

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, March 18, 2019

Board Members Present: I. Rogers, J. Jencks, M. Avery, M. Krauss, D. Nowakowski, J. Marshall, J. Lewerk and J. Danburg

Board Members Absent: S. McCabe

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

Administrators Absent: None

Student Ambassadors Present: B. Nowakowski

Student Ambassadors Absent: S. Rebstock

Others: Ms. LuAnn Dinihanian from Eversource

1. **Call to Order** – I. Rogers called the meeting to order at 6:32 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** –

B. Nowakowski reported that the 6th grade students are learning the following: In Language Arts, they are completing their biographical essay and writing personification sheets. In Math, they are learning about exponents. In Science, they are learning about directly proportional and inversely proportional graphs. In Social Studies, they are starting to learn about Africa and its countries. Lastly, he reported that report cards have just come out and he received high honors in distinction and baseball season has started.

7. **Approval of Minutes**

Motion: J. Lewerk motioned to approve the minutes of the February 25, 2019-Regular Board of Education meeting; J. Marshall seconded

Vote: Unanimous

Motion Carried

Motion: M. Avery motioned to approve the minutes of March 14, 2019-Special Board of Education meeting; J. Jencks seconded

Vote: Unanimous

Motion Carried

8. **Administrators' / Superintendent's Report**

- a) Lisbon Central School – Mr. Brian Apperson provided a report on January and February Student-of-the-Month pictures. He provided a list of PBIS Activities held on March 7th. Mr. Apperson updated the Board on the committee's progress regarding the Standards-Based Report Cards. He also updated the Board on the 3rd Annual PTO Dance held on March 1st. The parents and students had a great time and informed the Board of the upcoming Mardi Gras dance for the 4th and 5th grade students scheduled for April 5th.

- b) Special Education –Mrs. Maggie Courter reported on the Special Education enrollment numbers which included one additional student. There was one high school student who exited Lisbon and two new students entered the program from LCS. In regards to the Flexible Resource Rooms, the upper grade room continues to utilize the main stream system and less time in the resource room. The lower grade room has shown a little more activity with more voluntary time outs. Lastly, Ms. Courter reported the PreK to Kindergarten transition event entitled “Countdown to Kindergarten” will be held on May 29th. It is open to the community. She also reported there will be PreK registration screening that will be held on April 23rd from 9-12. She provided a newsletter sample that will be distributed to parents with ideas of interacting with children, safety, etc. This will be distributed several times during the year. It will be similar to the nurse’s monthly newsletters.
- c) Business Office – Mrs. Diana Cormier discussed the Medicaid Revenue/Disbursement Report. She stated that the February revenue is the highest that has been received this year and Ms. Courter plans on a purchase for a 504 student in March. Next Mrs. Cormier reported on the Student Activity Account. This account was set up as a recommendation from the auditors many years ago. This account is generated income from students such as: field trips, book fairs, sports events, health awareness events and donations. This account is tracked through QuickBooks and audited yearly.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. Mr. McGlew reported that the solar panel roof repair was completed which cost \$860 and the roof inspection should take place at the end of this week and should reinstate the roof warrantee. He also reported that there was a light in the courtyard that needed replacing. The lighting contractor came and replaced the sensor and the light is working properly again.
- e) Information – Mrs. Sally Keating discussed the status of the number of inclement weather make-up days thus far this year. LCS had two inclement days, no early dismissals, and four delays. That pushes out the last day for eighth grades to June 11th and the last day of school June 12th. We will check the high schools for their graduation nights before finalizing the graduation date for LCS. Mrs. Keating described the process by which decisions are made regarding inclement weather days in regard to delays, early dismissals and closings. She and Mr. McGlew begin talking early in the morning hours, at approximately 4:30 a.m. Mrs. Keating speaks with other Superintendents and Mr. McGlew speaks with the Town Road Foreman for the road conditions in Lisbon. Mrs. Keating then makes the decision for cancellations or delays. She then alerts the bus company, as well as Mr. Apperson. He then puts an announcement out to the parents and staff. Mrs. Keating alerts Mrs. Cormier to put the cancellation/delay on the TV stations. Mrs. Keating calls Ms. Colleen McNally-Reamer for childcare and Mr. Rossi is also called for the cafeteria. It’s a full team effort. Mrs. Courter is also called. Mrs. Keating reported she was invited to be on an advisory committee with CIRMA relating to risk management and found it to be very interesting. She briefly spoke about some case studies on loss control and was surprised that many cases have arisen regarding therapy animals.

9. Consent Agenda

- a) Approval of Monthly Expenditures

Motion: M. Krauss motioned to approve monthly expenditures for February 2019, Fiscal Year 2018-2019 in the amount of \$1,403,146.58; J. Marshall seconded

Vote: Unanimous

Motion Carried

- b) Financial Statement

Motion: M. Krauss motioned to approve the financial statement for February 2019, Fiscal Year 2018-2019 as presented by the Administration; M. Avery seconded

Vote: Unanimous

Motion Carried

- c) Transfers – Mrs. Diana Cormier will report regarding transfers.

Motion: M. Avery motioned to acknowledge the February 2019, Fiscal Year 2018-2019 transfers as presented by Administration; J. Danburg seconded

Vote: Unanimous

Motion Carried

10. New Business / Old Business

- a) **Discussion re: Proposed Gas Line and Possible Action-**Mr. Brian McGlew and Mrs. Sally Keating invited Ms. LuAnn Dinihanian from Eversource to speak to the Board regarding the proposed gas line being fed from Rte. 12 down through the center of Lisbon. Ms. Dinihanian explained to the Board that she met with Mr. McGlew and Mrs. Keating to discuss the new natural gas lines coming soon in Lisbon. First Selectman Tom Sparkman had previously met with her and he recommended she reach out to the Lisbon Central School. She compared 2017-2018 oil usage and cost to estimated gas cost and spoke of the cost savings. She also explained that there would be no cost from the road to the meter. She ended her presentation stating that if there were any other questions, please do not hesitate in contacting her.
- b) **Discussion re: The Accountability Index Report-**Mr. Brian Apperson lead the discussion on the Accountability Index Report and explained the different indicators that establish the student scores.
- c) **Discussion re: Amendment to Policy #3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements and Possible Action-**Policy Committee members summarized the revisions to this policy.

Motion: J. Marshall moved to waive the 1st read of Policy # 3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements; J. Jencks seconded

Vote: Unanimous

Motion Carried

Motion: J. Marshall moved to approve the amendment of Policy # 3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements J. Jencks seconded

Vote: Unanimous

Motion Carried

- d) **Discussion re: Amendment to Policy#5131.81-Student-Electronic Devices and Possible Action-**Policy Committee members summarized the revisions to this policy.

Motion: J. Marshall moved to waive the 1st read of Policy#5131.81-Student-Electronic Devices as amended; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Marshall moved to approve the amendment of Policy#5131.81-Student-Electronic Devices as amended; J. Jencks seconded

Vote: Unanimous

Motion Carried

- e) **Discussion re: The Extension of the Novus Insight, Inc. Contract and Possible Action-**Mrs. Diana Cormier and Mrs. Keating provided the Board with the extension information and recommended to the Board to extend the Novus Insight, Inc. contract.

Motion: M. Krauss motioned to approve the extension of the Novus Insight, Inc. Contract for fiscal year 2019-2020; J. Marshall seconded

Vote: Unanimous

Motion Carried

- f) **Discussion re: The Extension of the USI Insurance Services, LLC Contract and Possible Action-**Mrs. Diana Cormier and Mrs. Sally Keating recommended the extension of the USI Insurance Service, LLC contract through 2021.

Motion: J. Lewerk motioned to approve the extension of the USI Insurance Services, LLC Contract through June 2021; J. Marshall seconded

Vote: Unanimous

Motion Carried

g) **Discussion re: The 2017-2018 Annual Financial Report and Possible Action**-Mr. Ian Rogers provided the Board with an update regarding the incomplete Board of Education 2017-2018 Annual Financial Report. As discussed last month, the report indicated that the Board of Education had a balance of \$170,000 and it should have read \$6800 balance of which was turned back to the Town. The Board of Finance stated they could put a letter attached to the report stating the error. The error was based regarding the encumbrances were not noted properly. Mr. Ian Rogers will be going to the Board of Finance meeting this week and will see what they have to say about this matter and will report back to the Board members.

h) **Discussion re: 2019-2020 Proposed Board of Education Budget and Possible Action**-The Board of Education Finance Committee members summarized highlights of the proposed 2019-2020 Board of Education Budget.

Motion: J. Marshall motioned to adopt the proposed 2019-2020 Board of Education Budget with a 1.21% increase; J. Jencks seconded

Vote: Unanimous

Motion Carried

i) **Discussion re: A Modification to the Board's Previous Motion Regarding a FOIA Complaint Dated February 25, 2019 and Possible Action**-Board members decided at the recent Special Board of Education meeting to modify the motion related to the FOIA complaint made at the February 25th Board of Education meeting. Attorney Jessica Ritter had advised to do so.

Motion: J. Marshall motioned to rescind the motion to proceed with the FOIA complaint dated February 25, 2019; M. Krauss seconded

Vote: Unanimous


Motion Carried

11. **Committee Reports** – None- Would like to have a Technology Committee meeting soon regarding the Accounting program.
12. **Additions to the Agenda** - None
13. **Next Agenda Planning**- Natural Gas proposal and Search and Seizure Policy
14. **Public Comment**

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15. **Adjournment** – The meeting adjourned at 8:01 p.m.

Approved


Recording Secretary

RECEIVED FOR RECORD AT LISBON
CT ON 03/25/2019 AT 2:20pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
