

**LEBANON BOARD OF EDUCATION
SPECIAL MEETING
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
JUNE 9, 2022 - 7:30 PM**

MINUTES

IN ATTENDANCE:

Sarah Haynes (Chair)	John Konow
Alexis Margerelli-Hussey (Vice-Chair)	Nicole McGillicuddy
Maureen McCall (Secretary)	Brian Green
Danelle Person	Bruce Calef
Dawn Whitcher	Rachael Springer (Student Representative)

ALSO PRESENT: Andrew Gonzalez (Superintendent), Kevin French (Supervisor of Facilities and Custodial Services), Valerie Belles (Business Manager), Jessica Scorso (LES Principal), Robert Laskarzewski (LMS Principal), James Apicelli (LMHS Principal), Samantha McCarthy (LMHS Assistant Principal), Dawn DeLia (Director of Pupil Services), Jacques Dulac (IT Director)

I. Call to Order

Chair Sarah Haynes called the meeting to order at 7:35 p.m. and led the audience in the Pledge of Allegiance.

II. Recognition

- 1. District Retiree** – A. Gonzalez honored retiring LES Instructional Assistant Denise Dube, thanking her for years of service and dedication.
- 2. CIAC Scholar Athletes** – A. Gonzalez recognized Kristen Goodrich and Bennett Murphy as student scholar athletes. Kristin posted an outstanding track career at LMHS, holding the indoor records for both high jump and long jump, as well as the outdoor triple jump record. This is in addition to her academic performance, which included a number of honors and AP classes. Bennett was an integral member of the baseball and basketball teams, exhibiting dedication, hard work, and leadership over his career at Lyman. Coaches Gomez, Lorenzo, and Bailey all spoke highly of his exceptional character.
- 3. Student Representatives** – S. Haynes recognized and thanked BoE Student Rep Rachael Springer for her lively school updates and attendance at BoE meetings over the past year. J. Apicelli introduced new Student Representative Lexi Zimnoch.
- 4. Additional Recognitions** - S. Haynes also recognized and thanked Superintendent Gonzalez for a successful first year as head of Lebanon schools. S. Haynes and A. Gonzalez thanked Chelsea Williams, Executive Assistant for the district, for her hard work in providing the BoE with any assistance or information needed, stating that her efforts are directly responsible for the success of Board meetings, and administrative preparations as a whole.
- 5. New BoE Member** – The BoE officially welcomed new Board member Brian Green.

III. Communication

- 1. Letters of Resignation** – A. Gonzalez shared portions of letters of resignation from the following district employees
 1. Ashley Strange, Instructional Assistant
 2. Shawn Lucas, Special Education at LMS
 3. Lucas Bazzano, Math Interventionist at LMS

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

None

V. Consent Agenda

- 1. Approval of minutes**
 1. Policy Subcommittee Meeting – 05/10/2022
 2. Facilities Subcommittee Meeting – 05/10/2022
 3. LBoE Regular Meeting – 05/10/2022
 4. Policy Subcommittee Meeting – 06/06/2022
 5. 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 a school-by-school update, with the following highlights

- 1. LES** – They recently enjoyed a Barn dance, which featured games, coloring, and lots of decorations. There was also a Bagels and Books night, as well as the book fair. The 4th graders visited the middle school.
- 2. LMS** – 8th grade celebrations included cotton candy, a slip and slide, and limbo, while 7th graders enjoyed a Bike and Hike. New LJHS members were inducted. Upcoming events include Field Day and the 8th grade promotion ceremony.
- 3. LMHS** – Prom was held at Saint Clements Castle, and was a lot of fun in a beautiful setting. Seniors enjoyed their Senior Outing and are looking forward to graduation and the upcoming Project Graduation overnight trip. Field Day included face painting, volleyball, badminton, Cornhole, and many other activities. Mayfest and the Pops concert were fun and successful. A spring sports roundup noted the Girls Tennis team was crowned ECC champs, a first for the program. The Boys team sent two players to the ECCs. The Track team will be participating in upcoming Decathlon and Heptathlon events, as well as holding their banquet. Baseball advanced to the 2nd round of playoffs, and Softball reached the 3rd round.

VII. Committee Reports

- A. Curriculum** – D. Person reported they met tonight (06/09/2022), with Curriculum Director Rita Quiles-Glover providing updates on testing, professional development, and upcoming district efforts during the summer break. They also discussed math pathways, as well as new course updates (which include the drone, CNA, and turf management programs).
- B. Safety & Security** – D. Whitcher stated they met tonight (06/09/2022) in Executive Session.

- C. Superintendent's Evaluation** – J. Konow stated that since they last met in Executive Session, they had met with Superintendent Gonzalez and reviewed the result of this year's Evaluation, thereby completing the committee's function for the year.
- D. Negotiations** – A. Margerelli-Hussey stated they met, and are currently discussing the custodians' contract, which she noted is a topic for tonight's anticipated Executive Session, as well as an action item.
- E. Policy** – M. McCall stated they met (06/09/2022) and noted several items up for first and second readings at tonight's meeting.
- F. Finance & Facilities** – The merged Finance and Facilities committees met tonight (06/09/2022), discussing the following Facilities topics
1. **LMHS Baseball Press Box** – The plan is for the box to be operational by next baseball season. Preparations are underway for work to begin next month. There are also discussions underway regarding seating and a press box for the softball field.
 2. **Turf & Landscape Bids** – The current contract expires at the end of this month (06/30/2022). A bid from Powers Outdoor Services for about \$65,000 is under consideration.
 3. **Proposed Preventive and Full-Service Maintenance Programs for District HVAC/Heating/Hot Water Equipment** – Contracts relating to these services are up soon, and extensions are being discussed. There will be a 3% increase in costs, and a 1-year extension.
 4. **Legislation/Grant Assistance for HVAC improvements** – There are several pieces of state and federal-level legislation that will provide assistance in completing HVAC improvements; the district will be applying for that aid as soon as applications are made available.
- G. Enrollment** – B. Calef stated they did not meet.
- H. Governance** – S. Haynes asked BoE members to check their availability for a proposed July BoE retreat, with the 26th mentioned as a possibility. She then discussed the status of the 2022-2023 budget, noting the initial proposed budget was rejected during the Town Referendum of May 24th, 2022. The revised Board of Finance budget proposal includes a 2.5% increase for the schools (up from 1.13% in the initial proposal). A second referendum is scheduled for June 21st.

VIII. Administrators' Reports – A. Gonzalez noted he did not request written reports from administrators this month. The following updates were provided.

1. **LES** – J. Scorso mentioned several end-of-year events, including final assemblies recognizing Huskies of the Month, Jen Olsen as this year's Teacher of the Year, and Julie Lake as Instructional Assistant of the Year. Field Day was a great success, as were the 3rd and 4th grade concerts. End of year testing in both academics and SEL has been completed, as have various service projects at each grade level. The final field trips of the year are upcoming as well.
2. **LMS** – R. Laskarzewski noted he had missed the last BoE meeting due to attending the Teacher of the Year ceremony in Hartford with Erica Strong (LMS English/ELA teacher), who had been a finalist the prior year, when the ceremony was cancelled due to COVID. Recent highlights at the middle school included an 8th grade job shadowing event in the gym and the music concert (held in the LMHS auditorium).

- 4th grade parent night and the 4th grade visit were both successful. The 7th grade Bike and Hike was great, as was the 8th grade celebration ceremony. All grade levels will have Field Day next week. End-of-year assemblies recognizing students and staff will be held next week as well, including recognition of Amy Reynolds (5th Grade Science) as this year's LMS Teacher of the Year. Assessments were completed today (06/06/2022), and will hopefully be completed earlier next year.
3. **LMHS** – J. Apicelli and S. McCarthy reported. J. Apicelli noted graduation will be held next week (06/17/2022). Related upcoming events include the senior banquet and Project Graduation trip. S. McCarthy also recognized David DeCarli as LMHS Teacher of the Year, noting he won district Teacher of the Year as well.
 4. Kathleen Smith spoke on behalf of the town, thanking the chorus and band for participating in the Memorial Day Parade. She also noted the VoAg program won the float contest.
 5. **District** – D. DeLia (Director of Pupil Services) reported she has been very busy with PPT meetings during the last two months of the year. She also noted the district has been approved for DESA, an SEL platform, which will be implemented in July. The district has also been approved for a new IEP implementation coaching program. ESY will run through the month of July. There are many additional summer projects on the calendar.

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

1. **Enrollment** - Enrollment report (as of 06/07/22) was included in the board packet. Total district enrollment is 964 (LES – 359; LMS – 274; LMHS – 331). Superintendent Gonzalez noted the largest increases have occurred at the elementary school, owing mostly to ongoing pre-K screenings.
2. **COVID-19 Update** – Today's dashboard update reported zero cases of COVID-related isolation among staff or students at LES and LMS. There are 4 students and 1 staff member at LMHS currently isolating. This comes after a slight spike in cases in prior weeks. There have been 452 cases throughout the district this year. A. Gonzalez thanked the school nurses, administrators, staff members, students and families for their continued efforts to keep students learning in-person.
3. **2022-2023 Budget** – Superintendent Gonzalez thanked the community for their support throughout the budget process. He also thanked the Board of Finance (BoF) for their collaboration and responsiveness to community input. He reiterated that the second budget proposal includes a 2.5% increase for schools, and that the next referendum is Tuesday, June 21st from 6 a.m. to 8 p.m. He stated his belief that the 2.5% increase would allow the district to maintain current staffing and programming levels, as well as supply requests. It will limit some new initiatives. He feels it is a very reasonable and responsible number, and looks forward to the referendum results.
4. **ASTE Compliance Report** – A. Gonzalez first recognized members of the Lebanon VoAg program headed to nationals. They are Sadie Boothroyd, Sarah Cropley, Erin Grossman, and Becca Risley (farm business management) and Ella Allen, Laurelin Boyer, and Rowan LaFleur (agricultural marketing). He then discussed the recent ASTE report, which rates compliance within the VoAg program. This is a Connecticut State Department of Education (CSDE) mandated review. The report was included in the board packet. A. Gonzalez noted two compliance issues, the first

being a lack of a racial and ethnic diversity plan. The second involves missing meeting minutes. J. Apicelli reported further, stating discussions with Harold Mackin (who conducted the review) had provided data regarding the diversity of the surrounding area, which will be used to develop a program hopefully more reflective of that diversity. The next step is to recruit more students. Second, the minutes of the two most recent consulting committee meetings were not provided to the reviewers. J. Apicelli stated they are being gathered and will be submitted shortly.

5. **Perkins Grant/New Barn Discussion** - A. Gonzalez shared that the district is applying for a \$50,000 Perkins grant for the purpose of building a new 30' x 40' prefabricated metal barn. It would feature 8 stalls, a concrete floor, automatic water and electricity, and would allow the district to add three more species to the program, as well as more hands-on learning. The application is currently in-process. N. McGillicuddy asked about a timeline for completion, assuming the grant is approved. J. Apicelli said the state's time requirements are fairly quick and aggressive. He believes the money must be encumbered by September, and everything done by November. N. McGillicuddy asked if \$50,000 would be enough. J. Apicelli stated the ASTE grant Lebanon already receives allows them to use any overages to improve the VoAg program, so any shortfall relating to the new barn would be covered by grant money already within the district.
6. **2021-2022 Annual Report** – A. Gonzalez stated his intention to assemble a comprehensive annual report, which will include data that will be received in the coming weeks. He hopes to have it completed in time for July's BoE meeting, and will post it to the district webpage for public viewing.

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

1. The district is still awaiting bills from Professional Electric for the electrical upgrades relating to the IR scanners.
2. Repair work on the tennis courts is will begin 06/22/2022, with a projected completion date of 07/01/2022. A 50% deposit of \$3,750 has already been submitted.
3. Scholar Painting will be fixing the overhang at the high school in the upcoming week, which will complete their work.
4. A summer project list was previously provided to the BoE, outlining repairs and improvements to be conducted during break. K. French stated they will also be completing the list of repairs compiled by the fire marshal, as well as staff maintenance requests.
5. N. McGillicuddy asked about the status of the door replacement project. The project is almost fully completed, with a few doors at the high school remaining. Outlets have been installed. The projected cost for the remaining doors is around \$7,400, which could be taken from either SIP or the operating budget. The work will hopefully be completed this summer.

XI. Finance Report – V. Belles reported. Updated finance reports were included in the board packet. End-of-year efforts have resulted in a busy month of May, and adjustments relating to closing out of grants will be reflected in June's reports. The district also received their last excess cost reimbursement, in the amount of \$44,839, which she noted was significantly

lower than the anticipated amount of \$458,598. This is due to the December filing of student data. The anticipated amount was based upon a different student base count. The district will not be receiving any further reimbursements related to this line item. N. McGillicuddy asked if fuel prices had been locked in yet. They have not. Fuel prices are around \$5 per gallon, and the district has until this point waited to see if they will come down at all. V. Belles noted she has had discussions with town officials, as it is a town decision, and they are keeping a close eye on prices.

XII. New Business – M. McCall noted the inclusion of redlined proposed changes in the board packet for the following policies, submitted for first reading tonight. N. McGillicuddy asked if any revisions to policy #5055 (specifically regarding weapons) had been introduced, which she feels is important given that concerns were raised by a parent regarding this policy. A. Gonzalez stated that no changes related to weapons were included in the revised policy. He also stated that community concerns seemed to relate to communication (or lack thereof) regarding those situations, which he called an aspect of administrative regulation that will be improved. He also stated that the district's legal counsel did not recommend adjusting the policy further.

1. First Reading, Policy #5026 – Administration of Student Medications in the Schools
2. First Reading, Policy #5027 – Drug and Alcohol Use by Students
3. First Reading, Policy #5005 – Student Discipline
4. First Reading, Policy #5010 – Use of Private Technology Devices by Students
5. First Reading, Policy #5028 – High School Graduation Requirements

XIII. Action Items

1. Act on Letters of Resignation

Motion by J. Konow and seconded by N. McGillicuddy to accept the letters of resignation with regret. The motion passed unanimously.

2. Act on Substitute Wages

Superintendent Gonzalez noted the district had previously raised the rate of pay for substitutes in the hopes of attracting a larger pool of substitutes. Additionally, the state's minimum wage increase (rising to \$14/per on July 1st, 2022) also required the district to increase the pay rate further. B. Green asked if there was any discussion about raising the pay rates for substitute teachers (particularly those with degrees/certifications) as well. A. Gonzalez said it had been (and will continue to be) considered.

Motion by N. McGillicuddy and seconded by D. Whitcher to accept the substitute wage increase. The motion passed unanimously.

3. Act on Adoption of the Flexibilities for Educator Evaluations

Motion by D. Person and seconded by N. McGillicuddy to approve the adoption of the flexibilities for educator evaluations. The motion passed unanimously.

4. Act on Bid for Turf & Landscape Contract

N. McGillicuddy reported two bids had been received for this contract, the first from Powers Outdoor Services in the amount of \$64,992. The second, from Swanson Landscaping, was for \$130,000. The facilities committee recommends accepting the bid from Powers.

Motion by M. McCall and seconded by B. Green to accept the bid from Powers Outdoor Services. D. Person asked how bids are sought/obtained. K. French said a notice is put in the Norwich Bulletin (for one day, as required by law), as well as being posted on the school website (for at least a week). Per upcoming legislation changes, the one-day public posting will no longer be required. D. Person asked if that meant the bid openings would only appear on the website, meaning potential contractors would have to go looking for the posting. A. Gonzalez confirmed. V. Belles noted another option, the state's CT Source website, which alerts approved vendors of bid openings throughout the state. This resource would be free to the district. S. Haynes stated the need for at least 3 bids for any contract sought by the district. K. French also stated this is a one-year contract, with the option for two separate one-year extensions. The BoE discussed the advantages of securing these contracts much earlier in the year as well.

The motion passed unanimously.

- 5. Act on Contract Extension for Preventive Maintenance Program for District HVAC Equipment**
- 6. Act on Contract Extension for Full-Service Maintenance Program for District's Heating and Hot Water Equipment**

N. McGillicuddy reported the one-year extension includes a 3% increase.

Motion by N. McGillicuddy and seconded by J. Konow to approve the contract extension for preventive maintenance program for district HVAC equipment and the contract extension for full-service maintenance program for district heating and hot water equipment. The motion passed unanimously.

- 7. Act on Line Striping and Crack Sealing at LES**

K. French and A. Gonzalez stated this is part of the three-year maintenance/repair cycle for the parking lots. This would include sealing the entire parking lot, as well as repairing cracks and repainting lines. D. Person asked if this contract was sent out to bid as well. Sullivan Paving (the contractor) is a DAS-approved vendor, and already has the lowest price, per K. French. The funds will come from next year's capital budget.

Motion by N. McGillicuddy and seconded by J. Konow to approve the line striping and crack sealing at LES. The motion passed unanimously.

- 8. Act on Bid for Food Service Contract**

V. Belles reported the state's nutrition program required the district to go out to bid for the food service management company. The district received one bid (from the current vendor, Chartwells). The district must have a contract in place for July 1.

Motion by M. McCall and seconded by N. McGillicuddy to authorize the superintendent as the school food authority (SFA) representative to enter into

the state-approved food service contract with Compass Group USA Incorporated, through Chartwells. The motion passed unanimously.

9. Act on 2022-2023 Meal Costs for Students

The state reimbursement program is ending on June 30th, meaning the district must start charging for meals on July 1st (not including students in the free and reduced meal program). The district last discussed updating meal costs in June of 2020, but the introduction of the state's meal reimbursement program in July of 2020 rendered that discussion unnecessary. With the program's expiration, the district must adjust their meal prices, but the state has not issued their requirements yet. V. Belles recommends approving the rates from June 2020, and revisiting the topic once the state issues their guidance. S. Haynes stated that because the BoE had previously voted on these rates, no new vote is required.

10. Act on Revision to 2022-2023 Special Services Rates

This is an updated and corrected listing of special education service rates in the district. Previously shared documents (in January of 2022) listed an incorrectly calculated rate. The move to block scheduling at LMHS also factored into changing how special service rates are determined. The updated rates are included in the board packet.

Motion by J. Konow and seconded by M. McCall to approve the revisions for 2022-2023 special services. The motion passed unanimously.

11. Act on Second Reading – Update – Policy #0001 -Policy Concerning Health and Safety Protocols Related to the COVID-19 Endemic

12. Act on Second Reading – Update – Policy #1002 – Green Cleaning Programs

13. Act on Second Reading – Update – Policy #1007 – Use of School Facilities

14. Act on Second Reading – Update – Policy #1008 – Policy Regarding Visitors and Observations in Schools

15. Act on Second Reading – Update – Policy #1009 – School Volunteers, Student Interns and Other Non-Employees

16. Act on Second Reading – Update – Policy #5025 – Tuition for Children of Staff

17. Act on Second Reading – Update – Policy #9013 – Formulation, Adoption, Amendment or Deletion of Administrative Regulations

Motion by M. McCall and seconded by D. Person to approve action items 11 through 17. The motion passed unanimously.

18. Act on Second Reading – Delete – Policy #9004 – Filling Vacancies on the Board

Motion by M. McCall and seconded by J. Konow to delete policy #9004. The motion passed unanimously.

XIV. Executive Session

Motion by M. McCall and seconded by J. Konow to enter into executive session for the purpose of reviewing the school custodian contract negotiations and the

**superintendent's contract, inviting the superintendent to join for the first portion.
The motion passed unanimously.**

The board entered executive session at 9:12 p.m.

The meeting came out of Executive Session at 9:33 PM and Superintendent Gonzalez was invited to return to the meeting.

XV. Action Item

Motion by Nicole McGillicuddy and seconded Alexis Margerelli-Hussey that the board approve the School Custodian contract as presented.

The motion passed unanimously.

Motion by Alexis Margerelli-Hussey and seconded by Nicole McGillicuddy that the board approve the superintendent's contract as discussed in executive session and authorize the chair to make the presentation.

The motion passed unanimously.

XVI. Items for Next Agenda

Sarah told the board that her goal for next year is to have the school year wrapped up in June so that the July meeting can be canceled and the board will only have the retreat in July. If there are any other issues, let the chair know.

XVII. Adjournment

The meeting was adjourned by the chair at 9:37 PM.

Respectfully submitted,
Hannah Walcott (Board Clerk)