

**LEBANON BOARD OF EDUCATION  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
August 23, 2011 ~ SPECIAL SESSION ~7:30 P.M.  
MINUTES**

**ATTENDANCE**

PRESENT:	Darcy Battye, Acting Chairman	James Mello, Secretary
	Brenda Bennett	Keith Wentworth
	Sandra Tremblay	Lori Jahoda
	David Jeannotte	Donna Skaats (7:35 PM)

ABSENT: Melissa Hofmann, Chairman

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

**I. CALL TO ORDER**

Darcy Battye called the meeting to order at 7:30 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**

None

**III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300**

Public participation – 30 minutes; Individual speaker – 2 minutes

Scott Elliott gave an update on the senior project by Tori Lussier. The project is on schedule and all work to the field will be done before school begins. A crane will be arriving to lift the roof back into place.

**IV. CONSENT AGENDA/DISCUSS AND ACT UPON**

A. Approval of minutes

1. Regular Meeting – 7/26/11

**Motion by J. Mello, seconded by L. Jahoda, K. Wentworth abstained, motion passed**

2. Policy Subcommittee – 7/26/11

**Motion by J. Mello, seconded by L. Jahoda, K. Wentworth abstained, motion passed**

**V. REPORTS OF COMMITTEES**

1. Policy Subcommittee

The Policy Subcommittee met and discussed the dress code policy particularly at Lyman High School. Discussion covered hats, flip flops, and shirts with spaghetti straps. The decision was made that students attire would be left to the discretion of the administration.

2. Goals/Strategic Planning Subcommittee

A handout was given to the Board of Education detailing the seven goals that the committee will be reviewing as well as updating the current mission statement. The members of the Board will be holding a retreat, and inviting a representative from Shipman & Goodwin to assist them.

**VI. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON**

1. TEAM

Carol Moore and Bonnie Hanna discussed TEAM (Teacher Education and Mentoring Program) in the district and gave a handout to the Board. They explained the process of what a beginning teacher and mentor go through to help a new teacher with an initial certificate achieve a higher certification. There are many challenges to this program and currently we have six new

teachers in the program with two teachers finishing up their second year of the program. There are eighteen trained mentors in the district. Much of the work is done online and teachers and mentors use this website to document their transition through this program.

2. Career Pathways

Steve Salisbury gave handouts explaining the breakdown of Tech Prep which encourages students to enroll in a series of classes for their junior and senior year that will earn them college credit at a community college. Three Rivers is the clearing house for any high school participating in this program. Three Rivers approves the curriculum and establishes guidelines for the students to follow. Currently, the completion rate of students who enroll in this program is 50%. Students and parents are notified in their sophomore year through newsletter and mailings of the requirements and the deadlines that need to be met in this program.

3. Facilities update

Superintendent Tyler reviewed the projects that have been completed to date. They are as follows: Propane tank, repair of walkways, roofs and storm drains, glass repairs, LES cafeteria floor, ADL room at LMS, handicapped bathroom at LMS, generators, fire alarm testing, fire extinguisher testing, gym floors. Heating vents are currently being replaced. Griggs and Brown have visited all three schools in regards to pest control. Asbestos material was found in the garage at LMS and is in the process of being properly removed.

4. Information Technology update

The laptops/cart that were ordered have been delivered. The licensing agreements are in place and Windows 7 is being installed to the new laptops. Imaging will continue throughout the year. The DC1 server has been retired and the new server is up and running.

5. Convocation/Luncheon

Convocation will take place on Monday, August 29<sup>th</sup> at Lyman. Breakfast will be sponsored by Liberty Mutual and Lunch provided by the LEA and Board of Education.

6. CABE/CAPSS Convention

Packets were handed out and the registration information is included.

7. Dental Insurance update

There is \$14,000.00 per month being deposited into the in-house check book and to date there have been \$2,400.00 in claims.

8. Budget 2010-2011

The Board of Finance was presented with the anticipated 10-11 budget figures. This will be a topic of discussion at the next Board of Finance meeting. The estimate for insurance payments was discussed and tabled until the next meeting. It was questioned if the Board of Education should pay the July health insurance bill in July and not June, as done by the Town.

9. Forensic Audit

Superintendent Tyler explained that the report given to the Board of Education members is not a forensic audit, but recommendation/suggestions to improve accounting practices between the Town and Schools. The Board of Finance will review as well. Superintendent Tyler stated that the suggestions are valid and should be considered for implementation. In response to David Jeannotte's questions as to the origin of this review, Superintendent Tyler responded that it was requested by the Board of Finance and ordered by the Board of Education.

10. Budget 2011-2012

A small amount of requisitions are being processed. Superintendent Tyler stated she will report more information in September.

## **VII. ACTION ITEMS**

### **DISCUSS AND ACT UPON**

#### **1. Approve out of state field trips**

A handout was given to the Board listing the out-of-state field trips. At LMS it was inquired what the anticipated cost of the Plimoth Plantation and Nature's Classroom trip would cost per student.

Principal Laskarzewski stated that the cost would be approximately \$250.00 per student since the parents are 100% responsible for the cost. Parents have been supportive of the trips and are willing to do fundraising. Dates for the Nature's Classroom trip have been tentatively booked.

**Motion by K. Wentworth, seconded by L. Jahoda, motion passed unanimously**

A motion was made to enter executive session at 8:30 PM with the invitation extended to Superintendent Tyler to join Executive Session. Keith Wentworth excused himself from Executive Session at 8:30 PM.

## **VIII. EXECUTIVE SESSION**

1. Update from Legal Counsel
2. Update on secretaries contract negotiations

A motion to leave Executive Session at 9:28 PM.

## **IX. NEW BUSINESS/ITEMS FOR NEXT AGENDA**

1. CMT, CAPT, AP Scores

## **X. ADJOURNMENT**

**Motion to adjourn by L. Jahoda, seconded by S. Tremblay at 9:32 PM, motion passed unanimously.**

Respectfully Submitted by,  
Deborah L. Saucier  
Recording Secretary