

LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
NOVEMBER 20, 2013 SPECIAL SESSION – 7:30 P.M.
MINUTES

ATTENDANCE:

PRESENT: Stephen Nelson , Vice Chairman Jason Nowosad
 Sandra Tremblay, Secretary James Mello
 Lori Jahoda Albert Vertefeuille
 Donna Skaats

ABSENT: Keith Wentworth, Berthier Bosse

ALSO PRESENT: Superintendent of Schools Janet Tyler, James Apicelli, LMHS, Principal, Ann Birrell, LMHS Assistant Principal, Robert Laskarzewski, LMS Principal, Andrew Gonzalez, LES Principal, Anne Axton-Jones, Director of Curriculum, Cheryl Biekert, Director Pupil Services, Wesley Shaver, Director of Technology, Eve Spencer , Business Manager, Kevin French, Director of Facilities. Member of the press.

I. CALL TO ORDER

Stephen Nelson called the meeting to order at 7:30 PM and led the audience in the Pledge of Allegiance.

II. BOARD REORGANIZATION

1. Election of BOE Officers

Stephen Nelson explained the process for voting for officers. Nomination by James Mello to nominate Stephen Nelson as Chairman. Paper ballots were distributed. Voting results were unanimous for Stephen Nelson.

Sandra Tremblay nominated Donna Skaats for Vice Chairman. Jason Nowosad nominated James Mello. Paper ballots were distributed. Voting results were 3 votes for Donna Skaats (D. Skaats, S. Tremblay, L. Jahoda) and 4 votes for James Mello (J. Mello, S. Nelson, J. Nowosad, A. Vertefeuille). James Mello was elected Vice Chairman.

Donna Skaats nominated Sandra Tremblay for Secretary. James Mello nominated Albert Vertefeuille for Secretary. Paper ballots were distributed. Voting results were 3 votes for Sandra Tremblay (D. Skaats, S. Tremblay, L. Jahoda), 4 votes for Albert Vertefeuille (S. Nelson, J. Mello, J. Nowosad, A. Vertefeuille). Albert Vertefeuille was elected Secretary.

2. Subcommittee Assignment Input

A form for request of subcommittee assignments was explained and distributed by Stephen Nelson to members of the Board. Requests of members should be prioritized. Member can be on three subcommittees. Members were requested to send contact information to Stephen Nelson and the superintendent. BOE e-mail addresses will be set up for new members.

3. Board Retreat Discussion

Discussion of holding a retreat possibly in January. The last one was in May 2013. Stephen Nelson discussed that an invitation will be coming for a conference in December. Possible topics for a retreat were discussed including planning, goals and Board responsibilities, executive session, Robert's Rules of Order, FOI. It was noted that CCM also does a similar event. Further information will be forwarded via e-mail to Board members.

4. Role of Chairperson

Stephen Nelson discussed the role of Chairman. Robert's Rules of Order will be a guideline. It is not illegal for the Chairman to vote on issues.

III. COMMUNICATION

1. Letter of Retirement

Elizabeth Arrigoni has submitted her letter of retirement from her position with the school lunch program at the end of the school year. Superintendent Tyler thanked her for her work and dedication.

IV: PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

David Lopez spoke regarding having a football and cheerleading program at Lyman. Mr. Lopez also spoke on the positive impact of sports on children. Currently there is no option for students. The possibility of having a cooperative with another school was noted by Mr. Lopez.

Richard Staye inquired if the Board has regular scheduled meetings and if this is a regular or special meeting. Donna Skaats noted that this time is not a question and answer period, it is for public comment only. Stephen Nelson requested that Mr. Staye submit any comments or questions he may have to the Superintendent.

V. CONSENT AGENDA

1. Regular Meeting – 10/8/13
2. Communications Subcommittee – 10/8/13
3. Physical Plant/Facilities Subcommittee – 10/8/13
4. Transportation Subcommittee – 10/8/13
5. Physical Plant/Facilities Subcommittee – 10/8/13
6. Special Meeting – 10/22/13
7. Physical Plant/Facilities Subcommittee – 11/1/13
8. Special Meeting – 11/6/13
9. Letter of Retirement

Albert Vertefeulle made a motion to have item 1 removed from the consent agenda and items 2 – 9 be adopted. Seconded by Jason Nowosad. Motion passed unanimously.

Discussion of item 1. Motion made by Donna Skaats to correct minutes of Regular Meeting 10/8/13 minutes, page 4, 6th paragraph amount corrected to read \$94,899.76. Seconded by James Mello. Motion passed unanimously.

VI. REPORT OF COMMITTEES

James Mello reported for the Plant/Facilities Subcommittee. An energy audit has been completed at Lyman. A representative from Con-Serv presented to the subcommittee tonight the results of the audit. There would be a cost of \$21,000.00 up front but there would be savings over five years. Refrigeration and lighting would be updated. Other surrounding towns have done this cost savings program. There would be one year warranty on parts and labor. There is no deadline for this project. It was noted by Jason Nowosad that new technology items are supposed to last longer. It was noted by the Superintendent that this survey was only for Lyman, other schools will have to be revisited and would need the total cost options for the budget for next year. Kevin French will be following up on revisiting the survey for the other schools with Con-Serv.

Outside lighting and repairs have been completed at all the parking lots at all the school as reported by James Mello.

The status of the water and the wells at the elementary school was discussed. Kevin French gave an update. It was noted by the Superintendent that at no time was the school in violation. Kevin French noted that there is still a

trace of arsenic in well #1. The State was notified early in this process, and we are at this point waiting for feedback from the State and Dr. Powitz, Regional Sanitarian. The Board will be notified as soon as the status and recommendations are known. The possibility of a filtration system was discussed. There have been sewage drain problems at Lyman which have been cleared. A schedule of maintenance is being initiated.

Donna Skaats reported that the Policy Subcommittee has met. There are several items on tonight's agenda for discussion and possible action.

VII. ADMINISTRATOR'S REPORTS

Superintendent Tyler introduced the administrators to the new Board members. Mr. Apicelli welcomed new Board members. Mr. Apicelli noted that the Middle School and the High School had a challenge program for collecting items to send to U.S. Troops. The success of the Girls' Volleyball Team in the recent State Tournament and Final was discussed. Three buses of students went to the final game and the students conducted themselves very well. After school peer tutoring is being offered in the library from 2:30 – 4:00. This is a voluntary program. Ms. Birrell is overseeing this program.

Stephen Nelson inquired about the status of curriculum. Anne Axton-Jones reported that she has met with Lyman staff and are clarifying by department. They are also preparing for the NEASC which is coming up in the spring. Revisions to curriculum will take into account requirements for Common Core and Smarter Balance.

VIII. REPORT OF SUPERINTENDENT

1. WiFi

Wesley Shaver reported that the project is beginning. Carousel has ordered equipment which will be constructed at their Bloomfield office. The wiring will be worked on in December. There is a meeting tomorrow to check the existing infrastructure. The technology grant has been received.

2. Enrollment

Superintendent Tyler discussed the current enrollment at all three schools. Noted that tuition is paid for students that attend a magnet school, and if a special education student attends a magnet school, associated costs are also paid for by the district.

3. 2013-2014 Budget

Eve Spencer discussed the current 2013-2014 budget status as of 10/31/13. Analysis of most of the major accounts has been done. Transportation is still being worked on. Excess Cost Reimbursement calculation has changed and that reimbursement may be increased to 80%. Jason Nowosad discussed the total overall budget. Albert Vertefeulle inquired about the status of the 640 textbook account and the amount remaining in that account. Ms. Axton-Jones noted that some textbooks are just getting published, decisions will be made to see what textbooks fit the new standards. Eve Spencer discussed the vo ag grant received and the tuition that is charged per student. The vo ag grant must be used for that program. Greenhouse funding was discussed. It was noted that this grant has been received by the Town about six weeks ago. Stephen Nelson will be attending the Board of Finance meeting tomorrow night.

IX. ACTION ITEMS DISCUSS AND ACT UPON

1. Revise Authorized Signers of the ED-099 Agreement for Child Nutrition Programs.

Donna Skaats made a motion to add Eve Spencer as an authorized signer of the ED-099 Agreement for Child Nutrition Program. Seconded by Albert Vertefeulle. Motion passed unanimously.

2. Approve 2014 BOE Meeting Dates

Albert Vertefeuille made a motion to approve the 2014 BOE Meeting Dates. Seconded by Donna Skaats. Motion passed unanimously.

- 3. Donna Skaats made a motion to review as identified items 3 – 27 which are the first reading of revised policies. Seconded by Jason Nowosad.**

Donna Skaats discussed the changes to these policies that have been made by the Policy Subcommittee. These policies have also been reviewed by Shipman and Goodwin and they made some changes. Jason Nowosad discussed the policy of the duties of the chairperson going to legal counsel without any particular reason and the Superintendent seeking legal counsel on an emergency basis. Jason Nowosad discussed the policy regarding a student representative on the Board. Any particular questions on these policies should be e-mailed to Donna Skaats, and the Policy Subcommittee will review. Motion passed unanimously.

X. NEW BUSINESS/ITEMS FOR NEXT AGENDA

Add to next meeting agenda: Con-Serv Energy Audit at other schools, By-Laws 9300, public participation, Board Retreat, Subcommittee on Policies, Second reading of policies, update on Franklin schools.

XI. Adjournment

Motion made by Jason Nowosad to adjourn. Seconded by Sandra Tremblay. Motion passed unanimously. Meeting adjourned at 9:07 p.m.

Submitted by,

Kathleen E. Chapman
Board Clerk