

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
August 14, 2012 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

PRESENT: Darcy Battye, Vice Chairman James Mello, Secretary
 Stephen Nelson Donna Skaats
 Sandra Tremblay Judd Wardell
 Keith Wentworth

ABSENT: Melissa Hoffman, Lori Jahoda

ALSO PRESENT: Superintendent of Schools Janet Tyler, Lyman High School Principal Stephen Salisbury, Lebanon Middle School Principal Robert Laskarzewski, Lebanon Elementary School Principal Andrew Gonzalez, Lyman High School Assistant Principal Carol Moore, Special Education Director Sandye Simon, Eve Spencer, Business Manager

I. CALL TO ORDER

Darcy Battye called the meeting to order at 7:31 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT and led the reciting of the Pledge of Allegiance.

II. COMMUNICATION

1. Letter received from Lebanon Middle School Principal Robert Laskarzewski requesting compensation for unused vacation days in the 2011-2012 school year

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Lisa Gamache, LES teacher, expressed concerns about cutting a Grade 2 position and the lack of instructional assistant support and asked the BOE to reconsider the elimination of this position.

IV. CONSENT AGENDA/DISCUSS AND ACT UPON

- A. Approval of minutes
 1. Regular Meeting – 7/10/12
Motion by J. Wardell, seconded by J. Mello, to approve the minutes as presented. 5 in favor, 1 abstention (D. Skaats). Motion passed.
 2. Physical Plant/Facilities Subcommittee 7/10/12; Special Meeting 7/18/12; Physical Plant/Facilities Subcommittee 7/19/12; Special Meeting 7/31/12, Physical Plant/Facilities Subcommittee 7/31/12
Motion by J. Mello, seconded by K. Wentworth, to approve the minutes of the physical plant/facilities subcommittee meeting of 7/10/12. 5 in favor, 1 abstention (D. Skaats). Motion passed.

Motion by J. Mello, seconded by K. Wentworth, to approve the minutes of the special meeting of 7/18/12. 5 in favor, 1 abstention (D. Skaats). Motion passed.

Motion by J. Mello, seconded by K. Wentworth, to approve the minutes of the physical plant/facilities subcommittee meeting of 7/19/12. 5 in favor, 1 abstention (D. Skaats). Motion passed.

Motion by J. Mello, seconded by K. Wentworth, to approve the minutes of the special meeting of 7/31/12. 5 in favor, 1 abstention (D. Skaats). Motion passed.

Motion by J. Mello, seconded by K. Wentworth, to approve the minutes of the physical plant/facilities subcommittee meeting of 7/31/12. 5 in favor, 1 abstention (D. Skaats). Motion passed.

V. REPORTS OF COMMITTEES

1. Policy Subcommittee

D. Skaats reported that the subcommittee met on August 14, 2012. They are bringing the Assessment and Immunizations Policy #5141.3 to the board for second reading and recommending approval.

VI. REPORT OF SUPERINTENDENT

1. Computer Monitors

Thirteen additional 23" monitors need to be purchased for the CAD lab.

2. Bullying Procedure

The administrators at each school presented an overview of procedures for reporting, investigating, and action.

3. Emergency Response Protocol

Newly revised Emergency Operating Plans will be available in each classroom and office throughout the district. Teachers and staff will be informed at opening day faculty meetings.

4. Emergency Operations Manual

Copies of the district Emergency Operations Manual was distributed to all board members.

5. 2011-2012 Budget

\$213,776.00 will be returned to the town. Savings of \$90,239.00 were realized from Anthem/Blue Cross, transportation credit from First Student, and actual cost of diesel and gas. The remaining money was realized because of a change in bookkeeping practices for summer payroll per OPM.

6. Windham Exchange Contract

No contact has been received from Head Master S. Adamowski.

7. Class sizes/schedules

Classroom enrollments were reviewed for all schools.

8. CMT/CAPT

Lyman High School Principal Stephen Salisbury, Lebanon Middle School Principal Robert Laskarzewski, and Lebanon Elementary School Principal Andrew Gonzalez presented preliminary reports for their respective schools.

9. Important Calendar Dates

Kindergarten was added to the September Open House.

VII. ACTION ITEMS - DISCUSS AND ACT UPON

1. Salary increases: Food services employees
Motion by D. Skaats, seconded by S. Nelson, to approve 1.5% increase for the 2012/2013 school year. Vote: 5 in favor (Nelson, Skaats, Tremblay, Wentworth, Wardell); 1 against (Mello). Motion passed.
2. Salary increases: Non-affiliated employees
Motion by D. Skaats, seconded by S. Nelson, to approve salary increases to non-affiliated employees as recommended by Superintendent Tyler. Vote: 2 in favor (Skaats, Tremblay); 3 against (Mello, Nelson, Wentworth); 1 abstention (Wardell). Motion failed.

Discussion followed as to why different percent increase were recommended for employees.

Motion by S. Nelson, seconded by K. Wentworth, to approve 1.5% salary increases to non-affiliated employees. Vote: 3 in favor (Mello, Nelson, Wentworth); 3 against (Skaats, Tremblay, Wardell). Motion failed.

Motion by D. Skaats, seconded by S. Nelson, to approve 1.5% salary increases to Nurses, CO Technician, and Special Education CODA/OT. Vote: 3 in favor (Mello, Nelson, Wentworth); 3 against (Skaats, Tremblay, Wardell). Vice Chair D. Battye voted yes to break the tie. Motion passed.

3. Approve Sub Service Job description
Motion by J. Mello, seconded by S. Nelson, to approve the Sub Service job description as presented with the addition of Coordinator to title. Vote: 6 in favor. Motion passed unanimously.
4. Approve Assistant Principal/Curriculum Coordinator Job Description
Motion by D. Skaats, seconded by S. Nelson, to approve the job description for the Assistant Principal/Curriculum Coordinator as presented with the addition of Curriculum Coordinator to all references. Vote: 6 in favor. Motion passed unanimously.
5. Approve second reading policy #5141.3 Assessments and Immunizations
Motion by D. Skaats, seconded by S. Nelson, to approve policy #5141.2 Assessments and Immunizations as presented with the addition of legal references. Vote: 6 in favor. Motion passed unanimously.
6. Approve Administrator request for compensation
Motion by J. Mello, seconded by J. Wardell, to approve the administrator request for compensation in accordance with contract language. Vote: 6 in favor. Motion passed unanimously.

Motion by K. Wentworth, seconded by J. Wardell, to enter executive session at 9:15 PM to include members of the BOE (D. Battye, J. Mello, S. Nelson, D. Skaats, S. Tremblay, J. Wardell, and K. Wentworth). Vote: 6 in favor. Motion passed unanimously.

VIII. EXECUTIVE SESSION

1. Administrator Contract Negotiation-MOU
2. Superintendent Year End Evaluation

The Board re-entered Regular Session at 11:25 P.M.

Motion by D. Skaats, seconded by S. Nelson, to approve the Memorandum of Agreement between the Lebanon Administrators Association and the Lebanon Board of Education regarding the Middle School Principal/Curriculum Coordinator position. Vote: 6 in favor. Motion passed unanimously.

IX. NEW BUSINESS /ITEMS FOR NEXT AGENDA

- Salary increases for non-affiliated employees
- Student Activity Fund
- Staff Evaluation Report

X. ADJOURNMENT

A motion was made by D. Skaats and seconded by K. Wentworth to adjourn at 11:27 PM. Vote: 6 in favor. Motion passed unanimously.

Respectfully Submitted,
James J. Mello
Secretary