

Regular Board of Education Meeting

Wednesday, April 7, 2021 6:30 PM

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

I. Call to Order

II. Approval of Minutes

II.A. Regular Meeting of March 3, 2021

II.B. District Budget Hearing of April 5, 2021

III. Visitors

III.A. CAPSS Superintendent's Award

III.B. Report from Student Representatives

III.C. Public Comment

IV. Administrative Reports

IV.A. Superintendent's Report

IV.B. Business Manager's Report

V. Educational Presentation

Speaker (s): Jim Wygonik

V.A. LOLHS Schedule for 2021-2022

Speaker (s): Jim Wygonik

VI. Chair and Committee Reports (Facilities, Finance, Communications, Policy, LEARN, LOL Prevention Coalition, Sustainability)

VII. New Business

VII.A. Mile Creek Sound System Upgrade Project **Speaker (s):** Ron Turner

VII.B. Mile Creek Outdoor Classroom Project **Speaker (s):** Ron Turner

VII.C. Middle School Gymnasium Floor Refinishing Project **Speaker (s):** Ron Turner

VII.D. High School Soundfield Upgrade Project **Speaker (s):** Ron Turner

VII.E. Lyme School Tennis Court Project **Speaker (s):** Ron Turner

VII.F. 2021-2022 Budget

VII.G. Donation Letter **Speaker (s):** Ian Neviaser

VII.H. Nonrenewals of Non-Tenured Staff **Speaker (s):** Ian Neviaser

VII.I. Annual Review of Tuition Policy/Rate **Speaker (s):** Ian Neviaser

VII.J. Tuition Student Request for LOLMS and LOLHS **Speaker (s):** Ian Neviaser

VII.K. Revision of 2020-2021 School Calendar **Speaker (s):** Ian Neviaser

VII.L. Policy Review - Administering Medications to Students **Speaker (s):** Ian Neviaser

VIII. **Old Business**

VIII.A. Policy Review and Update - Title I Programs and Special Education

VIII.B. Closing of LOLHS Project

IX. **Executive Session**

X. **Adjournment**

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Regular Board of Education Meeting

March 3, 2021

Board Present: Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Steven Wilson, Secretary; Stacey Leonardo; Mary Powell St. Louis; Suzanne Thompson

Present Via Telephone: Jennifer Miller; Jean Wilczynski

Absent by Previous Arrangement: Rick Goulding

Administration Present: Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; James Cavalieri, Principal of Lyme Consolidated School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Holly McCalla, Business Manager; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; Ron Turner, Director of Facilities & Technology; Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Isabella Hine and Ellery Zrenda, High School Student Representatives

I. Call to Order

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

II. Approval of Minutes

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Leonardo, to approve the minutes of Special Meeting and Regular Meeting of February 3, 2021 as presented.

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

49 Lyme Street, Old Lyme, Connecticut 06371

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III. Visitors

1. Report from Student Representatives

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

At LOLHS: The Art Department once again is making its mark on the art world. In this year's Scholastic Art Competition, LOLHS students took home four of the eight Gold Keys awarded in the state. Gold and Silver Keys were won in drawing, mixed media, ceramics and glass. Only four portfolios from the State of Connecticut are being sent to the national competition. Two of the four are from Old Lyme. Senior Connie Pan was awarded the Gold Key for the best portfolio in the state. Connie Pan also has been named as a National Merit Finalist. The Mock Trial team finished the virtual trial season as the third best team in the state. This is the fourth year in a row that the team has placed in the top three. Senior Kate Cheney was named the state's Most Outstanding Attorney. On March 24, the juniors will take the SAT's, and the 9th and 10th graders will take the PSAT's. Congratulations were extended to Leslie Traver from the Business Department who was named the 2020-2021 Cybersecurity Teacher of the Year.

At LOLMS: At the middle school, winter sports have begun with both boys and girls basketball starting as well as the winter running club. New clubs are starting up in the next few weeks including the pottery club and girls volleyball. Under the direction of art teacher Thelma Halloran, and in collaboration with the ELA and Social Studies teachers, students researched and completed an informational and artistic cube that documented the accomplishments of black Americans. The individual cubes were assembled to create a school-wide mural in celebration of Black History Month. To celebrate Read Across America Day, the 8th grade students recorded book readings for the preschoolers. Most recently, high school students zoomed with individual grade-levels to talk about social media use. We continue to focus on helping students learn how to navigate social media in a kind and respectful way.

At Lyme Consolidated School: On February 12, the students at Lyme School participated in Healthy Heart Day. The students raised a total of \$8,610 for the American Heart Association. On March 2, the students celebrated Read Across America Day. Students and staff wore their pajamas and brought their favorite stuffed animal to school. The entire day was full of rich reading activities. A big thank you to Margaret Dewey, media specialist, for putting together such a fabulous day of reading. This year's CAS Elementary Arts Celebration will honor two fifth-grade students for this special award: Addy Morosky for the visual arts and Renee Viera for the performing arts. This event will be held on March 30 with the students; their parents; Jennifer Pitman, art teacher; and Melissa Rostkoski, music teacher, attending the virtual celebration. Starting on March 3, students in grades 3, 4 and 5 will begin to use the cafeteria for lunch. Each grade level has their own scheduled time. The next virtual Town Meeting will be held on March 19. Four fifth-grade boys, who belong to Cub Scout Pack 32, organized a school-wide food drive for the Shoreline Soup Kitchen in Old Lyme. The Lyme School students donated 616 pounds of non-perishable food items. Many thanks to Colin Discordia, Alistair Hampton-Dowson, Holden Leonardo and Charles McEwen.

At Mile Creek School: On March 2, students celebrated Read Across America Day. The students wore stripes in honor of Dr. Seuss, had guest readers, engaged in a door decorating contest, and had “drop everything and read time” in each classroom. At each grade level, students engaged in a variety of additional activities related to the celebration of reading. Last week two fifth grade students were chosen to be the 2021 Elementary Celebration of the Arts Award Recipients. Each year two students are chosen from the fifth-grade class for this special honor based on outstanding ability in the performing or visual arts, as well as maintaining a high level of citizenship and cooperative skills. This year’s recipients are Noah Brant for the visual arts and Jonah Filardi for the performing arts. On March 30, they will participate in a celebration with their parents; Steven Ernst, music teacher; and Joya Helander, art teacher.

In the Preschool Program: This month the preschool themes are Dr. Seuss, St. Patrick’s Day and spring. Preschool participated in the Read Across America Day on March 2 with virtual recorded stories read by 8th grade students from LOLMS. Students will be learning about the letters P, Q, R and S, the color white and the shape of a diamond. Math will focus on the study of robots to teach counting, shapes and patterns. Students will be studying space and learning more about cultural celebrations. March 17 is Please Wear Green Day, and rumor has it the leprechaun will be back at Center School playing tricks on the students and teachers. Hopefully, the preschool will catch him this year in their fabulous handmade traps. World Down Syndrome Day is March 21 and, through generous donations, classrooms will receive a book to read and all students will receive colorful socks to wear to recognize the day.

2. Public Comment

There was no public comment.

IV. Administrative Reports

1. Superintendent’s Report

Mr. Neviasher reviewed the March personnel report which reflected several vacancies and the resignation of a maintenance worker and an instructional assistant.

Mr. Neviasher reviewed the March enrollment report which reflected an in-house population of 1,302 students, an increase of seven students from last month this time.

Mr. Neviasher reported that they are in the midst of preparing the budget edition of the *Focus on Education* newsletter for mailing out to the community. Mr. Neviasher and the business manager, Holly McCalla, are also in the process of presenting the budget to the Boards of Finance in both towns.

Per policy 3280, Mr. Neviasher reported and thanked the Old Lyme Rowing Association for their donation of a 2006 Vespoli gold racing single for the crew program.

The month of March is Connecticut Board of Education Member Appreciation Month. Mr. Neviasher recognized the Board members for their dedicated service to the communities.

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

Curriculum. *Provide a rigorous educational experience for students, in all modes of instruction (remote or in-person), that is in alignment with the high standards and expectations of the communities we serve.* Very cognizant of efforts that staff have put forth so there are no new initiatives per se based on staff survey results.

English Language Learners consultation through LEARN at the high school is continuing.

Blended learning training through LEARN – invitations sent to all new teachers, mentors and department leaders.

Preparing for Professional Development Day on March 12

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

Supporting staff for herculean efforts for both in-school and remote teaching.

Cupcake truck provided for staff enjoyment on March 12.

End of year celebration for staff in lieu of staff recognition dinner is being planned. Mr. Neviaser recommended school end for students on Friday, June 18, and hold staff celebratory luncheon on Monday, June 21.

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

Planning for end of year events and trying to keep it as “normal” as possible: renting tent for graduation, NHS induction, senior reception, end of year celebrations, etc.

Appreciation of staff in the form of donations of gifts or services from the community being considered.

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

Met with another representative from a company that has experience with Brockfil composite for turf field.

Met with Kevin Fuselier of Milone and MacBroom to review the planning of the turf field construction.

Gym floor at Lyme Consolidated School is complete; pictures will be included in the next edition of the *Focus on Education* newsletter.

Met with representative from Fuss and O’Neill (environmental engineer) regarding possible effect of runoff from turf field to surrounding water systems; opinion is that there is no need for testing as there is a natural system in place to catch runoff. A formal opinion on this matter is forthcoming.

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

Negotiations with AFT union completed.

Support for February vacation - nice break for mental health and airing of buildings.

Budget process continuing.

Mrs. Miller commended all involved in the recent negotiations with the AFT union. She also commended the staff, administration and Board of Ed for the proper planning that took place last summer which led to full in-person learning during the entire 2020-2021 school year. Mr. Wilson also commended the Superintendent for his leadership during a successful school year of in-person learning.

Mr. Neviasser reported that many staff are getting vaccinated now that Ledge Light Health District has provided a vaccination signup solely for educators beginning this weekend at Foxwoods.

2. Business Manager’s Report

Mrs. McCalla reviewed the Executive Budget Summary as of February 28, 2021. She noted that spending year to date is on track with last year to date. She reminded the Board that these numbers do not yet include the Coronavirus Relief Fund (CRF) Grant reimbursement of \$343,000.

Fluctuations of note:

Salaries: includes February 26, 2021 payroll which was not included in last year to date.

Special Education: lower year over year placement costs.

Transportation: billing differential due to collapsed/reduced routes.

Debt Service: due to refunding from January 2020 and payment movement to August.

Year To Date Revenue Report

	2019-2020 Received	2020-2021 Received YTD
Town of Old Lyme	\$27,556,679	\$17,426,770
Town of Lyme	\$6,579,421	\$4,032,251

Mrs. McCalla reviewed the Contingency Maintenance Report. There was \$20,170 in new spending for the campus water treatment plant. The balance is currently \$130,902.

V. Educational Presentation

1. Technology Update

Michelle Dean, Director of Curriculum, gave a presentation on curricular integration of technology. This report included information on the various learning management systems; the use of Zoom; external tools and innovations; pedagogy; and ISTE Standards for students and teachers. A copy of this presentation is attached to these minutes for informational purposes.

VI. Chairman & Committee Reports

Mrs. Linderman asked the Board to share their thoughts on how to best honor the Lyme-Old Lyme staff at the end of the school year. There was much support for Mr. Neviasser’s recommendation to hold a staff celebration luncheon on June 21 under a tent which will be rented and on school grounds for the high school graduation.

Report of Committees:

- a. *Facilities*. Discussion ensued on the hiring of Fuss & O’Neill to study the runoff from the artificial turf field and possible water treatment solutions.
- b. *Finance*. No report.
- c. *Communications*. Bridget Compagno, Director of Communications and Marketing, is working on student recruitment and digital advertising initiatives.
- d. *Policy*. No report.
- e. *LEARN*. Mrs. Linderman reported on LEARN’s expansion to their Ocean Avenue facility. She also noted that LEARN is assisting area districts with technology needs.
- f. *LOL Prevention Coalition*. Mrs. Shoemaker reported that a task force has been formed to discuss the possible legalization of marijuana in the State of Connecticut. Mrs. Shoemaker also reported on a community conversation scheduled for March 9 at 7:00 p.m. (via Zoom) with the featured speaker being John Daviau, a Community Psychologist and Prevention Specialist. The subject of the meeting is “What is Today’s Pot?...A Community Conversation about Marijuana and Our Youth.” Mrs. Shoemaker also reported that over 30 community members participated in last month’s Prevention Coalition meeting. Mrs. Linderman noted that one of the benefits of Zoom meetings seems to be higher attendance due to the convenience of attending the meeting from home.
- g. *Sustainability*. Mrs. Miller gave the following progress update of this committee:
 - Education Workstream
 - Greenleaf school certification fall 2021
 - Opportunities for progressive clubs from elementary through high school
 - Increased marketing of common awareness principles
 - Renewables Workstream
 - Exciting times for electric vehicle buses within 2-5 years
 - How to incorporate additional curriculum
 - 4Rs Workstream
 - Skip the Straw Day February 26
 - 2200 lbs. of plastic film collected and delivered to Trex for composite decking materials
 - Old Lyme Big Y is our partner – they have agreed to continue to accept our film throughout the year and Trex will count our weights through next year – so let’s keep going.

VII. New Business

1. Healthy Food Certification

The following background information was provided on this agenda item: [Section 10-215f](#) of the Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. This includes all NSLP public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, inter-district magnet schools and endowed academies.

MOTION: Mrs. Thompson made a motion, which was seconded by Mr. Wilson, that pursuant to C.G.S. Section 10-215f, the Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021 through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources including, but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

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

MOTION: Mr. Wilson made a motion, which was seconded by Mrs. Leonardo, that the board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

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

2. AFT Contract

Mr. Neviasser reviewed the changes to the AFT contract that have been tentatively agreed upon by both the AFT and Negotiations Committee. He noted that changes to the contract are budgeted. The AFT will vote on the contract on March 12.

Several Board members who were involved in the AFT negotiations commended the process and all those involved and thanks were extended to all participants.

MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Shoemaker, to approve the AFT contract for the period July 1, 2021 through June 30, 2024 as presented.

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

3. Policy Review and Update

Mr. Neviasser reported that the Policy Committee is recommending two policy updates (Title I and Special Education) based on CABE’s latest guidance. The Board reviewed the recommended policies. As this was

a first read of these policies, Board action was not required. The second reading of these policies will take place at the April meeting.

4. Water System Administrator Contract

Ron Turner, Director of Facilities and Technology, gave the following background information on this agenda item: Whitewater is the current provider of onsite and remote support for the water systems at the main campus and Lyme school and has been under contract with the District in this capacity for approximately six years.

For the above value, \$18,433.84 is applied to water, and \$53,787.21 is applied to wastewater.

The staff of Whitewater are very familiar with the buildings and systems, and they have been extremely responsive and efficient during their weekly inspections and calls for service.

This contract keeps the same compensation from the current five-year plan and after the escalation terms in the current contract, the value at year five will be \$83,420.52. The value of the contract is in the anticipated range for the current budget and was appropriately included in the 21/22 FY budget.

MOTION: Mrs. Thompson made a motion, which was seconded by Mrs. Leonardo, to award Whitewater, Inc. a five-year service contract to continue to provide water system administration and waste water oversight for the District for the cost of \$72,221.05 annually and to waive the bidding process.

The Board discussed the contract. Mr. Turner explained why he was recommending waiving the bidding process due to the good standing this company has with the district and quality of work performed.

Due to the original motion not including the pricing detail over the five-year contract, the motion was amended by Mrs. Thompson, which was seconded by Mrs. Leonardo:

AMENDED MOTION: to award Whitewater, Inc. a five-year service contract to continue to provide water system administration and waste water oversight as presented and to waive the bidding process.

VOTE: the Board voted in favor of the motion with all voting in favor with the exception of Mrs. Miller who opposed the motion. Motion passed 7-1.

5. 2021-2022 Budget

Mr. Neviasser explained that due to significant savings in the health insurance line item for next year (10% reduction), the 2021-2022 budget now reflects an increase of .73% (reduced from 1.95%) for a total budget of \$34,966,548. This new figure would require Board approval. Mr. Neviasser noted that the district's membership in the Eastern Connecticut Health and Medical Cooperative was a big factor in the decline in health insurance costs.

Mr. Neviasser reviewed the following information on the proposed 2021-2022 budget:

Comparisons of the district's increase (0.73%) vs. those of surrounding towns. Asterisk denotes declining enrollment.

Old Saybrook *	0.26%
Guilford *	1.49%
Madison *	1.40%
Waterford *	1.55%
Westbrook	3.17%
East Lyme	4.05%
Stonington	8.9%

Historical Perspective

2019-2020	\$35,084,758	
2020-2021	\$34,711,631	-1.06
2021-2022	\$34,966,548	-0.34

The change over two years (from 2019-2020 to 2021-2022) is - \$118,210 or - 0.34%.

History

- Since 2012, the average budget increase has been 1.43%.
- During that same time period, the district returned an average of \$757,245 to the towns. This amounts to roughly 2.2% of the annual budget.
- In terms of expenditures, this means that the district has been averaging a NEGATIVE 0.77% budget annually.

(Numbers above do not include the proposed 2021-2022 budget.)

Impact to Towns = 0.6% shift in percent of total census for billing from Lyme to Old Lyme due to shift in enrollment. Because of refund from fund balance, the net billings to the towns will have a negative budget impact relative to billing.

MOTION: Mrs. Wilczynski made a motion, which was seconded by Mrs. Thompson, to revise and approve the 2021-2022 budget of \$34,966,548 (.73% increase).

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

VIII. Old Business

1. Closing of LOLHS Project

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

IX. Executive Session

There was no need for an executive session.

X. Adjournment

The regular meeting adjourned at 8:19 p.m. upon a motion by Mr. Wilson and a second by Mrs. Shoemaker.

Respectfully submitted,

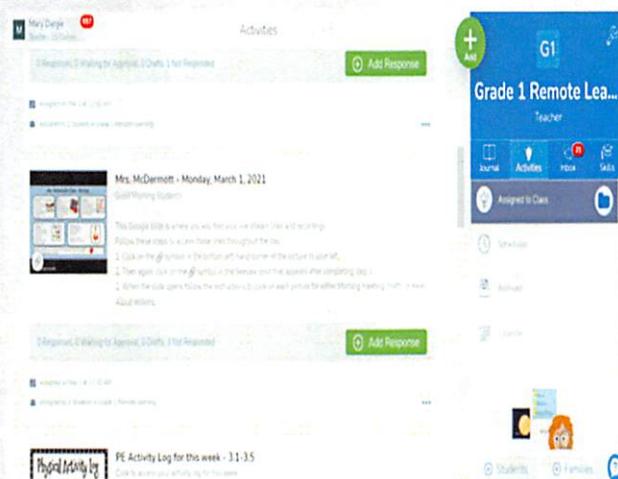
Steven Wilson, Secretary

Region 18

Curricular Integration of Technology

Learning Management Systems

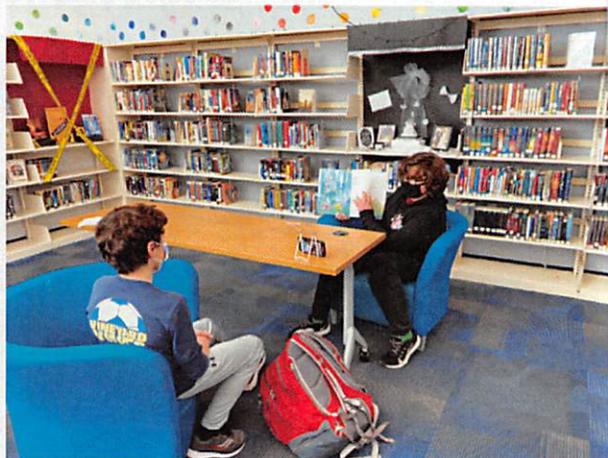
- Coursework/live links/recordings
- Seamless sharing of documents in Google Classroom
- Discussion boards, quizzing and importing of grades to Power School
- Embedded/compatible tools / resources
- Use of K-5 Remote Learning Classrooms
- Increased student and staff fluency and transferable skills



Keeping it Real: Using Zoom

- Video recording/conferencing
- Small group instruction/Reading groups
- Connections between live/remote students
- Break out room discussions
- Polls, chat boxes, screen shares
- Counseling/Parent, student college planning meetings
- Class meetings/extra curricular

8th Grade Pre-School Reading Buddies



External Tools and Innovations

- Virtual Reality trips
- Jamboard
- Pear Deck
- Desmos
- Kami
- Padlet
- iMovie
- Simulation APPs
- Adobe products
- GeoGebra

Virtual REality Goggles



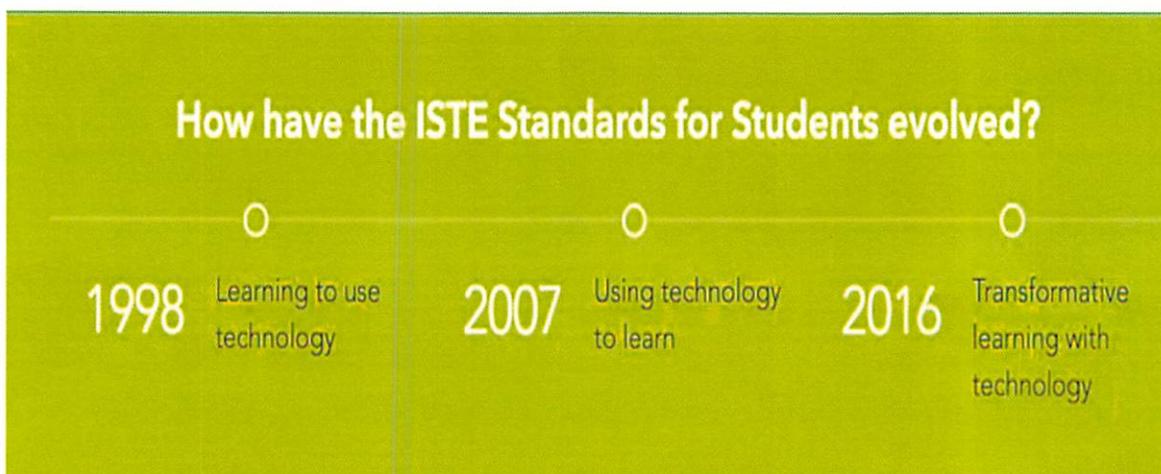
Pedagogy

- Flipped Classroom
- Station Learning/lab rotations
- Real time monitoring of student work/progress
- Increased opportunities for immediate feedback for learning
- Increased opportunities to turn data into information
- Transformational teaching/learning

GeoGebra Graphing Calculator Lesson



ISTE Standards - for Students (*and* Teachers)



LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

District Budget Hearing

April 5, 2021

Board Present: Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Stacey Leonardo; Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Present via Telephone: Jean Wilczynski; Steven Wilson

Absent by Previous Arrangement: Rick Goulding

Administration Present: Ian Neviaser, Superintendent of Schools; Holly McCalla, Business Manager

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

Martha Shoemaker read the call of the meeting as follows:

Notice is hereby given that the Regional School Board for Regional School District No. 18 for the Towns of Lyme and Old Lyme will hold a public hearing on the budget request for the fiscal year July 1, 2021 through June 30, 2022 at Regional School District No. 18, Board of Education Conference Room at Center School, 49 Lyme Street, Old Lyme, Connecticut at 6:30 p.m. on Monday, April 5, 2021. All interested parties are invited to attend and present their comments or questions.

Mr. Neviaser presented a summary of the 2021-2022 proposed budget which is attached to these minutes for informational purposes. Mr. Neviaser reported that further reduction of the budget increase was made due to the receipt of Elementary and Secondary School Emergency Relief (ESSER) Grants. The proposed budget now reflects a 0.47% increase over the 2020-2021 budget (down from a 0.73% increase).

The meeting was opened up for questions and comments.

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Mrs. Miller inquired about the addition of wrestling to the athletic program. Mr. Neviasser reported that wrestling would be offered at the high school level. Because this is year one for this sport offering, the team will be at the junior varsity level for 2021-2022.

Mrs. Miller asked if the district was anticipating additional funding from the American Recovery Plan. Mr. Neviasser reported that the district is expecting more money from the ESSER Grant but the amount is an unknown at this time. The funds can be used over the course of two years. More information on this will be reported at the Board's meeting on April 7, 2021.

Mrs. Thompson asked about the status of construction of outdoor classrooms. Mr. Neviasser reported that these classrooms will be mainly funded using ESSER funds and that the construction timeline is as follows: Mile Creek School (this spring); Middle School (summer), and Lyme Consolidated School (fall). This subject will be reported in more depth at the Board's meeting on April 7, 2021.

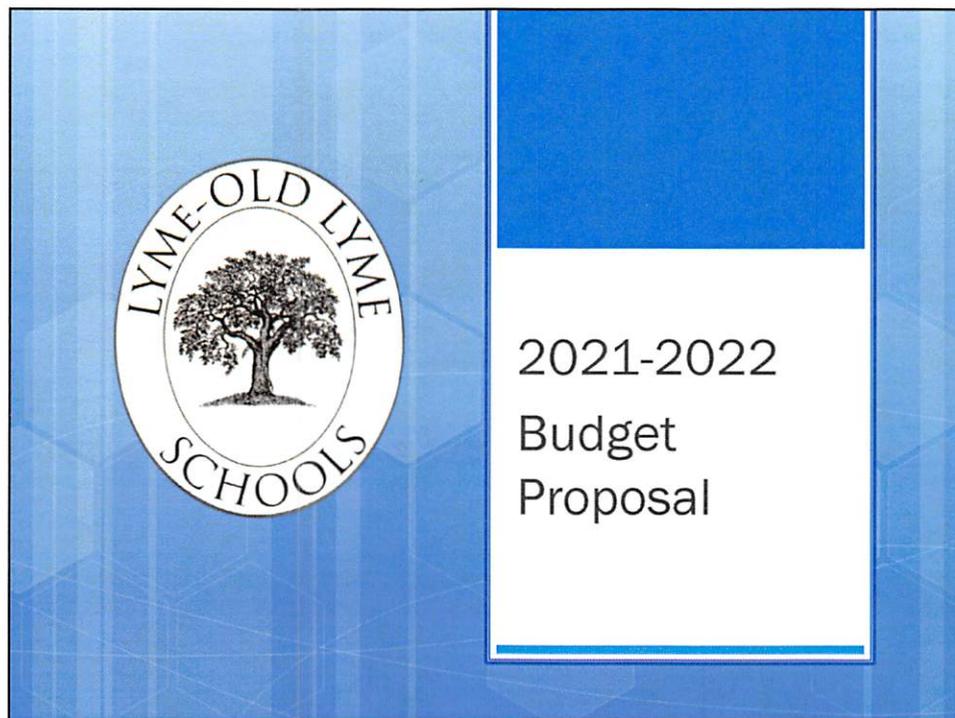
MOTION: Mrs. Miller made a motion, which was seconded by Mrs. Thompson, that pursuant to Connecticut General Statutes, the vote on the budget for fiscal year July 1, 2021 through June 30, 2022 will be held on the day following the annual budget meeting in accordance with the procedures set forth in section 7-7 of the Statutes. The District Budget Meeting will be held on May 3, 2021 at 6:30 p.m. in the Board of Education Conference Room at Center School; the referendum will be held on May 4, 2021 from 6:00 a.m. to 8:00 p.m. at the Lyme-Old Lyme Middle School in Old Lyme and the Town Hall in Lyme.

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

The meeting was adjourned at 6:42 p.m. upon a motion by Mrs. Shoemaker and a second by Mrs. Leonardo.

Respectfully submitted,

Steven Wilson, Secretary



Goals to be Served by the Budget

To support the objectives outlined in the Strategic Plan by:

- Preserving and building upon the high standards of education in LOL while remaining fiscally responsible to our communities.
- Supporting the ongoing renewal of curriculum, instruction, assessment, and staff development activities in response to the expectations of state and national standards.
- Continuing to plan and provide technology infrastructure and applications that are consistent with highly effective and efficient programming and operational standards.
- Maintaining high facility standards for all district buildings and grounds.
- Maintaining a dynamic and responsive approach to programming needs and mandates in special education.
- Maintaining both compliance and reasonability in response to state and federal mandates.

What is a budget?

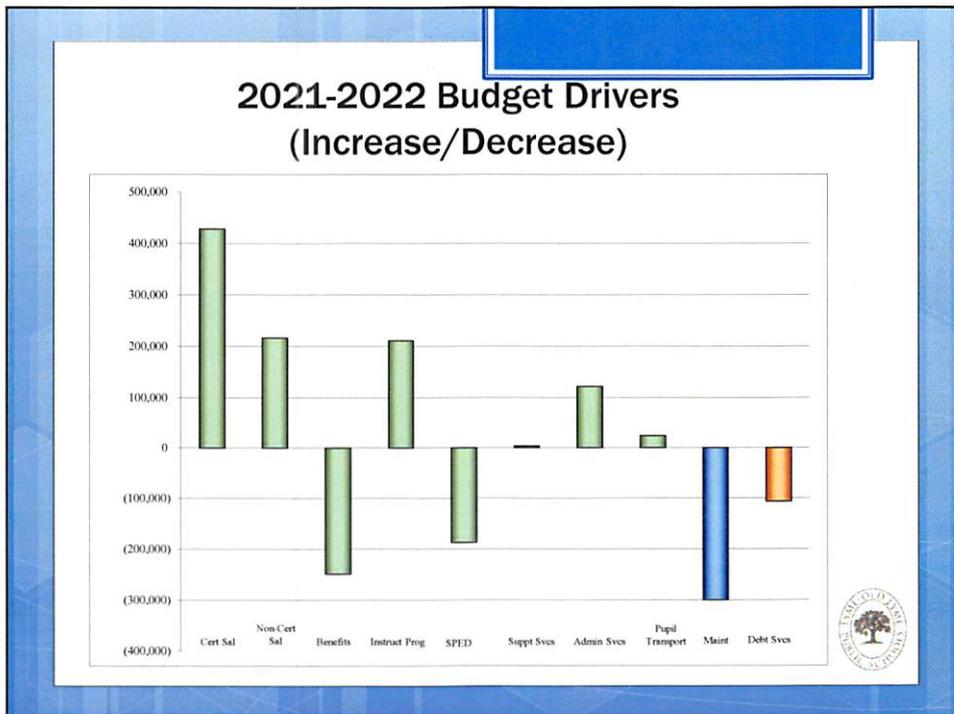
- **Sec. 10-222. Appropriations and budget.** Each local board of education shall prepare **an itemized estimate** of the cost of maintenance of public schools for the ensuing year and shall submit such **estimate** to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made.
- **A BUDGET IS NOT ONLY A PLAN, IT IS A STATEMENT OF VALUES AND PRIORITIES**

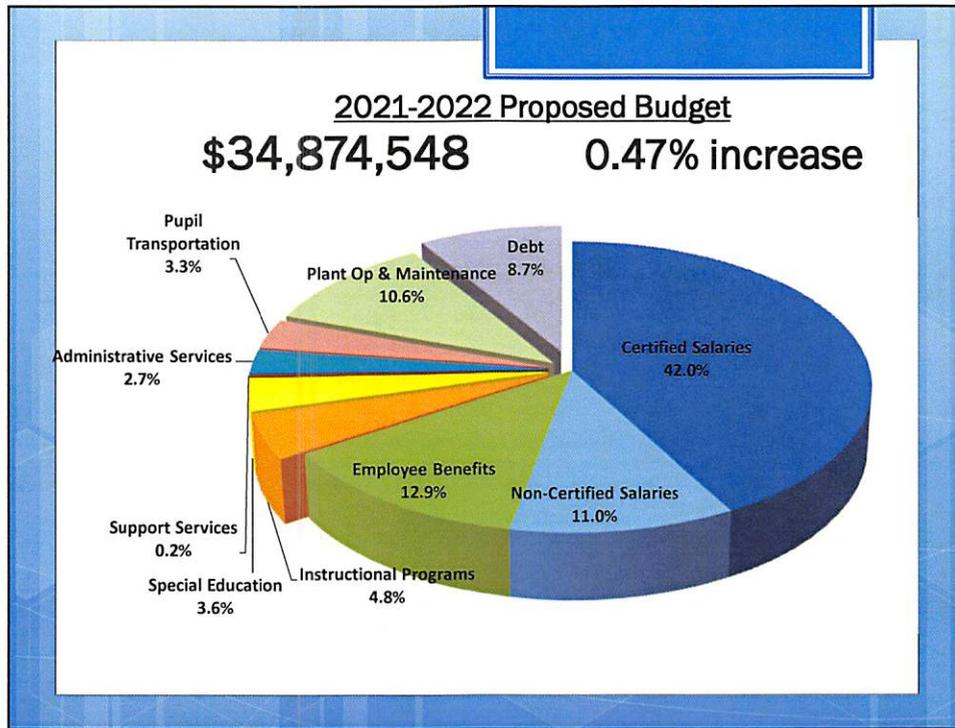


Overall Budget Summary

BUDGET SUMMARY..... \$34,874,548					
	19-20 Actuals	20-21 Budget	21-22 Budget	\$ Increase or (Decrease)	% Inc or (Dec) by Line Item
Certified Salaries	14,029,176	14,227,237	14,655,695	428,458	3.01%
Non-certified Salaries	3,459,776	3,619,265	3,836,016	216,751	5.99%
Employee Benefits	4,367,585	4,737,682	4,489,107	(248,575)	(5.25)%
Instructional Programs	1,084,650	1,478,212	1,689,388	211,176	14.29%
Special Education	1,058,054	1,452,941	1,266,067	(186,874)	(12.86)%
Support Services	50,106	78,148	81,686	3,538	4.53%
Administrative Services	841,075	818,208	939,670	121,462	14.84%
Pupil Transportation	735,324	1,144,367	1,167,862	23,495	2.05%
Plant Op & Maintenance	4,172,495	4,002,850	3,702,794	(300,056)	(7.50)%
OPERATING BUDGET	29,798,241	31,558,910	31,828,285	269,375	0.85%
Debt Service	3,757,175	3,152,721	3,046,263	(106,458)	(3.38)%
TOTAL BUDGET	\$33,555,416	\$34,711,631	\$34,874,548	\$162,917	0.47%

Impact to Towns			
		Lyme	Old Lyme
Student Census			
October 2, 2020	1,294	238	1,056
April 1, 2021	1,315	235	1,080
Average	1,305	237	1,068
Percent of total census for billing		18.2%	81.8%
<hr/>			
2021-2022 Total Budget	34,874,548	18.2%	81.8%
Less: Estimated Receipts	(146,222)		
Subtotal	34,728,326	6,320,555	28,407,771
Less: Refund of 06-30-20 Fund Balance	(1,725,886)	(324,467)	(1,401,419)
Net Billings to Towns	33,002,440	5,996,088	27,006,352
<hr/>			
2020-2021 Total Budget	34,711,631	18.8%	81.2%
Less: Estimated Receipts	(131,664)		
Subtotal	34,579,967	6,501,034	28,078,933
Less: Refund of 06-30-19 Fund Balance	(617,155)	(124,901)	(522,254)
Net Billings to Towns	33,932,812	6,376,133	27,556,679
<hr/>			
IMPACT			
Net Billings to Towns	(930,372)	(380,045)	(550,327)
2021-2022 minus 2019-2020 net billings	(2.7)%	(6.0)%	(2.0)%





Historical Perspective

2019-2020	\$35,084,758	
2020-2021	\$34,711,631	-1.06
2021-2022	\$34,874,548	

2019-2020	\$35,084,758	
2020-2021	\$34,711,631	-1.06
2021-2022	\$34,874,548	

The change over two years (from 2019-2020 to 2021-2022) is
-\$210,210 or -0.06%

The operations/program budget reflects:

- Continued adherence to class size guidelines
- Addition/ reduction of staff to account for enrollment shifts
- 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:

- Curricular Renewal Cycle- Grades 3-8
ELA
- Wrestling
- Additional Technology Support
- Switch Replacement/HS Sound
Field Systems



Facilities Proposed Projects

Capital Projects	Operating Budget
Replace Lyme Tennis Courts	\$210,000
Bonded-Project-Studies	\$92,000
2021/2022 Project Totals	\$210,000



What's next?

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

Regional School District Eighteen April 2021 Enrollment Report

Breakdown by School

Grade	Center	MC	Lyme	Middle	High	Total
PreK (3)	22					22 (+1)
PreK (4)	81					81 (+1)
K		44	34			78
1st		51	31			82
2nd		38	33			71
3rd		55	30			85
4th		45	36			81
5th		44	37			81
6th				91		91 (-1)
7th				85		85
8th				99		99 (+2)
9th					96	96
10th					109	109 (-1)
11th					128	128 (+1)
12th					116	116
Totals	103	277	201	275	449	1305 (+3)

Breakdown by Town

Grade	Old Lyme	Lyme	Tuition	Total
PreK (3)	19	3	0	22
PreK (4)	71	10	0	81
K	59	18	1	78
1	68	14	0	82
2	58	13	0	71
3rd	72	12	1	85
4th	64	16	1	81
5th	63	18	0	81
6th	72	19	0	91
7th	74	11	0	85
8th	77	22	0	99
9th	79	15	2	96
10th	87	21	1	109
11th	113	15	0	128
12th	87	27	2	116
Totals	1063	234	8	1305

Special Education (various facilities)	6
Grasso Tech	10
Marine Science Magnet School of SE CT	2
Total Out of District	18
GRAND TOTAL	1323

Out of District	17	1	0	18
TOTAL	1080	235	8	1323

Impact to Towns

	Old Lyme	Lyme
4/1/2021	1315	235
% of total census	82.1%	17.9%
3/1/2021	1312	235
% of total census	82.1%	17.9%

All special education including prek and out of district = 173

Federal Funding Relief Relative to COVID 19

<u>Grant Name</u>	<u>End Date</u>	<u>Amount</u>	<u>Of Note</u>	<u>Source</u>
Coronavirus Relief Funds (CRF)	12/30/20	\$343,315.00	Amount has been fully reimbursed to district for approved expenditures	CARES* Act of 2020
Elementary and Secondary School Emergency Relief (ESSER I)	09/30/22	\$41,197.00		CARES Act of 2020
Elementary and Secondary School Emergency Relief (ESSER II)	09/30/23	\$298,922.00		CRRSA** Act 2021
American Recovery Plan (ARP)	09/30/24	\$798,000.00	The final amount of ARP (may also be referred to as ESSER III) is unknown as fluctuating dollar amounts have been presented. This amount is the most recent known.	American Rescue Plan of 2021
	Total	\$1,481,434.00		

*Coronavirus Aid, Recovery and Economic Security (CARES) Act of 2020

** Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021

Region 18/Lyme-Old Lyme
Goals for 2020-2021

Curriculum

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

Human Resources

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

Community

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

Facilities

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

Board of Education

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

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

	20-21 Budget	20-21 Actuals	% Spent as of 3/31/2021	% Spent as of 3/31/2020
Certified Salaries	\$14,227,237	\$8,960,815	63.0%	62.7%
Non-certified Salaries	\$3,619,265	\$2,421,947	66.9%	69.8%
Employee Benefits	\$4,737,682	\$3,235,749	68.3%	68.7%
Instructional Programs	\$1,478,212	\$999,518	67.6%	82.7%
Special Education	\$1,452,941	\$846,490	58.3%	69.0%
Support Services	\$78,148	\$45,030	57.6%	55.1%
Administrative Services	\$818,208	\$655,079	80.1%	85.4%
Pupil Transportation	\$1,144,367	\$868,090	75.9%	81.4%
Plant Operation & Maintenance	\$4,002,850	\$3,127,448	78.1%	88.6%
OPERATING BUDGET	\$31,558,910	\$21,160,166	67.0%	70.1%
DEBT SERVICE	\$3,152,721	\$3,144,920	99.8%	76.8%
TOTAL BUDGET	\$34,711,631	\$24,305,086	70.0%	70.9%

Notes:

Special Education: Lower YOY placement costs

Transportation: Billing differential due to collapsed/reduced routes

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

Plant Operation & Mtce: Due to significant CRF refund to this account

Year To Date Revenue Report

	<u>2019-2020 Received</u>	<u>20-21 Received YTD</u>
Town of Old Lyme	\$27,556,679	\$19,485,158
Town of Lyme	\$6,579,421	\$4,508,526

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

<u>Lyme</u>		
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195
December	Whitewater (chem feed pump/analyzer/recorder)	\$14,465
Total Lyme Projected as of 03/31/2021		\$15,660

<u>Mile Creek</u>		
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195
Total Mile Creek Projected as of 03/31/2021		\$1,195

<u>Center</u>		
September	Dhd Windows & Doors (shattered window)	\$3,963
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195
Oct/Jan	Whitewater (Est. to fix Grinder pumb back up)	\$1,618
November	Whitewater (Purchase of chemical feed pump)	\$557
January	Whitewater (Pumping & Hauling Disposal)	\$543
February	Whitewater (Remove debris/reset pump)	\$261
February	Whitewater (Manifold failure at plant)	\$4,139
February	Whitewater (Emergency replace air header)	\$2,004
February	Whitewater (Purchase/install of UV Bulb)	\$193
Total Center Projected as of 03/31/2021		\$14,473

<u>Middle</u>		
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195
Oct/Jan	Whitewater (Est. to fix Grinder pumb back up)	\$1,618
November	Whitewater (Purchase of chemical feed pump)	\$557
January	Whitewater (Pumping & Hauling Disposal)	\$543
February	Whitewater (Remove debris/reset pump)	\$261
February	Whitewater (Manifold failure at plant)	\$4,139
February	Whitewater (Emergency replace air header)	\$2,004
February	Whitewater (Purchase/install of UV Bulb)	\$193
Total Middle Projected as of 03/31/2021		\$10,510

<u>High</u>		
September	Huntington Power Equip (Generator Repair)	\$16,338
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195
Oct/Jan	Whitewater (Est. to fix Grinder pumb back up)	\$1,618
November	Whitewater (Purchase of chemical feed pump)	\$574
January	Whitewater (Pumping & Hauling Disposal)	\$559
February	Whitewater (Remove debris/reset pump)	\$269
February	Whitewater (Manifold failure at plant)	\$4,264
February	Whitewater (Emergency replace air header)	\$2,020
February	Whitewater (Purchase/install of UV Bulb)	\$199
Total HS Projected as of 03/31/2021		\$27,036

Remaining contingency as of 03/31/2021, Fiscal Year 2021 **\$131,127**

2021-22 Academic Schedule

2019-20 Daily Schedule

8 - Period schedule

6 – Periods per day

4 – Day rotation

2 – Periods rotate out per day

57 – Minute periods

3-4 – Class meetings per week based on rotation

130.4 hours per course per year

2020-21 Daily Schedule

8 - Period schedule

4 – Periods per day

2 – Day rotation

4 – Periods rotate out per day

85 – Minute periods

2-3 – Class meetings per week based on rotation

129.6 hours per course per year.

Rationale for Change

- Reduce the number of class changes and transitions.
- Incorporate 4 lunch waves.
- Seamless transition to a remote daily schedule if needed.

Survey Results

95% of teachers would like to continue with a 4-Period daily schedule.
85 % of students would like to continue with a 4-Period daily schedule.

Teacher Comments:

- More time for practice, deeper more meaningful learning experiences for students
- I am able to teach a new concept and give students time to do practice problems all in one class period
- Longer periods allow for more time, more activities, more variety. Students say they appreciate having fewer disruptions to the day.
- We have the ability to work on long term projects together. The longer periods allows us to focus on both academic and SEL/Executive Functioning.
- The extended blocks are helpful in the fact that each period can be split so that students can work on goals and objectives and also have time to receive academic support as needed. This also helps if the student needs to meet with a related service provider.

Student Comments:

- Having classes every other day and having more class time make homework easier to manage.
- The 4 period schedule helps reduce the homework load and keeps my head more focused to the task in hand.
- Having more time to work on and complete homework and extra practice. We have more time in class to do more things and have longer, more in depth discussions.
- Having four classes a day cuts down on my stress of having to do homework for 6 classes every single night.
- I believe that these longer classes help keep us more engaged in the topic we are learning

Other Benefits of a 4-Period Day

- Reduce the number of students for and with whom teachers must prepare and interact each day allowing for more personalized and focused instruction.
- Reduce the number of classes, and the accompanying assignments, tests, projects that students must address supporting our “balance the ride” focus.
- Reduce fragmentation of instruction in classes requiring extensive practice and lab work.

How Do We Compare?

Darien

Wilton

New Caanan

Weston

Greenwich

Simsbury

Ridgefield

Avon

Staples

Challenges

- Pacing
- Instructional Practices
- Kinesthetic Learning Regression

Looking Ahead

- Uncertainty of COVID restrictions for the 2021-22 school year.
- Overwhelming staff and student support.
- Inter-School collaboration / research.

LOLHS will continue implementing the 4-period, 2-day rotation daily schedule for the 2021-22 school year.

A Closer Look

- Live in the schedule in “normal” times
- Find solutions to the challenges
- Collect and analyze performance data

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting

March 24, 2021

Committee Members Present: Suzanne Thompson, Communications Chair; Martha Shoemaker, Policy Chair; Diane Linderman; Stacey Leonardo

Administration Present: Ian Neviaser, Superintendent of Schools

Others Present: Bridget Compagno, Director of Communications and Marketing

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

1. Communications Update

Bridget Compagno, Director of Communications and Marketing, gave a PowerPoint presentation on communication initiatives she is currently working on, a copy of which is attached to these minutes for informational purposes. The committee members gave suggestions for improved public relations and enhancing information about the district throughout the community.

Mrs. Compagno also reported on the upcoming Open House for prospective students scheduled for April 23 at Lyme-Old Lyme High School.

Mrs. Thompson updated the committee on the Pollinator Pathway Program which is an initiative to bring more pollinator-friendly gardens into the community. Follow-up discussion centered on how to bring this initiative into the classroom.

2. Policy Update

The committee reviewed recommended updates from CAFE and Shipman and Goodwin to the policy on Administering Medications to Students. There was committee consensus to select the verbiage of the Shipman and Goodwin sample as it was more concise and did not contain as many duplications. Mr. Neviaser reviewed recommended changes to the sample policy which included eliminating the wording on the use of Naloxone for purposes of emergency first aid from the policy and using the language in CAFE's policy on bus driver training on the use of EpiPens. Mr. Neviaser also questioned the wording of only "full-time" staff members being able to administer medication, and he was going to research why the legislation was written in this way.

The committee recommended going forward with the changes and presenting them to the Board of Ed for approval at their April 7 meeting. Mr. Neviasser noted that this policy will have a review by the district's medical advisor before it is brought for final approval of the Board of Ed.

There being no further discussion, the meeting adjourned at 7:15 p.m.

Lyme – Old Lyme Schools



Communications Plan
2021-2022

Objectives / Strategies

- Share news and build on connections with LOLS parents and the greater Lyme – Old Lyme community
- Increase awareness of LOLS excellent education and achievements of our students and faculty, as well as benefits to the greater community
- Be responsive to the communications needs of our stakeholders

Strategies / Tactics

- Contributed Articles
- Publications
- Media Relations
- Social Media
- Website
- Recruitment
- Advertising
- Photography

Contributed Articles

- Events Magazine
 - Q1 (Feb.12), Q2 (May14), Q3 (Aug. 13), Q4 (Nov. 5)
- Old Lyme and Lyme Annual Reports
 - OL (Sept. 30), Lyme (Dec. 1)
- Education issues of newspapers
 - Quarterly – *New Haven Register*, *Hartford Courant*, *CT Family*
- Industry publications
 - *Education Week*, *School Administrator*



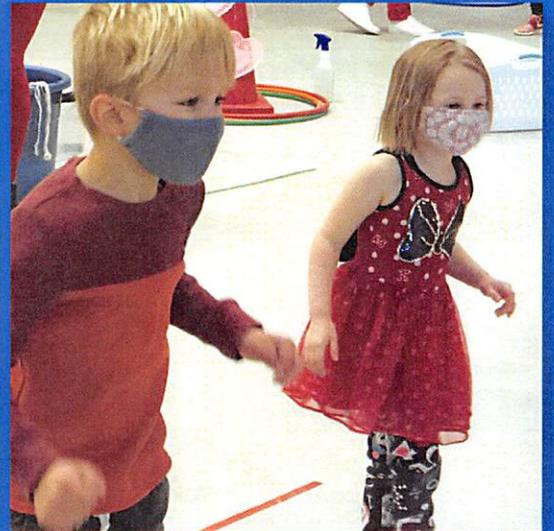
LOLS Publications

- *Focus on Education*
 - October, March, June
 - Refresh layout
- Region 18 Newsletter
 - Propose every other month
 - Name?
 - First issue in May
 - Next issue in August



Media Relations

- Goal of one pitch per month
- Strengthen relationships with education reporters and broadcast outlets
- Better coordinated press release program
- Photo plus caption pitch
- Strengthen partnership and pitching efforts with Project Paws, LYSB, and other community organizations



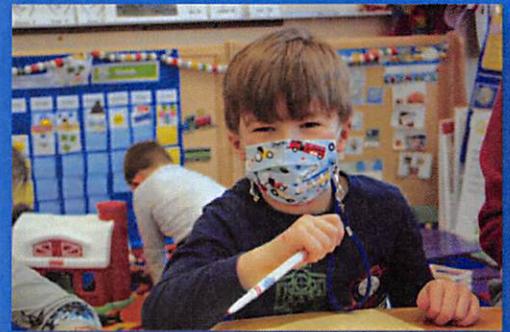
Social Media

- Continue to grow and track audience
- Create calendar to insure diverse mix of content (sports)
- Find “voice” for captions
- Continue to improve quality of images and increase use of video
- Facebook
 - Create event listings for concerts, etc.
- Instagram
- Twitter
 - Expand use



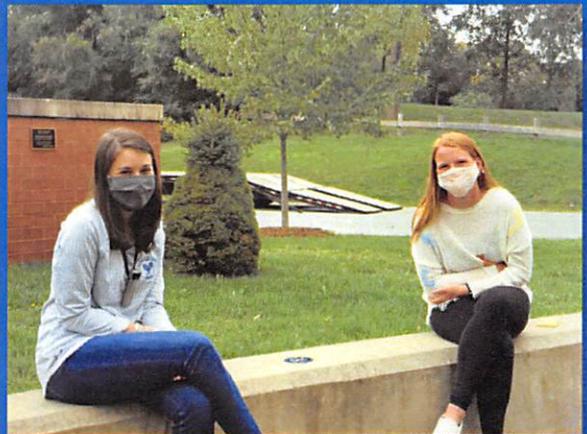
Website

- Update content
- Build out prospective student section with video and additional information
- Review organization of content



Recruitment

- Update promotional video
- Update and create additional materials
 - Update Fact Sheet
 - One-pager for Center School, Mile Creek, and Lyme
- Track inquiries and apply data to outreach plans
- Open Houses
- Community events



Advertising

- Create new campaign for 2021-2022
- Update photography
- Track results of advertising
- Adapt campaigns as needed



Photography

- Photograph school happenings, events and people
- Archive photos
- Identify photo sharing opportunities
- Determine professional photographer needs



Mile Creek Sound System Upgrade Project

Lyme – Old Lyme Schools

April 7, 2021

Action: Approve contract award to Sound Stage Systems for the value of \$20,390.00 for upgrades to the sound systems in the Mile Creek school gymnasium and cafeteria.

Background: The current sound system in the Mile Creek cafeteria is insufficient and outdated, and the gymnasium currently only utilizes a portable sound system. These proposed upgrades will enhance the ability for student performances, and both systems will allow better access to sound by students, staff, and community members.

Proposals:

Sound Stage Systems	\$20,390.00
HB Communications	\$21,316.00
Unitech	\$27,404.11

Recommendation:

- **The upgrades are in response to sound needs identified by Mile Creek administration and staff.**
- **All three of the companies are very reputable with decades of experience.**
- **Both Unitech and Sound Stage Systems completed site visits as part of their proposals.**
- **Approval will allow vendor to begin to obtain equipment for July 2021 start.**
- **Recommended contract award is in the anticipated range and within the proposed facilities budget.**
- **This project is slated to begin in the next fiscal year, and the monies are allocated in the proposed 21/22 FY budget.**



358 Sackett Point Rd, North Haven CT 06473
 Phone: (203) 230-0226 Fax: (203) 230-0446
 E-mail: Kurt@soundstagesystems.com

Ronald Turner
 Director of Facilities
 Mile Creek School
 205 Mile Creek Rd
 Old Lyme, Ct

Date: /
 Phone:

Location

Product & Equipment List

QTY	DESCRIPTION	MODEL
Café Audio System Upgrade		
Equipment		
Microphones		
4	Shure professional combination wireless microphone systems Each if the 4 systems come with a handheld microphone plus a lapel worn microphone	Glx124r/85
Speakers		
2	JBL wall mounted full range speakers	Control 29av
Electronics		
1	Allen Health digital mixer with built in wifi for wireless control	UI16
1	Apple Ipad for wireless system control	Mini
1	Crown dual channel power amplifier	Xls1502
1	Shure wireless microphone frequency manager	Ua846z2
1	Switchcraft Blue tooth system	318bt
Support equipment		
1	Omnimount locking wall mount cabinet	Re12w
1	3 space rack drawer	
4	Round base microphone stands	
1	Ipod input plate	Custom
1	Hot mic input plate	Custom
All needed	Speaker cable	
All needed	Audio connectors and mounting hardware	
1	Wall mounted ipod docking station	
Total cost for the above system installed and trained will be ..\$ 11,400.00		

I accept the above Price and Terms: _____

Signature Date

Sound Stage System Date



358 Sackett Point Rd, North Haven CT 06473
 Phone: (203) 230-0226 Fax: (203) 230-0446
 E-mail: Kurt@soundstagesystems.com

Ronald Turner
 Director of Facilities
 Mile Creek School
 205 Mile Creek Rd
 Old Lyme, Ct

Date: 12/16 /20
 Phone: _____

Location _____

Product & Equipment List

QTY	DESCRIPTION	MODEL
Gym Audio System Upgrade		
Equipment		
Microphones		
1	Shure professional combination wireless microphone systems The system come with a handheld microphone plus a lapel worn microphone	G1xd124r/85
Speakers		
1	Octasound center hung speaker cluster	Sp840a
Electronics		
1	DBX digital signal processor	641
1	DBX wall mounted system controller	Zc8
1	Crown dual channel power amplifier	Xls1502
1	Switchcraft Blue Tooth System	318bt
Support equipment		
1	Omnimount locking wall mount cabinet	Re12w
1	1 space rack drawer	
1	Locking cover for wall controller	
All needed	Speaker cable	
All needed	Audio connectors and mounting hardware	
Total cost for the above system installed and trained will be\$ 8,990.00		

I accept the above Price and Terms: _____
 Signature Date

 Sound Stage System Date

Mile Creek Outdoor Classroom Project

Lyme – Old Lyme Schools

April 7, 2021

Action: Award the Vinal Regional Technical School a contract to construct and install outdoor classroom space in the form of an exterior gazebo at the Mile Creek School for a value not to exceed \$30,000.

Background: Recent developments with the COVID-19 pandemic generated a request by parents and staff for potential outdoor classroom spaces at District schools. This request was included in the five-year facilities plan with a goal to begin to add spaces during the 2021/22 school year.

With the approval of the Facilities Committee, a cooperative project was proposed to provide not only educational opportunity for technical school students, but also outdoor classroom space for Region 18.

Vinal Technical School in Middletown was very interested and enthusiastic about the project, and their students will complete all aspects of design and construction. April approval by the Board will allow the foundation and deck work to be completed by the end of this school year, with completion scheduled for the beginning of the next school year.

The District sought comparable commercial quotes for work at the site to confirm that the building opportunity was also at a discount. Carefree Small Building in Colchester quoted the work at \$37,025, and The Barnyard in Ellington quoted on-site work at \$40,000.

This project is the first in a District plan to add outdoor classroom spaces. The next projects will include the Lyme School and the Middle School.

This classroom project was originally funded by monies budgeted in the 2021/22 FY proposed budget, but will now be covered by Esser II grant funds. The budgeted funds will be applied to other projects in the five-year facilities plan.

Mile Creek Pavilion



OVERVIEW

Vinal Tech Carpentry Department will construct a 15'x30' pavilion in the school courtyard. It will be used for outdoor classroom space.

GOALS

1. Students will safely work from within their curriculum and apply knowledge and concepts to construction of the pavilion.
2. To provide Mile Creek Elementary School an covered outdoor classroom area complete with bench seating.

SPECIFICATIONS

Construction of 15'x30' pavilion. Pressure treated floor construction attached to concrete sonotubes using approved anchors (all attachment areas throughout the building) to meet wind code. Composite decking 450sqft. Using hidden fasteners. Eight composite posts that carry beams around the perimeter of structure to support hip roof trusses. Composite fascia ,skirt and beam wrap. Plywood, ice water membrane and lifetime architectural roof shingles. Composite railing in between posts creating two entry points. Six removable composite benches.

MILESTONES

Complete building layout and concrete footings by early June of this year. Continue construction in Fall of this year. All production work is selected for instructional value in accordance with the school district's curriculum. The instructional program takes precedence over all work performed by the school including timeliness for job completion.

Cost Material and labor costs not to exceed \$30,000

Northeast Building Supply = \$22,000

Rings End Truss Package= \$3,000

Material has been bid by 3 companies / material costs fluctuating and will only be honored for 10 days.

Labor costs \$3,408.00 will be made in full to Vinal Tech prior to starting.

Greg Landry

Department Head

(860)344-7100 ext.387

gregory.landry@cttech.org

Vinal Tech

60 Daniels St.

Middletown,Ct 06457

Middle School Gymnasium Floor Refinishing Project Lyme – Old Lyme Schools

April 7, 2021

Action: Award New England Overland Floor Specialists a contract to refinish the middle school gymnasium floor for the value of \$17,779.00, and waive the bidding process.

Background: The existing gymnasium floor in the Middle School is overdue for renovation, and the work is included in the five-year facilities plan. There are years of oil-based finish buildup, insufficient painted lines, an outdated school logo, and an outdated color scheme. The proposed work involves sanding the surface down to bare wood, repainting with fresh lines and our current paw logo, and sealing with a water-based finish. The plan is for a finished product that matches the high school floor.

New England Overland was approved by the Board on June 3, 2020 to complete the High School gym floor renovation project. They completed a high-quality job on the high school floor, and their current price, which is \$2,000 less than the high school job, considers that they still possess all of the stencils and patterns required for the logo and lettering with no extra costs. New England Overland will also be retained on an annual basis to apply a maintenance coat to both floor surfaces.

We are confident that the end result will be an additional floor that will make the district proud.



High School Soundfield Upgrade Project Lyme – Old Lyme Schools

April 7, 2021

Action: Award Lightspeed Technologies, Inc., a contract to install and supply 32 soundfield systems in the high school for \$32,544.00 and to waive the bidding process.

Background: The current sound amplification systems deployed in the high school classrooms are outdated and no longer function properly.

Lightspeed is the proprietary vendor of the more modern soundfield systems that the District has deployed in the four other district schools. These systems are very affordable and user friendly, and we receive excellent customer support from the Lightspeed team whenever needed.

The installation would occur after July 1, 2021, and your approval allows Lightspeed to gather all of the necessary equipment to start immediately in July.

This purchase value includes a credit of \$3,200.00 for a trade-in of our old systems.

This contract value is in the anticipated range for the proposed 21/22 FY budget.

QUOTATION

**Lightspeed Technologies, Inc.**

11509 SW Herman Road

Tualatin OR 97062

1-800-732-8999

www.lightspeed-tek.com

Fax: 503-684-3197

Quote # Q-17268

Date: 9/14/2020

Expires: 11/13/2020

Payment Terms: Net 30

Shipping Method: UPS Ground(N/C)

Territory Manager: Tom Gilmartin

BILL TO:

ACCOUNTS PAYABLE
OLD LYME REGIONAL SCHOOL DISTRICT 18
49 LYME ST
OLD LYME, CT 06371
UNITED STATES

SHIP TO:

OLD LYME REGIONAL SCHOOL DISTRICT 18
478 HAMBURG RD
LYME, CT 06371
UNITED STATES

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
955-FD	955 ACCESS SYSTEM WITH FLEXMIKE, (4) DRQ CEILING SPEAKERS	32	\$1,117.00	\$35,744.00
TRADE-IN CREDIT	QUALIFIED TRADE-IN CREDIT	32	\$-100.00	\$-3,200.00
			SUBTOTAL:	\$32,544.00
			SALES TAX:	\$0.00
			SHIPPING & HANDLING:	\$0.00
			TOTAL DUE:	\$32,544.00

Above discount pricing is based on a minimum of systems ordered per purchase order.

The qualified trade-in system(s) are to be sent to Lightspeed Technologies or given to a Lightspeed Territory Manager. Credit will be applied once the trade-in(s) are received by Lightspeed or its representative and have been verified for eligibility.

Please email your purchase order to PEPPM at orders@peppm.org, or place online through Epylon eCommerce at epylon.com. Each PO should reference 'As per PEPPM #528897' and quote number. PEPPM toll free # 1-855-654-5290/ Fax 800-636-3779. Installation is excluded unless quoted. Shipping within the contiguous states is included. If expedited shipping is requested, customer pays the difference between ground and expedited service. Delivery will occur <14 calendar days ARO for 1-10 systems. Request standard delivery lead times data upon order for larger quantities.

Lightspeed classroom audio systems have a 5-year limited warranty on the major components.
The lapel & earset mics, cables and NIMH batteries have a 1-year limited warranty.
Lithium ion batteries have a 2-year limited warranty.

Thank you for choosing Lightspeed Technologies!

Lyme School Tennis Court Project

Lyme – Old Lyme Schools

April 7, 2021

Action: Award FieldTurf, parent company of Classic Turf, a contract to renovate and install post and tension concrete tennis courts at the Lyme School for the value of \$231,000. The contract value is bid priced from the CREC Cooperative Purchasing Marketplace.

Background: Renovation of the Lyme School tennis courts is included in the five-year facilities plan and is scheduled for the summer of 2021. The bid pricing is within the budgeted value, and April Board approval will allow the vendor to make preparation for a July start.

Classic Turf is the same vendor who replaced the high school tennis courts with post and tension concrete in June of 2020. They did an exceptional job with the project, were very conscientious, and completed the job on budget and on time. I have spoken with the representative and, with Board approval, they will put our work first for the summer schedule.

For those unfamiliar with the CREC bid process, below is a description of their process from their website:

All of the CREC contracts are established through an Invitation to Bid (ITB) or Request for Proposals (RFP). CREC awards bids based on the lowest responsive, responsible bidders. We take into account quality of service, proven performance, and pricing. RFPs and ITBs are conducted in accordance with purchasing procedures mandated by state procurement laws and regulations, and are available to all public and private schools, colleges and universities, cities and towns, and non-profit organizations.

The ITB/RFP Process

- *CREC determines the need to specific commodities, products, and/or services through discussions with customers, research, and market trends.*
- *CREC issues an ITB/RFP for the commodity/product/service.*
- *The ITB/RFP is advertised on the DAS website and in the Hartford Courant.*
- *All qualifying responses are evaluated by CREC.*
- *Awards are made to one or multiple vendors.*

FieldTurf is also the only company in the CREC marketplace that offers post and tension concrete tennis courts as part of their scope.



THE ULTIMATE
SURFACE EXPERIENCE



Classic Turf Company LLC.

Date: March 31, 2021

To: Ronald Turner
Director of Facilities
Lyme-Old Lyme Schools
49 Lyme Street
Old Lyme, CT 06371

From: Ryan Conroy
Classic Turf
800-246-7951
ryan@classicturf.org

Subject: Old Lyme Tennis Courts

FieldTurf USA, Inc. in conjunction with Classic Turf is pleased to present the following proposal. Prices are based on the Capital Region Education Council (CREC) program. CREC is a member of The Association of Educational Purchasing Agencies (AEPA) program. The AEPA is a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual schools do not have to duplicate the formal bid process. AEPA IFB #020.

FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701

Mr. Turner,
I have prepared the following scope list and associated costs for two (2) post tension concrete tennis courts in Old Lyme, CT.

The following is the responsibility of Classic Turf Company:

A. Site Preparation:

- 1) Remove and dispose of the existing tennis fence and net posts.
- 2) Full depth reclaim of the existing asphalt to achieve an aggregate size of ¾" minus.
- 3) Laser grade the existing base material to the proper, consistent slope.
- 4) Metal sleeves for portable net posts will be supplied and installed in their own concrete footings.

B. Post-Tension Concrete Slab: 108'x120'=12,960 SF

- 1) Form work will be installed around the entire perimeter of the prepared base.
- 2) Two layers of 6 mil poly will be installed over the prepared base. The first layer will run in the north south direction and the second layer will run in east west direction. All joints will be taped.
- 3) Post-tensioning cables will be installed according to the engineered design. Cables to be 7 strand, ½" sheathed and greased cables, commercial grade with 50 mil plastic sheathing.
- 4) Double fiber rods will be installed on both sides of the anchors to act as back up bars.
- 5) A 4.5" thick, 3000 psi concrete slab will be placed inside the formwork. Concrete mix will be a specially designed mix used for post tension slabs.
- 6) Forms will be stripped, and the post-tensioning cables will be stressed according to their specifications. First stress, 24 hours after completion of concrete pour. Second stress will be done after concrete reaches +/- 2300 psi (which will take +/- 7 days after the pour). The total stress will be 33,000 lbs per linear inch in both directions. The design of this slab is based on a residual prestress force (psi) of 130 which is above PTI recommendations for sport courts on grade.
- 7) After final stress, Post-tension cable ends will be cut off inside the cone holes, exposed anchors and cables inside the cone holes will be first sprayed with a rubberized waterproof spray and then the cone holes will be filled with no-shrink grout (so edge of slab is flush and smooth).
- 8) The new concrete slab will be checked for flatness. Any low spots exceeding 1/8" in ten feet in any direction will be filled with 5000 psi epoxy concrete and brought to the proper elevation.

C. Sports Surface: Prime Coating Sports Surface:

- 1) The entire concrete slab will be sealed, primed, and waterproofed with a breathable waterproof sealer (Classic Turf Adhesive) and grip layer will be installed.
- 2) One (1) coat of Novasurface acrylic resurfacer will be applied to the grip layer according to its specifications.
- 3) Two (2) coats of Novacrylic color coating will be applied to the entire concrete surface according to its specifications. Finished color will be owner's decision.
- 4) White playing lines will be applied with Novatex line paint according to USTA specifications with 4" base lines for the tennis courts.

D. Fencing: Black, Vinyl Coated

- 1) Supply and install 10' high black PVC coated chain link fence size, 1-3/4" x 9 ga.
- 2) Class 2B wire 1.660" top & bottom rails with 3" end/corner posts, 3" line posts – all pipe ASTM 1043 & ASTM 1083 standard weight schedule 40 around the tennis courts only. Two (2) gates will be supplied and installed.
- 3) Post spaced at 8' OC.

E. Perimeter Concrete Curb:

- 1) A 12" wide, 12" deep perimeter concrete curb will be installed around the post tension concrete slab. The fence posts will be centered inside the perimeter curbing. The top of the perimeter curb will be at the same elevation as the top of the Post Tension Concrete Slab.
**Note: The installation of the perimeter concrete curbing will allow the court edges to be backfilled with topsoil so there is a smooth transition onto the court while still allowing the concrete to breathe.*

F. Accessories:

- 1) New portable tennis net posts, nets and center straps will be provided and installed.
- 2) 10'x16' Rally Master Practice Wall to be supplied and installed. Location to be determined by the owner.

G. Completion Time: 12 - 14 weeks, weather permitting.

H. Guarantee:

- 1) The Classic Turf Company will guarantee the post tension concrete slab for a period of 20-years from structural cracking, heaving, and settling.
- 2) The *Prime Coating Sports Surface* will be guaranteed for a period of **10 years** from bubbling and peeling.
 - a. **NOTE: The Sports Surface may need to be re-coated (two coats of color coat) anytime between 5 – 10 years depending on usage.*

I. Total Costs:

NO	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL
1	Fence Demo	1	LS	\$ 3,957.98	\$ 3,957.98
2	Reclaim Asphalt	1	LS	\$ 7,700.00	\$ 7,700.00
3	Laser Grade	1	LS	\$ 7,700.00	\$ 7,700.00
4	Post Tension	12,960	SF	\$ 9.16	\$ 118,765.44
5	PC	12,960	SF	\$ 1.77	\$ 22,939.20
6	Fence & Curb	456	LF	\$ 125.39	\$ 57,177.38
7	Tennis Accessories	2	EA	\$ 1,980.00	\$ 3,960.00
8	10x16 Practice Wall	1	EA	\$ 8,800.00	\$ 8,800.00

SUB-TOTAL	\$ 231,000.00
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EXCLUSIONS:

- Permit Fees: Owner will provide
- **Any Sales Tax**
- Design
- Bonds

NOTES:

- Price based on one mobilization. Monday- Friday Operations.
- School will need to determine a staging area for materials delivery and equipment.
- Proposal includes only what is specifically stated in this proposal.

If bonding is required, add 1.5% to the above total price for performance payment and bonds.

If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: eric.fisher@smartbuycooperative.com.

If the price above is approved please make the PO or contract out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701.

BUDGET SUMMARY..... \$34,874,548

	19-20 Actuals	20-21 Budget	21-22 Budget	\$ Increase or (Decrease)	% Inc or (Dec) by Line Item
Certified Salaries	14,029,176	14,227,237	14,655,695	428,458	3.01%
Non-certified Salaries	3,459,776	3,619,265	3,836,016	216,751	5.99%
Employee Benefits	4,367,585	4,737,682	4,489,107	(248,575)	(5.25)%
Instructional Programs	1,084,650	1,478,212	1,689,388	211,176	14.29%
Special Education	1,058,054	1,452,941	1,266,067	(186,874)	(12.86)%
Support Services	50,106	78,148	81,686	3,538	4.53%
Administrative Services	841,075	818,208	939,670	121,462	14.84%
Pupil Transportation	735,324	1,144,367	1,167,862	23,495	2.05%
Plant Op & Maintenance	4,172,495	4,002,850	3,702,794	(300,056)	(7.50)%
OPERATING BUDGET	29,798,241	31,558,910	31,828,285	269,375	0.85%
Debt Service	3,757,175	3,152,721	3,046,263	(106,458)	(3.38)%
TOTAL BUDGET	\$33,555,416	\$34,711,631	\$34,874,548	\$162,917	0.47%

*Estimated enrollment
based on October 1, 2020
in house student count.*

Student Count (In House)	1,214	1,264
Certified Staff	150.00	153.40
Non-Certified Staff	133.13	137.98

NOTE: The percentage increase or (decrease) by line item is calculated by dividing the 2021-2022 \$ increase or (decrease) by the 2020-2021 line item budget amount. For example, the Certified Salaries increase of \$428,458 divided by the 2020-2021 Line Item Budget amount of \$14,227,237 equals .0301 or 3.01%.

Impact to Towns

		<u>Lyme</u>	<u>Old Lyme</u>
Student Census			
March 1, 2021	1,312	235	1,077
October 2, 2020	1,294	<u>238</u>	<u>1,056</u>
Average	1,304	237	1,067
Percent of total census for billing		18.2%	81.8%

2021-2022 Total Budget	34,874,548	18.2%	81.8%
Less: Estimated Receipts	<u>(146,222)</u>		
Subtotal	34,728,326	6,320,555	28,407,771
Less: Refund of 06/30/20 Fund Balance	(1,725,886)	(324,467)	(1,401,419)
Net Billings to Towns	33,002,440	5,996,088	27,006,352

2020-2021 Total Budget	34,711,631	18.8%	81.2%
Less: Estimated Receipts	<u>(131,664)</u>		
Subtotal	34,579,967	6,501,034	28,078,933
Less: Refund of 06/30/19 Fund Balance	<u>(647,155)</u>	<u>(121,665)</u>	<u>(525,490)</u>
Net Billings to Towns	33,932,812	6,379,369	27,553,443

IMPACT

Net Billings to Towns	(930,372)	(383,281)	(547,091)
2021-2022 minus 2019-2020 net billings	(2.7)%	(6.0)%	(2.0)%

DRAFT as of 3/11/21: Information subject to change

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

To the Lyme-Old Lyme Community,

The sights and sounds of springtime are in the air and with those come thoughts of the end of the school year and the beginning of summer. As we look toward the end of this historic year, the Region #18 Board of Education asks your assistance in thanking our school staff for everything they have done this school year.

Lyme-Old Lyme stands alone in having offered full in-person instruction for the entire school year. This is nothing short of amazing and deserves our recognition and thanks. Therefore, we plan to recognize our staff for their commitment to making this year so successful. In this effort, we would like the community's assistance.

We are asking for donations that we can provide to our staff to show appreciation. We are not looking for monetary donations but instead are looking for opportunities within our community that will help our staff relax and recharge for another successful school year. These donations will be given to the staff at our annual end of the year banquet, which will be held outdoors this year in a COVID safe environment.

If you own a business, or work in a business that may be willing to help, or just want to show your appreciation, please consider some of the following donation ideas.

- Gift cards/certificates to restaurants, gyms, spas, recreational activities, hair salons, barbers, nail salons, etc.
- Tickets to special events
- Exercise or sporting equipment
- Car services
- Home services
- Babysitting services

Donations can be sent to or dropped off at the **Board of Education, % Michelle Dean, Center School, 49 Lyme Street, Old Lyme, CT 06371.**

Ian Neviaser, Superintendent of Schools

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

All donations are welcomed, no matter the size. Of most importance is the community's thanks and appreciation for our staff who have provided our children with a sense of normalcy in what was a year like no other.

Sincerely,

The Region #18 Board of Education

Diane Linderman, Chair

Rick Goulding

Stacey Leonardo

Jennifer Miller

Mary Powell St. Louis

Martha Shoemaker

Suzanne Thompson

Jean Wilczynski

Steven Wilson

Ian Neviaser, Superintendent of Schools

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

General Statement

The Lyme/Old Lyme Board of Education will consider and may permit the enrollment of nonresident students from other school districts in Lyme/Old Lyme Public Schools. The enrollment of nonresident students is a privilege granted by the District and is not a legal right provided to the nonresident student and/or his/her parent or guardian. All nonresident enrollments shall be at the sole discretion of the Board of Education and may be revoked for any reason, including but not limited to, instances where (1) the nonresident student costs exceed established per pupil costs for resident students, (2) the nonresident student(s) can not be accommodated in existing classes, and/or (3) the Board of Education believes the denial or revocation of nonresident enrollment to be in the best interest of the district or its students.

Definition of Nonresident Students

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or
5. is placed by the Commissioner of Children and Family Services or by other agencies in a private residential facility. However, under this circumstance, a student may attend Lyme/Old Lyme Public Schools with tuition paid by the sending district unless special education considerations make attendance in Lyme/Old Lyme schools and programs inappropriate. Children not requiring special education who live in Lyme or Old Lyme as a result of placement by a public agency (placed in Lyme or Old Lyme by other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend Lyme/Old Lyme schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in Lyme/Old Lyme schools and programs inappropriate.

Nonresident Enrollment Without Tuition

Upon written request by a parent or guardian, nonresident students may be allowed by the Superintendent of Schools to attend Lyme/Old Lyme Public Schools without tuition under one or more of the following conditions:

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

1. a student may attend Lyme/Old Lyme Public Schools without tuition if a student has attended Lyme/Old Lyme Public Schools from the beginning of the academic year, and the student's family moves from the school district after January 1st of the same school year;
2. a student in the twelfth grade whose family no longer resides in the district may attend Lyme/Old Lyme Public Schools without tuition if he/she wishes to complete his/her education in district schools;
3. a student may attend Lyme/Old Lyme Public Schools without tuition if the student resides temporarily within the district as a result of a change in family circumstances;
4. a student may attend Lyme/Old Lyme Public Schools without tuition if the student currently attending Lyme/Old Lyme Public Schools resides temporarily outside of the district because of a change in family circumstances;
5. a student may attend Lyme/Old Lyme Public Schools without tuition when the family of the student currently residing outside of the district has firm plans to move into the school district within the current school year as evidenced by a contract to buy, build, rent or lease.

Except as otherwise stated in this policy, nonresident students who attend Lyme/Old Lyme Public Schools without tuition shall have the same rights and responsibilities afforded to resident students. In the event of a conflict between the terms of this policy and the general rights of a nonresident student, the Lyme/Old Lyme Board of Education shall have the exclusive discretion to resolve the controversy.

"Open Choice" and Other Approved Diversity Programs

A student may attend Lyme/Old Lyme Public Schools without formal tuition charges if the student is participating in a program such as "Open Choice" or other State and locally approved programs designed to create social and cultural diversity. The Superintendent of Schools will make certain that all reimbursement costs due to the district for the student's education and transportation are received. Students participating in such programs will be accorded all the rights and privileges of a resident student during the period of enrollment.

Exchange Students

A student may attend Lyme/Old Lyme Public Schools without tuition while residing within the district under the American Field Service Program or under other programs or circumstances approved by the Board of Education. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment.

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

Nonresident Enrollment on a Tuition Basis: District Guidelines

The Lyme/Old Lyme Board of Education shall consider all requests for nonresident enrollment on a first-come, first-served basis. The Board of Education shall have complete discretion to determine the maximum number of nonresident students enrolled in each academic year. All enrollments shall be made on an annual basis. The term will be from the time of acceptance to the close of the academic year. The nonresident enrollment shall terminate at the end of each school year, and no employee or representative of the school district has the authority to agree to enrollments for more than one school year.

The Lyme/Old Lyme Board of Education will consider requests for the enrollment on a tuition basis of nonresident students in the district's schools in light of, but not limited to, the following criteria:

1. when class enrollments in the district will permit the addition of nonresident students;
2. when there are established and available in-house programs provided at the school which the student will attend that will meet the needs of the student, provided that additional costs do not incur to the district, and that Regional School District 18 shall not be required to add additional classes or new programs to accommodate the needs of a nonresident student;
3. when the acceptance of the student will not place a hardship on the resources or finances of the school district;
4. when equal numbers of students transfer between two or more districts for existing academic programs only, and with the expressed written approval of the Board of Education of the participating districts;
5. when the district of origin of the student agrees to pay the complete cost of the student's education in the district for the time of enrollment and where Lyme/Old Lyme Public Schools has accepted such enrollment;
6. when an existing student and his/her parents request continued enrollment of the student, and whose circumstances do not allow them to enroll under the "Nonresident Attendance without Tuition" portion of this policy.

Except as otherwise stated in this policy, nonresident tuition students shall have the same rights and responsibilities afforded to resident students. In the event of a conflict between the terms of this policy and the general rights of a nonresident student, the Lyme/Old Lyme Board of Education shall have the exclusive discretion to resolve the controversy.

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

Transportation for Nonresident Tuition Students

Transportation beyond the normal transportation routes shall not be provided for nonresident students attending schools in Regional School District 18 under the provisions of this policy. Transportation shall be the responsibility of the parent/guardian of the nonresident student. In case of cooperative arrangements between Regional School District 18 and another district or districts, transportation arrangements may be made at the discretion of the Lyme/Old Lyme Board of Education.

Tuition Fees

Nonresident students enrolled in Regional School District 18 shall be required to pay a tuition fee to be established annually by the Lyme/Old Lyme Board of Education. The Board of Education shall review and approve enrollments and tuition under this policy by May 30th of each year. This tuition rate may be pro-rated at the discretion of the Superintendent of Schools if the student attending on a tuition basis is not enrolled for the entire academic year. The tuition fee may be adjusted by the Lyme/Old Lyme Board of Education at any time and for any reason.

The Lyme/Old Lyme Board of Education may establish separate tuition fees for the following classifications of nonresident students: a) regular education students; b) special education students; c) students attending under Attendance Agreements (unless a multiple-year agreement to provide education facilities is entered into with another Board of Education); and d) any other classification of students for which the Board of Education has chosen to enroll students.

The Lyme/Old Lyme Board of Education reserves the right to revoke or modify any terms of this policy without notice. This policy shall be administered and applied in a manner consistent with applicable state and federal law.

Enrollment Regulations

The Superintendent of Schools shall develop and publish administrative regulations regarding the enrollment of tuition students with the approval of the Lyme/Old Lyme Board of Education. The Superintendent shall require that a "Letter of Agreement", signed by the parent(s) or guardian(s), be filed with the district business office for each nonresident enrollment. The letter of agreement shall attest to the following:

1. that the parent and/or guardian is in receipt of this policy, and acknowledges the terms and conditions of this policy;
2. that the parent and/or guardian is in receipt of all administrative regulations regarding this policy;
3. that the parent and/or guardian understands the right of the Lyme/Old Lyme Board of Education to revoke or rescind the enrollment of nonresident students at its discretion;

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

4. that the parent and/or guardian understands the right of the Lyme/Old Lyme Board of Education to adjust the annual tuition rate at its discretion.

Evidence of Residency

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to the request for evidence of residency the parent, guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age of older shall be provided with a written statement of why there is reason to believe such student may not be entitled to attend school in Lyme/Old Lyme Public Schools. An affidavit may require a statement or statements with documentation that there is bona fide student residency in Lyme or Old Lyme, that the residence is intended to be permanent, that the residence is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Removal of Nonresident Student from District Schools

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend Lyme/Old Lyme Public Schools, the parent, guardian, emancipated minor, or student eighteen (18) years of age of older shall be informed in writing that, as of a particular date, the student may no longer attend Lyme/Old Lyme Public Schools, and the Superintendent shall notify the Board of Education where the child should attend school (if known). If after review, residency in Lyme or Old Lyme is established by evidence, the parent, guardian or emancipated minor, or student eighteen (18) years of age of older shall be so informed.

If a student is to be removed from a Lyme/Old Lyme school for residency reasons, the Superintendent of Schools or his/her designee shall inform the parent, guardian, emancipated minor, or student eighteen (18) years of age of older:

1. of hearing rights before the Lyme/Old Lyme Board of Education and that the student(s) may continue to attend Lyme/Old Lyme Public Schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age of older;
2. that upon request a transcript of the hearing will be provided;
3. that a local Board of Education decision may be appealed to the State Board of Education and that the student(s) may continue to attend Lyme/Old Lyme Public Schools pending a hearing before the State Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age of older; and
4. that is the appeal to the State Board of Education on behalf of student is unsuccessful, a per diem tuition will be assessed for each day a student attended Lyme/Old Lyme Public Schools when not eligible to do so.

Students Policy #5118 - Enrollment of Nonresident Students; Tuition Fees and Regulations

Board of Education Hearing

Upon written request, the Lyme/Old Lyme Board of Education shall provide a hearing within ten (10) days after receipt of such request. The Board of Education shall make a written transcript or tape recording of such hearing. The Board shall make a decision on student eligibility to attend Lyme/Old Lyme Public Schools with ten (10) days after the hearing, and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes. The Lyme/Old Lyme Board of Education shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Rights Reserved to Board of Education

The Lyme/Old Lyme Board of Education reserves the right to revoke or modify any terms of this policy without notice. This policy shall be administered and applied in a manner consistent with applicable state and federal law.

Legal Reference:

Connecticut General Statutes.

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-253 School privileges for students in certain placements, nonresident children and children in temporary shelters.

10-266 Reimbursement for education of pupils residing on state property.

Policy Adopted: June 5, 2019.

Lyme/Old Lyme Board of Education.

REGIONAL SCHOOL DISTRICT EIGHTEEN
Lyme-Old Lyme, Connecticut

LETTER OF UNDERSTANDING AND AGREEMENT

TO: Lyme/Old Lyme Board of Education
Regional School District No. 18
53 Lyme Street
Old Lyme, CT 06371

RE: Policy #2420 - Enrollment of Nonresident Students, Tuition Fees and Regulations

I, _____ (full name of parent), as the parent or legal guardian of _____ (full name of student), am requesting his/her enrollment as a student in Regional School District 18, pursuant to Lyme/Old Lyme Board of Education Policy #2420 entitled "Enrollment of Nonresident Students, Tuition Fees and Regulations". I have received and read Lyme/Old Lyme Board of Education Policy #2420 and fully understand and acknowledge that enrollment of _____ (full name of student) is pursuant to and in accordance with this policy.

I acknowledge and understand that if _____ (full name of student) is enrolled in Regional School District 18 in accordance with Lyme/Old Lyme Board of Education Policy #2420, it is for the _____ school year only. I also acknowledge and understand that the Lyme/Old Lyme Board of Education may review this enrollment at any time. In its review, the Board of Education may find that the costs associated with the enrollment of my son/daughter/ward have exceeded annual tuition fees and/or circumstances have resulted in additional costs to the district. The Lyme/Old Lyme Board of Education may exercise its discretion and increase its tuition fees at any time and for any reason for continued enrollment, and/or deny enrollment in a subsequent year.

Signature

Date

Regulations for Policy #5118 – Enrollment of Nonresident Students

The Lyme/Old Lyme Board of Education has established separate tuition fees for the following classifications of nonresident students who have been approved by the Lyme/Old Lyme Board of Education to attend Regional School District 18. This fee structure is applicable only when there are established and available in-house programs provided at the school which the student will attend that will meet the needs of the student, provided that additional costs do not incur to the district, and that Regional School District 18 shall not be required to add additional classes or new programs to accommodate the needs of a nonresident student or when the acceptance of the student will not place a hardship on the resources or finances of the school district. Should the fee structure not apply due to the aforementioned circumstances, the Lyme/Old Lyme Board of Education reserves the right to adjust tuition fees for individual students to accommodate hardships created by the attendance of said student in Regional School District 18.

- A) Tuition Student Rates
 - Grades 9-12 - \$19,000
 - Grades 6-8 - \$17,000
 - Grades K-5 - \$15,000
 - Grades PreK - \$10,000
- B) Students attending under Attendance Agreements (unless a multiple-year agreement to provide education facilities is entered into with another Board of Education)
 - PK-12 \$19,000
- C) Children of current staff members will be charged 50% of the applicable tuition.
- D) Children of active military parents will be charged 80% of the applicable tuition.
- E) Foreign students attending under an F-1 visa as required by SEVIS will be charged 150% of the applicable tuition.
- F) Multiple students from the same family attending together will be required to pay the following amounts:
 - 1st child– 100% of the applicable tuition
 - 2nd child– 75% of the applicable tuition
 - 3rd child– 50% of the applicable tuition
 - Any additional children will be charged 50% of the applicable tuition.



Lyme-Old Lyme Public Schools • 2020-2021 Calendar



(Rev. 4/7/21)

August 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020					21
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

October 2020					21
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

November 2020					17
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

December 2020					16
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	Snow	18	
21	22	23	24	25	
28	29	30	31		

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

February 2021					12
M	T	W	T	F	
Snow	Snow	3	4	5	
8	Snow	10	11	12	
15	16	17	18	19	
22	23	24	25	26	

March 2021					23
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

April 2021					16
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

May 2021					20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

June 2021					14
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

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

Snow Days: Dec 17; Feb 1,2,9

Date	Event/Holiday
Aug 24-31	Professional Development Days (FULL) No school for students
Sep 1	Opening Day for Students
Sep 7	School Holiday (Schools Closed)
Oct 9	Professional Development Day (HALF) Early dismissal for students
Oct 12	School Holiday (Schools Closed)
Nov 3	Professional Development Day (Full) No school for students
Nov 23-24	Elementary, Middle and High School parent conferences. Elementary, Middle and High School students early dismissal
Nov 25-27	School Holiday (Schools Closed)
Dec 23	Professional Development Day (HALF) Early dismissal for students
Dec 24-Jan 1	School Holiday (Schools Closed)
Jan 18	School Holiday (Schools Closed)
Feb 12	Professional Development Day (HALF) Early dismissal for students
Feb 15-19	School Holiday (Schools Closed)
Mar 12	Professional Development Day (HALF) Early dismissal for students
April 2	School Holiday (Schools Closed)
April 12-16	School Holiday (Schools Closed)
May 28	Professional Development Day (HALF) Early dismissal for students
May 31	School Holiday (Schools Closed)
June 17/18	Final days for students Early dismissal for students both days
June 21	Final day for teachers

Students Policy #5141.21 – Administering Medications to Students

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;

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- (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

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Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the

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medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies on Administration of Medications

- (1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:

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- (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
- (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
 - (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and

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- (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to

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provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
- (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and

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- (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.

- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.

- (g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:
 - (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of

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the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;

- (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical

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advisor, if any, have attested, in writing, that such training has been completed; and

- (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a child enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Board of Education (the "Board") permits blood glucose testing by students who have a written order from a physician or an advanced

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practice registered nurse stating the need and capability of such student to conduct self-testing.

- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
- (3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student’s parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the student’s physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
 - (d) The school nurse shall provide general supervision to the selected school employee;
 - (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;
 - (f) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and
 - (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

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D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
 - (c) The school nurse shall obtain a written standing order for administration of epinephrine for anaphylaxis in an emergency from the school medical advisor, if any, or a doctor of medicine or osteopathy licensed in Connecticut. This order shall be kept on file in each school nurse’s office as well as the district’s Central Office and shall be renewed annually.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
 - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.

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- (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
 - (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and

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- (ii) The student’s parent or guardian, by the school nurse or personnel who administered the epinephrine.
- (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student’s cumulative health record, in accordance with Section E of this policy.

F. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student’s state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.

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- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

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- (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.

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- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, which training

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shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;

- (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
 - (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers,

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full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall be allowed to administer medications.
- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first

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aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.

- (4) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.
- (6) School Bus Drivers Training

All school transportation carriers under contract with the Board are required to provide annual hands on training to all school bus drivers in their employ including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector (“EpiPen”), (3) notifying emergency personnel, and (4) reporting an incident involving a student’s life-threatening allergic reaction.

Each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it unless their most recent training was completed more than one year prior.

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse

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assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.

- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.

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- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;

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- (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before-and-After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:
- (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
 - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.
 - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications.

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Investigational drugs or research or study medications may not be administered in these programs.

- (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
 - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
 - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
 - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
 - (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
 - (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;

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- (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student’s cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

- Section 10-206
- Section 10-212
- Section 10-212a
- Section 10-212c
- Section 10-220j
- Section 14-276b
- Section 19a-900
- Section 21a-240
- Section 52-557b

Regulations of Conn. State Agencies:

- Sections 10-212a-1 through 10-212a-10, inclusive

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Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Policy Adopted:

Lyme/Old Lyme Board of Education.

Instruction
Policy #6161.31 – Title I Programs

The Superintendent or his/her designee is directed to pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District will maintain programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures will be described in district-level and school-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or his/her designee will develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* will contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student achievement and school performance, and (3) other provisions as required by federal law. Such *Compact* must be distributed to parents/guardians of students receiving services or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or his/her designee must develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* will contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Such *Compact* must be distributed to parents/guardians of students receiving services or enrolled in programs, under Title I.

Instruction
Policy #6161.31 – Title I Programs

(cf. 1110.1 – Parent Involvement)
(cf. 6161.3 – Comparability of Services)

Legal Reference: Connecticut General Statutes

10-220(c) Duties of boards of education

Improving America’s Schools Act, P.L. No. 103-382, Sec. 1112 Local Education Agency Plans.

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514

20 U.S.C. §6318, as amended by Every Student Succeeds Act, P.L. 114-95 §1010 (2015)

20 U.S.C. §7801 - Definitions

Policy Adopted: _____

Lyme/Old Lyme Board of Education

Instruction
Policy #6171 – Special Education

In keeping with the intention of the State of Connecticut and this Board of Education to offer educational opportunities to all students which will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to students with disabilities in accordance with the requirements of state and federal law.

Any student identified as a child with disabilities pursuant to the Individuals with Disabilities Education Improvement Act of 2004 who is between the ages of three and 22 who have and who has not received a high school diploma, GED or otherwise graduated from high school has the right to a free and appropriate public education. These students with disabilities shall be provided individualized educational programs appropriate to meet their educational needs.

Students receiving special education services under the Individuals with Disabilities Act (IDEA) remain eligible for such services up until their 22nd birthday or until they graduate from high school with a regular high school diploma, whichever comes first. The adult student or his/her parent/guardian will be asked by the District if the student wishes to receive the special education and related services outlined in their individualized education program (IEP) until they turn 22 years of age or they graduate with a regular high school diploma, whichever comes first.

A child identified as a child with disabilities shall become eligible for special education and related services on his or her third birthday. A student reaching age 22 after the beginning of an academic year shall have the right to complete that year or attend until graduation, whichever comes first.

Students with disabilities are required by federal law to be included in State and District-wide assessments, with appropriate accommodations where necessary. Any individualized education program (IEP) developed for a student with disabilities shall specify whether the student shall achieve the District's adopted content standards or whether the student shall achieve individualized standards which would indicate the student has met the requirements of his or her IEP.

The District also shall take steps to make the general public aware that all children and youth from birth through age 22 suspected of having a disability have a right to a formal determination as to whether they have such a condition or disability.

Legal Reference: Connecticut General Statutes
 10-76a Definitions. (as amended by PA 00-48 and PA 06-18)
 10-76b State supervision of special education programs and services. (as amended by PA 12-173)
 10-76c Receipt and use of money and personal property.
 10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114, PA 00-48, PA 06-18 and June Special Session PA 15-5, Section 277)
 10-76e School construction grant for cooperative regional special education facilities.

Instruction
Policy #6171 – Special Education

Legal Reference: Connecticut General Statutes (continued)
10-76f Definition of terms used in formula for state aid for special education.
10-76ff Procedures for determining if a child requires special education (as amended by PA 06-18)
10-76g State aid for special education.
10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)
10-76i Advisory council for special education.
10-76j Five-year plan for special education.
10-76k Development of experimental educational programs.
PA 06-18 An Act Concerning Special Education
State Board of Education Regulations.
10-76m Auditing claims for special education assistance.
10-76a-1 et seq. Definitions. (as amended by PA 00-48)
10-76b-1 through 10-76b-4 Supervision and administration.
10-76d-1 through 10-76d-19 Conditions of instruction.
10-76h-1 through 10-76h-2 Due process.
10-76l-1 Program Evaluation.
10-145a-24 through 10-145a-31 Special Education (re teacher certification).
10-264l Grants for the operation of interdistrict magnet school programs.
P.A. 12-173, An Act Concerning Individualized Education Programs and Other Issues Relating to Special Education
34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.
American with Disabilities Act, 42 U.S.C. §12101 et seq.
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.
P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act
Bd of Ed of the City School District of the City of New York v. Tom F. 128S.Ct. 1, 76 U.S.L.W. 3197 (2008)
Rowley v. Board of Education, 485 U.S.-176 (1982)
Andrew F. v. Douglas County School District RE-1, 15-827 U.S. (2017)
A.M. v. N.Y. City Department of Education, 845F.3d 523, 541 (2d Cir.1997)
Mrs. B., v. Milford Board of Education 103 F. 3d 1114, 1121 (2d Cir. 1997)
A.R. v. Connecticut State Board of Education, 3:16-CV-01197 (CSH D. Conn. June 10, 2020)

Policy Adopted: _____

Lyme/Old Lyme Board of Education