

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
May 14, 2013 ~ REGULAR SESSION ~ 7:30 P.M.
7:30 PM**

MINUTES

ATTENDANCE

PRESENT: Darcy Battye, Chairperson Melissa Hofmann, Vice Chairman
Sandra Tremblay, Secretary James Mello
Stephen Nelson

ABSENT: Keith Wentworth, Lori Jahoda, Judd Wardell, Donna Skaats

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lyman Memorial High School Assistant Principal Carol Moore; Lebanon Middle School Principal Robert Laskarzewski; Lebanon Middle School Assistant Principal/District Curriculum Coordinator Kim Glazier; Lebanon Elementary School Principal Andy Gonzalez; Business Manager Eve Spencer, Kevin French, Facilities Manager.

I. CALL TO ORDER

Darcy Battye called the meeting to order at 7:30 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT and led the recitation of the Pledge of Allegiance.

II. CELEBRATION OF EXCELLENCE

Mr. Christopher Fabry, facilitator, spoke about the dedication of LMS students to the students in adaptive education. The seven students were acknowledged and awarded certificates for their participation in the program.

III COMMUNICATION

1. Staff letter
2. Letter from CSDE re: Charter School – the BOE is in support of the proposed Windham/Willimantic charter school.
3. The BOE and Superintendent Tyler received a letter from the Shady Hook community thanking them for their support and offer of assistance.

IV. PUBLIC PARTICIPATION

Bylaws of the Board #9300 Public Participation 30 Minutes – Individuals 2 minutes
None

V. CONSENT AGENDA/DISCUSS AND ACT UPON

- A. Approval of Minutes -
Regular Meeting 4/9/13
Physical Plant/Facilities – 4/9/13, Curriculum Subcommittee – 4/9/13, Special Meeting – 4/30/13

Motion made by Melissa Hofmann and seconded by Jim Mello to approve 4/9/13 Regular Meeting, Physical Plant/Facilities – 4/9/13, Curriculum Subcommittee – 4/9/13, Special Meeting – 4/30/13 minutes. Vote: All in favor, motion passed

VI. REPORTS OF COMMITTEES

1. Physical Plant/Facilities Subcommittee

- Reviewed and discussed Five Year Maintenance and Repairs to District fire systems Bid: recommended to award bid to P&J Sprinkler for the amount of \$36,965 (SIP 2012-13).
- Reviewed and discussed Heating Units (2) at Elementary School Bid: recommended to award bid to Mega Mechanical for the amount of \$42,845 (SIP 2013-14).
- Reviewed and discussed District Swipe Cards and Electric Door Upgrades Bid: recommended to award bid to Dugmore & Duncan, Inc. for the amount of \$9, 276.20 (General Budget).
- Reviewed and discussed Repair to Chain Link Fence and Gates at Lyman and Gate at Lebanon Middle School Bid: recommended to award bid to The Fence Man & Sons, Inc. for the amount of \$4,575 (SIP 2012-13).
- Reviewed and discussed Full Service Contract for Hot Water Boilers, Burners, Water Heaters and Pumps Bid: recommended to award bid to EMCOR Services for the amount of \$13,558. Options for 2014-15, 2015-16 were included with the bid (2013-14).
- Discussed purchase of folding chairs to be used/stored at LMS.
- Discussed district painting, which will occur in the three schools after the close of school in June.
- Discussed need for LMHS and LES stage curtains. The cost is \$5,000 per panel and three are needed at each school.
- Discussed LMHS stage lighting control upgrade. To complete the Glee grant project it will cost \$4,103 to upgrade the panel (General Budget).
- Discussed LMHS window crank upgrade /replacement. There are twenty-four cranks on order.
- Discussed providing WiFi access at the three schools. The cost would be approximately \$94,000.
- Discussed Security Precautions
 - LES blinds replacement: \$13,417.16 for aluminum; \$10,870 for solar (possibly SIP 2013-14).
 - LES fire door replacement
 - Cameras at three schools. Each camera will cost approximately \$300 plus electrical.
 - Inside/Outside PA system at LMHS. The cost: Inside (\$10,875), Outside (\$14,300); Scoreboard (\$8,125).

2. Finance/Budget Subcommittee

The Committee discussed the 2013-2014 Budget, vacation days/personnel, Director of Curriculum salary, and budget transfers for student tuitions.

VII. ADMINISTRATORS' REPORTS/STUDENT REPRESENTATIVE REPORT

Mr. Laskarzewski clarified the June student activities calendar.

Mr. Gonzalez spoke of the third grade concert at the Senior Center, which was well received.

VIII. REPORT OF SUPERINTENDENT

1. Full day Kindergarten program report – presentation by Mr. A. Gonzalez, LES principal, and the kindergarten teachers on the success of the program and the accelerated achievement of the students.
2. IDEA Grant: Superintendent Tyler shared the IDEA allocation of \$250,636 for the district and the areas the funds will support, i.e. educational aides, adaptive PE teacher, field trips, and parent activities. The BOE endorsed the grant and its funding uses.
3. Job Descriptions: Revisions of the Director of Curriculum, Principal Job descriptions was shared by Superintendent Tyler.
4. Administrators vacation days: Letters from administrators were received requesting reimbursement for vacation days not taken.
5. Enrollment: an additional seven students were enrolled at LES this past month.
6. 2012-2013 Budget : Eve Spencer, Business Manager, gave an overview of the current budget. She will have a better sense in June as to the final costs for the fiscal year.

7. 2013-2014 Budget: the budget passed and the BOE voted on a 3.05% increase and shared that a 1.91% increase was necessary to remain status-quo. The Town voted and approved a .42% increase for the 2013-2014 school year.

IX. ACTION ITEMS - DISCUSS AND ACT UPON

1. Approve compliance with the Connecticut Nutrition Standards for the 2013-2014 school year
Motion by Melissa Hofmann, seconded by Stephen Nelson to approve compliance with the Connecticut Nutrition Standards for the 2013-2014 school year. Vote: All in favor: Motion passed.
2. Approve exclusion of selected food and beverages from the Connecticut Nutrition Standards for the 2013-2014 school year.
Motion by Melissa Hofmann, seconded by Jim Mello to approve exclusion of selected food and beverages from the Connecticut Nutrition Standards for the 2013-2014 school year. Vote: All in favor: Motion passed.
3. Approve out of state field trip
Motion by Jim Mello, seconded by Melissa Hofmann to approve out of state field trip. Vote: All in favor: Motion passed.
4. Approve Five Year Maintenance and Repairs for District Fire Systems Bid
Motion by Melissa Hofmann, seconded by Sandy Tremblay to approve Five Year Maintenance and Repairs for District Fire Systems Bid and award the bid to P&J Sprinkler for the amount of \$36,965 (SIP 2012-13). Vote: All in favor: Motion passed.
5. Approve LES Heating Units (2) Bid
Motion by Melissa Hofmann, seconded by Sandy Tremblay to award LES Heating Units (2) Bid and award the bid to Mega Mechanical for the amount of \$42,845 (SIP 2013-14). Vote: All in favor: Motion passed.
6. Approve District Swipe Cards and Electric Door Upgrades Bid
Motion by Jim Mello, seconded by Sandy Tremblay to award District Swipe Cards and Electric Door Upgrades Bid to Dugmore & Duncan, Inc. for the amount of \$9, 276.20 (General Budget). Vote: All in favor: Motion passed.
7. Approve Repair to Chain Link Fence & Gates at Lyman and Gate at Lebanon Middle School Bid – **Tabled**
8. Approve Full Service Contract for Hot Water Boilers, Burners, Water Heaters and Pumps
Motion by Melissa Hofmann, seconded by Jim Mello to award Full Service Contract for Hot Water Boilers, Burners, Water Heaters and Pumps to EMCOR Services for the amount of \$13,558. Vote: All in favor: Motion passed.
9. Approve Job Descriptions for Director of Curriculum and Principal
Motion by Melissa Hofmann, seconded by Sandy Tremblay to accept revised job descriptions for Director of Curriculum and Principal. Vote: All in favor: Motion passed.

Motion to amend the agenda made by Jim Mello, Seconded by Melissa Hofmann to amend the agenda to add an Action Item 10. Vote: All in favor: Motion passed.

10. **Motion by Jim Mello, Seconded by Sandy Tremblay to approve LMS Lockers (\$5,825) and LMHS inside PA System (\$10,875) to be paid through Athletics Capital Account 2012-13. Vote: All in favor: Motion passed.**

Motion to amend the agenda by Steve Nelson, Seconded by Melissa Hofmann to amend the agenda to add an Action Item 11. Vote: All in favor: Motion passed.

Motion by Steve Nelson, Seconded by Sandy Tremblay to add request of an employee as an Action Item 11 Vote: All in favor: Motion passed.

Motion by Melissa Hofmann, Seconded by Sandy Tremblay to enter into Executive Session at 9:00 p.m. to discuss a personnel request and invite Superintendent Tyler to attend. Vote: All in favor: Motion passed.

Return to Regular Session at 9:13 p.m.

11. **Motion by Melissa Hofmann, Seconded by Steve Nelson to approve the employee request for additional paid sick leave under 5.C.1e of the Teachers' Contract as deemed appropriate through medical documentation through June 24, 2013. Vote: All in favor: Motion passed.**

X. NEW BUSINES/ITEMS FOR NEXT AGENDA
None

XI. ADJOURNMENT
Motion by Melissa Hofmann, seconded by Sandy Tremblay to adjourn the Regular Meeting at 9:17 PM.

Respectfully Submitted,

Sandra Tremblay, BOE Secretary