

**LEBANON BOARD OF EDUCATION
MARCH 3, 2011
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
SPECIAL SESSION ~7:00 P.M.
MINUTES**

ATTENDANCE

Present:	Melissa Hofmann, Chairman	Brenda Bennett
	Darcy Battye, Vice Chairman	Keith Wentworth
	James Mello, Secretary	Sandra Tremblay
	Lori Jahoda	Donna Skaats (arrival 7:10 PM)
	Deanna Kokoszka	

Absent: Vanessa Gray, student representative

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Elementary School Principal Sandye Simon; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lebanon Elementary and Lebanon Middle Schools Assistant Principal Bonnie Hanna; Jerome Walsh, Director of Maintenance

I. CALL TO ORDER

Melissa Hofmann called the meeting to order at 7:00 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. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes

No public participation

III. FACILITIES UPDATE

1. Lyman Water Heater

Jody Walsh reported that Lyman has all bids waiting for approval by the Board of Education. Approval of the second phase of the water heater was given to the low bidder of AcuTemp of \$43,900.00. \$51,000.00 has been allocated for this project.

2. Middle School Well Project

Jody Walsh reported that the contractor is waiting for Spring to begin work. The well has been drilled, all pipes and wiring have been done and are in to the bunker. The Town of Lebanon is digging the trench. The contractor is LaFramboise with a bid of \$14,600.00. It was recommended that a special meeting be scheduled with the Board of Finance to have the funds transferred. The testing will be done by the State of Connecticut yearly.

3. Lyman Chlorination

Jody Walsh stated that everything was done on this project from the underground tank, running pipes to the building and the mechanical equipment installation is finished. All digging was done by the Town of Lebanon. There are no annual fees for the testing.

Chlorination substance will be purchased at the approximate cost of \$1,000.00 per barrel at the end of the year. Substance will be stored in the garage by the greenhouse. \$4,000.00 is allocated for the 2010-2011 year.

4. District Boilers/Alarm System

Jody Walsh and Steve Salisbury explained to the Board of Education the procedure in how the boilers are hooked to email system for notification if an alarm triggers on the boilers. There have been in the past alarms that have not triggered if there is a variance between the outside temperature and the temperature that the boilers have been reading. This has also been an issue at the Elementary School. Once the boilers cool, there is a recovery time for them to start to fire again. The issues are now fixed. Consideration needs to be given for adding a preventative maintenance contract to our boilers. Jody Walsh will research the costs of this, including parts. Jody Walsh reported that the boilers have plenty of life left in all 3 schools. Jim Mello asked what the "Plan B" is if Jody Walsh is out. The building principals are being added to the system so that they will receive email notifications. This should be in place by March 2011.

5. District Electrical Panels

Jody Walsh reported that it was discovered during the propane leak at the High School, that the electrical panels were not marked properly. A number of the electrical panel markings were gone. The electrician used a circuit tracer to accurately mark the breakers. Copies are being made of the breaker panels and will be put in a file in the Superintendent's Office. Also, breaker panel inspection will be added to the yearly check list to make sure that they are always current. This could also be added to the monthly fire extinguisher checks to insure accuracy of the breakers marking. Costs - \$3,600.00 at Lyman for additional panels and \$3,000.00 at LES need work, but should be finished in March.

6. Maintenance Tracker Update

Jody Walsh reported that from January 2011 through March 2011 there have been 44 projects completed. There is still an issue with ballasts that need to be done. The delay in fixing/replacing the ballasts was due to snow removal becoming a priority. The Principals agree that the jobs have been done in a timely manner. Some future projects are pending funding. LES Principal Sandye Simon reported that over February vacation, the loft in the Auditorium was cleaned out and a railing system is being built for safety.

7. Middle School Fire Door Closing System

Jody Walsh stated that on the Capital lists items that were addressed on the final walk-through no all the doors at LMS have been replaced to be hooked in the alarm system to demagnetize in the event of an alarm. The entrance would need to be rebuilt from three narrow doors to two wider doors. The quote that was given in 2005 was \$8,500.00 for just the doors, does not include electrical tie-in to the alarm system. However, the wiring is all in place in would just be a cost for the hook-in. Electrical quote needs to be obtained from American Alarm. Jim Mello questioned why this has not been addressed before now, discussion over hopes for funding to complete this project ensued. Fire Marshal and Building Inspector could give guidance and should be added to the next years Facilities list. Also, add to the monthly list for the Capital List.

8. OSHA Update

OSHA came and did a voluntary walk-through at the elementary school. No citations are given, but just a look over for potential issues. OSHA will be coming to LMS as well. OSHA visited Lyman last Spring.

9. Wind Turbine Data

To date, Jody Walsh reported that we have generated 4357 kilowatt hours. We do not yet have financial data. Jody Walsh reported that he is looking into why we are paying a different rate at each school. A quick 24 hour view shows that we earned 63 kilowatt hours. Currently, you can go online to access the data, but the power company reported that it is not working. Jody Walsh will share the information with Superintendent Tyler.

IV. SUPERINTENDENT'S REPORT

1. Capital Plan

A Capital Reserve/Annual Capital Expense Plan was handed out. Darcy Battye, Sandye Tremblay and Mrs. Tyler attended with our Department Heads from the Town of Lebanon to prioritize a list of Capital Reserve. Discussion ensued over the priorities for the schools and documentation from the State of Connecticut for school priority vs. town priority. Donna Skaats stated that we seem to be on the low end of the percentage compared to the town.

2. Building Project Update

Superintendent Tyler attended a meeting at EASTCONN in regards to retrieving invoices for the building project. All invoices must be organized sequentially. Originals have been stored at the Town Hall. James Day will be working on this project. Steve Hopkins, auditor for Town of Lebanon, has checks and will be putting this information together. The work done by EASTCONN and Steve Hopkins will be paid and their fees should come out of the Building Project. The architect has been contacted as well. All information must be provided to the State of Connecticut for auditing.

3. RFP For Business Audit

Superintendent Tyler reported that EASTCONN is revising the RFP. This is a request from Board of Finance. Liz Charron, Board of Finance Chairman is assisting with this task and is researching other versions to meet the needs of the District.

V. EXECUTIVE SESSION

A motion was made by Keith Wentworth and seconded by Lori Jahoda to enter Executive Session at 8:02 PM; for the purpose of discussing:

1. Terms of contract with Columbia Board of Education
2. Collective Bargaining - Administration
3. Collective Bargaining - Non-Union Employees.

In attendance: Melissa Hofmann, Chairman; Brenda Bennett; Darcy Battye, Vice Chairman; Keith Wentworth; James Mello, Secretary; Sandra Tremblay; Lori Jahoda; Donna Skaats; Deanna Kokoszka; Janet Tyler, Superintendent. **Motion passed unanimously.**

Returned to Special Session at 9:00 PM.

VI. ADJOURNMENT

Motion by Brenda Bennett, seconded by Lori Jahoda to adjourn the meeting at 9:02 PM.

Respectfully Submitted by
Deborah L. Saucier
Recording Secretary