

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
December 13, 2011 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

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

ABSENT: Keith Wentworth, Morgan Meese (Student Representative)

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 7:31 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

CAPT winners were recognized: A. Campbell, G. Clements, E. Cooper, E. Palacios, E. Stifel, R. Puleo, E. Wentworth. The students were recognized for their excelling in advanced levels of Science, Math, Reading and Language Arts. The Board of Education and Superintendent Tyler wished the students congratulations on their hard work.

CAPPS Award Recipients are H. Kaplan, A. Klein, A. Tacchi and P. Birrell This award is given to two 8th grade and two 12th grade students who show exemplary workmanship and leadership in their school and their community. The students were recognized with certificates at an evening event. Superintendent Tyler read to the Board members a narrative about each student and their school and committee achievements. Congratulations to Hannah, Alex, Alyson and Patrick. The Board wished the students the best of luck in their future endeavors.

III. COMMUNICATION

Letters were received from the Botticello family, the Russo family, and the Pineault family regarding their concerns over the reduction in Art and Music for Pre-K/Kindergarten students. The Botticellos sent another letter thanking Dr. Hanna for her letter home to parents' clarifying the proposed changes.

A letter from the Board of Finance, dated 11/30, requesting the Board of Education strive towards a zero increase budget. M. Hofmann informed all in attendance that the Board of Education will present our budget at the Public Hearing with the Board of Finance on March 3rd. Also, the Board of Finance has moved their meetings to the third Tuesday of the month.

A letter from Dr. Hanna, Interim Principal of Lebanon Elementary School, was received stating her intent to retire on June 30, 2012. Dr. Hanna has been in the district for 12 years. The Board wishes her well and thanked her for her work in Lebanon.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Michele Hayward, a parent of a PM Kindergarten student, spoke to the Board regarding the increased academic time proposed for the Pre-K/K students. Ms. Hayward expressed that this is not conducive to social development and students are feeling stressed over the amount of work that will come with this added time. She recommended that the school day be extended.

Edie Ritz, Teacher and LEA President, in regards to the Board of Finance letter mandating a zero budget. She encouraged the Board of Education to be resolute, defend our students and not let the schools collapse with more cutbacks. Teachers are being required to continually give back and are sacrificing the quality of student's education.

Cathy Raffles, volunteer at LES, asked the Board of consider not reducing gym or art time to allow for a balance with academics for the students.

Renee Bell, mother of three children at LES, read a letter expressing understanding the Board's dilemma but recognizing the red flags of being last in the DURG in Reading based on CMT scores. Recommendations were to implement full-day kindergarten and provide more support staff for the teachers. Ms. Bell is going to give a copy of the letter to the Board of Education.

Motion made to amend the agenda to move a discussion item under the Superintendents Report. Motion by L. Jahoda, seconded by D. Battye motion passed unanimously

Motion to move Section VIII, #1 Health Collaborative before Section V, #1 Approval of Minutes. Motion by D. Battye, seconded by L. Jahoda motion passed unanimously

V. CONSENT AGENDA/DISCUSS AND ACT UPON

1. Approval of minutes

a. Special Meeting – 11/22/11

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

b. Physical Plant/Facilities – 11/29/11, Finance/Budget – 11/29/11

Motion by J. Mello, seconded by L. Jahoda, motion passed unanimously

VI. REPORTS OF COMMITTEES

1. Finance/Budget Subcommittee

Finance Subcommittee discussed the results of the meeting with the staff for budget input. The main concerns voiced were regarding NEASC, implementing a Curriculum Director and reinstating Team Leaders and Department Heads at LMS and Lyman. Board of Education will be sending a letter asking the LEA to meet to discuss budgetary concerns and duties for these positions. The current budget will need to reflect if stipends are going to be paid.

2. Policy Subcommittee

The discussion of new and revised policies was tabled. The subcommittee will schedule a meeting in the near future

3. Physical Plant/Facilities Committee

Well/Drain – well #2 that is causing the contamination of E. Coli at LMS is looking into solutions for resolving the issue. Roofs were repaired at minimal to no cost. Boilers are in good shape for being 20 years old. Costs of a full service contract are being investigated. Sprinklers were fixed and tested through P&J Sprinkler Company. Fire Marshals S. Schuett and D. O'Hearn completed a walk-through at Lyman. The elementary and middle school will be done after the new year. A walk-through will be done for items that need to be put on the Capital list.

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

No reports

VIII. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. Health Collaborative Presentation

A presentation was given by John Baskowski, CFO, regarding joining a consortium to help lower health insurance premiums. A handout was given to the board of the bylaws for the consortium.

2. School Climate Building Presentations

All schools have plans implemented and shared what individual school are doing.

LES – Bethany Boada presented a positive behavior plan matrix handout to the Board members. A survey was given to the teachers to find common ground and then lesson plans were developed for the school. Red “bricks” are being used to reinforce positive behaviors which are then posted on the wall in the school. Drawings are done weekly with a monthly assembly in which the top three students are recognized as the “Husky Heroes”. To reinforce positive cafeteria behavior, a golden fork is given to the best behaved table who is dismissed before other tables.

LMS – Virginia DeLong and Larry Barlow explained how a year ago a survey was given and used that data to create and implement positive behavioral support lessons among the staff and students. Bus behavior was an issue, a bus was brought to the school and demonstrations were done on appropriate behavior. Signs were created as part of the PBS program and posted around the school and in classrooms to re-engage students when they are off task. Students are given panther cards for positive behaviors that are being exhibited and there is a weekly drawing of one panther card and the winner becomes a guest of the morning announcements. A student, who is awarded a panther card, also has a post card sent to their home congratulating them. The LMSPA has funded the postage for this venture. Panther passes were created to track where a student goes. Older students in the school are becoming role models for the younger students. School Climate Committee of staff has been created along with a Student Climate Committee that is made up of student volunteers who are creating programs for the student body. Ms. DeLong explained that they are in the process of looking into fundraisers that will allow students to participate in “Rachel’s Challenge”. Rachel’s Challenge is named after the first student who was killed in Columbine. Her family created this “challenge” in promoting kindness, like Rachel did every day. The cost to join is \$3,000.00 and will give 2 school-wide presentations and student leaders the opportunity to receive leadership training, etc. to become ambassadors for LMS; in addition there is an evening parent/community program. Advisor/Advisee concept is being looked at based upon scheduling; Peer Ed students are scripting and videotaping a bullying video for the student body. Another survey will be given at the first of the year to evaluate how the program is doing.

Lyman – Carol Moore informed the Board members that there are presently four committees running at Lyman. There is a School Climate Committee, a GSA Committee, Diversity Committee and Spirit Club. The School Climate Committee is implemented an activity that allowed students to create a quote that they would pledge to and hang a poster on the wall that panther paws are earned, signed and affixed to the poster. The GSA Committee, which runs during X block, promotes a safe environment. The committee held a Halloween Dance and the funds raised will help students attend a True Color Dance. The Diversity Committee is expanding and has been active through the year. This group focuses on leadership and holds activities such as Modern Foreign Language, Foreign Film Night. The group is currently engaged in painting “peace rocks” that will decorate the landscaping outside the school. May Fest will also be incorporated into this theme and guest speakers will address the student body. The staff has also created a Giving Tree for families in need and “Smile Day” will take place after mid-terms.

3. PreK-K Specials Reconfiguration

Dr. Hanna’s letter is going to parents explaining the need for enhanced academic time in the younger grades such as Pre-K/Kindergarten. Due to this need, Art is will not be a separate class time and will

continue to be held in the classes with the teacher as it is currently being done. The option of implementing a full-day Kindergarten with associated costs is being looked into.

4. Enrollment

No change in enrollment

5. Windham Student Exchange

Superintendent Tyler met with Dr. Steven Adamowski, Master of Windham High School. Dr. Adamowski has proposed that Lyman be a recipient of incoming freshman from the Windhams. The number of students is being reviewed and potential students will need to fill out an application. The proposal was made to area towns with a high school. Superintendent Tyler will invite Dr. Adamowski to a special board meeting tentatively scheduled for Tuesday, January 3rd at 6:30 PM in LMS Library.

6. 2011-2012 Budget

Budget is still looking positive. Transfers need to be approved for Line #430 and Line #440 to offset negative balance

7. 2012-2013 Budget

Data is being compiled and administration is putting lists together of the top ten items. Installing computers

8. 2012 Calendar Revision

Discussion followed in regards to making up the 5 student and 4 staff days that were missed due to inclement weather. The LEA agreed to have February 21, 2012 revert to a school day. April vacation was reviewed as whether it should be shortened or additional snow days be added to the end of June.

IX. ACTION ITEMS

DISCUSS AND ACT UPON

1. Approve proposed 2011-2012 Calendar revision

No action

2. Approve Safe School Climate Plan

**Motion by D. Skaats, seconded by L. Jahoda, 1 abstention J. Wardell.
7:0:1 ~ motion passed.**

3. Approve transfer of funds in 2011-2012 budget

Transfer requested of \$60,196.00 from Line #109 to #430

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

Transfer requested of \$66,500.00 from Line #109 to #440

Motion by D. Battye, seconded by S. Tremblay, motion passed unanimously

4. Approve second reading of Shipman and Goodwin new/revised policies

No action

5. Approve out-of-state field trips

Motion by S. Tremblay, seconded by L. Jahoda, motion passed unanimously

Motion to enter Executive Session at 9:41 PM by D. Battye, seconded by S. Nelson; to include the following BOE members: M. Hofmann, D. Battye, J. Mello, S. Tremblay, D. Skaats, S. Nelson, J. Wardell, and L. Jahoda also to include Superintendent Tyler. Motion passed unanimously.

X. EXECUTIVE SESSION TO DISCUSS

1. Update on Secretaries negotiations
2. Discuss Superintendent contract
3. Update from Legal Counsel regarding pending litigation

Returned to Regular Session at 10:10 PM.

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

**Motion was made by D. Battye and seconded by L. Jahoda to re-instate February 21, 2012 as a school day.
Motion passed: 7:1:0 ~ opposed J. Mello.**

XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA

- ⤴ Jan 3, 2012 Special Meeting with Dr. Adamowski
- ⤴ Superintendent Evaluation
- ⤴ Superintendent Contract (Executive Session)

XII. ADJOURNMENT

Motion by D. Battye and seconded by J. Wardell to adjourn at 10:30PM. Motion passed unanimously.

Respectfully submitted,

Deborah Saucier
Recording Secretary