

**Lebanon Board of Education**  
**Policy Subcommittee Meeting**  
**Lyman Memorial High School Library**  
**March 12, 2024 – 7:00PM**

**BOE Members in Attendance:** Brian Green, Dawn Whitcher, Danelle Person, and Sarah Haynes

**Others Present:** Superintendent Andrew Gonzalez, Alexis Margerelli-Hussey, Rachael Archer

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- I. Brian Green called the meeting to order at 7:06 PM.
- II. Policy #1007 (Use of School Facilities): The subcommittee used this meeting to discuss this policy exclusively. Mr. Gonzalez stated that there were four key issues brought forward:
  - a. Use of classroom space by an outside group.
  - b. How communication is distributed by the school(s) for an outside group or event.
  - c. The number of communications issued by the school(s) for an outside group or event.
  - d. That the flyers or announcements that are distributed by the school(s) do not identify that the event is not school-sponsored.
- III. The subcommittee discussed each of these issues.
  - a. Use of facility by an outside party: The District is bound by State and Federal laws in this area. Only common gathering areas (such as cafeterias, gymnasiums, auditoriums, conference rooms) should be offered for use; individual classrooms should not be permitted for use by outside parties.
  - b. Distribution of materials: The District copy machines are not used for this purpose. Outside groups must provide their own materials for distribution. The group discussed going to an all-digital distribution of material.
  - c. Number of communications: The subcommittee discussed that for non-school events, we would distribute the material one time digitally. School-sponsored events may have multiple distributions depending on the subject matter. There may be a priority of material established so that families are not overwhelmed with materials each week.
  - d. Mr. Gonzalez is going to inquire with Shipman and Goodwin and/or CABE for standard language that should be placed on documents notifying the reader that the event is not school-sponsored.
- IV. It was also noted that we have a fee schedule set for those groups not made up of a majority of Lebanon residents/students.
- V. For our next meeting, the subcommittee also wished to revisit our “Distribution of Materials Policy” and “Open House Policy”, as both are interrelated to this policy.
- VI. Brian Green adjourned the meeting at 7:29 PM

**Respectfully Submitted by,**

Brian Green, Policy Subcommittee Chair