

**LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
REGULAR MEETING  
NOVEMBER 19, 2019 - 7:30 P.M.**

**ATTENDANCE:**

**PRESENT:** Dawn Witcher, Vice-Chair   Maureen McCall, Secretary  
Mark DeCaprio                               Sarah Haynes  
Alexis Margerelli-Hussey               John Konow  
Nicole McGillicuddy                      William Meese  
Matthew Smith

**ALSO PRESENT:** Superintendent Robert Angeli, Kathleen Mozak-Pezza, Curriculum Director, and Jacques Dulac, IT Director

**I. CALL TO ORDER**

Vice-Chair D. Witcher called the meeting to order at 7:30 and led the audience in the Pledge of Allegiance.

**II. BOARD REORGANIZATION**

1. Election of BOE Officers

**Motion made by M. McCall and seconded by N. McGillicuddy to nominate W. Meese as Chair. There were no other nominations. The motion passed unanimously.** W. Meese then took the chair.

**Motion made by M. Smith and seconded by N. McGillicuddy to nominate S. Haynes as Vice-Chair. There were no other nominations. The motion passed unanimously.** S. Haynes then moved to the head of the table as well.

**Motion made by J. Konow and seconded by M. DeCaprio to nominate M. McCall as Secretary. There were no other nominations. The motion passed with M. McCall abstaining.**

2. Subcommittee Assignment Input Form

This form was distributed giving each board member the opportunity to let the new chair know of his/her preferences as to what committee they would like to serve on. Bill will work on that soon so that members can begin planning to meet prior to the next full board meeting. As to the question on EastConn membership, Superintendent Angeli said that we do have a seat on that board and have been under active in that regard. He will find out what time their meetings are and perhaps one of our board members will be able to serve to our benefit.

**III. COMMUNICATION**

1. Planning and Zoning Commission

Superintendent Angeli received a letter informing the Board of January meetings for town boards, commissions and department heads to discuss

current and 10-year goals and objectives to help prepare Lebanon's updated *Plan of Conservation and Development*. It was requested that members be selected to work on an ad hoc committee to prepare for presentation and Bill will follow through with that.

#### **IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9324**

Public participation – 30 minutes; Individual speaker – 2 minutes

Chris Watkins of 254 East Hebron Turnpike expressed his disappointment in the fact that in the aftermath of the October 21<sup>st</sup> meeting with parents of the 6<sup>th</sup> grade class regarding extreme behavior issues, there was no follow-up, no action plan and no expected update. He feels that the Middle School lacks leadership and the leadership here should be doing something about it.

#### **V. CONSENT AGENDA**

##### **A. Approval of minutes**

1. Facilities and Finance Combined Subcommittee Meeting – 10/29/19
2. Communications/S.P./Goals Subcommittee Meeting – 10/29/19
3. Curriculum Subcommittee Meeting – 10/30/19
4. Superintendent's Evaluation Subcommittee Meeting – 10/30/19
5. Lebanon Board Of Education Special Meeting – 10/30/19

**Motion made by M. Smith and seconded by J. Konow to approve the Consent Agenda as presented. The motion passed unanimously.**

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

- Transportation – No issues have arisen.
- Negotiations – Teachers and Administrators have just been completed. Secretaries and Paraprofessionals will come due in late winter/early spring.
- Safety/Security – Two meetings have been held so far in executive session with the state trooper and town constables with more meetings upcoming.
- Superintendent's Evaluation – Goals have been set for this period with the mid-term review coming up soon.
- Curriculum – The committee was presented an action plan for Math improvement as well as a status update on the current curriculum rewrite in four major areas – a full comprehensive report is expected in January.
- Communications/Strategic Plan/Goals – The Strategic Plan has been updated for the next five-year period. Individual school plans are being worked on and updates will follow the Strategic Plan. In Communications, four policies are being reviewed as requested by the Policy subcommittee. Board goals are also being looked at and a recommendation for an annual set of goals will come to the full board.
- Finance/Facilities – The budget is on track but due to an unforeseen expense and loss of grant money, adjustments will be necessary. A soft freeze may be necessary to keep things in the black. Administrators are working on a draft for the capital requests and the operating budget for reporting to the Board in December. Facilities has met together with Finance since they are on the same path and Bill might merge these two committees.

## **VII. ADMINISTRATORS' REPORTS**

These were included in the Board packets. Samantha McCarthy added to the Mr. Apicelli's report, thanking the post-grad committee for two donations, one for \$1,500 which shall be used to purchase a television for the cafeteria for showing announcements, etc. The second donation of \$1,000 will go into the principal's account to be used for field trips and the like. She added that the Student Representative would not be present to give her report tonight as she was with the volleyball team celebrating their victory.

## **VIII. STUDENT REPRESENTATIVE'S REPORT**

See above

## **IX. REPORT OF SUPERINTENDENT**

### **1. Enrollment**

Discussion was held around how we can promote our schools to attract more students. We are a designated high school for Franklin and Bozrah and Sprague have been added as well as Parish Hill reaffirming Lebanon's Ag School as their Ag School of choice. A presentation has been made to Norwich but we were not selected due to transportation issues. This is being revisited with their new superintendent. Columbia is happy with the arrangements they currently have. Part of communications is to look into how we can attract other schools. It was suggested that we look at the schools and see what we might change to make them more attractive.

### **2. School Resource Officer**

Kevin Slonski met with the administrative team last Monday. Trooper Konow was present as well. The students and teachers have enjoyed having the constables present to meet the buses each day. Kevin will continue this practice. He will begin working on December 2<sup>nd</sup> since he will be retiring from the State Police next week and has some training to complete. His office will be at the high school but will be present at each school and be available during morning announcements and during school lunch periods. Since he will be doing classroom presentations, there is question as to what curriculum he will be sharing.

### **3. Student Drop Off**

The historical traffic pattern is not being adhered to. Current signage is somewhat confusing and will be moved and new signs added. There was question as to why the high school did not have two exit lanes but investigation showed that there is not enough footage to allow for that. Traffic flow at all three schools should be addressed and the issue was referred to Facilities for recommendations. Communication will go out to parents of Lyman students to clarify traffic flow there. Also cars should not be parking in the fire lanes at Lyman. The no parking signs will be updated to show that cars will be towed based on town ordinance.

4. New Teacher  
Melynda West has been hired as the new Math teacher and she will begin on December 16<sup>th</sup>.
5. Food Service Report  
Carlos VeraCruz, Director of Services and Fred Valfer, District Manager, gave an update on their accomplishments, etc. They are using local foods, have gotten grants for milk, instituted 'build your own' options, etc. Breakfast numbers are up 44%, lunch up 12% and ala carte up 12% with revenue up 23% over last year and with 21 more students using the program.

## **X. FINANCE REPORT**

1. 2019-2020 Budget  
The budget is tight this year and all efforts are being made to come in at budget. A soft freeze may be necessary since we are almost halfway through the fiscal year. One unexpected impact to the current year budget was the reduction in the Title 1 grant of approximately \$57,000. This loss will need to be absorbed by the operating budget. The loss of this funding created a service disruption in that the Math tutor will no longer be used and the classroom teachers will cover that lack.
2. 2020-2021 Budget  
The administrators have been working on the budget and we shall see an initial draft in December. The initial draft is expected to be from 3% to 5% over the current year's budget.

## **XI. ACTION ITEMS**

1. Act on 2020 Meeting Dates  
**Motion made by S. Haynes and seconded by A. Margerelli-Hussey to accept the list as presented. After discussion, S. Haynes amended her motion to accept the list with the change of April 14<sup>th</sup> to April 7<sup>th</sup> to avoid the April break. A. Margerelli-Hussey seconded the amended motion. The motion passed unanimously.**
2. Act on 2020-2021 School Calendar  
**Motion made by S. Haynes and seconded by M. Smith to adopt the presented school calendar. After much discussion concerning giving more time for parent/teacher conferences and professional development, no action was taken and it is hoped that with teacher input, revision and resolution will come to the December meeting.**  
  
**Motion made by M. McCall and seconded by N. McGillicuddy that we approve the policy updates in the following action items numbers 3 through 11. The motion passed with M. DeCaprio abstaining.**

3. Act on Second Reading, Policy #2002 – Uniform Treatment of Recruiters
4. Act on Second Reading, Policy #4000 – Abuse or Neglect of Disabled Adults
5. Act on Second Reading, Policy #4002 – Athletic Coaches (Evaluation & Termination)
6. Act on Second Reading, Policy #4003 – Child Abuse or Neglect Reporting
7. Act on Second Reading, Policy #4005 – Employee Use of the District's Computer Systems & Electronic Communications
8. Act on Second Reading, Policy #4006 – Employment Checks
9. Act on Second Reading, Policy #4007 – Plan for Minority Staff Recruitment
10. Act on Second Reading, Policy #4009 – Sex Discrimination & Sexual Harassment in the Workplace
11. Act on Second Reading, Policy #4010 – Social Media

## **XII. ITEMS FOR NEXT AGENDA**

Exit interviews  
6<sup>th</sup> Grade – Bullying  
Traffic at each school  
Food Waste from cafeterias  
LES – Engineering – report for the Safety subcommittee

Question – will there be a call for agenda items before the next meeting?  
Chairman Meese expects to hold an offsite training session for Board Governance which will cover this sort of question.

## **XIII. ADJOURNMENT**

Meeting adjourned at 9:19 p.m.

Respectfully submitted,  
Maureen D. McCall, Secretary.