

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
September 11, 2012 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman James Mello, Secretary Stephen Nelson Donna Skaats (8:43 pm) Judd Wardell	Darcy Battye, Vice Chairman Lori Jahoda Keith Wentworth Sandra Tremblay
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ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lyman Assistant Principal Carol Moore; Lebanon Elementary School Principal Andrew Gonzalez; Lebanon Middle School Assistant Principal/ Curriculum Coordinator Kim Glazier; Special Education Director Sandye Simon; Business Director Eve Spencer

I. CALL TO ORDER

Melissa Hofmann 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

Each Principal introduced their new staff at their buildings and gave a brief history of the teacher's career. The following new staff are: Katherine Cote (Instructional Assistant), Maegan Greaney (Pre-Kindergarten), Lucy Lucas (Instructional Assistant), Peter Larson (7th grade Math), May Ferri (Family & Consumer Science), Diana Zuckerman (Guidance), Leanne Connolly (Chorus) and Kim Glazier (LMS Assistant Principal/ District Curriculum Coordinator)

III. COMMUNICATION

1. Letter regarding student transportation

Letter was submitted in regards to transportation for a student attending Three Rivers Middle High School in Norwich.

2. Letter from Town Finance Office

A letter was received from Town of Lebanon, Finance Office notifying the Board of Education on the approved budget amount for 2012-2013.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Beth Pavlich spoke in favor of continuing the 8th grade trip to Washington, D.C.

V. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of Minutes

1. Regular Meeting – 8/14/12
Motion made by D. Battye, seconded by L. Jahoda to accept the minutes with the following change: delete the word “additional” under #1 Computer Monitors under Report of Superintendent, 6 in favor (Wentworth, Nelson, Wardell, Tremblay, Mello, Battye) - 0 opposed - 1 (abstention) - Motion passed.
2. Policy Subcommittee – 8/14/12, Special Meeting – 8/21/12
Motion made by D. Battye, seconded by K. Wentworth 6 in favor (Wentworth, Nelson, Wardell, Tremblay, Mello, Battye) - 0 opposed - 1 (abstention) - Motion passed.

VI. REPORTS OF COMMITTEES

No report

VII. REPORT OF SUPERINTENDENT

1. Facilities Summer Tasks/Accomplishments

K. French submitted a list of the tasks accomplished over the summer by the maintenance and custodial staff.

2. IT Summer Tasks/Accomplishments

W. Shaver submitted a list that showed the tasks that were completed over the summer and the last year for the district.

3. Enrollment

Enrollment has changed in Pre-K from 69 to 41 students. This seems to be a trend state-wide. Also there was an increase of 5 students from graduating 8th grade students to entering 9th grade students at Lyman.

4. Opening of School

Each Principal reviewed their opening day of school and professional development days prior to the start of school. Each school had a smooth opening and successful professional development days with teachers working hard to meet their goals for the upcoming school year. S. Simon stated that the district looks clean and makes a positive impression.

5. CMT/CAPT Action Plans

Each Principal reviewed their packet of school Action Plans for the upcoming year and long-term goals for the district given new state and federal regulations. Discussion followed regarding how teachers and administrators will work together to meet standards set forth for student achievement.

6. District Personnel Evaluations

Every employee in the district has been evaluated and a copy of their evaluation has been placed in their personnel file. Evaluations for certified staff and non-certified staff are different. The state has created a new evaluation form that they are piloting for schools to use. Discussion followed on the new evaluation report and the pros/cons of using their report vs. creating our own while meeting state guidelines.

7. 2012-2013 Budget

The budget is currently in a good place; there are no accounts in danger of a negative balance. All anticipated expenses such as fuel, electricity, etc. have been encumbered for the 2012-2013 year.

VIII. ACTION ITEMS - DISCUSS AND ACT UPON

1. Salary increases: Non-affiliated employees

Motion made by D. Battye, seconded by S. Tremblay to approve the increases recommended by the Superintendent for non-affiliated employees for the 2012-2013 school year. 6:1:0, 6 in favor (Skaats, Battye, Tremblay, Mello, Wardell, Jahoda), – 1 opposed (Nelson); K. Wentworth was not present for vote. Motion passed

2. Out of State Field Trips

Motion by L. Jahoda, seconded by D. Battye, 6 for (Jahoda, Battye, Nelson, Tremblay, Wentworth, Wardell) – 0 opposed – 1 abstention (Skaats). Motion passed

Motion made to enter Executive Session with all board members and including Eve Spencer, for Item #1 only, and Superintendent Tyler at 9:05 PM. Motion by L. Jahoda, seconded by D. Battye. Motion passed unanimously 8:0:0.

IX. EXECUTIVE SESSION TO DISCUSS

1. Business Manager Contract Negotiations
2. Lebanon Education Secretaries Contract
3. Superintendent End of Year Evaluation

The Board re-entered Regular Session at 9:46 PM

Moved by J. Wardell, and seconded by D. Skaats to approve a 3% wage increase for the Business Manager. 7:1:0, 7 in favor (Jahoda, Battye, Nelson, Tremblay, Wentworth, Wardell, Skaats), 1 opposed (Nelson). Motion passed.

X. NEW BUSINESS/ITEMS FOR NEXT AGENDA

Topics to be sent by members to BOE Chairperson within the next two weeks.

XI. ADJOURNMENT

**Moved by D. Battye and seconded by D. Skaats to adjourn the Regular Meeting at 10:02 PM
Motion passed unanimously.**

Respectfully Submitted,
Deborah L. Saucier
Recording Secretary