

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

**ATTENDANCE**

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

ABSENT:        Keith Wentworth, Donna Skaats

**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. COMMUNICATION**

Superintendent Tyler reported that Ashley Toft, an Instructional Assistant at LMS, submitted a letter of resignation on August 23, 2011.

M. Hofmann congratulated Principal Stephen Salisbury on a letter received from NEASC in regards to Lyman's accreditation being continued and the implementation of guidelines for core values, evaluations and engaging with EASTCONN for the betterment of Lyman High School.

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

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

**IV. CONSENT AGENDA/DISCUSS AND ACT UPON**

- A. Approval of minutes
1. Regular Meeting – 8/23/11  
**Motion by J. Mello, seconded by D. Battye, motion passed unanimously**
  2. Policy Subcommittee – 8/23/11  
**Motion by L. Jahoda, seconded by J. Mello, motion passed unanimously**

**V. REPORTS OF COMMITTEES**

1. Policy Subcommittee

The Policy Subcommittee met and discussed the **Bullying Prevention and Intervention Policy** and the **Administration of Student Medication in the Schools Policy**. It was agreed that both policies will be submitted through an action item to the Board of Education for a first read. The **Administration of Student Medication in the Schools** is still being revised.

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

### **1. Gift**

Elmer Fisher has donated to each school a copy of a Rembrandt Peale portrait of George Washington. Mr. Fisher paid for the portraits and also supplied the hardware to install the portraits in each Library. The media from local newspapers will be invited to come and interview Mr. Fisher when the pictures are hung.

### **2. Enrollment**

Handouts were given to the Board members showing that each school has had a decrease in enrollment: LES – 30; LMS – 12; Lyman – 77. Superintendent Tyler is speaking to a nearby district to have them send their students to Lyman.

### **3. Opening Of School**

After delays due to Tropical Storm Irene, schools opened on September 6<sup>th</sup> and the district was able hold convocation at Lyman on September 2<sup>nd</sup>. Teachers and students are happy to be back.

### **4. Facilities update**

Superintendent Tyler updated the Board on projects that have been completed to date. They are as follows: the hot water tank at Lyman has been connected to the generator since it is an emergency shelter and people using the shelter will need hot water for showers. Also, Lyman's sanitary waste issue has been corrected, LES walk-in freezer has been connected to the generator to keep food in case of a power outage, LES exhaust is working properly, Tremco has reviewed the roofs and a committee needs to be established, need to setup containers for lamp recycling. The blue truck that has been used by the district is in need of many repairs. To date the repairs are totaling \$4,000.00. There have been offers to purchase the truck. Principal Stephen Salisbury advised the Board members that the truck was originally purchased through the Vo-Ag Department and there is a protocol that needs to be followed in regards to this vehicle.

### **5. LES Shed**

Dr. Hanna reported that the Early Childhood Council has a need for a shed outside of the school building to store toys and other playground equipment. A company out of Colchester has provided a quote of \$4,000.00 for a shed to be delivered and installed. The shed will be installed and anchored atop crushed rock which will need to be priced out as well. The shed will be located between the gym and the wing of the pre-school. Zoning and Planning has been contacted and the appropriate permits have been filed. The cost of the shed will be paid for out of the School Readiness or Pre-School Grant. The use of these funds will not have an impact on educational supplies for students.

### **6. Standardized Test Reports**

Dr. Hanna provided the Board members with a handout showing CMT data results. The handout gives a "snapshot" of student/state achievement over a period of time for the subjects of Math, Reading and Writing. It is important that when reviewing the results from year to year that if the students are not the same there will be an impact to the scores. The Reading scores at LES need to be worked on. The goal is to give more individual attention to students who require assistance. This work will begin with 1<sup>st</sup> graders and will follow through to 4<sup>th</sup> graders. Also, mathematical applications will be

given attention since this involves Math, Reading and Writing and is consistently an issue with the students at LES.

Principal Laskarzewski reported that Administrators attended a workshop this summer regarding presentation. The 5<sup>th</sup> grade CMT's are being held due to the state correcting the data that is on the sheets. Principal Laskarzewski shared with the Board that growth over time is very important and he gave the Board a handout that shows the growth from students in grade three through grade five. He has provided the data matching the student scores not grade level scores. Reading, Math and Writing have all showing a steady improvement. Science is not tracked. Also, for the DRG area LMS is 3<sup>rd</sup> or 4<sup>th</sup> from the top in every area. It was also stressed that in regards to Math, teachers at LMS imbed the CMT test requirements into their lessons. The sequence of teaching is not based upon CMT but teachers follow the textbook. The new schedule at LMS with SRBI is allowing teachers to focus on intervention for students.

Principal Salisbury gave the Board a handout with the testing results. The students have Lyman are meeting the NCLB goals of proficiency which also ties into graduation requirements. Math, Reading and Writing were all above state average for the last two years. Students who do not meet goal can partake in alternate testing through classes. Advanced Placements Test are difficult to show year to year results since the tests change every year. AP Tests are now taking place in a student's junior year. Students must score a 3, 4, 5 to be considered for college. The ACT test was more for colleges west of the Mississippi, but are now being used for more colleges east of the Mississippi as well. Students can take the ACT and the SAT and submit test results based upon the college of choice needs. J. Mello asked if our students are adequately prepared for college based upon some of test results. SAT scores are well above the state standard except for Math. Principal Salisbury stated that the Lyman does need assistance with NEASC accreditation process. Also, Lyman has one Math and one Spanish teacher being AP trained.

7. Budget 2010-2011

Handout was given to Board members. The Board of Finance will be holding a Public Meeting on September 26<sup>th</sup> at 7:30 PM at Lyman High School Auditorium. This meeting is to discuss the transfer of \$365,821 to Board of Education with \$317,155 to come from 2010-2011 town budget surplus; \$48,666 to come from fund balance. This is an important meeting for public support.

8. Budget 2011-2012

A handout was given to Board members covering recent expenditures and the anticipated percentage of spending. Some of the line items have show monies that have been encumbered. Discussion followed regarding oversee the funds and management to ensure that line items do not go into the negative. Line #560 for example will be reimbursed by grant money, #430 is contracted services such as EMCOR, #440 is copy machines, #642 is money for library books that was funded by a grant so the line item was left at a minimal amount.

Motion made to suspend rules to add action items 1) Bullying Prevention and Intervention Policy and 2) Administration of Student Medication in the Schools Policy

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

**VII. ACTION ITEMS**

**DISCUSS AND ACT UPON**

**1. Approve out of state field trips**

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

2. Approve first reading of Policy #5131.911 Bullying Prevention and Intervention

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

3. Approve first reading of Policy #5141.21 Administration of Student Medication in the Schools

D. Battye stated the school nurses will be working with Dr. Kelly to review the policy.

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

A motion was made to enter executive session at 9:00 PM with the invitation extended to Superintendent Tyler to join Executive Session.

**Motion was made by D. Battye and seconded by L. Jahoda, motion passed unanimously.**

#### **VIII. EXECUTIVE SESSION**

1. Superintendent Evaluation
2. Update from Legal Counsel

The Board re-entered Regular Session at 10:12PM.

A Motion was made to amend the agenda to add an action item; in regards to extending the Superintendent's contract.

**Motion was made by D. Battye and seconded by L. Jahoda, motion passed unanimously.**

4. A motion was made to extend Superintendent Tyler's contract for the school year June 30, 2013 - June 30, 2014 with the terms of the contract to be discussed at a later date.

**Motion was made by D. Battye and seconded by L. Jahoda, motion passed unanimously.**

#### **IX. NEW BUSINESS/ITEMS FOR NEXT AGENDA**

- \* Retreat details
- \*Facilities sub-committee to discuss Tremco evaluations of roofs
- \* SRBI time/Scheduling for Middle and High School

#### **X. ADJOURNMENT**

**Motion was made by L. Jahoda and seconded by J. Mello to adjourn at 10:16PM.**

**Motion passed unanimously.**

Respectfully Submitted by,  
Deborah L. Saucier  
Recording Secretary