

LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
TUESDAY, APRIL 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	Vanessa Gray, student representative

ABSENT: Keith Wentworth, Deanna Kokoszka

**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 7:30 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 and S. Salisbury recognized Rebecca Runkle as a recipient of the National Merit Scholar Award. This is an achievement that begins in 6<sup>th</sup> grade and continues through 12<sup>th</sup> grade and is requires a lot of hard work. Rebecca is also the recipient of other State awards and was recognized for her community involvement. She has been accepted to the University of Delaware in the field of Engineering.

Superintendent Tyler and Dr. Hanna introduced C. Birrell, C. Johnson, H. Lyon, J. Ingram, H. Torockio who were instrumental in getting the elementary school NEASC accreditation. Also, LES staff who participated are J. Santillo, K. Konow, L. Truax and EASTCONN consultant E.A. Aschenbrenner. Dr. Hanna thanked the Board of Education for their support and assistance in obtaining the grant money for this project. Superintendent Tyler and M. Hofmann expressed their thanks to all staff that dedicated their time to making this successful.

**III. COMMUNICATIONS**

A letter of retirement was submitted by James York, Business teacher at Lyman, effective June 30<sup>th</sup>. Superintendent Tyler accepted the letter and wished Mr. York well.

A letter was received from Barbara Richardson-Crouch regarding budget feedback.

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

Public participation – 30 minutes; Individual speaker – 2 minutes

Susan Yeo inquired about the honor roll from LMS and Lyman not being posted in the local newspapers and stated that it is important that student achievement being recognized. Also, she inquired as to what is being done with the monthly credits from First Student.

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

##### A. Approval Of Minutes

1. Regular Meeting – 3/22/11

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

2. Special Meeting(1) – 3/16/11, Special Meeting(2) – 3/16/11, Curriculum Subcommittee – 3/22/11, Physical Plant/Facilities Subcommittee – 3/22/11, Special Meeting – 3/30/11, Physical Plant/Facilities Subcommittee – 4/5/11, Special Meeting – 4/5/11, Special Meeting – 4/11/11, Finance/Budget Subcommittee – 4/14/11

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

#### VI. REPORTS OF COMMITTEES

##### 1. Physical Plant/Facilities

The trench for the well was opened, piping and wiring installed. The grounds were backfilled and seeded. Town is now taking over the propane tank replacement for the insurance reimbursement. Chlorination will be tested on Tuesday, May 3<sup>rd</sup>. Water heater has had a new cement pad poured and will be connected and water will be tested before use. Wind turbine has produced 5,895 kilowatt hours-to-date. All three schools will have their roofs inspected by Tremco at no charge. Grounds maintenance bids are due by next week. Anchor Engineering recommended that a brittle lacquer be applied to the cracks identified at the Elementary school and Middle school. If the buildings shift, the lacquer will crack which will indicate an issue. Maintenance tracker is up-to-date and electrical issues are on-going.

##### 2. Finance/Budget

D. Battye reported that the budget process is ongoing and there will be a meeting on Monday, May 2<sup>nd</sup>. All are encouraged to attend to support the budget.

#### VII. STUDENT REPRESENTATIVE/ADMINISTRATORS' REPORTS/MAINTENANCE AND CUSTODIAL REPORTS

##### 1. Student Representative Report

V. Gray reported that Lyman has many events ongoing such as: AP Testing, Band Concert, May Fest on 5/16/11, the 8<sup>th</sup> grade trip to Washington, DC and the Prom in June.

##### 2. Administrators' Report

S. Salisbury reported that Jordan Swett has been honored with State Choir Member. A banner will be hung in her honor in the Auditorium. J. Motyka is being honored for his hard work in documenting WWII veterans by the Governor of Connecticut. Also, an 8<sup>th</sup> grade open house took place in April. R. Laskarzewski reported that TIMMS testing was a success and the proctors were impressed with the students' behavior at LMS. The 8<sup>th</sup> grade trip was a huge success and Movie Night/Panther Den is a well-attended. A Staff Appreciation breakfast will take place on May 4<sup>th</sup> and a luncheon on May 6<sup>th</sup>. The

7<sup>th</sup> grade students will be going to NYC on April 29<sup>th</sup>. Dr. Hanna reported that LES held their Invention Convention and 12 students will go onto the State level. Many events are occurring such as the Grade 3 Arts Nights, Sturbridge Village trip, Upper Multi-age Arts night, LES “Go Banana’s For Books. The younger students planted seeds at the Senior Center. Pre-K screening and Kindergarten orientation are done. The fourth grade students will be visiting LMS soon to ready for their transition. S. Simon reported that 32 PPTS were conducted for the month of April and more are being scheduled for May. S. Simon also reported that LES received a grant in the amount of approximately \$19,000.00 for LES Cares. Along with the staff and an employee of Canterbury School District, the program is up and running with great success.

3. Maintenance and Custodial Reports

J. Walsh, Director of Maintenance was not in attendance to give report

VIII. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. Tools for Schools

S. Salisbury reported that Tools for Schools is a committee of staff that reviews the cleanliness and air quality at each building. The committee tours the building during the school year and compiles a list of items that needs to be completed. Also, the introduction of “green” materials has taken place over the year. Once the checklist is created, it is given to the school nurse who works with J. Walsh for completion of checklist.

2. 2009-2010 Strategic School Profiles

The Strategic School Profiles were included in the Board packet. The Board of Education was warned that the data in the report is a 1-1/2 years old.

3. Enrollment

Superintendent Tyler reported that even though 5 students have withdrawn, the district has had 6 students enrolled.

4. Dental Insurance – Self-Funding

Superintendent Tyler reported that the Town is in agreement with the school district for the self-funding dental insurance.

5. Business and Technology Job Descriptions

Superintendent Tyler distributed drafts of job descriptions for the Business and Technology positions. D. Battye noted that there were more physical requirements in the Business position then the Technology Position. Job descriptions will be revised to reflect physical requirements in the Technology position.

6. Budget 2010-2011

Superintendent Tyler gave a handout of the budget and explained how the grants are being expended which will change the budget numbers on a monthly basis.

7. Budget 2011-2012

Superintendent Tyler identified the general budget cuts that will be presented at the town meeting on Monday, May 2<sup>nd</sup>. The Board of Education will wait until after the referendum to make final cuts to the budget.

IX. ACTION ITEMS

DISCUSS AND ACT UPON

1. Approve out-of-state field trips

Five students from the Vo-Ag Department will be attending a regional event at Cobleskill, NY. Transportation will be provided through the Vo-Ag bus.

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

The Lyman baseball team is going to Block Island for a sporting event, date is contingent on the weather.

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

2. Business and Technology Positions

Splitting of positions accepted with changes to job descriptions

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

3. Motion to accept self-funding dental

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

A motion was made to suspend the rules and add Executive Session for the purpose of discussing negotiations with Eagle Rivet Roofing. This Executive Session will include Superintendent Janet Tyler. **Motion by L. Jahoda, seconded by D. Battye, motion passed unanimously**

EXECUTIVE SESSION

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

Returned to Regular Session at 8:40 PM.

**A Motion was made by D. Skaats and seconded by D. Battye to pay Eagle Rivet Roof Company in the amount of \$288, 160; identifying an over-expenditure from line #330 contracted services. Motion passed unanimously.**

X. NEW BUSINESS/ITEMS FOR THE NEXT AGENDA

1. Dates for a possible Retreat in July.

VIII. ADJOURNMENT

Motion by L. Jahoda, seconded by D. Skaats to adjourn the meeting at 8:45 PM.

Respectfully Submitted by  
Deborah L. Saucier  
Recording Secretary