

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
JANUARY 10, 2017 REGULAR SESSION – 7:30 P.M.
MINUTES**

ATTENDANCE:

PRESENT: Albert Vertefeuille, Chairman James Mello, Vice Chairman Sandra Tremblay, Secretary Keith Wentworth Mary Ellen Wieczorek	Nicole McGillicuddy Jason Nowosad Bert Bosse Stephen Nelson Christine Lugi, Student Representative
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ALSO PRESENT: Superintendent of Schools Robert Angeli, James Apicelli, LMHS, Principal, Robert Laskarzewski, LMS Principal, Andrew Gonzalez, LES Principal, Kathleen Mozak-Pezza, Director of Curriculum, Cheryl Biekert, Director Pupil Services, Robert Sirpenski, Business Manager, Kevin French, Facilities Director, Jacques Dulac, Director of Information Technology, teachers; Matthew Kansler, Erin Shuman, Melissa Wilhelm, Emily Blanchard, Sandra Spedaliere, Instructional Assistant

I. CALL TO ORDER

Albert Vertefeuille called the meeting to order at 7:30 PM and led the audience in the Pledge of Allegiance.

II. CELEBRATION OF EXCELLENCE

1. Eastern Region Band and Chorus Members
Superintendent Angeli noted that several students from the band and chorus at the middle school and high school are participating in the Eastern Region Musical Festival. Matt Kansler, Band teacher at LMS introduced the following students who are participating; Owen Curtis, Bethany Gifford, Maggie King, Owen Padgett. Chorus teacher, Erin Shuman introduced the following students who are participating; Markham Puhlick, Katherine Lambert, Isabella Delaney, Destiny Carroll (not in attendance). Melissa Wilhelm, Band teacher, introduced the students from Lyman who are participating; Michael Tartaglia, Jillian Walenda and Chorus teacher, Emily Blanchard introduced Lyman students who are participating; Alyssa Nadeau, Christine Lugli, Sierra McElroy, Adam, Jalal and Hailey Goins. Superintendent Angeli added his congratulations to the students. Refreshments were served.

III. COMMUNICATION

1. Letters of retirement.
Superintendent Angeli read portions of the letters of retirement that had been received from the following teachers: Patricia Rubega, Barbara Lee, Mary Lynn Hartzell, Joanne Nowosad, Paula C. Hopkins, Lynette G. Braunhardt. A. Vertefeuille noted that the total years of teaching is 118.
2. Letters of resignation
Superintendent Angeli noted that the following letters of resignation had been received: Justin Jaquith and Cynthia Hodge.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes
None.

V. CONSENT AGENDA

A. Approval of Minutes

1. Communications Subcommittee – 12/13/16
2. Policy Subcommittee – 12/13/16
3. Finance/Budget Subcommittee – 12/13/16
4. Regular Meeting – 12/13/16
5. Communication Subcommittee – 1/3/17
6. Finance/Budget Subcommittee – 1/5/17
7. Budget Transfers

Motion made by S. Tremblay and second by S. Nelson to approve the Consent Agenda as presented. Motion passed unanimously.

VI. REPORTS OF COMMITTEES

1. Finance/Budget Subcommittee
J. Nowosad reported that two meetings were held. One last week, and one tonight. Superintendent Angeli and R. Sirpenski have worked with administrators and teachers and have preliminary numbers. On January 18th there will be meetings with staff and a public input session.
2. Communication Subcommittee
M. Wiczorek reported that they met on January 3rd. The district website was hacked. IT Director has increased the security on the web site. The hack was only to the landing page of the website. There was no breach of data. An older version of Joomla had been used. Other software is being looked at. J. Dulac reported that the hackers over rode the web page server. M. Wiczorek noted that Facebook will not be blocked. No decision on when the Facebook page will be going on line.
3. Curriculum Subcommittee – no report.
4. Transportation/Residency Subcommittee – no report.
5. Goals/Strategic Planning Subcommittee – no report.
6. Negotiations Subcommittee – S. Tremblay reported that letters have been sent to the parties for secretaries and instructional assistants. Dates have not been set yet.
7. Board Policy Subcommittee – B. Bosse reported that the substitute policy will be revised. They will meet before the next Board meeting.
8. Physical Plant/Facilities Subcommittee – no report.
9. Superintendent's Evaluation Subcommittee – S. Nelson reported that they met tonight to discuss the mid-year process. A. Vertefeuille and J. Mello will be meeting with the Superintendent. Any comments either verbal or e-mail need to be to them by January 24, 2017.
10. VOAG Liaison Subcommittee – no report.

VII. ADMINISTRATORS' REPORTS

No additional information

VIII. STUDENT REPRESENTATIVE'S REPORT

C. Lugi reported that the Wizard of Oz has been cast and will be presented in March. The Norwich Bulletin recently did an article about the Girls' Basketball Team. Finals are being prepared for. The Wrestling Team has begun. The Hockey Team has four wins. The Band and Chorus concerts went well. Seniors have begun being accepted to colleges.

IX. REPORT OF SUPERINTENDENT

1. Enrollment
Enrollment has remained flat. One new student at LES.
2. Food Service Update
R. Sirpenski reported that they have been preparing for the audit. Jody Waldron and Shannon Haggerty have been very helpful with the audit. There is also a procurement audit. This is a new process for both audits. Superintendent Angeli noted that the Breakfast with Books program was very successful.
3. 2016-2017 Budget
This was reviewed at the subcommittee meeting this evening. R. Sirpenski has reviewed the remaining budget. The certified salary line had a variance last year of greater than \$200,000.00. It is projected this year to be short \$4,500.00. There will be revenue this year from VOAG, regular education and special services. The total 2017-2017 revenue budget is \$692,415. Full year revenue could be \$195,000 higher than this year's budget if the second half of the year mirrors the first half of the year. EASTCONN has not provided a bill for the Barrows Academy yet.
4. 2017-2018 Budget
Superintendent Angeli reported that the Finance/Budget subcommittee has met. The drivers of the budget are salaries, health insurance, diesel fuel and fuel oil. Preliminary numbers have an increase of 2.98%. There are still some items that are up in the air. Negotiations for secretaries and instructional aides are to be scheduled. J. Nowosad noted he learned tonight that fuel oil will have an increase. It was noted that the health insurance has a capped increase of 11%. The trend is 9-11% cost increase. Some employees change their plan in health insurance. A new initiative is to increase the technology position to 1.0 at the elementary school. Another increase is the volleyball coach at the middle school to \$3,000.00. The Strategic Plan has these initiatives. R. Sirpenski noted that the seven teacher retirees will be replaced at a lower level. The Superintendent and Administrators looked at the budget very hard. Substitutes, postage, custodial supplies were reduced. There will be a savings of \$10,000.00 in custodial supplies by switching to another vendor. Everything was looked at.
5. Capital requests and current year spending
A Trial Balance Report was distributed. K. French reported that doors and hardware, electrical upgrades, boys and girls room toilets and the islands at the high school are the priority projects. The bids for the retaining wall and fence at the elementary school are due January 26th. Total costs may be \$40,000.00. The painting at Lyman will be going out to bid. The islands at LES were discussed. The Superintendent was told by the Town Planner that an engineering plan is necessary. J. Nowosad discussed the difference in a site plan change or a small change. No lighting changes will be done. J. Nowosad has spoken to the Town Planner. A site plan change requires Planning & Zoning approval. The Superintendent is trying to saving the Board liability problems. K. Wentworth discussed the parking lot plan at the Historical Museum. R. Sirpenski inquired if a form

8-24 would be required. This would not be required per the Town Planner. N. McGillicuddy inquired how snow plowing is going. The contractor is doing okay at this point. There have been some concerns regarding completion of snow removal in time for the start of school.

J. Mello noted that there is \$184,616.74 remaining for projects this year. The projects to be done this year are approximately \$160,000.00.

Technology – it was noted that \$122,409.00 will be spent this year. N. McGillicuddy asked if more Chrome Books would be purchased. There are some extras that will be used for those needing replacement. Currently we have an adequate supply. iPads are being looked at for purchase for classrooms at the Elementary School.

Athletics – Principal Apicelli noted that two bids were received for the wall padding. Both meet the specifications. Locker room will be bid at the end of the month.

Superintendent Angeli noted that options for the weight/fitness room are being looked at. Superintendent Angeli and A. Vertefeuille had attended a meeting last night at Eastconn regarding building collaboration with 38 towns. This is an ongoing discussion in this region of the State.

X. ACTION ITEMS

1. Accept letters of retirement
Motion made by B. Bosse and seconded by J. Mello to accept with regret the letters of retirement as read by Superintendent Angeli. Motion passed unanimously.
2. Accept letters of resignation
Motion made by N. McGillicuddy and seconded by N. Nowosad to accept the letters of resignation with regret as read by Superintendent Angeli. Motion passed unanimously.
3. Approve request by administrator for payment of unused vacation time
Motion made by J. Nowosad and seconded by N. McGillicuddy to approve request by administrator for payment of five days of unused vacation time. K. Wentworth questioned what has been done in the past. Approval has been done in the past. People are encouraged to use their time. J. Nowosad noted that everybody works very hard. B. Bosse inquired if there were extenuating circumstances or it was difficult to use all of their time. Superintendent Angeli noted that being a high school administrator it is difficult to schedule time off. **Motion passed with K. Wentworth abstaining.**
4. Approve second reading of revised policy #6142.101 Student Nutrition and Physical Activity (Wellness).
Motion made by S. Nelson and seconded by B. Bosse to approve revised policy #6142.101 Student Nutrition and Physical Activity (Wellness). B. Bosse noted that changes were pointed out at the last meeting. From first reading to second reading changes were noted and identified. **Motion passed unanimously.**
5. Approve second reading of revised policy #6146 Graduation Requirements
Motion made by B. Bosse and seconded by S. Nelson to approve revised policy #6146 Graduation Requirements. B. Bosse noted that the only change was to the date. **Motion passed unanimously.**

XI. NEW BUSINESS

K. Wentworth suggested time limits on celebrations of excellence to be added to next agenda.

XII. ITEMS FOR NEXT AGENDA

1. Strategic Plan Update
2. Solar status and plan
3. Track resurfacing
4. Verizon tower

XIII. ADJOURNMENT

**Motion made by B. Bosse and seconded by N. McGillicuddy to adjourn the meeting.
Meeting adjourned at 8:57 p.m. Motion passed unanimously.**

Submitted by,

Kathleen E. Chapman

Board Clerk