

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
January 24, 2012 ~ SPECIAL SESSION ~6:30 P.M.
MINUTES**

ATTENDANCE

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

ABSENT: Morgan Meese, Student Representative

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Special Education Interim Director Sandye Simon; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lyman High School Assistant Principal Carol Moore; Lebanon Elementary School Interim Principal Bonnie Hanna

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 6:30 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. Letter of retirement was submitted by Edith Ritz, Spanish teacher at LMS, effective as of June 30, 2012. Ms. Ritz will be relocating to Thailand for one year to volunteer as a Principal.
2. Letter of resignation was received from Elaine Lawless, Instructional Assistant at LES, effective immediately.
3. Tuition request from parent from Mr. David Lohbusch asking that his children be allowed to attend the Ledyard Aquaculture program. Lyman does not offer this program and his children would like to participate in this program.

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

Mr. Lohbusch shared tuition figures with the Board of Education members in regards to his two children attending the Ledyard Ag-Sci Program. Tuition costs would be approximately \$7,992.00 for each child.

IV. CONSENT AGENDA/DISCUSS AND ACT UPON

- A. Approval of minutes
 1. Regular Meeting – 1/10/12
Motion by D. Battye, seconded by L. Jahoda, J. Mello abstained, motion passed.
 2. Policy Subcommittee – 1/10/12, Physical Plant/Facilities – 1/10/12
Motion by D. Battye, seconded by L. Jahoda, J. Mello abstained, motion passed.

V. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. Proposed Partnership with Windham Public Schools

Dr. Adamowski, CSDE Special Master of Windham Public Schools, presented a “Tuition Exchange Program” to the Board members. Windham is in the process of dividing their high school into two academies. One academy will focus on Arts/Humanities (offering foreign languages such as Spanish, Latin and Mandarin, History and Music) while the second academy will focus on Math/Science with students being able to transfer their junior and senior AP classes into a UCONN or Eastern program. Districts can send students to the Windham academies beginning in 9th grade and Windham students can attend participating districts as an exchange for tuition. However, if more students from Windham wish to attend Lebanon, Windham will pay tuition for those students. Tuition payments, as well as student applications, will be handled by EASTCONN. EASTCONN will also establish the tuition amounts for the districts who will participate in this exchange. Tuition monies will be held in an escrow account and administered by EASTCONN. Monies can only be used by the districts for educational purposes (i.e. student development, professional development, transportation). Each year, districts will need to establish how many seats are available for incoming students and how many students will be sent to other districts. Transportation of students between districts needs to be established to determine if it will be at the town’s expense or the parents will be asked to transport the students. There will not be a common calendar between the participating districts. Parents and students will need to follow the school calendar, established school hours and grading semesters of the school that the child is attending, not the school calendar of the district they live in. Dr. Adamowski would like the Board of Education to considering partnering and sharing students between Lebanon and Windham, effective 2012-2013 school year.

2. Facilities Bids

• Boiler Full Service Agreement

Facilities Director K. French provided the Board with possible quotes for full service contracts (MEGA Mechanical Services, LLC and EMCOR Services) for the boilers within the District. Amounts proposed exceed the \$5000.00 range, which require an RFP to acquire bids.

• HVAC – Lyman Memorial High School

Facilities Director K. French provided the Board with quotes from EMCOR for the following projects:

Repairs to the condensing unit #2 at LMHS that serves Computer Lab (\$1,877.00).

Install 24,000 BTU ductless split heat pump unit to serve bus room at LMS (\$4,875.00).

• LMS well recommendation and associated costs

B. Handfield from Anchor Engineering reviewed the three options with the Board members

1) Moving the drain pipe and rehabbing well #2

2) Drilling a new well

3) Connecting Lyman and LMS by running pipes between the two schools

Options #1 and #3 are recommended to be the best courses of action. A proposal for all options was given to the Board members with anticipated costs and any equipment replacement that may be needed. A line item was added for unseen expenses that could arise. A review of the water needs at Lyman was discussed and determined that the average use is 3,500 gallons per day as compared to the 10-12,000 gallons that was allotted for. It was determined that the drain pipe can be safely relocated and the well #2 can be refurbished. Option #3 would connect LMS and Lyman with approximately 1200 feet of pipe. A route to avoid ledge, parking lots and athletic fields was submitted for review. Additional pipe would need to be added for back feed and pump stations would need to be upgrade/replaced with more efficient pumps.

3. Capital Reserve and Annual Capital Reserve process and forms

The Board was provided with the “Draft” capital/tip fund documents created by the Board of Finance.

4. 2012-2013 Budget

A binder was created for each Board of Education member to review for the meeting on January 25th. The Superintendent has been meeting with the Administrators to create a budget that includes a Curriculum Director, Team Leaders and full day Kindergarten as asked by the Board of Ed. Overall the compiled budget reflects an 11.7% increase for the 2012-2013 budget. The Board of Education members will be meeting on January 25th to review and discuss the compiled budget identifying building and program requests.

VI. ACTION ITEMS - DISCUSS AND ACT UPON

1. Approve second reading of policies:

- a. Policy #0521 Non-Discrimination
Motion by D. Battye, seconded by K. Wentworth, motion passed unanimously.
- b. Policy #3231 Individuals with Disabilities Education Act Fiscal Compliance
Motion by D. Battye, seconded by L. Jahoda, motion passed unanimously.
- c. Policy #3520.11 Holds on the Destruction of Electronic Information and Paper Records
Motion by D. Skaats, seconded by D. Battye, motion passed unanimously.
- d. Policy #3516.5 Sexual Offenders
Motion by D. Skaats, seconded by S. Tremblay, motion passed unanimously.
- e. Policy #4115.3 Evaluations, Termination and Non-Renewal of Athletic Coaches.
Discussion regarding current evaluation to become an annual review.
Motion by D. Battye, seconded by D. Skaats, motion passed unanimously.
- f. Policy #4112.5 Employment Checks
Motion by D. Battye, seconded by D. Skaats, motion passed unanimously.
- g. Policy #5141.41 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability
Motion by D. Skaats, seconded by J. Mello, motion passed unanimously.
- h. Policy #5145.4 Non-Discrimination – Students
Motion by D. Battye, seconded by D. Skaats, motion passed unanimously.
- i. Policy #5161.611 Chemical Health Policy for Student Athletes
Discussion followed regarding all students, not just athletes, being accountable. Policies submitted by Shipman and Goodwin will be reviewed.
Motion by D. Skaats, seconded by J. Mello, motion passed unanimously.

2. Approve partnership with Windham Public Schools

Motion by D. Battye, seconded by D. Skaats, K. Wentworth opposed, motion passed
Discussion followed regarding what this would mean for Lebanon students and students coming from other districts. Lyman needs to establish number of seats available for incoming students, financial guidelines in regards to EASTCONN and transportation of students.

3. Approve Facilities Bid for Boiler Full Service Agreement (LES, LMS, LMHS)

No motion was made

4. Approve Facilities Bid for HVAC at Lyman Memorial High School

No motion was made

5. Approve LMS well recommendations and associated costs

Motion by D. Battye, seconded by J. Mello, motion passed unanimously.
Discussion included option #1 of moving the drain pipe, and rehabilitating well #2. Pre-approval is needed from DPH. Then an RFP will be written and submitted for public bid for project completion.

Motion to enter executive session at 8:10 PM by L. Jahoda, seconded by D. Skaats, motion passed unanimously. To include the following members of the Board (M. Hofmann, D. Battye, J. Mello, L. Jahoda, S. Tremblay, S. Nelson, J. Wardell, K. Wentworth, D. Skaats) and Superintendent Tyler.

VII. EXECUTIVE SESSION TO DISCUSS

1. Update from Legal Counsel regarding pending litigation
2. Discussion of Employee Performance Evaluation

⤴ 8:30PM K. Wentworth left for Board meeting prior to discussion of Item #1 of Executive Session.

Returned to Special Session at 9:00 PM.

VIII. NEW BUSINESS/ITEMS FOR NEXT AGENDA

- ⤴ February 7, 2012 ~ 6:00 Facilities subcommittee
- ⤴ February 7, 2012 ~ 6:30 Policy subcommittee (to discuss remainder of “new” policies)
- ⤴ Windham contract details

IX. ADJOURNMENT

A motion was made by D. Skaats and seconded by D. Battye to adjourn at 9:02PM, motion passed unanimously.

Respectfully submitted by,

Deborah Saucier
Recording Secretary