

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
January 10, 2012 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

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

ABSENT: James Mello, Secretary

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Special Education Interim Director Sandye Simon; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lyman High School Assistant Principal Carol Moore; Lebanon Elementary School Interim Principal Bonnie Hanna

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 7:34 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

Ann Birrell presented the video that was the winner of the Glee Competition that awarded the Lyman Music Department \$10,000.00. Aurora Hooper was also recognized as the student who produced the video. The Board of Education thanked all participating staff and students for their hard work.

III. COMMUNICATION

1. Letters of retirement
A letter of retirement was received from Maryanne Leichter. After 37.5 years of service in the education field, Mrs. Leichter will retire effective January 27, 2012.
A letter of retirement was received from Laura Romain, LMS 7th grade math teacher. Ms. Romain's retirement will be effective June 30, 2012. The Board wishes both retirees well.

Other Correspondence: An invitation was received from Vernon Public Schools for a Legislative Breakfast on February 2, 2012.

A sympathy card was sent to the Simon Family by the Board.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes
None

V. CONSENT AGENDA/DISCUSS AND ACT UPON

- A. Approval of minutes
 1. Regular Meeting – 12/13/11
 2. Finance/Budget – 12/7/11, Finance/Budget – 12/13/11, Policy – 12/13/11, Physical Plant/Facilities – 12/13/11, Physical Plant/Facilities – 12/28/11

Motion by S. Tremblay, seconded by L. Jahoda, K. Wentworth abstained, motion passed

VI. REPORTS OF COMMITTEES

1. Physical Plant/Facilities Subcommittee

The subcommittee reviewed the three major projects that are being worked on.

- a. Wells between LMS and Lyman being piped together or drilling a new well at LMS. Brandon Handfield from Anchor Engineering is researching both options and will send quotes to the K. French by the next Board of Education meeting.
- b. K. French is receiving quotes to fix the air handlers on the roof at Lyman, the greenhouse windows that need to be glazed will be done in house, the debris that was also cited during the Fire Marshal's walk through is being addressed by in-house personnel.
- c. We are stilling waiting for the walk through to be done by the Fire Marshall at LES and LMS. Issues such as the 66 wing urinals have been fixed and the drinking fountains at LES and Lyman are being repaired. The LMS Library is having a quote provided for replacing the current AC/Heating system that is noisy to a quiet more efficient system. Lyman is working on eliminating any extension cords and hard wiring TV's in classrooms.

2. Policy Subcommittee

The subcommittee reviewed a portion of the 24 new policies that have been provided by Shipman & Goodwin. Out of the policies reviewed, nine were recommended for a second reading. Another Policy Subcommittee meeting was set for January 24th to review more policies.

VII. STUDENT REPRESENTATIVE'S REPORT / ADMINISTRATOR'S REPORTS

1. Student Representative Report

Morgan Meese reviewed events that have been occurring across the district. Lyman's Music Department was awarded \$10,000.00 from the Glee video presentation, the Spanish club held a dinner fundraiser, there was an 8th grade Open House held on January 10th, mid-terms are next week, senior projects have moved to the audio/visual phase. M. Meese reported that she has started a fitness club for teachers and students that meet three times a week for 45 minutes. LMS held a band and chorus concert, the LMSPA theme basket raffle was a huge success, there is a DC Meeting for parents on January 11th, and the Student Council continues to serve seniors lunch at the senior center. LES had a band and art concert at the beginning of December and Lorraine Strenkowski, a Lebanon author, presented her new book to the students.

2. Administrators' Reports

None

VIII. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. Full-day Kindergarten Presentation

Dr. Hanna presented a handout to the board members outlining what districts are doing full day Kindergarten and highlighted features such as accreditation, what a full day schedule would entail vs. current schedule. Discussion followed over budgetary impacts, impact to the students and staff and instructional supplies. A survey will be distributed to the Pre-K and Kindergarten parents. Discussion also followed over the opportunities this would bring to students developmentally and bring them up to state standards. The Board of Education directed Dr. Hanna to add the necessary numbers to her budget and will review at the next board meeting.

2. LMHS Virtual High School Update

S. Salisbury reported that the program is up and running and there are 5 spots per semester. There are a variety of topics that are being offered for students. This program requires a large commitment on the part of the students to complete the process.

3. CMT/CAPT Update Presentations

Dr. Hanna reviewed with the Board the steps that LES is taking to work with their students for increasing student achievement. The START program has been instrumental in assisting teachers monitoring student progress and achievement. AIMSweb and DRA results are used to create SRBI intervention groups. Data collection is ongoing.

LMS is using a variety of programs such as implementing a SRBI period, AIMSweb, CBAS, CARS programs and having a consultant from EASTCONN come to the building once a month to work with teachers on data collection. The programs are being implemented are web based so the student work is immediately graded allowing the principal to track data and student achievement. Teachers have been sent to holistic workshops to learn how to score prompts. A grant was awarded from NECASA to allow a homework club to be run from January to June. Funds from this grant will pay for two LMS personnel to assist students, however, the grant will not pay for a late bus.

Lyman is continuing to move forward with their data collection. Every student has a folder in their core classroom which allows the student and teacher to view the progress or where help is needed. Spreadsheets have been developed to track data on a grade and individual basis. Study halls have become a structured environment where the study hall teacher is given work from the core teachers for the students to work on that are assigned in their study hall.

4. Tools for Schools Reports

Reports that were done last year were given to the Board members and it was noted that many of the items on the lists have been addressed. Schools will be doing a walk-through to create new lists and will submit them to the board members.

5. Enrollment

Each school has had one student withdraw

6. 2011-2012 Budget

Handout was giving to the board members showing the current status of the budget

7. 2012-2013 Budget

2012-2013 budget is being worked on. The Superintendent and Administrators will be meeting this week to review the budget numbers that have been submitted.

Motion made to amend the agenda to add an item to executive session of by K. Wentworth, seconded by D. Battye.

Add item - Negotiation of MOU for the LEA by D. Battye, seconded by K. Wentworth, motion passed unanimously.

IX. ACTION ITEMS

DISCUSS AND ACT UPON

1. M. Hofmann gave notice to board members that there will be a Board of Ed meeting on January 24th beginning at 6:30 PM. Board will be meeting with Windham Head Master.

Motion to enter executive session at 8:52 PM by L. Jahoda, seconded by D. Battye, motion passed unanimously. To include the following individuals: M. Hofmann, D. Battye, L. Jahoda, K. Wentworth, D. Skaats, S. Tremblay, J. Wardell, S. Nelson and Superintendent Tyler.

X. EXECUTIVE SESSION TO DISCUSS

1. Update from Legal Counsel regarding pending litigation
2. Discussion of Employee Performance Evaluation

The Board re-entered Regular Session at 10:09PM.

Motion was made by D. Battye and seconded by L. Jahoda to amend the agenda and add an action item.

**Motion was made by D. Battye and seconded by K. Wentworth to provide the following benefits for the Superintendent during the fiscal year 2012-2013; 2.5% GWI, 6% retirement contribution, and to be paid for up to 10 unused vacation days, all other terms of the contract remain the same.
Motion passed unanimously.**

K. Wentworth left the Board meeting at 10:13PM.

**A motion was made by D. Battye and seconded by L. Jahoda to re-enter Executive Session at 10:15PM for the purpose of discussing Item # 1 ~ Update from Legal Counsel regarding pending litigation. To include the following individuals: M. Hofmann, D. Battye, L. Jahoda, D. Skaats, S. Tremblay, J. Wardell, S. Nelson and Superintendent Tyler.
Motion passed unanimously.**

The Board re-entered Regular Session at 10:22PM.

XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA

XII. ADJOURNMENT

A motion was made by L. Jahoda and seconded by D. Skaats to adjourn at 10:23PM.

Respectfully submitted by,

Deborah Saucier
Recording Secretary