

**LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
May 24, 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
	Donna Skaats	Keith Wentworth
	Vanessa Gray, 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 Interim Principal Bonnie Hanna

**I. CALL TO ORDER**

Melissa Hofmann called the meeting to order at 7:35 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**

The teachers retiring from Lebanon Elementary School and Lyman Memorial High School were recognized and thanked by Superintendent Tyler and Melissa Hofmann for their years of service and dedication to Lebanon's students. Gloria Kimball who started in 1993, Paula McNeill who has 25 years of service and Sally Muir with 28 years of service were recognized for their individual talents and commitments by Sandye Simon and Bonnie Hanna. Steve Salisbury recognized Jim York and Gary Hoyt for their hard work over the years at Lyman High School. The retiring teachers have a combined 89 years of service.

Jim Motyka, from Lyman High School was recognized for his award of 2011 Challenge to Educational Citizenship Award" for his school's project "Preserving Our Veterans Stories". Mr. Motyka has spent the last nine years interviewing veterans from WWI, WWII up through the current times. Bulldog Productions taped the interviews and they are now being submitted to the Library of Congress.

Superintendent Tyler recognized Vanessa Gray, Student Representative to the Board of Education for her year of service. Vanessa has been accepted to the American University. The Board of Education wishes her the best in her academic career.

**III. COMMUNICATIONS**

**1. Letters of Resignation**

Jillian Cavanna, has tendered a letter of resignation, effective June 30<sup>th</sup> to pursue her doctorate at Michigan University. The Board of Education wishes her well.

Deanna Kokoszka submitted her resignation dated April 28<sup>th</sup> from the Board of Education.

A letter of recommendation for David Jeannotte was received from Republican Town Committee supporting him for his Board of Education candidacy.

A letter from Jim McCauley, Chairman of the Lebanon Energy Task Force, was received inviting the Board of Education to a meeting on June 28<sup>th</sup> at the Fire Safety Complex from 6:00 – 7:20 PM. M. Hofmann passed out the agenda for the meeting.

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

Public participation – 30 minutes; Individual speaker – 2 minutes

No participation

#### **V. CONSENT AGENDA/DISCUSS AND ACT UPON**

A. Approval of minutes

1. Regular Meeting – 4/26/11

**Motion by D. Battye, seconded by L. Jahoda, K. Wentworth abstaining, motion passed**

2. Physical Plant/Facilities Subcommittee – 4/26/11

**Motion by K. Wentworth, seconded by L. Jahoda, motion passed unanimously**

#### **VI. REPORTS OF COMMITTEES**

1. Physical Plant/Facilities

K. Wentworth reported new well has arsenic and they are in the process of working on a solution. Chlorination and water heater projects at LMHS are finished. Wind turbine data is posted online. Roof inspections are completed and report is pending.

Recommendation was made to award the grass cutting contract to C. Audette, LLC for the 2011-2012 year. The contract price is \$19,000.00 with an alternate cutting \$2,500.00.

K. Wentworth reported that the committee is happy with EMCOR.

Capital Plan is going to be updated and Facility Committee with work with Board of Finance over explanation of funding.

#### **VII. STUDENT REPRESENTATIVE/ADMINISTRATORS'REPORTS/MAINTENANCE/CUSTODIAL REPORT**

1. Student Representative Report

Vanessa Gray reported that Mayfest was a huge success. The Junior Prom was held this past Saturday at Georgina's in Bolton and was well attended with no issues. The Senior outing is this Friday and Spirit Week will begin next week. Graduation is only three weeks away.

2. Administrators' Reports

Dr. Hanna shared that LES had a Science Day that allowed all students to be involved in science activities. The activities were led by high school students. Pfizer's provided lab coats for the presenters and visitors. Farmers Cow donated all the cream to make ice cream.

S. Salisbury reported that the Vo-Ag Department celebrated 50 years in Lebanon. Two FFA Dairy teams Qualified at the Connecticut State Competitions for the Nationals this fall. The Lebanon Volunteer Fire Department held a mock crash. Fire trucks, ambulance, Jaws of Life, Lebanon constables as well as state police were present. Speakers were also on scene to assist with explanations of what happens in situations like this.

S. Simon reported that Focus Monitoring has kept everyone busy. A student was awarded \$300.00 in software for their invention at the science fair as well as \$100.00 savings bond.

3. Maintenance/Custodian Report

Report given in Board packet

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

### **1. School lunch servings**

Number of lunches served decreased by 3,000 in February and March. Some of the reasons could be contributed to snow days and the fluctuating economy.

### **2. Enrollment**

Enrollment is the same since last reported by Superintendent Tyler.

### **3. Budget 2010-2011**

The report dated May 18, 2011, which was given to members in their board packets includes the payroll figures which draws down all the funds as much as possible to date.

Snow removal expenditure was put under #330 – Professional Tech. Services. This will give a clear representation of where the money was spent from.

### **4. Budget 2011-2012**

The budget for the 2011-2012 passed, but the Board of Education needs to reduce the percentage from a 2.31% to a 1.5% overall increase. This \$139,343.00 will be achieved by moving the handling of dental to in-house (\$25,000.00), special education change (\$40,000.00) and changing a position to be paid by a grant (\$73,343.00). This will meet the budget amount of \$17,514,352.00.

### **5. IEP Software**

The current software used by the Special Education teachers and department, Clarity, is in the process of being phased out. Clarity was also not compatible with other facilities that housed Lebanon students, so IEP's had to be reentered on-site. IEP Direct is the new software that is being recommended as a replacement. The cost is \$17,703.25 and will be paid from a grant. There will be a licensing/upgrade fee of \$8,800.00 on a yearly basis.

## **IX. ACTION ITEMS**

### **DISCUSS AND ACT UPON**

#### **1. Approve compliance with the Connecticut Nutrition Standards for the 2011-2012 school year**

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

#### **2. Approve exclusion of selected food and beverages from the Connecticut Nutrition Standards for the 2011-2012 school year**

This is for the Booster Club to sell snacks after regular school hours or on the weekend. Items will not be disbursed through a vending machine or the school store.

**Action item was revised to read:** To exclude from compliance with the Connecticut Nutrition Standards the sale of food at school events occurring after the regular school day or weekend given that the sale is at the location of the event and the food is not sold by vending machine or school store.

**Motion by K. Wentworth, seconded by L. Jahoda, motion passed unanimously**

#### **3. Rescind selected contract non-renewals**

The following letters of non-renewals will be rescinded: Janine Cone, June Dunn, Heather Lyon, Melissa Orlando, Heather Graybill, Ashley Millerd, Megan Parr-Huntington, Jillian Cavanna, Erica Graff, Megan Grogan, Rebecca Flannery, Rebecca Marocchini, Marissa McCarthy, Geoffrey Picard, Scott Stanton.

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

#### **4. Approve 2011-2012 budget in the amount of \$17,514,352**

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

5. Approve lawn cutting contract for 2011-2012

Amend motion to read: 2011-2012 lawn cutting services to be awarded to C. Audette, LLC for the amount of \$19,000.00 and \$2,500.00 for alternate bid as per the contract.

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

J. Mello requested clarification on the term "alternate". This means that between the dates of 4/15 and 11/1 there will be a second mowing only for sports fields.

6. Approve permission to apply for School Readiness Grant

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

7. Approve purchase of IEP Direct

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

Cost of software will be \$17,703.25 and paid for by the ARRA IDEA Grant

8. Appoint new Board of Education member

**Motion by D. Battye, seconded by J. Mello, D. Skaats abstention, motion passed 6:1.**

David Jeannotte was voted to be on the Board of Education

Motion to suspend the rules to add action item for the purposing of approving the LES Cares Grant

**Motion by K. Wentworth, seconded by D. Battye, motion passed unanimously**

9. Approve LES Cares Grant

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

Motion to suspend the rules to add item to Executive Session for the purpose of discussing the Administrators Union.

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

Motion to enter Executive Session at 8:46 PM

**Motion by K. Wentworth, seconded by L. Jahoda, motion passed unanimously**

**X. EXECUTIVE SESSION**

1. To discuss negotiations with EMCOR

2. To discuss negotiations with the Administrative Union

In attendance: Melissa Hofmann, Chairman; Brenda Bennett; Darcy Battye, Vice Chairman; James Mello, Secretary; Sandra Tremblay; Keith Wentworth, Lori Jahoda; Donna Skaats; Janet Tyler, Superintendent.

Returned to Regular Session at 10:03PM.

A motion was made to suspend the rules to amend the agenda to add an action item:

To approve the outsourcing of the District's Facilities, Maintenance Operation and Management position with EMCOR effective July 1, 2011.

**Motion by K. Wentworth, seconded by L. Jahoda; motion passed unanimously.**

**XI NEW BUSINESS/ITEMS FOR NEXT AGENDA**

\* Bus contract reimbursement

\* 06/28/11 – Superintendent's Evaluation Subcommittee – 7:00PM

**XII. ADJOURNMENT**

A motion was made by K. Wentworth and seconded by L. Jahoda to adjourn at 10:10PM.

Motion passed unanimously.

Respectfully Submitted,  
Deborah L. Saucier  
Recording Secretary