

**LEBANON BOARD OF EDUCATION
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
MAY 8, 2018 REGULAR SESSION – 7:30 P.M.
MINUTES**

ATTENDANCE:

PRESENT: Jason Nowosad, Chairman
Bert Bosse, Vice Chairman
Maureen McCall
Al Vertefeuille
Sarah Haynes

William Meese, Secretary
Alexis Margerelli-Hussey

ABSENT: Keith Wentworth, Silas Olsen

ALSO PRESENT: Superintendent of Schools Robert Angeli, James Apicelli, LMHS Principal, Rita Quiles-Grover, LES Principal, Kathleen Mozak-Pezza, Director of Curriculum, Robert Sirpenski, Business Manager, Jacques Dulac, Director of Information Technology, Kevin French, Director of Facilities, Kathleen Smith, teacher

I. CALL TO ORDER

J. Nowosad called the meeting to order at 7:30 PM and led the audience in the Pledge of Allegiance.

II. COMMUNICATION

1. Letter from the AG Science Team – J. Nowosad read the letter.
2. Letter from staff member – Superintendent Angeli read a letter from Megan Grogan regarding a sabbatical leave of absence.
3. J. Nowosad read an additional letter from Kimberly and Jeffrey Glazier regarding changes to course offerings at the high school, and the layoff of a science teacher. They asked for reinstatement of the courses in question.

III. PUBLIC PARTICIPATION – BYLAWS OF THE BOARD #9300

Public participation – 30 minutes; Individual speaker – 2 minutes
None.

IV. CONSENT AGENDA/DISCUSS AND ACT UPON

A. Approval of minutes

1. Curriculum Subcommittee – 4/5/18
2. Goals/Strategic Planning/Communication Subcommittee – 4/10/18
3. Regular Meeting – 4/10/18
4. Budget Transfers

Motion made by A. Vertefeuille and seconded by B. Bosse to approve the Consent Agenda with item 3 removed by request of D. Whitcher. Motion passed unanimously.

Motion made by D. Whitcher and seconded by A. Vertefeuille to add to Item 3 – page four section 4, add is Board’s duty to look at staffing. Motion passed unanimously.

V. CELEBRATION OF EXCELLENCE

1. Governor's Scholar Award Winner
Principal Apicelli introduced Gavin Holbrook who has won the award. An overview of the program was also given.

VI. REPORTS OF COMMITTEES

Superintendent Evaluation - A. Vertefeuille distributed the Superintendent Evaluation Forms. They need to be returned by May 18th. The ratings system was discussed.

Finance/ Budget - W. Meese reported they had met this evening. The budget was passed last evening. There is a shortfall of \$235,000.00 – 350,000.00 that needs to be closed. Health insurance provider has not been decided upon. There will be a special meeting in two weeks. The deadline for adjustment is prior to July 1st.

B. Bosse noted that he had met with the EASTCONN director.

VII. ADMINISTRATORS' REPORTS

Principal Quiles-Glover noted there was a recent article in the Willimantic Chronicle on the students who worked on robots. Two of the four students who attended the Connecticut Invention Convention were chosen to go to the national competition. This will be done by video. They are in the final 14 for the state. Teacher Appreciation was celebrated today. The PTA sponsored events. Principal Apicelli noted that Silas Olsen and Katie Meese were awarded scholar athlete awards at a banquet this past Sunday. Congratulations to the students and their parents.

VIII. STUDENT REPRESENTATIVE'S REPORT

Absent – no report.

IX. REPORT OF SUPERINTENDENT

1. Enrollment – there is one more student at the elementary school. Total enrollment is 1,044. This is nine more than at the end of school last year.
2. Cell Tower Update – There was a public hearing held on May 1st. There was a public viewing of the site before the hearing. The project is moving forward. There has been concern expressed on the field drainage from the access road. Verizon is looking into.
3. Route 207 Traffic Update – there has been recent communication from the First Selectmen. No final approval yet. We will pay electricity for the sign when it is installed. The speed limit will go from 45 to 35 during school hours. We control the time of the flashing lights. There was a correction made.
4. Annual Report – the report was distributed. Some facilities projects did not make the report. These will be published as an addendum. There also will be additional data on State assessments. There has been an increase in AP testing. Copies of State reports will be included. Sophomores will be scheduled for physical education next year. Trend data was discussed. J. Nowosad noted this will be discussed at the subcommittee.

X. FINANCE REPORT

1. 2017-2018 Budget

R. Sirpenski distributed the year end forecast for expenses. The final excess cost payment will be received in May. Excess cost reimbursement was explained. Other line items were discussed. The superintendent noted that six months of the budget was frozen this year. Previous years surpluses were discussed. Over half were funds we were not expecting. A request to the Board of Finance will be made for any surplus to be deposited to the non-lapsing account. This will be approximately \$135,000.00. W. Meese questioned if this request was ever denied. J. Nowosad responded it has not, but has only been requested twice. He noted the revenues were lower this year and the VOAG number was not budgeted for.

XI. DISCUSS/ACT ON

1. Act on compliance with the Connecticut Nutrition Standards for the 2018-2019 School Year.

Motion made by B. Bosse and seconded by A. Vertefeulle to approve compliance with the Connecticut Nutrition Standards for the 2018-2019 School Year.

Superintendent Angeli explained the standards. **Motion passed unanimously.**

2. Act on exclusion of selected food and beverage from the Connecticut Nutrition Standards for the 2018-2019 school year

Motion made by B. Bosse and seconded by W. Meese to approve the exclusion of selected food and beverage from the Connecticut Nutrition Standards for the 2018-2019 school year. Superintendent Angeli explained the exceptions.

3. Act on Out of State Field Trip for Lyman Memorial

Motion made by D. Whitcher and seconded by W. Meese to approve the trip to Spain. B. Bosse noted the action item should be corrected to out of country. **Motion passed unanimously.**

4. Act on appointment of candidates to the Regional ASTE Agriculture Consulting Committee

Motion made by M. McCall and seconded by B. Bosse to approve Rand Wells and Pam Cone to the Regional ASTE Agriculture Consulting Committee. Motion passed unanimously.

5. Act on copier bid

Superintendent Angeli explained the bids and the RFP process. R. Sirpenski and J. Dulac worked on the bids. Seven vendors responded, and bid on ten machines. R. Sirpenski and J. Dulac are recommending Ryan Business Machines with a savings of \$33,500.00. The contract would include maintenance.

Motion made by A. Vertefeulle and seconded by M. McCall to award Ryan Business Machines the contract in the amount of \$27,540.00 per year. Motion passed unanimously.

6. Act on extension of Transportation contract

Superintendent Angeli and R. Sirpenski met with representatives from M & J. Bus Inc. They have agreed to a flat increase for 2018-2019. The first year would be flat, other years there would be percentage increases. The contract would be for five years. There would be a 1% discount if paid in September. Other bus company's rates were discussed. The superintendent is recommending the contract with M & J. J. Nowosad questioned if we are tied to the total of the contract or could the pricing structure be changed. The reduction of two buses was discussed. This will be discussed further when enrollment numbers are known. We are tied to the pricing structure.

Motion made by W. Meese and seconded by B. Bosse to enter into a contract for five years with M & J Bus Inc. Motion passed unanimously.

7. Act on extension of Snow/Ice Removal contract

The superintendent reported that he and the business manager had met with the current contractor. Options for the annual renewal for five years were discussed. There would be a 0% increase for the first three years. A 2% increase the following two years. B. Bosse questioned if we have to vote on the contract every year. Is the schedule binding?

Motion made by A. Vertefeuille and seconded by B. Bosse to extend the Snow/Ice Removal contract with Pond View Farm Excavating & Trucking, LLC for one year (2018-2019) with options for four annual renewals through 2023 which could be reviewed by the Superintendent with pricing as presented.

W. Meese questioned the number of vehicles and out of state vehicles used by the contractor. This issue was raised by a citizen. The business is a Lebanon business. B. Bosse noted that this is a topic that should be addressed with all businesses. It was noted that any municipality is under scrutiny. D. Whitcher questioned how the superintendent reviews the work of the contractor. He receives phone calls and e-mails from staff almost immediately when staff come to the buildings following storm events. Almost all were positive. Parents can also call the principals. K. French checks the walkways and driveways following a storm. Parents do contact the superintendent. J. Nowosad felt every year should be voted on year by year. Things could change. A. Margerelli-Hussey questioned the certificate of insurance. It is in the name of the Board of Education who is the name insured. **Amendment to the motion to eliminate the Superintendent making decision every year made by J. Nowosad and seconded by W. Meese. Vote – in favor S. Haynes, B. Bosse, J. Nowosad, B. Bosse, M. McCall, W. Meese, D. Whitcher. No – A. Vertefeuille. Abstain – A. Margerelli-Hussey. Motion passed.**

8. Act on unaffiliated salaries for 2018-2019

Motion made by A. Vertefeuille and seconded by W. Meese to approve the schedule for unaffiliated salaries as presented. Motion passed with M. McCall opposed.

9. Act on request from staff member to take a semester sabbatical

Motion made by B. Bosse and seconded by S. Haynes to approve the request from staff member to take a semester sabbatical. B. Bosse noted the staff member would be a tremendous asset to the system when she returns. W. Meese noted this is an outstanding opportunity and fits into the Strategic Plan. How would this be handled in the budget?

The superintendent noted this would be a paid leave of absence. The salary that is earned at UConn would come to the district. We would also have to pay a certified substitute a half year teacher salary. J. Nowosad inquired if the schedule could be altered to accommodate teaching half a day in Lebanon. The schedule is already set by UConn and the course includes a lab. The leave would require approximately another \$50,000.00 be found in the budget. **Motion made by W, Meese and seconded by A. Margerelli-Hussey to postpone decision until the next meeting. Motion passed with A. Vertefeuille opposed.**

XII. NEW BUSINESS

1. First reading of new textbook: AP Government -Government in America: People, Politics and Policy
2. First reading of new textbook: ECE - The Big Questions
3. First reading of new Grade 7 Social Studies novel: Angel on the Square

4. First reading of revised policy #5114 Student Discipline
5. First reading of revised policy #9001 General Organization
6. First reading of revised policy #9221 Filing Vacancies on the Board

S. Haynes noted that the textbooks in items 1, 2 and 3 were approved by subcommittee. They will be on display at the Town Library for 30 days.

M. McCall noted the changes to policies in items 4, 5 and 6. This is the first reading for these policies.

XIII. ITEMS FOR NEXT AGENDA

B. Bosse suggested the Finance Subcommittee make recommendations on the budget. Recordings of meetings should be on the next agenda.

XIV. ADJOURNMENT

Motion made by B. Bosse and seconded by _____ to adjourn the meeting at 9:23 p.m.

Submitted by,

Kathleen E. Chapman

Board Clerk