

**LEBANON BOARD OF EDUCATION  
POLICY SUBCOMMITTEE  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
AUGUST 14, 2012 - SPECIAL MEETING – 7:00 PM**

**MINUTES**

**ATTENDANCE**

PRESENT: Donna Skaats, Chairman                      Stephen Nelson  
                 Keith Wentworth (7:15)

**ALSO PRESENT:** Superintendent of Schools Janet Tyler; Lyman High School Principal  
Stephen Salisbury

**I. CALL TO ORDER**

D. Skaats called the meeting to order at 7:05 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT.

**II. REVIEW AND DISCUSSED**

1. Assessment and Immunization Policy #5141.3
2. Administrative Regulations Regarding Health Assessments/Screenings
3. Wellness Policy #6142.101
4. Organizational Chart
5. Food Allergy Management Plan and Guidelines
6. Administrative Regulations Regarding Employee Use of the District's Computer Systems and Electronic Communications
7. Administrative Regulations Attendance and Truancy
8. Assistant Principal/District Curriculum Coordinator Job Description
9. Substitute Service Job Description

Meeting Adjourned at 7:28 PM

Submitted by,  
Donna Skaats, Chair