

**LEBANON BOARD OF EDUCATION
SPECIAL MEETING
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
FEBRUARY 14, 2023 - 4:00 PM
MINUTES**

IN ATTENDANCE:

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

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

I. Call to Order

Chair Sarah Haynes called the meeting to order at 4:01 p.m. and led the audience in the Pledge of Allegiance.

II. Recognition – A. Gonzalez recognized the elementary school’s CAS Leadership Conference attendees:

- A. Lilly Huntington
- B. Monty Ramer
- C. Reagan Merritt
- D. Mia Bundy
- E. Charlotte Rogers
- F. Ethan Wengloski

III. Communication – A. Gonzalez shared the following letters of retirement, with Board members expressing their thanks for the many years of dedicated service represented:

- A. Barbara Lazur (LES Reading)
- B. Christine Burelle (LES 2nd Grade)
- C. Kathleen Smith (LES 4th Grade)
- D. Sheri Wilson (LMS Special Education)
- E. Cynthia Hisman (LMHS Social Studies)
- F. Karen Mitchell (Custodial Services)

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

Mark Matkovich (784 Beaumont Highway) is a member of the Navy, and has two sons with autism. He spoke very highly of his family’s experience in the Lebanon school system, which has been a major reason he has chosen to stay in Lebanon over career opportunities. He noted the Special Education portion of the budget has always been

effectively managed, but often comes in under budget. He would like to push the town to fund it fully, noting “the needs of tomorrow are the wants of today.”

V. Consent Agenda

A. Approval of minutes

1. Enrollment Subcommittee Meeting – 01/10/2023
2. Facilities Subcommittee Meeting – 01/10/2023
3. Finance Subcommittee Meeting – 01/10/2023
4. LBoE Regular Meeting – 01/10/2023
5. Policy Subcommittee Meeting – 01/17/2023
6. Policy Subcommittee Meeting – 02/06/2023
7. Facilities Subcommittee Meeting – 02/07/2023
8. Finance Subcommittee Meeting – 02/08/2023
9. 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 – A. Zimnoch reported. Highlights at Lyman include the American Legion Oratorical Competition, with LMHS student Kendall Breault advancing to states. The Wrestling team placed sixth overall at ECC Championships and won Division 3. Boys’ Indoor Track placed seventh overall at ECCs. The Girls’ team placed fourth overall. Recent events include a Pep Rally, Valentine’s Dance, and Girls’ Basketball Senior Night. At LMS, winter sports are underway, and students enjoyed the Book Fair. LES students also had their Book Fair, and enjoyed a Candyland-themed dance. The Invention Convention is tomorrow. District-wide, Evening with the Arts is scheduled for March 2nd at Lyman. The spring musical (*Mamma Mia*) is scheduled for March 10th, 11th, and 12th.

VII. Committee Reports – Recent minutes were included in the board packet. Highlights and additional discussions are included below.

- A. Finance** – B. Green noted the committee has begun discussions on conducting a Long-Term Planning study. Extensive updates to the Facilities Capital List were made, with several items scheduled for a vote this evening. The subcommittee voted unanimously to approve those items.
- B. Facilities** – N. McGillicuddy reported. The scissor lift will be delivered shortly, as will the new LMS scoreboard. Moisture is causing LES gym floor issues, and must be addressed before the floor can be repaired. Cracks in the tennis court have elongated and will be addressed next.
- C. Enrollment** – N. McGillicuddy reported they did not meet.
- D. Policy** – M. McCall noted they met twice, and have been working to review all policies. There are several items for first and second readings this evening.
- E. Negotiations** – A. Margerelli-Hussey reported productive meetings with the paras, and upcoming discussions with the secretaries.
- F. Superintendent’s Evaluation** – J. Konow said the mid-year evaluation is complete.
- G. Curriculum** – D. Person stated they did not meet this past month, but they will be meeting with the Policy subcommittee to discuss relevant policies soon. S. Haynes

asked if there was any update regarding reading legislation; D. Person said no, but she believes discussion and more information is upcoming.

H. Safety & Security – D. Whitcher stated they did not meet.

VIII. Administrator's Reports – Full written administrator's reports were included in the board packet. Additional discussions:

A. LMHS - S. Singleton reported on meetings held with both staff and students regarding the class of 2026, and assessing the challenges they may face as they transition to Lyman, and how to better assist them. Meetings are in the early stages, but she has met with several student groups to solicit input, and will continue to do so. She noted their input has been very insightful and helpful.

B. LES – J. Scorso noted i-Ready diagnostic is complete, and information has been sent forward to families. DESSA administration is underway as well.

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

A. COVID/Health Update – As of Friday February 10th, there were zero student cases and one staff case in district. There has been a total of 159 cases among staff and students in-district to date.

B. Proposed 2023-2024 Budget Presentation – Inflation has impacted nearly every aspect of finances, and they have worked hard to reduce costs while maintaining the best resources and support for learners and staff. After receiving initial requests from administrators and staffers, the projected increase was 7.2%. He stressed they did not make any adjustments to those requests, but merely brought them forward. This initial projection does not include any new initiatives or staffing increases. It accounts for current staff, services, and programs to be rolled over (including contractual increases). It also includes necessary responses to several unfunded mandates, such as K-3 reading assessments and professional development requirements. Possible cost savings (via staff reorganization, Voluntary Early Retirement Incentive Plan participation, insurance changes, bus contract restructuring, and changes in Special Education costs) are roughly \$536,127. This would bring the projected increase down to 4.61%. He noted Special Education costs are a moving target, and subject to change. They also represent a large portion of the budget. Employee salaries & benefits, contractual/fixed services, and transportation costs account for 96.6% of the budget. They have been working to make pay more competitive in-district. The BoE agreed to hold a special meeting next week to further discuss the proposed budget.

X. Finance Report – V. Belles reported.

A. 2022-2023 Budget – The district is on track compared to five-year historical comparisons. She noted some grant drawdowns which have begun. The first excess cost payment is expected at the end of February. S. Haynes noted changes in the formulas used to determine funding, which V. Belles further explained. Some changes will likely benefit the district, while some may not. The effect on each district will be different. She also reported the state has approved free lunches for the remainder of the school year.

XI. New Business

1. First Reading – Update – Policy #1140/Policy #1013, Distribution of Materials
2. First Reading – Update – Policy #5145.12/Policy #5034, Search and Seizure
3. First Reading – Update – Policy #9323/Policy #9015, Construction and Posting of Agenda
4. First Reading – Update – Policy #5006, Physical Activity, Undirected Play and Student Discipline
5. First Reading – New – Policy #6006, Use of Commercially Produced Electronic Media
6. First Reading – New – Policy #3008, Model Code of Conduct Governing Procurements Under Federal Award
7. First Reading – New – Policy #5027, Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)
8. First Reading – Delete – Policy #5124, Reporting Systems
9. First Reading – Delete – Policy #5122, Summer School
10. First Reading – Delete – Policy #5145.7, Identification of Handicapped Students
11. First Reading – Delete – Policy #5142, Student Insurance
12. First Reading – Delete – Policy #5141.22, Students with Chronic Infectious Diseases

XII. Action Items

1. Act on Letters of Retirement

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

2. Act on Second Reading – New – Policy #5033, Child Sexual Abuse and Assault Response
3. Act on Second Reading – Delete – Policy #6176.1, Video Studio Facility and Broadcast Policy

Motion by M. McCall and seconded by N. McGillicuddy to approve the adoption of item #2 and the deletion of the policy on video studio facilities. The motion passed unanimously.

4. Act on 2023-2024 Capital Budget

Motion by B. Green and seconded by N. McGillicuddy to approve the 2023-2024 Capital Budget. The motion passed unanimously.

5. Act on 2023-2024 Operating Budget

Motion by N. McGillicuddy to approve the 2023-2024 Operating Budget. There was no second. No action taken.

K. French and J. Dulac offered background on the following action items. Several relate to emergency situations requiring timely repairs. Technology requests are in line with ongoing improvements.

- 6. Act on the emergency replacement of the water heater at Lebanon Elementary School utilizing the non-lapsing account for an amount up to \$29,168**

Motion by B. Green and seconded by D. Person to act on the emergency replacement of the water heater at Lebanon Elementary School utilizing the non-lapsing account for an amount up to \$29,168. The motion passed unanimously.

- 7. Act on the emergency replacement of the heat recovery wheel at Lebanon Middle School on roof top unit 1 utilizing the non-lapsing account for an amount up to \$9,673**

Motion by B. Green and seconded by M. McCall to Act on the emergency replacement of the heat recovery wheel at Lebanon Middle School on roof top unit 1 utilizing the non-lapsing account for an amount up to \$9,673. The motion passed unanimously.

- 8. Act on the emergency repair of Lyman masonry blocking utilizing the non-lapsing account for an amount up to \$4,000**

Motion by B. Green and seconded by N. McGillicuddy to act on the emergency repair of Lyman masonry blocking utilizing the non-lapsing account for an amount up to \$4,000. The motion passed unanimously.

- 9. Act on the capital expenditure for network infrastructure utilizing the non-lapsing account for an amount up to \$10,000.**

This item would expand Wi-Fi coverage to playing fields.

Motion by B. Green and seconded by N. McGillicuddy to act on the capital expenditure for network infrastructure upgrade utilizing the non-lapsing account for extending Wi-Fi to the fields for an amount up to \$10,000. The motion passed unanimously.

- 10. Act on the capital expenditure for student refresh utilizing the non-lapsing account for an amount up to \$17,500.**

This item would replace 70 Chromebooks which will be out of date shortly.

Motion by N. McGillicuddy and seconded by J. Konow to approve the capital expenditure for student refresh utilizing the non-lapsing account for an amount up to \$17,500 for Chromebooks. The motion passed unanimously.

11. Act on the capital expenditure for student refresh utilizing the non-lapsing account for an amount up to \$22,000.

This item would provide for lab updates at LMS.

Motion by N. McGillicuddy and seconded by M. McCall to approve the student refresh utilizing the non-lapsing account for an amount up to \$22,000 to upgrade the lab at LMS. The motion passed unanimously.

12. Act on the capital expenditure for student refresh utilizing the non-lapsing account for an amount up to \$14,400.

This item would provide for lab updates at LMHS.

Motion by N. McGillicuddy and seconded by M. McCall to approve a student refresh at Lyman utilizing the non-lapsing account for an amount up to \$14,400. The motion passed unanimously.

13. Act on the capital expenditure for safety and security camera upgrade utilizing the non-lapsing account for an amount up to \$30,000.

This item would expand security camera coverage.

Motion by N. McGillicuddy and seconded by B. Green to approve the addition of cameras to upgrade our security system utilizing the non-lapsing account for an amount up to \$30,000. The motion passed unanimously.

XIII. Items for Next Agenda

The BoE discussed possible dates for next week's Special Meeting to discuss the budget, and preliminarily agreed upon Wednesday February 22nd, to be held at Lyman. B. Green also requested an update on lapsing and non-lapsing projects and funds. There are some funds remaining from Lyman's 100th celebration, which the committee would like to use to print a book about Lyman. N. McGillicuddy noted they are about \$2,000 short and asked if the BoE may be able to assist.

XIV. Adjournment

Chair S. Haynes adjourned the meeting at 6:01 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)