

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
JULY 13, 2011 ~ SPECIAL SESSION ~6:00 P.M.
MINUTES**

ATTENDANCE

PRESENT:	Melissa Hofmann, Chairman	Darcy Battye, Vice Chairman
	James Mello, Secretary	Brenda Bennett
	Sandra Tremblay	Keith Wentworth (6:25 PM)

ABSENT: Donna Skaats, Lori Jahoda, David Jeannotte

ALSO PRESENT: Superintendent of Schools Janet Tyler, EMCOR Facilities Director
Kevin French

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 6:01 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT. Ms. Hofmann led the audience in reciting the Pledge of Allegiance.

II. REPORT OF SUPERINTENDENT/DISCUSS AND ACT UPON

1. LES Cafeteria Floor Replacement Proposals

K. French reported that J.B. Flooring had submitted a proposal for the LES Cafeteria Floor project in the amount of \$11,011.60. \$2,500.00 will be subtracted for work being done in-house. The new amount would be \$8,511.60. Tools and a dumpster will be provided by J.B.Flooring. The new floor tiles will be easy to maintain and an extra two boxes of floor tiles will be left in case any tiles need to be replaced. The project includes stripping the floor and adhering new tile as well as new thresholds will be installed. There are two spots that will require extra work by replacing the subfloor. The time frame is 3-4 days and will not exceed \$16,000.00. Moisture testing was done on the floor over a period of one week. J.B. Flooring has the appropriate insurance /certificates which will be provided before job is started if they are awarded the bid. Some of the water damage done to the floor was due to mopping over broken tiles and mechanical equipment that was leaking.

2. Update from Facilities Director

K. French handed out a list of current projects, the vendors that are being used and a completion date. The list was reviewed by K. French giving descriptions of the work that is being done and any anticipated costs. The majority of the work that has been completed so far has been done by K. French and A. Metivier with assistance from Lebanon Public Works Crew, which is helping to keep costs to a minimum. Gray water lines have been snaked at Lyman. The leaking valve in Lyman's gym was replaced on July 1st. Walk-throughs will begin next week to get quotes for resealing the LMHS gym floor. Catch basins at Lyman have been repaired. Generators have been filled with fuel and it was discovered

that there is a burnt wiring harness with a ground missing. As the buildings are reviewed, projects that are not finished or new issues are being added to the tracker and being repaired as timely as possible. All roofs will be inspected on July 20th. It was recommended that more information be gathered in regards to herbicide use around the District to reduce the amount of poison ivy. All three schools have received letters that Asplundh will be doing tree pruning around the power lines. A new state mandate has been passed that does not allow pest control vendors to enter schools without a state representative conducting a prior walkthrough to determine the need, current issues, and how best to address them. LMS has the biggest issue with mice.

K. French is in the process of establishing a file system that will keep information together in one place to serve as a resource, re: maintenance of equipment, warranty information, repair costs, etc. A protocol will be established to determine project priority and how projects will be assigned, including associated costs.

Review of the past meeting minutes regarding the hot water heater showed the project should be completed, but K. French indicated that according to the blueprint there were items not completed. He will also check to see if the meters were added to meter water output. However, the hot water project does not appear to be complete and Accra-Temp has been contacted regarding project closeout.

3. Update From Food Services Director

B. Gankofskie inquired about the damaged propane tank and reimbursement for the propane the Lebanon Lunch Program paid for. Superintendent Tyler will contact the First Selectman for information.

B. Gankofskie shared information on the state mandate that is in effect for dealing with rodents in the school buildings. She stated that Lyman is also having major issues with rodents and letters to reverse the state mandate need to be sent to the Governor and state legislators.

S. Tremblay requested an explanation of how funds are taken in from the breakfast and lunch sales and how they are processed. The process of the cash received by each school and deposits was shared as well as statement reconciliation, through the audit process was outlined. The checkbook stays in district and B. Gankofskie is the signer on the account. The Business Manager used to reconcile the statements, but is now handled by B. Gankofskie. B. Gankofskie explained that the reimbursements from the federal government are 26 cents for students paying full amount, \$1.46/reduced students, \$2.49/free. Since Lebanon is certified as a healthy snack school, we receive an additional 10 cents per child for every meal, which is recorded as a statement reimbursement. The monies in the checkbook roll over from year to year and the lunch program pays the Town of Lebanon back for the personnel wages that are paid by the District. Monies in the account are also used to pay vendors and any repairs to the equipment. Discussion followed over the variety of milk choices. Chocolate milk is the biggest seller and it was felt that no longer selling the strawberry and vanilla milk would be acceptable and change the chocolate milk

to Healthy Moo. Local milk vendors have not yet submitted bids to be considered for participation in the consortium. The lunch program has an offer vs. serve program. Students are offered 3 of 5 components and by choosing at least 3, the program qualifies for reimbursement from the government.

III. ACTION ITEMS

DISCUSS AND ACT UPON

1. LES Cafeteria Floor Replacement

J.B. Flooring will be awarded the bid for the LES Cafeteria Floor, with a \$2,500.00 savings from in-house removal of old floor to be completed by district staff.

Motion by D. Battye, seconded by K. Wentworth, motion passed unanimously

IV. NEW BUSINESS/ITEMS FOR NEXT AGENDA

1. Retreat Dates
2. Dress Codes

V. ADJOURNMENT

Motion made by K. Wentworth and seconded by B. Bennett to adjourn at 8:00 PM

Respectfully submitted,
Deborah L. Saucier
Recording Secretary