

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
OCTOBER 11, 2011 ~ REGULAR SESSION ~7:30 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman	Darcy Battye, Vice Chairman
	James Mello, Secretary	Brenda Bennett
	Sandra Tremblay	David Jeannotte
	Keith Wentworth	Donna Skaats
ABSENT:	Lori Jahoda	

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 7:30 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

Superintendent Tyler, Principal Stephen Salisbury and Assistant Principal Carol Moore recognized Donna Franklin as the districts 2011 Teacher Of The Year. Donna Franklin was recognized as a “teacher of teachers” and someone who connects with the students of Lyman. She is considered to be a great model for the students.

Coach Elliott reported that the girls soccer and girls volleyball team held a Breast Cancer matches at which players wore pink jerseys and raised money for the Susan G. Komen Breast Cancer Fund. The soccer team raised \$1,000.00 and the volleyball team raised \$1,350.00. The sporting events were well advertised and attendance was outstanding.

Coach Elliott also reported that Lyman High School is a contender to receive a \$5,000.00 grant from Frito-Lay Company. Collection boxes were placed throughout all three schools and we won second place. Staff and students worked hard to collect bags with Frito-Lay promotional codes and enter them into the Frito-Lay website.

III. COMMUNICATION

M. Hofmann handed out a booklet “Keep Kids in School” for board members to review.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

George Gray, teacher at Lyman High School, expressed concern over the heating situation in his classroom. The cooling unit that provides air circulation to his room is broken. It was stated that there were no funds to repair the blower. This makes his room uncomfortably warm during the Fall and Spring months. Can an alternative method be discussed (i.e. fans in the room)? Mr. Gray provided a guideline of the OSHA recommendations and gave copies to the Board members. Also, Mr. Gray requested clarification on the Social Networking Policy in regards to #11 (Off-Duty Conduct).

V. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of minutes

1. Regular Meeting – 9/13/11
Revised the following – “The sequence of teaching is not based upon CMT but teachers follow the **textbook**. Change textbook to curriculum. Revised the following - SAT scores are well above the state **standard** except for Math. Change standard to average.
Motion by D. Jeannotte, seconded by K. Wentworth, K. Wentworth abstained, 6 in favor of, motion passed
2. Policy Subcommittee – 9/13/11,
Motion by J. Mello, seconded by D. Battye, motion passed unanimously
3. Special Meeting – 9/9/11
Motion by D. Battye, seconded by B. Bennett, motion passed unanimously
4. Special Meeting – 9/27/11
Motion by D. Battye, seconded by J. Mello, 1 abstention, 6 for, motion passed

VI. REPORTS OF COMMITTEES

1. Facilities Subcommittee

The Facilities Committee met and reviewed ongoing projects. The well at LMS tested positive for E. Coli and has gone through the chlorination process as well as continuous testing to make sure the well is bacteria free. The roofs of all three schools have had warranties reviewed. Any damage from flashing or manufacture install will be covered under the warranty. Any other damage repairs will be sent out to bid. Tennis courts to be resurfaced at LMS have gone out to bid. The LMS greenhouse will have the remaining panels removed and heating system cut back to the building. The frame work will be left for future use. The LES fire suppression system has failed for three years and is going out to bid to be fixed. Lyman sprinkler system and fire systems are in need of repairs, bids are being obtained for the projects.

2. Policy Subcommittee

Three policies were discussed and are on the agenda as action items tonight.

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

No Student Representative Report. Morgan Meese has been chosen to serve as the Student Representative but was unavailable to attend due to an athletic commitment.

Dr. Hanna reported that the LES PTA has donated smartboards to elementary school staff.

VIII. REPORT OF SUPERINTENDENT - DISCUSS AND ACT UPON

1. SRBI

The district held a professional development on October 11th and reviewed the implementation of Scientifically Research-Based Intervention (SRBI) for the staff. Kelly Doubleday-Bush, from EASTCONN, gave the Board members a handout outline describing SRBI and the many facets that teachers will work towards in their goals for student achievement. A successful SRBI program can take 3 – 7 years to implement. Ms. Doubleday-Bush indicated that is beneficial to have support staff (i.e. team leaders, curriculum directors) in place to help teachers. Ms. Doubleday-Bush also stated that stipends are helpful to have people in place for successful transition.

2. School Action Plans

Dr. Hanna, Interim Principal at LES, distributed handouts and explained how the staff is focusing on literacy to improve CMT scores. Year long goals are established, as are monthly meetings and some bi-weekly meetings have been established to keep focus on the goals. Goals will be used in the teacher evaluation. An example of the language that is required of the students in Mathematics was given. The language that is currently being used is more sophisticated than what parents realized and it was recommended that samples be given at Open House to increase parent awareness. LMS Principal Laskarzewski gave handouts and examples of how teachers and administration are staying accountable. This year an SRBI period of 30 minutes was working into the students schedule giving the teachers a set period of time to focus on particular issues. Also, Data Team and School Climate Committees are in place. Principal Salisbury gave handouts as well that reflect the content area focus in relation to CAPT scores. CAPT scores have shown improvement and are in most cases above state average. Year-to-year revisions of goals are being done as a student transitions from LMS to Lyman. Lyman's staff is becoming more comfortable with instituting changes now that they have a year of experience behind them. A Leadership Team is currently working with study hall teachers to help students who are struggling with work in a particular subject.

3. Special Education Report: CMT/CAPT

Interim Special Education Director Sandye Simon passed around a grid chart that showed regular education vs. special education students mean scores. Because of low Reading scores in 2010, Lebanon was one of seven districts that must participate in CSDE Focused Monitoring to improve scores. Unfortunately, score data is difficult to share because of confidentiality with the special ed students. A parent group has been created for parents of special needs children. The first meeting was on October 5th and approximately 30 parents were in attendance. Parents would like more data than is given on progress reports. For the future, it is hoped that a peer group can be formed for special ed needs students to get together. A \$10,000.00 grant has been award which will help bring teachers together to work on improving scores. This grant money will help pay for subs, babysitters for parents and parent meeting meals.

4. Enrollment

Superintendent Tyler reviewed current enrollment. LES and LMS are stable and Lyman has had an increase of 10 students.

5. Budget 2011-2012

Superintendent reviewed the current financial exhibit.

6. Audit

Superintendent Tyler reviewed the implementation of recommendations of the financial audit. This audit will be reviewed with the Board of Finance on Thursday evening.

IX. ACTION ITEMS - DISCUSS AND ACT UPON

1. Approve second reading of Policy #5131.911 Bullying Prevention and Intervention
Discussion following regarding the School Climate Committee and who would be coordinating efforts between the schools. Sandye Simon has stated that she will assume leadership of this committee.
Motion by D. Battye, seconded by D. Skaats, motion passed unanimously
2. Approve second reading of Policy #5141.21 Administration of Student Medication in the Schools
Motion by D. Skaats, seconded by D. Battye, motion passed unanimously

3. Approve first reading of Policy #3525 Green Cleaning Programs
Motion by D. Skaats, seconded by K. Wentworth, motion passed unanimously
4. Approve 2012 BOE meeting dates
Dates were approved with the exception of the change to the February 14th date was changed to February 7th. **Motion by S. Tremblay, seconded by D. Jeannotte, motion passed unanimously**
5. Approve out of state field trips
Motion by D. Skaats, seconded by K. Wentworth, motion passed unanimously
6. Approve Board of Education Mission Statement
Changes were made to the mission statement and the corrections will be emailed to members
Motion by D. Battye, seconded by D. Jeannotte, 5 in favor of, 2 nays – K. Wentworth, S. Tremblay, motion passed
7. Approve Board of Education Goals
Goals were reviewed and changes were made. M. Hofmann will email the revised goals to members
Motion by K. Wentworth, seconded by B. Bennett, motion passed unanimously

A motion was made to enter executive session at 9:25 PM to discuss secretaries' negotiations, update from legal counsel, and Superintendent evaluation. **Motion by D. Battye, seconded by B. Bennett, motion passed unanimously.** Present in Executive Session were Melissa Hofmann, Darcy Battye, James Mello, Brenda Bennett, Sandra Tremblay, David Jeannotte, Keith Wentworth, Donna Skaats, Superintendent Janet Tyler

X. EXECUTIVE SESSION

1. Update on Secretaries negotiations
2. Update from Legal Counsel
3. Superintendent Evaluation

K. Wentworth excused himself from Executive Session at 9:35 p.m. at the beginning of Item #2.

Board re-entered Regular Session at 9:55 p.m.

XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA

1. NEASC
2. November reorganization of the Board

XII. ADJOURNMENT

Motion was made by D. Skaats and seconded by D. Jeannotte to adjourn at 10:05 p.m. Motion passed unanimously.