

**LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
November 13, 2012 ~ REGULAR SESSION ~ 7:30 P.M.  
MINUTES**

**ATTENDANCE**

PRESENT:	Melissa Hofmann, Chairman Stephen Nelson Sandra Tremblay Judd Wardell Lori Jahoda	Darcy Battye, Vice Chairman James Mello, Secretary Donna Skaats Keith Wentworth
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**ALSO PRESENT:** Superintendent of Schools Janet Tyler; Lyman High School Principal Stephen Salisbury; Lyman Memorial High School Assistant Principal Carol Moore; Lebanon Elementary School Principal Andy Gonzalez; Lebanon Middle School Principal Robert Laskarzewski; Lebanon Middle School Assistant Principal/Curriculum Coordinator Kim Glazier; Business Manager Eve Spencer; Student Representative Frank Bazzano

**I. CALL TO ORDER**

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

**II. BOARD REORGANIZATION AND SUBCOMMITTEE ASSIGNMENTS**

CHAIRMAN: D. Battye, Vice Chairman opened the floor for nominations for Chairman. D. Skaats nominated D. Battye and seconded by M. Hofmann, D. Skaats closed nominations. Vote was unanimous to appoint D. Battye as Chairman.

VICE CHAIRMAN: D. Battye, Chairman opened the floor for nominations for Vice Chairman. K. Wentworth nominated M. Hofmann and seconded by L. Jahoda, D. Skaats closed nominations. Vote was 7 – Aye, 1 – Abstain (M. Hofmann) to appoint M. Hofmann as Vice Chairman.

SECRETARY: D. Battye, Chairman opened the floor for nominations for Secretary. J. Wardell nominated S. Tremblay and seconded by M. Hofmann, D. Skaats closed nominations. Vote was unanimous to appoint S. Tremblay as Secretary.

Standing Subcommittee Assignments /Input forms were provided to members.

**III. CELEBRATION OF EXCELLENCE**

Superintendent Tyler and LES Principal Andy Gonzalez introduced Owen Zimnoch and his invention, Beam Bouncer, which was shared on the Steve Harvey show.

Superintendent Tyler introduced the four CAPSS Award students: Kathryn Konow and Chandler Magnuson (Middle School), Chelsey Hussey and Russell Puleo (High School Seniors) and shared information on each student.

**IV. COMMUNICATION**

- Convention Invitation: Accolades for Carolyn Wheeler for her participation and leadership
- Legislative Breakfast Invitation scheduled for November 29, 2012
- National Honor Society scheduled for November 20, 2012
- FFA Letter

**V. PUBLIC PARTICIPATION**

No issues presented for discussion

**VI. CONSENT AGENDA/DISCUSS AND ACT UPON**

**A. Approval of Minutes**

Regular Meeting – 10/9/12

Motion made by M. Hofmann, seconded by D. Skaats to accept the minutes - Motion passed unanimously.

Negotiations Subcommittee – 10/9/12

Motion made by M. Hofmann, seconded by K. Wentworth to accept the minutes. Motion passed unanimously.

Policy Subcommittee – 10/9/12

Motion made by M. Hofmann, seconded by K. Wentworth to accept the minutes. Motion passed unanimously.

**VII. REPORTS OF COMMITTEES**

1. Policies for review under Action Items

**VIII. ADMINISTRATORS' REPORTS/STUDENT REPRESENTATIVE REPORT**

Frank Bazzano reported the following:

- A. Senior Projects: Mock Election and Blood Drive
- B. Girls Soccer Team
- C. Volleyball game was lost
- D. Boys Soccer
- E. Halloween Dance on October 26<sup>th</sup>
- F. "No Hate Movement" has been very positive
- G. Anti-bullying posters will be going up

**IX. REPORT OF SUPERINTENDENT**

1. Quebec Field Trip: Discussion was held about the possibility of combining LMHS with Ledyard students. This would lower the "per person" cost by \$200. This is thought to be a good idea.
2. LMS Invention Convention: This was a huge success. There is no cost for the first year. Principal Laskarzewski would like to do this with middle school students.
3. LMHS Sign: Barb Wenglowski, Ann Birrell, and Steve Salisbury presented the idea of a new sign outside of LMHS. They are requesting approval from the Board so they can go to the Town Ordinance.
4. NEASC/Core Values: The Core Values and rubrics were shared with BOE by Ann Birrell and John Cote. NEASC will be here for Accreditation Review in Spring 2104. We are in good shape for this to happen. This will be added to next year's budget.
5. Athletic Trainer Update: Stephen Salisbury discussed the contract with Norwich Orthopedic. There will be an increase in the budget for this next year due to higher fees. Funds, \$10,000-\$12,000 were raised for this current year.
6. SAT, AP, ACT:
  - CAPT: Steve Salisbury noted that Lyman is rating higher than the state requirements, and teachers continue to focus on CAPT preparation. Jim Mello requests that a scale of our proficiency compared to our students be prepared. Keith Wentworth asked if "proficiency" is a student's score on a test or is it looked at in relation to other students as well. The later is correct.
  - SAT: After several years of good scores, Lebanon had an off year. To address this, Study Island will be utilized. It was thought not fair for a year to year comparison of students. Lebanon is consistent with the whole nation regarding scores.
  - AP: In 2012, 52 students took 96 tests. There is an increase. The AP US History and AP Calculus program is showing better results.
  - ACT: Though many students do not take this test, 27 students did with 93% doing well in English Composition and exceeding in Social Sciences.
7. 2012 Graduation Information: D. Battye would like this information published in Lebanon Life. The town is interested to know at what colleges our students are being accepted. Lebanon is proud of our less than 1% drop-out rate.

8. Enrollment: Figures are the same as they were. There are 3 and 2 additional students in middle and high school respectively.
9. 2012-2013 Budget: The budget remains status quo, no problems issued. We have purchased oil and saved in transportation by running one less van. A new bus contract is going out for bid. The RFP will also be posted for copier leases. We are doing well on tuition. Nothing will be frozen.  
2013-2014 Budget: School District deadlines were shared. There are no dates set for subcommittees. Joint meeting sessions are to be identified.
10. Keefe Property: There is one acre of land that is commercially zoned and available near the high school. If the Board is interested in having more potential for parking, a letter of interest needs to be sent to the 1<sup>st</sup> Selectman's office to inform them that the BOE would like the Board of Selectmen to explore acquisition options.
11. LPS Strategic Study: It is not clear who is taking ownership for a study group, 1<sup>st</sup> Selectman, Boards of Education or Finance? This needs to be taken to a vote to appoint a Study Communication Group and is not currently on our action items. What is the purpose, and do we want to participate? What are we going to do to enhance the student population? This study is very involved and will cost a lot of money. The Board will wait and see what transpires.

#### **X. ACTION ITEMS - DISCUSS AND ACT UPON**

1. Approve Quebec Field Trip with Ledyard Public Schools  
**Motion by M. Hofmann and seconded by K. Wentworth in favor as approving. Motion passed unanimously.**
2. Approve second reading of Policy #3281 Fundraising Activities  
**Motion by M. Hofmann and seconded by L. Jahoda in favor as approving. Motion passed unanimously**
3. Approve second reading of Policy #3511 Section 504 of the Rehabilitation Act of 1973  
**Motion by D. Skaats and seconded by S. Tremblay in favor as approving. Motion passed unanimously**
4. Approve second reading of Policy #3543.31 Retention of Electronic Records and Information.  
**Motion by Donna Skaats and seconded by J. Wardell in favor as approving. Motion passed unanimously.**
5. Approve second reading of Policy #4118.51 & 4218.51 Social Networking  
**Motion by Donna Skaats and seconded by S. Tremblay in favor as approving. Motion passed unanimously.**
6. Approve second reading of Policy #5113 & 5113.1 Student Attendance and Truancy  
**Motion by Donna Skaats and seconded by J. Wardell in favor as approving. Motion passed unanimously.**
7. Approve second reading of Policy #5114 Student Discipline  
**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**
8. Approve second reading of Policy #5125 Confidentiality and Access to Education Records  
**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**
9. Approve second reading of Policy #5131.8 Use of Private Technology Devices by Students  
**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**
10. Approve second reading of Policy #5141.27 Automatic External Defibrillators  
**Motion by Donna Skaats and seconded by S. Tremblay in favor approving. Motion passed unanimously.**
11. Approve second reading of Policy #5144.1 Administrative Regulations Concerning Restraint and Seclusion of Persons at Risk  
**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**
12. Approve second reading of Policy #5145.12 Search and Seizure  
**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**
13. Approve second reading of Policy #5145.4 Non-Discrimination (Students)

**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**

14. Approve second reading of Policy #6162.51 Student Privacy

**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**

15. Approve first reading of Policy #4147.1 Bloodborne Pathogens

**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**

16. Approve first reading of Policy #5141.21 Administration of Student Medications in the Schools

**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**

17. Approve first reading of Policy #6146 High School Graduation Requirements with the following changes: Update current policy's paragraph 1 with the shorter paragraph recommended by Shipman and Goodman and add .5 credit for Civics, American Government

**Motion by Donna Skaats and seconded by M. Hofmann in favor as approving. Motion passed unanimously.**

18. Approve first reading of Management and Guidelines for Students With Food Allergies and/or Glycogen Storage Disease and/or Diabetes

19. Approve second reading of Administrative Regulations Regarding Employee Use of The District's Computer Systems and Electronic Communications #4118.4 (a) & 4218.4 (a)

**Motion to Amend Agenda made by M. Hofmann and seconded by D. Skaats.**

**Motion made by M. Hofmann and seconded by L. Jahoda to include 20, 21 and 22. Motion passed unanimously.**

20. LMHS Sign:

**Motion by D. Skaats and seconded by M. Hofmann in favor as presented. 7 in favor, 1 Opposed (K. Wentworth) Motion passed.**

21. Athletic Trainer: Funds to be paid to Norwich Orthopedic

**Motion by D. Skaats and seconded by M. Hofmann in favor as presented. Motion passed unanimously.**

22. Keefe Property

**Motion made by D. Skaats and seconded by S. Tremblay to send a letter to 1<sup>st</sup> Selectman's office expressing the Board's interest in having the Town of Lebanon investigating this land purchase.**

**Moved by K. Wentworth and seconded by D. Battye to enter Executive Session at 9:37 p.m.  
Motion passed unanimously.**

## **XI. EXECUTIVE SESSION**

1. Secretaries' Contract Negotiations

Return to Regular Session at 10:10 p.m.

## **XII. NEW BUSINESS/ITEMS FOR NEXT AGENDA**

- M. Hofmann would like to be taken off as the responsible individual for the signing of checks.

## **XIII. ADJOURNMENT**

**Moved by M. Hofmann and seconded by D. Skaats to adjourn at the Regular Meeting at 10:15 p.m.  
Motion passed unanimously.**

Respectfully Submitted,  
Lynn Mastrangelo

*Recording Secretary*