

**LEBANON BOARD OF EDUCATION
LYMAN MEMORIAL HIGH SCHOOL LIBRARY MEDIA CENTER
NOVEMBER 22, 2011 ~ SPECIAL SESSION ~7:45 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman	Darcy Battye, Vice Chairman
	James Mello, Secretary	Lori Jahoda
	Keith Wentworth	Sandra Tremblay
	Stephen Nelson	Judd Wardell
	Donna Skaats (7:50 P.M.)	

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, LEA President, Edie Ritz, and Student Representative Morgan Meese.

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 7:45 PM at the Lyman Memorial High School Media Center at 891 Exeter Road, Lebanon, CT. The Pledge of Allegiance was said by all in attendance.

II. BOARD REORGANIZATION:

CHAIRMAN: D. Battye, Vice Chairman opened the floor for nominations for Chairman. K. Wentworth nominated M. Hofmann. With no further nominations, the vote was unanimous to appoint M. Hofmann as Chairman.

VICE CHAIRMAN: M. Hofmann opened the floor for nominations for Vice Chairman. S. Tremblay nominated D. Battye. With no further nominations, the vote was unanimous to appoint D. Battye as Vice Chairman.

SECRETARY: M. Hofmann opened the floor for nominations for Secretary. L. Jahoda nominated J. Mello. With no further nominations, the vote was unanimous to appoint J. Mello as Secretary.

Standing Subcommittee Assignments Input form was provided to members and Board reorganization to follow.

III. COMMUNICATION

E. Ritz, LEA President congratulated and welcomed newly elected Board members and thanked everyone for their service.

M. Hofmann, Chair shared a letter dated 11/02/2011 from C. Bender (resident).

M. Hofmann, Chair provided literature collected from CABE/CAPSS Conference which was attended by Superintendent Tyler, S. Tremblay and M. Hofmann on November 18, 2011.

IV. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes
None

V. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of minutes

1. Regular Meeting – 10/11/11

Motion by D. Battye, seconded by K. Wentworth, J. Wardell and S. Nelson abstained, 7 in favor: D. Battye, K. Wentworth, D. Skaats, S. Tremblay, L. Jahoda, J. Mello, M. Hofmann, motion passed

2. Policy subcommittee-10/11/11, Physical Plant/Facilities-10/11/11, Special Meeting 10/18/11, Special Meeting 10/25/11, Policy subcommittee 10/25/11

Motion by D. Battye, seconded by K. Wentworth, J. Wardell and S. Nelson abstained, 7 in favor: D. Battye, K. Wentworth, D. Skaats, S. Tremblay, L. Jahoda, J. Mello, M. Hofmann, motion passed

VI. REPORTS OF COMMITTEES

None

VII. STUDENT REPRESENTATIVE'S REPORT/ADMINISTRATOR'S REPORTS

M. Meese provided an update for the Board to include Fall activities at LMHS; NHS induction ceremony, food drive, Halloween celebrations, Miss Lyman Pageant, and the start of winter sports.

The Administrator's reports were enclosed in the Board packet.

VIII. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. NEASC - Mr. Salisbury provided the Board with a time line of the NEASC accreditation process. Discussion: K. Wentworth asked if NEASC was the only avenue for accreditation, Mr. Salisbury answered "yes. S. Tremblay asked about public input and Mr. Salisbury stated they would be solicited via surveys. J. Mello inquired about budget needs and community support. Mr. Salisbury raised the concern that the District lacks team leaders as a level of management. Superintendent Tyler stated the curricula is dated and they are working to update them to meet standards and SRBI requirements.
2. Facilities Update - K. French provided a monthly update including a packet of information.
3. Bozrah Shelter Request - Bozrah Elementary School has requested to identify LMHS as an emergency evacuation destination on their building plans.
4. Safe School Climate - (action item for Dec 13th meeting).
5. School Calendar - Superintendent Tyler provided the Board with a proposed 2011-2012 calendar revision due to unanticipated Fall storms. The "draft" revision was reviewed by the LEA and received a positive recommendation.
6. Enrollment - Supt. Tyler provided the Board with November enrollment numbers (enclosed in packets).

7. Budget 2011-2012 - Supt. Tyler notified District staff/employees that the current budget has been "frozen". Any requests will be scrutinized by the principals and Superintendent. The IDEA grant is able to absorb some Special Ed salary dollars to allow for some overage accounts.

8. Superintendent Tyler shared oil and diesel oil costs. The Board directed the Superintendent to purchase and prepay oil with allocated funds for a 5 cent savings per gallon. Diesel prices will continue to be monitored.

9. Budget 2012-2013 ~ Supt. Tyler stated that the budget season has begun as a "0" based process. Requests were initiated by staff and then processed through the Administration of each building then onto discussion with the Superintendent.

A BOE Budget Input Session will be held on 11/29/2011, 7:00PM in the LMHS Auditorium.

M. Hofmann provided a brief explanation about the 'joint' BOF, BOS, and BOE Capital discussions about a potentially establishing a BOE Tip Fund; expressing preliminary stages of concept.

IX. ACTION ITEMS - DISCUSS AND ACT UPON

1. Approve second reading of Policy #3525 Green Cleaning Programs.

Motion by L. Jahoda, seconded by D. Skaats, motion passed unanimously.

2. Approve second reading of Policy #4118.23/4218.23 Conduct – Certified/Non-Certified.
Motion by L. Jahoda, seconded by D. Skaats, motion passed unanimously.

3. Approve the first reading of Shipman and Goodwin new/revised policies.

Motion by D. Skaats, seconded by L. Jahoda: Vote: 8 in favor ~ D. Battye, D. Skaats, J. Mello, J. Wardell, S. Nelson, S. Tremblay, L. Jahoda, and M. Hofmann. 1 opposed-K. Wentworth. Motion passed 8:1.

4. Revise authorized signers of the ED-099 Agreement for Child Nutrition Program, to designate D. Whitty as an approved signer.

Motion by D. Battye, seconded S. Tremblay, motion passed unanimously.

5. Motion by D. Battye, seconded by L. Jahoda to deny request from employee R. Heon dated 11/11/2011. Vote: 7 ayes -D. Battye, L. Jahoda, J. Mello, J. Wardell, K. Wentworth, D. Skaats, and S.Tremblay, 1 nay - S. Nelson and 1 abstain - M. Hofmann.

Motion passed, request denied: 7:1:1.

Motion was made by L. Jahoda and seconded by K. Wentworth to enter Executive Session at 9:15 P.M. for purpose of discussing a personnel matter, update on Secretarial negotiations and update from Legal Counsel regarding pending litigation. **Motion passed unianimously.** Present in Executive Session were M. Hofmann, D. Battye, J. Mello, D. Skaats, J. Wardell, S. Nelson, S. Tremblay, K. Wentworth, L. Jahoda and Superintendent Tyler

X. EXECUTIVE SESSION

1. Personnel Matter
2. Update on Secretaries negotiations
3. Update from Legal Counsel regarding pending litigation

At 9:32PM, BOE member K. Wentworth exited Executive Session prior to Item #3's update.

Board reentered Regular Session at 9:35 P.M., BOE member K. Wentworth rejoined the Board meeting.

XI. NEW BUSINESS/ITEMS FOR NEXT AGENDA

1. 11/29/11 ~ BOE Facilities subcommittee meeting 6:30PM at LMHS
2. 11/29/11 ~ BOE Public Input Session 7:00PM at LMHS
3. 12/13/11 ~ Calendar, Budget discussion/review of Input Session, explanation of utility bills.
4. Subcommittee's for 12/13/11 ~ Policy – 6:15PM, Facilities – 7:00PM

XII. ADJOURNMENT

**Motion was made by K. Wentworth and seconded by D. Battye to adjourn at 10:05 PM.
Motion passed unanimously.**

Respectfully Submitted by,
Melissa Hofmann
Chair