

**Lebanon Board of Education**  
**Policy Subcommittee Meeting**  
**Lyman Memorial High School Library**  
**April 16, 2024 – 4:45PM**

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

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

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- I. Brian Green called the meeting to order at 4:45 PM.
- II. Policy #1007 (Use of School Facilities): The subcommittee continued their discussion from the last meeting on this policy. Mr. Gonzalez stated that there were four key issues we discussed last month:
  - a. Use of classroom space by an outside group. We agreed that space will be limited for groups to common areas only within a school (spaces that students do not occupy).
  - b. How communication is distributed by the school(s) for an outside group or event. We agreed that outside groups must provide the materials that they wish to distribute, and those materials need to be in a digital format.
  - c. The number of communications issued by the school(s) for an outside group or event. The committee agreed that for non-school events, we would distribute the material(s) one time (digitally). School-sponsored events may have multiple distributions depending on the subject matter. There may be a priority of materials that are distributed each week so that families are not overwhelmed with information. Our goal in distributing materials is really for the families to understand what is happening within each building their child attends.
  - d. Mr. Gonzalez is going to acquire boilerplate language to be added to each document (Shipman and Goodwin) notifying the reader that the event is not school-sponsored.
- III. We spoke of the Distribution of Material Policy (#1013) as well. Mr. Gonzalez will inquire with Shipman and Goodwin to ensure that the language within this policy as well as policy #1007 aligns with each other.
- IV. We spoke of the “open house” policy. We found that this is not a policy, but rather a practice. No further action is needed.
- V. Brian Green adjourned the meeting at 5:16 PM

**Respectfully Submitted by,**

Brian Green, Policy Subcommittee Chair