

Regular Board of Education Meeting

Wednesday, May 5, 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 April 7, 2021

II.B. Special Meeting of April 12, 2021

II.C. Special Meeting of April 19, 2021

III. Visitors

III.A. CABE Student Leadership Awards

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

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

VII. New Business

VII.A. Rescinding of Nonrenewals **Speaker (s):** Ian Neviaser

VII.B. Request for Tuition Students at Lyme-Old Lyme High School **Speaker (s):** Ian Neviaser

VII.C. Policy Review: Bidding Requirements and Interscholastic Athletics: Health Assessment/Participation Criteria **Speaker (s):** Ian Neviaser

VII.D. Wastewater Treatment Plant Membrane Replacement **Speaker (s):** Ron Turner

VII.E. Lyme-Old Lyme Middle School Outdoor Classroom **Speaker (s):** Ron Turner

VII.F. Mile Creek School, Center School and Lyme School Playground Renovation **Speaker (s):** Ron Turner

VII.G. Sustainability Recommendations **Speaker (s):** Jennifer Miller

VIII. Old Business

VIII.A. Policy Review - Administering Medications to Students

VIII.B. Closing of LOLHS Project

IX. Executive Session

IX.A. Superintendent's End of Year Review

Speaker(s) : Diane
Linderman and Board
Members

X. Adjournment

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Regular Board of Education Meeting
April 7, 2021

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

Present Via Telephone: Jennifer Miller; Jean Wilczynski

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

Others Present: Ellery Zrenda, High School Student Representative; 5 Community Members

I. Call to Order

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

II. Approval of Minutes

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, to approve the minutes of Regular Meeting of March 3, 2021 and the District Budget Hearing of April 5, 2021.

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

III. Visitors

1. CAPSS Superintendent's Award

The Board honored this year's recipients of the CAPSS Superintendent's Award: Connie Pan and Megan

49 Lyme Street, Old Lyme, Connecticut 06371

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Cravinho. This award is based on the student's service, leadership and academic prowess. Jim Wygonik, Principal of Lyme-Old Lyme High School, introduced the students and spoke to their many accomplishments.

2. Report from Student Representatives

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

At LOLHS: This year the Math Team finished first in the small school division in the Greater Middlesex County Math League and third overall. Their exceptional work this season has qualified them to participate in the state tournament taking place today. In addition to the overall team success, Nikolai Stephen-Zumbaum was the highest scoring junior in the entire Math League. The Art Department took eight of the 18 awards at the Shoreline Art Alliance Futures Show. For three of the last four years, Will Allik, Art Teacher at LOLHS, has won the prestigious Earl Grenville Killeen Award for the Best in Show school portfolio. Spring sports have been busy preparing for the upcoming seasons. Competition is set to begin this weekend. The athletes and coaches want to send a special thanks to the facilities department for the pristine conditions of the playing fields. Seniors are counting down the final ten weeks until graduation. The high school staff is busy planning for many outside spring events. Check the school calendar for upcoming outdoor concerts, awards ceremonies and a prom.

At LOLMS: March for the middle school was a busy month. Under the guidance of the school library media specialist, J'aime Ottaviano, and enrichment teacher, Bill Edyman, the middle school had nine teams of students enter projects into the Connecticut History Day Regional Contest, and seven received recognition and will move onto the state competition this month. The 8th grade typically plans a fundraising and volunteer event to support the New London Community Meal Center; however, due to COVID, they have modified the school-wide collection drive to support Safe Futures, the Old Lyme Animal Shelter, and the Shoreline Food Pantry. This drive revolves around the 8th grade ELA unit on homelessness. On March 17, Renee Molnar, 7th grader Sophia D'Angelo, and the school's therapy dog "Blu" debuted on Channel 8's Wednesday's Warrior. It was a great clip that highlighted Blu's contribution to the school community. On March 19, the middle school celebrated World Down Syndrome Day by wearing mismatched clothing and socks. The advisory groups tackled a team building activity, the Egg Drop Challenge, by working collaboratively utilizing creativity, teamwork, engineering and construction skills

At Lyme Consolidated School: On March 19, students and staff celebrated World Down Syndrome Day by wearing mix and match socks and listening to the book *Just Ask* and having classroom conversations on what it means to Be Different, Be Brave, Be You. The book *Just Ask* was donated to each classroom by Lyme School parent Heather Imbriale. On April 22, students will be participating in Earth Day activities. On April 26, school pictures will take place. On April 27, middle school principal, Mr. Ambruso, will be visiting the fifth-grade classes. SBAC testing will begin the week of May 3 for all third, fourth and fifth graders.

At Mile Creek School: During the month of March, students engaged in many exciting units of study and two spirit days were held. March 19 was a day identified for a celebration of uniqueness as part of World Down Syndrome Day. Students wore colorful, patterned or mismatched socks. In each class, students were read the book *Just Ask* by Justice Sonia Sotomayor and discussed what it means to "Be Different, Be Brave, Be You." On the 26th of March, Spirit Day was Tie Dye Day. The school was a sea of color. Many exciting units of study were completed, including the Peter Pan unit in third grade. All third-grade classrooms were transformed into versions of Neverland as part of the cumulative event. In fourth grade, all students made instruments as part of their study of sound waves, and students held a gallery walk in the library to share their research on natural disasters. In fifth grade, students completed their unit on the Iditarod and held a Museum Day to highlight all they had learned. A virtual book fair is currently running and will end on April 12. School pictures will be taken on April 23.

In the Preschool Program: During the month of April, the preschool will be focusing on the themes of spring, space and the life cycle oviparous animals – or animals who lay eggs. Earth Day will be a part of the social studies lessons this month. Students will be hearing stories like *I Want To Be An Astronaut* and *Chickens Aren't the Only Ones*. During math instruction, they will use ladybugs in their study of patterns, counting and adding pairs. The letter sounds are T, U and V, and students will be practicing writing their names. The artist of the month is Lucy Arnold. Ms. Arnold gains her inspiration from the details found in nature. Finally, the preschool has been enjoying the warm weather and opportunities for outdoor play. Students wish everyone a fabulous April break.

3. Public Comment

Chelsea Yester, a resident of Old Lyme, read the following statement:

I come before you today as a resident of beautiful Old Lyme, full-time registered nurse, and very concerned (soon to be) mother of three. I want to sincerely thank you for all you have done during this difficult year to take care of our smallest citizens, our children. You have kept my thriving preschooler safely in school the entire year where she has continued to flourish both socially and academically. And now, just when you thought you might be able to breathe again, Connecticut lawmakers are considering two bills which would create another crisis.

On March 31, the Public Health Committee advanced two bills, which would remove religious exemptions for vaccination. If passed, the bills would remove an estimated 15,000 Connecticut children from school...in the middle of the most difficult year of their life.

The damage to students in our school district, and others, will be considerable. How many students will need to be abruptly unenrolled? In addition, many of our students stand to lose opportunities for academic and sports scholarships. These children are resilient, but they have suffered, and will continue to suffer, in ways we will not fully comprehend for years to come. Additionally, what will the impact be on teaching and administrative positions due to lower student populations?

Lawmakers do not need to remove children from school and create a new crisis. There are solutions that can solve their stated problem and organically improve vaccination rates without bringing trauma to Connecticut families. School districts do not need to, nor should they, remove children from school. Please ask lawmakers to explore these solutions before barring children from attending school.

Connecticut's teachers, students, and families have been through so much this last year, and I am confident that no one wants to add to the struggle. Connecticut was just recognized as number one in the nation on student performance of advanced placement exams. How will losing these students affect our district and Connecticut's ability to be competitive? Lawmakers want to remove children from school and implement a grandfathering clause to ease their conscience. I assure you, this will not work. Grandfathering not only imposes segregation within the family unit, but will eventually prevent children with a religious exemption from attending colleges or universities in Connecticut.

Please contact legislators and voice your opposition to this legislation. Ask them to look for different solutions before they create another crisis. This legislation will only bring further suffering to our children, our teachers and our school administrators. Now is the time to rebuild, not to add to the devastation. Thank you for your time."

IV. Administrative Reports

1. Superintendent's Report

Mr. Neviasher reviewed the April personnel report noting the various vacancies, recent appointments and resignations/retirements. Of note: Steven Ernst, Music Teacher at Mile Creek School; Mary Pope, Speech Pathologist at Center School; Kelly Craddock, 4th Grade Teacher at Mile Creek School; and Jill Ressler, English Teacher at Lyme-Old Lyme High School, will be retiring at the conclusion of the 2020-2021 school year.

Mr. Neviasher reviewed the April enrollment report which reflected a total of 1,305 students in-house which is an increase of three students from last month this time.

Mr. Neviasher reviewed the various grants the district expects to receive as part of the federal government's COVID relief packages which will be available to the district over the next three years.

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

Curriculum. Provide a rigorous educational experience for students, in all modes of instruction (remote or in-person), that is in alignment with the high standards and expectations of the communities we serve. Currently offering extended day program in all buildings and expanding summer program offerings, i.e., traditional to interest-based camps. Working with Lymes' Youth Service Bureau, Sustainable CT and Lyme Academy of Fine Arts.

Planning summer curriculum work – part of revision cycles.

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.*

Beginning the hiring process for new staff to ensure getting the best new hires.

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

School Climate Survey (administered every other year) currently being taken by students, staff and parents.

Thelma Halloran, Music Teacher at LOLMS, has been asked to participate with the group *Arts for Social Justice*, spearheading an initiative for creating murals depicting social justice themes.

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.*

The bid opening for the synthetic turf field occurs April 9.

Numerous facility improvement projects planned for this summer.

Use of ESSER funds for projects to lower budgets and avoid spending cliffs in the future.

Bonded project study out to bid.

Facilities Committee site walk will take place on April 14.

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

Reviewing and revising the district's Strategic Plan (late summer/early fall process will begin).

Board of Ed summer retreat/self-evaluation being planned.

2. Business Manager's Report

Mrs. McCalla reviewed the Executive Budget Summary as of March 31, 2021. Spending year to date is on track with last year to date, and this amount does include the reimbursement of \$343,000 in Coronavirus Relief Funds. Without this amount, the year to date spending is 71% to budget so even though it's a significant amount of money, it equates to 1% of spending to budget.

Fluctuations of note:

Special Education: lower year over year placement costs.

Transportation: billing differential due to collapsed/reduced routes.

Debt Service: due to funding from January 2020 and payment moved to August.

Plant Operation and Maintenance: due to significant CRF refund to this account.

Year To Date Revenue Report

	2019-2020 Received	2020-2021 Received YTD
Town of Old Lyme	\$27,556,679	\$19,485,158
Town of Lyme	\$6,579,421	\$4,508,526

Mrs. McCalla reviewed the Contingency Maintenance Report. The balance has changed to the good by \$225 due to actuals versus encumbrances. The balance of this account is \$131,127.

V. Educational Presentation

1. LOLHS Schedule for 2021-2022

Mr. Wygonik presented plans for the high school schedule for next year which involved a block schedule of an eight-period schedule, four periods per day, with a two-day rotation. Mr. Wygonik reported that 95% of the teachers would like to continue with a four-period daily schedule and 85% of the students wanted it to continue.

The rationale for the change included:

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

Mr. Wygonik's presentation also included information on the benefits and challenges and how this schedule compared with other high achieving districts, A copy of Mr. Wygonik's presentation is attached to these minutes for informational purposes.

Mrs. Shoemaker commended the schedule which she believed would prepare the students better for college, i.e., geared to real life experience and assist with time management.

Dr. Goulding asked about any foreseeable concerns. Mr. Wygonik reported that the main issue is the longer periods of time that students are sitting. Teachers are working in snack/mask breaks and creating more movement in the classroom to alleviate this. He also noted that the Music Department has concerns over the schedule which centered around learning regression (fewer class meetings per week mean less practice) with their preference for meeting with students more regularly due to the importance of routine musical practice.

Additional discussion centered on the staff professional development on this schedule that they will be focused on before the start of the 2021-2022 school year so that all concerns/issues are gleaned from the departments and fully addressed.

VI. Chairman & Committee Reports:

Mrs. Linderman reminded the Board that the Superintendent's evaluation is done at this time of the year, and discussion will take place in executive session at the May Board meeting with the final evaluation issued in June. She asked for two volunteers to help her with note taking and putting together the input from the Board into a coherent evaluation.

Mrs. Linderman reported that a Board retreat would take place this summer with the purpose of goal setting and self-evaluation.

Committee Reports:

- a. *Facilities*. Dr. Goulding reported that the bids for the synthetic turf field will take place on Friday, April 9.
- b. *Finance*. Mrs. Wilczynski asked that all be cognizant of the district’s bidding policies in light of the many projects occurring throughout the district. Mrs. Wilczynski thanked all administrators for their efforts on the development of the 2021-2022 budget and usage of associated grants.
- c. *Communications*. Mrs. Thompson recommended that the Board view the presentation given by Bridget Compagno at the last Communications Committee meeting which detailed communication initiatives (attached to the minutes of March 24, 2021).
- d. *Policy*. Mrs. Shoemaker reported that policy discussion will take place later in the meeting under New and Old Business.
- e. *LEARN*. Mrs. Linderman reported on LEARN’s progress on renovating the Ocean Avenue building. She also reported that students from the Marine Science Magnet School recently grew coral, and the excess was sold as a fundraiser, with profits totaling over \$6,000.
- f. *LOL Prevention Coalition*. Mrs. Shoemaker reported that this group would meet next week.
- g. *Sustainability*. Mrs. Miller reported that this committee would be making a presentation to the Board at their May meeting. Regarding the Trex Challenge, over 3,000 pounds of plastic have been collected districtwide thus far. Megan Winski’s Life Skills class at LOLHS has weighed, sorted, bagged and recorded over half of this total.

VII. New Business

1. Mile Creek Sound System Upgrade Project

Ron Turner, Director of Facilities and Technology, provided the following background information on this agenda item: 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.

MOTION: Mrs. Thompson made a motion, which was seconded by Dr. Goulding, to approve the 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.

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

2. Mile Creek Outdoor Classroom Project

Ron Turner provided the following background information on this agenda item: 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.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Thompson, to 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.

Follow-up discussion centered on the construction possibly disrupting the school day. Mr. Turner reported that a majority of the construction is done off-site with the assembling on-site so there would be limited interruption to the school day. He further reported that landscaping is not included but that in-

house staff will construct a pleasing entrance after the structure is complete. Mrs. Thompson recommended that the pollinator plant initiative be involved with this site work.

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

3. Middle School Gymnasium Floor Refinishing Project

Ron Turner provided the following background information on this agenda item: 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 the 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.

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Shoemaker, to 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.

Mr. Turner addressed the life of a wood floor and the number of sands and refinishes allowed before a floor would have to be redone. He noted that the finish used on the gym floor will be oil based and would be good for many years.

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

4. High School Soundfield Upgrade Project

Ron Turner provided the following background information on this agenda item: 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 the district receives excellent customer support from the Lightspeed team whenever needed.

The installation would occur after July 1, 2021, and Board 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 the district's old systems. This contract value is in the anticipated range for the proposed 21/22 FY budget.

MOTION: Mrs. Thompson made a motion, which was seconded by Dr. Goulding, to 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.

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

5. Lyme School Tennis Court Project

Ron Turner provided the following background information on this agenda item: 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. Mr. Turner has spoken with the representative and, with Board approval, they will put the district's 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.

MOTION: Mrs. Leonardo made a motion, which was seconded by Dr. Powell St. Louis, to 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.

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

6. 2021-2022 Budget

Mr. Neviasher reported that with the addition of grant funding from the ESSER funds, the district has been able to further reduce the budget from a 0.73% increase to a 0.47% increase. This change will further reduce the costs to the towns as noted on the *Impact to Towns* page from the budget book (attached to minutes for informational purposes).

MOTION: Dr. Goulding made a motion, which was seconded by Mrs. Shoemaker, to approve the 2021-2022 budget of \$34,874,548 (0.47% increase).

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

7. Donation Letter

Mr. Neviasher reported on the many requests from the community on how we can support and recognize the staff for such a successful year. He reviewed a proposed letter to be sent to the community to ask for their support of the recognition of the staff at the end of the year banquet.

The Board reviewed and wordsmithed the letter.

MOTION: Mrs. Leonardo made a motion, which was seconded by Mrs. Thompson, to approve the community donation letter as revised.

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

8. Nonrenewals of Non-Tenured Staff

It is annual practice to ensure compliance with state statute, and in accordance with Conn. Gen. Stat. § 10-151(b), which gives authority to the Superintendent to determine whether a non-tenure teacher should be offered a contract for the subsequent school year, Mr. Neviasher recommended the nonrenewal of all non-tenured teachers.

MOTION: Mrs. Thompson made a motion, which was seconded by Dr. Goulding, that pursuant to Connecticut General Statutes Section 10-151, the Region 18 Board of Education non-renew the teacher contracts of the non-tenured teachers at the end of the 2020-2021 school year as recommended by the Superintendent. Further move that the Superintendent of Schools be directed to communicate this action of the Board in writing to named staff members.

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

9. Annual Review of Tuition Policy/Rate

Mr. Neviaser reported that per Policy 2420, the Board is required to set a tuition rate for non-resident students by May 30. The current tuition rates are as follows:

Tuition Student Rates

- Grades 9-12 - \$19,000
- Grades 6-8 - \$17,000
- Grades K-5 - \$15,000
- Grade PreK - \$10,000

Mr. Neviaser's recommendation was to retain the current tuition rates for the 2021-2022 school year.

MOTION: Dr. Powell St. Louis made a motion, which was seconded by Mrs. Leonardo, to approve the tuition rates for the 2021-2022 school year as presented (no change to current rate).

Follow-up discussion involved possibly adding a "not to exceed amount" clause in the tuition regulations to protect families from high increases year to year. Mr. Neviaser noted that the tuition rates have not increased over a four-year period, but that this will be a consideration when reviewing the policy in the future.

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

10. Tuition Student Request for LOLMS and LOLHS

Mr. Neviaser reviewed tuition student requests for LOLMS and LOLHS.

MOTION: Mr. Wilson made a motion, which was seconded by Mrs. Shoemaker, to approve the tuition student requests for LOLMS and LOLHS as presented.

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

11. Revision of 2020-2021 School Calendar

Mr. Neviaser presented a recommendation that the district end school on Friday, June 18, 2021 to avoid having all students come back for one additional Monday in June. He also proposed that June 21, 2021 be a "staff only day" and will be the day of the staff recognition banquet. This change puts the total of student days at 179 and 187 staff days. The state requirement this year is 177 student days.

MOTION: Mrs. Leonardo made a motion, which was seconded by Mrs. Thompson, to approve the revised 2020-2021 school calendar with an ending date of June 18, 2021 for students and an ending date of June 21, 2021 for teachers.

VOTE: the Board voted in favor of the motion; Dr. Goulding abstained. Motion passed with a vote of eight in favor and one abstention.

12. Policy Review – Administering Medications to Students

The Board held a first read of an update to Policy 5141.21 *Administering Medications to Students*. The Policy Committee had reviewed recommended updates to this policy from CAFE and Shipman and Goodwin, and there was consensus to select the verbiage of the Shipman and Goodwin sample as it was more concise and did not contain as many duplications. Mr. Neviasser reviewed recommended changes to the sample policy which included eliminating the wording of the use of Naloxone for purposes of emergency first aid from the sample policy and using the language in CAFE’s policy on bus driver training on the use of EpiPens. Mr. Neviasser is researching the wording in the policy of only “full-time” staff members being able to administer medication. The committee recommended leaving the wording in the policy at this time so that they are in full compliance with the law.

This policy will receive a second read at the May Board of Education meeting. No action was necessary on this agenda item.

VIII. Old Business

1. Policy Review and Update – Title I Programs and Special Education

This was a second read of these two policies. The revisions were based on legal standards and changes were made to these policies based on federal law and state interpretation of federal law.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mr. Wilson, to approve Policy 6161.31 *Title I Programs* and Policy 6171 *Special Education* as presented.

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

2. 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 8:16 p.m. upon a motion by Mr. Wilson and a second by Dr. Goulding.

Respectfully submitted,

Steven Wilson, Secretary

2021-22 Academic Schedule

Lyme-Old Lyme High School

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.

Lyme-Old Lyme High School

Rationale for Change

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

Lyme-Old Lyme High School

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.

Lyme-Old Lyme High School

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.

Lyme-Old Lyme High School

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

Lyme-Old Lyme High School

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.

Lyme-Old Lyme High School

How Do We Compare?

Darien
Wilton
New Caanan
Weston
Greenwich
Simsbury
Ridgefield
Avon
Staples

Lyme-Old Lyme High School

Challenges

- Pacing
- Instructional Practices
- Kinesthetic Learning Regression

Lyme-Old Lyme High School

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 High School

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	<u>(1,725,886)</u>	<u>(324,467)</u>	<u>(1,401,419)</u>
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

Special Board of Education Meeting

April 12, 2021

Board Present: Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Jean Wilczynski, Treasurer; Rick Goulding; Jennifer Miller; Mary Powell St. Louis; Suzanne Thompson

Absent by Previous Arrangement: Stacey Leonardo; Steven Wilson

Administration Present: Ian Neviasher, Superintendent of Schools

The meeting was called to order by Chair Linderman at 6:00 p.m. The purpose of the meeting was to discuss and act on the hours for the budget referendum vote. The Pledge of Allegiance was recited.

Mrs. Linderman reported that the Town of Old Lyme has asked that the district budget referendum hours be changed to 12:00 p.m. to 8:00 p.m. (normally 6:00 a.m. to 8:00 p.m.). Mr. Neviasher explained the reasoning behind this request was a concern over being able to get enough people to work the polls during the pandemic and concern over the poll workers (many of whom are retired) working for a majority of the day/evening. Both the district and the town felt it important that the voters have time and the opportunity to vote on the budget (vs. a town meeting) but that a shortened time period would address some of the concerns. Mr. Neviasher noted that this arrangement also benefitted the district in that the voting would only affect approximately two hours of the middle school day where the voting (in Old Lyme) was taking place.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Powell St. Louis, 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 12:00 p.m. to 8:00 p.m. at the Lyme-Old Lyme Middle School in Old Lyme and the Town Hall in Lyme.

49 Lyme Street, Old Lyme, Connecticut 06371

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

Mrs. Linderman noted, that going forward, the district can change the hours of the budget referendum vote as this decision/motion is made every year.

Mr. Neviasser reported that information on obtaining absentee ballots will be publicized on the legal notice of the District Budget Meeting and Vote, postcards sent to voters, and the district's website so that there is no appearance of suppression of votes. Dr. Goulding asked that in the future timelines are sensitive to this fact and that absentee balloting information is more timely so that voters have sufficient time to vote via this manner.

There being no further discussion, the meeting adjourned at 6:14 p.m. upon motion by Dr. Goulding and a second by Mrs. Wilczynski.

Respectfully submitted,

Martha Shoemaker, Secretary Pro Tem

LYME-OLD LYME SCHOOLS

Regional School District #18



Special Board of Education Meeting

April 19, 2021

Board Present: Diane Linderman, Chair; Martha Shoemaker, Vice Chair; Steven Wilson, Secretary; Rick Goulding; Suzanne Thompson

Present Via Telephone: Jennifer Miller; Mary Powell St. Louis; Jean Wilczynski

Absent by Previous Arrangement: Stacey Leonardo

Administration Present: Ian Neviaser, Superintendent of Schools; Ron Turner, Director of Facilities and Technology

The meeting was called to order by Chair Linderman at 6:00 p.m. The purpose of the meeting was to review the bids for the installation of the artificial playing surface. The Pledge of Allegiance was recited.

Ron Turner, Director of Facilities and Technology, provided the following background information on this agenda item: this project will install a multi-purpose athletic field on the Lyme Street campus behind the high school. The project will address overuse of the existing fields, the need for additional field space for practice and games, and the lack of available water to irrigate fields. This work was advertised through an open bidding process, and four proposals were received.

Bid Results

Company Name	Base Bid	Alternate 1 Mid-Field Logo	Alternate 2 30' Ball Screen	Alternate 3 Scoreboard	Total
Mountain View	\$1,667,500	\$11,400	\$35,700	\$33,200	\$1,747,800
H.I. Stone&Sons	\$1,780,000	\$13,400	\$36,000	\$31,400	\$1,860,800

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R.A.D. Sports	\$1,798,150	\$13,890	\$29,610	\$45,778	\$1,887,428
Green Acres	\$1,867,266	\$10,812	\$33,724	\$34,223	\$1,946,025

Recommendation: after consultation with Kevin Fuselier of SLR, it was recommend moving forward with Mountain View utilizing the Greenfield All Sport Ultra turf fabric provided by Geo Surfaces. Not only is Mountain View the lowest bidder, but they also have years of experience and a proven track record installing synthetic turf fields. The Geo Surfaces fabric has also been used successfully with several Brockfill and Brockpad installations, including the field where the District completed a site visit. A reference check of Mountain View was successfully completed.

As the bids were well below the projected budget, it was recommend that the center logo, higher safety netting system, and scoreboard alternates all be included in the project. Sufficient funds will be available for contingency.

Mr. Neviasser reported that the original estimate for this project was \$2.1-\$2.4 million. With the receipt of the lower bid, there will still be money in the undesignated fund. Currently, there is slightly over \$2.3 million in the undesignated fund.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Dr. Goulding, to award Mountain View Landscapes & Lawncare, Inc., the contract to install a synthetic turf field on the Lyme Street campus including bid alternates 1, 2, and 3 for \$1,747,800.

Follow-up discussion included the following questions:

Mrs. Shoemaker inquired about heavy equipment/truck traffic during construction and any possible damage to the pavement. Mr. Turner responded that they were not anticipating this but that any damage to the district's pavement would be the responsibility of the installer. He further noted that the soil that is dug up will remain on the district's property, thus decreasing the amount of trucks going in and out of the campus.

Mrs. Thompson asked about the possibility of the Brock pad breaking down and having a negative environmental effect. Mr. Turner explained that the material is placed underneath the surface of the ground and would not affect the environment. Mr. Neviasser further noted that the material of the entire turf field is 100 percent recyclable with the pad having a 20-year lifespan.

Mrs. Linderman asked about the location of the scoreboard. Mr. Turner reported that it will be placed in the right-hand corner of the field toward the pond.

Mrs. Miller asked for assurances that the installers were well vetted. Mr. Turner reported that Kevin Fuselier of SLR International Corporation, who completed the evaluation of the bids submitted for the synthetic turf field, is confident in the work of Mountain View Landscapes and Lawncare and considered

a premiere installer. Dr. Goulding further explained the research done on previous installations by this company.

Mrs. Wilczynski inquired about the inclusion of a contingency amount in the bid. Mr. Neviasher reported that the numbers provided do not include contingency as they have more than 10% in the undesignated fund for contingency purposes.

Mrs. Shoemaker asked if the Board would have to approve the expenditure of additional monies for this project. Mr. Neviasher noted the level of expenditures requiring Board approval; he further noted that this type of project is very straightforward and is a standard installation. This surface area is very familiar as it was dug up previously for the installation of the geothermal wells so they should not come across any surprises.

Dr. Goulding, noting that this is a great time for receiving lower municipal bids, reported that the Facilities Committee will be discussing at their next meeting the possibility of recommending the installation of a foundation for lighting on this site. He noted the importance of doing this at the same time as the field installation.

Mrs. Shoemaker asked about the timeline for the installation of the field. Mr. Turner responded that it will begin June 1 and completion is anticipated by the end of August.

VOTE: the Board voted unanimously in favor of the motion to award Mountain View Landscapes & Lawncare, Inc., the contract to install a synthetic turf field on the Lyme Street campus including bid alternates 1, 2, and 3 for \$1,747,800.

There being no further discussion, the meeting adjourned at 6:21 p.m. upon motion by Mrs. Shoemaker and a second by Dr. Goulding.

Respectfully submitted,

Steven Wilson, Secretary

Regional School District Eighteen May 2021 Enrollment Report

Breakdown by School

Grade	Center	MC	Lyme	Middle	High	Total
PreK (3)	22					22
PreK (4)	81					81
K		45	34			79 (+1)
1st		51	31			82
2nd		38	33			71
3rd		55	30			85
4th		45	36			81
5th		44	37			81
6th				92		92 (+1)
7th				85		85
8th				99		99
9th					96	96
10th					109	109
11th					129	129 (+1)
12th					116	116
Totals	103	278	201	276	450	1308 (+3)

Breakdown by Town

Grade	Old Lyme	Lyme	Tuition	Total
PreK (3)	19	3	0	22
PreK (4)	71	10	0	81
K	60	18	1	79
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	20	0	92
7th	74	11	0	85
8th	77	22	0	99
9th	79	15	2	96
10th	87	21	1	109
11th	114	15	0	129
12th	87	27	2	116
Totals	1065	235	8	1308

Special Education (various facilities)	6
Grasso Tech	10
Marine Science Magnet School of SE CT	2
Total Out of District	18
GRAND TOTAL	1326

Out of District	17	1	0	18
TOTAL	1082	236	8	1326

Impact to Towns

	Old Lyme	Lyme
4/1/2021	1315	1080
% of total census	82.1%	17.9%
5/1/2021	1318	1082
% of total census	82.1%	17.9%

All special education including prek and out of district = 173

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.



FUSS & O'NEILL

May 5, 2021

Ronald Turner
Director of Facilities and Technology
Lyme-Old Lyme Schools
49 Lyme Street
Old Lyme, Connecticut 06371

RE: Engineering Review Services
Lyme/Old Lyme High School Campus Playing Field
Old Lyme, Connecticut
Fuss & O'Neill Reference No. 20210266.A10

Dear Mr. Turner:

Fuss & O'Neill has completed a third-party review of the proposed stormwater management plan for the proposed high school synthetic turf field project (the Project). The basis of our review was a memorandum dated July 1, 2020 to the Town of Old Lyme Engineering Department from Milone & MacBroom, Inc. (the Memorandum). Our review focused on the Project as it relates to the Duck River. Observations from our review are as follows:

1. The Project comprises less than two percent (2%) of the total area contributing stormwater (i.e., watershed) to the Duck River at the location of the Project. More specifically, the project is 3.28 acres of the total 179.2-acre watershed. This information was collected using USGS StreamStats.
2. The Project is not the only contributor of stormwater to the Duck River. The aforementioned 179.2 acre watershed also comprises residential properties and approximately seven (7) acres of I-95. This point is important to note because stormwater from impervious surfaces such as I-95 conveys pollutants to receiving waterbodies if untreated, and it is unclear if there are measures in place to treat stormwater runoff prior to discharging to the Duck River.
3. The Project provides measures to manage stormwater prior to discharging to the Duck River. These measures include the following:
 - a. Approximately 0.656 acre-feet of stormwater storage is provided below the surface of the synthetic turf field. This storage will reduce the rate that stormwater runoff from the Project discharges to the Duck River.
 - b. A portion of stormwater from the synthetic turf field will likely infiltrate into existing subsurface soils instead of discharging directly to the Duck River. Infiltration is a means to treat and reduce stormwater runoff. The portion of stormwater not infiltrated will be collected by the subsurface underdrains and conveyed to the existing stormwater basin south of the Project.

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FUSS & O'NEILL

Ronald Turner
Lyme-Old Lyme Schools
May 5, 2021
Page 2

Fuss & O'Neill hopes this information provides additional perspective on the Project as it relates to the Duck River. As noted, the Project comprises less than two (2%) of the overall watershed that contributes stormwater to the Duck River. Please do not hesitate to contact the undersigned if you have any questions.

Sincerely,

Mark A. Pereira, PE, CFM
Project Manager

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

	20-21 Budget	20-21 Actuals	% Spent as of 4/30/2021	% Spent as of 4/30/2020
Certified Salaries	\$14,227,237	\$10,063,403	70.7%	70.1%
Non-certified Salaries	\$3,619,265	\$2,765,622	76.4%	79.0%
Employee Benefits	\$4,737,682	\$3,544,824	74.8%	74.4%
Instructional Programs	\$1,478,212	\$1,114,286	75.4%	82.7%
Special Education	\$1,452,941	\$880,166	60.6%	69.9%
Support Services	\$78,148	\$54,266	69.4%	62.2%
Administrative Services	\$818,208	\$708,220	86.6%	86.5%
Pupil Transportation	\$1,144,367	\$873,335	76.3%	80.0%
Plant Operation & Maintenance	\$4,002,850	\$3,303,525	82.5%	91.1%
OPERATING BUDGET	\$31,558,910	\$23,307,647	73.9%	75.7%
DEBT SERVICE	\$3,152,721	\$3,144,920	99.8%	96.7%
TOTAL BUDGET	\$34,711,631	\$26,452,567	76.2%	78.1%

Notes:

Spending is down \$933,999 YTD vs LYTD with differentials in Debt Service, Employee Benefits, SpEd and Facilities, and is also down from 18-19 YTD

Year To Date Revenue Report

	<u>2019-2020 Received</u>	<u>20-21 Received YTD</u>
Town of Old Lyme	\$27,556,679	\$22,288,986
Town of Lyme	\$6,579,421	\$5,157,282

Budgeted - Fiscal Year 2020-2021			\$200,000
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Lyme			
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 04/30/2021			\$15,660

Mile Creek			
October	F+F Mechanical (repl gas heater in mtce garage)	\$1,195	
Total Mile Creek Projected as of 04/30/2021			\$1,195

Center			
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	
April	Whitewater (High levels of EQ & Membrane Tanks)	\$1,418	
Total Center Projected as of 04/30/2021			\$15,891

Middle			
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	
April	Whitewater (High levels of EQ & Membrane Tanks)	\$1,418	
Total Middle Projected as of 04/30/2021			\$11,928

High			
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	
April	Whitewater (High levels of EQ & Membrane Tanks)	\$1,461	
Total HS Projected as of 04/30/2021			\$28,497

Remaining contingency as of 04/30/2021, Fiscal Year 2021	\$126,829
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Sustainability Committee Minutes Mar 23, 2021

Center School Conference Room, 3:30 pm

Attendees: Jennifer Miller, Karen Taylor, Heather Fried, Rebecca Waldo, Diane Linderman, Ronald Turner, Ian Neviaser

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

- 1) Approval of Minutes – Karen made motion to accept. Rebecca seconded. No further comments. January 2021 minutes approved.
- 2) New Business
 - a) H. Fried – Education workstream
 - i) Expanding pollinator garden behind library. Dimensions agreed upon. Not a place children will be congregating, per se. (in regards to a concern with bees, which is not considered by the pollinator pathway proponents to be a concern). Sarah Sal, Pollinate Old Lyme, and Sustainable OL are collaborating on the Mile Creek butterfly garden.
 - ii) Outdoor classrooms are being established at the 2 elementary schools and the middle school in response to community suggestions regarding the covid19 pandemic. Note that this project at the Middle School will take significant effort to remove the bamboo from the courtyard which has overgrown over the past 2 years.
 - b) K. Taylor – 4R workstream
 - i) TREX challenge – 2750 lbs. April 15 is Earth Day and the end of the challenge. Starting April 16th, Trex has allowed us to continue collecting for the '21-'22 challenge. Megan Winski's Life Skills class at HS has weighed. Sorted, bagged and recorded over half of our total. Bridget Compano and Karen will be putting together a few photos for social media. Our bins will continue to be maintained through the end of the school year. This summer, we will advertise to the community to continue to bring their film to Big Y Old Lyme. The OL First Selectman's weekly report April 23rd will include the Trex Challenge results.

- ii) Chartwells has switched to cardboard boxes and straws only on demand. Some discussion on MHRA closings and actions residents might take to reduce waste at the source (“refuse”). Karen and Jenn will take offline for discussion.
- iii) Brief discussion of other recycling opportunities such as Bay State Textiles which may even generate small revenue for the school or clubs. Agreed we do not want their bins on our campuses but will continue to think about other opportunities.

3) Live Green EV update

- a) Live Green held 3 School Bus informational meetings in Jan/Feb 2021. There are 8100 diesel school buses in CT. There are 2 EV buses (1 in Middletown, 1 in New Haven). State goal is to have 30% EV by 2030. Bluebird, Lion Electric, Daimler/Thomas Built, DATTCO, Highland Transportation discussed status, opportunities, projected timelines, strategies for deployment. Committee discussed pathways: independent, where we seek grants, funding, infrastructure; or buses as a service (which is how our contract with M&J is currently). Currently, Highland Transportation is the leader in providing this overall service which will reduce risk (infrastructure, technology changes) while guaranteeing a fixed price. They also set up Vehicle to Grid services which create a potential revenue stream for the Region, not the company. Regionally, they have contracts in Beverly, MA., and Jersey City, NJ., to date.

4) Roadmap Discussion

- i) The Committee had a one year remit to provide recommendations to the BoE, which ends in June. As the June BoE meeting agenda is expected to be extremely lengthy, committee agreed to target the May BoE meeting for a final presentation of our recommendations. Jenn will draft slides including: accomplishments, recommendations (high level targets/goals, recommended actions for administration to achieve), observations on sustainability success factors.
- ii) Sustainable CT has a Community Match Grant program available this year. Anyone is able to apply for a grant if the municipality is a registered Sustainable CT participant. Both Old Lyme and Lyme are registered. As such, should Region18 desire to set up a community match challenge, we are able to do so. The committee

discussed ideas and agreed that a number of EV chargers located on the OL campus might be a logical goal for the challenge. Jenn will gather further information on the challenge parameters. Ron will provide ballpark estimate for various scenarios.

5) Adjourned 4:40 pm.

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting

April 21, 2021

Committee Members Present: Martha Shoemaker, Policy Chair; Diane Linderman; Mary Powell St. Louis

Present Via Telephone: Jean Wilczynski

Administration Present: Ian Neviaser, Superintendent of Schools; Holly McCalla, Business Manager; Ron Turner, Director of Facilities and Technology

The meeting was called to order at 6:00 p.m. The committee reviewed and wordsmithed two district policies:

1. Policy 3324.1 Bidding Requirements

Mr. Neviaser reported that the threshold amounts for obtaining quotes and bids detailed in this policy were outdated and not in line with inflation. The numbers had not been updated since approximately 1996. In addition, the timeline (receipt of sealed bids) hindered quick turnaround and associated costs (legal notices, legal fees, etc.) outweighed the amount for the supplies, materials, equipment or services being sought.

Mr. Neviaser reviewed the following recommended updates to this policy:

Competitive quotes shall not be required for items under \$7,500 (was \$5,000). CABE recommendation is \$10,000.

Whenever reasonably possible, the Superintendent of Lyme-Old Lyme Public Schools or his/her designee shall obtain competitive "quotes" from three or more vendors for all purchases of materials, equipment and/or service contracts in amounts between \$7,500 (currently \$5,000) and \$50,000 (currently \$10,000). The Superintendent of Schools or his/her designee shall choose successful vendors from competitive quotes under \$35,000.

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Bidding shall be required for all purchases of materials, equipment and service contracts exceeding \$50,000 (currently \$10,000).

The Superintendent of Schools or his/her designee, with consent of the Lyme-Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson, may award bids up to \$50,000 (currently \$20,000), and they may collectively reject any or all such bids. The Superintendent shall report bid awards to the Lyme-Old Lyme Board of Education, with explanations for awarding any bids to other than the lowest bidder. The Board of Education shall award all bids exceeding \$50,000 (currently \$20,000) upon receiving recommendations and bid results from the Superintendent, and it may reject any or all such bids.

Mr. Neviasser cited verbiage in a CAFE sample policy which required that sealed bidding was required for contracts or purchases greater than \$25,000, and he then referred to verbiage from a report of the Connecticut General Assembly entitled *Competitive Bidding Requirements for Municipalities* which stated that municipalities may establish a competitive bidding threshold of more than \$25,000.

The committee discussed Mr. Neviasser’s recommended changes to the bidding policy. After much discussion, the following threshold amounts and approval process were recommended for inclusion in the policy to be brought to the Board of Education for a first reading at the May 5 meeting:

Amount	Bid or Quote Required	Approval
Under \$10,000	None	Superintendent or his/her designee
\$10,000-\$35,000	Three or more competitive quotes	Superintendent or his/her designee
\$35,000-\$50,000	Three or more competitive quotes	Superintendent or his/her designee and the Lyme/Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson
\$50,000 and up	Bids	Lyme/Old Lyme Board of Education

There was also a recommendation to include verbiage in the policy that the Superintendent will report all approved expenditures over \$25,000 to the Lyme-Old Lyme Board of Education at their regular monthly meeting.

2. Policy 5141.31 Interscholastic Athletics: Health Assessment/Participation Criteria

Mr. Neviasser reviewed language change to this policy recommended by the district’s medical advisor which would require that an athlete must obtain specific approval from the school district’s medical advisor if their health assessment exceeds thirteen months. After wordsmithing the recommended language, the committee agreed on the following change to the policy: *Only with specific approval from*

the school district medical advisor or the school nurse supervisor, a note from a health care provider (“bridge note”) may be accepted provided such note indicates that a health assessment appointment is scheduled within four weeks.

In the area of communications, Mr. Neviasher reported that there is an open house scheduled for this Friday, April 23, at Lyme-Old Lyme High School for prospective students (eight students and their parents scheduled to attend, approximately 70% of which are residents of the community). Mr. Neviasher commended Bridget Compagno, Director of Communications and Marketing, on her efforts with the coordination of this event.

There being no further discussion, the meeting adjourned at 6:30 p.m.

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Facilities and Finance Committee Meeting

April 28, 2021

Committee Members Present: Jean Wilczynski, Finance Committee Chair; Diane Linderman; Jennifer Miller; Philip Neaton; Andy Russell

Present Via Telephone: Daniel Hagan; Thomas Sherer

Administration/Staff Present: Ian Neviaser, Superintendent of Schools; Brian Howe, Assistant Director of Facilities; Holly McCalla, Business Manager; Ron Turner, Director of Facilities and Technology

The meeting was called to order at 5:05 p.m. by Mrs. Wilczynski.

The following agenda items were discussed:

1. Approval of Minutes of February 3, 2021 Meeting

Upon motion by Mr. Neaton and a second by Mrs. Linderman, the minutes of February 3, 2021 were unanimously approved.

2. Review Summer Projects Plan

Mr. Turner reviewed the Extended Facilities Report which he recently developed for all the school buildings. This report details the lifecycle of major building components such as roofs, boilers, oil tanks, fire alarm systems, etc. Mr. Turner further explained the color key which indicated installation date, expected lifespan, replacement planning, end of life, and extended warranty period for all these systems. Follow-up discussion centered on the projects that will be included in a bonded projected study.

Mr. Turner reviewed projects that will be completed this summer:

Board of Ed Approved Projects:

- Synthetic turf field including alternates of a mid-field logo, 30-foot ball screen, and scoreboard for \$1,747,800.
- Lyme School tennis court renovation (including lines for pickleball use per Town of Lyme request).

49 Lyme Street, Old Lyme, Connecticut 06371

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

- Bonded project study.
- Middle School gymnasium floor.
- Mile Creek gymnasium and cafeteria sound system upgrade.
- High School soundfield upgrade.
- Mile Creek gazebo (outdoor classroom).

Projects Pending Board of Ed Approval:

- Eight light bases for synthetic turf field (also requires Wetlands Commission approval). Installation to be done simultaneously with field so that field condition is not affected in the future if lighting is desired at a later date.
- Wastewater treatment membrane work.
- Lyme, Mile Creek and Center School playgrounds – funded by Esser grants. Designs shared with committee members. Newer equipment in current playgrounds will still be utilized.
- Post and beam structure for Middle School courtyard.

3. Review Five-Year Facilities Plan

Mr. Turner reviewed the five-year facilities plan for all school buildings, including those projects funded by Esser grants as follows:

Lyme School: playground partial update

Mile Creek: outdoor classroom space, playground partial update

Center School: playground partial update

LOLMS: outdoor classroom space

4. Review Policy 3324.1 (Bidding Requirements)

The committee reviewed recommended changes to the district’s bidding policy which will go before the Board of Education at their May 5 meeting. Specifically, the recommended changes center around the threshold amount for obtaining quotes/bids on supplies, materials, equipment or services. The recommended amounts appear below in a chart:

Amount	Bid or Quote required	Approval
Under \$10,000	None	Superintendent or his/her designee
\$10,000-\$35,000	Three or more competitive quotes	Superintendent or his/her designee
\$35,000-\$50,000	Three or more competitive quotes	Superintendent or his/her designee and the Lyme/Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson
\$50,000 and up	Bids	Lyme/Old Lyme Board of Education

In addition, Mr. Neviasher reported that the business manager will report all approved expenditures over \$25,000 to the Board of Education at their regular monthly meeting.

MOTION: Mr. Hagan made a motion, which was seconded by Mr. Russell, that the Facilities and Finance Committee approve the recommended changes to Policy 3324.1 *Bidding Requirements*.

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

There being no further discussion, the meeting was adjourned at 5:30 p.m. upon a motion by Mr. Russell and a second by Mr. Neaton.

Business and Non-Instructional Operations

Bidding Requirements

For the purposes of this policy, a "quote" shall be defined as: a notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.

For the purposes of this policy, a "bid" shall be defined as: a notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials, or equipment.

Solicitation of goods and services may involve an invitation to bid, request for proposals, request for information or request for quotes, each of which may be governed by different statutory, regulatory and administrative procedures. The use of the terms "bid" and "bidder" shall not be deemed to be a controlling statement as to the type of solicitation used or the respective rights and obligations of the parties. The identification in the solicitation of the particular procurement vehicle used to solicit goods or services shall control. If the solicitation identifies the procurement vehicle as something other than an Invitation to bid, the terms "Solicitation," "Bid," and "Bidder" shall be read to mean "Request for Proposals," "Proposal" and "Proposer" or to mean such other terms as are consistent with the solicitation in order to preserve the integrity of the statutory, regulatory and procedural distinctions among the various procurement vehicles and their corresponding principles.

Solicitation of goods and services shall adhere to the following parameters, further defined in the chart herein.

Competitive quotes shall not be required for items under ~~\$5,000.~~ **\$10,000**

Whenever reasonably possible, the Superintendent of Lyme/Old Lyme Public Schools or his/her designee shall obtain competitive "quotes" from three or more vendors for all purchases of materials, equipment and/or service contracts in amounts between ~~\$5,000~~ **\$10,000** and ~~\$10,000~~ **\$50,000**. The Superintendent of Schools or his/her designee shall choose successful vendors from competitive quotes **under \$35,000. The Superintendent will report all approved expenditures over \$25,000 to the Lyme/Old Lyme Board of Education at their regular monthly meeting.**

Bidding shall be required for all purchases of materials, equipment and service contracts exceeding ~~\$10,000~~ **\$50,000**.

The Superintendent of Schools or his/her designee, with consent of the Lyme/Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson, may award bids up to ~~\$20,000~~ **\$50,000**, and they may collectively reject any or all such bids. The Superintendent shall report bid awards to the Lyme/Old Lyme Board of Education, with explanations for awarding any bids to other than the lowest bidder. The Board of Education shall award all bids exceeding ~~\$20,000~~ **\$50,000** upon receiving recommendations and bid results from the Superintendent, and it may reject any or all such bids.

Amount	Bid or Quote required	Approval
Under \$10,000	None	Superintendent or his/her designee
\$10,000-\$35,000	Three or more competitive quotes	Superintendent or his/her designee
\$35,000-\$50,000	Three or more competitive quotes	Superintendent or his/her designee and the Lyme/Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson
\$50,000 and up	Bids	Lyme/Old Lyme Board of Education

The Superintendent of Schools may request the Board to waive bidding requirements if it is in the best interests of the district to do so. Exemption from bidding may include state bids, cooperative bids, or sole source items.

The Superintendent of Schools shall establish appropriate bidding procedures including advertising requirements, bidding timelines, bid openings, and appropriate specifications for contracts with, or agreements to purchase from, successful bidders.

Bids received by Regional School District 18 shall be opened in public at the prescribed time and place and be tabulated for review. Whether or not bid openings occur exactly at the time advertised, no bids shall be accepted after the advertised time. After bids have been opened and tabulated, they will be available to any interested party, to be copied or examined. The bids shall not, however, be removed from the Regional School District 18 Business Office.

Bid or quote awards shall be made in the best interest of the school district and may not necessarily be the lowest bid or quote.

Legal Reference:

Connecticut General Statutes

10-287 Installment payment of grants. Construction contracts subject to bid

Policy Adopted: ~~March 2014~~ June 2021

Students Policy

Interscholastic Athletics: Health Assessment/Participation Criteria

The Lyme-Old Lyme Public Schools participate in interscholastic sports under the auspices of the Connecticut Interscholastic Athletic Conference (CIAC). In order to participate in interscholastic athletics, students must have a current pre-participation physical examination by a legally qualified medical practitioner. In order to be considered current, such a physical examination must have been performed during the last thirteen (13) months. **At no time shall an athlete be allowed to practice or compete if the pre-participation health assessment exceeds thirteen (13) months, unless a doctor's note is provided indicating that a health assessment appointment is scheduled within four weeks. Only with specific approval from the school district medical advisor or the school nurse supervisor, a note from a health care provider ("bridge note") may be accepted provided such note indicates that a health assessment appointment is scheduled within four weeks.** For students in grades 6 and 9, the State of Connecticut Department of Education Health Assessment Record must be completed as a result of these health assessments and must be on file with the school nurse's office prior to any form of participation in interscholastic athletics. For students in grades 7, 8, 10, 11 and 12, the Health Assessment Record or the district's Sports Physical Examination Form may be utilized and filed with the school nurse's office.

Permission or consent forms signed by a parent or guardian are also required prior to participation.

Eligibility for CIAC athletic participation is also contingent upon academic enrollment and performance, as indicated in the High School and Middle School handbooks. Student athletes must also observe the athletic code for the school district, as specified in the school district's Athletic Handbook, which prohibits students from smoking and from all forms of substance abuse. Athletes are expected to be responsible for all uniforms and equipment, to refrain from unsportsmanlike conduct and to maintain a neat appearance.

Tryout dates, season schedules and team practices and procedures are determined by the coach of the sport or by the school district Athletic Director.

(cf. 5141.3 Regular Health Assessments)

(cf. 6145.1 Extracurricular Activities)

(cf. 6145.2 Interscholastic/Intramural Athletics)

(cf. Connecticut Interscholastic Athletic Conference [CIAC] Regulations)

Policy Adopted: ~~March 2009~~ June 2021.

Wastewater Treatment Plant Membrane Replacement Lyme – Old Lyme Schools

May 5, 2021

Action: Award WhiteWater a contract to replace existing membrane modules in the wastewater plant on the main campus for the value of \$22,200.00 and waive the bidding process.

Background: The existing wastewater treatment plant membrane plates are compromised and causing the existing transfer pumps to continually lose their prime. The loss of prime causes the plant to go into alarm requiring emergency response. Besides the plant stopping to process effluent, the compromised membranes have a detrimental effect on the effluent quality, which is causing permit exceedances.

It is recommended that WhiteWater install the new membranes and associated hardware. WhiteWater is the District's licensed water and wastewater system operator and has extensive experience with this system.

This emergency repair will be funded by contingency.



Middle School Outdoor Classroom Project

Lyme – Old Lyme Schools

May 5, 2021

Action: Award JM Carpentry a contract to construct and install outdoor classroom space in the form of a post and beam pavilion at the Middle School for a value of \$49,729.

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.

The District sought comparable commercial quotes for this project and received three proposals.

JM Carpentry	\$49,729
PB Homes	\$48,398
The Barnyard	\$110,000

The Barnyard stated they would not be interested once they learned of the courtyard implications, and PB Homes quoted via email correspondence. JM Carpentry conducted a site walk, fully understand the conditions, and devised a plan to move materials to the courtyard.

This project is the second in a District plan to add outdoor classroom spaces after the gazebo at Mile Creek. The next project scheduled for FY 21/22 will create a similar structure at the Lyme 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.

Multi-School Playground Renovation Project

Lyme – Old Lyme Schools

May 5, 2021

Action: Award M.E. O’Brien and Sons a contract to renovate portions of the Center School, Mile Creek, and Lyme School playgrounds through 2021 CT DAS State Contract Pricing Contract #17PSX0081 for a total value of \$304,119.75.

Background: Portions of each of the above listed playgrounds are outdated and require equipment upgrades. Conditions vary from faded materials to wooden structures that are causing splinters. All of the playgrounds have received updated equipment in the last few years, and those portions will remain and are not part of this project. Only the most dated pieces are being removed.

This price includes all aspects of the project including demolition of the existing structures, installation of the new pieces, and a new layer of approved playground mulch.

With the May Board of Education approval, all three structures will be erected in the summer and available for next school year.

This playground project was originally funded by monies budgeted in the 2022/23 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.

Sustainability Committee Recommendations

Advisory Committee of the Region18 Board of Education

May 5, 2021

Agenda

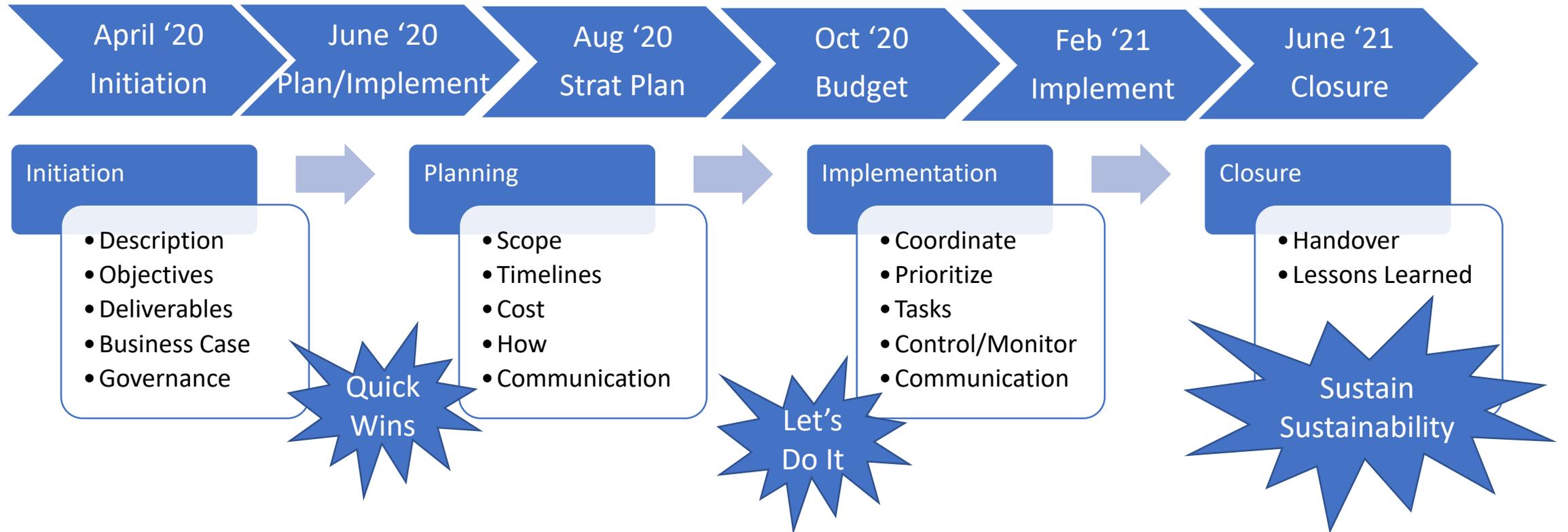
- Recap of Sustainability Committee remit
- Groundwork and Accomplishments
- Observations for Success
- Recommendations
- Team

Sustainability Committee est. June 2020

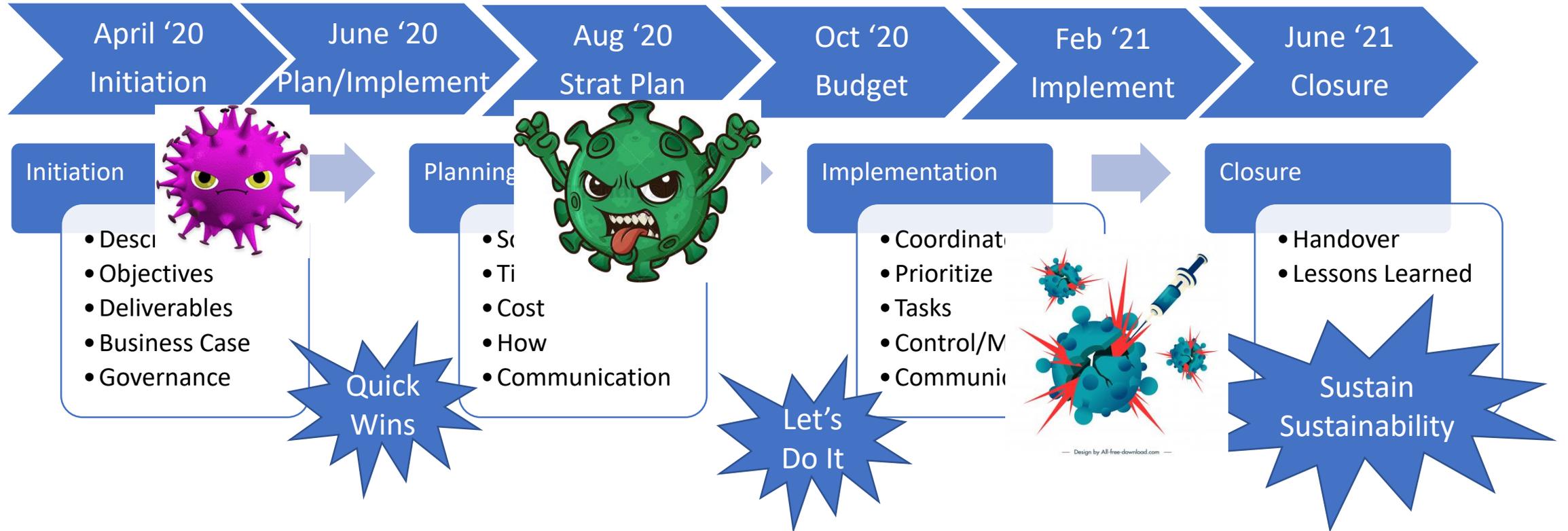
MISSION

Propose opportunities to the Region18 Board of Education for actively engaging Region18 in the transition towards a clean energy future through a reduced waste stream, energy efficiency, renewable energy sources and a comprehensive education program.

SC Planning



SC Planning





Groundwork and Accomplishments

Groundwork

- Team formation and composition
- 100% Clean Energy Resolution approved June 2020 => Clear Vision
- Interviews and tours with staff, custodians, vendors
- June – Aug brainstorm sessions => 4 pages of ideas of 4R and education opportunities, contacts, follow-ups
- Cold Spring Farm and Mohegan Sun food waste learnings
- 12 week Municipal EV Transportation zoom sessions (Sept-Dec '20)
- 3 week School Bus EV zoom session (Jan-Feb '21)
- EV and propane school bus on line conference sessions (Apr '21)
- Presentation to Sustain OL leaders
- Coordination with Sustain CT

Refuse, Reduce, Reuse, Recycle (4Rs)

- Interviews with vendors – hauler, cafeteria, custodians, walk-through tour
 - Recycled materials are being processed as recycling – they are not incinerated like waste materials
 - Custodians are recycling properly – have provided input and feedback
 - Haulers can not record volume of waste/recycling being hauled – no scales on truck
- Improved recycling vs waste in all rooms with new signage and location of bins
- PTO and Staff awareness, Recycling basics videos
- Assessment survey with follow up in May/June
- Water bottle fillers installed in each school
- “Skip the Straw” - Straws only on demand



The TRES Challenge 11/20 – 4/21

- @4000 lbs diverted from landfills
- LC 2nd place, MC 4th place, CS 11th place in Northeast region
- **LC -TRES BENCH WINNER!**
- MS 8th overall <500
- **HS 2nd overall in <500 – TRES BENCH WINNER!**



THANK YOU to BIG Y, Lyme and Old Lyme Town Halls, LYSB, volunteer transporters and our communities for your support!



Renewables

- 100% Clean Energy School District Resolution approved June '20
- Assessment of use of Lyme Academy of Fine Arts parcel for solar field
- Initial discussions with Bluebird/M&J bus vendor to gauge awareness and interest in collaboration
- Passenger van feasibility study
- HS parking lot solar panel roofing feasibility
- MC solar roof/solar array decision
- Air source heat pumps replace HVAC included in 5 year plan

Education

- Greenleaf Initiative and National Green Ribbon School application impacted due to COVID
 - Path forward is clear for Fall 2021 drafting of materials
- Built awareness throughout R18 schools supporting and reinforcing SC initiatives and behavior
 - Fall campaign kickoff at all staff meetings, Nov '20
 - Reinforcement via Health, Science and Art
 - LOLHS Life Skills and Environmental Club=> KEY LEADERS

Observations for Success

- Build and maintain external connections – critical success factor
 - “Sustain CT” groups
 - Lyme and Old Lyme Town Halls
 - Lyme and Old Lyme Commissions
 - Surrounding towns’ efforts in same areas
 - Experts – in our communities and beyond
 - Grants
- Sustainability in Region18
 - Cross-school shared goals and communication
 - Communication plan tied to goals and to awareness in schools
 - Involve more students and volunteers, and communicate
 - Facilities Department and Committee will be critical to infrastructure path forward

Critical Success Factors

➤ Connections

➤ Collaboration

➤ Communication



Recommendations

Add Region18 Sustainability Goal

Transition towards a clean energy future through a reduced waste stream, energy efficiency, renewable energy sources, and a comprehensive education program.

Recommended Action Items

For reducing district waste stream through plans to refuse, reduce, reuse and recycle

- Address plastic and styrofoam in cafeteria – stainless steel option vs single use
- Food waste recovery program
- General supplies reduction and green options
- Awareness through community organizations and local efforts, PTOs, staff meetings, volunteers, social media, local media

To meet the BOE resolution to achieve 100% clean energy by 2030

- EV Chargers on campuses
- EV Club Passenger Van
- EV Bus Contract
- Eliminate Heating Oil-air source heat pumps

Recommended Action Items

To develop and implement education strategies to increase environmental and sustainability awareness of Region 18 staff and students

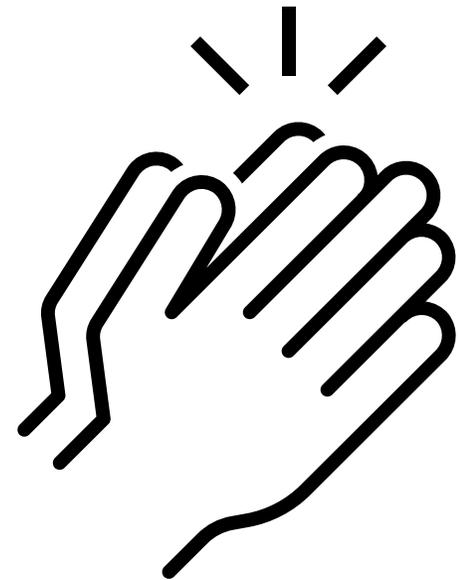
- Identify and establish CT Green Leaf School committees at each school
- Encourage the formation of a series of progressive clubs from the elementary to high school level that would focus on environmental education and local land stewardship
- Identify grants that are available to support a variety of environmental education initiatives and support teachers in applying for and implementing those grants that are awarded.
- Create a cohesive and regional sustainability communication plan including informational videos, short articles to include in district publications, social media presence, consistent and updated signage

Draft BoE Motion (for vote in June)

- ❖ A motion to add an annual goal regarding sustainability to the Region18 BoE goals in order to actively engage Region18 in the transition towards a clean energy future through a comprehensive education program, reduced waste stream and energy efficiency measures within all energy sectors including electricity, heating, and transportation phasing out all fossil fuels onsite by 2030.

Thanks to....

- Ian Neviaser
- Jeanne Delaura
- Diane Linderman
- Karen Taylor (4R Lead)
- Rebecca Waldo (Renewable Lead)
- Heather Fried (Education Lead)
- Ron Turner (Facilities Lead)
- Paula Gaudet
- Rachel Carrion
- Connie Pan
- Phil Parcak
- Steven MacAusland
- Sarah Sahl
- Brenda Moriarty
- Mara Lawry
- Bridget Compagno
- OL Town Hall
- Lyme Town Hall
- LYSB
- **Old Lyme BigY**



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;

Students Policy #5141.21 – Administering Medications to Students

- (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.

Students Policy #5141.21 – Administering Medications to Students

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

Students Policy #5141.21 – Administering Medications to Students

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:

Students Policy #5141.21 – Administering Medications to Students

- (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

Students Policy #5141.21 – Administering Medications to Students

- (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;

Students Policy #5141.21 – Administering Medications to Students

- (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

Students Policy #5141.21 – Administering Medications to Students

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.

Superintendent's Performance Evaluation Worksheets

Note: These worksheets are intended to guide the Board of Education's discussion regarding the Superintendent's job performance. The meeting and discussion should be conducted in executive session.

I. Educational Leadership

Essential Question: Does the Superintendent of Schools consistently meet or exceed the mutually established performance goals in the area of Educational Leadership?

Supplemental Questions:

Does the Superintendent serve as the Board of Education's educational leader and chief executive?

Does the Superintendent work with the Board of Education, staff and community to facilitate the development and implementation of a vision of learning that sets high performance expectations for all students and staff?

Does the Superintendent promote a positive school culture by providing an effective instructional program and designing comprehensive professional development plans for staff; belong to, actively support and participate in professional organizations (e.g., CAPSS, AASA, CAFE, NSBA) and encourage his/her Board of Education to do so?

Does the Superintendent use best practices (research-based knowledge) related to learning, teaching, student development, organizational development and data management to optimize learning for all students?

Board of Education Consensus Summary:

Lyme-Old Lyme Evaluation Process and Timeline Flowchart

Adapted from *Success Strategies for Leadership Team Evaluation: Board of Education and Superintendent of Schools* by CABE, CAPSS, and LEAD CT.

Beginning of New Evaluation Year Meeting

August/September

- Step 1: At the August meeting, the Board will review their self-evaluation and will provide guidance to the Superintendent on the district goals and objectives for the upcoming school year. At this meeting the Board may move to executive session to discuss individual performance expectations with the superintendent.
- Step 2: The administrative team will develop formal district goals based on the guidance received from the Board at the August meeting.
- Step 3: At the September meeting the Superintendent will present the formal district goals to the Board for their review and approval.

Mid-Year Evaluation Meeting

January (Conducted in executive session)

- Step 1: The Superintendent leads the Board through an informal leadership team discussion regarding progress on goals and objectives.
- Step 3: The Board provides targeted informal feedback to the Superintendent regarding his/her performance.

End of Year Evaluation of the Superintendent

May/June

- Step 1: At the May Board meeting in executive session,
 - the Superintendent presents a “year in review” self-assessment to Board of Education regarding his/her performance and the district progress toward the established goals.
 - the Board receives evaluation resources for the discussion of the Superintendent’s evaluation.
 - using the Superintendent’s self-evaluation and the evaluation resources, the Board discusses his/her evaluation.
- Step 2: The Human Resources committee meets in May in executive session to formalize the draft evaluation of the superintendent and review it with him/her.
- Step 3: The Superintendent’s formal evaluation is completed and presented to the Superintendent of Schools by the Board in executive session at the June Board meeting.
- Step 4: In open session at the June Board meeting, the Board votes on the renewal of the Superintendent’s contract.

NOTE: The Superintendent’s evaluation is a public document subject to FOIA.

May 2020

Superintendent Evaluation

Growth in Student Achievement

Definition: The core mission of all school districts is to ensure growth in achievement for all students. While the superintendent does not deliver instruction directly to children, the superintendent has to establish a set of expectations and take other specific actions that produce a culture and a climate that fosters growth in student achievement.

Areas of Responsibility:

- Establishes a system whereby data is collected on a regular basis regarding student achievement in all curricular areas and whereby that data is used to identify areas of instruction in which focus and emphasis needs to occur.
- Establishes a structure whereby plans for growth in student achievement are set and then regularly revised in accordance with the relevant data regarding student achievement.
- Establishes a structure whereby staff is held accountable for implementing the plans to enhance student achievement and for the intended growth in student achievement.
- Establishes assessable goals for determining whether achievement growth strategies are successful and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes assessable school system goals for yearly performance in student achievement and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes reasonable assessable goals within the context of available resources and Board support for the superintendent's proposals for the superintendent's own performance with respect to:
 - The extent to which the superintendent has provided the leadership required to enhance student achievement by meeting the areas of responsibility listed above.
 - The extent which the school system has met the established system goals for student achievement.

Educational Leadership

Definition: Educational leadership is grounded in relationships: working with the Board of Education, community and staff to define a comprehensive vision for the schools; identifying the values and ethics under which the schools function; creating a culture and climate that nurtures and capitalizes on talents and skills; setting high performance expectations for students and staff; and continuing to sustain and improve quality research-based programs to enhance teaching and learning.

Areas of Responsibility:

- Works with the Board of Education, staff and community to develop and implement a vision for the school system that inspires action and commitment and aligns with the values and ethics under which the district functions.
- Works with the Board of Education to develop and implement a plan of action and a strategic operating plan that aligns with a theory of action.*
- Promotes a school culture and climate of continuous improvement and accountability.
- Builds capacity by designing and implementing comprehensive professional development plans for staff.
- Establishes structures and processes that sustain a culture and climate of continuous improvement.
- Provides instructional leadership in the areas of curriculum, instruction, assessment, evaluation of staff and data informed decision making to optimize learning for all students.

*A theory of action identifies a specific set of actions that if taken will result in a specified outcome that is grounded in a vision of learning.

Organizational Management

Definition: Organizational management concerns the effective facilitation of the day-to-day operations of the school district and its programs.

Areas of Responsibility:

- Develops and manages a comprehensive approach to human capital that aligns to district vision, strategies and goals consistent with Board of Education policy, recruiting, hiring and retaining personnel for the district and includes a system of support, supervision and consistent evaluation.
- Develops and manages a comprehensive approach to fiscal resources that align to district vision, strategies and goals for consideration by the Board of Education.
- Reports regularly to the Board of Education on the status of the budget and any other fiscal concerns or issues.
- Develops and executes effective plans, procedures, routines and operational systems that support the day-to-day operations of the district.
- Assists the Board of Education in developing policies and establishes regulations to implement the policies.

Community Relations

Definition: Strong community relations are critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the community and, in turn, respect community members.

Areas of Responsibility:

- Continuously communicates and collaborates with families and community, regional and state stakeholders to support student learning and development at home, school and in the community.
- Addresses family and community concerns in an equitable, effective and efficient manner.
- Represents effectively the district to the local community.

Board of Education Relations

Definition: A strong relationship with the Board of Education is critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the Board of Education and, in turn, respect Board of Education members.

- Builds trusting, collaborative and respectful relationships with Board of Education members.
- Provides professional advice and keeps the Board of Education informed and updated on educational issues and the needs and operations of the school system.
- Keeps Board of Education members informed about significant operational issues in a timely manner.

Personal and Professional Qualities and Relationships

Definition: Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers. Superintendents must continue to refine and develop their skills and contemporary knowledge; lead ethically and make decisions based on sound professional practice; interact in a manner that best represents the interests of the school district; and maintain a healthy balance between professional obligations and personal life.

Areas of Responsibility:

Demonstrates:

- A belief that every student can achieve at high levels.
- An urgency to improve student achievement.

- The ability to manage resistance to change and to engage in difficult conversations to maintain a consistent focus on high levels of achievement.
- The ability to explore how identity and life experiences shape assumptions and unconscious biases.
- The ability to work with diverse people and be sensitive to cultural differences.
- The ability to build trusting, respectful relationships to improve student learning.
- The ability to interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district.
- The ability to use consensus building and negotiation strategies and conflict resolution skills to lead authentic stakeholder engagement.

Additionally, the superintendent:

- Provides for a safe and orderly work environment.
- Delegates authority appropriately.
- Gives staff sufficient authority and support.
- Establishes an effective professional development system for staff that is aligned with its responsibilities for teaching and learning.
- Communicates effectively with staff regarding district goals, objectives and issues.
- Politically savvy and respectful engagement across all stakeholder groups.
- Effectively anticipates and responds to challenges and remains focused on the vision of high expectations when faced with adversity.
- Builds trusting, respectful relationships to improve student learning.
- Maintains high standards of ethics, honesty and integrity in all professional matters.
- Maintains poise and exhibits diplomacy in the full range of his/her professional activities.
- Is a strong advocate for public education and demonstrates the courage to support his/her convictions.

Administration

Superintendent of Schools

Appointment

The appointment of a Superintendent of Schools is a Lyme/Old Lyme Board of Education responsibility. The Board may seek the advice and counsel of interested individuals, or of an advisory committee, and it may choose to hire consultants to assist in selection. Final selection of a Superintendent, however, shall rest with the Board of Education after thorough consideration of all qualified applicants.

When the Lyme/Old Lyme Board of Education elects a Superintendent, a majority vote of the entire membership of the Board is necessary for election. The election shall be held by paper ballot and the results recorded by the Secretary of the Board in accordance with other election procedures. The Superintendent may be appointed (or reappointed) for a term not to exceed three (3) years.

The Superintendent of Schools must be properly certified by the State of Connecticut; however, the Board may require qualifications in addition to those prescribed by the State Board of Education.

Contract

The salary of the Superintendent, additional benefits, vacation entitlement and other leave shall be determined at the time of appointment (or reappointment) and shall be part of the written contract.

Additional benefits, such as health and other forms of insurance, annual vacation, holidays, and temporary or extended leaves or absences shall be at least equal to those granted to other professional staff members.

Duties and Responsibilities

The Superintendent of Schools shall be the chief executive officer of the Lyme/Old Lyme Board of Education and shall be responsible for the management of Regional School District 18, Lyme/Old Lyme Public Schools, within Federal and State laws and regulations and Board of Education policies. He/she shall be responsible to the Board of Education as a body, and not to individuals on the Board.

The Superintendent shall be responsible for the execution of all decisions and directions concerning school system operations, and for the administration of Lyme/Old Lyme Board of Education policies. The Superintendent shall have the power to act in matters not covered by Board policy, subject to such actions being reviewed by the Board at a regular meeting.

1. Relationships. The Superintendent shall:

- a. serve as an ex-officio member of all Board committees, except those dealing with evaluation, reappointment or employment status of the Superintendent.
- b. act as a professional and executive agent of the Board.
- c. attend Board meetings with the right to speak on all issues before the Board.
- d. participate in professional organizations and ongoing professional development.
- e. develop and direct an active and effective program of community relations.
- f. maintain a cooperative working relationship with the communities and their agencies.

2. Personnel. The Superintendent shall:

- a. Develop effective professional relationships with and among administrators, teachers and other staff members.

- b. Organize, arrange, and direct the administration and staff.
- c. Establish and administer a system of staff evaluation for each employee of the school district.
- d. Oversee all staff in-service programs and activities.
- e. Recommend new positions or reductions in staffing to the Board as needed.
- f. Assign and transfer employees, and classify employees for salary purposes.
- g. Employ staff as authorized by the Board of Education and report such actions to the Board; recommend employment of all other personnel to the Board; suspend, terminate, accept resignations and approve leaves of absence for classified staff; recommend suspensions, terminations, accept resignations and recommend leaves of absence for certified staff to the Board (in accordance with current collective bargaining agreements).

3. Educational Program. The Superintendent shall:

- a. Provide educational leadership with vision to the school district.
- b. Direct the development of the instructional program of the school system.
- c. Oversee the development of curricula for all subjects and programs.
- d. Establish a program of standardized testing and reporting.
- e. Develop standards of student achievement and for student promotion/placement.
- f. Manage the system of reporting to parents on student progress and achievement.
- g. Organize and operate appropriate programs of special education and related services in conjunction with professional staff.
- h. Recommend changes in district educational goals and objectives to the Board.
- i. Recommend changes in grade level configuration, use of time scheduling and changes in textbooks to the Board as they impact the educational program.

4. Business and Fiscal Operations. The Superintendent shall:

- a. Prepare an annual school budget for review and action by the Board of Education.
- b. Implement and manage the school system budget within appropriated funds.
- c. Establish and administer a system for requisitioning, purchasing, contracting and bidding district goods and/or services with budget limits.
- d. Establish and administer a system for payroll, payment of bills and financial record-keeping.
- e. Supervise the district's food service program.
- f. Operate the schools as efficiently as possible, with an ever-present concern for the impact to students, educational programs and taxpayers.

5. School Buildings. The Superintendent shall:

- a. Manage and direct all school building operations and maintenance schedules in conjunction with staff.
 - b. Identify building needs and recommend plans of actions to the Board of Education.
 - c. Ensure the cleanliness, safety and code compliance of the district's physical plant.
 - d. Prepare educational specifications for new schools or additions.
6. Pupil Transportation. The Superintendent shall:
- a. Recommend a student transportation company to the Board as necessary.
 - b. Manage the pupil transportation system including the development of bus routes and schedules.
 - c. Establish bus safety and emergency procedures and direct a program to ensure staff and student understanding of such procedures.
7. Records and Reports. The Superintendent shall:
- a. Develop and maintain the necessary and required records for students, personnel and for the operation of the school system, including financial records.
 - b. Prepare and submit regular status reports on the budget to the Board of Education.
 - c. Prepare and submit reports on educational programs and activities and on school operations to the Board of Education, as requested by the Board or as the Superintendent deems necessary.
 - d. Prepare and submit all required Federal, State and local reports.
 - e. Prepare and submit an annual report to the Board on the condition of local education with recommendation for change as appropriate.
8. General. The Superintendent shall:
- a. Execute the decisions of the Board of Education in a timely manner.
 - b. Prepare the agenda for meetings of the Board of Education and deliver the agenda and associated materials to Board members well in advance of the meeting.
 - c. Recommend policy changes to the Board of Education and maintain official policy manuals.
 - d. Develop and approve all administrative regulations.

Legal Reference:

Connecticut General Statutes.

[10-157](#) Superintendents: Relationship to local or regional board of education; verification of certification status; written contract for employment; evaluation of superintendent by board of education.

Policy Adopted: November 2000.