

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
June 12, 2012 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman	Darcy Battye, Vice Chairman
	Jim Mello, Secretary	Lori Jahoda
	Stephen Nelson	Keith Wentworth
	Donna Skaats	Sandra Tremblay
	Judd Wardell	

ABSENT: Morgan Meese, Student Representative

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 Interim Principal Bonnie Hanna; 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. The Pledge of Allegiance was led by all in attendance.

II. CELEBRATION OF EXCELLENCE

Teachers who are retiring, effective June 30th were recognized by their administrators with a recap of each teacher's career. The elementary school said farewell to Ellen Turner, Barbara Strielkauskas, and Barbara Anderson. The middle school wished good luck to Edith Ritz and Laura Romain. Lyman wished Carol Goldstein good luck in her retirement. Also, Bonnie Hanna is retiring from the elementary school and Sandye Simon gave a recap of Dr. Hanna's career. Each retiree was presented with a plant from the board members. Melissa Hofmann, on behalf of the board, wished all retirees the best of luck.

III. COMMUNICATION

1. Letter of Resignation

Rowena Messner, Occupational Therapist, has submitted her resignation effective June 30, 2012. Her husband is being transferred to Las Vegas.

2. Correspondence regarding World Language

Letters were received from Karen Wayland, Patricia Cyr Devoe, Wendy Berman, Becky LeGette, Shery Ann Beaudreau, David Cantor, and Scott Elridge concerned about the possible reduction/elimination of the French program.

3. Correspondence regarding Full-Day Kindergarten

Letters were received from Danelle Person, Karen Liscom and J.Zugarazo. Ms. Person and Ms. Liscom are against full-day kindergarten. J.Zugarazo is for full-day kindergarten. In addition to Ms. Person's letter, she had 28 additional signatures that are not in favor of full-day kindergarten. Included with the letter was a page from a student handbook regarding kindergarten and a parent guide from Glastonbury Public Schools outlining options for full and half-day kindergarten.

4. Letter regarding staff member

A letter, dated June 8, 2012, was received from Emily Northridge, LMS and Lyman Choral teacher, requesting a one-year leave of absence for the 2012-2013 school year to participate in a master's program.

A letter, received on June 5, 2012, from Savannah Hoy in support of Ms. Marocchini quality of teaching and impact she makes on her students. Ms. Hoy hopes that the students of Lebanon will be able to grow under her teaching style and she will not be cut from Lyman.

5. Letter regarding compensation

A letter was received on May 9, 2012, from Special Ed Director Sandye Simon requesting payment for 15 of 35 vacation days that have been carried over.

6. Other correspondence

of land A copy of a letter that was sent to Joyce Okonuk from Ed Keefe regarding a parcel of land behind Lebanon Middle School was presented to the board members. Mr. Keefe is putting the parcel up for sale and his realtor has advised him that allowing cars to park on the lot will diminish the value of the land. Eve Spencer reported a special insurance waiver can be obtained, for one day at no cost, for days of special events. A phone call has been placed to Mr. Keefe, but there has been no response of this day.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Debbie Bender spoke regarding the reduction of the French program and how students are having their choices limited. If foreign language is cut from the middle school, it will be difficult to reinstate it.

Edie Ritz read a letter to the board members regarding two serious matters that have recently occurred. In regards to the lack of communication to the staff over an incident at the elementary school – Ms. Ritz, in her capacity of LEA President, emailed the Superintendent requesting that the staff be notified of the matter. This would help the staff be on the same page and put an end to rumors as they arose. The Superintendent responded to the Mrs. Ritz that she “was misinformed” The bus driver, who has been a driver in the district for a number of years and has been a positive influence to the sports teams by providing them waters and pep talks, was terminated after First Student received a letter from the Superintendent directing the bus company to terminate the driver. The second matter was regarding the high school anticipating the reduction of programs by handing students their “schedule” before the budget was officially passed. Seventh grade has already removed foreign language from their schedule. Teachers have not been officially informed of any reductions or eliminations.

Molly Lathrop, World Language teacher, discussed past and anticipated enrollment for the foreign language program. She stated that based upon an outline dated 5/21/12 where foreign language was eliminated from the 8th grade and reduced at the high school; this is not a reduction but the beginning of eliminating a program.

Joan Nichols, parent, and Jennifer Zugarazo, parent and former French student, spoke against the reduction of the French program. It is important to maintaining the foreign language programs and entices students from the other districts to attend Lyman. It is also important that students want to attend Lyman and not choose to go outside the Lebanon district. Ms. Nichols felt that there has not been enough communication so that parents can understand what is going on. She feels that their needs to be a balance of academic and sports.

Vanessa Gray, Lyman graduate, reported that students at Lyman are not being adequately prepared for college and the job market. As a student who worked well independently, she struggled with her first year and the basic foundations of skills. Teacher should be evaluated to make sure they are educating the students so they are better prepared for the future.

Ron Cowles spoke to the board members regarding their commitment to the students and supporting of their Superintendent, staff and students. Members also need to work together for a common goal for student success.

Beth Pavlich spoke in favor of reinstating high school department heads vs. hiring a curriculum coordinator. Current employees are already in place to do what needs to be done. A person hired will have to start on the ground and work their way through learning the curriculum and the procedure of the district.

V. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of minutes

1. Regular Meeting - 5/8/12

Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously 8:0:0.

2. Curriculum Subcommittee – 5/8/12, Policy Subcommittee – 5/8/12, Special Meeting – 5/21/12, Finance/Budget – 6/5/12, Special Meeting – 6/5/12

Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously 8:0:0.

Motion was changed to exclude the minutes of the Special Meeting on 6/5/12 which contained an error that needs to be corrected. Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously 8:0:0.

VI. REPORTS OF COMMITTEES

1. Finance/Budget Subcommittee

It was reported that we have locked in prices for fuel and diesel for the 2012-2013 school year. It was a much cheaper rate that will bring substantial savings.

VII. STUDENT REPRESENTATIVE'S REPORT/ADMINISTRATORS' REPORT

Bonnie Hanna extended the invitation to board members to attend Flag Day ceremonies at LES on June 14th beginning at 9 AM.

VII. REPORT OF SUPERINTENDENT

1. Procedures and Protocols

Emergency protocols need to be established with the help of staff and parents. Dates are being determined. It was recommended that any emergency meeting be followed up with a phone call so that board members are definitely aware and not relying on an email message. Currently, the schools do have policies regarding medical emergencies only. Updating the policies for classrooms to be followed is a priority. In regards to the AlertNow system, legal counsel advised not using the system for a recent incident at the elementary school, however, in the future can a message be sent out giving parents an alert that a situation is being investigated and everyone is safe.

2. Enrollment

Enrollment numbers remain the same from last month. The enrollment has stabilized from January through the remainder of the school year.

3. 2011-2012 Budget

Eve Spencer is reviewing the numbers, and all ordering has ceased for the year. Superintendent Tyler reported that once everything is done, we expect to be in the positive numbers for the end of the year.

4. 2012-2013 Budget

A sheet was handed out with updates/revisions to additions and reductions and will be discussed under action items. The cost of full-day Kindergarten will be approximately \$91,000.00 which also includes a full-time instructional assistant. Teaching staff for the program will be covered in-house.

Motion to add action item #5 Letter regarding staff member

Motion by K. Wentworth, seconded by D. Skaats, motion withdrawn by K. Wentworth and D. Skaats

Motion to suspend rules and add an item to the action items

Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously 8:0:0.

Motion to add an action item labeled #5 – Letter regarding a request for leave from Emily Northridge

Motion by K. Wentworth, seconded by D. Skaats, motion passed unanimously 8:0:0.

IX. ACTION ITEMS-DISCUSS AND ACT UPON

1. Approve new novels for Lyman Memorial High School

Motion by L. Jahoda, seconded by D. Battye, motion passed unanimously 8:0:0.

2. Approve Tech Plan

Motion by S. Nelson, seconded by L. Jahoda, motion passed unanimously 8:0:0.

3. Approve second reading of Student Dress Code Policy#5132

Motion by S. Nelson, seconded by L. Jahoda, motion passed 6:2:0.

For - J. Wardell, K. Wentworth, L. Jahoda, D. Battye, J. Mello, D. Skaats

Opposed - S. Tremblay and S. Nelson

Motion amended to accept the policy dated 7/27/04

Administrators gave the board members copy of what is in each school's handbooks that are distributed to the students. It is listed that administrators have the final say in a student's attire. LMS also has a visual poster in each classroom for students and teachers to follow. There was also discussion following regarding hats being permitted at the high school, but not allowed for various reasons at the middle and elementary school. A school uniform was discussed and some board members feel that a uniform makes things less distracting in the classroom and sets a positive tone for students. It also takes the pressure off of administrators to have to monitor students clothing.

4. Approve Administrator request

Motion by K. Wentworth, seconded by D. Battye, motion passed unanimously 8:0:0.

This request was made due to Mrs. Simon's change in responsibilities. The cost of these 15 days will be \$6,500.00.

Motion to extend curfew

Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously 5:1:2 ~

D.Battye, L. Jahoda, S. Nelson, S. Tremblay & J. Wardell: K. Wentworth: D. Skaats, J. Mello

5. Approve 2012-2013 Budget

Motion by J. Wardell, seconded by K. Wentworth, motion passed 6:2:0.

For – D. Battye, L. Jahoda, S. Nelson, J. Mello, J. Wardell, K. Wentworth

Opposed – D. Skaats, S. Tremblay

Discussion: Superintendent Tyler reviewed the sheet of proposed reductions.

Reductions 6/12/12		
Health Insurance Renewal Savings	225,000	
FACS Differential (Family Consumer Science Teacher)	36,234	Cost savings of teacher retiring and hiring a new teacher at a different step
Music Therapy	5,898	IDEA Grant
Adaptive PE	5,898	IDEA Grant
Pre-School Grant	10,000	Grant Reduction
LMHS Department Heads	30,384	Not being reinstated
Maintenance	50,000	The Maintenance position will be reinstated because of the diesel (\$33,000) and oil (\$10,000) cost savings, Spanish textbooks (\$7,000) that were purchased with 11-12 money which are currently being used in classrooms
4 secretaries – reduction of honors	79,886	Three Office Secretaries will be reduced to 3.5 hours a day and will work 180 days plus five days past the end of school year and five days prior to the start of school. One Admin. Secretary will be reduced to 4 hours per day and will work year round
0.5 secretary	20,333	Position was eliminated
Pension	6,365	Reduction of secretarial hours
Technology Equipment	90,000	Will be funded through Capital
Assistant Principal	97,338	Salary & Benefits – Position will be reduced to part-time administrator and part-time curriculum coordinator
Retirement – Art	78,412	Position will be filled in house by sharing staff
Retirement – Library	74,153	Position will be filled in house by sharing staff
Retirement – Reading	74,153	Eliminated
Retirement – World Language	74,153	One world language teacher will be eliminated and two teachers will be shared between LMS and Lyman
Retirement – Math	78,412	Position filled in house
1.0 World Language	74,153	Teacher being eliminated
4.4 teachers	237,331	One English teacher, one Social Studies teacher, one Science teacher, part-time PE teacher, part-time music
Insurance	147,221	Reduction in staff

Motion amended to include approval of the 2012-2013 budget to reflect savings of oil, diesel and Spanish textbooks to offset \$50,000.00 in Maintenance Motion by J. Wardell, seconded by K. Wentworth, motion passed 7:1:0. For – D. Battye, L. Jahoda, J. Mello, J. Wardell, K. Wentworth, D. Skaats, S. Tremblay Opposed – S. Nelson

6. Rescind selected contract non-renewals

Motion by D. Battye, seconded by L. Jahoda motion passed unanimously 8:0:0.

Motion withdrawn by D. Battye

7. Letter regarding staff member

Motion by D. Battye, seconded by J. Wardell, motion passed unanimously 5:3:0.

For – D. Battye, J. Wardell, L. Jahoda, D. Skaats, S. Nelson Opposed – S. Tremblay, K. Wentworth, D. Battye

A motion was made by D. Battye and seconded by L. Jahoda to suspend the rules and add an item to Executive Session. Motion passed unanimously 8:0:0.

A motion was made by D. Battye and seconded by L. Jahoda to add Item #4 to Executive Session: Rescind selected contract non-renewals. Motion passed unanimously 8:0:0.

Motion made to enter Executive Session with all board members (M. Hofmann, D. Battye, J. Mello, S. Tremblay, S. Nelson, J. Wardell, K. Wentworth, D. Skaats, and L. Jahoda) including Superintendent Tyler at 10:53 PM. Motion by K. Wentworth, seconded by L. Jahoda, motion passed unanimously 8:0:0.

X. EXECUTIVE SESSION

1. Discuss Superintendent's contract
2. Self-assessment of members of the Leadership Team including discussion about goal attainment and handling of unanticipated challenges
3. Superintendent presents "year in review" self assessment to Board of Education regarding her goals and objectives
4. Rescind selected contract non-renewals

The Board re-entered Regular Session at 11:18pm.

A motion was made by D. Battye and seconded by L. Jahoda to: (Item #6) Rescind selected contract non-renewals; to include the following individuals: Janine Cone, June Dunn, Heather Lyon, Shawn Lucas, Melissa Orlando, Danielle Evans, Megan Parr Huntington, Patricia Ball, Emma Cox, Erica Graff, Rebecca Flannery, Barbara Leen, Marissa McCarthy, Rebekah Musser, Geoffrey Picard and Scott Stanton. Motion passed unanimously 8:0:0.

XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA

- ⬆ **bullying**
- ⬆ **student handbooks**
- ⬆ **alernow notifications**
- ⬆ **board self-assessment**
- ⬆ **updated pages of budget book**
- ⬆ **joint meeting with BoF**
- ⬆ **public forum prior to BoE meetings**
- ⬆ **procedures & protocols**
- ⬆ **Facilities subcommittees**
- ⬆ **Special Meeting minutes from Student Discipline Matter**

XII. ADJOURNMENT

A motion was made by D. Skaats and seconded by D. Battye to adjourn at 11:24pm. Motion passed unanimously. 8:0:0.