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LEDYARD BOARD OF EDUCATION

Regular Meeting

Wednesday, September 20, 2017

Ledyard High School Media Center

7 PM

I. Call to Order – by Mr. Favry, Chair at 7:01 PM.

II. Pledge of Allegiance – Followed “Call to Order”

III. Roll Call

Present: Mr. Brawner, Ms. Calhoun, Mr. DiFilippo, Mr. Favry, Mr. Guerrero, Mr. James, Mr. Shuttleworth, Ms. Vajdos

Absent: Ms. Butterworth-Erban

Also Present: Mr. Hartling, Dr. Byars, Mr. Kilpatrick III, Mr. Lathrop, and Mr. Geoly

Mr. Favry stated that PMBC was meeting, and there would be an amendment to the agenda to allow the presentation from Mr. Juskiewicz to be moved up in tonight’s meeting.

IV. Requests from Citizens (Per Bylaw 9325) – None.

V. Town Council Liaison Comments – None, Mr. Gabordi was not present.

VI. Report of Superintendent of Schools – Mr. Hartling stated that he was glad that hurricane Jose missed us, but he is keeping our fellow citizens of Puerto Rico in mind as they deal with hurricane Maria. Current student enrollment in LPS is up 68 students from the budgeted estimate to 2,408 students. Mr. Hartling urged any Board members that want to attend the CABA conference November 17th and 18th to contact Ms. Najarian to let her know. LHS students from More Than Words, along with students in New London and Groton were once again able to travel on the Oliver Hazard Perry, a working tall ship. Strategic Planning work is continuing with the Administrative Team setting action plans and goals, and Mr. Hartling will make sure that the BoE gets updates. Dr. Byars will share the Professional Learning plan. There was great feedback from some of the training initiatives that were put in place for the beginning of the year. Mr. Hartling shared that the lack of a State budget is still a challenge and the CABA School Board Association and the CABA Superintendent Association are meeting with Legislators on a regular basis to advocate for some of those positions that are particularly troubling to the Boards of Education and Superintendents. Mr. Hartling shared that he is becoming involved in the Legislative Committee of the Superintendent Association to make sure interests such as Ledyard’s aren’t overlooked or missed. Also, Mr. Hartling attended “Back to School” nights at GFS, LMS, and LHS, which all had great turn outs from parents, and tomorrow they will be held at GHS & LCS. Mr. Kilpatrick III will have the color boards for the school projects at the GHS open house.

Mr. Favry shared that the transportation document that was shared at the Finance Committee meeting will be forwarded to members of the BoE. Mr. Hartling requested that the Board share and suggest questions to be added to the transportation document.

Motion: made by Mr. Favry and seconded by Mr. Brawner to amend the agenda to insert Items **XIV. New Business Discussion and Possible Action on A. State Grant #072-0090 RNV/EA Furniture, Fixtures and Equipment LMS and B. State Grant #072-0091 RNV/EA Furniture, Fixtures and Equipment GHS** prior to **VII. Report of LHS School Board Representatives**, and to add **Item XIV. New Business, E. Proposed LMS/LHS student trip to Quebec 02/16-19/2017.**

Motion passed 8-0.

XIV. New Business Discussion and Possible Action on:

Mr. Juskiwicz, along with Mr. Hespeler, Mr. Ireland, Ms. Cleveland, and Mr. Dagostino presented the FF&E packets for both LMS and GHS projects. These packets include all the furniture, fixtures, equipment and technology for both schools.

The projected budget for LMS was \$803,000 (estimated), and the actual (at this point) is \$821,468. The projected budget for GHS was \$682,442 (estimated), and the actual (at this point) is \$541,106.

A. State Grant #072-0090 RNV/EA Furniture, Fixtures and Equipment LMS

Motion: made by Mr. Favry and seconded by Ms. Vajdos to approve State Grant #072-0090 for FF&E for LMS.

Motion passed 7-1.

Yes: Mr. DiFilippo, Mr. Favry, Mr. Guerrero, Mr. James, Mr. Shuttleworth, Ms. Vajdos, Mr. Brawner

No: Ms. Calhoun

B. State Grant #072-0091 RNV/EA Furniture, Fixtures and Equipment GHS

Motion: made by Mr. Favry and seconded Ms. Vajdos to approve State Grant #072-0091 FF&E for GHS.

Motion passed 7-1.

Yes: Mr. Favry, Mr. Guerrero, Mr. James, Mr. Shuttleworth, Ms. Vajdos, Mr. Brawner, Mr. DiFilippo

No: Ms. Calhoun

VII. Report of LHS School Board Representatives – Mr. Geoly presented the following:

- The first Activity period of the year took place today
- The LHS Crew Club & Noank Rowing Club are joining forces to host a fun pasta supper FUNdraiser & basket raffle. Join them at the Noank Baptist Church from 5:00 to 6:30pm on Friday, September 29!
- The Student Leadership Council is pleased to introduce junior Olivia Strelevitz as the newest member of the Board of Education and a coordinator of the SLC.
- September 26 is Student College planning night; the college fair will take place October 4th
- Boys Varsity soccer is 3-0 and play tomorrow night at NFA at 6pm, The Football team have their home opener this Friday, Girls Field hockey is away at East Lyme tomorrow at 5 please try and get to a game this season because the Fitch team gave up post season eligibility to keep our girls on the team. This year we started doing an athlete of the week our first two are Soccer player Cole Dirico and X-country runner Averie Greeley who led the girl's cross-country team to their first win over Fitch in 21 years, the boys also beat Fitch after a long drought as well.
- School Play "Almost Maine" is cast and the performers are preparing for their November 30th and December 1st performances.
- Finally, the Board of Ed student reps not only represent the High School, we represent students K-12. In the next few days we will be in contact with the principles of all of the schools and Mr. Hartling so we can get started!

VIII. Board of Education Members' Comments –

Ms. Calhoun – shared that she observed lunch at LMS and a new lunch room employee is making the atmosphere very positive. Also, Ms. Calhoun complimented teachers at GHS and LMS for working through the difficulties of construction. Ms. Calhoun shared that she voted “no” on the above State Grant motions for FF&E at LMS and GHS because she felt it was unrealistic to be asked to vote on a 400-hundred-page document with limited time to review it (which was not attached to the original agenda packet).

Mr. DiFilippo – shared that his 5-year-old at LCS has directed him to adopt the sandbox at the school. The sandbox requires a sand refill and associated toys for the K students there. Mr. DiFilippo will be “putting the project out to bid,” or will be asking for donations.

Mr. Favry – shared that Carly Brown, Little Miss Ledyard, delivered cupcakes to the Board earlier in the evening. Mr. Hartling and Mr. Favry met with Mayor Allyn and Ms. Davis to discuss assorted items including polling locations/new locations and/or to have no school on election days. There was a charter revision review which will be sent to the BoE when complete. Town Council will be amending requirements from mandating that a BoE member be present on certain committees to making it optional. Contact Ms. Calhoun for PTO sign-ups, the Board’s focus will be through December. Facilities is meeting on 9/25 and, Policy and Strategic Planning Committees are meeting on 10/11 at 5:00 and 7:00 PM.

IX. Committee and Liaison Reports –

Mr. DiFilippo – Agri-Science – There will be an advisory meeting on 10/3.

Mr. DiFilippo – Strategic Planning Committee – next meeting is 10/11 at 5:00 PM

Mr. DiFilippo – Policy Committee – met yesterday and had a robust discussion with parents regarding the transportation policy issues. Also, a review of the CAFE audit was presented with a determination that the prioritization will be to complete eight policies that are missing from the manual.

Mr. Brawner – Finance Committee – met tonight and reviewed the close out of accounts for 2016-2017, the status of the budget for 2017-2018, and discussed out-of-district transportation.

Mr. Brawner – Negotiations Committee – met last week with Administration, but due to the lack of a State budget progress is slow moving, but they are working together.

Mr. Shuttleworth – Facilities Committee – did not meet.

Mr. Shuttleworth – PMBC – paid bills at the last meeting and the LHS oil tank project is completed.

Ms. Calhoun – LEAF – will be hosting a fundraiser, “Cocktail Party in the Orchard,” on 10/5/2017 at 5:30 PM at Holmberg Orchards and Winery.

X. Business Manager’s Report - Mr. Lathrop shared that the 2016-2017 Budget Year Transfer Request, Transfer 2017-003 Year-End Closeout (see attachment 1) in the amount of \$75,258.91, was brought to the Finance Committee. The transfers are requested to balance out each line item for the finalization of the 2016-2017 budget. Mr. Lathrop also shared the status of the 2016-2017 Budget by Object Code, as of 9/12/17 (see attachment 2), which indicates a current forecasted surplus of \$199,583. Mr. Hartling made the point that the surplus is 6/10 of 1% of the 2016-2017 budget. Ms. Vajdos asked Mr. Hartling to remind the community that surplus funds can’t be used for LPS Operating Expenses (i.e. staff, books, buses, etc.) per Ledyard Town law, and must be deposited into the CNR account for one-time capital improvement projects/materials. Due to the variability of the SPED line items, excess cost reimbursement, tuition and

transportation, the surplus is a very close match to the forecasted budget. It was also mentioned that if one SPED student with multiple needs had moved into the district the surplus would have been used and there might have been a deficit. Mr. Lathrop shared an update of the status of the 2017-2018 budget (see attachment 3), with a 2017-2018 General Fund Forecast for August 2017 as of 9/12/2017. The General Fund Forecast indicates a surplus of \$163,139, which is attributed mainly to staffing and assumptions that have been made for other line items since it is early in the school year. Included in the report is a chart to show/track month-to-month changes in accounts of concern.

XI. Approval of Minutes

- September 6, 2017, Regular Meeting

Mr. Favry made the following corrections/changes:

VI. Report of Superintendent of Schools, in the second sentence it should read: He also shared that the budget was based on 2,340 students enrolled but the actual this school year is 2,408. Additionally, he mentioned that out of district enrollment was up by 11 students.

VIII. Board of Education Comments, Ms. Vajdos, the next Policy Committee meeting date should be corrected to 9/13 from 9/15.

Ms. Calhoun had the following corrections/changes:

VIII. Board of Education Comments, Ms. Calhoun, change "suggested that LEARN should take the lead on the issue," to "suggested that Ledyard should take the lead on the issue."

Ms. Calhoun, change "Ms. Calhoun is glad that Robotics is offered at LMS," to "Ms. Calhoun is glad that Automation Robotics is offered at LMS."

Motion: made by Mr. Favry and seconded by Mr. Brawner to accept the minutes with the above amendments.

Motion passed 8-0.

XII. Communications and Correspondence – one item received from Mr. Hosey on 9/6/17 regarding BoE recordings and responded to by Mr. DiFilippo the same date. Ms. Calhoun shared that she too received an item from Mr. Hosey regarding a reference she had made pertaining to the science about making the school day later. Ms. Calhoun shared that her response to Mr. Hosey is on her "to do" list, but the article she referenced can be found at scholar.google.com where the article can be searched for and the science behind it found.

XIII. Information Items

A. Beautification Committee Work at LCS – Mr. Hartling thanked the Ledyard Beautification Committee and the volunteer vendors for the work around town and LPS have been a beneficiary of that with tree work at LHS and landscaping that was done at LCS by volunteer vendors, both of which improve the look of Ledyard.

B. 2017-2018 Professional Development (see attached) – Dr. Byars shared professional learning that the staff will be undertaking, which is a critical piece for improving instruction for students. Dr. Byars stated that what will be reviewed are some of the major initiatives for 2017-2018, at a district-wide level. Individual teachers, departments and content areas will also have their own professional learning that are specific to the needs of their students. Dr. Byars emphasized for the Board the importance of the Strategic Plan and how it serves as a guide; it serves as a link between the theories of action that have been put into place, the priorities that have been identified and then what the actual outcomes are in terms of professional learning focused on students. One program to be used is Positive Behavior Intervention Support Training (PBIS) which has a three-year

training process and will be started at the three elementary schools and the middle school, and next year the high school will be included. This year, the first year, the Leadership Teams will be trained, next year those that were trained this year will train the entire staff at their respective locations, and in the third year the program would be modified as needed. Other Professional Learning will be focused on numeracy and literacy skills to form a consistency throughout the elementary schools using a program called Foundations. Also, curriculum updating and planning will continue, and Dr. Byars thanked the Board for their support for the summer science PLC, which will need to be supported one last time next summer. The priority is to align the professional learning with the district priorities; what are we most focused on and how do we help teachers to reach that goal, is the on-going process that Strategic Planning guides.

XIV. New Business

C. Discussion and Possible Action regarding 2016-2017 Fund Transfers/End of Year

Motion: made by Mr. Brawner and seconded by Ms. Calhoun that the Ledyard BoE approve Budget Year 2016-2017 Transfer 2017-003, Year-End Closeout.

Motion passed 8-0.

D. Request for Town Council to Place 2016-2017 Surplus BoE Funds into the BoE Capital Non-Recurring Account – Mr. Brawner shared that this will be tabled until final accounts are closed.

E. Discussion and Possible Action regarding an LMS/LHS proposed student trip to Quebec 02/16-19/2018

Motion: made by Mr. Favry and seconded by Mr. DiFilippo to approve the proposed LMS/LHS student trip to Quebec 02/16-19/2018.

Motion passed 8-0.

XV. Unfinished Business – Discussion and Possible Action

A. Second Reading 3542.2 Charging School Meals

Motion: made by Mr. DiFilippo and seconded by Mr. Brawner to approve Policy 3542.2 Charging School Meals.

Motion passed 8-0.

B. Second Reading 1330 Use of School Facilities

Motion: made by Mr. DiFilippo and seconded by Ms. Vajdos to approve Policy 1330 Use of School Facilities

Motion passed 8-0.

C. Second Reading 0000 Statement of Purpose

Motion: made by Mr. DiFilippo and seconded by Ms. Vajdos to approve Policy 0000 Statement of Purpose

Motion passed 8-0.

D. Second Reading 4120 Video Surveillance

Motion: made by Mr. DiFilippo and seconded by Ms. Vajdos to approve Policy 4120 Video Surveillance

Motion passed 8-0.

XVI. Adjournment

Motion: made by Mr. Favry and seconded by Mr. Shuttleworth to adjourn at 9:20 PM.

Motion passed 8-0.

Respectfully Submitted,

**Kevin DiFilippo
BoE Vice Chair**

Ledyard Public Schools						
Budget 2016-2017						
Transfer 2017-003- Year End Closeout						
The purpose of this transfer is to						
1.)Correct the budgets of over expended accounts to close the fiscal year						
Miscellaneous						
Org	Object	Location	Description	Credit	Debit	Notes
2022400	51020		ADMIN SALARIES-GEN ADM		\$1,500.00	One administrator 403B match
2012400	51100		SEC/CLERICAL SALARIES-GEN ADM		\$1,372.11	
2062220	51200		OTHER SALARY		\$2,539.43	
2081000	51210		SUB TEACHER SALARIES-GEN INSTR		\$11,310.33	Original estimates too low
2082500	52200		SS AND MEDICARE		\$10,191.30	Original estimates too low
2081280	53210		TUTORS-LITERACY		\$21,691.46	Math tutors In regular education budget for Title I compliance
2061011	51040		TEACHER SALARY-MATH INSTR	\$18,498.19		
2061013	51040		TEACHER SALARY-SCI INSTR	\$28,920.25		
2071001	51040		TEACHER SALARY-AGRI INSTR	\$1,186.19		
Subtotal - Miscellaneous				\$48,604.63	\$48,604.63	
Repairs And Maintenance						
Org	Object	Location	Description	Credit	Debit	Notes
2112600	54300		REPAIRS & MAINTENANCE-MAINT		\$54,169.84	Original funds transferred into supplies/some estimates too low
2112600	56220		ELECTRICITY-MAINTENANC		\$29,410.47	Original estimates too low
2112600	54100		WATER & SEWER-MAINTENANC	\$28,218.15		
2112600	56900		OTHER SUPPLIES-MAINTENANC	\$42,685.07		
2112600	56210		NATURAL GAS	\$12,677.09		
Subtotal - Clerical Salaries				\$83,580.31	\$83,580.31	
Technology						
Org	Object	Location	Description	Credit	Debit	Notes
2122230	54320		TECH RELATED CLASS-INSTR TECH		\$437.90	
2082230	56800		TESTING SUPPLIES-INSTR TECH		\$15,258.99	Purchase of 2017-2018 site license - MAP
2122230	56890		TECHNOLOGY SUPPLIES-INSTR TECH		\$2,157.01	Purchase or supplies related to Chromebook summer maintenance
2062223	57300		NEW EQUIPMENT-AUDIO/VIS		\$11,025.08	Purchase of A/V classroom equipment
2082500	57350		SOFTWARE-DIST COMM		\$3,154.87	Original transfer slightly less than required
2112600	56200		HEATING OIL/PROPANE-MAINTENANC	\$32,033.85		
Subtotal - Technology				\$32,033.85	\$32,033.85	
Professional Services						
Org	Object	Location	Description	Credit	Debit	Notes
2082310	53400		OTHER PROF/TECH SERVICES-BOE		\$24,564.38	Professional services - scheduling
2092190	53410		SPEC ED DOCTORS-OTR SUPP		\$140,982.00	Professional Services - mental health
2082210	53500		DIST CURR DEVELOP-PROF DEV		\$4,044.34	Greater number of science PLC attendees than originally estimated
2092190	53440		SPEC ED OT-OTR SUPP	\$10,437.55		
2092190	53460		SPEC ED PT-OTR SUPP	\$22,577.00		
2112600	56210		NATURAL GAS	\$4,107.57		
2096110	55660		MAGNET SCHOOL TUITION-TUIT-PUB	\$24,000.00		
2132700	55100		TRANSPORTATION-TRANS	\$35,488.89		
2132700	56260		DIESEL/GASOLINE-TRANS	\$21,338.30		
2096130	55700		SPED TUIT-NON-PUBLIC-TUIT-NP	\$51,641.41		
Subtotal - Professional Services				\$169,590.72	\$169,590.72	
Special Education						
Org	Object	Location	Description	Credit	Debit	Notes
2131200	55110		SPECIAL ED TRANSPORTATION-SPED		\$32,592.36	Lower than estimated reimbursement
2096110	55600		SPED TUITION PUBLIC		\$42,666.55	Lower than estimated reimbursement
2096130	55700		SPED TUIT-NON-PUBLIC-TUIT-NP	\$75,258.91		
Subtotal - Special Education				\$75,258.91	\$75,258.91	

**2017-2018 General Fund Forecast
August 2017 as of 09/12/17**

Executive Summary – Surplus \$163,139

As of September 12, 2017, Ledyard Public Schools has a forecasted surplus of \$163,139. The majority of the surplus is produced from Unemployment(52600), Magnet School Tuition (56660), and Natural Gas (56210). Special Education Transportation (55110), Special Education Tuition – Public (55600),and Special Education Tuition – Non Public (55610) are highly variable and dependent upon state Special Education Excess Cost reimbursement.

51010-51300 – Salaries (\$752)

Teacher Salaries (51030-51050) are forecast with a slight surplus at this time. Custodial Salaries (51160) are also forecast with a slight surplus with anticipated reimbursement for Capital Project related staffing. Substitutes (51230) is forecast slightly over budget when factoring in historical absence trends.

52200-52800 – Benefits - \$51,107

Unemployment (52600) is forecast to finish with a significant surplus. All other benefit accounts are forecasted to finish at or slightly below budget.

53300-53740 – Professional Services – \$1,793

Tutors (53200) are expected to finish slightly over budget based upon historical special education tutor expenses. Other Professional/Technical Services (53400) , Special Education Doctors (53410), and Special Education OT (53440), each are forecast with modest surpluses at this time.

54100-54900 – Repairs/Maintenance - \$21,708

Water/Sewer (54100) is forecast with a modest surplus at this time.

55100-55900 – Purchased Services – \$68,819

Special Education Transportation (55110), Special Education Tuition – Public (55600),and Special Education Tuition – Non Public (55610) are forecast fully expended at this time. These accounts are highly variable and will change based upon student programming and mobility. Magnet School Tuition (55660) shows a \$64,262 surplus based upon initial enrollment figures.

56110-56900 – Supplies – \$20,464

Gasoline/Diesel (56260) and Natural Gas (56210) show a modest surplus due to contracted fuel prices coming in below budgeted fuel prices. Electricity (56220) is expected to be fully expended at this time.

57300 - 57350– Equipment – \$0


New Equipment (57300), Replacement Equipment (57400) and District Software (57350) are forecasted to be fully expended at this time.

58100 - 58120– Dues and Fees – \$0

Dues and Fees are forecasted to be fully expended at this time.

Professional Learning Focus

2017-2018

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

If we develop strong connections and positive relationships rooted in respect, dignity and kindness and are supportive of student academic and social-emotional needs, then students will be ready to learn, leading to improved student achievement.

PRIORITY

Continue developing positive school climates and cultures

PROFESSIONAL LEARNING FOCUS

- Positive Behavior Intervention and Support (PBIS) Training
- Year 1 of 3 Training
- PBIS Leadership Teams
 - All Elementary Schools and LMS
 - Teachers, Principal, Support Staff
 - 2 Coaches per school

If we provide comprehensive literacy and numeracy programs in the primary grades, and students have the necessary preparation to learn at high levels in all content areas, then student achievement will improve.

PRIORITY

All students will read on or above level by the end of grade three (3)

PROFESSIONAL LEARNING FOCUS

- Foundations (Foundational Reading Skills Instructional Resource)
- Year 1 of 2 Training
- All K, 1, 2 Classroom Teachers

If we provide a comprehensive academic and enrichment program that embeds opportunities to develop 21st Century Skills and gives students the knowledge, skills, and strategies necessary for success in academics, careers, and life, then student engagement and achievement will improve.

PRIORITY

Revise and update K-12 curriculum to reflect 21st Century Skills and to incorporate revised state and national standards for learning

PROFESSIONAL LEARNING FOCUS

- Social Studies Implementation Grades 5, 7, 8, 11
- Science Implementation Grades K, 1, 2, 9
 - Co-Planning
 - Lesson Development
 - Resource Review
- Summer Science PL
 - 19 Participants Summer 2017

If we implement practices and protocols to effectively use data to enhance decision making, then operational practices and student achievement will improve.

PRIORITY

Establish district and school based data protocols that inform organizational and instructional decisions

Review and evaluate current and potential assessments for impact on teaching and learning

PROFESSIONAL LEARNING FOCUS

- School-based and District Grade Level Team Analysis and Instructional Planning of
 - Foundations Assessments
 - End of Unit Math Data
 - Interim Assessment Blocks
 - Smarter Balanced
 - ELA & Math

If we foster leadership and provide high quality professional learning opportunities that focus on instructional improvement and student learning outcomes, then pedagogy will be enhanced, leading to improved student achievement.

PRIORITY

Establish Professional Learning Communities (PLC) to expand opportunities to share expertise and exemplary practice

Establish district and school based data protocols that inform organizational and instructional decisions

PROFESSIONAL LEARNING FOCUS

- Establish a District-Wide Data Team Protocol
- Train teams in use of protocol and practices

If we provide student centered learning opportunities that encourage voice, inquiry, creativity, and innovation, then student engagement and achievement will improve.

PRIORITY

Continue to expand and develop 1 to 1 program and associated instructional practice

PROFESSIONAL LEARNING FOCUS

- G Suite and Google Classroom Training
- LEdTech Symposium

If we foster leadership and provide high quality professional learning opportunities that focus on instructional improvement and student learning outcomes, then pedagogy will be enhanced, leading to improved student achievement.

PRIORITY

Align professional learning with district priorities