

**LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
June 28, 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; 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**

**1. Letters of resignation**

A letter of retirement was submitted by Don Klein, custodian at Lyman. A letter of resignation was submitted by Noemi Walencewicz, part-time secretary at Lyman. A letter of resignation was submitted by Heather Graybill, part-time Reading teacher at Lebanon Middle School for the purpose of child rearing.

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

Public participation – 30 minutes; Individual speaker – 2 minutes

Levi Duhaime, 9<sup>th</sup> grade student addressed the Board regarding a letter and petition that was submitted to the Board regarding the cancellation of academic awards. George Duhaime, Levi's father, asked how the students were notified that were recognized at the school awards ceremony.

Superintendent Tyler stated that she has yet to see the letter and petition. However, the District decided to head in a different direction and recognized the top students at school events and/or graduation. The middle school recognized the top 8<sup>th</sup> graders at their promotion ceremony.

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

**A. Approval of minutes**

1. Regular Meeting – 5/24/11  
**Motion by L. Jahoda, seconded by D. Battye, motion passed unanimously**
2. Special Meeting – 5/24/11, Physical Plant/Facilities Subcommittee – 5/24/11  
**Motion by L. Jahoda, seconded by S. Tremblay, motion passed unanimously**

## **V. REPORTS OF COMMITTEES**

**No subcommittees have held meetings**

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

### **1. Enrollment**

Superintendent Tyler reported that Lyman High School has had the biggest change in enrollment for the year of nine students, LMS was one student and LES has five students less.

### **2. Senior Project**

Tori Lussier, with mentor Scott Elliott, approached the Board of Ed for approval regarding her senior project. Her project is focused on the reconsideration of softball being part of the Olympic Games in 2016. Part of her senior project is to reconstruct the dug outs on the LMHS varsity softball field. Supplies and man power will be donated. The costs to the district are the normal annual costs that have been incurred in the past for infield mix. Renovations include pouring a new concrete floor, installing a new bench, hooks for bags and helmets. The renovations will also include rebuilding the "skin" part of the field. The existing roof on the dugout will be used.

### **3. Administrator's Retreat**

Superintendent Tyler reported that the administrative retreat was spent working on documents that were provided in the Board packet. The documents reviewed were the action plan of professional development, student success plans, teacher evaluation plan and administrator evaluation plan. Board members will review and give feedback at the next meeting.

### **4. Bus Contract**

First Student will be reimbursing the district \$1800.00 in September for use of building space.

### **5. Budget 2010-2011**

A review of expenses showed a deficit of \$422,000.00. Line items such as transportation and substitutes were underfunded as they are difficult to predict. There are still encumbered monies and the numbers are subject to change. Superintendent Tyler credited the teachers for having a successful year with student learning when the budget was frozen mid-year.

### **6. Budget 2011-2012**

The budget is prepared and purchase orders are being entered for summer ordering. Administrators will review requisitions and orders will be placed based upon priority.

## **VII. ACTION ITEMS - DISCUSS AND ACT UPON**

### **1. BOE Business Meeting Dates**

Superintendent Tyler asked the Board to consider changing the Board of Education meetings to the second Tuesday of the month instead of the fourth Tuesday. This will help handout information in a timely manner in conjunction with the Board of Finance meetings. Since meetings for the remainder of the 2011 year have already been filed with the Town Clerk, the change would result in the remaining meetings being classified as "special" meetings and restrictions for amending the agenda will apply. The Superintendent will research and report back to the Board.

Motion was made to suspend rules to add an action item

**Motion by D. Battye, seconded by B. Bennett, motion passed unanimously**

2. A motion was made to add action item for Tori Lussier to be allowed to complete her senior project at LHMS softball field with advisor Scott Elliott with no additional incremental cost to the District in accordance with all Town Building codes and permit requirements. The Board wished Tori good luck with her project.

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

Motion was made to enter Executive Session at 8:10 PM.

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

### **VIII. EXECUTIVE SESSION**

1. Unaffiliated contract negotiations
2. Secretaries contract negotiations
3. Administrators contract negotiations

The Board re-entered Regular Session at 8:55PM.

**A motion was made to suspend the rules to add additional action items.**

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

3. A motion was made to approve the following salary changes for the 2011-2012 fiscal year, for the nurses and OT position; a zero percent increase.

**Motion made by S. Tremblay, seconded by L. Jahoda, motion passed 5:1; D. Battye opposed.**

4. A motion was made to approve the following salary change for the 2011-2012 fiscal year, for the District Computer Technician; a zero percent increase.

**Motion made by S. Tremblay and seconded by J. Mello, motion passed unanimously.**

5. A motion was made to approve the following salary change for the 2011-2012 fiscal year, for the Central Office Administrative Assistant; a zero percent increase.

**Motion was made by D. Jeannotte and seconded by J. Mello, motion passed unanimously.**

6. A motion was made to approve the following salary change for the 2011-2012 fiscal year, for the Central Office Bookkeeper; a zero percent increase.

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

7. A motion was made to approve the following salary change for the 2011-2012 fiscal year, for the Food Service Employees; a zero percent increase.

**Motion made by D. Jeannotte and seconded by J. Mello, motion passed unanimously.**

8. A motion was made to approve the 1<sup>st</sup> readings of the Teacher and Administrative Evaluation Plans.

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

### **IX. NEW BUSINESS**

- \* 2<sup>nd</sup> reading of the Teacher Evaluation Plan
- \* 2<sup>nd</sup> reading of the Administrative Evaluation Plan
- \* Dress code for LMHS students
- \* Flavored milk being served
- \* Report from the Supt. Evaluation Sub-committee

### **X. ADJOURNMENT**

**A motion was made by D. Jeannotte and seconded by L. Jahoda to adjourn at 9:20PM.**

**Motion passed unanimously.**

Respectfully Submitted,  
Deborah L. Saucier  
Recording Secretary