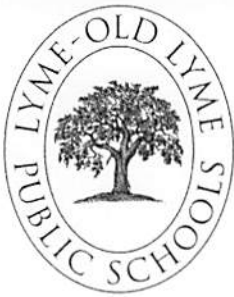


Regular Board of Education Meeting  
Wednesday, March 6, 2013 6:30 PM Eastern

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 Special Meeting of February 4, 2013
  - II.B. Minutes of Regular Meeting of February 6, 2013
  - II.C. Minutes of Special Meeting of February 20, 2013
- 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. Young Scholars Program
- VI. Chairman & Board Report
- VII. New Business
  - VII.A. LOLHS Field Trip Rotation Schedule
  - VII.B. Policy Updates Policy 5420 Professional Development for Certified Staff Policy 2350 Drug Free Schools Policy 5165 Medical Marijuana Standards
  - VII.C. Extension of Chartwells Food Services Contract
  - VII.D. Truck Lease Purchase
  - VII.E. Closing of Mile Creek Roof Replacement Project
  - VII.F. Change Order for LOLHS Project
  - VII.G. Center School Conversion Feasibility Study
  - VII.H. Nonrenewals of Non-Tenured Staff
- VIII. Old Business
  - VIII.A. Reports of Committees: Facilities, Building, Technology, Policy, Communications, Finance, Human Resources, Enrollment & Equity, LEARN, Comcast
- IX. Correspondence
- X. Executive Session
- XI. Adjournment



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

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

Location: Lyme-Old Lyme Middle School

Date: February 4, 2013

*Board Present:* James Witkins, Chair; Paul Fuchs, Vice Chair; Russ Gomes, Secretary; Steven Cinami; Stephen Spooner

*Absent by Previous Arrangement:* Allison Hine; Beth Jones; Victoria Lanier; Michelle Roche

*Administration Present:* Ian Neviasser, Superintendent of Schools

The meeting was called to order by Chairman Witkins at 5:30 p.m. The purpose of the meeting was to discuss a student discipline matter.

Mr. Fuchs made a motion, which was seconded by Mr. Spooner, to move into executive session to discuss the student discipline matter at 5:35 p.m. Mr. Neviasser was invited to attend the executive session.

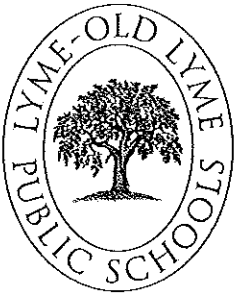
The Board of Education reconvened into open session at 5:54 p.m.

Mr. Fuchs made a motion, which was seconded by Mr. Spooner, to accept the stipulated agreement for Student A dated February 1, 2013. All present voted in favor of the motion.

The special meeting adjourned at 5:58 p.m. upon motion by Mr. Witkins and a second by Mr. Fuchs.

Respectfully submitted,

Russ Gomes, Secretary



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

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

Location: Lyme-Old Lyme Middle School

Date: February 6, 2013

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

*Administration Present:* Ian Neviasser, Superintendent of Schools; Elizabeth Borden, Director of Curriculum; James Cavalieri, Principal of Lyme School; Patricia Downes, Principal of Mile Creek School; Nancy Johnston, Director of Special Services; 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; Tisha Kirk, AFT President; Rob Roach, Athletic Director; Don Desautels, Guidance Counselor, LOLMS; Candice LaConti, Reading/Language Arts Specialist; Meredith Britton and Sam Stadnick, High School Student Representatives; Kim Drelich, *The Day*

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

The meeting was called to order by Chairman Witkins at 6:30 p.m.

### **II. Approval of Minutes:**

The following minutes were approved as presented: Regular Meeting of January 9, 2013; Executive Session of January 9, 2013; Special Meeting of January 16, 2013; Executive Session of January 16, 2013; Special Meeting of January 23, 2013. Abstentions were noted for those not in attendance at the meetings.

### **III. Visitors:**

#### **1. Student Representatives**

Meredith Britton and Sam Stadnick reported on the following events at the schools:

At Lyme School: two 5th graders, Renate Kuhn and Ted Wayland, were honored at the CAS 14<sup>th</sup> Annual Elementary Celebration of the Arts; a recent chorus concert with special thanks to Mrs. Rostkoski, the music teacher at Lyme School; and an upcoming fundraiser, "Jump Rope for Heart," to benefit the American Heart Association.

53 Lyme Street, Old Lyme, Connecticut 06371

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

At Center School: Two 5<sup>th</sup> graders, Teddy Enoch and Nick Fava, were honored at the CAS 14<sup>th</sup> Annual Elementary Celebration of the Arts.

At Mile Creek School: Bingo Night with crazy hair and pajamas the theme; special thanks were extended to the staff for their efforts.

At LOLMS: activity night; ski club taking trip to Mount Snow; 8<sup>th</sup> grade band performing with the high school band in a joint concert.

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At LOLHS: lip sync contest with over \$1,600 raised to benefit the local soup kitchen, anti-bullying assembly; conclusion of mid-terms; CAPT breakfast honoring CAPT scholars (55% of junior class being named CAPT scholars with the state average at 30%).

2. Public Comment

There was no public comment.

**IV. Administrative Reports:**

1. Superintendent's Report

Mr. Neviaser reviewed the personnel report which reflected the hiring of Lynn Bocian as an Instructional Assistant at the Middle School; the transfer of Physical Ed Teacher Erin Crayton from Mile Creek to the Middle School, and the hiring of Paul Murphy as the new physical ed teacher at Mile Creek School.

Mr. Neviaser reviewed the February 2013 enrollment report which reflected a total of 1,472 students. He reported that the enrollment committee met last week to review projected enrollments. Information discussed at that meeting will be reviewed during committee reports later in the meeting. Upon a request by Mr. Witkins, Ms. Warren will develop a report reflecting an enrollment breakdown by town over the last five years, which will reflect a history of the budget allocation over this time period.

Mr. Gomes asked that the Board recognize Walt Postovoit who worked as a custodian in various school buildings for the last 25 years.

Mr. Neviaser and Don Desautels, Guidance Counselor at LOLMS and former girls' soccer coach for the district, recognized Athletic Director Rob Roach who was recently honored by the Connecticut Girls Soccer Coaches Association for his many years of service and commitment to this organization.

Mr. Neviaser updated the Board on the district's continued assessment and review of the current security measures as well as those that may be required in the future. He noted that there is an item under New Business related to security (installation of cameras) which he would present at that time in the meeting.

2. Business Manager's Report

Ms. Warren provided a year to date budget status report as well as a contingency fund report.

**V. Educational Presentation:**

1. Common Core State Standards – Language Arts

Beth Borden, Director of Curriculum, and Candice LaConti, Reading/Language Arts Specialist, presented information on the district's plan and progress on implementation of the Common Core Standards in the area of English Language Arts. A copy of their presentation is attached to these minutes for informational purposes.

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Discussion followed the presentation.

Meredith Britton brought up the importance of providing breaks for students during testing and additional conversation on stamina building during long testing periods followed.

The scoring of tests and subjective grading was discussed. Much of the tests are graded by computers and also by trained teachers with rubrics to assist them in scoring. Results of these new tests will have a much quicker turnaround time than the CMT.

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**VI. Chairman & Board Report:**

Mr. Witkins made a request that all Board members have an ID badge made for use when they are in the district buildings. Mr. Neviasser will coordinate this with Marcia Welsh in the Facilities Department.

Mr. Witkins clarified that the district does not have a responsibility for offering a talented and gifted program in the district; rather, this is a district choice to offer this program. He noted that if a child moves out of district to seek a talented and gifted program or service, the district is not obligated to fund tuition for this such purpose.

Mr. Witkins reported that 94% of high school project is complete. He discussed the challenges in closing out a project.

Mr. Witkins reported that a CAFE webinar on the Governor's budget presentation would take place at 10:30 a.m. the following morning. He asked Board members to sign in and view the webinar if their schedule permitted.

Mr. Gomes reported on an open house at LOLHS on March 1 for those out of district students who want to visit the high school. Mr. Gomes voiced support for recruitment of students to the District schools. Currently, there is one tuition student at the high school. It was noted that there might be students, who currently attend private schools, returning to the district in light of the conclusion of the renovations at the high school

## VII. New Business:

### 1. 2013-2014 School Calendar

Mr. Neviasser presented two recommendations for the 2013-2014 calendar. One is a transposition of dates from this year to last year. The second is for a slight modification to allow for more effective professional development opportunities for staff. Both calendars include 183 days for students and 187 days for staff and have been shared with the PTO's and RETA.

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The following information was supplied regarding the recommendation for the newly proposed second calendar with the change in professional development schedule:

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

#### Assumptions

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

#### Proposal:

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

The importance of aligning the calendar with the regional calendar for the purpose of joint regional professional development days was made. Mr. Neviasser noted that the new proposed calendar had been shared with the teachers' union and other involved parties, and there is slightly less instructional time in calendar option #2 due to the increase in more half days for students. Student rep, Meredith Britton, voiced support for these half days before vacation due to the students being more focused on the upcoming break vs. their studies.

MOTION: Mr. Gomes made a motion, which was seconded by Mr. Fuchs, to approve calendar recommendation #2 for the 2013-2014 school year as presented.

Dr. Jones recommended, going forward in future years, that the administration consider building snow days into the calendar so that students are not attending school so late in June.

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

## 2. Teacher Evaluation Professional Development Proposal

Mr. Neviasser reported that a professional development day was lost due to Super Storm Sandy and has been rescheduled for June 20, 2013. The Teacher Evaluation and Professional Development Committee is recommending a change in structure for that PD time: specifically the PD would be offered in an afternoon session over a longer period of time as demonstrated in the schedule listed below. The time commitment of the staff will not be impacted by this change.

| <del>Feb Staff Meeting</del>        | <del>PD overview and quick primer on four components</del>                  |
|-------------------------------------|---|
| March Staff Meeting                 | A closer look at the four components and committee updates                  |
| Session 1 (last two weeks of March) | Instructional Practices (40%)   |
| April Staff Meeting                 | Draft District Teacher Evaluation Plan to submit for BOE and State approval |
| Session 2 (first half of April)     | Using parent survey results (10%) to set school and individual goals        |
| Session 3 (late April/Early May)    | Students Outcomes (45%)   |
| May Staff Meeting                   | Updates and Questions for Session 4   |
| Session 4 (mid May)                 | School wide indicator (5%) and wrap-up                                      |
| June Staff Meeting                  | Preparing for September   |

MOTION: Mrs. Hine made a motion, which was seconded by Dr. Jones, to approve the Superintendent's recommendation for the professional development for teacher evaluation as presented.

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

## 3. Policy 3375 Student Nutrition and Physical Activity (Student Wellness)

Mrs. Hine/Mr. Neviasser explained that the Policy Committee is recommending an update to Policy 3375 Student Nutrition and Physical Activity (Student Wellness) which includes mandated changes per the USDA. These changes are based on new guidelines for meals that were explained by representatives from Chartwells at a previous Board meeting. This policy has been reviewed by the Policy Committee and the district's Coordinated School Health Council. Because these change are state mandate, there is only one reading necessary for policy approval.

MOTION: Mrs. Hine made a motion, which was seconded by Mr. Fuchs, to approve Policy 3375 Student Nutrition and Physical Activity (Student Wellness).

Discussion followed. Ms. Warren explained the healthy food exemptions for special occasions under the State's healthy food certification program. She also reported on the financial benefits of this program which equates to approximately \$15,000/year to the district. Upon a request by

Mr. Gomes, Mr. Neviasser will look into funding that is available for serving breakfast to students and whether this funding is only available to those districts with a high ratio of students on the free and reduced lunch program.

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

#### 4. Update on 2013-2014 Budget Items and Action on Decision Packages

Mr. Neviasser reminded the Board that the Budget Forum would take place on February 11.

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Mr. Neviasser updated the Board on some questions that were brought up during the ongoing budget development process and meetings:

That he is recommending the present athletic director position be split next year into two positions: a part-time administrative position with an 092 certification requirement and a part-time clerical/secretarial position. He presented a job description which detailed the job responsibilities for the administrative portion of this position and those for the clerical/secretary portion.

The Board reviewed the job description and the assigned duties for each part of the athletic director position. The administrative portion requires 092 certification due to the evaluation duties and is a stipend position. The feasibility of a teacher taking on this position was discussed; Mr. Neviasser stressed that there would be a clear delineation of the two positions (two separate evaluations) and that the AD position would be an after school position only. The AD secretary would be responsible for the day to day clerical duties such as schedules, contact with other AD's, etc., and would have administrative support through the principal and assistant principal at the high school. The current athletic director, Rob Roach, is supportive of this new concept and believes it is very workable.

Mr. Neviasser presented a change to the current staff configuration at the high school of greeter/receptionist (29 hours/week for the school year) and in-school suspension monitor (29 hours/week for the school year) as follows: athletic director secretary @ 197 days (8 hour day) and an in-school suspension substitute @ 45 days @ \$80 per day. He reported that the savings could be in the range of \$5,845 to \$20,421 per year under this new staffing proposal.

Atty. Lanier voiced concern that the administration was repackaging the greeter position. She asked that the Board be educated on the need for greeter/receptionists at all buildings – not just the high school. Mr. Neviasser addressed his proposal for a more efficient model for staffing and needs. Follow-up discussion centered on the amount of students, staff and visitors in the high school office vs. the other buildings and whether the installation of cameras and buzzers at the front entrance will affect the building secretary's job load. There was a request by Mr. Cinami for actual data on visitors at each building.

Mr. Neviasser informed the Board that this information was not part of a decision package and that no Board action was required at this time. The proposed budget included the LOLHS greeter and ISS position and that numbers would not increase with the new proposal.

Mr. Neviasser asked that the Board vote on the following three decision packages that have been proposed by the administration for inclusion in the 2013-2014 budget:

*SRBI Specialists* – at the January 23 Board meeting, the Board was divided on supporting one or two positions in 2013-2014; they were united on the administration providing a clear delineation of the job and that the majority of the duties should be with students. At that time, the Board directed the administration to provide them with more background on the job description and more backup support for two positions.

Mr. Neviasser provided additional information on the request for SRBI Specialists which included a sample schedule based on one and two SRBI teachers.

The Board discussed this decision package in great detail, and the administration addressed the following questions and comments:

- The SRBI Specialist positions are building based with the specialists providing services for both math and language arts.
- The time spent with students vs. observing was explained.
- The reduction of two tutor positions, should these positions be approved, was noted.
- The interaction the specialists would have with the Reading/Language Arts Specialist, Math Coach, and Director of Curriculum was explained.

In addition, Dr. Borden reported how the program will be enhanced with the addition of these two staff members and their plans to put the program in place and its implementation relative to compliance of mandates. Dr. Borden also addressed the planned work with Tier II and III students including progress monitoring, moving students to proper tiers, providing appropriate instruction to move students forward, making referrals to special education, analysis of data, and informing parents.

Mr. Fuchs voiced support for the two specialists after review and comparison of the two schedules (one specialist vs. two). He also reported that the Community Leadership group expressed support for the inclusion of two specialists in the 2013-2014 budget.

MOTION: Mr. Fuchs made a motion, which was seconded by Mrs. Hine, to approve the addition of two SRBI Specialists for inclusion in the 2013-2014 budget proposal with a budget impact of \$79,910.

Mr. Spooner inquired about the need for long-term coaching positions with the declining enrollment and whether the district will be in a situation where there will be less teachers

required. Mr. Neviasser discussed the reduction in force as student numbers decline. He also noted the teacher contract language relative to layoffs/recall/seniority and contractual obligations.

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

*Wireless Network at Elementary Level* – at the January 23 Board meeting there was general consensus that this item be funded from the current year’s (2012-2013) budget.

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MOTION: Mr. Fuchs made a motion, which was seconded by Dr. Jones, to approve the installation of the wireless network at the elementary level at a cost of \$54,000 funded through the 2012-2013 budget.

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

*Teacher in Charge Proposal at Lyme and Mile Creek* – there was consensus at the January 23 Board meeting to include this in the 2013-2014 budget. This proposes that a certified staff member will be charged with acting in place of the principal when the principal is not in the building. This will add a layer of security to ensure a rapid and coordinated response to emergency situations during the principal’s absence. This is one of the many recommendations presented by security experts in response to the tragedy in Newtown. Total annual cost is \$3,200.

MOTION: Mrs. Hine made a motion, which was seconded by Mr. Spooner, to approve the addition of the Teacher in Charge proposal in the 2013-2014 budget at a cost of \$3,200.

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

*Kindergarten SMART Boards* – Mr. Neviasser explained that the school district’s technology plan is to deploy SMART boards in all classrooms. To date SMART Boards have been installed in grades 1 through 12. Each year, the district has deployed these boards in an additional grade. In accordance with the District Technology Plan, this decision package completed deployment of SMART Boards in all grades. Cost impact is \$6,400. Mr. Neviasser reported that the district will be able to utilize several SMART Boards from Center School and that there would only be a need to purchase two boards.

MOTION: Mrs. Hine made a motion, which was seconded by Mr. Spooner, to approve the inclusion of SMART Boards for the kindergarten level in the 2013-2014 budget in the amount of \$6,400.

The Board discussed the possibility of funding this in the current year's budget. Mrs. Hine and Mr. Spooner withdrew their motion and the following new motion was made:

MOTION: Mrs. Hine made a motion, which was seconded by Mr. Fuchs, to approve the purchase of SMART Boards for the kindergarten level in the current year's (2012-2013) budget.

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

5. Additional Scope Considerations for LOLHS Building Project

Mr. Neviasser explained that the Building Committee is recommending the inclusion of four items as additional scope considerations in the LOLHS building project.

Mr. Rhodes presented the following scope considerations for the high school project:

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

The Board discussed each item separately:

*North parking lot repaving*

It was clarified that this item is not reimbursable. Concern was raised on whether this should wait until the project is closed out. The importance of the community being satisfied with the end project was discussed; it was noted that the items are prioritized with this request being the top priority due to the belief that the pavement will be an eyesore after the portables are removed. There was consensus that this should be funded under the building project vs. the facilities budget.

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MOTION: Mr. Gomes made a motion, which was seconded by Mr. Cinami, to authorize the addition of the north parking lot repaving to the scope of the LOLHS project

It was clarified that the motion added this item to the scope of the high school project and bids would still be coming back to the Board for final approval.

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

*North exit road overlay paving*

MOTION: Mr. Gomes made a motion, which was seconded by Mr. Fuchs, to authorize the addition of the north exit road overlay paving to the scope of the LOLHS project and to have it as an alternate to the north parking lot repaving project.

Mr. Rhodes noted that this improvement would extend the life of the road but did not have the urgency of the first request. The benefit of bidding these two projects together was noted. The urgency and need was discussed. Mr. Witkins suggested that they approve and see how the bids turn out.

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

*Addition of direct additional loads onto the diesel generator*

MOTION: Mr. Cinami made a motion, which was seconded by Mr. Gomes, to authorize the addition of direct additional loads onto the diesel generator to the scope of the LOLHS project.

VOTE: the Board voted unanimously to approve the motion.

*Addition of LED auditorium lighting fixtures*

The addition of LED auditorium lighting fixtures to the scope of the LOLHS project was deferred to a future meeting.

6. Video Network Equipment Refresh Proposal

It was explained that the Building Committee is recommending approval of payment for replacement of the video network equipment which will be funded from the high school project Furniture, Fixtures, and Equipment line.

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

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

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

MOTION: Mr. Gomes made a motion, which was seconded by Mr. Fuchs, to approve HB Communications' proposal to replace existing Cisco video network equipment with current Cisco equipment for \$25,887.

Upon an inquiry, Mr. Rhodes explained the reasoning behind choosing the same vendor which included their excellent support and the assessment that the generation of previous equipment was problematic.

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

#### 7. Change Order for LOLHS Project

The following background information was supplied on this agenda item by Mr. Rhodes:  
During the high school project the auditorium theatre lighting system was replaced with a system with approximately half the capabilities of the original system. The system's current configuration is inadequate to serve the purposes of theatre production programming. This proposal is to revise the installed system supplementing with LED lighting technology to provide capabilities equivalent to the original theatre lighting system.  
The Building Committee has considered the alternative of expanding the existing system utilizing conventional (non LED) technology. The estimated cost of that modification is approximately \$100,000 excluding upgrades to the power source.

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

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

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The Building Committee has unanimously recommended approval of this proposal.

MOTION: Mr. Gomes made a motion, which was seconded by Dr. Jones, to approve contracting Supertech to upgrade the Lyme-Old Lyme High School theatre lighting system for \$51,745.84.

VOTE: the Board voted unanimously to approve the motion.

#### 8. Charge to Facilities Committee for Mile Creek Window Project

Mr. Witkins explained that the Mile Creek window project will require that the facilities committee act as a building committee to ensure proper oversight of the project.

Mr. Rhodes reviewed the charge for the committee to complete the window project. The charge in its entirety is attached to these minutes for informational purposes. A correction was made to section 2C about the threshold amount that the Building Committee can approve relative to changes, additions and line item overruns.

MOTION: Mr. Cinami made a motion, which was seconded by Mr. Fuchs, to approve the Mile Creek Window Replacement Project Building Committee Charter as presented.

It was clarified that State law requires they assign a building committee to projects of this nature for the purposes of obtaining state reimbursement monies.

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

#### 9. Purchase of Security Cameras for Schools

Mr. Neviasser reported that the district's focus on security continues and has resulted in some new recommendations. The visitor access control system has been installed. The original request had included the installation of one camera in each school to support this system. The recommendation from security experts includes the ability to view visitors before they enter the front vestibule and after they enter the hallway. Thus, they are recommending the addition of two additional three-way cameras at each building (LOLHS excluded) to allow for this

surveillance coverage. This purchase will require the use of contingency funds and requires Board approval as it includes the installation of cameras and exceeds the dollar threshold for administrative and Treasurer approval.

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

It was recommended that Connected Systems LLC of Old Lyme be awarded the purchase and installation of this equipment since they installed this system as part of the high school project and their equipment and labor were found to be very competitive.

MOTION: Mr. Gomes made a motion, which was seconded by Dr. Jones, to approve the purchase and installation of school entrance security cameras by Connected Systems LLC for \$22,760.

The need for safety was noted but concern was voiced over who would be monitoring the cameras and their purpose if an intruder is armed. The importance of deterrence and having a record of those entering and exiting the buildings was discussed.

Mr. Neviasser and Mr. Rhodes gave rationales behind the camera request and they discussed the importance of having the ability of early notification to authorities and building layers of security. Mr. Neviasser also reported that the cameras were a recommendation they heard at a recent safety symposium. Mr. Cinami asked for a comprehensive security plan before he could support the expenditure.

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

#### **VIII. Old Business:**

##### **1. Reports of Committees:**

*Facilities.* Because this committee does not always have a quorum present at their meetings, Mr. Witkins suggested that they bring change order requests directly to the Board for approval.

*Building.* Mr. Witkins asked that an updated and detailed report on change orders be supplied to the Board at their next meeting.

*Technology.* No report.

*Policy.* There was a request to put a statement back on the lunch menus relative to students who charge lunch receiving the same meal as those who make payment or are on free/reduced lunch status.

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~~*Communications.* Mr. Neviasser reported that *Focus on Education* would be going to the printer by the end of the week. The edition is solely on the high school project.~~

*Finance.* Atty. Lanier reported that there would be a Budget Forum on February 11 at 6:30 p.m. in the middle school auditorium for the purpose of hearing community input.

*Human Resources.* Dr. Jones reported that the final signatures have been made to the teachers' contract for 2013-2016. She also reported that the Board gave the Superintendent a very favorable mid-year review.

*Enrollment & Equity.* Mrs. Hine reported that the committee looked into the feasibility of expediting the process of redistricting based on a request of a Board member. The committee cited the following reasons why this is not doable: (1) the district made a commitment to the community that they would phase in this project; (2) the district cannot accommodate the number of sections that would be needed at Mile Creek; and (3) the district has not budgeted for the changes to the facilities that would need to happen over the summer in order to accommodate prekindergarten at Center School.

Mrs. Hine reported that the enrollment projections are bearing true and are actually declining faster, but not significantly, than projected. A new redistricting map is being developed and will be published on the website.

Dr. Jones stated that upon her review of the projections offered by NESDEC and Peter Prowda, she found some discrepancies in their figures. She will review this with Mrs. Hine and Mr. Neviasser. It was noted by Mrs. Hine that the redistricting plan is open-ended, and they have a plan should enrollment increase.

*LEARN.* No report.

*Comcast.* No report.

**IX. Correspondence:**

There was no correspondence to report.

**X. Executive Session:**

There was no need for an executive session.

**XI. Adjournment:**

The regular meeting adjourned at 10:56 p.m. upon motion by Mr. Fuchs and a second by Atty. Lanier

Respectfully submitted,

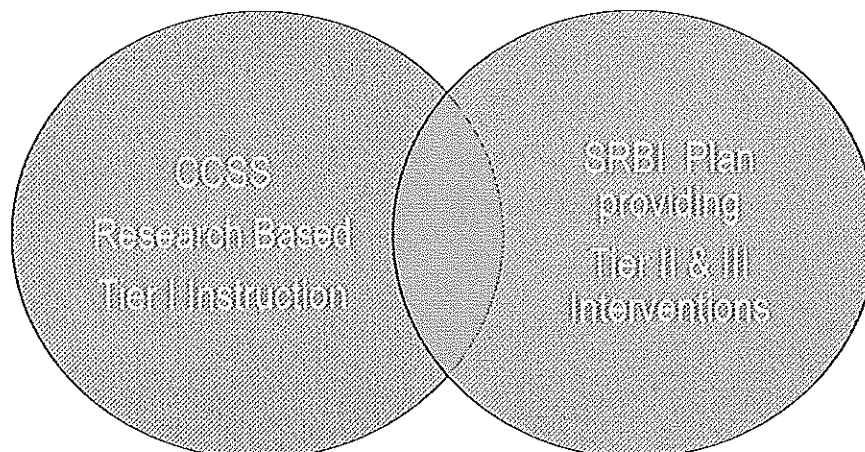
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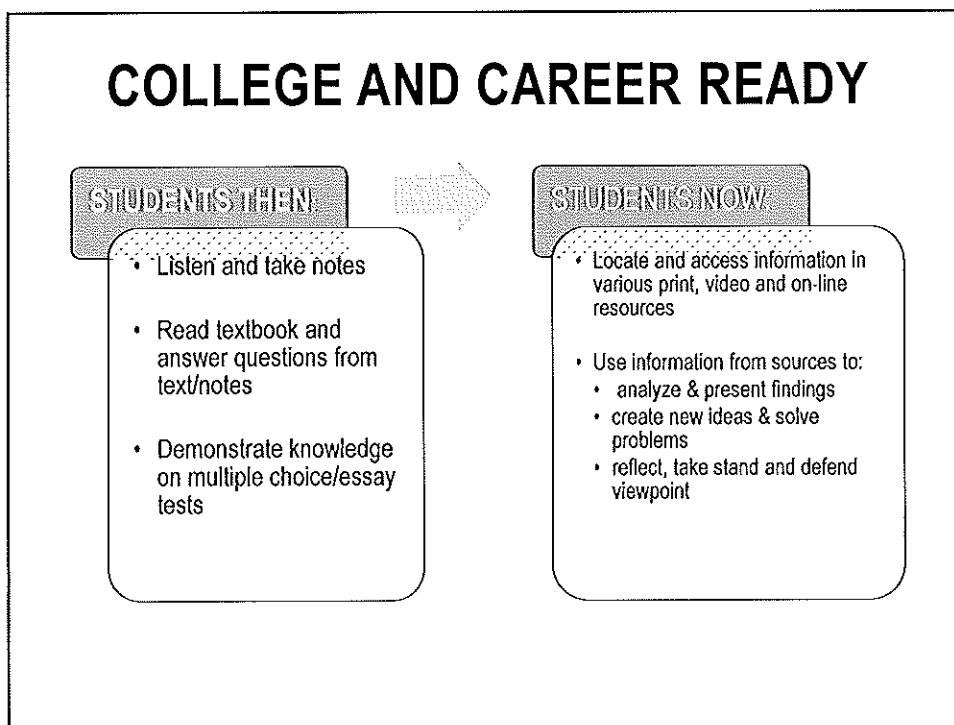
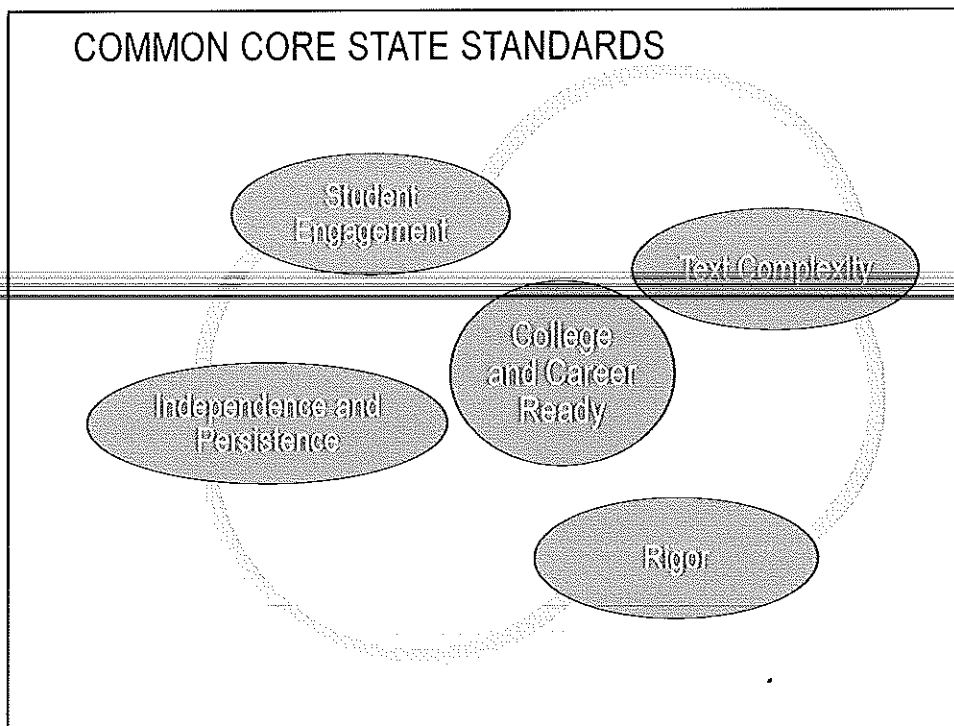
Russ Gomes, Secretary

LYME-OLD LYME PUBLIC SCHOOLS  
FEBRUARY 6, 2013

Transitioning to the  
Common Core State Standards  
English Language Arts

K-8 ELA COMPONENTS





## COLLEGE AND CAREER READY

### TEACHERS THEN

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



### TEACHERS NOW

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

## COLLEGE AND CAREER READY

### TASK THEN

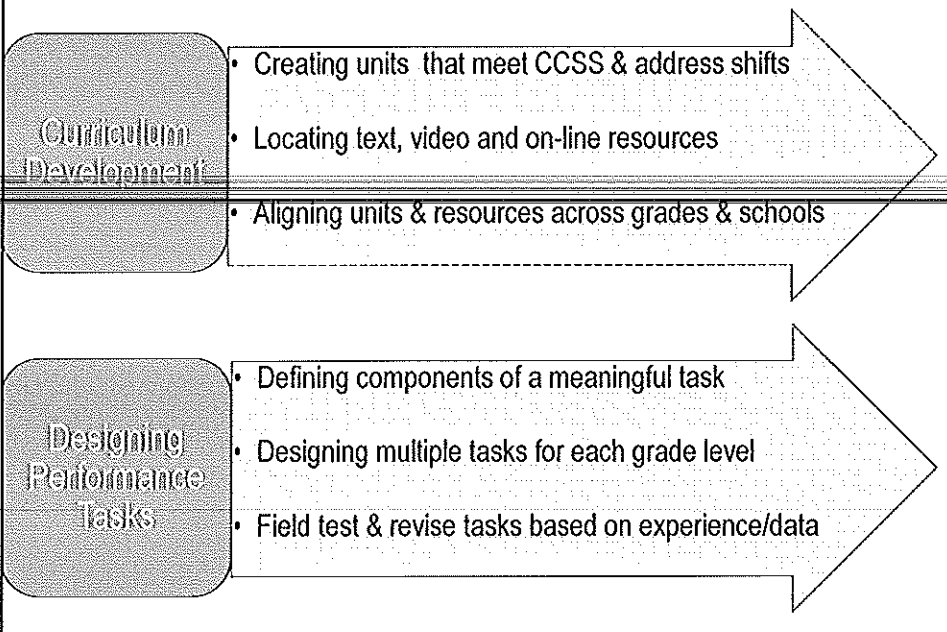
- Read and discuss story in first person narrative
- After lesson on first person narrative, complete worksheet
- Respond to questions with guidance:
  - Was 1<sup>st</sup> person a good idea? Why or why not?
  - What challenge did the main character face?
  - How did he try to solve this problem and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



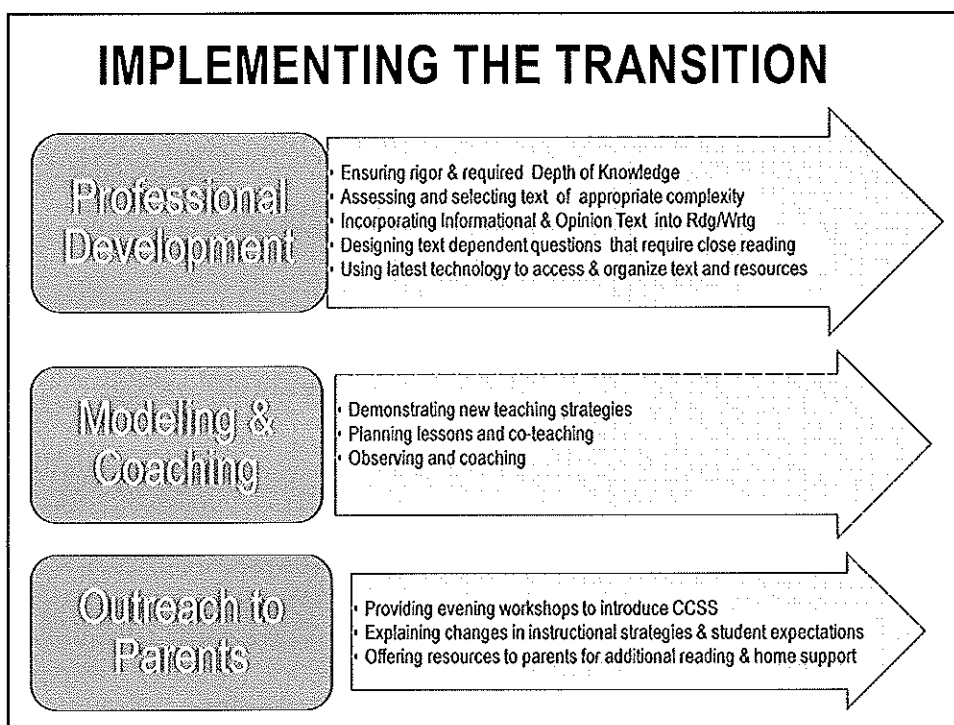
### TASK NOW

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

## PREPARING FOR THE TRANSITION

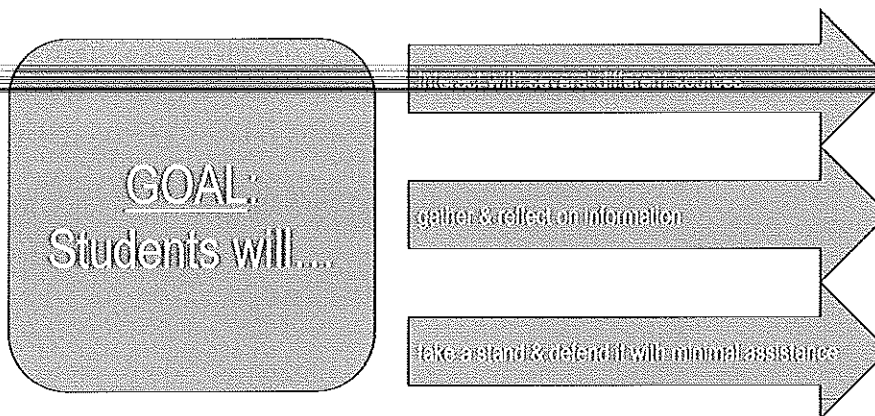


## IMPLEMENTING THE TRANSITION



## PERFORMANCE TASK

125 minutes



## Classroom Activity (20 minutes)

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

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

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

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

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

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

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

Sample SBAC Performance Task: Grade 6

## Part 1 (35 minutes)

### Steps to follow

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

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

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

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

Sample SBAC Performance Task: Grade 6

## Part 2 (70 minutes)

### Your Assignment

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

Sample SBAC Performance Task: Grade 6

[www.livebinders.com](http://www.livebinders.com)

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

MILE CREEK WINDOW REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER

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

---

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

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

1. To approve and independently accept the school's project design;
2. To approve building project changes and additions as well as budget line item overruns subject to the following:
  - A. Changes, additions and budget line item overruns not exceeding Seventy Five Hundred (\$7,500) dollars will be approved by the District's Director of Facilities and Technology.
  - B. Changes, additions and budget line item overruns between Seventy Five Hundred and Ten Thousand (\$7500 and 10,000) dollars will be approved by a sub-committee of the Building Committee that shall be comprised of the Building Committee Chairperson (or his/her designee), Building Committee Vice Chairperson (or his/her designee), and the Director of Facilities and Technology.
  - C. A quorum of the School Building Committee after having been approved by the Director of Facilities and Technology will approve changes, additions and line item overruns over Ten Thousand and not exceeding Twenty Thousand (\$10,000 and \$20,000) dollars.
  - D. Changes, additions and line item overruns greater than Twenty Thousand (\$20,000) dollars will be reviewed by the Director of Facilities and Technology and the Building Committee and approved by the Board of Education.

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

MILE CREEK WINDOW REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER

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

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

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

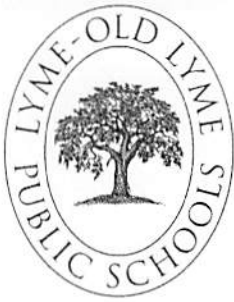
The Director of Facilities and Technology shall approve any personnel contracted directly by Regional School District No. 18 assigned to assist the School Building Committee in carrying out its charges.

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

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

Approved by Regional School District # 18 Board of Education on February 6, 2013.

\_\_\_\_\_  
James Witkins  
Board of Education Chairperson



# LYME - OLD LYME PUBLIC SCHOOLS

*Impassioned with Pride and Purpose*

## MEETING MINUTES

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

Location: Lyme-Old Lyme Middle School

Date: February 20, 2013

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

*Not Present:* Russ Gomes

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

*Others Present:* Bonnie Reemsnyder, Old Lyme First Selectwoman; Mary Jo Nosal, Old Lyme Selectwoman; Andy Russell, Old Lyme Board of Finance Chair; 3 townspeople from LOL; Kim Drelich, *The Day*, and Jane Keedle, *The Patch*

The meeting was called to order by Chairman Witkins at 6:30 p.m. The purpose of the meeting was to hold a Public Forum on the proposed 2013-2014 budget and to vote on the budget.

A PowerPoint presentation was given on the 2013-2014 budget by Superintendent Neviasher which reflected a tentative budget figure of \$31,741,789, a 2.36% increase. Reporting highlights included: goals of the budget; budget drivers; projected enrollment; highlights of the budget; program improvements; and planned facilities projects. A copy of this presentation is attached to these minutes for informational purposes.

The meeting was opened up for questions and comments from the public.

Bonnie Reemsnyder, Old Lyme First Selectwoman, noting the request for a “teacher in charge” position at Mile Creek and Lyme School when the principal is away from the building, inquired if there was such a need at the main campus. Mr. Neviasher explained the coverage for administrators at the main campus which negated the need for such a teacher in charge position.

53 Lyme Street, Old Lyme, Connecticut 06371

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

Mrs. Reemsnyder also inquired about the change in health benefits for the teachers and the related cost savings to the district. The new health savings plan with the option to buy up to a PPO plan was explained. Mrs. Reemsnyder asked for more detail on this new health plan which will be supplied to her.

Mr. Witkins made closing statements on the proposed budget and future budgets highlighting the lack of ECS funding to Lyme-Old Lyme; the constant change in technology which affects funding and how subjects are taught and the importance of mastering these technological advances; planning upcoming expenditures with such initiatives as the five year capital projects plan, technology plan, etc.; the importance of developing manageable budgets; and the unknown expenditures in the area of security that may possibly be mandated.

Mr. Witkins commended the Board and administration for their efforts on building effective budgets; he also commended the teachers' union for their enlightened approach during negotiations especially in the savings made in the health benefits area.

Mrs. Reemsnyder asked about the history behind the state's reimbursement on special education costs. Superintendent Neviasser and Nancy Johnston, Director of Special Services, explained the reimbursement history for the last several years and noted that it has been fairly consistent but that there is never a sense of security with this type of reimbursement from the state. It was noted that the district budgets for 100 percent of special education costs.

**MOTION:** Attorney Lanier made a motion, which was seconded by Mrs. Hine, that the Board accept the recommendation for a \$31,741,789 budget for academic year 2013-2014.

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

The special meeting adjourned at 7:00 p.m. upon motion by Mr. Fuchs and a second by Mrs. Hine.

Respectfully submitted,

Allison Hine, Secretary Pro Tem

# Lyme-Old Lyme Public Schools

2013-14 Budget Proposal



# Goals of 2013-14 Budget

To support the ongoing renewal of curriculum, instruction, assessment, and staff development activities in response to the expectations of the CCSS.

To maintain a dynamic and responsive approach to programming needs and mandates in special education.

To continue to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.

To maintain high facility standards for all District buildings and grounds.

To continue to monitor, adjust (as needed), and implement next stage of the redistricting plan.

To maintain both compliance and reasonability in response to state and federal mandates.

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

## The Bottom Line:

**\$31,741,789**

**2.36% increase**

Operations /Program  
Budget:

\$27,709,107

An increase of \$435,595 or  
1.60% over the 12-13 SY  
Operations/ Program budget

Debt Service:

\$4,032,682

An increase of \$295,230 or  
7.90% over the 12-13 SY  
debt service

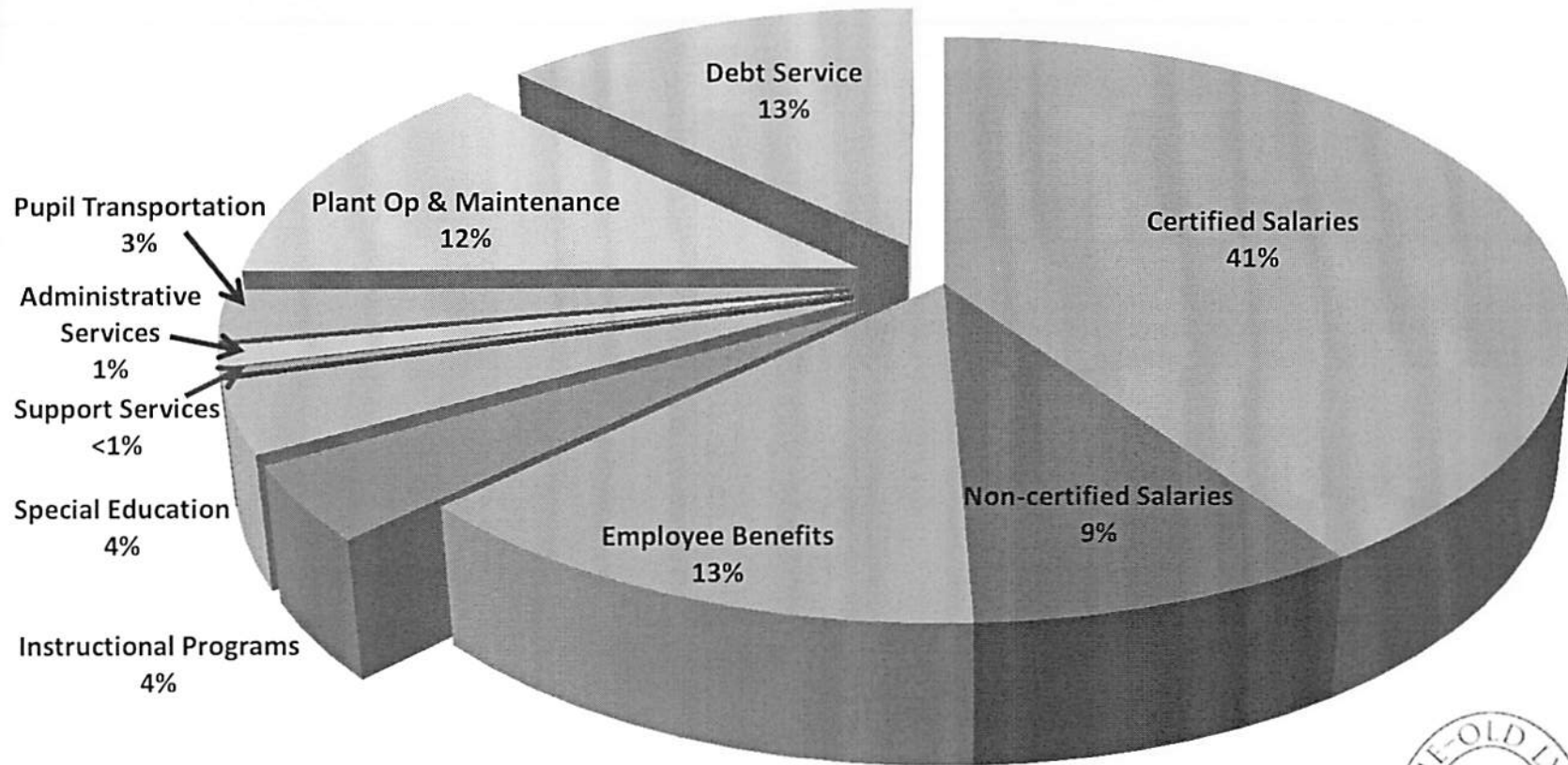


# 2013-2014 Proposed Budget

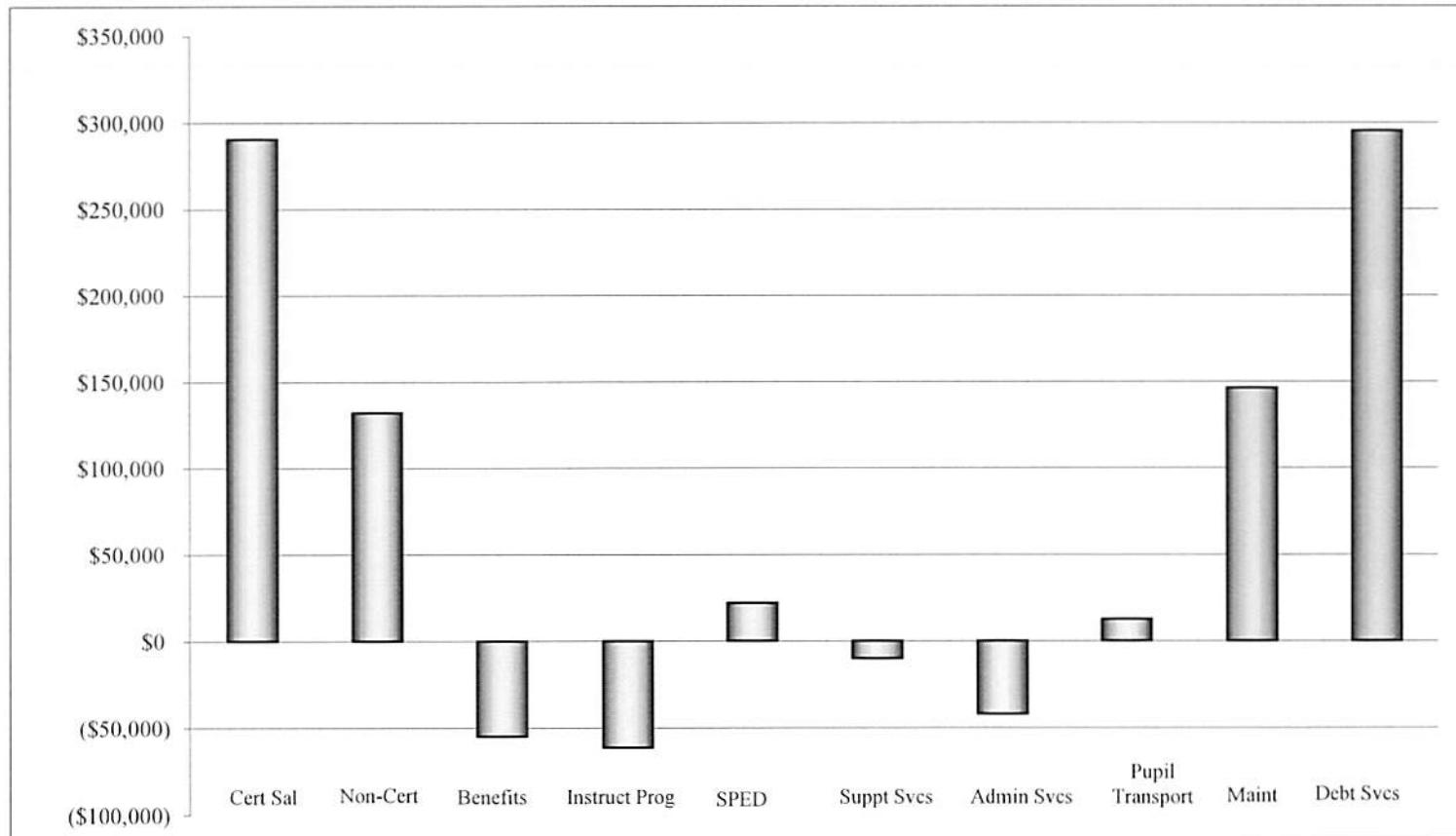
| Proposed Operating Budget | Debt Service | Total        |
|---------------------------|--------------|--------------|
| \$27,709,107              | \$4,032,682  | \$31,741,789 |
| 1.60%                     | 0.76%        | 2.36%        |



# 2013-2014 Proposed Budget



# Budget Drivers (Increase/Decrease)



# Enrollment

| Level      | 2010 | 2011          | 2012         | 2013<br>Projected *        |
|------------|------|---------------|--------------|----------------------------|
| Elementary | 715  | 687           | 665          | 632/<br>635*               |
| Middle     | 331  | 351           | 360          | 358*                       |
| High       | 447  | 412           | 420          | 429*                       |
| TOTAL      | 1493 | 1450<br>(-43) | 1445<br>(-5) | 1419/<br>1422*<br>(-23/26) |



# The operations/program budget reflects:

- Continued adherence to class size guidelines
- A reallocation of staff to enhance current programs combined with a reduction in both certified and non certified staff relative to declining enrollments
- Continuance of existing academic and extracurricular activities
- Adjustments for anticipated changes in the special education population
- Adequate funding for maintenance and repair of buildings and grounds
- Scheduled replacement of technology and equipment
- Program improvements that are consistent with high academic and operational standards



# Program Improvements:

- SRBI support and interventions by certified staff
- Reconstituting of technology education programs at LOLHS
- Special Education transition program
- Teacher in Charge



## Facilities Projects:

- Irrigate new soccer/lacrosse field at LOLHS
- Electronic security door system replacement at all schools except LOLHS
- Playground bollards at Mile Creek
- Lighting efficiency upgrade at all schools except LOLHS
- Replace front fence at Center
- Basketball backboards replacement at Lyme and Center
- Install track field bleachers at LOLHS





## What's next?

- Opportunity for public comment
- Board action on the proposed budget



# Lyme-Old Lyme Public Schools

## 2012-2013 Calendar

(Revised after February Blizzard)

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



| August   |  |  |  |  | September  |  |  |  |  | October   |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|
| M  | T  | W  | T  | F  | M  | T  | W  | T  | F  | M   | T  | W  | T  | F  |
|  |  | 1  | 2  | 3  | <span style="border: 1px solid black;">3</span>  | 4  | 5  | 6  | 7  | 1   | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10   | 10   | 11   | 12   | 13   | 14   | <span style="border: 1px solid black;">8</span>   | 9  | 10   | 11   | 12   |
| 13   | 14   | 15   | 16   | 17   | 17   | 18   | 19   | 20   | 21   | 15  | 16   | 17   | 18   | 19   |
| 20   | 21   | 22   | 23   | 24   | 24   | 25   | 26   | 27   | 28   | 22  | 23   | 24   | 25   | 26   |
| <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">27</span> | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">28</span> | **29**   | 30   | 31   |  |  |  |  |  | Sandy   | Sandy  | Sandy  |  |  |
| <i>5 staff / 3 student days</i>  |  |  |  |  | <i>19 staff / 19 student days</i>                |  |  |  |  | <i>19 staff / 19 student days</i>   |  |  |  |  |
| November   |  |  |  |  | December   |  |  |  |  | January   |  |  |  |  |
| M  | T  | W  | T  | F  | M  | T  | W  | T  | F  | M   | T  | W  | T  | F  |
|  |  |  | Sandy  | Sandy  | 3  | 4  | 5  | 6  | 7  |   | <span style="border: 1px solid black;">1</span>  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10   | 11   | 12   | 13   | 14   | 7   | 8  | 9  | 10   | 11   |
| 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 14  | 15   | 16   | 17   | 18   |
| <span style="border: 1px solid black;">19</span>                                   | <span style="border: 1px solid black;">20</span>                                   | <span style="border: 1px solid black;">21</span> | <span style="border: 1px solid black;">22</span> | <span style="border: 1px solid black;">23</span> | <span style="border: 1px solid black;">24</span> | <span style="border: 1px solid black;">25</span> | <span style="border: 1px solid black;">26</span> | <span style="border: 1px solid black;">27</span>                                   | <span style="border: 1px solid black;">28</span> | <span style="border: 1px solid black;">21</span>  | 22   | 23   | <span style="border: 1px solid black;">24</span> | <span style="border: 1px solid black;">25</span> |
| 26   | 27   | 28   | 29   | 30   | <span style="border: 1px solid black;">31</span> |  |  |  |  | 28  | 29   | 30   | 31   |  |
| <i>17 staff / 17 student days</i>  |  |  |  |  | <i>15 staff / 15 student days</i>                |  |  |  |  | <i>21 staff / 21 student days</i>   |  |  |  |  |
| February   |  |  |  |  | March  |  |  |  |  | April   |  |  |  |  |
| M  | T  | W  | T  | F  | M  | T  | W  | T  | F  | M   | T  | W  | T  | F  |
|  |  |  |  | 1  |  |  |  |  | 1  | 1   | 2  | 3  | 4  | 5  |
| 4  | 5  | 6  | 7  | Snow   | 4  | 5  | 6  | 7  | 8  | 8   | 9  | 10   | 11   | 12   |
| Snow   | Snow   | 13   | 14   | 15   | 11   | 12   | 13   | 14   | 15   | <span style="border: 1px solid black;">15</span>  | <span style="border: 1px solid black;">16</span> | <span style="border: 1px solid black;">17</span> | <span style="border: 1px solid black;">18</span> | <span style="border: 1px solid black;">19</span> |
| <span style="border: 1px solid black;">18</span>                                   | <span style="border: 1px solid black;">19</span>                                   | 20   | 21   | 22   | 18   | 19   | 20   | 21   | 22   | 22  | 23   | 24   | 25   | 26   |
| 25   | 26   | 27   | 28   |  | 25   | 26   | 27   | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">28</span> | <span style="border: 1px solid black;">29</span> | 29  | 30   |  |  |  |
| <i>15 staff / 15 student days</i>  |  |  |  |  | <i>20 staff / 19 student days</i>                |  |  |  |  | <i>17 staff / 17 student days</i>   |  |  |  |  |
| May  |  |  |  |  | June   |  |  |  |  | Half Day Explanations   |  |  |  |  |
| M  | T  | W  | T  | F  | M  | T  | W  | T  | F  | November 19-20—Elementary students early dismissal for parent conferences; full day of school for grades 6-12.<br><br>January 24-25—Middle School students early dismissal for parent conferences; full day for K-5.<br><br>May 24—Professional Development Day. Students have early dismissal.<br><br>June 21, 24 —Tentative last days of school. Students have early dismissal. Full day for staff. |  |  |  |  |
|  |  | 1  | 2  | 3  | 3  | 4  | 5  | 6  | 7  |   |  |  |  |  |
| 6  | 7  | 8  | 9  | 10   | 10   | 11   | 12   | 13   | 14   |   |  |  |  |  |
| 13   | 14   | 15   | 16   | 17   | 17   | 18   | 19   | 20   | <span style="border: 1px solid black;">21</span> |   |  |  |  |  |
| 20   | 21   | 22   | 23   | <span style="border: 1px solid black;">24</span> | <span style="border: 1px solid black;">24</span> | 25   | 26   | 27   | 28   |   |  |  |  |  |
| <span style="border: 1px solid black;">27</span>                                   | 28   | 29   | 30   | 31   |  |  |  |  |  |   |  |  |  |  |
| <i>22 staff / 22 student days</i>  |  |  |  |  | <i>17 staff / 16 student days</i>                |  |  |  |  |   |  |  |  |  |

**\*\*August 29\*\*** Opening Day for Students  
**September 3** Labor Day  
**October 8** Columbus Day  
**Nov 21, 22, 23** Thanksgiving Holiday  
**Dec 24-Jan 1** Holiday Recess  
**January 21** Martin Luther King, Jr.  
**February 18-19** Winter Break  
**March 29** Good Friday  
**April 15-19** Spring Break  
**May 27** Memorial Day  
**June 24** Tentative Final Day

There are no snow days included in calendar. They are added to the end of the school year. A difficult winter can yield 3-5 snow days so please plan accordingly. Please visit our website at [www.region18.org](http://www.region18.org) for the latest information on school events.

**Professional Development Days:**  
 August 27, 28, November 6,  
 March 28, May 24 (1/2 day)

No School for Students/Teachers   
 Early Dismissal (all schools) [ ]  
 Early Dismissal (grades K-5) [ ]  
 Early Dismissal (grades 6-8) [ ]  
 Full Professional Development Day (non-student day)

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

**Early Closing Hours**  
 Mile Creek 12:15  
 Center 12:00  
 Lyme 12:10  
 LOLMS 11:10  
 LOLHS 11:23

## Regional School District Eighteen March 2013 Enrollment Report

### Breakdown by School

### Breakdown by Town

| Grade         | Center     | MC         | Lyme       | Middle     | High       | Total            |
|---------------|------------|------------|------------|------------|------------|------------------|
| PreK          |            | 21         |            |            |            | 21 (+2)          |
| PreK Peer     |            | 31         |            |            |            | 31               |
| K             |            | 47         | 36         |            |            | 83 (+1)          |
| 1st           |            | 48         | 37         |            |            | 85               |
| 2nd           |            | 72         | 24         |            |            | 96               |
| 3rd           | 90         |            | 36         |            |            | 126              |
| 4th           | 72         |            | 30         |            |            | 102              |
| 5th           | 98         |            | 20         |            |            | 124              |
| 6th           |            |            |            | 121        |            | 121              |
| 7th           |            |            |            | 117        |            | 117 (+2)         |
| 8th           |            |            |            | 126        |            | 126              |
| 9th           |            |            |            |            | 107        | 107              |
| 10th          |            |            |            |            | 86         | 86               |
| 11th          |            |            |            |            | 111        | 111              |
| 12th          |            |            |            |            | 113        | 113              |
| <b>Totals</b> | <b>260</b> | <b>219</b> | <b>189</b> | <b>364</b> | <b>417</b> | <b>1449 (+5)</b> |

| Grade         | Old Lyme    | Lyme       | Tuition/<br>Choice | Total       |
|---------------|-------------|------------|--------------------|-------------|
| PreK          | 14          | 7          | 0                  | 21          |
| PreK Peer     | 27          | 4          | 0                  | 31          |
| K             | 62          | 21         | 0                  | 83          |
| 1             | 70          | 15         | 0                  | 85          |
| 2             | 74          | 22         | 0                  | 96          |
| 3rd           | 108         | 18         | 0                  | 126         |
| 4th           | 80          | 22         | 0                  | 102         |
| 5th           | 102         | 22         | 0                  | 124         |
| 6th           | 102         | 19         | 0                  | 121         |
| 7th           | 91          | 26         | 0                  | 117         |
| 8th           | 97          | 29         | 0                  | 126         |
| 9th           | 81          | 25         | 1                  | 107         |
| 10th          | 68          | 18         | 0                  | 86          |
| 11th          | 84          | 27         | 0                  | 111         |
| 12th          | 87          | 26         | 0                  | 113         |
| <b>Totals</b> | <b>1147</b> | <b>301</b> | <b>1</b>           | <b>1449</b> |

|  |             |
|--|-------------|
| Special Education (various facilities) | 10          |
| Grasso Tech                            | 6           |
| ISAAC                                  | 1           |
| Multicultural Magnet School            | 3           |
| Sound School                           | 4           |
| Marine Science High School             | 4           |
| Total Out of District                  | <u>28</u>   |
| <b>GRAND TOTAL</b>                     | <b>1477</b> |

|                 |             |            |          |             |
|-----------------|-------------|------------|----------|-------------|
| Out of District | 21          | 7          | 0        | 28          |
| <b>TOTAL</b>    | <b>1168</b> | <b>308</b> | <b>1</b> | <b>1477</b> |

# SBE RESOLUTION FOR ROLLOUT OF EDUCATOR EVALUATION AND SUPPORT SYSTEM: 2013-2014 SCHOOL YEAR

## EXISTING ASSUMPTION

The existing and continuing assumption is whole model (i.e. all teacher and administrator evaluation components as defined in the Connecticut Guidelines for Educator Evaluation), and full implementation, district-wide.

District indicates to CSDE that they are moving forward with full implementation by 4/15.

OR

## COMMITTEE PROCESS

If a district decides on submitting an alternative approach, the district must conduct a "committee process," which shall include representatives of local bargaining unit(s) and superintendent representatives. Proposed district educator evaluation plans go to the local board of education for review, approval and submission to the CSDE. If, as a result of the committee process, the committee does not arrive at a recommendation regarding an alternative model, the district may seek consultation from the CSDE to assist in reaching an agreement. If a conclusion is not reached at that point, the superintendent may submit a plan to the local board of education for submission to the CSDE so long as documentation is provided to the CSDE, offering evidence of the committee process undertaken.

## PREFERRED ALTERNATIVE

The preferred alternative approach is whole model; at least 1/3 of schools; all certified teachers and administrators within those schools.

## ADDITIONAL ALTERNATIVES

Whole model; 50% of schools; classroom teachers only and all administrators within those schools  
**OR**  
 Other locally-determined alternatives.

## ALTERNATIVE REQUIREMENTS

Any alternative must involve whole model and represent a minimum of 1/3 of the district's certified staff, including administrators.

## FINAL REVIEW AND APPROVAL

Superintendents, on behalf of their board of education, must submit their proposed plan (existing assumption or alternative) by the April 15, 2013, proposal deadline for review and approval by the CSDE.

**Note:** In 2014-15, Adult Education, USD #1/USD #2, CAPSEF, and Pre-K will implement the new evaluation system

[full implementation for all districts expected in 2014-2015]

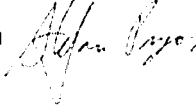




STATE OF CONNECTICUT  
STATE BOARD OF EDUCATION



**TO:** Superintendents of Schools  
Chairs, Boards of Education  
American Federation of Teachers-CT (AFT-CT)  
Connecticut Association for Adult and Continuing Education (CAACE)  
Connecticut Association of Boards of Education (CABE)  
Connecticut Association of Public School Superintendents (CAPSS)  
Connecticut Association of Schools (CAS)  
Connecticut Education Association (CEA)  
Connecticut Federation of School Administrators (AFSA-AFL-CIO)

**FROM:** Stefan Pryor, Commissioner of Education 

**DATE:** February 22, 2013

**SUBJECT:** Greater District Flexibility Surrounding Statewide Implementation of Connecticut's Educator Evaluation and Support System for 2013-14

In response to concerns expressed by you, your colleagues, and other stakeholders regarding the implementation of the new educator evaluation and support system in your districts in the coming academic year, we have been working to increase flexibility and decrease burden associated with this implementation. On Wednesday, February 6, 2013, after consideration of feedback from stakeholders – including superintendents, education associations, and Connecticut's teachers' unions – the State Board of Education (SBE) adopted a modified implementation plan for rollout of Connecticut's Educator Evaluation and Support System for the 2013-14 school year. This plan reflects the consensus opinion reached by the Performance Evaluation Advisory Council (PEAC) on February 4, 2013. The Council was re-convened to review feedback regarding the pilot of the state model, Connecticut's System for Educator Evaluation and Support (SEED), gathered from the Neag implementation study and other sources, and to discuss options for statewide rollout scheduled by statute to begin next school year. This "Bridge Year" implementation plan incorporates the feedback of educational stakeholders throughout the state and was developed collaboratively by the members of PEAC.

**The Implementation Plan for the 2013-14 "Bridge Year" is as follows:**

**Existing and Continuing Assumption: Implementation of the Whole Model**

The existing and continuing assumption of the Connecticut State Department of Education (CSDE) is that districts across the state will implement the whole model, consisting of all components of both teacher and administrator evaluation, as outlined in the *Guidelines for Connecticut's Educator Evaluation and Support System*, district-wide.

However, those districts that choose not to implement the whole model district-wide with all certified staff during the 2013-14 school year have the following flexibility options available for consideration as they build towards full implementation in 2014-15:

**Preferred Alternative Approach**

Whole model, in at least 1/3 of schools, all certified teachers and administrators within those schools.

### **Additional Alternative Approaches**

- Whole model, 50% of schools, classroom teachers only and administrators within those schools; or
- Other locally-determined options.

NOTE: Those districts that choose an alternative approach must convene a committee that shall consist of representatives of local bargaining unit(s) and superintendents' representatives. In making a final determination about an alternative approach, it is important to note that the alternative approach must (1) involve implementation of the whole model; and (2) represent a minimum of 1/3 of the district's certified staff, including administrators. Recommendations of this committee will be forwarded by the superintendent to the local board of education. The SDE will look for evidence of meaningful committee process in reviewing a submitted plan.

NOTE: Per statute, the superintendent of each local or regional board of education shall [continuously] annually evaluate or cause to be evaluated each teacher in accordance with guidelines established by the State Board of Education. For purposes of this section, the term "teacher" shall include each professional employee of a board of education, below the rank of superintendent, who holds a certificate or permit issued by the State Board of Education (Sec. 23, 24 of P.A. 12-2). Therefore, those not being evaluated under the new evaluation system must be evaluated under the district's existing evaluation plan.

Superintendents, on behalf of their Boards of Education, must submit to the CSDE a decision regarding their implementation plan for the 2013-14 school year by **April 15, 2013**, for review and approval. The district's plan must meet requirements as outlined in the "core requirements" of the Guidelines. A rubric for both teacher and administrator evaluation is available for use by districts to assist in the development of their plans and to ensure alignment to the "core requirements." The rubrics, as well as many additional resources, can be located at [www.connecticutseed.org](http://www.connecticutseed.org).

The State recognizes that there are costs associated with implementation and intends to provide districts both technical and financial assistance to help offset some of these costs. Additional information will be provided in follow-up correspondence.

Finally, as a result of additional challenges associated with implementation in special settings, implementation of Connecticut's Educator Evaluation and Support System will occur in the following settings in 2014-15:

- Unified School District #1 (U.S.D. #1);
- Unified School District #2 (U.S.D. #2);
- Connecticut Association of Private Special Education Facilities (CAPSEF);
- Adult Education; and
- Pre-K.

As you begin to consider the most appropriate course of action for your district, please do not hesitate to contact a member of the Talent Office team at the CSDE. Additionally, consultants at the Regional Educational Service Centers (RESCs) and the Connecticut Association of Schools (CAS) are prepared to provide technical assistance as you continue to work towards implementation in 2013-14.

For further information regarding this mailing, please contact Dr. Sarah Barzee, Interim Chief Talent Officer, at 860-713-6848, or via email at [sarah.barzee@ct.gov](mailto:sarah.barzee@ct.gov)

## Contingency Maintenance

| Budgeted - Fiscal Year 2012 - 2013                             |  | \$200,000       |
|--|--|-----------------|
| <b>Lyme</b>  | Electronic door lock control system              | 5,351           |
|  | Line sharing emergency phone override            | 881             |
|  | Intercom for security system                     | 2,182           |
|  | Wiremold double gang                             | 20              |
|  | Security cameras                                 | 6,485           |
|  | Cat 6 wire                                       | 175             |
|  | Snow removal                                     | <u>1,776</u>    |
|  |  | 16,869          |
| <b>Mile Creek</b>  | Electronic door lock control system              | 5,351           |
|  | Line sharing emergency phone override            | 881             |
|  | Intercom for security system                     | 2,182           |
|  | Security cameras                                 | 6,485           |
|  | Cat 6 wire                                       | 175             |
|  | Snow removal                                     | <u>1,776</u>    |
|  |  | 16,849          |
| <b>Center</b>  | Emergency pump out and Keen grinder pump         | 1,859           |
|  | Emergency service for fuel additive              | 1,691           |
|  | Electronic door lock control system              | 4,321           |
|  | Line sharing emergency phone override            | 881             |
|  | Intercom for security system                     | 2,182           |
|  | Wiremold double gang                             | 20              |
|  | Disposal fees Applied Water                      | 182             |
|  | Security cameras                                 | 6,485           |
|  | Cat 6 wire                                       | 175             |
|  | Snow removal                                     | <u>1,776</u>    |
|  |  | 19,571          |
| <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           |
|  | Line sharing emergency phone override            | 881             |
|  | Intercom for security system                     | 2,182           |
|  | Cat 6 wire                                       | 175             |
|  | Emergency service for fuel additive              | 1,691           |
|  | Wiremold double gang                             | 20              |
|  | Disposal fees Applied Water                      | 182             |
|  | Security cameras                                 | 6,485           |
|  | Track scoreboard                                 | 6,820           |
|  | Snow removal                                     | <u>1,776</u>    |
|  |  | 32,688          |
| <b>High</b>  | Emergency pump out and Keen grinder pump         | 1,915           |
|  | Emergency service for fuel additive              | 1,691           |
|  | Disposal fees Applied Water                      | 187             |
|  | Avigilon acc software enterprise camera licenses | 795             |
|  | Line sharing emergency phone override            | 881             |
|  | Snow removal                                     | 1,776           |
|  | Track scoreboard                                 | <u>6,820</u>    |
|  |  | <u>14,065</u>   |
| Remaining contingency as of 02/28/13 - fiscal year 2012 - 2013 |  | <u>\$99,958</u> |

# **Connecticut Gifted and Talented Program Report**

The State of Connecticut, has 559,646 students enrolled K-12 in 166 districts. The identification of gifted and talented children is required under Connecticut special education law. Connecticut General Statutes (CGS) Section 10-76d(a)(1) states "...each local or regional board of education shall provide the professional services requisite to the **identification of school-age children requiring special education**, identify each such child within its jurisdiction, determine the eligibility of such children for special education. It goes on to define "children requiring special education" as follows:

"Children requiring special education" includes any exceptional child who...(B)has extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond those ordinarily provided in the regular school programs but which may be provided through special education as part of the public school program.

From the 2012 Connecticut state data, 10,186 of Connecticut students have been identified as gifted and talented. While identification of gifted and talented children is mandated under state law, programming is permissive to each district.

Of the 166 districts throughout the state, 43 have some form of a gifted and talented program in place. Among the schools that do offer a gifted and talented program they vary greatly, with no two programs being identical. The variables that influence this are ages of students served, content area focus, available resources, and population demographics. Statewide we have found 12 districts that have similar programs to Region 18. The components that we used in determining this were three things: the program had to service students at the elementary and middle school level, have full time gifted and talented staff, and include in class and out of classroom enrichment. Listed are those districts: Avon, Bristol, Brookfield, Greenwich, Hamden, Hartford Renzulli Academy, New Fairfield, South Windsor, Waterford, Weston, Westport, and Windsor.

\*Last week, the announcement was made to expand the Renzulli Academy to Bridgeport, New London, and Windham for the 2013 school year.

In researching the neighboring schools and those along the shoreline we have found that most do not have a formal gifted program in place. Only 4 districts other than Region 18 have a formal program in place they are Region 4, Region 14, Region 17, and Waterford. Refer to the chart for more information.

## Gifted and Talented Programs

| Town         | District | Students                              | Grades    | Service    | Teachers    |
|--------------|----------|---------------------------------------|-----------|------------|-------------|
| Clinton      | No       |                                       |           |            |             |
| Colchester   | No       |                                       |           |            |             |
| East Lyme    | No       |                                       |           |            |             |
| Guilford     | No       |                                       |           |            |             |
| Madison      | No       |                                       |           |            |             |
| Montville    | Yes      | 21 - elementary<br>34 - middle school | 3 to 6    | 1 / week   | 2 half time |
| Old Saybrook | No       |                                       |           |            |             |
| Region 4     | Yes      | 18 - 6th grade<br>revolving door      | 6<br>7-12 | 1 / week   | 1 full time |
| Region17     | Yes      | top 5%                                | 3 to 6    | 1 / week   | 2 full time |
| Waterford    | Yes      | 41 - elementary<br>37 - middle school | 3 to 8    | 1 / 4 days | 2 full time |

|           |     |                                      |        |                        |             |
|-----------|-----|--------------------------------------|--------|------------------------|-------------|
| Region 18 | Yes | 69 - elementary<br>71- middle school | 3 to 8 | 1 / week<br>1 / 4 days | 2 full time |
|-----------|-----|--------------------------------------|--------|------------------------|-------------|

# **Lyme-Old Lyme Middle School**

## **Young Scholars**

### **Web Pages**

Curriculum overview by grade level

<http://lolmsyoungscholars.weebly.com/index.html>

Robotics team page

<http://lolmsrobotics.weebly.com/>

# Young Scholars

## Region #18 School-wide Enrichment Model

### Grade 3 to 8

The Young Scholars program provides school-wide enrichment for students in grade 3 to 8 and identifies and provides direct service for grade 4 to 8 students demonstrating extraordinary learning ability and outstanding academic achievement.

#### Identification

#### 1. Two Groups of Specifically Defined Students

- a. Formally Identified Students – those demonstrating extraordinary learning ability and outstanding academic achievement in 2 of the 3 sub-scores in all three indicators.
  - b. Significant Strength Students – those demonstrating extraordinary learning ability and outstanding academic achievement in 1 of the 3 sub-scores in all three indicators.
2. Process – Each spring, students in grades 3 through 7 participate in the OLSAT and CMT testing. Each September, students in grades 4 to 8 are identified for the Young Scholars Program based on spring testing results.

Step 1: Record test and report card data for students who meet all the following criteria:

| Indicator                       | Scores Reported              | Criteria for Formal Identification                          | Criteria for Significant Strength Identification            |
|---------------------------------|------------------------------|---|---|
| Otis Lennon School Ability Test | Total<br>Verbal<br>Nonverbal | 9 <sup>th</sup> national stanine on two out of three scores | 9 <sup>th</sup> national stanine on one out of three scores |
| Connecticut Mastery Test        | Reading<br>Math<br>Writing   | SS of 300 in 2 out of three areas                           | SS of 300 in area to be served                              |
| Report Card Grades              | Core academic areas          | Majority A's  | A's in areas to be served                                   |

Step 2: Identifying formally identified and significant strength students

- a. YS teacher meets with Principal and School Psychologist to review student data.
- b. Letter sent to parents of both groups
- c. Group PPT with parents for formally identified students

Step 3: Documentation

- a. YS teacher completes and maintains a summary sheet in Young Scholar records for all students reviewed each year
- b. YS teacher completes an individual form for all students reviewed each year. This form is filed in the child's cumulative record.

#### 3. Special Circumstances

- a. Students new to district – students identified in other districts would be identified for significant strengths until adequate information is gathered to formally assess student
- b. Response to parental concerns – YS teacher will provide individual student form summarizing the criteria and individual student scores.
- c. Criteria for additional testing – In order for a student to be considered for further testing, the student must meet formal identification criteria in the report card grades and the CMT.

# **YOUNG SCHOLARS PROGRAM**

**LYME- OLD LYME PUBLIC SCHOOLS**

**2012-2013**



NATIONAL ASSOCIATION FOR  
**Gifted Children**

Supporting the needs of high potential learners.



*... possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and needing differentiated instruction or services beyond those being provided in the regular school program in order to realize their intellectual, creative or specific academic potential.*

# Connecticut Association of the Gifted (CAG)

*The term gifted and talented student means children and youths who give evidence of higher performance capability in such areas as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who require services or activities not ordinarily provided by the schools in order to develop such capabilities fully.*

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

The identification of gifted and talented children is required under Connecticut special education law. Connecticut General Statutes (CGS) Section 10-76d(a)(1) states "...each local or regional board of education shall provide the professional services requisite to the identification of school-age children requiring special education, identify each such child within its jurisdiction, determine the eligibility of such children for special education pursuant to sections 10-76a to 10-76h, inclusive, prescribe suitable educational programs for eligible children, maintain a record thereof and make such reports as the commissioner may require...":

Section 10-76a(5) of the state statutes defines "children requiring special education" as follows:

(5) "Children requiring special education" includes any exceptional child who...(B) has extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond those ordinarily provided in the regular school programs but which may be provided through special education as part of the public school program.

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

The state regulations define "gifted and talented", "extraordinary learning ability", and "outstanding creative talent" as follows. Regulations Concerning State Agencies (RCSA) at Sec. 10-76a-2 state:

(b) "Gifted and talented" means a child identified by the planning and placement team as (1) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (2) needing differentiated instruction or services beyond those being provided in the regular school program in order to realize their intellectual, creative or specific academic potential. The term shall include children with extraordinary learning ability and children with outstanding talent in the creative arts as defined by these regulations.

(a) "Extraordinary learning ability" means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity or both. The term shall refer to the top five per cent of children so identified. (Note: The term means 5% of the children so identified as gifted and talented within the district.)

# Young Scholars

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# Enrichment group criteria statement:

## **Student academic achievement indicators:**

High performance on the CMT's in one or more area  
(Reading/Writing/Mathematics)

Above average performance on a nationally normed Test  
(Achievement/OLSAT)

Teacher recommendation

Administrative review

*identified students are serviced in their area of expertise.*

# YOUNG SCHOLARS PROGRAM

# ELEMENTARY 3 TIER SERVICE MODEL

## IDENTIFIED

*STUDENT TALENT POOL: (23)*

CENTER SCHOOL: Gr. 5 - 11  
Gr. 4 - 6  
LYME SCHOOL: Gr. 5 - 5  
Gr. 4 - 1

## SIGNIFICANT STRENGTHS

*STUDENT TALENT POOL: (15)*

CENTER SCHOOL: Gr. 5 - 8  
Gr. 4 - 2  
LYME SCHOOL: Gr. 5 - 1  
Gr. 4 - 4

## ENRICHMENT

*STUDENT TALENT POOL: (21)*

CENTER SCHOOL: Gr. 5 - 14  
Gr. 4 - 5  
LYME SCHOOL: Gr. 5 - 2

## SCHOOLWIDE ENRICHMENT

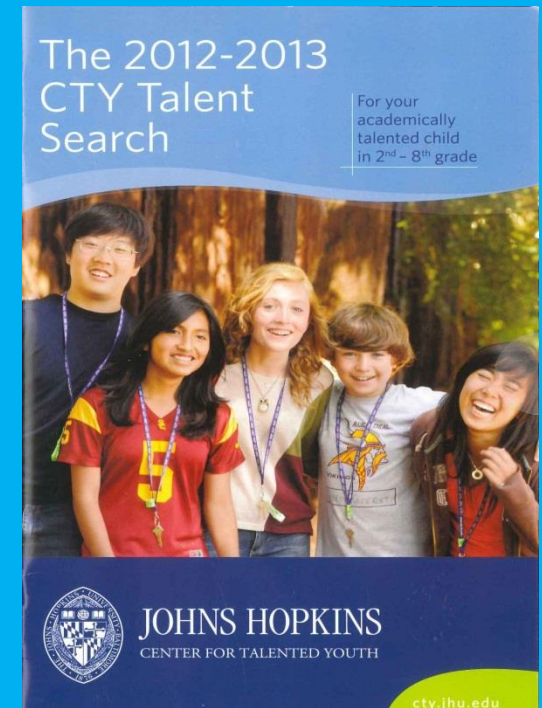
CENTER SCHOOL & LYME SCHOOL : Gr. 3, 4 & 5  
*(Whole Class Enrichment Lesson Series)*

# TIER I

## IDENTIFIED

### Grade 5

- **Academic Teams**
  - Knowledge Master Open
  - New England Quiz Bowl
- Johns Hopkins Talent Search
- Photography (101)
- Math Olympiads
- Mural Docent Project
- Robotics
- Stock Market Simulation
- DOK Enrichment:
  - Learning Styles
  - Spatial Reasoning
  - Strategic Thinking: CHESS
  - Logic



# Tier I

## IDENTIFIED

Grade 4

- **Math Olympiads**
- **Stock Market Simulation**
- **Young Engineers Program: PHYSICS**
- **DOK ENRICHMENT**
  - **Jeopardy** (*Speed and Accuracy of recall – WISC IV*)
  - **Logic**
  - **Spatial Reasoning** (*Johns Hopkins*)

# TIER II

## SIGNIFICANT STRENGTHS

Grade 4 & 5

**Aligned with Young Scholars core curriculum.**

# Tier III

## Enrichment Groups

- Literacy
- Mathematics

## SCHOOLWIDE ENRICHMENT

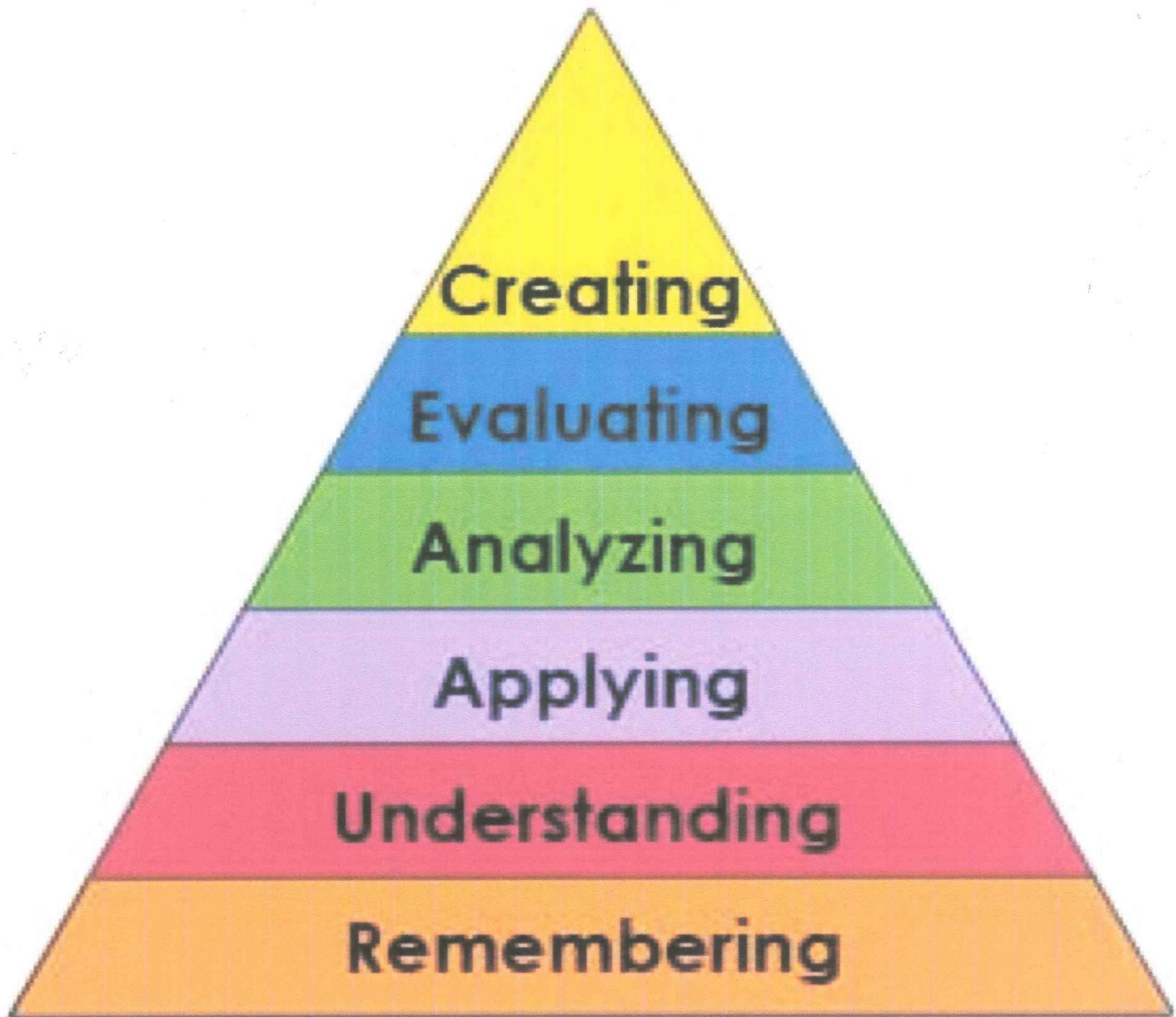
- **WHOLE CLASS LESSONS**

Grade 3: “The BRAIN” (Metacognition/Problem Solving)

Grade 4” “Slinky Physics” (Force and Motion)

Grade 5 Invention Convention

- CAS LEADERSHIP CONFERENCE
- CAMPY: CT Association for Mathematically Precocious Youth





# Understanding by Design

## UBD

Stage 1      **Desired Results**

Stage 2      **Assessment Evidence**

Stage 3      **Learning Plan**

## Stage 1 – Desired Results

### Established Goals

Common Core State Standards (CCSS ) Grade 4 Science: Force & Motion

4.1 a & b The position and motion of objects can be changed by pushing or pulling.

FORCE: 4.1.a The size of the change in an object's motion is related to the strength of the push or pull.

MASS: 4.1.b The more massive an object is, the less effect a given force will have on its motion.

English Language Arts-Literacy (ELA)

### Key Ideas and Details

**CCSS.ELA-Literacy.RI.4.3** Explain events, procedures, ideas, or concepts in a historical, scientific or technical text, including what happened and why, based on specific information in the text

### Craft and Structure

**CCSS.ELA-Literacy.RI.4.4** Determine the meaning of general academic and domain-specific words or phrases in a text relevant to a grade 4 topic or subject area.

**CCSS.ELA-Literacy.RI.4.9** Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.

### Text Types and Purposes

**CCSS.ELA-Literacy.W.4.2d** Use precise language and domain-specific vocabulary to inform about or explain the topic.

**CCSS.ELA-Literacy.RI.W.4.9** Draw evidence from literary or informational texts to support analysis, reflection, and research.

### Comprehension and Knowledge of Ideas

**CCSS.ELA.Literacy.SL.4.1** Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grade 4 topics and texts, building on others' ideas and expressing their own clearly.

**CCSS.ELA.Literacy.SL.4.1a** Come to discussions prepared, having read or studied required material; explicitly draw on that preparation and other information know about the topic to explore ideas under discussion.

**CCSS.ELA-Literacy.SL.4.1c** Pose and respond to specific questions to clarify or follow up on information, and make comments that contribute to the discussion and link to the remarks of others.

**CCSS.ELA-Literacy.SL.4.2** Paraphrase portions of a text read aloud or information presented in diverse media and formats, including visually, quantitatively and orally.

### Integration of Knowledge and Ideas

**CCSS.ELA-Literacy.RI.4.7** Interpret information presented visually, orally, or quantitatively (e.g., in charts, graphs, diagrams, time lines, animations, or interactive elements on Web pages) and explain how the information contributes to an understanding of the text in which it appears.

**CCSS.ELA-Literacy.RI.4.9** Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.

### Presentation of Knowledge and Ideas

**CCSS>ELA-Literacy.SL.4.4** Report on a topic or text, tell a story, or recount an experience in an organized manner, using appropriate facts and relevant, descriptive details to support main ideas of themes, speak clearly at an understandable pace.

**Understandings:**

-Students will demonstrate understanding the essential concepts of "Force and Motion"

-Students will recognize and apply "Newton's Laws of Motion"

*Students will know:*

**KEY ACADEMIC VOCABULARY:** motion, force, speed, gravity, friction, mass

**KEY COMPLEX VOCABULARY:** inertia, potential energy, kinetic energy, longitudinal waves, transverse waves

**Essential Question:**

**What makes objects move the way they do?**

## Stage 2 – Assessment Evidence

### Performance Tasks:

**B8:** Describe the effects of the strengths of pushes and pulls on the motion of objects

**B9.:** Describe the effect of the mass of an object on its motion.

### Other Evidence:

Active Student engagement: (scaffolding)

- Written evidence that the student draws knowledge from multi-media web-based programs (encourages analysis, reflection and research demonstrated by independently gathering information that offers them the opportunity to clarify, examine and organize their own thinking (note-taking).
- Evidence of building knowledge through digital written text (questionnaire) online.
- Oral evidence that students effectively engage in substantive discussion with their respective research teams to clearly share knowledge, respond to the ideas of peers, and collaboratively formulate a presentation to share their knowledge with the large group.
- Evidence of understanding through teacher guided small group meetings.
- Evidence of analysis, critical thinking, organizational skills, public speaking and creativity demonstrated in class presentations.
- Evidence of depth and rigor through student high-quality insightful and reflective questioning.
- Evidence of student motivation utilizing a Stinky to demonstrate **KEY AND COMPLEX VOCABULARY** and **CONCEPTS** of Physics.

Summative performance assessment;

-Student evaluation rubric.

## Stage 3 – Learning Plan

### Learning Activities:

#### PROCESS, PRODUCT, PRESENTATION

- Whole Class introduction to objectives
- Independent Online Research; process
- Collaborative initiatives; product and presentation

#### Lesson 1; Introduce students to learning objectives,

##### Blooms Taxonomy

- Short focused research project to develop expertise to conduct research independently
- To develop expertise in one area using other source materials on the topic "Force & Motion"
- To analyze different aspects of the same topic
- To share preparation, evidence and research with peers
- Engage students through inquiry questioning to promote class discussion on "Force & Motion"
- Introduce multimedia source: web-based "Brainpop.com" as an online research source
  
- Model independent research using "Brainpop" on interactive 'Smartboard'
- - model 'how-to' navigate the site
- -model methods to achieve depth of understanding
- -model note-taking from animated video source

#### Lesson 2: Student research teams ( 2 or 3 students per team) are formed: (team assignments made collectively with classroom teacher)

##### Step 1: Online independent research in computer lab using 'Brainpop' - web-based research

- each student is responsible to research a 'key / complex physics vocabulary term'
- view animated informational video
- take written text quiz to clarify knowledge
- take notes from video and quiz text to compare and prepare to share their expertise with peers

##### TEXT reference article

#### Lesson 3; Step 2: Meet with assigned research team to share knowledge gained from independent research Collaborate with research team members to apply knowledge and to create a demonstration To share knowledge using a 'SLINKY' prop.

Rehearsal of oral presentation with research partner (rubric guidelines)

PRESENTATION: Class note-taking and questioning

#### Lesson 4: To transfer knowledge and gained expertise to the physics of a Roller Coaster.

Whole class collaboration using 'Smartboard'

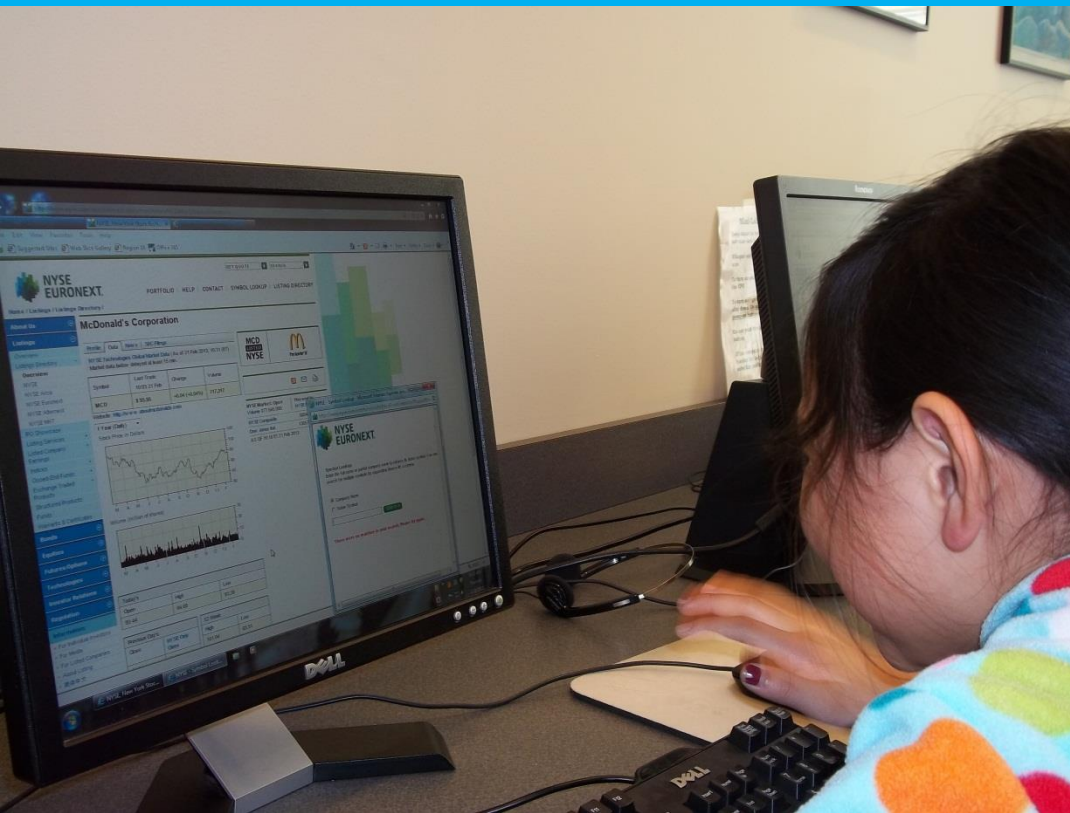
**SHOWCASING  
STUDENT  
ACHIEVEMENT**



# Slinky Physics



# Stock Market Simulation



Account Holdings for Team ID:CT\_21\_ZZ851 Date:  
12/17/2012

Cash Balance:  
**\$45,650.91**

this game has ended (final holdings will be posted by 7 AM 12/15/2012)

| TICKER               | Position | Shares<br>or<br>\$Value | Last<br>Trade<br>Date | Net Cost<br>per Share<br>or \$100 | Net Cost    | Current<br>Price<br>per Share<br>or \$100 | Current<br>Value | Unrealized<br>Gains<br>Losses | %<br>Unrealized<br>Gains<br>Losses | Option                |
|----------------------|----------|-------------------------|-----------------------|-----------------------------------|-------------|---|------------------|-------------------------------|------------------------------------|-----------------------|
| <a href="#">SJM</a>  | Long     | 101                     | 2012-11-12            | \$86.2136                         | \$8,707.57  | \$86.9600                                 | \$8,782.96       | \$75.39                       | 0.866                              | <a href="#">Trade</a> |
| <a href="#">AON</a>  | Long     | 100                     | 2012-11-12            | \$56.5701                         | \$5,657.01  | \$56.2000                                 | \$5,620.00       | -\$37.01                      | -0.654                             | <a href="#">Trade</a> |
| <a href="#">SBUX</a> | Long     | 112                     | 2012-11-12            | \$51.1868                         | \$5,732.92  | \$53.3600                                 | \$5,976.32       | \$243.40                      | 4.246                              | <a href="#">Trade</a> |
| <a href="#">UA</a>   | Long     | 175                     | 2012-11-05            | \$53.5300                         | \$9,367.75  | \$48.2100                                 | \$8,436.75       | -\$931.00                     | -9.938                             | <a href="#">Trade</a> |
| <a href="#">HMC</a>  | Long     | 100                     | 2012-11-05            | \$31.4110                         | \$3,141.10  | \$33.7200                                 | \$3,372.00       | \$230.90                      | 7.351                              | <a href="#">Trade</a> |
| <a href="#">NFLX</a> | Long     | 130                     | 2012-11-05            | \$79.0224                         | \$10,272.91 | \$93.3000                                 | \$12,129.00      | \$1,856.09                    | 18.068                             | <a href="#">Trade</a> |
| <a href="#">TXN</a>  | Long     | 50                      | 2012-10-23            | \$29.0122                         | \$1,450.61  | \$30.7992                                 | \$1,539.96       | \$89.35                       | 6.159                              | <a href="#">Trade</a> |
| <a href="#">DPS</a>  | Long     | 140                     | 2012-10-22            | \$44.7733                         | \$6,268.26  | \$44.6300                                 | \$6,248.20       | -\$20.06                      | -0.320                             | <a href="#">Trade</a> |
| <b>TOTAL</b>         |          |                         |                       |                                   |             |   |                  | \$1,507.06                    | 2.978%                             |                       |

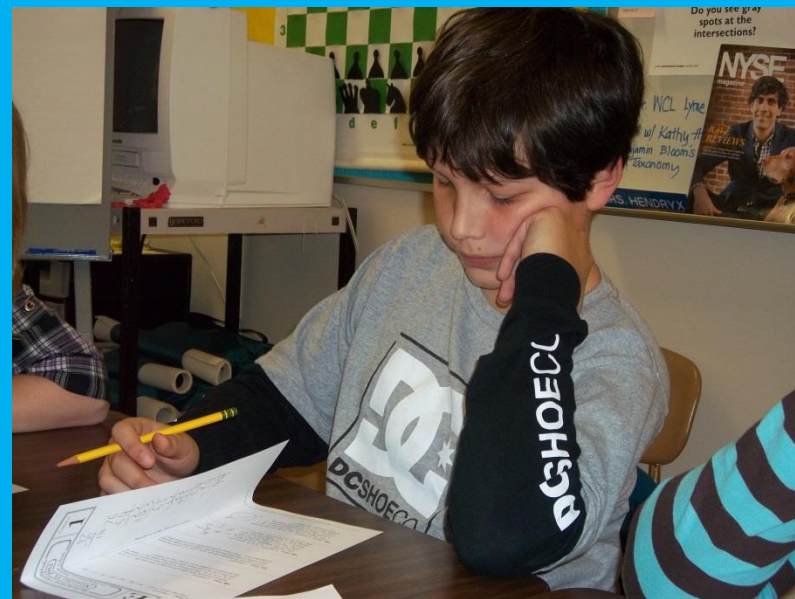
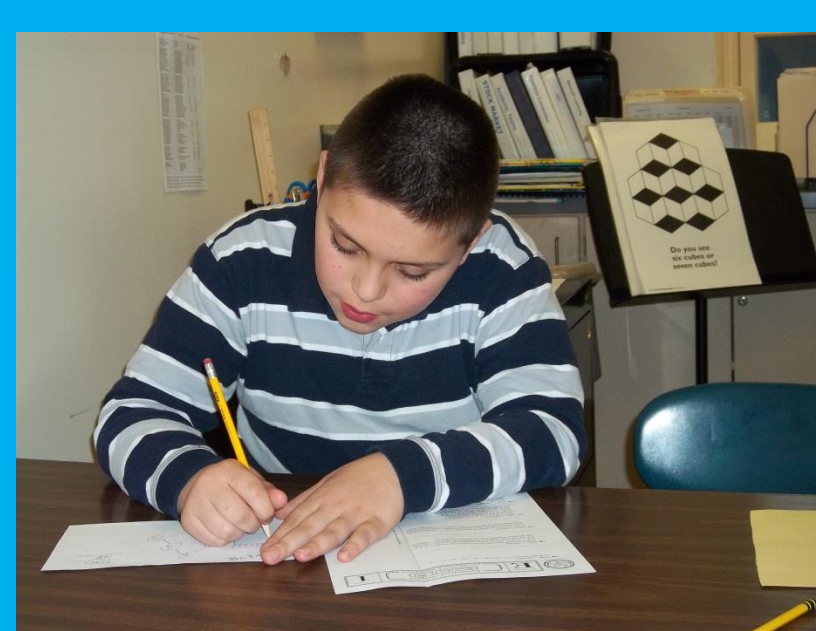
Current values are calculated using the previous trading day's closing prices.

The Stock Market Game™ program  
is brought to you in Connecticut  
through a partnership of

sifma

FOUNDATION





# Math Olympiads



# Robotics





# Literacy Groups

## *Shelf Talkers*





# Mural Docent Project





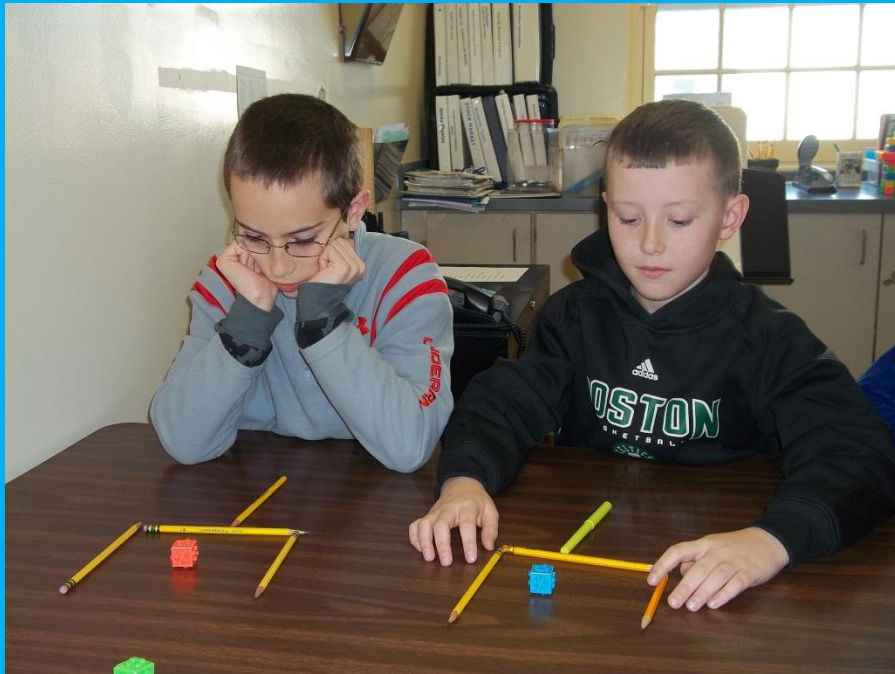
# Invention Convention





# CAS LEADERSHIP CONFERENCE

# MATH OLYMPIAD WARM-UPS





# Strategic Thinking

*Chess*

# **YOUNG SCHOLARS PROGRAM**

# YOUNG SCHOLARS PROGRAM

# Middle School 3 TIER SERVICE MODEL

## IDENTIFIED

*STUDENT TALENT POOL: (45)*

6<sup>th</sup> Grade – 9  
7<sup>th</sup> Grade – 17  
8<sup>th</sup> Grade – 19

## SIGNIFICANT STRENGTHS

*STUDENT TALENT POOL: (26)*

6<sup>th</sup> Grade – 8  
7<sup>th</sup> Grade – 7  
8<sup>th</sup> Grade – 11

## Enrichment

Math Counts  
Robotics  
Screenplays - Advanced Lit.  
Substance Abuse Video - Health

## SCHOOLWIDE ENRICHMENT

Invention Convention  
Wildcat Morning News  
Animoto – book trailers  
Digital or video assignments

# Connecticut Gifted and Talented Program Report

The State of Connecticut, has 559,646 students enrolled K-12 in 166 districts. The identification of gifted and talented children is required under Connecticut special education law. Connecticut General Statutes (CGS) Section 10-76d(a)(1) states "...each local or regional board of education shall provide the professional services requisite to the **identification of school-age children requiring special education**, identify each such child within its jurisdiction, determine the eligibility of such children for special education. It goes on to define "children requiring special education" as follows:

"Children requiring special education" includes any exceptional child who...(B)has extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond those ordinarily provided in the regular school programs but which may be provided through special education as part of the public school program.

From the 2012 Connecticut state data, 10,186 of Connecticut students have been identified as gifted and talented. While identification of gifted and talented children is mandated under state law, programming is permissive to each district.

Of the 166 districts throughout the state, 43 have some form of a gifted and talented program in place. Among the schools that do offer a gifted and talented program they vary greatly, with no two programs being identical. The variables that influence this are ages of students served, content area focus, available resources, and population demographics. Statewide we have found 12 districts that have similar programs to Region 18. The components that we used in determining this were three things: the program had to service students at the elementary and middle school level, have full time gifted and talented staff, and include in class and out of classroom enrichment. Listed are those districts: Avon, Bristol, Brookfield, Greenwich, Hamden, Hartford Renzulli Academy, New Fairfield, South Windsor, Waterford, Weston, Westport, and Windsor.

\*Last week, the announcement was made to expand the Renzulli Academy to Bridgeport, New London, and Windham for the 2013 school year.

In researching the neighboring schools and those along the shoreline we have found that most do not have a formal gifted program in place. Only 4 districts other than Region 18 have a formal program in place they are Region 4, Region 14, Region 17, and Waterford.

Refer to the Gifted and Talented Programs chart for more information.

# Gifted & Talented Programs

| Town         | District | Students                              | Grades    | Service                | Teachers    |
|--------------|----------|---------------------------------------|-----------|------------------------|-------------|
| Clinton      | No       |                                       |           |                        |             |
| Colchester   | No       |                                       |           |                        |             |
| East Lyme    | No       |                                       |           |                        |             |
| Guilford     | No       |                                       |           |                        |             |
| Madison      | No       |                                       |           |                        |             |
| Montville    | Yes      | 21- elementary<br>34 - middle school  | 3 to 6    | 1 / week               | 2 half time |
| Old Saybrook | No       |                                       |           |                        |             |
| Region 4     | Yes      | 18 - 6th grade<br>revolving door      | 6<br>7-12 | 1 / week               | 1 full time |
| Region17     | Yes      | top 5%                                | 3 to 6    | 1 / week               | 2 full time |
| Waterford    | Yes      | 41 - elementary<br>37 - middle school | 3 to 8    | 1 / 4 days             | 2 full time |
|              |          |                                       |           |                        |             |
| Region 18    | Yes      | 69 - elementary<br>71- middle school  | 3 to 8    | 1 / week<br>1 / 4 days | 2 full time |
|              |          |                                       |           |                        |             |

## ELEMENTARY PROGRAM

Chess  
Community Service  
Independent Study  
Information Literacy  
Literary Submissions  
Media Presentations  
Mentoring Program  
Mural Docent Program  
Photography  
Robotics

- CAS Student Leadership
- CAMPY on Campus
- Connecticut Invention Convention
- Johns Hopkins Talent Search
- Knowledge Master Open
- New England Academic Quiz Bowl
- Math Olympiads
- Stock Market Simulation
- Young Engineers Program: Physics
- Website Design and Construction
- School-wide Enrichment
  - Whole Class Lessons
  - Grades 3-5
- Literacy / Math Enrichment Groups
- Consultation with Faculty
- Consultation with Parents



Lego Robotics



Mural Docent



Invention Convention

## MIDDLE SCHOOL PROGRAM

- Chess
- Computer Animation
- Digital Photography
- Film Production
- First Lego League
- Fox 61 Student News
- Independent Study Project
- Johns Hopkins Talent Search
- Math Counts
- Music Creation
- Photoshop
- Screen Writing
- Video Game Creation
- Consultation with Faculty
- Consultation with Parents

Competitions throughout the year.

First LEGO League  
Connecticut Invention Convention  
Knowledge Master Open  
Math Counts Team

## ***Program Philosophy***

The focus of the Young Scholars Program is to provide an investigative learning environment designed to meet the expanding needs of individual students. The program aims to instill in students a love of learning, the ability to persevere on a project and aspire for excellence, to challenge themselves beyond their expertise, and to reach for distinction as they strive to become autonomous learners.

## ***Program Criteria***

The Young Scholars Program identifies high ability students using standardized test scores (Otis Lennon School Ability Index), Connecticut Mastery Testing, and classroom assessment. Those students meeting the criteria will be brought to the PPT (Planning and Placement Team) in accordance to the State of Connecticut General Statutes.

Formal identification begins first semester of fourth grade and continues through eighth grade.

## ***District Services***

In addition to the two full-time teachers dedicated to the young Scholars Program, Lyme-Old Lyme Public Schools offers a School wide Enrichment Model in partnership with the faculty to rigorously recognize and enrich the talents of all students in our learning community.

**Bloom's Taxonomy**  
**Escalated learning objectives**  
**Multiple intelligences**  
**Higher order thinking strategies**

**Independent Enrichment opportunities**  
**Advanced Classes**  
**Intra-district accelerated courses**  
**Internships/ mentorships**

**"I happen to like the label 'gifted' because it means that the child did nothing to deserve it. It means the child has a gift that was given to them and because they have that gift, they have certain responsibilities. They are not 'better than', merely 'different from'. With this gift goes the responsibility to use it."**

**-Walter Barbe**

## **Regional District #18**

Center School 434-7838  
Lyme Consolidated 434- 1233  
Lyme-Old Lyme Middle School 434-2568

Web Page <http://region18.org>  
Email: [weydmann@region18.org](mailto:weydmann@region18.org)  
[bhendryx@region18.org](mailto:bhendryx@region18.org)

# **Young Scholars Program**

**U.S. Office of Education: Gifted and Talented children are those identified by a professional qualified person who, by virtue of outstanding abilities, are capable of high performance. These are children who require differentiated educational programs and/or services beyond those normally provided by the regular school program in order to realize their contribution to self and society.**

*Lyme-Old Lyme School District*  
OLD LYME, CONNECTICUT

## Lyme-Old Lyme High School Field Trip Rotation

| (A) Year  | (B) Year                         | Rationale   |
|---|----------------------------------|---|
| Music   | Robotics                         | The two trips occur within two weeks of each other and both cost the students between \$1,000-\$1,200 to participate. There is also an overlap of students who participate in both. |
| World Language & Science  | History/English                  | These trips can cost between \$1,500 and \$3,000. They also have an overlap of students who would participate.  |
| Model U.N.  | Washington D.C.                  | Washington is a Fall trip and Robotics is a Spring Trip. The combined cost of Washington and Robotics equal the cost of the music trip. The Model U.N. costs \$250 per student.     |
|   |                                  |   |
| 2013-14 (A)   | 2014-15 (B)                      |   |
| Costa Rica<br>April 2014  | Robotics<br>March 2015           |   |
| Quebec<br>February 2014   | Europe<br>April 2015             |   |
| Model U.N. March<br>2014  | Washington D.C.<br>November 2013 |   |
| Bermuda<br>July 2013  | South Africa<br>April 2014       |   |
|   |                                  |   |
| <p>This rotation accomplishes our objectives:</p> <ol style="list-style-type: none"> <li>1) Resolves the conflict between trips that rely on specific students for a successful trip.</li> <li>2) Alleviates the financial strain on families whose children participate in multiple programs.</li> <li>3) Minimizes the collective educational disruption to the school as a whole.</li> <li>4) Publishing a two year schedule enables families to plan and budget over a multiple year span.</li> <li>5) Should any given group qualify on merit in a year that they are not schedules to travel; the school will develop a contingency plan to address this need.</li> </ol> |                                  |   |

## **Students Policy #2350 - Drug Free Schools**

Pursuant to the goal of the Lyme/Old Lyme Board of Education to maintain a drug free school district:

1. Building administrators shall include statements, appropriate to student maturity, in school handbooks to the effect that:
  - a. the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, other illegal drugs or alcohol is prohibited in the Lyme/Old Lyme Public Schools, in all its buildings and facilities, on school district grounds, and at all school sponsored activities;
  - b. that compliance with the standards of conduct stated in the school handbook is mandatory;
  - c. that a violation of its provisions will subject students to disciplinary action, up to and including suspension and/or expulsion, and referral for prosecution.
2. Students enrolled in Lyme/Old Lyme Public Schools who violate this policy will be subject to disciplinary action which may include, but is not limited to, suspension or expulsion, and/or enrollment in and successful completion of an appropriate substance abuse rehabilitation program. Members of the administrative staff shall report any suspected violation of the standards of conduct directly to the building administrator or his/her designee, who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary actions imposed will insure that similar violations will be treated consistently. Guidelines for the handling of such incidents are as follows:
  - a. any privileged communication between a professional employed by the Lyme/Old Lyme Board of Education and a student concerning the abuse of drugs may remain as confidential information between the student and the professional;
  - b. if a professional employee suspects a student of drug abuse, the employee shall refer the matter to the administration for evaluation. If there is evidence that the student needs treatment, a treatment program suited to the individual student's needs will be recommended;
  - c. if a professional employee obtains suspected physical evidence of drug use or substance abuse of any kind from a student in or on school property or at a school sponsored event, the employee shall submit such evidence to the building administrator or his/her designee. If the drug is suspected of being illicit, the building administrator will turn over such evidence to law enforcement personnel. Confidentiality to protect both student and professional employee at this point shall be maintained;
  - d. following arrest and while awaiting trial for possession of drugs, or possession of drugs with intent to sell, in or on school property or at a school sponsored event, the student may be allowed to attend school at the discretion of the Lyme/Old Lyme Public Schools' administration.

## **Students Policy #2350 - Drug Free Schools**

3. The Superintendent of Lyme/Old Lyme Public Schools shall establish a drug free awareness program to inform students about:
  - a. the dangers of drug abuse in school;
  - b. the Lyme/Old Lyme Board of Education's policy of maintaining drug free schools;
  - c. the availability of drug counseling and rehabilitation programs, and;
  - d. the penalties that may be imposed upon students for drug abuse violation occurring in schools.
  
4. **Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.**

### **Legal Reference:**

Connecticut General Statutes.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

Drug Free Schools and Communities Act.

**Policy Adopted:** June 2002.

*Lyme/Old Lyme Board of Education.*

*An optional policy to consider*

## **Personnel – Certified/Non-Certified**

### **Alcohol, Drugs and Tobacco**

### **Drug and Alcohol-Free Workplace**

### **Medical Marijuana Standards**

For the purposes of this policy, pursuant to Connecticut Public Act 12-55, "An Act Concerning the Palliative Use of Marijuana," a *qualified medical marijuana user* means:

- A qualifying patient who is a state resident, eighteen years of age or older, and diagnosed by a physician as having a debilitating medical condition,
- A designated caregiver, eighteen years of age or older, other than the patient's doctor, who agrees to take responsibility for managing the patient's well-being with respect to his/her palliative use of marijuana, or
- A pharmacist licensed by the Department of Consumer Protection (DCP) to dispense marijuana for palliative use,

who has a registration certificate issued by DCP that is valid for the same period as the written certification from the physician, not to exceed one year, related to the medical use of marijuana to treat or alleviate an individual's debilitating condition or symptoms associated with the debilitating medical condition.

Unless required by federal law or the involvement of the loss of a monetary or licensing federal funding, the District may not discriminate against a person in hiring, terminating or imposing any term or condition of employment or otherwise penalize a person solely;

- on the basis of the person's status as a DEP certificated medical marijuana user, or
- for a positive test for marijuana components or metabolites,
  - unless the person used, possessed, or was impaired by marijuana on the premises of employment or during the hours of employment.

The Board of Education understands that P.A. 12-55 does not restrict the District's ability to prohibit the use of intoxicating substances during work hours or to discipline an employee for being under the influence of intoxicating substances during work hours or while on school property or at a school-sponsored activity. A certified medical marijuana user shall not be protected from punishment or other penalties if he/she ingests marijuana at school, on school grounds or at school-sponsored activities.

## **Personnel – Certified/Non-Certified**

### **Alcohol, Drugs and Tobacco**

### **Drug and Alcohol-Free Workplace**

### **Medical Marijuana Standards**

The District shall not refuse to hire a person or may discharge, penalize or threaten an employee solely on the basis of such person's or employee's status as a registered qualifying patient or caretaker.

In addition, per P.A. 12-55, no person is authorized to engage in:

- undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice,
- possessing or engaging in the medical use of marijuana:
  - on a motor bus or school bus;
  - in the work environment;
  - on the school grounds of any preschool, elementary or secondary school;
  - in any public place that is used or held out for use by the public, whether owned or operated for public or private interests; or
  - within the direct line of sight of anyone under eighteen years of age in a way that exposes someone under age eighteen to second-hand marijuana smoke, or both.

The District does not allow the ingestion of marijuana for palliative use in any District school, on school grounds or at school-sponsored activities, on or off school grounds. While performing any duty in the capacity of District employee, an employee may be disciplined, up to and including suspension or termination, for ingesting marijuana in the workplace or working under the influence of marijuana.

A registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

Wherever inconsistencies of interpretation arise, the law and regulation prevail.

When District officials have a reasonable belief an employee may be under the influence, in possession of or distributing marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)  
(cf. 4118.232/4218.232 – Drug-Free Workplace)

**Personnel – Certified/Non-Certified**

**Alcohol, Drugs and Tobacco**

**Drug and Alcohol-Free Workplace**

**Medical Marijuana Standards**

**Legal Reference: Connecticut General Statutes**

**P.A. 12-55 An Act Concerning the Palliative Use of Marijuana**

**19a-342 Smoking prohibited in certain places**

**Drug-Free Workplace Act 102 Stat. 4305-4308**

**Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (1991)**

**21 U.S.C. 812, Controlled Substances Act, I through V, 202.**

**21 C.F.R. 1300.11 through 1300.15 regulation**

**54 Fed. Reg. 4946 (1989)**

**Policy adopted:**

**cps 1/13**

# Current Policy

5420

## Personnel - Certified

### Professional Development for Certified Staff

Professional growth and effectiveness of certified employees are important to the Lyme/Old Lyme Public Schools, and the Lyme/Old Lyme Board of Education supports professional growth opportunities for its entire staff. The Professional Development Committee, established in accordance with Connecticut General Statutes Section 10-220a, shall recommend activities to be offered in fulfillment of the district's obligation to offer professional development opportunities annually. Such recommendations shall be submitted to the Superintendent of Schools for approval.

Staff development experiences, for which Continuing Education Units are awarded, should be guided by:

1. expectations for student performance as reflected in "Connecticut Common Core of Learning" and "Connecticut Framework: K-12 Curriculum Goals and Standards";
2. specific school or district-wide goals;
3. actual student performance, as evidenced by the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in addition to other indices; and
4. what teachers need to know and to be able to do to improve instruction.

Staff development and/or in-service activities should respond to staff needs in an effort to meet the needs of all students of Regional School District 18. As such, professional development planning shall include workshops in:

1. content areas such as language arts (including reading, writing, speaking, listening, viewing, enacting, and editing), math, social science and science;
2. computer and other information technology as applied to student learning and classroom instruction;
3. methodological areas such as student motivation, teaching techniques, and classroom discipline and management;
4. affective areas of interpersonal relations of students and teaching staff, student growth and development, and staff communication, problem solving and decision making.

The in-service program shall fulfill all applicable statutory requirements, especially those delineated in Connecticut General Statutes Section 10-220a.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse socioeconomic, cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administrators, teaching staff, parent advisory groups, and community members as appropriate.

The following professional development activities are required for certified teaching staff in the State

of Connecticut, including but not limited to:

1. the nature and relationship of drugs and alcohol to health and personality development, and procedures for discouraging their use;
2. health and mental health risk reduction education which includes at least prevention of risk-taking behavior by children and the relationship of such behavior to: a) substance abuse; b) pregnancy; c) sexually transmitted diseases, including HIV-infection and AIDS; and d) violence, child abuse, and youth suicide;
3. growth and development of exceptional children, including handicapped and gifted and talented children, children who may require special education, including but not limited to children with attention deficit hyperactivity disorder or learning disabilities, as well as methods for identifying, planning for, and working effectively with special needs children in a regular classroom;
4. school violence prevention and conflict resolution;
5. cardiopulmonary resuscitation and other emergency life saving procedures;
6. computer and other information technology as applied to student learning and classroom instruction, communications and data management;
7. for Middle School and High School teachers, professional development training must include 14 hours of training in the use of computers in the classroom every five years.
8. identification and prevention of bullying and response to bullying.
9. teaching of the language arts, reading and reading readiness and assessment of reading performance including methods of teaching language skills necessary for reading, comprehension skills, phonics and the structure of the English language for teachers in grades kindergarten to three, inclusive. (15 hours every 5 years).
10. requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
11. training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate administrator or supervisory certificate whose duties equal at least 50% of the assigned time. (15 hours every 5 years).

The Superintendent of Lyme/Old Lyme Public Schools, or his/her designee, shall determine the date and time of such activities so as to minimize the impact to teacher/student contact time.

The Superintendent shall designate an employee to manage the district's Continuing Education Unit program. Subject to budgetary limitations and administrative approval, these opportunities may include:

1. released time and leaves of absence for approved travel, study and research;
2. meetings with other teaching personnel from the district, county, state, region and/or nation for the purposes of sharing pedagogical and curricular knowledge;
3. visits to other classrooms and other schools;

4. training classes and workshops offered within the school district which fulfill "Connecticut's Guidelines for the Issuance of CEUs Required for Certification";
5. further training at institutions of higher learning;
6. opportunities for curriculum development;
7. released time for school visitations and attendance at conferences;
8. access to a current library of reference materials for teaching professionals; and
9. the writing of professional journal articles.

Within budget appropriations, the Superintendent of Lyme/Old Lyme Public Schools or his/her designee, shall also have authority to plan in-service programs and workshops for the professional staff, and to grant permission for teachers and administrators to attend conferences and similar professional meetings and to engage in school visitations during school time and at school expense.

Staff members shall be required to share, with building administrators, information and recommendations from such professional development activities for dissemination to other staff members, including ideas from school visitations, professional and cultural reading, new teaching techniques, advanced coursework, conferences, conventions, clinics, seminars, workshops, curriculum changes, new texts, travel and research.

(cf. 5400 Evaluation and Supervision)  
(cf. 5430 Continuing Education Units)

**Legal Reference:**

Connecticut General Statutes.

10-27 Exchange of professional personnel and students.

10-145b Teaching certificates; and subsection 1 on CEUs, (as amended by Public Act 01-173).

10-220a In-service training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

10-226f Coordinator of intergroup relations.

10-226g Intergroup relations training for students.

Public Act 94-221 An Act Concerning School Discipline and Security.

Public Act 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

**Policy Adopted:** December 2011.

## **Personnel - Certified**

### **Personnel Policy #5420 - Professional Development for Certified Staff**

“Staff Development” is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Each certified employees, beginning July 1, 2013, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which preponderance is in a small group or individual group setting. The professional development program shall:

1. Be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. Focus on refining and improving various effective teaching methods that are shared between and among educators;
3. Foster collective responsibility for improved student performance; and
4. Be comprised of professional learning that is aligned with state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers and includes a repository or best practices for teaching methods developed by educators within each school.

Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, shall be guided by activities designed to:

- Improve the integration of reading instruction, literacy and numeracy enhancement and cultural awareness into instructional practice,
- Include strategies to improve English language learner instruction into instructional practice,
- Improve teacher and administrator practice based on general results and findings from teacher evaluations reported by the Superintendent or his/her designee,
- Be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance,
- Be aligned with state student academic achievement standards,
- Foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers’ organizations support the principle of continuing training of teachers and the improvement of instruction.

## **Personnel - Certified**

### **Personnel Policy #5420 - Professional Development for Certified Staff**

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development committee, consisting of certified employees, including their union representatives, and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, the development evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), and (2) on or after July 1, 2012, be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teacher and aren't advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational needs of the student body, including (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and second language acquisition and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision-making. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in C.G.S. 10-220a.

The Board will allow any paraprofessionals or non-certified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

The District, as required, will participate in compliance audits of the professional development program, conducted by the State Department of Education.

The Superintendent is to report annually to the Board of Education on the professional development program and its effect with recommendations for changes as needed.

**Personnel - Certified**

**Personnel Policy #5420 - Professional Development for Certified Staff**

**Professional Development Pertaining to Teacher Evaluation and Support Program**

The Board, prior to implementing the teacher evaluation and support program contained within P.A. 12-116, An Act Concerning Educational Reform, but not later than July 1, 2014, shall provide training for all evaluators and orientation to all certified District employees related to the provisions of such teacher evaluation and support program. Such training shall provide instruction to evaluators in how to conduct proper performance evaluations prior to the use of the new evaluation and support program. Such orientation shall be completed by all certified personnel, below the rank of Superintendent, before the certified employee receives an evaluation under the teacher evaluation and support program.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes  
10-27 Exchange of professional personnel and students.  
10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19 Special Session, Public Act No. 09-1 and PA 10-91 and PA 12-116, An Act Concerning Educational Reform).  
10-153b Selection of teachers’ representatives.  
10-226f Coordinator of intergroup relations  
10-226g Intergroup relations training for teachers  
10-145b Teaching certificates (as amended by PA 01-173).  
10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Educational Report.

**Policy Adopted:**

*Lyme/Old Lyme Board of Education.*

## Approval of One-Year Extension to Chartwells Food Services Management Contract

The Food Services Management Contract was bid for fiscal year 2009 – 2010, with one-year extensions granted for the 2010 – 2011, 2011 – 2012 and 2012 – 2013 fiscal years. Revenues from the school lunch program and catering, resulting either from sales or reimbursements from the Nation School Lunch Program and the State Department of Education, are deposited in the Hot Lunch account. Invoices presented by Chartwells for the costs to run the lunch program are paid from funds available in the Hot Lunch account. To the extent that funds available in the Hot Lunch account do not cover incurred costs, General Fund dollars must be used to pay for program costs. There is \$23,700 budgeted for next year in the General Fund for this purpose

Food service management contracts, by state requirements, can only be for a one-year period, with up to four successive one-year renewals allowed before it is required to re-bid the contract. The renewal contract is offering reimbursement of any subsidy to the program over \$59,818, an increase of \$34,712 to this year's subsidy limit of \$22,084. The stated increase in the subsidy is reflective of this year's actual experience, adjusted for projected increases in sales revenue, food and labor costs. While Chartwells will be meeting with me to discuss some possible changes to the program which may lessen the anticipated losses, the district would be responsible any program losses up to \$59,818.

If you choose not to approve the one-year extension, the Food Services Management Contract will be bid, which we are allowed to do.

| Reg. District #18 - L/OL<br>16271 | FY 2013           |               | Operational Changes in Current Academic Year |                        |                  |                  | After      |                   | Inflation     |             | FY 2014          |                   |               |
|-----------------------------------|-------------------|---------------|--|------------------------|------------------|------------------|------------|-------------------|---------------|-------------|------------------|-------------------|---------------|
|                                   | Year End          | %             | (A)  | Comment                | (B)              | Comment          | (C)        | Changes           | %             | %           | Inflation Impact | Year End          | %             |
| No. of Regular Type "A"           | 55,765            | 60.1%         | 0  |                        | 0                |                  | 0          | 55,765            | 62.1%         | 0.0%        | 0                | 55,765            | 62.1%         |
| No. of Reduced Type "A"           | 1,851             | 2.0%          | 0  |                        | 0                |                  | 0          | 1,851             | 2.1%          | 0.0%        | 0                | 1,851             | 2.1%          |
| No. of Free Type "A"              | 9,348             | 10.1%         | 0  |                        | 0                |                  | 0          | 9,348             | 10.4%         | 0.0%        | 0                | 9,348             | 10.4%         |
| No. of Adult Lunches              | 2,339             | 2.5%          | 0  |                        | 0                |                  | 0          | 2,339             | 2.6%          | 0.0%        | 0                | 2,339             | 2.6%          |
| No. of Student ALC                | 23,443            | 25.3%         | (3,000)                                      | Conversion Reduction   | 0                |                  | 0          | 20,443            | 22.8%         | 0.0%        | 0                | 20,443            | 22.8%         |
| No. of No. of Snacks              | 0                 | 0.0%          | 0  |                        | 0                |                  | 0          | 0                 | 0.0%          | 0.0%        | 0                | 0                 | 0.0%          |
| No. of No. of Breakfasts          | 0                 | 0.0%          | 0  |                        | 0                |                  | 0          | 0                 | 0.0%          | 0.0%        | 0                | 0                 | 0.0%          |
| No. of Other Meals                | 0                 | 0.0%          | 0  |                        | 0                |                  | 0          | 0                 | 0.0%          | 0.0%        | 0                | 0                 | 0.0%          |
| <b>TOTAL MEAL COUNT</b>           | <b>92,745</b>     | <b>100.0%</b> | <b>(3,000)</b>                               |                        | <b>0</b>         |                  | <b>0</b>   | <b>89,745</b>     | <b>100.0%</b> |             | <b>0</b>         | <b>89,745</b>     | <b>100.0%</b> |
| Student Type A                    | \$151,176         | 51.7%         | \$0  |                        | \$0              |                  | \$0        | \$151,176         | 51.7%         | 0.0%        | \$0              | \$151,176         | 51.1%         |
| Breakfast                         | \$0               | 0.0%          | \$0  |                        | \$0              |                  | \$0        | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| Student ALC                       | \$48,953          | 16.7%         | \$0  |                        | \$0              |                  | \$0        | \$48,953          | 16.7%         | 4.0%        | \$1,958          | \$50,911          | 17.2%         |
| Adult Type A                      | \$7,078           | 2.4%          | \$0  |                        | \$0              |                  | \$0        | \$7,078           | 2.4%          | 0.0%        | \$0              | \$7,078           | 2.4%          |
| Other                             | \$13,956          | 4.8%          | \$0  |                        | \$0              |                  | \$0        | \$13,956          | 4.8%          | 0.0%        | \$0              | \$13,956          | 4.7%          |
| Catering                          | \$0               | 0.0%          | \$0  |                        | \$0              |                  | \$0        | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| Breakfast meals                   | \$51,231          | 17.5%         | \$0  |                        | \$0              |                  | \$0        | \$51,231          | 17.5%         | 3.0%        | \$1,537          | \$52,768          | 17.8%         |
| Student Income                    | \$19,377          | 6.6%          | \$0  |                        | \$0              |                  | \$0        | \$19,377          | 6.6%          | 0.0%        | \$0              | \$19,377          | 6.5%          |
| Vending                           | \$785             | 0.3%          | \$0  |                        | \$0              |                  | \$0        | \$785             | 0.3%          | 0.0%        | \$0              | \$785             | 0.3%          |
| Open Line                         |                   | 0.0%          |  |                        |                  |                  |            | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| <b>TOTAL SALES</b>                | <b>\$292,556</b>  | <b>100.0%</b> | <b>\$0</b>                                   |                        | <b>\$0</b>       |                  | <b>\$0</b> | <b>\$292,556</b>  | <b>100.0%</b> |             | <b>\$3,495</b>   | <b>\$296,051</b>  | <b>100.0%</b> |
| Food Cost                         | \$116,029         | 39.7%         | (\$5,000)                                    | Client Cost Adjustment | \$734.20         |                  | \$0        | \$111,763         | 38.2%         | 3.0%        | \$3,353          | \$115,116         | 38.9%         |
| Paper Cost                        | \$8,491           | 2.9%          | \$0  |                        | \$0              |                  | \$0        | \$8,491           | 2.9%          | 3.0%        | \$255            | \$8,745           | 3.0%          |
| Rebates                           | \$23,224          | 7.9%          | \$0  |                        | \$0              |                  | \$0        | \$23,224          | 7.9%          | 3.0%        | \$697            | \$23,921          | 8.1%          |
| <b>NET PRODUCT COST</b>           | <b>\$101,295</b>  | <b>34.6%</b>  | <b>(\$5,000)</b>                             |                        | <b>\$734</b>     |                  | <b>\$0</b> | <b>\$97,029</b>   | <b>33.2%</b>  |             | <b>\$4,304</b>   | <b>\$99,940</b>   | <b>33.8%</b>  |
| Client Payroll                    | \$0               | 0.0%          | \$0  |                        | \$0              |                  | \$0        | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| Client Taxes/Other                | \$0               | 0.0%          | \$0  |                        | \$0              |                  | \$0        | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| Client benefits                   | \$0               | 0.0%          | \$0  |                        | \$0              |                  | \$0        | \$0               | 0.0%          | 0.0%        | \$0              | \$0               | 0.0%          |
| <b>Total Client Payroll</b>       | <b>\$0</b>        | <b>0.0%</b>   | <b>\$0</b>                                   |                        | <b>\$0</b>       |                  | <b>\$0</b> | <b>\$0</b>        | <b>0.0%</b>   | <b>0.0%</b> | <b>\$0</b>       | <b>\$0</b>        | <b>0.0%</b>   |
| Direct Labor                      | \$111,216         | 38.0%         | \$0  |                        | \$0              |                  | \$0        | \$111,216         | 38.0%         | 2.5%        | \$2,780          | \$113,996         | 38.5%         |
| Direct Taxes/Other                | \$26,444          | 9.0%          | \$0  |                        | \$0              |                  | \$0        | \$26,444          | 9.0%          | 3.0%        | \$793            | \$27,238          | 9.2%          |
| Direct benefits                   | \$2,018           | 0.7%          | \$0  |                        | \$0              |                  | \$0        | \$2,018           | 0.7%          | 4.0%        | \$81             | \$2,099           | 0.7%          |
| <b>Total Direct Payroll</b>       | <b>\$139,678</b>  | <b>47.7%</b>  | <b>\$0</b>                                   |                        | <b>\$0</b>       |                  | <b>\$0</b> | <b>\$139,678</b>  | <b>47.7%</b>  | <b>0.0%</b> | <b>\$0</b>       | <b>\$143,332</b>  | <b>48.4%</b>  |
| Supervisor Salary                 | \$58,645          | 20.0%         | (\$2,769)                                    | No Tina/Summer         | (\$5,000)        | Aliza @ 47 Weeks | \$0        | \$50,876          | 17.4%         | 2.5%        | \$1,272          | \$52,148          | 17.6%         |
| Supervisor Taxes/Other            | \$11,599          | 4.0%          | (\$548)                                      |                        | (\$989)          |                  | \$0        | \$10,062          | 3.4%          | 3.0%        | \$302            | \$10,364          | 3.5%          |
| Supervisor benefits               | \$5,376           | 1.8%          | \$0  |                        | \$0              |                  | \$0        | \$5,376           | 1.8%          | 5.0%        | \$269            | \$5,645           | 1.9%          |
| <b>Total Supv/Clerk</b>           | <b>\$75,620</b>   | <b>25.8%</b>  | <b>(\$3,317)</b>                             |                        | <b>(\$5,989)</b> |                  | <b>\$0</b> | <b>\$66,314</b>   | <b>22.7%</b>  | <b>0.0%</b> | <b>\$0</b>       | <b>\$68,157</b>   | <b>23.0%</b>  |
| <b>TOTAL PERSONNEL COST</b>       | <b>\$215,298</b>  | <b>73.6%</b>  | <b>(\$3,317)</b>                             |                        | <b>(\$5,989)</b> |                  | <b>\$0</b> | <b>\$205,992</b>  | <b>70.4%</b>  |             | <b>\$5,497</b>   | <b>\$211,489</b>  | <b>71.4%</b>  |
| <b>TOTAL SEMI-VAR</b>             | <b>\$17,977</b>   | <b>6.1%</b>   | <b>\$0</b>                                   |                        | <b>\$0</b>       |                  | <b>\$0</b> | <b>\$17,977</b>   | <b>6.1%</b>   | <b>0.0%</b> | <b>\$0</b>       | <b>\$17,977</b>   | <b>6.1%</b>   |
| Administrative Fee                | \$23,001          | 7.9%          | \$0  |                        | \$0              |                  | \$0        | \$22,706          | 7.8%          | 0.0%        | \$0              | \$22,706          | 7.7%          |
| Management Fee                    | \$3,802           | 1.3%          | \$0  |                        | \$0              |                  | \$0        | \$3,757           | 1.3%          | 0.0%        | \$0              | \$3,757           | 1.3%          |
| <b>TOTAL FEES</b>                 | <b>\$26,803</b>   | <b>9.2%</b>   | <b>\$0</b>                                   |                        | <b>\$0</b>       |                  | <b>\$0</b> | <b>\$26,803</b>   | <b>9.2%</b>   |             | <b>\$0</b>       | <b>\$26,462</b>   | <b>8.9%</b>   |
| <b>NET PROFIT/(LOSS)</b>          | <b>(\$68,817)</b> | <b>-23.5%</b> | <b>\$8,317</b>                               |                        | <b>\$5,255</b>   |                  | <b>\$0</b> | <b>(\$55,245)</b> | <b>-18.9%</b> |             | <b>(\$6,306)</b> | <b>(\$59,818)</b> | <b>-20.2%</b> |

## **AMENDMENT NUMBER FIVE**

THIS AMENDMENT NUMBER FIVE, dated February 28, 2013, is between the **Regional School District No. 18 ("SFA") and Compass Group USA, Inc. by and through its Chartwells Division ("FSMC")**.

WHEREAS, the SFA and FSMC are parties to a certain agreement, dated July 1, 2009, as amended by:

- Amendment Number One dated July 25, 2010
- Amendment Number "Two-A" dated May 25, 2011
- Amendment Number "Two-B" dated October 28, 2011
- Amendment Number Four dated July 15, 2012

(collectively, the "Agreement"), whereby FSMC manages the SFA's food service operation and facilities; and

WHEREAS, the parties now desire to amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Amendment of Article I, Section 1.3. This section is amended to delete the section in its entirety and replace it with the following:

"The parties agree to exercise their right to renew the Agreement beginning July 1, 2013 and ending June 30, 2014 unless terminated by either party as provided in the Agreement. The Agreement is subject to one additional one-year renewal upon the consent of both parties."

2. Amendment of Article VI, Section 6.1, Subsection C. This section is amended to delete the section in its entirety and replace it with the following:

"The FSMC's Management Fee shall be adjusted on the first day of the renewal term at a rate equal to the increase in the Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted - CIU2010000000004 ("ECI") over the prior year for the ten (10) months of the 2013-2014 school year, September through June.

Amendment of Article VI, Section 6.1, Subsection D. This section is amended to delete the first sentence and replace it with the following:

"The FSMC's Administrative Fee shall be adjusted on the first day of the renewal term at a rate equal to the increase in the Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted - CIU2010000000004 ("ECI") over the prior year for the ten (10) months of the 2013-2014 school year, September through June.

Amendment of Article VI, Section 6.1, Subsection E This section is amended to delete the first sentence and replace it with the following:

"The 2013-2014 conversion rate used to calculate equivalent meals from Adult meals, A la carte meals, Special Income and Other sales (other than from sales of National School Lunch Program and School Breakfast Program meals) is determined by the projected 2013-2014 Free Reimbursement Rate of \$2.93 plus the projected 2013-2014 Value of Commodities of \$.2257. This totals \$3.16; final conversion rate will be determined with the release of the Federal information in July 2013.

3. Per Section 6.3 of the Agreement, FSMC projects the bottom line on the operating statement for the 2013-2014 academic year will be a loss of Fifty-Nine Thousand Eight Hundred (\$59,818) Dollars. If the annual operating subsidy is greater than (\$59,818), both parties shall meet to mutually negotiate the financial impact on the food service program.

The guarantee amount is based on the following assumptions remaining in effect for the entire school year:

- (i) Reimbursement rates for The National School Lunch and Breakfast program meals will not be less than the rates in effect for the prior school year;
- (ii) The value of government donated commodities and/or cash in lieu thereof will not be less than \$17,352 as the stated planned assistance level;
- (iii) The number of full service lunch days during the school year will not be less than 180;
- (iv) The number of serving periods, locations, serving times and types of service will not change materially;
- (v) Student enrollment for the term of the contract period will not be significantly less than the 2012-13 academic school year;
- (vi) The selling prices of menu pattern meals will be \$2.50 in the Elementary schools and \$3.00 in the secondary schools.
- (vii) A la carte selections will be not less than prior year
- (viii) Service will not be interrupted as a result of fire, work stoppage, strike or school closing;
- (ix) Revisions to the District's Wellness Policy, including CT Healthy Food Certification, will not reduce participation or increase costs.
- (x) FSMC shall not be responsible for lost revenue related to charged meals allowed by the SFA. Per USDA Regulations charged sales may not be funded through the School Lunch Revolving account.

In the event the foregoing conditions are not met during the school year, FSMC's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

4. This Amendment is effective July 1, 2013. All other terms and conditions contained in the original Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

Hebron Public Schools

Compass Group USA, Inc., by and through its Chartwells Division

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Keith T. Cullinan

Title: \_\_\_\_\_

Title: President – Schools

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***Facilities Truck Lease Purchase Approval***  
**Lyme – Old Lyme Public Schools**  
**March 1, 2013**

**Action:** Award Saybrook Ford the Lease/Purchase agreement for the Facilities Truck including plow and sander for three annual payments of \$19,939.40

**Background:** As part of the annual facilities equipment purchase program the school district has publically advertised for a replacement truck. The current truck was purchased in 2003. The replacement truck is a Ford F450 equipped with a snow plow, sander and removable lift gate. The plan is to continue to operate the 2003 truck along with the new truck which will facilitate grounds work, summer projects, support use by both the crew team and techno ticks for remote events and reduce maintenance staff use of their personal vehicles for district business.

During the period which we operate two trucks we will evaluate whether operating two trucks is a more effective facilities operational model.

This truck is within budget and is being financed using a municipal vehicle lease agreement. These agreements are based on an APR of 5% and a \$1.00 purchase price at the end of the three year term.

| <b><u>Bids Received</u></b> | <b><u>Annual/Lease Payment</u></b> |
|-----------------------------|------------------------------------|
| <b>Crest Ford</b>           | <b>\$21,852.00</b>                 |
| <b>Saybrook Ford</b>        | <b>\$19,939.40</b>                 |
| <b>Whaling City Ford</b>    | <b>\$19,999.00</b>                 |

## ***Mile Creek Roof Replacement Project***

### **Lyme – Old Lyme Public Schools**

**March 1, 2013**

**Action:** The Board of Education approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- a. The project has been accepted by the architect and construction manager as completed,
- b. All change orders for this project have been approved by the State Department of Education,
- c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100%,
- d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account,
- e. The total sum noted in this application was expended for the school building project herein described,
- f. Application is hereby made under provision of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and
- g. All the statements contained in the application are true and correct to the best of my knowledge.

**Background:** The Mile Creek roof replacement was successfully completed during the summer of 2011. The project budget was established at \$1,420,840. The completed project cost is \$1,017,754 excluding reimbursement.

# O & G Industries, Inc.

# PROPOSED CHANGE ORDER No. 00334

112 Wall Street  
Torrington, CT 06790

**TITLE:** Roof Walk Pads

**DATE:** 3/5/2012

**PROJECT:** Lyme/Old Lyme H.S. Additions & Renov

**JOB:** 0288

**TO:** Attn: John Rhodes  
Lyme-Old Lyme  
53 Lyme Street  
Old Lyme, CT 06371  
Phone: 860-434-8182 Fax: 860-434-4412

**CONTRACT NO:** 288-325

**RE:** RFP

**To:**

**From:**

**Number:** 00020

**DESCRIPTION OF PROPOSAL**

CI 288034  
CM 034

**SCOPE - ELIGIBLE**

This change order will be funded by the owner contingency. A change order will be issued with a no contract time change for contractor execution.

Per the request of the owner add roof walk pads the areas of concern. Refer to the Revised Overall Roof Plan, A-103, roof pad layout drawing issued on 2-14-13, attached.

Furnish and install the Sarnafil walk off pads in accordance with the revised layout plan and per the revised proposal dated 2-1-13 issued by Allied Restoration and revised by O&G on 2-18-13.

| Item  | Description | Stock | Quantity | Unit | Unit Price  | Tax Rate | Tax Amount | Net Amount  |
|-------|-------------|-------|----------|------|-------------|----------|------------|-------------|
| 00001 | Roofing     |       | 1.000    |      | \$24,738.00 | 0.00%    | \$0.00     | \$24,738.00 |

**Unit Cost:** \$24,738.00

**Unit Tax:** \$0.00

**Total:** \$24,738.00

**APPROVAL:**

**By:** \_\_\_\_\_  
John Rhodes

**By:**   
Rob Martinotti

**Date:** \_\_\_\_\_

**Date:** 2/8/13

# Allied Restoration Corporation

93 5 7 21 12  
 93 18 4 6 16  
 9 3 3 16 12  
 1 5 7 16 10  
 1 8 35 18  
 2 41 6 67  
 2

1088LF

t: 860.291.8833 ■ f: 860.291.0770

P.O. Box 280835 ■ 162 Governor Street ■ East Hartford, CT 06128-0835

February 1, 2013

O & G Industries  
 112 Wall Street  
 Torrington, CT 06790

Attn: Rob Martinotti

Re: Lyme/Old Lyme High School

Subj.: Walkway System

Dear Rob:

MINUS 8 21 56  
 41 6 23  
 5 16 12  
 5 8 24  
 8 12 12  
 8

APP. 12 56  
 12 23  
 12 16  
 24 16  
 12 16  
 8

We propose to furnish all labor, material and equipment necessary to provide a roof walkway system per Drawing A103 overall roof plan dated 11/24/10 for the sum of \$23,109.00. This revised price includes material price increase and additional labor to wash weathered membrane surfaces prior to heat welding, breakdown as follows:

Material

Sarnatred walkway Roll 29 rolls @ \$345.60 = \$10,022.40  
 Sarnasolve Weathered Membrane Cleaner 15 gal. \$28.10 = \$ 421.50  
 Material Total \$10,443.90

Labor

Labor to Clean/Install Walkway (Foreman) 72 man hours @ \$83.37 = \$ 6,002.64  
 Labor to Clean/Install Walkway (Journeyman) 72 man hours @ \$74.86 = \$ 5,389.92  
 Labor Total \$11,392.56

Material \$10,443.90  
 Labor \$11,392.56  
 10% on Mat. \$ 1,044.39  
 P&P Bond \$ ~~23,109.00~~  
 Total \$23,109.00

2 DAYS CLEAN 16  
 22,881.

144  
 1088  
 - 240  
 + 350  
 1178

Should you have any questions regarding the above, please do not hesitate to contact our office at your earliest convenience.

Sincerely,  
 Allied Restoration Corporation

*Thomas*  
 Thomas Rodrigue  
 Project Estimator

1178 @ 21 = \$24,738.00

1088LF  
 21.00 / PF  
 21.00 / PF

ADDITIONS AND RENOVATIONS  
 LYME-OLD LYME HIGH SCHOOL  
 69 LYME STREET  
 OLD LYME, CONNECTICUT

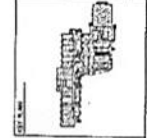


DATE: 03/09/03  
 DRAWN BY: MCK  
 PROJECT NO.: 03-0003

OVERALL  
 ROOF PLAN

DATE: 03/09/03  
 DRAWN BY: MCK  
 PROJECT NO.: 03-0003

NO. A-103

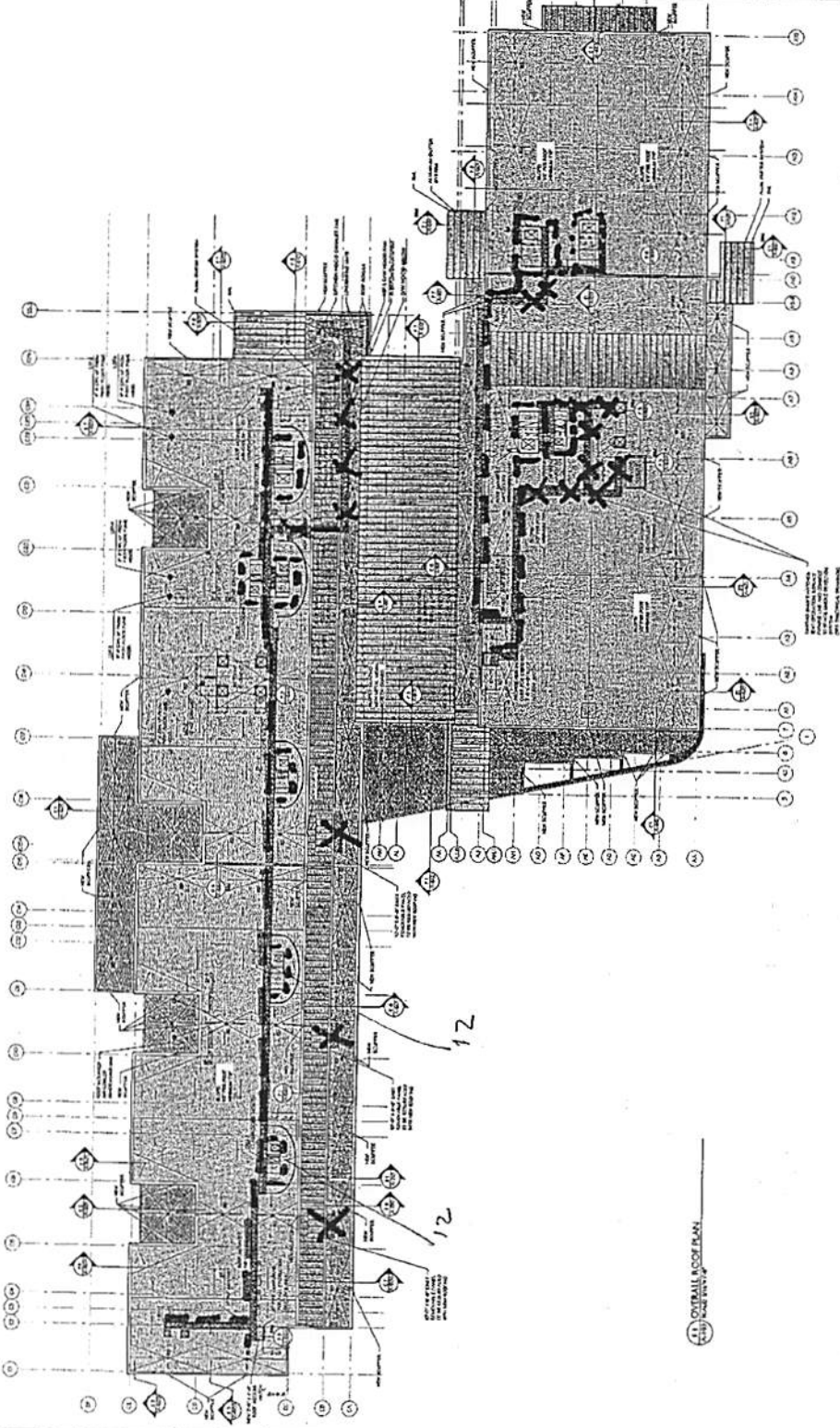


2/14/13

| SYMBOL                                 | DESCRIPTION                            |
|--|--|
| (Symbol: Circle with diagonal line)    | EXISTING ROOF                          |
| (Symbol: Circle with horizontal lines) | NEW ROOF                               |
| (Symbol: Circle with vertical lines)   | ROOF TO BE DEMOLISHED                  |
| (Symbol: Circle with cross-hatch)      | ROOF TO BE REPAIRED                    |
| (Symbol: Circle with dots)             | ROOF TO BE REPLACED WITH INSULATION    |
| (Symbol: Circle with wavy lines)       | ROOF TO BE REPLACED WITH GREEN ROOFING |

**GENERAL NOTES**

1. ALL ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
2. ALL ROOFING SHALL BE INSTALLED OVER A SUFFICIENTLY STURDY AND LEVEL SUBSTRATE.
3. ALL ROOFING SHALL BE INSTALLED OVER A SUFFICIENTLY STURDY AND LEVEL SUBSTRATE.
4. ALL ROOFING SHALL BE INSTALLED OVER A SUFFICIENTLY STURDY AND LEVEL SUBSTRATE.
5. ALL ROOFING SHALL BE INSTALLED OVER A SUFFICIENTLY STURDY AND LEVEL SUBSTRATE.



OVERALL ROOF PLAN

January 16, 2013

Mr. John Rhodes  
Director of Facilities and Technology  
Regional School District No. 18  
53 Lyme Street  
Old Lyme, CT 06371

Re: Feasibility Study  
Center School Conversion to PK and Central Office  
Regional School District No. 18  
49 Lyme Street  
Old Lyme, CT

Dear Mr. Rhodes:

On the basis of our recent meeting and initial discussion of the proposed space reconfiguration / conversion of Center School, I am pleased to offer the following four (4) phased proposal for Architectural / Engineering consulting services for the above referenced project. I understand our scope of services to consist of development of a schematic design, code review, AC assessment and cost estimating for interior reconfiguration and conversion of the existing Center School 3-5 program to PK and Central Office space.

**Phase 1 - Programming & Schematic Design**

Working closely in conjunction with the School District staff involved with this project, we will develop an overall program for the space reconfiguration. At the start of services, architectural features will be assessed by my office to establish existing physical conditions. Upon finalization of a program, we will transform this written description into a graphic presentation. Architectural features will be delineated showing functional relationships between spaces. Drawings developed for this phase will consist of floor plans with furniture / equipment layouts, emphasizing function and space planning. Revised and / or alternate design solutions will be examined to satisfy program needs.

**Phase 2 - AC Assessment**

The Air Conditioning Assessment phase will involve the review of the building’s existing air handling system in an attempt to develop preliminary design and recommendations for the provision of additional AC in some of the presently unconditioned spaces. At the conclusion of this phase we will provide a written narrative outlining system requirements with sufficient information for budgeting purposes.

**Phase 3 - Code Compliance**

The Code Compliance phase will involve the review of Building Code ramifications as they relate to changing from educational use group to a mixed educational / business use group. Handicap accessibility, fire separations, egress requirements will be reviewed to confirm compliance with Building Code regulations. A Code Plan will be developed outlining maximum occupancy levels, egress, separations, rating and handicap requirements.

**Phase 4 - Cost Estimating**

The budget cost estimating portion of this project will entail establishing construction costs based on our final schematic design solution. Following the initial cost estimate and review, we will tailor the project adjusting the estimate and design to meet your budgetary constraints. In addition to construction costs, we will also estimate soft costs, i.e., contingency, professional fees, printing, FF&E, etc. At the end of this phase we will have arrived at a schematic design solution satisfying space and functional requirements, along with an overall project budget.

Our fee for the above services will be lump sum broken down as follows:

|  |                    |
|--|--------------------|
| Phase 1 - Programming & Schematic Design | \$ 4,800.00        |
| Phase 2 - AC Assessment                  | \$ 1,700.00        |
| Phase 3 - Code Compliance                | \$ 1,500.00        |
| Phase 4 - Cost Estimating                | <u>\$ 2,200.00</u> |
| <b>Total Fee</b>                         | <b>\$10,200.00</b> |

Included in the above Total Fee are the services of the following Consultant:

Mechanical Engineering Services  
Consulting Engineering Services, Inc.  
811 Middle Street  
Middletown, CT 06457

Cost Estimating Services  
KV Associates, Inc.  
303 Congress Street  
Boston, MA 02210

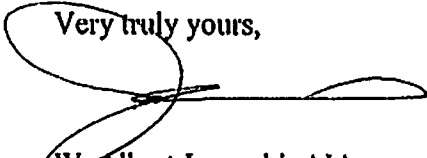
Work not included in this proposal are the services of an Industrial Hygienist if hazardous materials are found and costs associated with testing of materials. Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Total Fee.

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

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Jacunski Humes Architects, LLC        | see attached Schedule of Hourly Rates |
| Consulting Engineering Services, Inc. | see attached Hourly Rate Schedule     |
| KV Associates, Inc.                   | see attached Hourly Billing Rates     |

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

Very truly yours,



W. Albert Jacunski, AIA  
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates  
Consulting Engineering Services, Inc., Hourly Rate Schedule  
KV Associates, Inc., Hourly Billing Rates

PRO.REGION18 02

**Schedule of Hourly Rates**

**January 2013**

**Jacunski Humes Architects, LLC**

**Principal Architect**

|                         |               |
|-------------------------|---------------|
| W. Albert Jacunski, AIA | \$140.00/hour |
| Brian W. Humes, AIA     | \$140.00/hour |

**Project Architect**

|                      |               |
|----------------------|---------------|
| Kevin W. Lipe, AIA   | \$115.00/hour |
| Mark Allen, AIA      | \$115.00/hour |
| Jay T. Willerup, AIA | \$115.00/hour |

**Job Captain**

|                    |              |
|--------------------|--------------|
| Jared J. Magoon    | \$90.00/hour |
| Michael J. Rinaldi | \$90.00/hour |
| Rui A. DeSousa     | \$90.00/hour |

**Draftsperson**

|                    |              |
|--------------------|--------------|
| Michelle E. Lanney | \$70.00/hour |
|--------------------|--------------|

**Clerical**

|                |              |
|----------------|--------------|
| Gail C. Evarts | \$50.00/hour |
|----------------|--------------|

**Reimbursable Expenses (if applicable)**

|                       |             |
|-----------------------|-------------|
| Mileage               | \$0.57/mile |
| Consultant Services   | cost + 15%  |
| Reimbursable Expenses | cost + 10%  |

WAJ,JHHOURLYRATE13



## Hourly Rate Schedule

| <u>Description of Position</u> | <u>Hourly Rates For Services Rendered</u> |
|--------------------------------|---|
| Principal-In-Charge            | \$190/hr                                  |
| Associate                      | \$160/hr                                  |
| Project Manager                | \$150/hr                                  |
| Senior Engineer                | \$135/hr                                  |
| Engineer                       | \$110/hr                                  |
| Senior Engineering Designer    | \$95/hr                                   |
| Engineering Designer           | \$85/hr                                   |
| Draftsperson                   | \$80/hr                                   |
| Clerical/Secretarial           | \$60/hr                                   |



KVAssociates Inc. Building Industry Consultants

303 Congress Street January 10, 2013

Boston, MA 02210  
T 617.695.0856  
F 617.426.1215  
Mr. Al Jacunski  
Jacunski Humes Architects  
15 Massirio Drive, Suite 101  
Berlin, CT 06037-2352

kvaloston.com

Dear Al:

In accordance with your request for cost estimating work requested by Jacunski Humes, KVAssociates hourly billing rates for 2013 are as follows:

|                     |       |
|---------------------|-------|
| Principal Estimator | \$240 |
| Project Manager     | \$195 |

Thank you.

Sincerely,

Frank Vanzler  
Executive Vice President





# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Building Committee Meeting**

Location: High School Media Center

Date: January 29, 2013

*Committee Members Present:* Russell Gomes, Chairman; James Witkins, Vice-Chairman; Peter Cable; Jeffrey Flower; James McFarland; Dennis Melluzzo (arriving at 7:11pm) Timothy O'Neill; Alan Todd

*Absent:* Nina Peck; Bernard Szreders

*Administration Present:* Ian Neviaser, Superintendent of Schools; John Rhodes, Director of Facilities & Technology

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

Chairman Gomes noted the need to add two items to the agenda under New Business:

- To approve a purchase for theater lighting from SuperTech
- To Recommend that the BOE purchase the Cisco video equipment replacement from HB Communications

Committee members agreed unanimously.

### I. Call to Order:

The meeting was called to order by Chairman Gomes at 7:00 p.m.

### II. New Business:

#### 1. Approve NCA Invoice:

Upon motion by Mr. Witkins, second by Mr. O'Neill, the Building Committee approved NCA's Invoice #49 dated 2/1/13 in the amount of \$19,807.00 and to be paid no sooner than February 1, 2013.

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

Upon motion by Mr. Todd, second by Mr. Cable, the Building Committee approved O&G invoice dated 1/21/13 application for payment #29 for C.M. project #0288 (period to date: 12/31/12), in the amount of \$431,099.51. The motion passed unanimously.

53 Lyme Street, Old Lyme, Connecticut 06371

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3. Approve Pending Change Orders:

There were no outstanding change orders to be approved.

Mr. Rhodes distributed the High School Project Discretionary Scope List which is attached to these minutes for informational purposes only; he explained that this list was requested by Committee members [at a previous meeting]. (Mr. Melluzzo arrived at this point in the meeting) Committee members discussed these items in detail and agreed to approve the items on the list with the following items to be discretionary:

- North parking lot repaving/reclaim
- North parking lot drives overlay
- Direct additional building loads to emergency generator
- Auditorium state lighting fixtures

4. Approve Triton Proposal for Groundwater Monitoring:

Committee members discussed the proposal for groundwater monitoring and questioned the need for quarterly testing; Mr. Rhodes agreed to reinvestigate and report back to Committee members.

5. Recommend that the BOE approve HB Communication Proposal for Cisco Video Replacement:

Committee members reviewed and discussed the need to replace the video equipment server. Mr. Rhodes explained that Cisco [through HB Communications] has been very helpful with trying to resolve the current equipment failures.

Up motion by Mr. Melluzzo, second by Mr. O'Neill, the Building Committee recommends that the Board of Education approve the purchase of Cisco video equipment in the amount of \$25,887 from HB Communications. The motion passed unanimously.

6. Approve Supertech Proposal for Theater Lighting Upgrade:

Mr. Rhodes distributed the quotation from Supertech which is attached to these minutes for informational purposes only. Committee members discussed this issue in great detail. Mr. Rhodes agreed to have Supertech revise their quotation based on Committee requests.

III. Old Business:

1. Update the following:

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

Mr. Martinotti stated that construction is on schedule and discussed upcoming areas that will be considered complete.

b. Correspondence:

There was no correspondence to report:

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

**1. December 17, 2012**

**Mr. O'Neill made a motion, second by Mr. Gomes to formally accept the December 17, 2012 Building Committee minutes. The motion passed unanimously of Mr. Melluzzo, Mr. McFarland and Mr. Flower who abstained as they were not present at this meeting.**

**2. January 7, 2013**

**Mr. Witkins made a motion, second by Mr. Cable to formally accept the January 7, 2013 Building Committee minutes. The motion passed unanimously with the exception of Mr. Melluzzo who abstained as he was not present at this meeting.**

**V. Adjournment:**

**Chairman Gomes adjourned the meeting at 10:00 p.m.**



# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Special Building Committee**

Location: Central Office Conference Room

Date: February 4, 2013

*Committee Members Present:* Russell Gomes, Chairman; James Witkins, Vice-Chairman; Peter Cable; Jeffrey Flower; James McFarland; Alan Todd

*Absent:* Dennis Melluzzo; Timothy O'Neill; Nina Peck; Bernard Szreders;

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

*Others Present:*

#### I. Call to Order:

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

#### II. New Business:

##### 1. Approve Triton Proposal:

Upon motion by Mr. Witkins, second by Mr. Flowers, the Building Committee agreed to contract Triton Environmental for yearly groundwater monitoring in the amount of \$15,500. The motion passed unanimously.

##### 2. Approve Supertech Proposal:

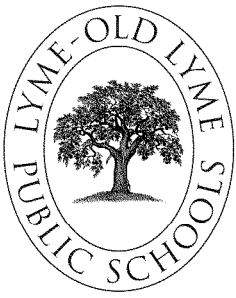
Upon motion by Mr. Cable, second by Mr. McFarland, the Building Committee recommends that the Board of Education purchase the theater lighting upgrade from Supertech in the amount of \$51,745.84. The motion passed unanimously.

#### III. Adjournment:

Chairman Gomes adjourned the meeting at 5:30 p.m.

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# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Building Committee Meeting**

Location: High School Media Center

Date: February 25, 2013

*Committee Members Present:* Russell Gomes, Chairman; James Witkins, Vice-Chairman; Peter Cable; Jeffrey Flower; Nina Peck; Dennis Melluzzo; Bernard Szreders; Alan Todd

*Absent:* James McFarland; Timothy O'Neill

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

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

Chairman Gomes thanked the Change Order working group for all of their time and hard work. Chairman Gomes noted that he spoke with former Board of Education member Alice Burbank who praised the Building Committee members for their dedication to the project.

#### I. Call to Order:

The meeting was called to order by Chairman Gomes at 7:02 p.m.

#### II. New Business:

##### 1. Approve NCA Invoice:

Upon motion by Mr. Szreders, second by Ms. Peck, the Building Committee approved NCA's Invoice #50 dated 3/1/13 in the amount of \$19,807.00 and to be paid no sooner than March 1, 2013. The motion passed unanimously.

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

Upon motion by Mr. Cable, second by Mr. Melluzzo, the Building Committee approved O&G invoice dated February 13, 2013 application for payment #30 for C.M. project #0288 (period to date: 01/31/12), in the amount of \$558,217.93. The motion passed unanimously.

##### 3. Approve Pending Change Orders:

Mr. Rhodes distributed the High School Project Discretionary Scope List which is attached to these minutes for informational purposes only. He asked the Committee [since all of the items on this list have been discussed] if they wanted to approve individually or as a group; the

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Committee opted to review and approve individually.

PCO777:

Upon motion by Ms. Peck, second by Mr. Flower, the Building Committee approved PCO00777 for the additional scope to remove the railings then remove the existing double bullnose block approx. 60 LF, after demolition add a course of CMU bullnose 6" high at the upper seating area in the auditorium in the amount of \$14,200.00. The motion passed unanimously.

PCO0334:

Upon motion by Mr. Witkins, second by Mr. Cable, the Building Committee recommends that the Board of Education approve PCO00334 for the installation of roof walk off pads in the amount of \$24,738. The motion passed unanimously.

Unitech:

Upon motion by Mr. Szreders, second by Mr. Todd, the Building Committee approved the Unitech proposal in the amount of \$17,275.06 for the auditorium cabling. The motion passed unanimously.

CHA:

The Committee agreed to table the discussion for professional engineering services for the parking lot rehabilitation and utilize a local company.

Northeast Scoreboards:

Upon motion by Mr. Melluzzo, second by Mr. Szreders, the Building Committee approved estimate # 542 from Northeast Scoreboards in the amount of \$14,873.00. Mr. Gomes, Mr. Witkins, Mr. Cable, Ms. Peck, Mr. Melluzzo, Mr. Szreders & Mr. Todd voted in favor of the motion. Mr. Flower opposed.

Motion carried.

PCO779:

This change order is for the additional scope to enclose the exposed fire wrapped structural steel beams in the Fitness Room with drywall. The Committee agreed to table this motion

PCO780:

Mr. Witkins made a motion, second by Mr. Flower, for the Building Committee to approve PCO00780 to furnish and install the additional acoustical panels in the Band and Choral rooms in the amount of \$9,360.00. The motion passed unanimously.

PCO778:

Mr. Cable made a motion, second by Mr. Melluzzo, for the Building Committee to approve PCO00778 for the labor and material to install a translucent cloud in the center of the Electronic Music room under the skylights in the amount of \$7,140.00. The motion passed

unanimously.

RZ Design:

Mr. Szreders made a motion, second by Mr. Cable, for the Building Committee to approve the RZ Design Associates proposal dated February 22, 2013 for engineering services for the redesign of electrical circuits in the amount of \$8,500.00. The motion passed unanimously.

PCO773:

Committee members discussed the process and determined that Ms. Peck will have final approval.

Upon motion by Ms. Peck, second by Mr. Melluzzo, the Building Committee approved PCO00773 for the labor and material to blend the existing interior and exterior non-matching brick in the amount of \$13,597.00. The motion passed unanimously.

Committee members agreed on the following members to work on the generator loading working group and asphalt working group: Alan Todd, Bernie Szreders and Jeff Flower. The Committee volunteered Tim O'Neill, who was absent from this meeting.

III. Old Business:

1. Update the following:

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

Mr. Martinotti stated that construction is on schedule and discussed upcoming areas that will be considered complete. He also updated Committee members on the status of the Commissioning agent; Mr. Rhodes agreed to update the Committee on Wednesday.

b. Punch List Review:

Committee members to work on punch list items:

| <u>Interior</u> | <u>Exterior</u> |
|-----------------|-----------------|
| Peter Cable     | Peter Cable     |
| Alan Todd       | Alan Todd       |
| Nina Peck       | Jeff Flower     |
| Bernie Szreders |                 |

c. Correspondence:

There was no correspondence to report:

IV. Approval of Building Committee Minutes:

1. January 29, 2013

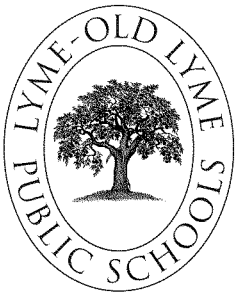
Mr. Szreders made a motion, second by Mr. Witkins to formally accept the January 29, 2013 Building Committee minutes. The motion passed unanimously with the exception of Ms. Peck and Mr. Szreders who abstained as they were not present at this meeting.

2. February 4, 2013

Mr. Cable made a motion, second by Mr. Flower to formally accept the February 4, 2013 Building Committee minutes. The motion passed unanimously with the exception of Mr. Melluzzo, Ms. Peck and Mr. Szreders who abstained as they were not present at this meeting.

V. Adjournment:

Chairman Gomes adjourned the meeting at 9:05 p.m.



# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Communications Committee Meeting**

February 28, 2013

*Committee Members Present:* Michelle Roche, Chair; Ian Neviasser, Superintendent of Schools; Olwen Logan

The meeting was called to order at 11:30 a.m. by Communications Chair Mimi Roche. The purpose of the meeting was to discuss the budget edition of *FOCUS on Education* newsletter.

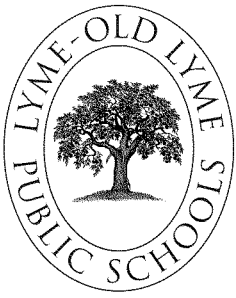
The committee reviewed the last three years' budget issues of FOCUS and decided to remain consistent with previous editions but cut down on verbiage and include more photos. Mr. Neviasser will write a section dedicated to where dollars are being spent, e.g., teachers' salaries/benefits, technology.

The newsletter will provide a budget summary chart detailing primary features of the budget and the impact of debt service being included in a regional school district's numbers. A section will address the impact of declining enrollment. Important dates will be highlighted in a chart, and it was decided to consistently include a list of Communications Committee members in every newsletter. Mrs. Roche will thank committee members in the opening remarks to the community for their contributions to the widely praised special edition of FOCUS that went out in February dedicated to the high school renovation project.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Michelle Roche, Chair



# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Enrollment & Equity Committee Meeting**

February 28, 2013

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

The meeting was called to order at 9:00 a.m. by Chair Allison Hine. The committee reviewed and discussed the following agenda items:

- (1) Review of the updated boundary map. Some small suggestions were made to make the map clearer; the wording to describe the map will be reviewed and updated to accompany the map.
- (2) Review of population of students on Boston Post Road from Halls Road to East Lyme border. There are no students impacted by altering the boundary line to Halls Road.
- (3) Review of current second grade list to determine how many students will be shifted to Lyme from Mile Creek in order to assess the numbers of sections needed at each school. Attendance assignment letters will be sent out in early March to the families of second graders who will be moving from Mile Creek to Lyme School next school year. This will allow ample time for parents to make any necessary arrangements. The number of students who will be shifted to Lyme School creates very balanced class sizes between the two schools for next year's third grade classes.
- (4) Review of assumptions about possible increase in population due to changes in the beach communities. Mr. Neviasher has met with Bonnie Reemsnyder, Old Lyme First Selectwoman, and with local real estate agents. There is a possibility of this impacting our student population, but the experts believe this will take place over a longer period of time. Mr. Neviasher will continue to monitor new building permits and other indicators through the town.
- (5) Review of maps of Lyme and Mile Creek classrooms to understand proposed and current use of the classroom space. Administration will work to allocate space based on instructional and programmatic priorities.
- (6) The Committee reviewed discrepancies in birth rates between Prowda and NESDEC reports. The most conservative (highest) numbers were used when designing the redistricting plan. Prowda and NESDEC use slightly different data to form their projections. Committee will continue to look at these reports to form decisions.

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The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Allison Hine, Chair



# LYME - OLD LYME PUBLIC SCHOOLS

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## MEETING MINUTES

### **Regular Facilities Committee Meeting**

Location: Center School Media Center

Date: February 21, 2013

*Committee Members Present:* Steven Cinami, Chairman; Paul Fuchs, Vice-Chairman; Rick Caulkins; Jack Hine; Kathleen Lockwood; Philip Neaton; Tom Sherer; Stephen Spooner

*Absent:* David Kelsey

*Administration Present:* Ian Neviasser, Superintendent of Schools; John Rhodes, Director of Facilities & Technology; Glenn Fergione, Assistant Director of Facilities; Ellen Tyler, Principal of Center School

*Others Present:*

#### I. Call to Order:

The meeting was called to order by Chairman Cinami at 5:30 p.m.

#### II. Approval of Facilities Committee Minutes:

##### 1. Regular Meeting of January 10, 2013

Upon motion by Mr. Neaton, second by Mr. Caulkins, the Facilities Committee approved the minutes from the Regular Meeting of January 10, 2013 as presented. The motion passed unanimously noting Mr. Hine, Ms. Lockwood and Mr. Spooner abstained as they were not present at the January 10<sup>th</sup> meeting.

#### III. Brief Committee on Condition of Center School Facility:

Ms. Tyler spoke favorably of the Tools for Schools program and the procedures and responses. Ms. Lockwood inquired for clarification regarding paperwork for reporting air issues; Ms. Tyler explained that this process is streamlined. Ms. Tyler spoke of the necessary coordination [with Mile Creek] for redistricting. Ms. Tyler stated that she happy that the wireless service has improved.

Mr. Rhodes explained that the brick is spalling and thus causing the paint to blister; the Committee discussed what will be necessary to rectify the situation.

Mr. Rhodes explained that the portables will be empty next year and would like to use for storage.

The Committee discussed lighting upgrades; Committee members discussed this issue in

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length. Mr. Sherer asked to see a lift cycle cost and Vice Chairman Fuchs asked if a sample could be provided; Mr. Rhodes agreed to both requests.

Chairman Cinami asked Mr. Rhodes to confirm [prior to a decision] that the technology would be considered progressive.

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

Mr. Rhodes updated the Committee on the progress of the door locks, video system and the Lyme Consolidated generator.

#### V. Review Draft 5-Year Project Plan:

Chairman Cinami mentioned that this issue has already been discussed at the January meeting.

#### VI. Mile Creek Windows Bid Selection:

Mr. Rhodes distributed the Mile Creek Window Project Bid Results worksheet which is attached to these minutes for informational purposes only. Accurate Door & Window, LLC has been investigated by Mr. Jacunski, Mr. Divincentis and Mr. Rhodes.

Mr. Rhodes explained that unsolicitedly the contractor included an option for electric window operators with a cost of \$38,000. The Committee discussed the issue of having electric openers in great length.

Upon motion by Mr. Hine, second by Mr. Spooner, the Facilities Committee recommends that the Board of Education approve the bid from Accurate Door & Window, LLC in the amount of \$808,000 to value engineer the removal of the electrical openers. Mr. Cinami, Ms. Lockwood, Mr. Hine, Mr. Sherer, Mr. Neaton and Mr. Spooner approved, Mr. Fuchs and Mr. Caulkins opposed. Motion passed.

#### VII. Center School Conversion Architect Conceptual Design & Estimate Proposal:

Mr. Rhodes distributed a Feasibility Study proposal from Jacunski Humes and is attached to these minutes for informational purposes only. Chairman Cinami asked for clarification on how many revisions are included in the proposal; Mr. Rhodes agreed to speak to Mr. Jacunski and report back to the Committee.

Upon motion by Mr. Fuchs, second by Ms. Lockwood, the Facilities Committee recommends that the Board of Education award Jacunski Humes Architect proposal dated January 16, 2013 for the Center School feasibility study covering Phases I, II, III & IV in the amount of \$10,200. The motion passed unanimously.

#### VIII. Adjournment:

Upon motion by Ms. Lockwood, second by Mr. Hine, Chairman Cinami adjourned the meeting at 7:00 p.m.