

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
REGULAR MEETING
AUGUST 13, 2019 - 7:30 P.M.**

MINUTES

ATTENDANCE:

PRESENT: Jason Nowosad, Chairperson Maureen McCall, Secretary
Dawn Whitcher, Vice Chair Sarah Haynes
Alexis Margerelli-Hussey William Meese
Matthew Smith John Konow

ALSO PRESENT: Superintendent Robert Angeli, Kathleen Mozak-Pezza, Curriculum Coordinator, James Apicelli, LMHS Principal, Jacques Dulac, IT Director

ABSENT: Alan Dunnack

I. CALL TO ORDER

J. Nowosad called the meeting to order at 7:33 p.m. and led the audience in the Pledge of Allegiance.

II. COMMUNICATION

1. Letters of Resignation
Superintendent Angeli read portions of resignation letters from Pia Perry, Technology Teacher at LES.
Maria Sokola, Spanish Teacher at LMHS, Catherine Creme, Part Time IT Tech.

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9324

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

IV. CONSENT AGENDA

A. Approval of minutes

1. Finance/Budget Subcommittee – 7/9/19
Discussion: Item #6 possible change from “felt” to “fell”. **Motion made by W. Meese and seconded by M. Smith to approve the minutes without edits. Motion passed unanimously.**
2. Physical Plant/Facilities Subcommittee – 7/9/19
Discussion: Remove K. Smith from list of attendees. **Motion made by W. Meese and seconded by J. Konow to approve the minutes with edits. Motion passed unanimously.**
3. Communications/SP/Goals Subcommittee – 7/9/19
Discussion: Item #3, change “built developing” to “is developing”. **Motion made by M. McCall and seconded by W. Meese to approve the minutes with edits. Motion passed unanimously.**

Motion to recess for fifteen minutes made by W. Meese at 7:44 pm and seconded by S. Haynes. Motion passed unanimously.

4. BOE Regular Meeting – 7/9/19
Motion made by W. Meese and seconded by M. Smith to approve the minutes with edits.
Discussion: The edits requested were the removal of K. Smith from the list of attendees, the removal of the word “just” from “they are just goals set for the district” under Action Item #1, and the revision of “responsible contractor who can complete the work in a timely fashion” to “A responsible contractor was chosen who can complete the work in a timely fashion” under Action Item #2. Action Item 4 was also discussed, but no changes were made. **Motion passed unanimously.**
5. BOE Special Meeting – 7/17/19
Motion to approve the minutes made by S. Haynes and seconded by J. Konow. Motion passed unanimously.
6. Safety Subcommittee – 7/18/19

Motion to approve the minutes made by A. Margerelli-Hussey and seconded by M. Smith. Motion passed unanimously.

7. BOE Special Meeting – 7/24/19

Motion to approve the minutes made by S. Haynes and seconded by J. Konow. Motion passed unanimously.

8. Policy Subcommittee – 7/31/19

Motion to approve the minutes made by M. Smith and seconded by M. McCall. Motion passed unanimously.

9. Superintendent's Evaluation Subcommittee – 8/6/19

Motion to approve the minutes made by J. Konow and seconded by M. McCall. Motion passed unanimously.

10. Budget Transfers

Motion to approve the minutes made by W. Meese and seconded by S. Haynes. Motion passed unanimously.

V. REPORTS OF COMMITTEES

1. Curriculum – No Report
2. Superintendent's Evaluation – J. Konow will report on the committee's work during Executive Session.
3. Safety Committee – A. Margerelli-Hussey reported that there was a discussion of the grant funds available to support security upgrades. Principal Quiles-Glover also answered some questions. The committee will meet again once the school year begins, so that they can get more input from district staff.
4. Communications/SP/Goals – D. Whitcher reported that the committee is expecting an update in mid-September on the mission statement. They will receive the school improvement plans and the communication plan in October or later. Their next meeting will be in mid-September.
5. Shared Services – J. Nowosad reported that the shared services committee met.
6. Policy – M. McCall reported that the committee looked at the first and second readings in the Board packet for this evening and would like to see the policies with locators before they are approved. They will have another meeting to review some of the changes discussed during this evening's meeting and to discuss clarifications from the District's legal counsel.
7. Finance – W. Meese stated that he would provide updates during the Finance Report later in the meeting.
8. Facilities – W. Meese reported that the district did not get the zreq to move forward with the solar project at the high school. He said he would address the other agenda items during the appropriate portions of tonight's agenda.

VI. REPORT OF SUPERINTENDENT

1. New Hires

Superintendent Angeli reported the following positions for the 2019-2020 school year have been filled: Samantha McCarthy – Assistant Principal at Lyman Memorial HS, Ken Ochs – Special Education Teacher at Lyman, Jordann Trahan – Math Teacher at Lyman Memorial HS and Lebanon MS, Crystin Franson – School Nurse at Lyman Memorial HS, Evan Lazur – Part-time Physical Education Teacher at Lebanon ES, Amy Anderson – BCBA District-wide, Theo Cecchetti – Custodian at Lebanon MS, Louis Goffinet – LTS Science Teacher at Lebanon MS, Jen Olsen – STEM Teacher at Lebanon ES, and Caroline Thompson – Grade 2 Teacher at Lebanon ES. The district is currently interviewing for a part-time Spanish Teacher, part-time Social Studies Teacher, an Administrative Assistant to the Superintendent, Long-term Substitutes for Instructional Assistants at Lebanon ES, and a part-time IT Technician.

Discussion: Questions were asked about the timeline for informing parents about the new hires. The Superintendent reported that the summer hires were announced in the summer letter sent to parents during August. Hires made during the school year are announced within a week or two of hiring, usually to the students and families impacted. This year's summer letters were just sent out by each school.

2. Building Walkthrough

Superintendent Angeli informed the Board that there will be a general walk-through of each building on August 22, 2019 at 9:00 am. The walk-throughs would begin at Lyman Memorial HS, then move to Lebanon MS and Lebanon ES. Board members were invited to the walk-throughs.

Discussion: Questions were asked about the need to make the walk-throughs a Facilities Sub-committee meeting and warn it as such. The Superintendent said he would check with the Board's attorney about what constituted a meeting and get back to the Board.

3. Soccer field fence and windscreen

The Superintendent summarized the report provided to Facilities Sub-committee last week:

Permits and inspections

The windscreen should have been inspected. The inspection was completed recently and the fence passed inspection.

The town's website was used to determine whether or not a permit should have been obtained. There was no evidence that a fence required a permit on the site.

Authority to install

The authority to install the fence rests with the BoE or Superintendent depending on situation. This project created an urgency among the current Board to have information in advance of a project. In the past, if a facilities need arose, the Superintendent took action. This project initiated a new expectation that the Board will be informed of all projects in advance.

Funding sources

Windscreen: The windscreen was purchased through one of the Board's athletic supply lines. Three quotes were obtained and the lowest bid was accepted. The cost of the windscreen was \$1,250.

Fence: A school activity account was used to purchase the fence, which cost \$5,200. The money in this account comes from the gate fees at the soccer games and is used to pay for the lights, but has also paid for soccer field maintenance in the past. Three quotes were not obtained due to a past practice where a known, long-standing contractor, who has done similar work for the district, is given the opportunity to do the work. The contractor who installed the fence had done other fence work in the district.

In summary, the report concluded that the fence should have been inspected by the town – it probably should have gone to zoning – and the purchasing was done in alignment with the policies or past practices of the Board regarding facilities projects.

W. Meese reported that the subcommittee stated that:

- a physical change to the property should go to BoE for approval,
- if permits are required the Board expects them to be obtained,
- the Board should have a say in whether projects of this nature are funded through Board funds – like the capital accounts – or student activity accounts, and
- the purchasing policy that was revised and approved last year should be followed in lieu of past practice.

4. School Resource Officer

The Superintendent met with the First Selectman Betsy Petrie, Resident State Trooper Colin Konow, and School Resource Officer Rob Magao on July 24, 2019. Officer Magao was considering resignation, although by the end of the meeting, it seemed like he planned to return for the 2019-2020 school. Last week, the Superintendent was informed that Officer Magao would not be coming back. He will be speaking to Officer Magao about his concerns tomorrow (August 14th) and will know definitively if he plans to return or not. If he does not return, the Superintendent has already expressed a willingness to participate in the selection of a new SRO.

VII. FINANCE REPORT

1. 2018-2019 Budget

The Superintendent reported that last month, the anticipated deficit for the 2018-2019 school year was between \$20,000 – \$40,000. The current estimate is that the deficit will be just over \$60,000. The district

will send another communication to the Board of Finance, and then will wait for the results of the final audit.

He also stated that this year we have had an increase in unpaid lunch balances totaling \$4,300. State law requires the Board to absorb those debts – negative balances can't be carried over from year to year - however, we can continue our collection efforts into the new school year. The families with negative balances have received communications throughout the year from the lunch program, the Principal, and, in some cases, the Superintendent. They have been given free and reduced price lunch paperwork, in case their failure to pay is due to financial hardship. At this point, the district is looking into hiring a collection agency to collect the remaining money. Once we have more information, it will be presented to the Board with our recommendations. We will continue to request that the families bring their balances back to positive.

Discussion: Questions about the town's education related revenue were asked and the Superintendent said he would check on that. R. Sirpenski reported that all the POs for 18-19 have been closed and all the invoices have been collected. He said he was in the process of making final adjustments between the Board and the town. He also explained that the Special Education billing from April, May and June contributed to the deficit, as did the \$40,000 the auditor moved from the 17-18 budget into the 18-19 budget.

2. 2019-2020 Budget

R. Sirpenski reported that we are only six weeks into the new budget year, so there hasn't been a lot of activity yet. We have received notification from LEARN that we have 3 fewer students at their magnet schools, so that could represent an unanticipated cost savings.

In the process of making the reductions needed to get to a two percent increase, global cost estimates were used as placeholders in the budget. Over the next month, the Business Office will correct the line amounts and make the necessary budget transfers, so that the budget accurately represents the hiring and other cost changes that have occurred over the summer. Those budget transfers will be in the September Board packet.

VIII. NEW BUSINESS

1. First Reading, Policy #2000 – Hold on Destruction of Records (Litigation)
2. First Reading, Policy #2001 – Retention of Electronic Records and Information
3. First Reading, Policy #2003 – Job Description – Superintendent of Schools
4. First Reading, Policy #3001 – Disposal of Obsolete or Surplus Equipment or Material
5. First Reading, Policy #3002 – Gifts, Grants and Bequests to the District
6. First Reading, Policy #3003 – IDEA Fiscal Compliance
7. First Reading, Policy #3004 – School Activity Funds

There were no first readings. However, the Board reviewed the Discussion items from the July 9, 2019 meeting. They discussed the proposed changes to the Board's annual calendar and clarified the need to bring it into better alignment with the town's budgeting schedule. The Superintendent also updated them on the request for sample exit interview questions and procedures. He reported that he has sent a request for information to the URSA and NASA Superintendent groups and is collecting their responses.

IX. ACTION ITEMS

1. Act on letters of resignation

A motion to accept the letters of resignation was made by S. Haynes and seconded by M. McCall. The motion passed unanimously.

2. Act on District pickup truck bids

W. Meese moved to accept the Superintendent's request for \$28,253 for a 2020 Chevy Colorado pick-up truck with a 6 cylinder engine from Carter Chevrolet. The motion was seconded by S. Haynes.

Discussion: The need for another truck was discussed. The district has always had two trucks, one for the Facilities Director and one for the Maintenance worker. When the district was working with EMCOR, the Director's truck was provided by EMCOR. Now that we no longer contract with EMCOR for facilities management, we need to replace that truck, in addition to the maintenance truck which is 19 years old. The Business Manager and Facilities Director met with Jay Tuttle to align the district's selection methods with the town's selection process. It would be used by the Facilities Director, although the \$45,000 in the capital account was originally set aside to purchase the maintenance truck.

Motion failed to pass unanimously.

The Superintendent reported that they would go out to bid for the maintenance truck.

3. Act on Second Reading, Policy #1000 - Automatic External Defibrillators
4. Act on Second Reading, Policy #1001 - Deadly Weapons or Firearms
5. Act on Second Reading, Policy #1002 - Green Cleaning Programs
6. Act on Second Reading, Policy #1003 - Non-Discrimination (Community)
7. Act on Second Reading, Policy #1004 - Pesticide Application on School Property
8. Act on Second Reading, Policy #1005 - Sexual Offenders on School Property
9. Act on Second Reading, Policy #1006 - Smoking
10. Act on Second Reading, Policy #1007 - Use of School Facilities
11. Act on Second Reading, Policy #1008 - Visitors
12. Act on Second Reading, Policy #1009 – Volunteers

Motion to table Action Items 3-11 until the September 10, 2019 Board of Education meeting made by D. Whitcher and seconded by M. McCall. Motion passed unanimously.

13. Act on allocation of Capital Funds for engineering study for school entrances

Motion to allocate up to \$3,000 from the non-lapsing account for an engineering study of the school entrances in accordance with the recommendations of the Safety Committee made by W. Meese and seconded by M. McCall.

Discussion: W. Meese reported that the Facilities Committee knew that there was a need to explore modifications to the school entrances that came out of the Safety Committee meeting, so this motion is being made to get that process started.

Motion passed unanimously.

X. EXECUTIVE SESSION

1. Anticipated Executive Session for the purpose of reviewing the Superintendent's Evaluation

Motion to move into Executive Session for the purpose of reviewing the Superintendent's evaluation was made at 8:55 pm by J. Konow and seconded by M. Smith. Motion passed unanimously.

The Board returned from executive session at 9:10 p.m.

XI. ACTION ITEM

1. Act on summary of Superintendent's Evaluation
Motion to accept the Superintendent's Evaluation as presented made by M. Smith and seconded by M. McCall. Motion passed unanimously.

XII. ITEMS FOR NEXT AGENDA

XIII. ADJOURNMENT

- J. Nowosad adjourned the meeting at 9:15 p.m.

Submitted by,
Jason Nowosad, Chair