

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Minutes

Monday March 19, 2018

Board Members Present: J. Jencks (Vice Chair), J. Danburg, D. Nowakowski, M. Avery, M. Krauss and J. Lewerk

Board Members Absent: I. Rogers, J. Marshall and S. McCabe

Administrators Present: S. Keating (Superintendent), B. Apperson (Principal), A. Orcutt (Director of Special Education),  
D. Cormier (Business Manager), and B. McGlew (Building and Grounds)

Administrators Absent: None

Student Ambassadors Present: P. Raposo

Student Ambassadors Absent: S. Rebstock

Others: Mr. C. Johnson

1. **Call to Order** – J. Jencks called the meeting to order at 6:30 p.m.
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment** – None

**Please note:** The Lisbon Board of Education welcomes comments and suggestions from citizens of the Lisbon community. Citizens who wish to speak with the Board of Education about a particular subject or concern shall be recognized during the public comment portion of the meeting. Each citizen wishing to speak at that time shall be restricted to three (3) minutes. As provided in Robert's Rules of Order, speakers shall be courteous, avoid personal attacks and refrain from the use of vulgarity. Public comment is an opportunity for citizens to bring concerns to the attention of the Board, but not an appropriate time to engage the Board in conversation. The Board may choose to direct the Superintendent to follow up on a matter as warranted.

5. **Correspondence to Board of Education** – None
6. **Report from Lisbon Central School Student Ambassadors** –

P. Raposo reported that the 8<sup>th</sup> grade students are learning the following: In Social Studies, she reported they are studying about Andrew Jackson and when he took the Presidency. They also had a quiz today. In Language Arts, they have a thesis paper due today. This is a spelling week and their March book report is due March 31, 2018. In Math, they are graphing equations and the substitution method. In Spanish, they are learning Spanish words describing body parts and morning routines. In Science, she reported they are studying about pulleys and their mechanical advantages.

### 7. **Approval of Minutes**

**Motion:** J. Lewerk moved to approve the minutes of the February 26, 2018 Regular Board of Education meeting; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery moved to approve the minutes of the March 12, 2018 Special Board of Education meeting; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

## 8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson provided information regarding Mr. Josh Cingranelli's visit with the Snow Monster (a former student and Meteorologist for NBC 30). Mr. Cingranelli met with students from grades 1-3. Mr. Apperson stated the students were very engaged and excited with this visit. In regards to the Curriculum Night that was held two Thursdays ago, the turnout was great and there were many activities going on throughout the school. Mr. Apperson read the names of the February Students of the Month. He also commented on the Variety Show that was held last Thursday. All the students preformed wonderfully and there was a great turnout. It was a great fund raising event. He reported that this Friday, we are making up the "Someone Special and Me" dance. Lastly he reported that the 3<sup>rd</sup> graders participate in a cabbage growing project. They get cabbage plants and try to get them to grow. We have a 4<sup>th</sup> grader who became a State winner with her cabbage.
- b) Special Education –Mrs. Alison Orcutt reported on the current status of enrollment numbers in Special Education. There are 93 students with IEPs. This represents our current LCS students PK-12. She also reported on the NAEYC Accreditation Renewal which is valid until 2023. Our scores have increased in many areas over the last accreditation process. We are very proud of the staff and team for preparing these portfolios.
- c) Business Office – Mrs. Diana Cormier discussed the process of being awarded our grants. We are finding that most of the grant applications are done on-line as opposed to paper submissions. Once a grant is approved, Mrs. Cormier provides account numbers to be used when applying for funding.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He received the results of the Radon testing from Brooks Environmental which was performed a few weeks ago. The results were that we do not have any Radon concerns. The report was filed with the State of CT. Mr. McGlew also reported that last Wednesday night there was an issue with the water supply system with concerns of some water flowing into the storage tank. It was found that something was blocking the control valves. The contractor came in to thoroughly evaluate the situation; the system was not showing any issues.
- e) Information – Mrs. Sally Keating reported on the recent meeting held by State Representative Kevin Skulczyck on March 5<sup>th</sup> at Griswold Middle School. The topic of this meeting was regarding Safety and Security Plans. Besides her attendance, Selectman Tom Sparkman and Trooper Mike Browning were also in attendance representing the Town of Lisbon. Mrs. Keating also briefly mentioned that a conference regarding Gift and Talented (G&T)-aka Talented and Gifted (TAG) will be held March 23<sup>rd</sup>. Mr. John Murch, LCS School Psychologist will be attending this conference. Further details on this topic will be discussed in April at the request of Mrs. Joan Marshall. Mrs. Keating also mentioned to the Board members that the observation process for the teaching and Administrative staff is being done in a timely manner; non-certified staff will be done in the Spring. Lastly, Mrs. Keating commented on the Office of Early Childhood (O.E.C.) inspection in the Childcare Department. This inspection occurs every year. This year, Mrs. Beams and her staff received an exceptional review. We would like to wish them congratulations for doing a great job as always.



9. **Consent Agenda**

a) **Approval of Monthly Expenditures**

**Motion:** J. Lewerk moved to approve monthly expenditures for February 2018, Fiscal Year 2017-2018 in the amount of \$282,617.65; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

b) **Financial Statement**

**Motion:** M. Avery moved to approve the financial statement for February 2018, Fiscal Year 2017-2018 as presented by the Administration; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

c) **Transfer**

**Motion:** M. Krauss moved to acknowledge the March transfer as presented by Administration; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

10. **New Business / Old Business**

- a) Acknowledgement and Acceptance of Employee Resignation and Possible Action- Mrs. Judy Jencks read a letter of resignation from Mrs. Lisa Long.

**Motion:** J. Lewerk moved to acknowledge and accept Mrs. Lisa Long's resignation with regret and to wish her much success in the future; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: Amendment to Policies and Possible Action- Mrs. Missy Krauss, Member of The Policy Committee, summarized the revisions to these policies.

- Policy #1330/4330-Community Relations/Staff Relations – Use of School Facilities

**Motion:** J. Lewerk moved to waive the 1<sup>st</sup> read to Policy #1330/4330-Community Relations/Staff Relations – Use of School Facilities; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery moved to adopt the amendments to Policy #1330/4330-Community Relations/Staff Relations – Use of School Facilities with minor corrections; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- Policy #3320- Business and Non-Instructional Operations- Purchasing Procedures

**Motion:** M. Avery moved to table until next BOE meeting- Policy #3320- Business and Non-Instructional Operations- Purchasing Procedures; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

- Policy #4148/4248-Personnel – Certified/Non-Certified- Employee Protection

**Motion:** J. Lewerk moved to waive the 1<sup>st</sup> read to Policy #4148/4248-Personnel – Certified/Non-Certified- Employee Protection; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk moved to adopt the amendments to Policy #4148/4248-Personnel – Certified/Non-Certified- Employee Protection; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- Policy #9230-Bylaws of the Board-New Board Members Orientation

**Motion:** J. Danburg moved to waive the 1<sup>st</sup> read to Policy #9230-Bylaws of the Board-New Board Members Orientation; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk moved to adopt the amendments to Policy #9230-Bylaws of the Board-New Board Members Orientation; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: 2017-2018 Projections– Mrs. Diana Cormier discussed the projections for the 2017-2018 budget. She has included all the transfers approved by the Board of Education and the February payment of the excess cost money.
- d) Update re: Make-Up of Inclement Weather Days –Mrs. Sally Keating provided an update regarding the recent Special Board of Education Meeting and thanked members for their comments and support. Mrs. Keating decided to take two days from spring break and both days will be short days. All other inclement days will be added to the end of the school calendar. Letters were emailed to all parents and staff.
- e) Update re: 2018-2019 Budget- Mrs. Sally Keating with the support of Mrs. Diana Cormier, provided an update regarding their attendance at the Town’s Board of Finance meeting on March 14<sup>th</sup>. The meeting was brief. The Board of Finance asked a few questions regarding insurance, special education, enrollment projections and why NFA’s tuition is retroactive for regular education. Mr. Ian Rogers, Mrs. Diana Cormier and Mrs. Sally Keating responded. The next meeting will be held March 21<sup>st</sup>.
- f) Discussion re: Transportation –This topic was put on this agenda as per Mr. David Nowakowski’s request last month. Mrs. Diana Cormier and Mrs. Sally Keating addressed his questions relating to our high school transportation on whether or not the cost for transportation was more for a few students going to one high school verses many students going to the same school. There is one student going to the ACT school in Windham. We collaborate with Norwich transportation and this benefits both towns.
- g) Preliminary Discussion re: Special Education Programs and Possible Action-Mrs. Sally Keating and Mr. David Yellen gave a proposal to the Board last year regarding the establishment of a special education classroom at LCS. If this program was deemed successful, it was discussed that a second classroom could be established for the following year, utilizing current staffing. Based on the current classroom, there are two criteria which have been met. The first is that this program is good for the students and secondly it is fiscally responsible. We have saved \$253,062 in cost by providing this resource room. Since this has been accomplished, Mrs. Sally Keating and Mrs. Ali Orcutt would like to expand this type of resource room to the upper grade level. There is no need for additional staffing.

**Motion:** M. Avery moved to approve Administration to proceed with the possible implementation of a new special education classroom at LCS; J. Lewerk

**Vote: Unanimous**

**Motion Carried**

- h) Discussion re: 2018-2019 Healthy Food Certification (HFC) Statement and Possible Motion – Mrs. Sally Keating reviewed that pursuant to C.G. S. Section 10-215f, the Board of Education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the CT State Department of Education, will comply with the CT Nutrition Standards during the period of July 1, 2018 through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising



activities on school premises sponsored by the school or by non-school organizations and groups.

**Motion:** M. Krauss moved to approve the implementation of the Healthy Food Option, as outlined in Operational Memorandum No. 04-18; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

Because the Board voted "yes" to this motion, a second vote took place to allow/not allow food exemptions.

**Motion:** M. Krauss moved to allow food exemptions, as outlined in Operational Memorandum No. 04-18; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

- i) Discussion re: Status of Medicaid Account and Possible Action – Mrs. Sally Keating and Mrs. Diana Cormier provided an update regarding the Town's auditor's suggestion concerning the establishment of a Medicaid Account. The Town Auditor stated that establishing this account under the grant accounts would not be a problem. The general consensus of the Board of Education and Administration would be to proceed accordingly.
- j) Discussion re: Status of LCS Oil Tank Replacement Project – Mrs. Sally Keating and Mr. Brian McGlew informed the Board members of the meeting that took place at the State Department of Education office last week. Mr. Kermit Thompson and Mr. Thomas Reault requested a few additional items from True Blue Environmental and from LCS such as the adjustment of the verbiage in the Educational Specification documents. Mr. Brian McGlew and Mrs. Sally Keating have completed this request and have submitted this item to the State, along with a letter for True Blue Environmental Inc. regarding the design portion of the project.

11. **Committee Reports** – None

12. **Additions to the Agenda**-None

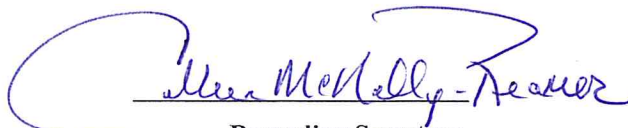
13. **Next Agenda Planning**-Two Purchasing Policies, Gifted and Talented Regulations, Singleton Contracts

14. **Public Comment:** Mr. C. Johnson spoke on behalf of the Recreation Committee as the Chair of the committee. He explained to the Board members the committee's concerns in regards to the LCS basketball hoops, and safety issues. Mrs. Judy Jencks thanked him for his comments and stated that Mrs. Sally Keating, Superintendent of LCS will respond to his/his committee's concerns.

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15. **Adjournment:** 7:38 p.m.

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 03/26/2018 AT 1:46pm  
ATTEST. LAURIE TIROCCI, TOWN CLERK  
