

**LEBANON BOARD OF EDUCATION
REGULAR MEETING
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
DECEMBER 12, 2023 - 7:30 PM
MINUTES**

IN ATTENDANCE:

Sarah Haynes (Chair)	Brian Green
Alexis Margerelli-Hussey (Vice-Chair)	Andrew Lathrop
Danelle Person (Secretary)	Rachael Archer
Dawn Witcher	Sherry Masterson
Nicole McGillicuddy	Avery Brooks (Student Representative)

ALSO PRESENT: Andrew Gonzalez (Superintendent), Chad Johnson (LMS Principal), J. Jarvis (Facilities Director)

I. Call to Order

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

II. Introduction

A. New Facilities Director – A. Gonzalez introduced long-time LPS employee John Jarvis as new Facilities Director, effective January 1, 2024.

III. Communication

None.

IV. Public Participation (Bylaws of the Board #9011)

A. Bruce Calef – Former BoE member expressed thanks for the opportunity and experience gained during his time on the board, and wished the BoE luck going forward. S. Haynes thanked him for his work.

V. Consent Agenda

- A. Approval of minutes**
 - 1. Facilities Subcommittee Meeting - 11/21/2023
 - 2. BoE Regular Meeting – 11/21/2023
 - 3. Finance Subcommittee Meeting – 11/29/2023
 - 4. BoE Special Meeting - 12/04/2023
- B. Approval of Budget Transfers**

Motion by A. Margerelli-Hussey and seconded by N. McGillicuddy to approve the consent agenda as presented. The motion passed unanimously (9-0).

VI. Additions and Changes to Agenda

Motion by A. Margerelli-Hussey and seconded by N. McGillicuddy to amend the agenda. The motion passed unanimously (9-0).

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Motion by A. Margerelli-Hussey and seconded by B. Green to add Action Item #6 – Act on LMHS Auditorium Lighting. The motion passed unanimously (9-0).

VII. Student Representative’s Report – A. Brooks reported. LES third graders earned a reward for good behavior. Students participated in the district-wide PJ Day fundraiser. The Chorus concert is next week. LMS winter sports have begun, and the winter concert is next week as well. Eighth graders visited Lyman. LMHS winter sports are underway. Model UN visited the UN building in Hartford. National Honor Society inducted 20 new members.

VIII. Committee Reports

- A. Superintendent’s Evaluation** – D. Whitcher reported the mid-year evaluation will be underway soon.
- B. Enrollment** – A Lathrop reported they have not met.
- C. Finance** – R. Archer reported they met on November 29th and this evening, reviewing the current budget as well as the timeline for next year. Budget input sessions had low turnout.
- D. Negotiations/Safety & Security** – A. Margerelli-Hussey stated both subcommittees will meet on the 20th.
- E. Curriculum/Strategic Plan** – D. Person reported the previous Strategic Plan meeting was cancelled. Curriculum met this evening, hearing a presentation on proposed English courses at Lyman. Recent Professional Development, elementary school reading mandates, and iReady Year 2 updates were also discussed.
- F. Facilities** – N. McGillicuddy reported they met tonight. Topics discussed include roof repairs and auditorium lighting at LMHS, LMS gym lettering, and LES gym floor replacement.

IX. Administrators’ Reports

- A. LMS** – C. Johnson highlighted a recent national attendance campaign, stating 32 students have perfect attendance thus far. A pep rally is scheduled for next week. He also encouraged parents to attend the Community Speaks Out forum tomorrow.

X. Superintendent’s Report

- A. Town Surplus Fund Projects** – A. Gonzalez gave updates on projects including the LES gym floor, LES and LMS phase 2 asbestos remediation, district-wide alarm system upgrade, and LMHS roof repairs. The district is working with a contractor to explore a vinyl product for the gym floor. There was brief discussion on the durability and anticipated lifespan of such a product. A. Gonzalez also noted an upcoming School Study kickoff meeting.
- B. Staffing** – Limited applications were received for the open Business Manager position, and no interviews are currently scheduled. B. Green suggested avenues for soliciting candidates, and noted the importance of maintaining internal control lines and standard finance protocols in the absence of a Business Manager, to avoid accounting issues in the future.

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- C. 2024-2025 Budget** – A. Gonzalez has begun input sessions and budget meetings with staff, discussing timeline and goals. He intends to include reference to the Strategic Plan, and progress made since its adoption in 2019. The tentative budget increase is 6.7%, with A. Gonzalez noting this is a starting point.

XI. Finance Report

- A. 2023-2024 Budget** – A. Gonzalez reviewed recent financial reports, included in the agenda. The district is well within the five-year average remaining balance for this time of year. Shifts in Special Education costs have been offset by staffing vacancies. Facilities tracking, and athletics and technology fund status were reviewed.

XII. Action Items

- 1. Act on Second Reading – Update – Policy #3541.3/3011, Student Transportation Management**
- 2. Act on Second Reading – Update – Policy #3541.5/3012, Transportation Hearings**
- 3. Act on Second Reading – Update – Policy #4117.3/4022, Personnel Reduction in Force**
- 4. Act on Second Reading – Update – Policies #6161.3/6007, Comparability of Services**

Motion by N. McGillicuddy and seconded by B. Green to approve Second Reading – Updates to items 1-4. The motion passed unanimously (9-0).

- 5. Act on Act on Second Reading – Delete – Policy #3541.6, Transportation to Non-Public Schools**

Motion by N. McGillicuddy and seconded by D. Person to delete Policy #3541.6. The motion passed unanimously (9-0).

- 6. Act on LMHS Auditorium Lighting**

Motion by A. Margerelli-Hussey and seconded by D. Whitcher to act on LMHS auditorium lighting.

Amended motion by A. Margerelli-Hussey and seconded by N. McGillicuddy to buy material and complete phase 1 and 3 with the balance of the Facilities capital of \$28,928.48, and the remaining to come from Non-Lapsing, up to \$40,000, to complete the LMHS auditorium lighting project.

Discussion: J. Jarvis briefed the BoE on a three-phase plan to complete the project.

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The motion passed unanimously (9-0).

XIII. Adjournment

S. Haynes adjourned the meeting at 8:11 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)