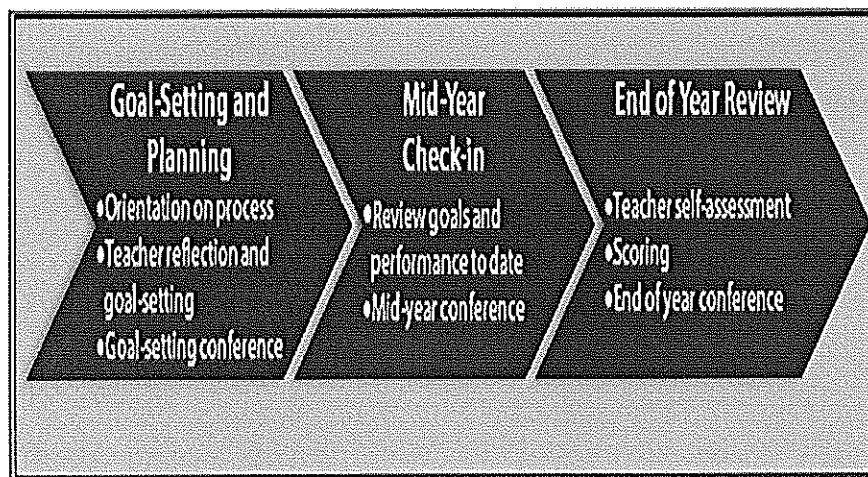
## Combining the Ratings



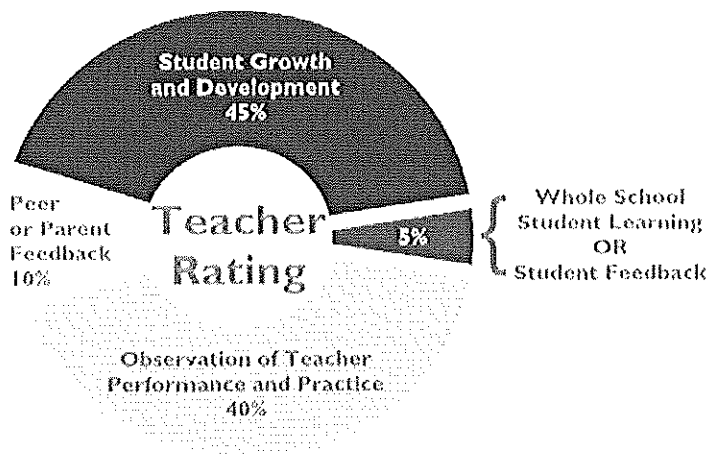
## Determining Summative Rating

		Practice Rating			
		4	3	2	1
Outcome Rating	4	Rate Exemplary	Rate Exemplary	Rate Proficient	Gather further information
	3	Rate Exemplary	Rate Proficient	Rate Developing	Rate Below Standard
	2	Rate Proficient	Rate Developing	Rate Developing	Rate Below Standard
	1	Gather further information	Rate Below Standard	Rate Below Standard	Rate Below Standard

## Year Long Process



## 4 Core Components



### Student Growth (45%)

1 to 4 goals, each with measurable criteria

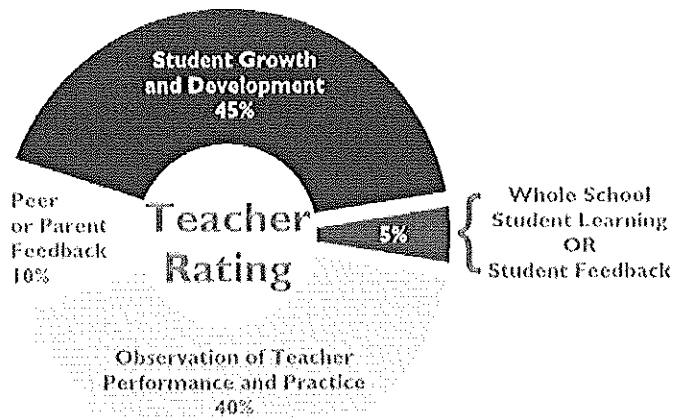
Half of evidence based on standardized indicator

Specific to teacher and student needs

Addresses ~ 80% of teacher caseload

Aligns with school, state & district achievement objectives

## 4 Core Components



### Whole School Indicators/Student Feedback(5%)

#### Whole School Indicators

Aggregate Score Based on Administrator's learning indicators

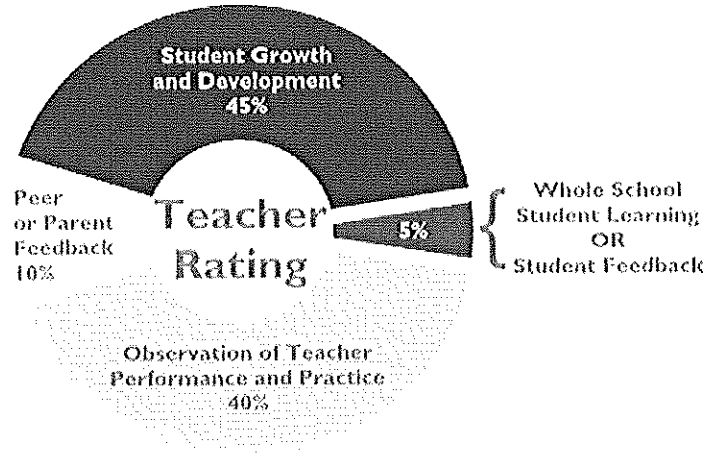
Includes Accountability for SPI

#### Student Survey

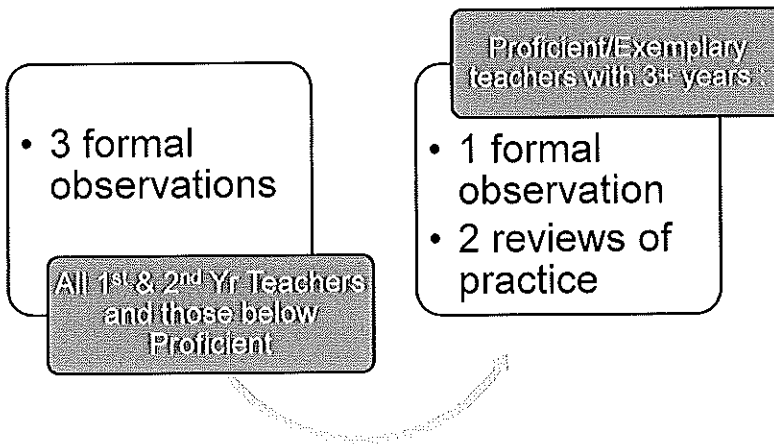
Anonymous, fair, reliable, and valid

Created for class or school, but based on learning indicators

## 4 Core Components

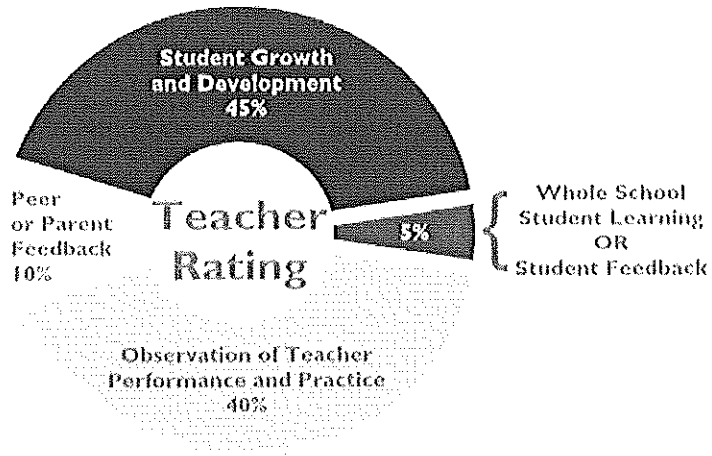


### Observations of Teacher Performance & Practice(40%)



**Significant Administrator Training & Evidence of Proficiency Required**

## 4 Core Components



## Parent or Peer Feedback(10%)

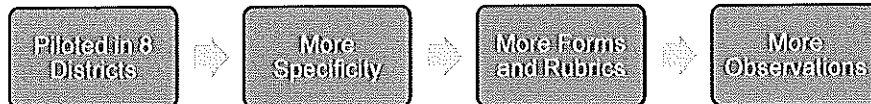
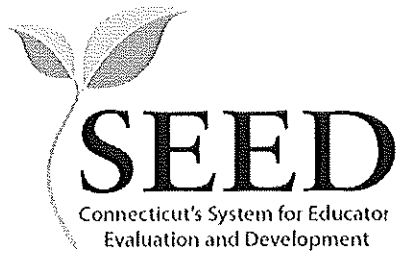


- Anonymous
- School or Classroom
- Fair, Reliable, Valid
- Aligned with Improvement Goals



Peer Observations or Focus Groups  
Complementary Evaluator

## CT State Department Response to the Guidelines



## District Responsibilities

**K-12 Committee to Provide Input**

January 15  
Decision:  
SEED, Our  
Plan, or  
Hybrid Plan

April 15  
Submission of  
District Model  
(if not SEED)

Spring  
Collection of  
Baseline Data to  
Support Goal  
Setting

Spring Staff  
Orientation

Fall  
Implementation

**Ongoing Admin Training  
(LEARN and Team)**

## January 15 Decision

Teacher Evaluation	Administrator Evaluation
<p><b>45% Student Outcomes/Achievement:</b> Attainment of goals and/or objectives for student growth, using multiple indicators of academic growth and development to measure the scale/objectives.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>	<p><b>45% Multiple Student Learning Indicators:</b> Attainment of goals and/or objectives for student growth, using multiple indicators of academic growth and development to measure the scale/objectives.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p><b>40% Teacher Performance and Practice:</b> Observation of teacher practice and performance.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>	<p><b>45% Administrator Performance and Practice:</b> Ratings of administrator performance and practice.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p><b>10% Parent OR Peer Feedback:</b> Parent or peer feedback including surveys.</p> <p><input type="checkbox"/> State Model (SEED):</p> <p style="padding-left: 20px;">Parent feedback <input type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model:</p> <p style="padding-left: 20px;">Parent feedback <input type="checkbox"/></p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 20px;">Peer feedback <input type="checkbox"/></p>	<p><b>10% Stakeholder Feedback:</b> Feedback from stakeholders on areas of principal and/or school practice described in the Connecticut Leadership Standards.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p><b>5% Whole-School Student Learning Indicators OR Student Feedback</b></p> <p><input type="checkbox"/> State Model (SEED):</p> <p style="padding-left: 20px;">Whole-school indicators <input type="checkbox"/></p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 20px;">Student feedback <input type="checkbox"/></p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 20px;">Differentiated <input type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model:</p> <p style="padding-left: 20px;">Whole-school indicators <input type="checkbox"/></p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 20px;">Student feedback <input type="checkbox"/></p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 20px;">Differentiated <input type="checkbox"/></p>	<p><b>5% Teacher Effectiveness Outcomes</b></p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>



**Lyme–Old Lyme Public Schools  
Technology Priorities  
December 5, 2012**

**Tonight's Agenda**

**Educational Needs for Technology**

**Current Status**

**Budget Implications for 2012-13**

**TICKET  
Out the Door**

How does scientific notation make it easier to perform computations with very large or very small numbers?

COMPLETE ON YOUR OWN:

Got It? p. 83 # a-g

If we believe our students  
should have opportunities  
to ...

Research topics, access information, compose written responses, collaborate on projects

***Of Mice and Men* Final Assessment: Exhibition Brochure**

Imagine that you are a member of a group who must create a brochure meant to publicize a new exhibition at The Florence Griswold Museum the time period of Steinbeck's *Of Mice and Men*. You must decide what will be included in the exhibition, based on what you feel is most important when considering the plot, themes, and literary elements present in the novella. Your group should be made up of 2-3 people and must include four of the following elements:

- Euthanasia: then and now
- John Steinbeck's life and interest in conditions of the working class
- History of The Dust Bowl/ The Great Depression
- Photography and Artwork of the time period
- Literary Elements: the tragic hero, microcosm, imagery, allegory, foil
- Music/Poetry of the time period
- Modern day working conditions

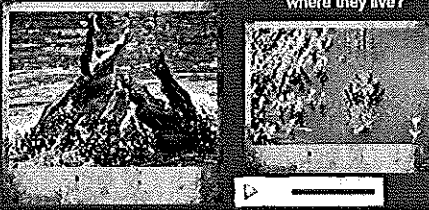


Your group will have two days in class to work on this project. On the first day, you must plan your project and do research on the elements that you wish to include in the exhibition. That night, your group should delegate tasks to ensure that your group will be able to finish the project the next day. The project **MUST** be done (printed, final copy) at the end of the period on the second workshop day. Remember to include a works cited page in proper MLA format for any outside research.

## Share & Critique Work

**Alligators**

Does the alligator's evolution affect where they live?



*Alligators are built for the water, spending most of their lives in the water.*

Weighing in at up to a half ton, the alligator is one of the top predators in the world. And that's not all, it has one of the strongest bites in the animal kingdom, which yields down for animals trying to cross them. The mighty alligator is found lurking in the warm waters of five continents. It looks like an cartoonist's nightmare. But these lethal teeth make it one of nature's sharpest predators. The alligator is one of the world's biggest reptiles and is high up on the food chain. It grows longer than 10-15 feet and weighs up to a half ton. Alligators have one of the world's strongest bites. More than 5,000 pounds of force per square inch. They use that grip to kill prey by holding it underwater to drown it. They have up to 80 teeth and have 5 replacement sets of teeth to last them a life time. But the alligator jaw isn't built for chewing. Instead, alligators grip the carcass and tear their bodies to bits of flesh. The way to escape their jaws is to venture into the jaws of death. But there's no hope against a pair of hungry alligators. By feeding together and prying in unison, they help disembowel the carcass. Mighty as those jaws are, they have one weakness. The muscles to open the jaws are so weak, you could hold them shut.



With One  
Another

## Exchange Cultures with Students Around the World

Hosted by Jennifer Waagner of [Projects By Jen.com](http://ProjectsByJen.com)

**THIS YEAR'S THEME:  
SNOWGLOBES**

Classrooms be placed in teams with **29** other classrooms to exchange holiday greeting cards (via postal mail)

Classrooms will also be sending **ONE CARD** to a children's hospital (suggested addresses will be provided)

This project will be open to all classrooms, PreK - 6th grade, around the world.

Dates of Project:  
November 28 to December 21, 2012

Visit [Projects By Jen](http://ProjectsByJen.com) for other upcoming projects

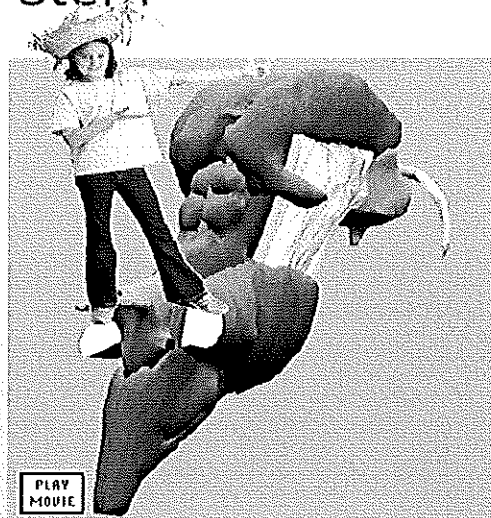
Please click [HERE](#) to read more about the project!



## Create & Deliver Presentations

### Brain Stem

Finally we go back to the cerebellum and down the brain stem. The brain stem makes sure bodily functions you never think about are working. This would be things such as digesting your food, your heart pumping blood, and your sweat glands to help keep you cool.



## Feel Confident and Prepared for World of On-line Assessments

Grade 11 Task – 120 minutes  
*Nuclear Power: Friend or Foe*

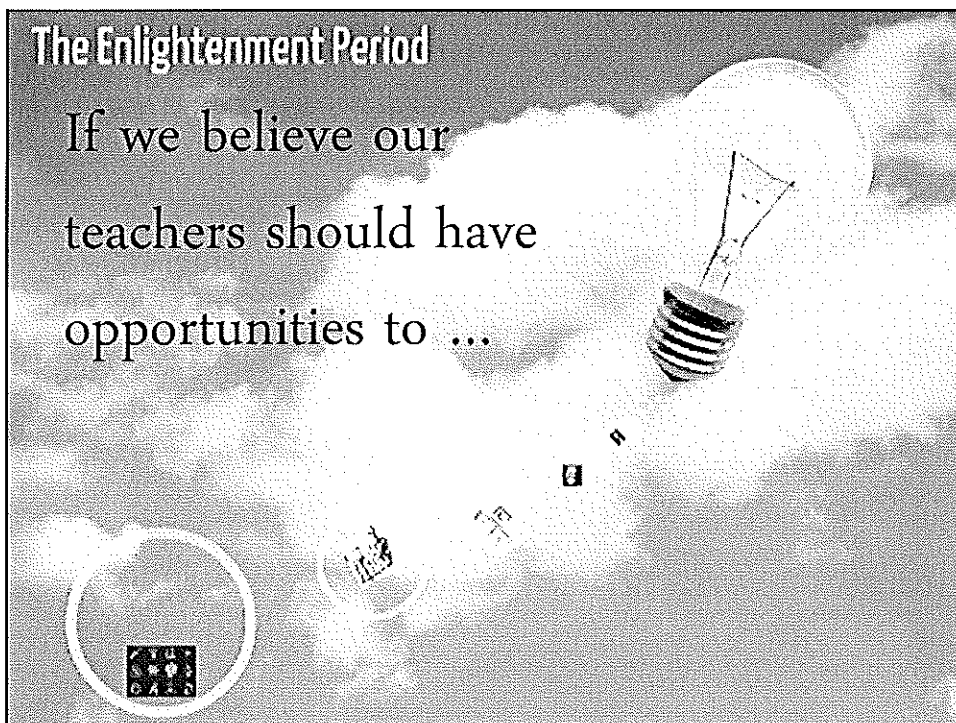
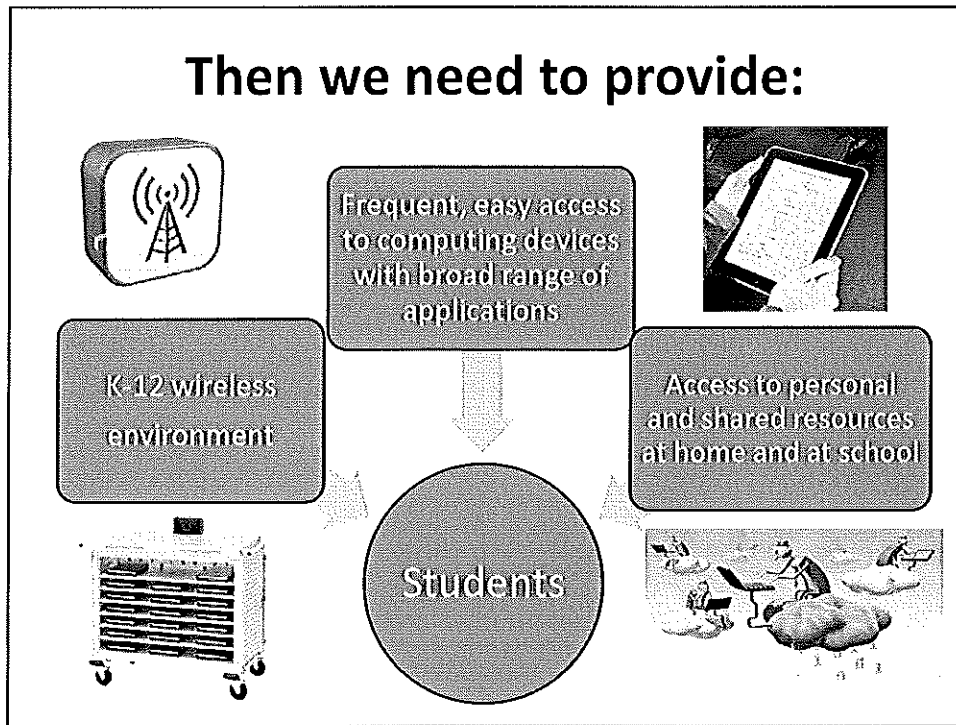
### Part 1 (50 minutes)

- Examine and take notes using the following Internet sources that present both sides of the nuclear debate.
- Provide written responses that summarize and evaluate the presented sources.

### Part 2 (70 minutes)

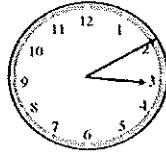
- Pre-write, draft, and revise as you compose a full-length argumentative report.



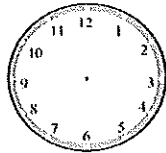


## Integrate on-line teaching tools into instruction

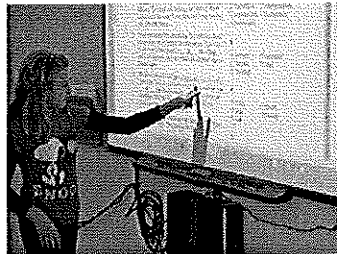
Use the Smartboard pen to write in the times and draw the hands. Let's see what we know about telling time in 5 minute increments.



What time does it say?



What time is it 20 minutes earlier?



Jan Vermeer, 1632-1675

Girl With Pearl Earring

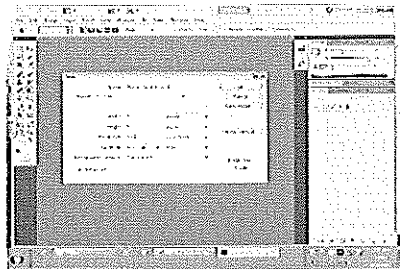


The Art of Painting

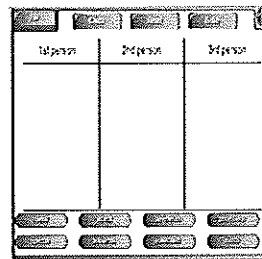


## Develop Interactive Course Content that can be Easily Shared with Students and Colleagues

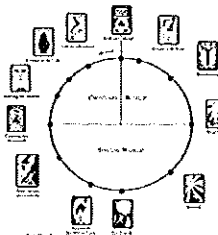
8<sup>TH</sup> GRADE IMPACT -DIGITAL COLLAGE  
VACATION POSTCARD - CD or VIDEO GAME COVER



LATIN SORTING ACTIVITY TO REINFORCE TENSES & PERSONS



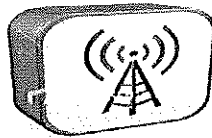
Gr 6 ELA Task - Review each stage of The Hero's Journey by viewing these videos, then provide a written summary describing & connecting a scene from each video to each stage.





## Current Technology Status

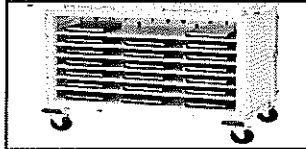
Wireless



Interactive Whiteboards



Mobile Labs



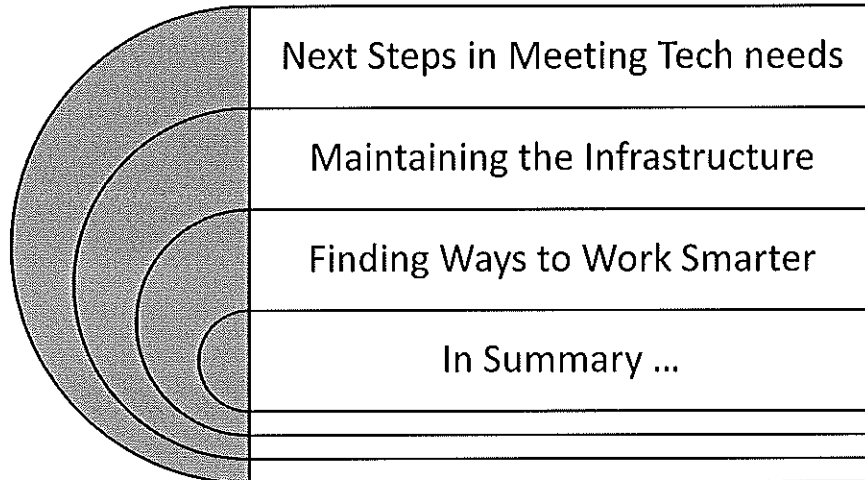
Handheld Devices



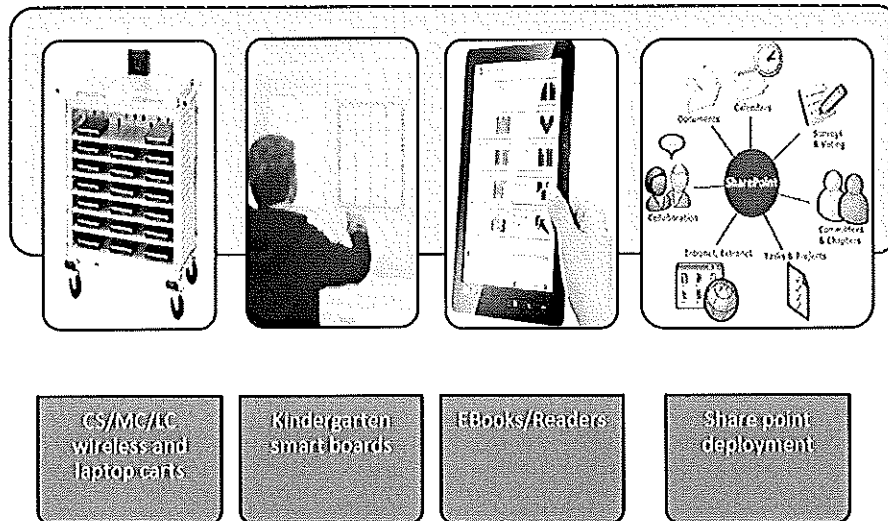
## A Word about LOLEF and our PTOs



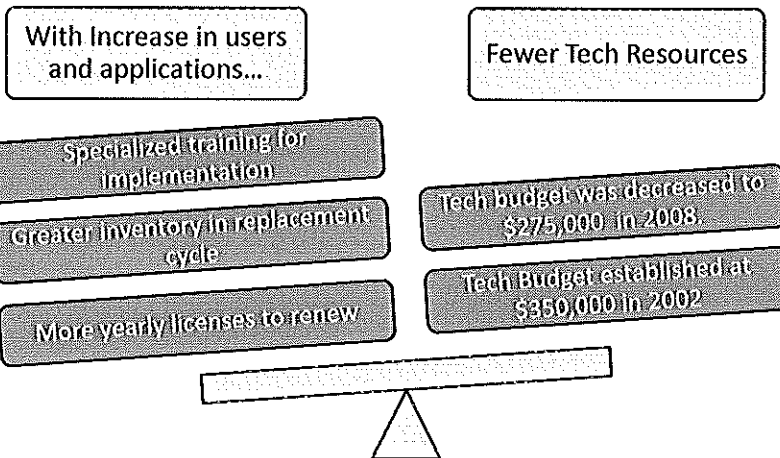
## Budget Implications for 2012-13



## Next Steps in Meeting Tech Needs



## Maintaining the Infrastructure



## Finding Ways to

# WORK SMART

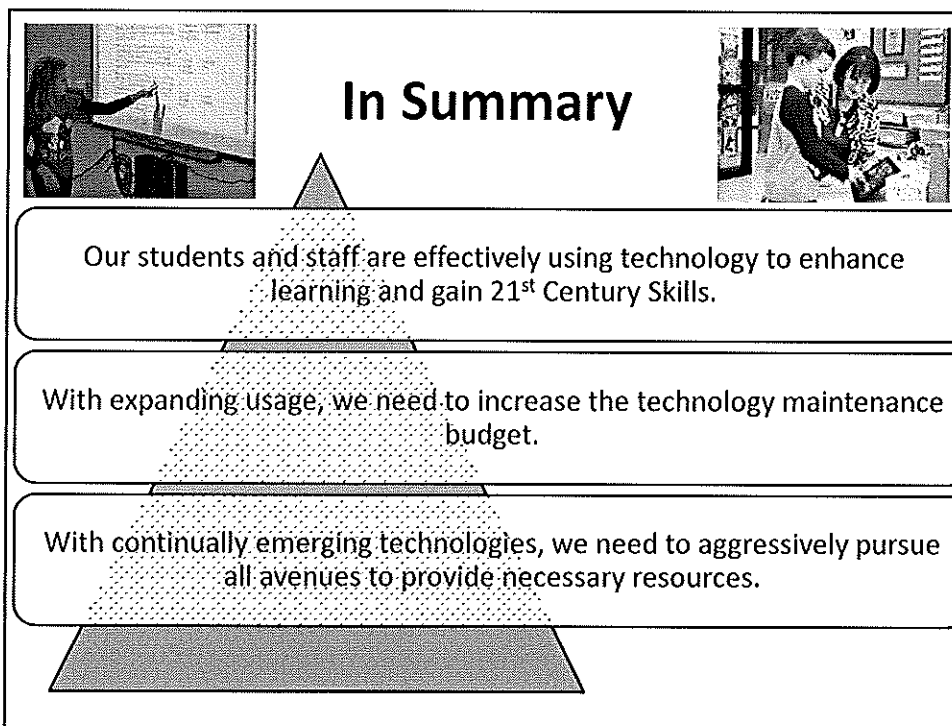
Investigate Virtual desktop deployment versus computer replacement program

Consider next generation interactive boards (Bright link)

Deploy Administrator/Facilities/Security Wireless telephones

Implement Printer/copier consolidation

1:1 Student to Device Ration at HS



## In Summary

Our students and staff are effectively using technology to enhance learning and gain 21<sup>st</sup> Century Skills.

With expanding usage, we need to increase the technology maintenance budget.

With continually emerging technologies, we need to aggressively pursue all avenues to provide necessary resources.

# High School Project Change Order Summary

## 11/30/2012

Change Order Summary	Budget	Approved Change Orders	Pending Change Orders	Total Approved		Remaining Budget
				Change Orders	and Pending Change Orders	
Owner Change Orders	\$1,000,000	\$1,598,735	\$225,864	\$1,824,599		(\$824,599)
Construction Change Orders	\$1,703,487	\$731,332	\$352,210	\$1,083,542		\$619,945
<b>Totals</b>	<b>\$2,703,487</b>	<b>\$2,330,067</b>	<b>\$578,074</b>	<b>\$2,908,141</b>		<b>(\$204,654)</b>



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

### **Special Board of Education Meeting**

Lyme-Old Lyme High School

December 19, 2012

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

*Administration Present:* Ian Neviasser, Superintendent of Schools; James Cavalieri, Principal of Lyme School; Michelle Dean, Assistant Principal of Lyme-Old Lyme High School; Patricia Downes, Principal of Mile Creek School; Christopher Pomroy, Principal of Lyme-Old Lyme Middle School; John Rhodes, Director of Facilities and Technology; Ellen Tyler, Principal of Center School; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Ralph Eno, Lyme First Selectman; Bonnie Reemsnyder, Old Lyme First Selectwoman; Mary Jo Nosal, Old Lyme Selectwoman; Skip Sibley, Old Lyme Selectman; Dave Roberge, Fire Marshal; Resident State Troopers Gary Inglis and Tom Heinszen; 65 community members; Jayne Keedle, *The Patch*

The meeting was called to order by Chairman Witkins at 6:35 p.m. The purpose of the meeting was for discussion on Region 18's response, both present and future, to the Newtown tragedy.

Mr. Witkins made the following opening statement.

*This is a special meeting of the Board of Education for Lyme-Old Lyme Schools.*

*Joining us ex-officio at the Board table tonight are town select leaders from Old Lyme and Lyme: Bonnie Reemsnyder and Ralph Eno.*

*Here to assist us with any questions specific to a single school or dealing with facilities design or technology are our Principals Jim Wygonik, Jim Cavalieri, Patty Downes, Ellen Tyler and Chris Pomroy and Head of Facilities and Technology, John Rhodes. We are also pleased to welcome members of law enforcement to our meeting, Gary Inglis and Tom Heinszen.*

*And members of the Board of Education: Mimi Roche, Vicki Lanier, Beth Jones, Allison Hine, Steve Cinami, Paul Fuchs, Steve Spooner, Russ Gomes and I am Jim Witkins, Chair of the Board.*

*Most of you will by now have met with our Superintendent of Schools, Ian Neviaser, who will take us through our presentations this evening.*

*Before we advance the meeting any further I would ask you to remember for a moment the terrible events that precipitated our coming together this evening and if you would please join the Board in a moment of silence to consider our extended family of children, educators, families and friends in Newtown who are dealing with tragedy on a scale that is hard to consider.*

*And then would you also now please rise and join the Board in pledging our allegiance to our nation's flag.*

*At tonight's meeting we are encouraging members of our public to participate with both comments and questions. To do so, I would ask the Board for a motion to suspend the normal Board rules for this meeting. (A motion to do so was made by Mrs. Roche and seconded by Mr. Fuchs and passed unanimously.)*

*Our superintendent will be advising us on two key matters that school administration, the Board, and the community are concerned with:*

- 1) Firstly, the background, procedures and processes put into motion since Friday that have provided additional security for Lyme-Old Lyme Schools as well as the overarching social and psychological concerns that have also guided their actions.*
- 2) The way forward -- an assessment of overall district security and the introduction of additional physical infrastructure over the next 30-90 days as well as enhanced procedures to accompany them.*

*I would ask our public to allow these presentations to take place. They will be followed by comments or points of clarification from the Board and official team assembled, and then we will turn to you, our public, the parents of our children, our partners in this endeavor.*

*Paul Fuchs, Board Vice Chair, will act as moderator for your comments and questions. I will speak to some simple ground rules when we get there.*

**Superintendent Neviaser thanked the Board, town leaders, state and local police, the Lymes' Youth Service Bureau, the EOC, community members, and the Region 18 staff for their cooperation during the last week.**

**Mr. Neviaser stated that his purpose tonight is to have all in attendance leave the meeting feeling confident that the current practices and procedures are well planned and appropriate, yet that they are open to a continual review and revision of these policies to continue to ensure a safe environment for students and staff.**

Mr. Neviaser discussed the balance between security being terrifying and security being comforting. He also discussed how some activities and some procedures are intentionally clandestine in nature for many reasons, including the importance of not publicizing to those who might want to do harm.

Mr. Neviaser reviewed the District's two-fold response since the tragedy in Newtown:

- Physical security of buildings – District resources along with police.
- Emotional well-being of students – District resources along with LYSB.

Mr. Neviaser reviewed current practices which are ongoing and not solely related to physical violence:

- Region 18 staff includes two security officers (former police officers) who are on campus daily – during the day and into the evening hours.
- A standing Safety Committee which meets once a month; its membership includes members of the police and fire department, a bus company representative, and Region 18 teachers, administrators, nurses and custodians.
- Security cameras are installed at LOLHS and can be viewed by the administration or security personnel from different venues.
- All buildings have key lock entry on all interior doors, all of which are deadbolts.
- Phone capabilities include all call from any school. The administration is looking into cell phones as network extensions; the cell phones could then be utilized even if cell service is non-existent.
- Radios for all main offices, administrators and custodians. They are currently working on collaboration of frequency with the Old Lyme Police Department.
- Student recess is supervised with staff with radios.
- Local and state police are all trained in active shooter response.
- Lockdown and evacuation drills are routinely practiced.

Mr. Neviaser reviewed future security practices:

Door Security

- Video monitoring
- Intercom System
- Magnetic Locking System
- Protocol
  - Visitor to be asked purpose of visit. Appointments will be verified against electronic staff calendars.
  - If no clear articulation of appointment or purpose, visitor will be denied entry.

Mr. Neviaser also discussed the possibility of the installation of panic buttons.

The Board then invited the public to ask questions or make comments to address the impact of this tragedy on the Lyme-Old Lyme Schools, so that they could work together to provide a safe

and secure physical and emotional environment for the students and staff.

A parent of a child at Center School voiced support for arming teachers (e.g. taser guns, pepper spray) and making self-defense classes mandatory for staff as increased security does not protect against assault weapons and mentally disturbed individuals.

A community member from Lyme discussed the possibility of installing bullet proof glass at entryways.

A parent of students at Mile Creek and Center School asked what was involved when the children practiced lockdown drills. Mr. Neviasher explained the procedures for lockdown at the different grade levels.

A Lyme resident with students at the high school and middle school asked about initiatives to help students and staff cope with the recent shooting at the school in Newtown. Mr. Neviasher discussed the support available and the importance of being aware of the emotional well-being of the students and staff. He also commended the staff for setting a sense of normalcy for the students when they returned to school on Monday. Mr. Neviasher referred to a handout from the National Association of School Psychologists which offered advice for helping children understand and cope with the violence and loss of life. This document is attached to these minutes for informational purposes. Mr. Witkins also discussed the various support groups that are available to the district.

Maggie Ward, a parent of students at Center and the High School, asked about security after school hours. Mr. Neviasher explained that the school buildings are public facilities used by the community after hours and, thus, buildings will remain open during the evening hours. He noted that there might be an increase in police monitoring during this time.

A parent of a child at Center School asked if the Old Lyme Children Learning Center, which runs an after school program at Center School, was aware of any new policies and procedures in place within that building. Mr. Neviasher explained that they have been educated on new security measures in place at Center School.

A parent of a Mile Creek student asked if security procedures are continually reviewed for improvement. Mr. Neviasher explained the review system in place within the Safety Committee.

A parent of a LOLMS student asked how substitute teachers are trained on security measures. Mr. Neviasher explained that long-term substitutes would receive training as other staff members but he sees a need to improve awareness relative to day to day substitutes.

Tracy McGlinchey, a parent of students at Lyme and the Middle School, questioned whether the check in of visitors and the wearing of visitor badges is currently carried through at the building

level. Mr. Neviasher discussed the need to strengthen the monitoring of visitors. He and Mr. Witkins discussed the various issues that the district must be cognizant of on a daily basis such as custody issues, restraining orders, etc.

Jennifer Hall, a parent of a Middle School student, asked how long there would be police presence in the schools. Mr. Neviasher talked about the possibility of more police presence during the school day but the realization that the police have other responsibilities besides the schools. He reported that they have discussed the installation of panic buttons which would aid in a faster response time.

A parent of children that attend Lyme School voiced support of officers in the buildings vs. training staff to protect students. Discussion followed on the elimination of the school resource officer and the possibility that Hartford would fund this initiative again in the future.

A community member asked if students are encouraged to inform the staff about other students who might talk of violence to others. Mr. Neviasher discussed how students are encouraged to seek adult assistance should they feel unsure about another student's intentions. The tone and message to students is different depending on the grade level.

A community member from Lyme voiced concern over the lack of governmental support when dealing with people with mental illnesses. Mr. Neviasher reported on the staff and services available to students with mental illnesses.

Mrs. Roche, noting that the majority of the high school students carry backpacks during the school day which could hide weapons, asked about the possibility of encouraging the students to use the lockers. Mr. Neviasher stated that this would be taken into consideration.

Mr. Spooner reported that he spent the majority of the day at Mile Creek on Monday, and he commended the staff for continuing on with the events planned for that day and setting a tone of normalcy and routine for the children.

A parent of students at Center and Middle School asked if the High School was equipped with metal detectors. Mr. Neviasher reported that the high school was not equipped with these devices.

A parent of an elementary child reported that younger children are sometimes frightened of police presence in schools. Mr. Neviasher discussed balancing the students' safety and the intimidation factor when police are in schools. He recommended having the police in the schools for other activities other than safety so that their presence is expected and students would become more acclimated to seeing them. Mr. Witkins followed up with discussion on community policing.

Bonnie Reemsnyder, First Selectwoman from Lyme, commended the police and community leaders, for their quick response to the schools after the Newtown incident. She thanked the officers for their presence in the buildings during the past week. She voiced support for having the police as a regular face in the buildings and the importance of building a connection between the youth in the community and the police.

Jack Collins, an Old Lyme resident, voiced concern over the absence of cell towers in the area which affects cell service at several of the schools. He encouraged the town leaders to allow cell towers as a way to improve communication in the area. Mr. Collins also asked about additional initiatives to improve security. Ralph Eno, First Selectman from Lyme, clarified the misunderstanding that local zoning commissions have control of cell phone towers; a site council and the private sector supersede local zoning laws, and they are the ones that make the decisions on how the networks are run. Mr. Neviasher reiterated his earlier statement that staff might be able to utilize the district's network for cell phone service in the future.

Mr. Witkins stressed that improvement in security is a process and not done overnight but that they are moving forward and adopting best practices while working with law enforcement, other superintendents, other boards of ed, etc.

A community member from Lyme asked about a timeline on the changes in security that would be occurring and the importance of communicating any change to the parents and community. Mr. Witkins reported that they are hoping to install the magnetic door locks by mid-January. Any major changes in security, along with new protocols and procedures, will be provided to the community as soon as it is available.

Nancy Stark, a resident of Old Lyme, asked when Lyme School would be getting a generator. Mr. Neviasher stated that a generator will be in place at this school by next school year. They are currently working with the Town of Lyme on the possibility of sharing a generator.

Russ Gomes reported that state legislators are currently considering a bill to address some of the issues discussed earlier in the meeting. He encouraged all to write to their legislators supporting the reinstatement of school resource officers.

A community member asked how lockdowns worked for students at the High School who are mobile and in different classrooms throughout the day. Mr. Neviasher explained the training of teachers for each classroom who are able to assist the students who might be in that room at any given point of the day. He noted that lockdown drills occur at different times of the day also.

Discussion followed on the use of the portables and making them secure for students and staff. It was reported that the students are expected to be out of the portables in the March-April timeframe due to the completion of the High School project.

A resident of Old Lyme asked for comments from the resident state trooper. Trooper Inglis reported on his many discussions with the district administration on improvements in security. He also voiced his disappointment with the disbandment of the school resource officer. Trooper Inglis agreed to the earlier statement that the police need to be in the schools more so that students become acclimated to their presence.

Mr. Witkins thanked all for their attendance at the meeting. The meeting adjourned at 7:50 p.m. upon motion by Mr. Fuchs and a second by Mrs. Roche.

Respectfully submitted,

Russ Gomes, Secretary



NATIONAL  
ASSOCIATION OF  
SCHOOL  
PSYCHOLOGISTS

## FOR IMMEDIATE RELEASE

Friday December 14, 2012

**CONTACT: Kathy Cowan 301-347-1665**

**Bethesda, MD—On behalf of our 25,000 members, the National Association of School Psychologists (NASP) joins the nation in expressing our sadness and shock at the horrific events at Sandy Hook Elementary School in Newtown, CT today. Our thoughts and prayers go out to everyone affected by this heartbreaking tragedy.**

**It is important to keep in mind that an event like this is rare. Schools are one of the safest places for children and youth during the school day, and an important place for them to receive support and return to normalcy. Communication and collaboration among schools, parents, and communities is critical to ensure that our students continue to view schools as safe, caring, and supportive environments. Further, how adults react to this tragedy can shape the way children and youth react and their perceptions of safety.**

**Educators can reinforce students' sense of safety by making classrooms predictable and welcoming, providing access to mental health supports as needed, and connecting families with other available resources after school hours. Families are encouraged to spend time together, validate children's feelings, ask for help as needed, and find calm and relaxing activities to do at home. It is very important to limit children's exposure to media coverage, particularly for young children. If children are watching the news or accessing information online, parents and caregivers should be available to talk to their children about it.**

**Families and educators will serve on the frontline of helping children understand and cope with this violence and loss of life. Most children and youth are resilient and will cope well with the support and caring of their families, teachers, friends, and other caring adults. However, young children may have particular difficulty understanding and describing their feelings and emotions. Some tips to help children deal with the aftermath of today's school shooting include:**

- **Provide a developmentally appropriate, clear, and straightforward explanation of the event.**
- **Return to normalcy and routine to the best extent possible while maintaining flexibility**
- **Let children know it's okay to feel upset or angry**
- **Be a good listener and observer**
- **Provide various ways for children to express emotion, either through journaling, writing letters, talking, making a collage, or music**
- **Focus on resiliency as well as the compassion of others**

**This is an extremely important time to reinforce children's natural resilience and emphasize the preventive steps that schools can take to maintain a safe and caring school environment.**

**Among those who lost their life today was Mary Sherlach, Sandy Hook ES school psychologist and a NASP member. Like all school psychologists, Mary cared deeply about her students and was committed to their personal well-being and success in school, at home, and throughout life. The thoughts and prayers of the school psychology family are with Mary's family and circle of friends, as well as the students she served so well.**

**For additional information on school safety and crisis response, and the role of school psychologists in supporting academic and life success of our nation's youth, visit [www.nasponline.org](http://www.nasponline.org) or contact NASP Director of Communications, Kathy Cowan at [kcowan@nasoweb.org](mailto:kcowan@nasoweb.org).**

**###**

## Regional School District Eighteen January 2013 Enrollment Report

### Breakdown by School

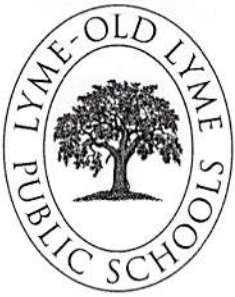
Grade	Center	MC	Lyme	Middle	High	Total
PreK		20				20
PreK Peer		31				31
K		47	35			82 (+2)
1st		48	37			85 (-1)
2nd		72	25			97
3rd	90		36			126
4th	72		29			101 (+1)
5th	98		26			124 (+1)
6th				121		121
7th				115		115 (+1)
8th				126		126
9th					106	106
10th					88	88 (-1)
11th					111	111
12th					112	112 (-1)
<b>Totals</b>	<b>260</b>	<b>218</b>	<b>188</b>	<b>362</b>	<b>417</b>	<b>1445 (+2)</b>

### Breakdown by Town

Grade	Old Lyme	Lyme	Tuition/ Choice	Total
PreK	13	7	0	20
PreK Peer	27	4	0	31
K	62	20	0	82
1	70	15	0	85
2	75	22	0	97
3rd	108	18	0	126
4th	80	21	0	101
5th	102	22	0	124
6th	102	19	0	121
7th	90	25	0	115
8th	97	29	0	126
9th	80	25	1	106
10th	70	18	0	88
11th	84	27	0	111
12th	86	26	0	112
<b>Totals</b>	<b>1146</b>	<b>298</b>	<b>1</b>	<b>1445</b>

Special Education (various facilities)	9
Grasso Tech	6
ISAAC	1
Multicultural Magnet School	4
Sound School	5
Marine Science High School	4
Total Out of District	29
<b>GRAND TOTAL</b>	<b>1474</b>

Out of District	23	6	0	29
<b>TOTAL</b>	<b>1169</b>	<b>304</b>	<b>1</b>	<b>1474</b>



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## 2013-2014 BUDGET PROCESS TIMELINE

*Please note: all budget meetings are open to visitors from the Lyme and Old Lyme communities*

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 2013-2014 budget (Facilities Committee, Technology Committee, Director of Special Education, Curriculum Director, Business Manager and Building Administrators).
November 7 19	<b>[6:00 pm] Meeting of Finance Committee with BOE, BOS, BOF, School Administrators and Parent Leadership (LOLMS cafeteria)</b> Review and discuss needs and drivers as prepared by administrators and committees.
November 7 19	<b>[7:00 pm] Regular Board of Education Meeting (LOLMS cafeteria)</b> Board reviews and acts on initial staffing proposal.
November – December	Administrators prepare budget according to parameters set forth by the Board of Education; Budgets are reviewed with the superintendent.
<b>January 2 9</b>	<b>[6:30 pm] Regular Board of Education and Finance Committee Meeting (LOLMS cafeteria)</b> Workshop 1: Elementary, Middle and High School Budget Presentations.
<b>January 9 16</b>	<b>[6:30 pm] Special Board of Education and Finance Committee Meeting (LOLMS cafeteria)</b> Workshop 2: Special Education, Facilities, Technology, Operations and Central Services Presentations.
<b>January 16 23</b>	<b>[6:30 pm] Special Board of Education Meeting (LOLMS cafeteria)</b> Board discusses any adjustments it wishes to see and directs administration to bring forth final budget for review at first February meeting.
February 6	<b>[6:30 pm] Regular Board of Education Meeting (LOLMS cafeteria)</b> Board reviews adjusted budget as it will be presented at budget forum.
February 11	<b>[6:30 pm] Budget Forum (LOLMS auditorium)</b>
February 13	<b>[6:30 pm] Special Board of Education Meeting (LOLMS cafeteria)</b> Budget Adoption.
February	Communication Committee prepares budget edition of <i>Focus on Education</i> .
February - March	Central Office prepares budget books.
March	Presentation of Budgets to Boards of Finance (both communities).  Mailing of special edition of <i>Focus on Education</i> .
March-April	Presentation of budget to community groups.
April 1	<b>[7:30 pm] District Budget Hearing (LOLMS auditorium)</b>
April	Reminder Post Cards to Vote.
May 6	<b>[7:30 pm] District Budget Meeting (LOLMS auditorium)</b>
May 7	Anticipated Date for Budget Referendum Vote.

**Revised 11/15/12**

53 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 [www.region18.org](http://www.region18.org)

# Contingency Maintenance

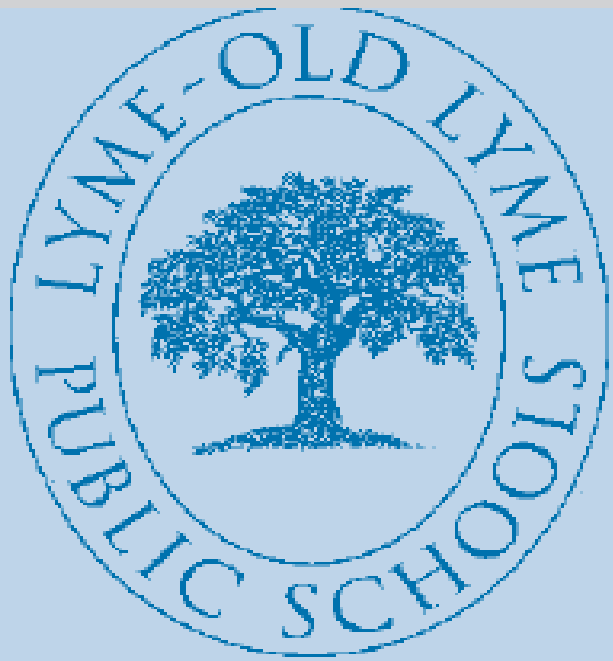
<b>Budgeted - Fiscal Year 2012 - 2013</b>		<b>\$200,000</b>
<b>Lyme</b>	Electronic door lock control system	5,351
	Intercom for security system	2,182
	Cat 6 wire	<u>175</u>
		7,707
<b>Mile Creek</b>	Electronic door lock control system	5,351
	Intercom for security system	2,182
	Cat 6 wire	<u>175</u>
		7,707
<b>Center</b>	Emergency pump out and Keen grinder pump	1,859
	Electronic door lock control system	4,321
	Intercom for security system	2,182
	Cat 6 wire	<u>175</u>
		8,536
<b>Middle</b>	Motorized retractable basketball hoops	4,893
	Emergency pump out and Keen grinder pump	1,859
	Electronic door lock control system	5,725
	Intercom for security system	2,182
	Cat 6 wire	175
	Track scoreboard	<u>6,820</u>
		21,653
<b>High</b>	Emergency pump out and Keen grinder pump	1,915
	Track scoreboard	<u>6,820</u>
		<u>8,735</u>
<b>Remaining contingency as of 12/31/12 - fiscal year 2012 - 2013</b>		<b><u>\$145,661</u></b>

<b>EXECUTIVE BUDGET SUMMARY..... \$31,010,964</b>
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	<b>12-13 Budget</b>	<b>12-13 Actuals</b>	<b>% Spent as of 12/31/2012</b>	<b>% Spent as of 12/22/2011</b>
Certified Salaries	\$12,602,516	\$4,576,577	36.3%	32.4%
Non-certified Salaries	2,646,131	1,142,768	43.2%	38.5%
Employee Benefits	4,319,360	1,718,800	39.8%	41.7%
Instructional Programs	1,361,333	886,552	65.1%	69.8%
Special Education	1,206,819	955,097	79.1%	88.0%
Support Services	112,514	44,226	39.3%	71.1%
Administrative Services	393,352	314,202	79.9%	44.9%
Pupil Transportation	862,059	748,229	86.8%	86.2%
Plant Operation & Maintenance	3,769,428	2,491,844	66.1%	64.9%
<b>OPERATING BUDGET</b>	<b>\$27,273,512</b>	<b>\$12,878,295</b>	<b>47.2%</b>	<b>45.7%</b>
<b>DEBT SERVICE</b>	<b>3,737,452</b>	<b>1,572,535</b>	<b>42.1%</b>	<b>60.8%</b>
<b>TOTAL BUDGET</b>	<b>\$31,010,964</b>	<b>\$14,450,830</b>	<b>46.6%</b>	<b>47.3%</b>

**Notes:**

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

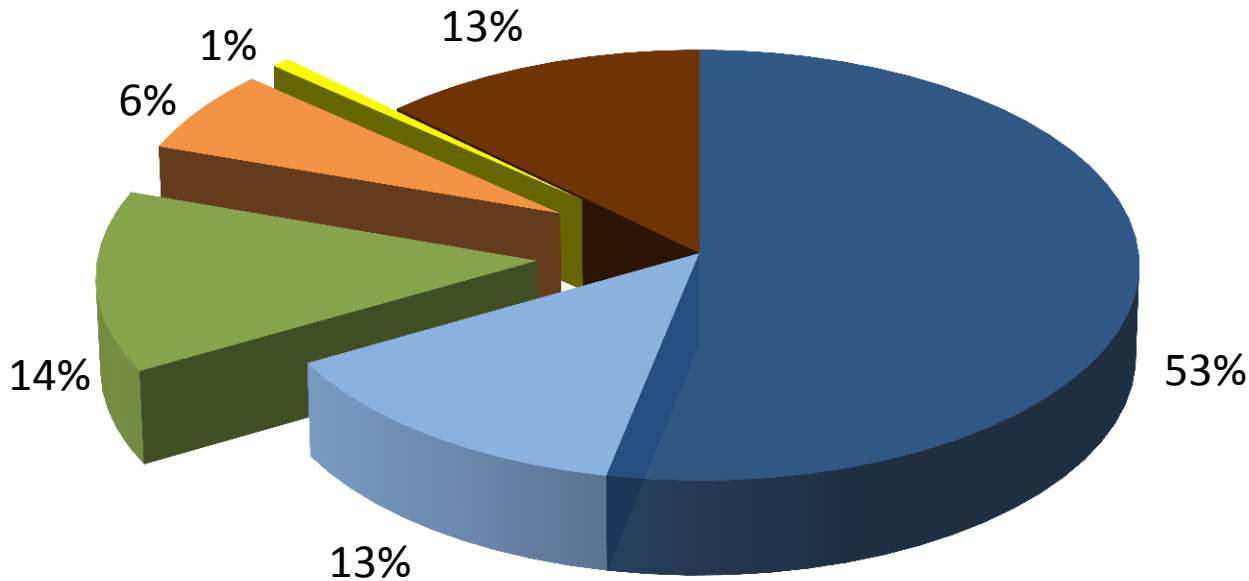


LYME-OLD LYME  
PUBLIC SCHOOLS  
Impassioned  
with Pride and Purpose

*2013-2014*  
***PROPOSED OPERATING***  
***BUDGETS FOR:***  
*LOLHS*  
*LOLMS*  
*Center/Lyme/Mile Creek*

Presented:  
January 9, 2013

# BUDGET BREAKDOWN BY OBJECT CODE



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

■ Salaries

■ Benefits

■ Purchased Svcs

■ Supplies

■ Equipment/Dues

■ Debt

# Lyme-Old Lyme High School

## **2013-14 Budget Proposal**

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January 9, 2013



# Objectives

Sustain the current Instructional Programs.

Commission the new building.

Complete the NEASC Self-Study / Prepare for 2015 Visit

Continue Preparation for the Common Core / Smarter Balance

Infuse 21<sup>st</sup> Century Instructional Practices

Update / Replace Equipment & Furniture



January 9, 2013

# Enrollment

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

\* Current Enrollment

January 9, 2013



# Budget Breakdown

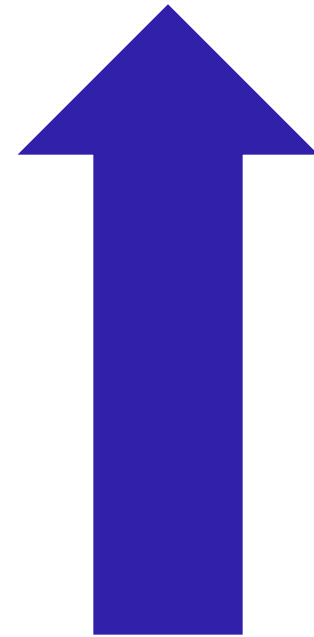
Area	2012-13	2013-14
Supplies	\$203,633	\$192,553
Purchased Services	\$142,048	\$162,220
Transportation / Travel	\$110,998	\$114,605
Equipment	\$28,242	\$52,285
Textbooks / Library Books	\$31,888	\$31,808
Printing / Postage / Student Activities / Graduation	\$26,125	\$24,950
Furniture	\$29,800	\$29,800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



January 9, 2013

# Budget Drivers

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



January 9, 2013

# Budget Breakdown

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

\*Percentages rounded to nearest tenth percent



January 9, 2013

# Purchased Services

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

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

January 9, 2013



# Supplies

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



January 9, 2013

# Transportation / Travel

Athletic Travel

Field Trip / Event Travel

Staff Travel

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January 9, 2013



# Dues / Fees

Connecticut Association of Schools

New England Association of Schools and Colleges

Shoreline Conference

Music Festivals

Department Memberships

Athletics Entry Fees



January 9, 2013

# Questions

# Thank You

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January 9, 2013



# 2013-2014 Proposed Budget

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



# Goals/Initiatives

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

# Current/Projected Enrollment

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

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

# Summary of Changes for 2013-14

## Significant Increases

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

# Significant Decreases

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

# Questions/Answers

# 2013-2014 Proposed Budget

Center School

Lyme Consolidated School

Mile Creek School

# Goals/Initiatives

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

# Summary and Drivers 2013-2014

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

# Summary Comparison

## 12-13 and 13-14 (proposed) Comparison

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

# Current/Projected Enrollment

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

# Elementary Budget Process— A Collaborative Effort

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

## Instructional Supplies per Section by Level

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

# Instructional Supplies by School

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

# Special Subject Areas by School

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

# Purchased Services by School

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

# Office by School

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

# Dues by School

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

Questions?

# **Curriculum Coverage For New Power Mechanics and Energy Courses**

## **Power and Energy A**

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

## **Power and Energy B**

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

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

## **Power and Energy C**

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

## **Power and Energy D**

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

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

## Connecticut Educator Evaluation and Support - Updated 11/7/2012

### Selection of State- or District-Designed Model

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

District Name: Region 18 Public Schools

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

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

\_\_\_\_\_  
 Superintendent Signature

\_\_\_\_\_  
 Date

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

# SEED: Connecticut's System for Educator Evaluation and Development

## Performance Ratings

Every educator will receive one of four summative performance ratings:

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

## Teacher Evaluation Categories

### Teacher Practice

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

### Student Outcomes

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

## Administrator Evaluation Categories

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

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

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

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

## **Educator Evaluation Approval Process January 2013**

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

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

### **District Process for Selecting an Evaluation System**

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

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

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

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

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

# Teacher Evaluation Decision- Due January 15

Teacher Evaluation	Administrator Evaluation
<p>45% Student Outcomes/Achievement: Attainment of goals and or objectives for student growth, using multiple indicators of academic growth and development to measure the goals/objectives.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>	<p>45% Multiple Student Learning Indicators: Attainment of goals and or objectives for student growth, using multiple indicators of academic growth and development to measure the goals/objectives.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p>40% Teacher Performance and Practice: Observation of teacher practice and performance.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>	<p>40% Administrator Performance and Practice: Ratings of administrator performance and practice</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p>10% Parent OR Peer Feedback: Parent or peer feedback including surveys.</p> <p><input type="checkbox"/> State Model (SEED):</p> <p style="padding-left: 40px;">Parent feedback <input type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model:</p> <p style="padding-left: 40px;">Parent feedback <input type="checkbox"/></p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">Peer feedback <input type="checkbox"/></p>	<p>10% Stakeholder Feedback: Feedback from stakeholders on areas of principal and/or school practice described in the Connecticut Leadership Standards.</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>
<p>5% Whole-School Student Learning Indicators OR Student Feedback:</p> <p><input type="checkbox"/> State Model (SEED):</p> <p style="padding-left: 40px;">Whole-school indicators <input type="checkbox"/></p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">Student feedback <input type="checkbox"/></p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">Differentiated <input type="checkbox"/></p> <p><input type="checkbox"/> District-Proposed Model:</p> <p style="padding-left: 40px;">Whole school indicators <input type="checkbox"/></p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">Student feedback <input type="checkbox"/></p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">Differentiated <input type="checkbox"/></p>	<p>5% Teacher Effectiveness Outcomes</p> <p><input type="checkbox"/> State Model (SEED)</p> <p><input type="checkbox"/> District-Proposed Alternative</p>

## Students Policy # 2140 - Truancy

### Introduction and Definitions

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the district will utilize the State Board of Education approved definitions of "excused" and "unexcused" absences.

**"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.**

**"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.**

~~The Lyme/Old Lyme Public Schools policies on student attendance and truancy shall stress early prevention and inquiry leading to the remediation of absences rather than the imposition of punitive measures for students. Referral to legal authorities shall be made only when local resources have been exhausted.~~

~~"Truant" shall mean be defined as a student age five to eighteen inclusive who has four unexcused absences in any one month, or ten unexcused absences in any one school year.~~

### Remediation of Truancy

Lyme/Old Lyme school personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence.  
*(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or*

## **Students Policy # 2140 - Truancy**

*imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*

**The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.**

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of each designation.

Students so identified may be subject to:

- a) retention in the same grade to acquire necessary skills for promotion or retention.
- b) a requirement to complete a summer school program successfully before being promoted to the next grade.

7. ~~File a written complaint with the Superior Court alleging that the acts or omissions of a student identified as "truant" are such that the student's family is a "family with service needs," if the parent or person having control of the student fails to attend the required meeting with appropriate school personnel to evaluate why the student is truant or fails to cooperate with the school in trying to solve the student's truancy problem.~~

**File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.**

8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.

## **Students Policy # 2140 - Truancy**

### **Legal Reference:**

Connecticut General Statutes.

10-184 Duties of parents, as amended by PA 98-243 and PA 00-157.

10-198a Policies and procedures concerning truants, as amended by PA 00-157 and PA 11-136.

10-199 through 10-202 Attendance, truancy in general, revised 1995, by PA 95-304.

10-202e and 10-202f Policy on dropout prevention and grant program.

10-221b Board of education to prescribe rules. *Campbell v. New Milford, 193 Conn 93 (1984).*

*Action taken by the State Board of Education on January 2, 2008, to define "attendance."*

*Action taken by the State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*

**Policy Adopted: August 2001.**

*Lyme/Old Lyme Board of Education.*

verify the above from the institution's catalog or designated advisor. The \$2,000 annual maximum reimbursement amount shall include all tuition reimbursement under both sections 1 and 2.

3. In order to qualify for this reimbursement, the concentration of courses must be in their teaching assignment.
4. Upon acceptance of such tuitional aid, the teacher must agree to stay in the service of Regional District Schools for two (2) years or repay the Board the amount of tuition paid. Repayment can be waived by the Board under certain circumstances. The Board shall also pay for all required textbooks; the latter to become the property of the Board and form a professional library.
5. Upon written request by the teacher on a form provided by the Superintendent's Office, teachers qualified for tuition reimbursement may have the approved costs of their tuition paid directly to the appropriate institution of higher learning.

#### **F. Sick Leave**

1. All certified professional employees shall be granted annually fifteen (15) days of sick leave with pay. Unused sick leave shall be accumulated from year to year up to 185 days, so long as the teacher remains continuously in the service of the Board. A teacher on Board approved leave of absence will not lose accumulated sick leave days.
2. For absence for sickness beyond granted leave, employees in all cases who receive sick pay continuation as provided below shall receive their salary reduced by the prevailing substitute rate of pay.
3. The Board will provide a bank of sick leave days at the beginning of the school year in an amount equal to one day for each teacher. Absence for sickness beyond granted leave may be charged to this bank, subject to approval of the Superintendent.
4. Disability associated with pregnancy, miscarriage, abortion, childbirth and the recovery there from shall be treated as any other medical disability. Sick leave shall be available for use during any such period of disability.

#### **G. Leave of Absence**

1. All members of the unit shall be entitled to the following leaves of absence, with full pay, at the discretion of the Administration.

Personal and/or legal reasons.

Illness in the immediate family.

Visiting other schools.

Death in the immediate family or attendance at funerals.

Religious holidays.

Attendance at graduation exercises (self, spouse, son or daughter).

**Attendance at professional conferences or institutions of an educational nature.**

- 2. Application for leave in the provisions of Section 1 above shall be made to the immediate supervisor at least three work days before taking such leave (except in the case of bereavement leave and unforeseeable emergencies) and such leave may be granted, except in cases of extreme hardship or disability to the school system on the basis of application. The request must specify the reason, which reason shall be treated as confidential. Teachers whose request for personal leave is denied shall be advised of the reason for the denial. In exceptional cases, a staff member will be granted a personal day without disclosing the reason.**
- 3. Personal leave shall not be used to extend a holiday or vacation, except in the case of bereavement or religious holiday leave. The Superintendent may grant additional paid leave days in extraordinary circumstances upon the written request of a teacher. Grant or denial of a request shall not establish a precedent or practice concerning other requests, whether similar or dissimilar.**
- 4. Leaves taken pursuant to Section G1 above shall be in addition to any sick leave to which the member of the unit is entitled.**
- 5. Unauthorized leave -- in case of absence for reasons other than those stated, there shall be a salary deduction per day at the rate of 1/185 of the contracted salary unless otherwise specifically authorized by the Board of Education.**
- 6. Upon conclusion of a leave of absence without pay, the teacher shall be entitled to reemployment in the position he/she left or in a comparable position for which he/she is qualified and certified, subject to the R.I.F. provisions of this Agreement. To be entitled to the reemployment provisions above, said teacher will notify the Superintendent of his/her intention to return by March 1 of the year of expected return. If notification is not received by said date, the teacher loses entitlement to reemployment.**

**Leaves of absence without pay may be granted for up to two (2) years by the Board, providing the teacher has attained tenure status in the District, for the following reasons:**

- a. Military Leave (initial enlistment only)**
  - Health Leave**
  - Peace Corps Leave**
  - Exchange Teaching Leave**
  - Election to a State or National Teachers' Association office. A sixty (60) day notice and one contract year minimum, one salary increment shall be allowed.**
- b. Childrearing Leave**
  - Subject to the approval of the Superintendent and the Board of Education, a teacher who is the parent of a natural or adopted child may elect a long-term childrearing leave not to exceed a maximum of fourteen (14) months.**

The teacher electing a childrearing leave shall be bound by the option of returning to duty on either the first day of the school year or the first day of the second semester, provided that different return dates may be allowed by mutual agreement between the teacher and the administration in appropriate circumstances. However, no teacher shall be required to involuntarily return earlier than one of the two dates set forth above. Such leave shall be without pay. A teacher returning from leave of absence will be placed on the salary scale on the step held prior to withdrawal, except in the case where he/she has taught more than one-half (1/2) of the school year, or through January 31 of the year in which the leave occurred. In that case, the teacher shall be placed on the next step on the salary schedule when returning, provided a new school year has commenced. The returning teacher may be assigned to duty where a vacancy occurs and for which such teacher is certified.

- c. **Teacher Renewal Leave** is defined as an unpaid, approved leave of absence and is granted at the discretion of the Board of Education and recommendation of the Superintendent.

The following conditions apply:

- (1) **Teacher's application in writing shall be filed no later than March 1, prior to the anticipated commencement of the requested leave.**
- (2) **The teacher will not lose tenure or existing seniority status in the school system.**
- (3) **The teacher will not lose position on the salary schedule, but also will not receive service credit on the schedule for the year of absence.**
- (4) **Leaves of absence prior to tenure will not constitute teaching service for purposes of attainment of tenure.**
- (5) **Upon conclusion of said leave, the teacher shall be entitled to reemployment in the position he/she left or in a comparable position for which he/she is qualified and certified, subject to the R.I.F. provisions of this Agreement.**
- (6) **To be entitled to the provisions of Number 5, above said teacher will notify the Superintendent of his/her intention to return by April 1 of the year of expected return. If notification is not received by said date, the teacher loses entitlement to reemployment.**

- d. A teacher who has an approved leave of absence shall have the option of continuing his/her existing Regional District No. 18 insurance coverage at his/her cost for the length of the leave provided this is allowed by the Board of Education's insurance carrier and is without cost to the Board of Education.

## **H. Personal Leave Utilization Working Group**

During 2009-2010, a working group of three RETA and three Board designees will meet and confer to review and study personal leave use patterns and statistics among RETA members, including statistics on requests, reasons, approvals, and denials. The results of the group's work will be shared with the Administration/Board and RETA leadership.

## **ARTICLE VII**

### **Working Conditions**

#### **A. School Day**

After consultation with RETA and subject to Board of Education approval, the school calendar, plus the starting and dismissal times of all schools, shall be set forth in administrative regulations and published for any succeeding year by no later than May 15.

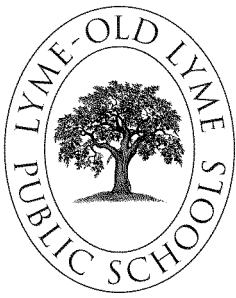
The maximum time multi-school teachers are required to be on duty shall be no greater than for teachers who remain at one school except in the case of an emergency, defined as an unexpected or unavoidable occurrence.

Each teacher will be present at his/her assigned classroom or, for non-classroom teachers, at his/her work location a minimum of twenty (20) minutes before the start of the student school day and for a minimum of twenty (20) minutes following the end of the student school day. Building principals and the Superintendent shall have the discretion to excuse individual teachers from all or part of this requirement on a case-by-case basis in instances of extreme hardship, provided that the granting of an excuse shall not be claimed or advanced as a precedent or practice in any other case or cases.

If the Board of Education should lengthen the teacher's workday beyond the hours in effect during the 2008-2009 school year, or lengthen the school year for students beyond the 183 days effective in the 2008-2009 school year (exclusive of one (1) orientation day and one (1) check-out day), the Association has the right to bargain the impact, if any, on wages due to such an event. The teacher work year shall be a total of 187 workdays, 183 of which shall be teaching (student contact) days.

#### **B. After School Meetings**

Teachers may be required to remain after school for a reasonable number of meetings, posted well in advance, with a specific agenda to attend each of the following staff meetings:



# LYME - OLD LYME PUBLIC SCHOOLS

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## **Board of Education Meeting Schedule for 2013-2014**

**Meetings Begin at 6:30 p.m.**

**All meetings will take place in the Lyme-Old Lyme Middle School**

*Meetings are scheduled on the **first** Wednesday of each month.*

*Special meetings will be called as necessary.*

August 7, 2013

September 4, 2013

October 2, 2013

November 6, 2013

December 4, 2013

January 8, 2014

February 5, 2014

March 5, 2014

April 2, 2014

May 7, 2014

June 4, 2014

July 2, 2014

*Approved by Board of Education on \_\_\_\_\_*



# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Special Building Committee Meeting**

Location: High School Media Center

Date: December 17, 2012

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

*Absent:* Jeffrey Flower; Dennis Melluzzo; James McFarland

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

*Others Present:* Daniel Weston, Northeast Collaborative Architects; Ryan Benoit, Robert Martinotti, O&G Industries

Chairman Gomes thanked Committee members for attending the December 5, 2012 Board of Education meeting.

#### I. Call to Order:

The meeting was called to order by Chairman Gomes at 5:10 p.m.

#### II. New Business:

##### 1. Approve NCA Invoice:

Upon motion by Mr. Todd, second by Mr. O'Neill, the Building Committee approved NCA's Invoice #48, dated 1/1/13 in the amount of \$19,807.00 and to be paid no sooner than January 1, 2013. The motion passed unanimously.

##### 2. Approve O&G Invoice:

Upon motion by Mr. Szreders, second by Mr. O'Neill, the Building Committee approved O&G invoice dated 12/13/12 application for payment #28 for C.M. project #0288 (period to date: 11/30/12), in the amount of \$ 671,776.20. The motion passed unanimously.

##### 3. Approve Triton Environmental Invoice:

Upon motion by Mr. Szreders, second by Mr. O'Neill, the Building Committee approved Triton Environmental invoice No. 103421-INV21 in the amount of \$12,557.25 for soil investigation and remediation. The motion passed unanimously.

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**4. Approve Pending Change Orders:**

**Proposed Change Order #00701**

Mr. Martinotti explained the details and purpose of this change order; he stated that the final cost was not settled and therefore suggested to table until the January 2013 Committee meeting; Committee members were in complete agreement.

**5. Approve Technology Education CNC Machine Replacement:**

Mr. Rhodes explained the reason for the machine replacement and detailed that the original plan was to wait for the insurance payment, but because this machine is needed to support educational programming needs, he suggests purchasing in advance of the reimbursement check to expedite receipt of the machine.

Upon motion by Ms. Peck, second by Mr. Szreders, the Building Committee approved the Tormach purchase order in the amount of \$12,746.96 for the integrated CNC Machine Stand for technology education. The motion passed unanimously.

**III. Old Business:**

**1. Update the following:**

**a. Schedule & Budget Status (O&G):**

Mr. Martinotti discussed which areas will be addressed over the holiday break. Chairman Gomes asked for an update on the commissioning; Mr. Martinotti explained that the vendor is making progress and that they [Mr. Martinotti and Mr. Rhodes] are having a meeting with the vendor to review outstanding issues and determine timelines. The Committee discussed this issue in depth. Chairman Gomes asked Mr. Rhodes to send out correspondence [after the meeting] updating meeting details to Committee members; Mr. Rhodes concurred.

Chairman Gomes asked for clarification on auditorium lighting that is currently being stored; Mr. Rhodes explained that the lighting will be refurbished if necessary and used in the new auditorium.

Chairman Gomes then asked about the transition ramp located outside of the gymnasium; the Committee discussed this issue thoroughly. Mr. O'Neill asked Mr. Weston to again look at the area and report back to the Committee with ideas on how to improve the floor elevation.

**b. Correspondence:**

There was no correspondence to report:

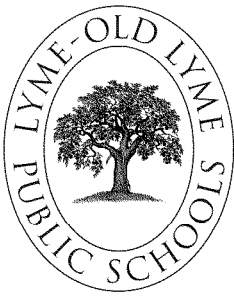
**IV. Approval of Building Committee Minutes:**

**1. November 26, 2012**

Mr. O'Neill made a motion, second by Mr. Witkins to formally accept the November 26, 2012 Building Committee minutes. The motion passed unanimously.

**V. Adjournment:**

Chairman Gomes adjourned the meeting at 6:35 p.m.



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## MEETING MINUTES

### **Special Facilities Committee Meeting**

Location: Mile Creek Media Center

Date: November 29, 2012

*Committee Members Present:* Steven Cinami, Chairman; Paul Fuchs, Vice-Chairman; Rick Caulkins; Jack Hine; David Kelsey; Philip Neaton

*Absent:* Kathleen Lockwood; Tom Sherer

*Administration Present:* Ian Neviaser, Superintendent of Schools; John Rhodes, Director of Facilities & Technology; Glenn Fergione, Assistant Director of Facilities; Patricia Downes, Principal of Mile Creek School

*Others Present:* Alfred Jacunski, Jacunski Humes Architects; Kevin Miller, Kathleen Pane, Fuss & O'Neill

#### I. Call to Order:

The meeting was called to order by Chairman Cinami at 6:02 p.m.

#### II. Discuss and Recommend Mile Creek Project Scope:

Chairman Cinami explained the purpose of the meeting and asked for Mr. Jacunski to introduce Mr. Miller and Ms. Pane (Fuss & O'Neill) to the Committee. Mr. Miller explained the law regarding removal of polychlorinated biphenyl (PCB's). The Committee discussed the risk assessment and feasibility of encapsulation. Mr. Miller and Ms. Pane answered the many questions from the Committee. Mr. Jacunski explained that the project required a new cost estimate because of the PCB remediation (contaminated caulk and surrounding masonry) which also changed the scope. He then distributed two handouts of the Conceptual Budget Cost Estimate, one dated November 12, 2012 (replacement of contaminated masonry) and November 29, 2012 (to retain the existing PCB contaminated block). Committee members thoroughly discussed the difference in cost including short and long term expenses for both scenarios.

Upon motion by Mr. Kelsey, second by Mr. Neaton, the Facilities Committee recommend that the Board of Education approve the conceptual budget estimated dated November 12, 2012 in the amount of \$965,550.00 and proceed with bidding to remove the windows at Mile Creek. The motion passed unanimously.

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III. Adjournment:

Chairman Cinami adjourned the meeting at 7:11 p.m.