

LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
TUESDAY, JULY 26, 2011
7:30 PM

MINUTES

ATTENDANCE

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

ABSENT: Keith Wentworth

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lyman High School Principal Stephen Salisbury

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. COMMUNICATIONS

A letter of retirement was submitted by Carol Morris-Scata, LES Special Education teacher, effective August 1st. Superintendent Tyler accepted the letter and wished Mrs. Morris-Scata well.

A letter was received from an anonymous concerned resident, who is also an educator, and was passed along to the Superintendent.

III. PUBLIC PARTICIATION – BYLAWS OF THE BOARD #9300

No Participation

IV. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval Of Minutes

1. Regular Meeting – 6/28/11
Motion by D. Battye, seconded by L. Jahoda, D. Skaats abstained, motion passed. 6-0-1.
2. Special Meeting – 6/28/11, Special Meeting – 7/3/11
Motion by D. Battye, seconded by L. Jahoda, D. Skaats and D. Jeannotte abstained, motion passed. 5-0-2

V. REPORTS OF COMMITTEES

1. Policy Subcommittee

The Policy Subcommittee discussed having Shipman & Goodwin, district attorneys, prepare district policies to bring them up-to-date. The attorney reviews and sends them to the Superintendent. There is a cost of \$3,500.00 to join and a yearly fee of \$750.00.

2. Superintendent Evaluation Subcommittee

The sub-committee will review the draft of the evaluation document.

VI. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. Budget 2010-2011

Superintendent Tyler reported that the 10-11 budget is not yet closed out. A handout was given to the Board members highlight areas of the budget that are concerns.

2. Budget 2011-2012

The Business Consultant is entering budget numbers and correcting any areas that need to be fixed. Supplies are being ordered so that the schools will have necessary supplies for when schools open on August 31st.

3. Facilities Update

K. French gave the Board a project list with anticipated deadlines and vendors that are being used for the jobs on the list. He showed the Board members pictures of the current projects of filters that are in of being changed, repairs to the high school culvert in the parking lot and the LES cafeteria floor in the process of being replaced. Generator repairs are complete and all three schools are running successfully. Quotes were submitted from Griggs and Browne for the costs anticipated of doing pest control for the district. A sample contract was handed out as well. The question was raised if the Food Service Program will share in any of the monthly costs. The Food Service Manager will be contacted.

4. Information Technology Update

W. Shaver, the newly hired IT Coordinator, was introduced to the Board and provided the Board with an update from issues that were found on the CREC audit. The AT&T 2Mbit frame relay connection that cost \$800.00/month has been changed to a 30Mbit Opt-E-Man connection provided by CEN (Connecticut Educators' Network) that is free of charge and provides a much faster internet connection. District client PCs are now receiving virus and Microsoft updates, some of the oldest definitions were two years old. Many teachers had domain administrative rights, which gave them carte blanche to all the servers. This is being corrected and domain rights will be limited to IT staff. The high school was having network and telephone issues that failed once a week. The UPS batteries have been replaced and the system is running with no issues. W. Shaver explained that the servers are being overhauled due to age and being condensed from 12 servers to 1 server to save on electricity and heat issues in the server room as well as efficiency. There is \$30,000.00 allocated in the Capital line item for lap top carts. W. Shaver handed out four bids that have been submitted for 30 new lap tops and a new cart to house the lap tops. The recommendation for the laptops was to go with Dell in the amount of \$24,540.00, however for the lap top cart, Hewlett Packard has the better cart for longevity and durability in the amount of \$1,839.00. This would bring the total to \$26,379.00. W. Shaver also proposed subscribing to the Microsoft School Agreement (\$11,600/year) to provide district-wide licenses for all new versions of Windows and Office as they are released. Included in the Microsoft School Agreement is also includes Forefront Virus Software which would allow us to drop McAfee which costs \$2,000.00 per year.

5. Dress Code

Referred to the Policy Subcommittee to be reviewed.

6. Retreat Dates

Superintendent Tyler recommended dates for the Board of Education retreat. Dates to be considered are Friday, September 9th or Friday, September 16th at 6 PM. Members will contact Superintendent Tyler with the best date.

A motion was made to suspend the rules and add an Action Item

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

VII. ACTION ITEMS

DISCUSS AND ACT UPON

1. BOE Business Meeting Dates

Motion to approve to change the 2011 Regular Board of Education meeting dates from the fourth Tuesday of the month to the second Tuesday of the month with the exception of the August meeting which will meet on the fourth Tuesday and the November meeting which will meet on the third Tuesday. Board was given a handout with the dates and the Town Clerk will be notified.

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

2. Teacher Evaluation Plan

This is the second reading of the development plan. J. Mello asked for clarification on the Teacher Evaluation Time Line (announced vs. focused evaluation) and on collaboration time. Superintendent Tyler clarified the information. L. Jahoda asked for clarification as well on data collection and measurable objectives and was given clarification by Superintendent Tyler.

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

3. Administrator Evaluation Plan

Clarification required over Goal Plan on page 2 and Professional Interventions on page 7. Clarifications were given by Superintendent Tyler.

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

4. Microsoft Office Agreement

Motion to approve SHI contract for Microsoft software and licensing in the amount of \$11,668.80. Clarification was given over what is an FTE and what would be the impact to the number if the district receives donations of lap tops.

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

5. Motion to approve contracting with Shipman and Goodwin for their policy program package and updates.

Motion by D. Skaats, seconded by D. Battye, motion passed unanimously

6. Motion to approve purchasing of 30 laptops from Dell at the price of \$24,540.00.

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

7. Motion to approve purchasing of lap top cart from Hewlett Packard for the 30 laptops in the amount of \$1,839.00

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

A motion was made to suspend the rules and add items under Executive Session.

Motion by J. Mello, seconded by D. Battye, motion passed unanimously

Motion to add the following items to the agenda of Executive Session.

2. Personnel- Recommendation from Legal Counsel
3. Negotiations - Secretary Contract
4. Update from Legal Counsel
5. Pending Claims and Litigation

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

A motion was made to enter Executive Session at 8:40 PM; to include members of the Board and Superintendent Tyler.

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

VIII. EXECUTIVE SESSION

1. Superintendent Evaluation

The Board re-entered Regular Session at 9:35PM.

IX. NEW BUSINESS/ITEMS FOR THE NEXT AGENDA

- ⤴ Student Success Plan (November)
- ⤴ Retreat – September 9, 2011, 6:00PM
- ⤴ TEAM procedures
- ⤴ LMHS Career Pathways (update)
- ⤴ Virtual High School (update)
- ⤴ Request for State Police Canine walk-through
- ⤴ Policy sub-committee (Dress Code)

X. ADJOURNMENT

Motion by L. Jahoda, seconded by D. Jeannotte to adjourn the meeting at 9:40PM.

Motion passed unanimously.

Respectfully Submitted by
Deborah L. Saucier
Recording Secretary