

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

**ATTENDANCE**

PRESENT:	Melissa Hofmann, Chairman	Darcy Battye, Vice Chairman
	James Mello, Secretary	Lori Jahoda
	Donna Skaats	Sandra Tremblay
	Judd Wardell	Keith Wentworth
	Morgan Meese, Student Representative	

ABSENT: Stephen Nelson

**ALSO PRESENT:** Superintendent of Schools Janet Tyler; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lyman High School Assistant Principal Carol Moore; Lebanon Elementary School Principal Bonnie Hanna; Director of Technology Wes Shaver, Business Manager 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**

Twelve LES Science Fair student representatives displayed their science project boards. The Science Fair was for third and fourth grade students by invitation. The students chose their topic based upon personal interest. The following students represented the 68 students: Andrew "Drew" Archer (Hamster vs. Guinea Pig), Bethany Gifford (Sugar Cookie Sugar Challenge), Abigail Bell (Plants and Sunlight), Delton Wentworth (Toy Train and Weight Challenge), Madison Fowler-Hofmann (Hot Cup Material), Dylan Lucey (Salt vs. Fresh Water Freezing), Ian Drum (Best Eraser), Antonio Ponte (Dragonflies), Kaleigh Davis (Water Organisms), Indigo Hevner (Eggshells Dissolving), Alex Britt (Hamburger Weight), Olivia Glazier (Cat Litter Challenge). Teacher Carolyn Wheeler worked with the students on their projects.

March is Board of Education Appreciation month. All their members were thanked and given corsages for their hard work.

**III. COMMUNICATION**

**1. Letters of Retirement**

Barbara Strielkauskas, LES Reading Teacher, submitted her letter of retirement effective June 30, 2012. The Board of Education and Superintendent Tyler thank her for her years of service.

**2. Parent request for out-of-district tuition**

Parents of a high school student are requesting tuition payment for their student to attend Norwich Free Academy.

Melissa Hofmann thanked everyone who attended the Board of Finance Meeting.

Melissa Hofmann handed out a draft of a letter that will be sent to each bargaining unit requesting concessions.

**IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300**

Public participation – 30 minutes; Individual speaker – 2 minutes

No participation

## **V. CONSENT AGENDA/DISCUSS AND ACT UPON**

### **A. Approval of minutes**

1. Special Meeting – 2/15/12, Special Meeting – 2/22/12  
Physical Plant/Facilities Subcommittee – 2/21/12, Policy Subcommittee – 2/22/12

**Motion by D. Battye, seconded by L. Jahoda, K. Wentworth abstained, motion passed 7:1:0.**

## **VI. REPORTS OF COMMITTEES**

### **1. Finance/Budget Subcommittee**

D. Battye reported that there were two meetings to talk about the current budget standings and project the year end. Also, the 2012-2013 budget was reviewed with no changes being made.

### **2. Physical Plant/ Facilities Subcommittee**

J. Mello reported that the boiler bids were submitted for a one-year contract. The drainage project continues to test the water of well #2 at LMS. So far water tests have come back negative. Once the water testing is complete phase 2 will begin. The state approved the project. The capital projects were discussed and all board members were given handouts of the bids and capital spreadsheets that are in order of priority.

### **3. Policy Subcommittee**

D. Skaats reported that the subcommittee has reviewed more policy updates and are on the action items for approval tonight.

## **VII. STUDENT REPRESENTATIVE'S REPORT / ADMINISTRATORS' REPORTS**

### **1. Student Representative Report**

M. Meese reported that LES Multiage students are involved with game activities and have started a recycling program. LMS had 28-30 students attend the Quebec Trip and had a great time; the Talent Show was also a huge success. Lyman's hockey team made States, an Open Mike Music and French movie event was held. Mr. Lyman is upcoming, Spirit Week is being held next week, the Drama Dept. is holding a play on March 30<sup>th</sup> and 31<sup>st</sup> and Spring sports are ready to kick off. M. Meese also read a letter sharing concerns over the English Language Learner program at Lyman.

### **2. Administrators' Reports**

Nothing to report

## **VIII. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON**

### **1. Strategic School Profiles**

Superintendent Tyler gave the board members SSP data handout and cautioned them that the data is a year and half old. The report also shows that LES houses students in grades 3, 4, 5 and LMS houses grades 6, 7, 8. This is incorrect.

### **2. NEASC Update**

S. Salisbury gave the board members a handout that once completed will be given to the faculty and community, regarding the LMHS core values and belief statements that has been developed.

### **3. Technology Update**

W. Shaver reported that seven servers have been retired, with nine more remaining. The retired servers have been consolidated to one server and four virtual servers. 85% of the computers in the district have been upgraded to Windows 7. 127 out of the 500 computers cannot be upgraded and need to be replaced. Spam service has been changed over to Baracudra with will be a cost of savings of approximately \$4,000.00. Backup procedures are now disaster tolerant. 952 work orders have been completed since September 1<sup>st</sup>.

Online assessments take place in 2014. Given space restrictions at LMS and LES there will be a need to an addition of three mobile labs with 30 computers, each lab to accommodate testing protocol. Students will not be permitted to travel to other schools for testing and testing will need to be done in shifts. Lyman has enough computers to accommodate testing protocols.

A Tech Plan is also being put into place to update the district. W. Shaver needs to submit this three-year plan to EASTCONN and the Connecticut State Department of Education by June 3<sup>rd</sup>, with board approval prior to submission.

4. Audit Findings

Superintendent Tyler and E. Spencer reported the following matters that were in the audit report: Internal Control (Board of Finance), capital recording keeping (tracking inventory and disposal), account reconciliation of Board of Education expenditures with the Town, Trust fund balances at Lyman, quarterly reports in conjunction with grants, special education IDEA sign-off, special education ordering.

5. Fire Marshall Walk-through; LMS

A handout was given to board members detailing issues that were found at LMS. 98% of the issues have already been corrected.

6. Enrollment

Superintendent Tyler reported that enrollment continues to be stable.

7. 2011-2012 Budget

E. Spencer gave a handout to board members and reviewed her analysis of where we will be by year end with the budget. We have been notified of a health insurance savings of \$255,000.00 for 2012-2013, therefore our percent of increase is now 8.2%.

8. 2012-2013 Capital Budget

M. Hofmann suggested dates for a joint meeting with the Board of Finance. Two dates were suggested of March 19<sup>th</sup> and March 26<sup>th</sup> with the start time of 7 PM.

9. 2012-2012 Capital Budget

No discussion

**IX. ACTION ITEMS**

**DISCUSS AND ACT UPON**

1. Approve parent request for out of district tuition

**No motion**

2. Approve 2012-2013 Special Education Rates for tuition students

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

3. Approve 2012 Graduation date

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

4. Approve non-renewal of non-tenure teachers

**Tabled until after executive session.**

5. Approve Boiler Bid

**Motion by J. Mello, seconded by D. Skaats**

Motion was amended to: accept the contract with EMCOR of \$13,036.00 subject to preventative maintenance contract expiring on June 30, 2012. A start date of prior to July 1 if the preventative maintenance contract start date could be waived for the remaining calendar year. K. French investigating.

**Motion withdrawn by J. Mello, second withdrawn by D. Skaats**

Action Item tabled.

6. Approve Drainage System Modification Bid

**Motion by J. Mello, seconded by S. Tremblay**

Accept Cunningham bid of \$33,990.00 with Rock and Trench at \$75.00 per cubic yard. Bid is contingent on well testing being completed with all tests having a negative rating and Board of

Finance approving expenditure. Recommendation was made to advise Board of Finance of upcoming expenses for phase 2.

**Motion withdrawn by J. Mello, second withdraw by S. Tremblay**

**7. Approve second reading of revised policies:**

#3313	Purchasing With change of \$5,000.00 to \$7,500.00 to stay with town ordinance
#3451	School Activity Funds With investigation of cost into bonding personnel handling accounts.
#5131.6	Drug and Alcohol Use by Students
#5131.7	Possession of Deadly Weapons or Firearms With not accepting option C – hunters on school grounds.
#5141.23	Prohibition on Recommendations for Psychotropic Drugs
#5141.27	Automatic External Defibrillators
#5141.3	Administrative Regulations Regarding Immunization
#5141.4	Reports of Suspected Abuse of Children
#5144.1	Restraint and Seclusion of Persons at Risk
#6115	Pledge of Allegiance
#6141.321	Student Use of District's Computer System and Internet Safety
#6146.1	Weighted Grading for Honors Classes
#6153	Field Trips
#6154	Homework
#6164.12	Acquired Immune Deficiency Syndrome AIDS
#6172.4	Parental Involvement for Title I Students
#6172.6	Credit for Online Courses With the addition of: this requirement shall not apply to online courses provided by the district.
#9000	Role of the Board and Members

**All policies accepted with the following revisions as noted above.**

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

**Motion made to amend Executive Session to add a second item:**

2. Discuss pending litigation of Jerome Walsh vs. Lebanon Board of Education

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

**Motion made to enter Executive Session with all board members and including Superintendent Tyler at 9:10 PM.**

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

**X. EXECUTIVE SESSION TO DISCUSS**

1. Discussion of non-renewal of non-tenure teachers
2. Discuss pending litigation of Jerome Walsh vs. Lebanon Board of Education

Returned to Regular Session at 9:33 PM

**Motion by D. Skaats, seconded by J. Wardell to approve the non-renewal of contract of non-tenure teachers: 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, Rebecca Marocchini, Rebekah Musser, Geoffrey Picard, Scott Stanton. Motion passed unanimously 8:0:0.**

**XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA**

1. Boiler Bid
2. Drainage Modification Project
3. Curriculum Subcommittee
4. Policy Subcommittee
5. Facilities Subcommittee

**XII. ADJOURNMENT**

**Motion by D. Battye, seconded by L. Jahoda to adjourn at 9:33 PM.**

**Respectfully Submitted,  
Deborah L. Saucier,  
Recording Secretary**