

**LEBANON BOARD OF EDUCATION
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
REGULAR MEETING
July 13, 2021 - 7:30 P.M.**

MINUTES

ATTENDANCE:

PRESENT: Sarah Haynes, Chair	Alexis Margerelli-Hussey, Vice-Chair
Maureen McCall, Secretary	Mark DeCaprio
John Konow	Nicole McGillicuddy
Danelle Person	Matthew Smith
Dawn Whitcher	

ALSO PRESENT: Superintendent Andrew Gonzalez, Rita Quiles-Glover, Director of Curriculum, James Apicelli, Principal, Jacques Dulac, IT Director, Cheryl Biekert, Director of Pupil Services, Scott Elliott, Athletic Director, Kevin French, Supervisor of Facilities and Custodial Services, Kevin Cwikla, First Selectman, and Kathleen Smith, Selectman

I. CALL TO ORDER

Chairman S. Haynes called the meeting to order at 7:30 and led the audience in the Pledge of Allegiance.

II. COMMUNICATION

Letters of Resignation - Superintendent Gonzalez said that all the people represented in the letters are important to us and read portions of those notes of resignation from Danielle Maguire, Amy Anderson, Justin Pelletier, Holly Hollander, Alan Reichle, Christina Mason, Michelle Zimnoch, and Stacie Doherty. Letter of Retirement – Superintendent read the letter of retirement from Marilyn Sylvester, thanking her for the twenty years of service. Superintendent Gonzalez also announced that Rita Quiles-Glover has accepted the position of Curriculum Director. Rita expressed her thanks for the support and noted that she will really miss the kids.

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9324

- Chairman Haynes noted that voice mails had been received regarding the masking policy and that the public feedback is appreciated by the Board. Anne Greene, Michael Samaha and Jim Wesolowski voiced their concerns. The School's Continuity of Services Plan is included on the School's website as of today. The next Executive Order from the governor will be released on July 20th.
- Jeannette Picard, Co-president of the Teachers Association, thanked the Administration and the Board of Education for how they have kept the best

interest of the students and teachers at the forefront in this wild ride we have been on this past year.

- Nick Constant of 244 East Hebron Turnpike presented arguments for being unmasked next school year and for parents to have the choice. He thanked Administration for putting a positive food forward and hopes that something can be done to let Hartford know of our position.
- Ken Ochs, teacher at Lyman, welcomed the new superintendent and congratulated the new hires then asked that Administration continue the early dismissal on Wednesday afternoon. It was very effective and the goals set were realized.
- Liam Coulombe of 41 Schalk Road, student, said that his asthma is very bad and it is hard for him to breathe with the mask on. He finds himself unable to focus and feels that he would rather be homeschooled than wear a mask.
- Aimee Marques of Hebron who has a daughter in the Lebanon School system, agrees with Liam. She noted the JAMA report that shows that children wearing masks are deprived of oxygen and are breathing their own carbon dioxide. Lebanon did a great job getting the children back in school in October but her daughter said that the kids don't follow the rules of masking, social distancing or taking the correct stairs so should not be required to wear masks.
- Jami Morek of 175 Sisson Road added to the comments. She knows that we need to follow what the health department says but hopes there is a way of passing these protests up the chain.
- Christine Hadyka of 64 Waterman Road said that she has three children ages 14, 7 and 5 and she can't send her children to school with masks on. She has been homeschooling her children and likes it but misses being active in the community. She reiterates what everyone else has said.

IV. CONSENT AGENDA

Approval of minutes.

1. LBOE Regular Meeting – 6/8/2021
2. Finance/Facilities Subcommittee Meeting – 6/29/2021
3. Strategic Plan/Curriculum Subcommittee Meeting – 7/7/2021
4. Budget Transfers

Motion made by J. Konow and seconded by N. McGillicuddy to approve the Consent Agenda as presented. Discussion followed. M. McCall noted that there was a missing word in the 6/8/2021 regular meeting minutes. You will note that the Policy Subcommittee meeting minutes of 6/3/2021 shows that the seven policies from Shipman and Goodwin are NEW policies. In the regular meeting minutes of 6/8/2021 where it should say that they are policies we do NOT have in our manual, the NOT is missing. J. Konow amended his motion to include 'with correction' and N. McGillicuddy seconded that. Additionally M. DeCaprio noted that those regular meeting minutes show that he made a motion but he was not present at the meeting. The secretary reviewed hand-written notes from that meeting and discovered that M. DeCaprio should have read M. McCall. J. Konow amended his motion

to include 'with two corrections' and N. McGillicuddy seconded that. The amended motion passed unanimously.

V. REPORTS OF COMMITTEES

- EASTCONN – Nothing to report
- Finance/Facilities – N. McGillicuddy reported that they met on June 29th. As to the LED Lighting Project, the controlled fixtures are on back order and Earthlight will see if they can get Phillips brand. The tentative start date was yesterday. The make-up air unit will go on the ground for the First Grade wing. For the Ventilation Project, there is an option of adding a cooling coil to temper the air and the 66 Wing will have that option as well. Asbestos samples should have been taken by now. A proposal to add seating at Lyman came from Scott Elliott. The goal is to fund the project with grants and gift money. The seating will be for 150-200 people and include a press box and be handicapped accessible.
- Enrollment/Communications/Goals – Nothing to report
- Policy – M. McCall said that we would be acting on second readings of policies under Action Items.
- Negotiations – S. Haynes said that the attorney will be meeting with them in the near future.
- Strategic Plan/Curriculum – D. Person said that they met on July 7th and received a detailed presentation from departing Curriculum Director, Holly Hollander highlighting the three ESSER grants. The first focused on 'surviving'. A math tutor was hired and funding was received for technology support and infrastructure upgrades. The second focused on 'thriving'. \$347,000 was received in April 2021 and must be used by June 2023. The focus is on sustainability, safety and wellness, math intervention, SRBI supports and social and emotional supports. The third focuses on 'transforming'. The \$779,000 is to be used by 2024. It requires a re-opening plan to be published and updated every few months with stakeholder input. Decisions are to be based on data and focus will be on staff positions or programs needed to meet our Strategic Plan.
- Superintendent's Evaluation – J. Konow noted that they met tonight and discussed the template developed several years ago to do the evaluation. Goals and objectives will be discussed with the full board at the upcoming board retreat.
- Safety and Security – Nothing to report
- Governance – S. Haynes noted that Governance met. The board retreat is scheduled for July 27th. We will meet here from 4:30 P.M. to 5:30 P.M. with our attorney and go over roles and responsibilities. From 5:30 P.M. to 8:00 P.M. we will meet off campus and go over board goals as they align with the superintendent's goals.

Motion by N. McGillicuddy and seconded by J. Konow to amend the Action Items to add Item #12 – Act on Lyman Baseball Seating Project. The motion passed unanimously.

VI. REPORT OF SUPERINTENDENT

1. Enrollment - Holding at 950 students, which is 45 less than where we were a year ago. There has been a decline in kindergarten and pre-kindergarten. Of

the 37 that withdrew to homeschool, 3 are back and 8 indicated their intent to return. 7 moved out of district. An email will go to the remaining families followed up by phone calls where necessary. There are 24 in magnet schools.

2. Exit Interviews – Superintendent Gonzalez noted that he looked them over for trends and to look for places for improvement.
3. New Hires – The position of business manager has not yet been filled. Superintendent Gonzalez has searched farther and farther afield and has had no luck. Other districts are in the same position and the search continues.
4. ARP/ESSER Funds – The group met and color-coded wants/needs in order to prioritize them. The grant is due August 16th but they would like to submit by August 1st. As to the question of why a 6th grade math teacher was not high priority, Superintendent Gonzalez noted that the 7-12 Math Specialist would give flexibility where that position could be used for 6 as well and the 4-5 might also fit for 6. They are focusing on innovation and career readiness. So far, about \$210,000 has been earmarked for the staffing that is needed, a 'green' need. \$440,000 has been earmarked for those 'yellow' items that will help with sustainability.

VII. FACILITIES – K. French reported

1. Regarding the LED lighting project, parts are arriving daily from Pennsylvania. Work begins in LMS tomorrow. A second crew will be used starting at Lyman. The Phillips option is being utilized and the projected end date is before school starts. If that doesn't happen, the crews will work nights to complete the project.
2. Make-up air unit at LES – K. French gave the opinion of the engineer as to the cost of materials, labor, construction cost and mark-up. For the 66 Wing, \$295,000 and for the First Grade Wing, \$180,000 for a total of \$475,000.
3. Asbestos Testing – Samples were taken yesterday, 21 at LES and 36 at LMS. The results are due back in about two weeks. Then preliminary costs will be forwarded in a 1½ to 2 weeks after that.
4. Window Replacement – A cost estimate of \$600,000 was received. Abatement of the caulking, disposal and preparation for the install is \$450,000 for a total of \$1,050,000.

Further discussion revolved around the financing of said projects. School building projects funded through the state give the town a return but the cost of such a project is usually 30% higher than estimated. It was requested to get numbers both ways – each project separately and then rolled together in one building project to see where our savings might be. M. Smith asked that the High School roof also be included and N. McGillicuddy asked that all this be received from Anchor Engineering in writing. The chair noted that they would like to be able to meet with the Town Board of Finance soon with solid figures.

VIII. FINANCE REPORT

1. 2020-2021 Budget

Bob Sirpenski reported as best he could. We are without a bookkeeper and there is about \$450,000 in outstanding encumbrances that will have to be addressed.

Capital Account as of June 30, 2021

- SIP – Balance of \$88,444.01 which does not include the Town deposit of \$100,000 for the fiscal year 2021-2022.
- Technology Capital – Balance of \$36,462.83 which does not include the Town deposit of \$90,000 for the fiscal year 2021-2022.
- Athletics Capital – Balance of \$0 which does not include the Town deposit of \$30,000 for fiscal year 2021-2022.
- Non-Lapsing Fund – ending balance = \$330,648.39. These funds can be used for Special Education as well as capital expenses.

Status of Grants

- Title I – 2019-2021 – Total Award - \$57,382 - \$400 in Professional and Technical Services unspent
- Title II – 2019-2021 – Total Award - \$16,340 – Fully expended
- IDEA 611 – 2019-2021 – Total Award - \$235,012 – Fully expended
- IDEA 619 – 2019-2021 – Total Award - \$9,668 – Fully expended
- School Readiness – 2021 – Total Award - \$112,500 – Fully expended
- Competitive School Readiness – Total Award - \$3,331 - \$25 in supplies unexpended
- Title IV – Total Award - \$10,000 - \$2,452 remaining - \$1,827 in supplies and \$625 in Instructional Salaries unexpended
- Other items such as athletic travel and stipends could have an impact on the year-end balance.

Year End Forecast as of July 13, 2021. The year-ending balance is hard to be specific due to various reasons.

- Estimated to have a year-ending positive budget balance in the range of \$50,000 to \$100,000. This is based on the assumption that all encumbrances are 100% accurate and there are no unknown expenses.
- Bills have not been processed and entered into *Profund* since June 16th.
- Encumbrances as of July 8th are at \$450,877. This is a significant amount to be encumbered. When purchase orders are closed, often there is a residual dollar value remaining. There is also the possibility that final invoices exceed the remaining purchase order value.
- There is the possibility that there might be invoices that are ‘surprises’.
- Invoices need to be processed and entered into the District’s financial system in order to properly close out the year and do the year-end reporting to the State which is due September 1st with no leeway allowed.

N. McGillicuddy had questions in respect to the audit meeting held last week and her concerns were allayed. The issue of student scholarships needing to use only the interest will be looked into in further detail.

IX. ACTION ITEMS

1. Act on Letters of Resignation – **Motion by J. Konow and seconded by N. McGillicuddy to accept the resignations. The motion passed unanimously.**
2. Act on Letter of Retirement – **Motion by J. Konow and seconded by N. McGillicuddy to accept the retirement with regret. The motion passed unanimously.**
3. Act on increase in Substitute Rates of Pay – Superintendent Gonzalez reminded the Board of Governor Lamont's ruling that minimum pay be increased to \$15 by 2023. The schedule of increase included in the Board packet shows how we will achieve that goal. **Motion by N. McGillicuddy and seconded by M. DeCaprio to increase the wages as presented. The motion passed unanimously.**
 Regarding Action Items 4 through 10, M. McCall noted the following: First that Policy #3007 is one we already have on the books. It was modified slightly with input from our attorney. The next policies, items 5 through 10 are indeed new policies from Shipman and Goodwin and you will note that Policy #4004 is left off of the minutes from the previous regular meeting as it is regulations that must be in the manual but do not need action. **Then motion by M. McCall and seconded by M. Smith to adopt policies listed for second reading, Action Items 4 through 10. The motion passed unanimously.**
4. Act on Second Reading, Policy #3007 – School Owned Vehicles
5. Act on Second Reading, Policy #4013 – Code of Ethics and Professional Responsibility for Personnel
6. Act on Second Reading, Policy #4014 – Nepotism
7. Act on Second Reading, Policy #4015 – Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
8. Act on Second Reading, Policy #5023 – Educational Stability Procedures for Transportation Coordination with the Department of Children and Families
9. Act on Second Reading, Policy #9008 – Quorum and Voting Procedures
10. Act on Second Reading, Policy #9009 – Transaction of Business
11. Act on LMHS Softball Field Trip, Disney World – Principal Apicelli noted that this was a trip that had been approved for the 2020 season but was canceled due to COVID and they would like the trip to happen this coming year. He added that we can expect to see a request from the Girls' Soccer team for a trip to England. **Motion by N. McGillicuddy and seconded by J. Konow to approve the softball trip for the upcoming season. The motion passed unanimously.**
12. Act on Lyman Baseball Seating Project – N. McGillicuddy requested that the Board offer their support for this project coming from Scott Elliott, the Athletic Director. Scott discussed the proposed project. The baseball field lacks seating for spectators and his proposal is to use grants and gifts to build seating for 150 to 250 spectators including a press box and handicapped accessibility. No money will come from the Board of Education but he would like to pass the donations through the school Student Activity Fund. Nothing will be started until funding is complete. The full project should cost \$50,000 to

\$55,000 for materials and another \$45,000 to \$50,000 for the seating itself.
The entire Board was in favor of showing support for this worthy project.

X. ITEMS FOR NEXT AGENDA

- Enrollment

XI. ADJOURNMENT

The meeting adjourned at 9:16 P.M.

Respectfully submitted,
Maureen D. McCall, Secretary