

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
February 22, 2012 ~ SPECIAL SESSION ~7:00 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman James Mello, Secretary Stephen Nelson Sandra Tremblay	Darcy Battye, Vice Chairman Lori Jahoda Donna Skaats Judd Wardell
ABSENT:	Keith Wentworth	Morgan Meese, Student Representative

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lebanon Elementary School Interim Principal Bonnie Hanna; Interim Finance Director Eve Spencer; Director of Technology Wes Shaver, Director of Special Services Sandye Simon

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 7:02 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT. The Pledge of Allegiance was led by all in attendance.

II. COMMUNICATION

1. Letters of Retirement

Three letters of retirement have been received by the Superintendent. Lyman Memorial High School Consumer Family and Consumer Science Teacher Carol Goldstein will be retiring at the end of the school year. Also, Ellen Turner, Art Teacher and Barbara Anderson, Library Media Specialist from Lebanon Elementary School at the end of the 2011-2012 school year. The Board and Superintendent wish all three teachers well and thank them for their years of service.

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Linda Russo, LES Math support teacher, spoke to the members of the Board regarding school calendar concerns and potential staff cuts at LES particularly in the areas of Math and Reading support.

Kathleen Smith, 4th grade teacher at LES, also spoke on behalf of not cutting Math and Reading support teachers. It is important to meet the needs of the students and maintain student advancement. Math and Reading support teachers help achieve these goals.

IV. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of minutes

1. Regular Meeting – 2/7/12
Physical Plant/Facilities Subcommittee – 2/7/12, Policy Subcommittee – 2/7/12
Motion by J. Mello, seconded by D. Battye, motion passed unanimously. 8:0:0

V. REPORTS OF COMMITTEES

1. Physical Plant/Facilities Subcommittee

Boilers - J. Mello gave members a handout showing the three bids that were received for the boilers contract. To date \$10,787.00 has been expended in boiler repairs. The bids that were received showed that the repairs to the boilers would have been covered under a maintenance contract. EMCOR was the low bidder with a price of \$13,730.00. J. Mello will research if this is a one-year price or a five-year price as noted in the bid documents. The funds for this contract will need to be added to the 2012-2013 budget.

Well #2 - The Department of Public Health has accepted the detailed plan regarding well #2. Millenium will begin testing the water. If the results are negative, phase 2 will begin (correction of the drain line). If the water tests positive for contamination, another plan of action will be determined. The Board of Finance approved the \$5,000.00 necessary to begin rehabilitation on the well. RFP will be done by Anchor Engineering.

Capital Requests - A spreadsheet created by K. French was given to the members. The spreadsheet contains capital reserve and requests with cost details, if the project is replacement or repair and long range costs. Another packet that gives a narrative for each request that supports the costs for the maintenance/replacement.

2. Policy Subcommittee

The committee reviewed all policies listed on the agenda with the exception of #6153 Field Trips and #3451 School Activity Fund.

VI. ACTION ITEMS - DISCUSS AND ACT UPON

1. Approve second reading of revised policies:

#1110 Parent-Teacher Communication

Motion by D. Battye, seconded by L. Jahoda, J. Wardell abstained, motion passed - 7:0:1

#1330 Use of School Facilities with revisions.

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#3160 Board Budget Procedures and Line Item Transfers with revisions

Motion by D. Skaats, seconded by L. Jahoda, J. Wardell abstained, motion passed - 7:0:1

#3281 Fundraising Activities

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#3313 Purchasing

Motion by D. Skaats, seconded by D. Battye, motion passed unanimously - 8:0:0

#3451 School Activity Funds

Tabled until the next meeting

#3524.1 Pesticide Application on School Property with revisions

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#4111 Hiring of Non-Certified Staff

Motion by D. Skaats, seconded by D. Battye, motion passed unanimously- 8:0:0

#4118.112 Sex Discrimination and Sexual Harassment in the Workplace (Personnel) with revisions

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#4118.231 Alcohol, Tobacco and Drug-Free Workplace

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#4118.232 Prohibition Against Smoking - comprehensive version will be accepted

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#4153.1 Family and Medical Leave

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#5114 Student Discipline

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#5118.1 Homeless Children and Youth

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#5125 Confidentiality and Access to Education Records with revisions

Motion by D. Skaats, seconded by D. Battye, J. Wardell abstained, motion passed - 7:0:1

#6153 Field Trips

Tabled until the next meeting

2. Approve Boiler Bid for fiscal year 2012-2013

EMCOR was the low bidder with a \$13,730.00 beginning on July 1, 2012 through June 30, 2013. However, upon review of the documents it appears to be an estimate for five years. J. Mello will speak with K. French regarding if this bid is for one year or five years. The \$13,730.00 will need to be added to the 2012-2013 budget.

Motion by J. Mello and seconded by D. Skaats to approve a boiler maintenance contract for the 2012-2013 FY; awarded to EMCOR Mechanical Services.

Discussion: The Board is unclear of the length of the contract proposed (one year vs. a five year commitment). Favor - S. Tremblay; Opposed - L. Jahoda, J. Mello, D. Battye, M. Hofmann, S. Nelson, J. Wardell; Abstain - D. Skaats 1:5:1, Motion failed.

3. Approve 2012-2013 Proposed Budget

Handouts were given to members showing a variety of scenarios of reductions. Discussion followed with administrators how each school will be impacted by the reductions. Superintendent Tyler stated that the amount of hours that has been dedicated to working out each scenario was to have the least impact to students. The Board members discussed the importance of maintaining technology and student growth. More discussion followed

regarding the Board of Finance's directive of creating a 0% budget and the frustration of feeling that the schools are being restructured. The reductions were reviewed to see which cuts would have the least impact to staff, technology and most of all students.

A motion was made to have the Superintendent present a 10.83% budget increase to the Board of Finance.

Motion by J. Mello, seconded by S. Nelson, Ayes -J. Mello, S. Nelson, S. Tremblay and J. Wardell, Opposed - D. Battye, L. Jahoda, D. Skaats and M. Hofmann - tie

Discussion resumed with calculations being done regarding retirement positions being filled by teachers on non-matching steps or the removal of consultants that have not been utilized.

A motion was made to make the following reductions: Computer Service Maintenance (\$6,000.00), Special Education Inclusion Specialist (\$30,000.00), Special Education Contracted Services (\$15,000.00), Custodian (\$38,884.00), 5 half-time LES IA (\$53,670.00), LES Principal Differential (\$9,242.00), LMS/LES Asst. Principal Differentials (\$10,881.00), LES/LMS Team Leaders (\$38,216.00) and change Director of Curriculum to a Curriculum Coordinator that will work 10 months plus four weeks. This would allow the Superintendent to present a budget with a 9.489% budget increase (\$1,661,997.00)

**Motion by D. Skaats, seconded by S. Nelson, Ayes - J. Wardell, S. Nelson, D. Skaats, S. Tremblay, J. Mello; Opposed - L. Jahoda, D. Battye, M. Hofmann; Abstained - 0
Motion passed ~ 5:3:0**

4. Approve 2012-2013 Capital Budget

Handout was presented to the Board members. The Town needs to be aware of the items that are priorities and being added to a five year plan for each building. It should also be noted what items are safety or code compliance issues.

Motion by S. Tremblay, seconded by D. Battye, to approve the FY 2012-2013 capital budget request as presented. Motion passed unanimously.

VII. NEW BUSINESS/ITEMS FOR NEXT AGENDA

1. Review of audit findings
2. Approve second readings of Policy #6153 Field Trips and Policy #3451 School Activity
3. Report of the Finance Subcommittee
4. NEASC Update
5. Strategic School Profile Report
6. Technology Report
7. Status of well #2 project
8. Update from Fire Marshall walk - through of LMS

VIII. ADJOURNMENT

Motion to adjourn meeting at 8:30 PM by D. Skaats, seconded by D. Battye, motion passed unanimously.

**Respectfully Submitted,
Deborah L. Saucier,
Recording Secretary**