

**LEBANON BOARD OF EDUCATION
REGULAR MEETING
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
MAY 10, 2022 - 7:30 PM**

MINUTES

IN ATTENDANCE:

Sarah Haynes (Chair)
Alexis Margerelli-Hussey (Vice-Chair)
Maureen McCall (Secretary)
Danelle Person

John Konow
Nicole McGillicuddy
Rachael Springer (Student Rep.)

ALSO PRESENT: Andrew Gonzalez (Superintendent), Kevin French (Supervisor of Facilities and Custodial Services), Valerie Belles (Business Manager), Dawn DeLia (Director of Pupil Services), Jacques Dulac (IT Director), James Apicelli (LMHS Principal), Samantha McCarthy (LMHS Asst. Principal), Jessica Scorso (LES Principal), Rita Quiles-Glover (Curriculum Director)

I. Call to Order

Chair Sarah Haynes called the meeting to order at 7:31 p.m. and led the audience in the Pledge of Allegiance.

II. Recognition

- 1. Daughters of the American Revolution Good Citizen Award Recipient –**
Superintendent A. Gonzalez and DAR member Maureen McCall recognized LMHS senior (and BoE Student Rep) Rachael Springer as this year's DAR Good Citizen Award recipient, awarded to those who exhibit the qualities of good character that emphasized dependability, service, leadership and patriotism in their homes, schools, and communities.
- 2. CT Association of Schools (CAS) Art Students –** A. Gonzalez noted Keera Patel and Rachael Springer for their recognition as outstanding members of the LMHS art community
- 3. CT Association of Public School Superintendents (CAPSS) Students –** A. Gonzalez recognized recipients of the CAPSS awards, given to those who exhibit exemplary community service, service to others, academic prowess, and leadership and service to the school community. This year's award winners are LMS students Nora Rodgers and Nick DePiano, and LMHS students Rachael Springer and Madison DiFrancesca. Nora is involved with the school newspaper and drama club, and volunteers at the library. Nick is a multi-sport athlete who also volunteers with younger students at the elementary school. Rachael is a member of multiple honor societies at LMHS, carries a full load of advanced classes, and is an integral contributor to a variety of extracurricular activities, including drama (as a sound/lighting technician and stage manager). Madison has carried a full load of high level classes during her four years at LMHS, as well as taking on leadership roles in

the many activities in which she participates, including being secretary for the Class of 2022 and Lyman Student Council, as well as Vice-President of the National Honor Society.

4. **CT All-State Music Festival Student** – A. Gonzalez recognized Caroline Nettleton as this year's All-State Music Festival award recipient. Caroline was accepted as a soprano in this year's All-State chorus, demonstrating dedication and hard work while participating with students from across Connecticut in the All-State Festival.

III. Communication

Letters of Resignation

1. S. Haynes announced the resignation of BoE Board Member Matthew Smith, thanking him for his years of service to the Board.
2. A. Gonzalez shared a letter of resignation from Kathy Dooley (LMS Nurse), who will be resigning at the end of the school year

IV. Public Participation (Bylaws of the Board #9324)

1. Sheree Swenson-Dodge, 53 Leonard Bridge Rd, spoke on several issues. First, she thanked Superintendent Gonzalez and the BoE for their effort in putting together this year's budget proposal. Next, she asked the Board to revisit and implement a clear, detailed policy regarding weapons within the school district. She would like a very specific list of items considered weapons, as well as a clear statement of how the district will respond in the event a weapon is brought to school. She understands situations are different, and there are mitigating factors in each scenario. Lastly, she noted an item on the Policy subcommittee agenda regarding transgender students. She asked the Board to write a policy that is respectful of the student's wishes, and pays the most attention to their needs.

V. Consent Agenda

1. Approval of minutes
 1. LBoE Special Meeting – 04/12/2022
 2. Curriculum Subcommittee Meeting – 04/12/2022
 3. Facilities Subcommittee Meeting – 04/12/2022
 4. LBoE Regular Meeting – 04/12/2022
 5. Finance Subcommittee Meeting – 04/26/2022
 6. Superintendent's Evaluation Subcommittee Meeting – 04/26/2022
 7. Superintendent's Evaluation Subcommittee Meeting – 05/03/2022
 8. Budget Transfers

Motion by J. Konow and seconded by N. McGillicuddy to approve the consent agenda. The motion passed unanimously.

VI. Student Representative's Report – R. Springer provided updates on all three schools

1. **LES** – Recent events included Book Week, as well as Art in the Dark (which combined glow in the dark clothing and STEM-themed art projects). Students are excited for upcoming events like a dance, Fourth Grade Celebration, a trip to LMS, concerts, and field trips.
2. **LMS** – The middle school play was a big success, and recent events included a Glow Dance and a Project Oceanology trip.

3. **LMHS** – AP Exams are in full swing, and students are excited for them to be over, as well as upcoming Prom, Mayfest, and a senior trip. Lyman spring athletics update (as of 05/10/22): Baseball has a record of 12-3, Girl's Tennis is 5-2. The Boy's Tennis team has seen improvement in all first-year players, as well as boasting the #1 doubles team in the division.

VII. Committee Reports

- A. Facilities** – N. McGillicuddy reported they met tonight (05/10/2022) and discussed the following items

1. Tennis Court update – repairs will cost \$7,495, to be paid out of capital. Work will begin as soon as the contract is signed. K. French will also be looking into the cost of a maintenance program, so future costly repairs can be avoided.
2. Baseball seating at LMHS – handicap parking spaces have been completed. Fencing along the third base line will be in two weeks, at a cost of \$1,600 to be taken from the operating budget. The press box is complete. Signs noting the handicapped spots, as well as installation of the bleachers and additional fencing, are still in process.
3. LMS Gymnasium – repairs to the insulation surrounding the pipes in the gymnasium will cost roughly \$6,000, to be taken from the operating budget.
4. Catch basins – the project has been completed.
5. Spring break project list – District-wide tasks completed include kitchen hood extinguishing system inspections, quarterly fire alarm inspections, and inspection/maintenance of electrical panels and HVAC air handlers, as well as many individual projects at each school. Installation of keycard doors at LMHS is ongoing, at a projected cost of \$7,000, with work hopefully completed by the beginning of the next school year.
6. Summer break project list – A. Gonzalez provided a list of summer projects to be further discussed and agreed upon
7. Bids and contracts – Landscaping bids are due 05/23/2022; the district originally paid roughly \$51,000 for landscaping and maintenance at all three schools. This cost is projected to rise, primarily due to increased fuel costs. Additionally, the HVAC and boiler contract with EMCOR is up, with a projected 3% increase in costs as well. S. Haynes noted that those bids should be brought to the BoE for a vote at the next full Board meeting.
8. D. Person asked about repairs to curbing in the parking lots, which were damaged during the course of snow removal. K. French stated those repairs are the responsibility of the contractor, and he has been attempting to schedule those repairs, with limited success. D. Person also asked if the recently painted spots/lines would need to be redone once the curbing is repaired, and asked if the contractor would pay for that. K. French stated he could look into it, but that any necessary repainting could also be done in-house (by district employees rather than contractors).

- B. Policy** – M. McCall stated they met tonight (05/10/2022) and discussed about half the items on the agenda; another meeting will be scheduled soon to complete discussions and move forward with policy adjustments, hopefully before the next BoE meeting

- C. Negotiations** – A. Margerelli-Hussey reported they met, and are preparing for the custodian contract
- D. Superintendent's Evaluation** – J. Konow stated they have met several times, and he will provide a draft evaluation to Board members this evening for their final edits
- E. Curriculum** – D. Person reported they did not meet
- F. Safety & Security** – no report (D. Witcher absent)
- G. Enrollment** – no report (B. Calef absent)
- H. Governance** – S. Haynes stated that they met and determined that with the resignation of M. Smith (Finance Subcommittee Chair), the Finance committee will be jointly headed by N. McGillicuddy and J. Konow (with Facilities incorporated as well) until November, when a new BoE member is seated. Second, she noted the upcoming Town Meeting on 05/16/2022, rescheduled from 05/02/2022. A. Gonzalez will be presenting the BoE's proposed budget to the public, who are then invited to comment. She encouraged residents to make their voices heard. The town-wide budget referendum will be held on 05/24/2022. It was also noted that the referendum will include non-binding advisory questions, in addition to the yes or no vote on the budget. Specifically, residents will be asked if they believe the Board of Finance-proposed school budget is too high, too low, or acceptable. A second will ask the same question, in regards to the BoF-proposed general town budget.

VIII. Administrators' Reports

Reports were included in the board packet. Additional updates are below.

- 1. District – A. Gonzalez noted that LMS Principal Laskarzewski is currently in Hartford, attending the Teacher of the Year event with LMS teacher Erica Strong.
- 2. LMHS – J. Apicelli noted an upcoming internet safety presentation.

IX. Superintendent's Report – A. Gonzalez reported.

- 1. **Enrollment** - Enrollment report (as of 05/04/22) was included in the board packet. Total district enrollment remains at 961 (LES – 357; LMS – 274; LMHS – 330). Superintendent Gonzalez reported the numbers are among the highest they have been in a while, with overall district enrollment up by 11 since 06/02/2021. He cited ongoing efforts to increase Pre-K enrollment.
- 2. **COVID-19 Update** – Little has changed in the mitigation recommendations from the state, and Lebanon continues efforts to keep the spread minimal. A. Gonzalez thanked the community for their ongoing dedication to keeping illness out of the schools as best as possible. He stated the district has ample test kits available. He also noted there has been a slight uptick in cases, as has been the case regionally. During the course of the current school year, Lebanon has experienced 325 cases.
- 3. **Enrollment discussion** – N. McGillicuddy asked if it was true that preschool enrollment numbers appear to be increasing significantly for next year. A. Gonzalez stated he had not heard that, and while any increase in enrollment should be viewed positively, NAEYC accreditation requirements regarding student-teacher ratios must be maintained. He noted Lebanon is currently close to the maximum allowed ratio. The process of increasing preschool offerings and enrollment requires much planning and funding, and efforts to that end are ongoing. N. McGillicuddy asked if a full-day program would be offered next year; A. Gonzalez stated no, it would remain at 4

sections (2 morning, 2 afternoon). Adding another preschool classroom in time for next year is not feasible, but perhaps the following year. S. Haynes then asked what the maximum pre-K capacity is currently. The district is at 68 students. A. Gonzalez said that any increase in students would require an increase in staff, and that any state or NAEYC-mandated space requirements (classroom size, space per pupil, etc) would need to be maintained. He stated Lebanon's current ratios are very tight, and are nearly at the maximum.

4. **Agreement with Lisbon** – After a presentation by Lebanon school administrators, and joint discussions with Shipman & Goodwin, an educational services agreement was drafted, which A. Gonzalez provided to the Board. He noted the agreement would take effect during the 2023-2024 school year, as well as the fact that Lisbon would be required to provide transportation for the students they send to Lebanon. Lastly, it is a proposed 5-year agreement, to run from 2023-2028. N. McGillicuddy asked how many Lisbon students are predicted to attend LMHS. A. Gonzalez stated he is reasonably hopeful for a handful of students to be added, and would hope to grow that to double digits in coming years.
5. **2022-2023 Budget** – At the most recent Finance subcommittee meeting, A. Gonzalez and V. Belles shared a list of possible reductions to meet the BoF's proposed budget. Reductions in the amount of roughly \$559,000 are needed to achieve this. They first targeted new initiatives as potential reductions, removing about \$191,000. A. Gonzalez stated they also had to do some non-renewals of positions within the district, at a suggested reduction of \$282,000. He reminded the Board that the largest percentage of the district's budget is salary and benefits, and that when looking to remove \$559,000, eliminating positions must be considered. Suggested reductions due to resignations would be \$173,000. Potential reductions in supply line spending would remove \$51,000. He noted that while these reductions would remove more than the needed number, it assumes they do not refill any of the resignations or non-renewals, which are needed positions. Additionally, the district's insurance costs will be increasing to the tune of \$128,000, and changes in special education enrollment has also factored into these considerations. Lastly, he noted recent discussions regarding the ECS (Education Cost Sharing) phase-out schedule. He stated that Lebanon is held harmless for next year, meaning there will be a zero-dollar impact with ECS funding, but the district will be completely phased out by 2030. A phase-out schedule will be shared at future budget sessions. N. McGillicuddy asked Superintendent Gonzalez if he plans to share the specific cuts needed during his presentation at the upcoming Town Meeting, which he confirmed he plans to do, as well as the impact of those losses.
6. **End of Year Events** – A calendar of upcoming events at all three schools for the remainder of the school year was included in the board packet. A. Gonzalez invited all BoE members to participate, after notifying school administrators in order to coordinate.
7. **5K** – N. McGillicuddy thanked the LMHS and Lebanon communities for their support of the recent 5K held to raise money for Lebanon public schools. She estimated about \$350 was raised for the senior class through the Lions Club, and they are looking forward to holding the event again next year.

X. Facilities Report – K. French reported. The facilities tracking list was included in this month's board packet, with the following notes:

1. The electrical upgrade project is currently awaiting receipt of the IR scan and camera enclosure invoices.
2. The line striping invoice was submitted to the town for payment.
3. The door project has been completed and payments made; he and V. Belles are awaiting receipt of credits for shipping costs.

XI. Finance Report – V. Belles reported.

1. **2021-2022 Budget** – Financial updates were included in the board packet, with V. Belles noting the following
 1. Because the district is over the contracted number of gallons of heating fuel, they will now pay market price for future deliveries. The tanks are nearly full, and operations will continue without issue for the remainder of the year. She, A. Gonzalez and K. French will continue to monitor fuel prices and look into topping them off when it would be most advantageous. She noted the district seems to be doing ok regarding fuel costs for buses, and that the previous note was solely in regards to heating fuel at the schools. N. McGillicuddy asked about the difference in price between last year and this year. V. Belles replied the contracted price (which the district was able to utilize through March of this year) was \$1.73 per gallon; current market price is roughly \$4.34 per gallon. During investigations into rising budget costs, she determined that the district typically goes over the projected 95,000 gallons. She noted the difficulty in estimating the district's fuel needs a year in advance, and that significantly increased fuel costs are responsible for the biggest impact upon the district's budget.
 2. The process of closing out the school year financially has begun, with end-of-year projections and purchase orders being finalized. Targeted closing of the year is July or August.
 3. S. Haynes asked if there were any updates regarding the bussing company (M & J), specifically regarding potential credits due to missed or altered bus runs. V. Belles stated a credit of \$3,000 was received in the fall, and another \$8,000 received in May (which was not received in time to be reflected in the April report included in the board packet). Discussions regarding how those numbers were determined is ongoing. V. Belles noted how important transportation is to the district, and that it is in the best interests of both parties to achieve a viable solution. S. Haynes wondered if credits could be factored into next year's transportation costs. V. Belles stated the upcoming year is the last of the current 5-year agreement with M & J. She expects the bus staffing issues to continue, and that discussions will as well.
 4. V. Belles also noted updates to the trial balance sheet, with \$160,000 allotted for the asbestos project added to capital (approved at the 03/24/2022 Town Meeting). N. McGillicuddy stated \$160,000 falls short of the needed money for the project, and asked if the district is required to use that money immediately, and only for the asbestos project. V. Belles replied that the money is already in the capital account, and must be used solely for the

authorized purpose of asbestos abatement. She does not believe there is a “due date” to use the funds. K. French recommends starting the project at the middle school, and V. Belles noted \$160,000 could potentially allow that portion of the project to be completed. Bids with current, official pricing from potential contractors have not been solicited yet. That item will be added to the Facilities subcommittee’s next meeting agenda.

XII. New Business – Policy committee chair M. McCall noted adjustments to policies concerning health and safety, as well as the final two items, which are minor adjustments. Quite some time ago the BoE agreed that such minor updates could just be passed, with these items falling into that category. As Policy chair, she recommends their adoption. N. McGillicuddy then asked if Policy #5005 would be closely inspected and revised, given the concerns raised by a parent during Public Participation. It will be discussed at the next Policy meeting.

1. First Read – Update – Policy #0001 – Policy Concerning Health and Safety Protocols Related to the COVID-19 Endemic
2. First Read – Update – Policy #1002 – Policy Regarding Clean Green Cleaning Programs
3. First Read – Update – Policy #1007 – Use of School Facilities
4. First Read – Update – Policy #1008 – Policy Regarding Visitors and Observations in Schools
5. First Read – Update – Policy #1009 – School Volunteers, Student Interns and Other Non-Employees
6. First Read – Update – Policy #5025 – Tuition for Children of Staff
7. First Read – Update – Policy #9013 – Formulation, Adoption, Amendment or Deletion of Administrative Regulations
8. First Read – Delete – Policy #9004 – Filling Vacancies
9. First and Only Read – Update – Policy #9012 - Formulation, Adoption, Amendment or Deletion of Policies
10. First and Only Read – Update – Policy #9014 – Suspension of Policies, Bylaws or Administrative Regulations

XIII. Action Items

1. Act on June BoE Meeting Date

S. Haynes stated that due to scheduling conflicts, the Governance subcommittee proposes moving the next regular BoE meeting to Thursday 06/09/2022. It will have to be held as a special meeting, as it was not posted as a regular meeting.

Motion by N. McGillicuddy and seconded by M. McCall to move the June 14th Board of Education regular meeting to June 9th at 7:30 pm as a special meeting. The motion passed unanimously.

Motion by A. Margerelli-Hussey and seconded by M. McCall to add action item #2 (Act on Letter of Resignation). The motion passed unanimously.

2. Act on Letter of Resignation

Motion by A. Margerelli-Hussey and seconded by J. Konow to accept the letter of resignation from Kathy Dooley with regret. The motion passed unanimously.

XIV. Anticipated Executive Session

Motion by M. McCall and seconded by N. McGillicuddy to move into executive session for the purpose of discussing 2022-2023 unaffiliated salaries and inviting the superintendent to join. The motion passed unanimously.

The meeting came out of Executive Session at 9:07 PM.

XV. Action Item

Motion by Maureen McCall and seconded by Nicole McGillicuddy that the 2022-2023 Unaffiliated Salaries be increased as follows:

5% - Part-time office secretary; School Nurse

2% - Information Technology Technicians; Physical Therapist; Occupational Therapist; Certified Occupational Therapist Assistant; Board Certified Behavior Analyst; Math Tutors; Library Media Assistant; Director of Technology; Facilities Director; Maintenance Technician; Business Manager; Bookkeeper; Executive Assistant

The motion passed unanimously.

XVI. Anticipated Executive Session

Motion by Alexis Margerelli-Hussey and seconded by John Konow to enter into executive session for the purpose of discussing the Superintendent's evaluation and contract. The motion passed unanimously.

The meeting came back out of executive session at 9:58 PM

XVII. Items for Next Agenda

Let the chair know of anything that comes up that should be addressed.

XVIII. Adjournment

The meeting was adjourned by the chair at 9:59 PM.

Respectfully submitted,
Hannah Walcott (Board Clerk)