

**LEBANON BOARD OF EDUCATION  
REGULAR MEETING  
LYMAN MEMORIAL HIGH SCHOOL LIBRARY  
AUGUST 9, 2022 - 7:30 PM  
MINUTES**

**IN ATTENDANCE:**

Sarah Haynes (Chair)  
Danelle Person  
Dawn Whitcher

Nicole McGillicuddy  
Brian Green

**ALSO PRESENT:** Andrew Gonzalez (Superintendent)

**I. Call to Order**

Chair Sarah Haynes called the meeting to order at 7:33 p.m. and led the audience in the Pledge of Allegiance.

**II. Communication** – A. Gonzalez shared the following communications:

**A. Letter of Retirement** - Anita Calamo, English Teacher at LMHS

**B. Letters of Resignation**

1. Emily Pastuszak, Administrative Assistant at LES
2. Garret Masocco, Psychologist at LMS
3. Carl D'Amato, Instructional Assistant at LES
4. Katie Gilbert, Instructional Assistant at LES
5. Abigail Cornell, Science Teacher at LMS
6. Dan Murphy, Special Education at LMS

**III. Public Participation (Bylaws of the Board #9011)**

None

**IV. Consent Agenda**

**A. Approval of minutes**

Finance/Facilities Subcommittee Meeting – 07/07/2022

LBoE Regular Meeting – 07/12/2022

LBoE Special Meeting – 07/27/2022

Superintendent Gonzalez noted the Special Meeting minutes need to be corrected, with Mark DeCaprio's name to be removed from those present. S. Haynes also noted Bruce Calef's name must be added.

**Motion by N. McGillicuddy and seconded by B. Green to approve the consent agenda with corrections to the LBoE Special Meeting of 07/27/2022. The motion passed unanimously.**

**V. Committee Reports**

**A. Finance/Facilities** – Co-Chair N. McGillicuddy reported on the following updates since the previous committee meeting on 07/07/2022:

1. **Baseball press box and related projects** – After a walkthrough by building inspector Jason Nowosad, it has been determined that the electrical wiring needs to be covered

before the press box is fully functional. Additionally, it would be beneficial to add three more windows to improve visibility. The fence around the bleachers on the first base side must be completed. There was also discussion of paving the area approaching the bleachers, as there is currently erosion occurring. Gutters around the dugouts were also discussed, as was purchasing a dedicated sound system for the press box. Per J. Apicelli, the high school currently has one, but it shouldn't be considered a permanent solution. N. McGillicuddy then confirmed that covering the wiring was the only requirement keeping the press box from being operational; the rest are ideas for future improvements. A. Gonzalez reported that K. French has already scheduled a carpenter and an electrician to resolve that issue. D. Person noted there is some leftover money from fundraising for the press box, which could be used for a sound system.

2. **LMS Athletic Uniforms** – A. Gonzalez reported he met with middle school athletic director Roger Moyer, who compiled a detailed uniform inventory. The greatest need is basketball uniforms, which he will be getting quotes for. The second priority is track and field, due largely to the number of students participating. The volleyball uniforms could also use updating, but basketball and track are top priorities.
  3. **Summer facilities projects** – These include refinishing gym floors at all three schools, as well as the stage at LMHS. Water quality tests were conducted, with all three schools passing. Lighting upgrades are 95% complete as of 07/07/2022. The girls' bathroom at the high school may need maintenance.
  4. **2021-2022 Budget** – There is a predicted surplus of roughly \$30,000, which the committee has asked the Board of Finance to put into the non-lapsing fund.
  5. **2022-2023 Budget** – Positions previously slated to be cut have been reinstated for the coming year.
- B. Governance** – S. Haynes noted the BoE held a retreat on 07/27/2022, meeting with representatives from Shipman & Goodwin, reviewing Board roles and responsibilities, and discussing district and subcommittee goals.

## **VI. Superintendent's Report** – A. Gonzalez reported.

- A. Enrollment** – An enrollment summary was included in the board packet. Preliminary August enrollments (as of 08/05/2022) show the following totals: LES – 341; LMS – 262; LMHS – 327; District total – 930. A. Gonzalez stated these numbers are preliminary due to ongoing enrollments and withdrawals. The BoE then discussed the variety of class sizes, notably the smaller cohort entering 2<sup>nd</sup> grade, as well as the 9<sup>th</sup> grade class, which jumps from 70 (as an 8<sup>th</sup> grade class) to 86 with the addition of sending school students.
- B. Exit Interviews** – A. Gonzalez followed up with 17 families with 8<sup>th</sup> grade students leaving the district (not attending LMHS). Five exit surveys have been returned so far. Generally speaking, the majority of those leaving were due to additional offerings at other schools, such as technical schools. He also noted staff exit interviews are an ongoing effort, especially given recent resignations.
- C. New Hires** – The statewide teacher/staffing shortage continues, affecting Lebanon and surrounding towns. A. Gonzalez noted districts are considering changing requirements for staffers in order to fill open positions. There are 17 open positions to fill, with roughly 7 of those becoming vacant in the last week. The interview and hiring process has already begun for all open positions. He also discussed the possibility of bringing in university students as interns in positions such as paraeducators or substitutes, where the district would pay the students' tuition in exchange for a year-long position. It could provide a sizeable savings to the district. Further ideas for expanding the pool of available staffers were discussed.
- D. Building Walkthrough – Friday, August 19<sup>th</sup>** – There is a building walkthrough scheduled on 08/19/2022, beginning at 8:30 a.m. at LMHS.
- E. COVID Update** – The state introduced a set of best-practice guidelines called "Launching into Healthy Learning" ahead of the upcoming school year. A. Gonzalez stressed that decision-making

authority remains at the local level, and these are merely guidelines from the state. He also noted a surplus of at-home COVID test kits, which are available at all schools.

**F. ARP/ESSER Funds –**

1. **ESSER II** – The district has roughly \$86,000 of ESSER 2 funds remaining, allocated into the categories below. All funds must be spent by 09/30/2023.
  - a. \$61,000 in Learning Acceleration & Academic Renew (includes salary expenses for math tutors, i-Ready implementation, and Tier 3 intervention at LMHS)
  - b. \$16,000 in SEL (Social Emotional Learning) Academic Renew (includes support from EASTCONN and other outside services)
  - c. \$9,500 in Technology Integration & Support (includes tech programs supporting Math and ELA)
2. **ESSER III** – Remaining ESSER III funds are \$481,597, which expires in 2024. Roughly \$450,000 has been used to provide for 3 classroom teaching positions for 2 years, and will expire after the upcoming year. These funds also provide for math interventionists and ELA support within the district. \$72,000 has been allocated for the strategy use of technology, staff development and digital divide.

**G. ASTE Barn** – The district was awarded a \$49,924 Perkins Grant in order to complete a new ASTE barn. The money must be encumbered by 09/30/2022 and fully liquidated by 11/30/2022. A. Gonzalez is requesting BoE approval at tonight's meeting, so that required meetings with Planning and Zoning, as well as the Building Inspector, can move forward quickly. S. Haynes asked who is managing the project. A. Gonzalez stated K. French is handling the majority of scheduling contractors, but ASTE Department Head Brenda Wildes has been instrumental in planning and organization. S. Haynes stated any help the BoE can provide on expediting this project is available.

**VII. Facilities Report** – A. Gonzalez summarized the following Facilities updates: a new wireless repeater at LES, district-wide walkie-talkie reprogramming and testing, new storm door for the LES kitchen, playscape certified mulch at LES, and removal of the old LES dishwasher. Repainting at LMS has not been finished yet; Scholar tested different types of paint and will be using an epoxy-based paint in the coming weeks. S. Haynes asked if there is an additional cost for the repainting, given that the district just paid for this project. A. Gonzalez said yes, but it is heavily discounted. Other facilities updates include replacing siding on the bus shack, district-wide fire safety tests and repairs of alarms, pumps, and extinguishers, and the projected completion of both the door and window projects. Lastly, N. McGillicuddy recognized Vicktrie Hilario, Instructional Assistant at LES, for her work on the LES garden.

**VIII. Finance Report** – A. Gonzalez reported that per V. Belles, the projected surplus is \$23,879. There are several encumbrances still open due to back-ordered items awaiting receipt. She has met with the new auditing firm as well. A. Gonzalez stated that the final surplus number is still subject to change, but the district intends to follow previous practices, which would see the BoE write a letter to the BoF requesting approval to move surplus funds into non-lapsing. The state also opened the Education Financial System, which requires districts to report their financial information by 09/01. Next, the town signed a fuel contract with Dime Oil. The district increased the amount purchased, hoping to avoid purchasing more when prices are potentially higher. Regarding school lunches, A. Gonzalez will have a more current update soon, but the district is seeking funding that would allow them to provide free lunches for at least a part of the school year.

**IX. Action Items**

**Motion by D. Whitcher and seconded by D. Person to add Action Item #3, Act on Construction of ASTE Barn using the Perkins Supplemental Grant. The motion passed unanimously.**

**1. Act of Letter of Retirement**

**Motion by N. McGillicuddy and seconded by B. Green to accept the letter of retirement with regret. The motion passed unanimously.**

**2. Act on Letters of Resignation**

**Motion by N. McGillicuddy and seconded by B. Green to accept the letters of resignation with regret. The motion passed unanimously.**

**3. Act on Construction of ASTE Barn Using Perkins Supplemental Grant**

**Motion by N. McGillicuddy and seconded by D. Person to move forward with the construction of the ASTE barn using the Perkins Supplemental Grant. The motion passed unanimously.**

**X. Adjournment**

Chair S. Haynes adjourned the meeting at 8:40 p.m.

Respectfully submitted,  
Hannah Walcott (Board Clerk)