

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Minutes

Monday, May 20, 2019

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

Board Members Absent: J. Jencks and 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: From the Town of Lisbon Recreation Committee: TJ Restivo, Nancy Smigiel and Andrea Kelly

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** – I. Rogers read to the Board members a thank you note from Mrs. Deb Gozzo regarding the passing of her husband.

6. **Report from Lisbon Central School Student Ambassadors** –

B. Nowakowski reported that the 6<sup>th</sup> grade students are learning the following: In Language Arts, they started their AIMSweb testing today. In Math, they are learning to create and solve one step equations, and their class has finished the SBAC testing. In Science, they are learning about types of friction and gravity. In Social Studies, they are starting a project about famous areas of New York. Lastly, he reported his class is going to New York this Friday and students can't wait.

7. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the April 22, 2019 Regular Board of Education meeting; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

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

- a) Lisbon Central School – Mr. Brian Apperson announced the April Students of the Month. He provided information on the remaining field trips and school events. He also reported on the Softball, Baseball and Track events. Mr. Apperson gave an update regarding the Annual Climate Surveys. The Staff and Parent surveys were sent out two weeks ago and the students in Grades 3-8 will be completed with the help from Mr. Davidson and Ms. Quinn. He will update the Board with the results when the surveys are completed. Mr. Apperson also updated the Board members regarding the State Testing. He stated that the ELA testing was completed with the exception of one new student which will be done this week. The Math testing has been administered. There are only make-ups remaining and the Next Generation Science testing will begin Tuesday for the 8<sup>th</sup> grade students and Wednesday for the 5<sup>th</sup> grade students.

- b) Special Education –Mrs. Maggie Courter reported on Enrollment Numbers in Special Education with a look back period of October 2018, when she began her employment. She also reported on the data of the daily activity of students utilizing the support and resources of the Flexible Resource Room. Mrs. Courter also reported that she and Mrs. Cormier collaboratively completed and electronically submitted the IDEA Grant. She explained the two components of this grant which are K-8 and Early Childhood. She provided a brief summary to the Board members. Mrs. Courter did a follow-up on the Medicaid eligibility. She has received eligibility for 37 students. Since the last time that she reported to the Board in January, they needed approximately 30%, and at this time there is 94% eligibility. Lastly, she reported that there are 28 families signed up for the Countdown to Kindergarten event scheduled on May 29<sup>th</sup>. Mrs. Maynard and Mrs. Roy have set up a cute event for the students and families. We hope this will be an annual event.
- c) Business Office – Mrs. Diana Cormier reported on the Medicaid Revenue/Distribution Report up to the end of April. She also updated the Board on the transition of the High Deductible Health Plan (HDHP) which will go in to effect July 1<sup>st</sup> for the teachers. Anthem and Brown and Brown came March 5<sup>th</sup> to discuss, in detail, how the plan works. Mrs. Cormier received positive feedback from the teachers. Brown and Brown returned May 7<sup>th</sup>, along with Eastern Savings Bank to distribute documents to begin the set-up for the bank accounts. Most teachers have returned their documents and Mrs. Cormier has returned them to Eastern Savings Bank to begin setting up their accounts for this plan.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. Regarding the security system, Security Technologies did an upgrade with Windows 10 for the camera system. He also reported that Access NSM did the wheelchair lift inspection and no issues were reported.
- e) Information – Mrs. Sally Keating reported that we received Letters of Congratulations for two High School Students. Lisbon High School student, Kyle McCabe, going to NFA, was named March Student of the Month; Congratulations to Kyle and Scott McCabe’s Family. The other student was Luke LePage, attending Griswold High School, who was recognized by the Connecticut Association of Schools with a High School Fine Arts Award as well as from CABA for the Student Leadership Award. Congratulation to him and his family. We are very proud of both students. Mrs. Keating also wanted to share a letter from First Selectman Tom Sparkman which was given to Mrs. Diana Cormier and Mrs. Sally Keating regarding the proposal of shifting teacher pension cost to cities and towns. Lastly, Mrs. Keating, Mrs. Theresa Svab, Nurse for LCS, and the Policy Committee have reviewed Policy # 5141.25 Students with Special Health Care Needs and there are no amendments needed as this time.

**Motion:** M. Avery motioned to move Agenda Item 10(c) before the Consent Agenda items;  
M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

10.

**c) Discussion re: The Use of the Cafeteria for Sports and Possible Action-**Mrs. Sally Keating stated that during the last BOE meeting there was talk of using the Cafeteria for sports. At that meeting, it was recommended to the Board that sports not be done in the cafeteria. Since then, after hearing further input from some Board members, the Administrative Team met again. They are reversing their previous recommendation and recommend to keep the sports in the Cafeteria but to have increased collaboration from those people who use it and whatever else the Board may think. In the meantime, the Board did ask for a list of some things that went awry and the cost associated with those items. Mr. Brian McGlew did get that list together for this meeting. Mr. T.J. Restivo, Mrs. Nancy Smigiel, and Mrs. Andrea Kelly of the Recreation Committee were present at this meeting. Mr. Ian Rogers read the list of items and the cost associated for those items. Mr. Restivo recommended that all communication go directly to the Recreation Committee. Mrs. Keating will be the point person going forward to report to the Recreation Committee directly on all future communications.

**9. Consent Agenda**

**a) Approval of Monthly Expenditures**

**Motion:** J. Lewerk motioned to approve monthly expenditures for April 2019, Fiscal Year 2018-2019 in the amount of \$574,543.50; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**b) Financial Statement**

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

**Vote: Unanimous**

**Motion Carried**

**c) Transfers – Mrs. Diana Cormier reported regarding transfers.**

**Motion:** J. Marshall motioned to acknowledge the April 2019, Fiscal Year 2018-2019 transfers as presented by Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

- a) Acceptance and Approval of Employee's Retirement Letter and Possible Action-**Mrs. Cheri Riotte, one of our dedicated third grade teachers, is retiring at the end of this school year. She will be missed.

**Motion:** M. Krauss motioned to accept and approve Mrs. Cheri Riotte's retirement letter with regret and to wish her much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: Request for BT Lindsay's Attendance at the Board of Education Meeting re: Possible AC Unit and Possible Action-**BT Lindsay was unable to attend the Board Meeting; however, a meeting did take place with BT Lindsay, Mr. Brian McGlew, and Mrs. Sally Keating on Thursday, May 16<sup>th</sup>. BT Lindsay reported to Mr. McGlew and Mrs. Keating that normally kitchens are not air conditioned because the kitchen hood removes air from the space, making air conditioned air very inefficient. BT Lindsay recommended obtaining advice from a kitchen consultant.

**Motion:** J. Marshall motioned to use some of the funds allocated for air conditioning to obtain recommendations from a kitchen equipment consultant for ways to reduce heat in the kitchen; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: The Use of the Cafeteria for Sports and Possible Action-**This agenda item was moved before Consent Agenda Item # 9.

- d) Presentation re: Standards-Based Report Cards-**Mr. Brian Apperson is chairing the Report Card Committee and provided a brief summary of the work done thus far. The committee members have submitted their drafts and the committee will be meeting again tomorrow to discuss those drafts. The main objective is to have all grade levels meet the standard-based reporting criteria. They will be meeting again on June 11<sup>th</sup> before the final draft is submitted to Rediker Software. Mr. Apperson will update the Board again in June and will send parents information on the new report card format once it is finalized.

- e) **Discussion re: Policy Audit Services from CABE and Possible Action**-Mrs. Melissa Krauss researched this topic and lead the discussion. The last time this was done, the service company took the policy book and reviewed it. They look for many things such as outdated policies, legal language, recommendations for policies that we may not have currently. Mrs. Joan Marshall and Mrs. Melissa Krauss stated it was very useful the last time this was done. Mrs. Keating agreed.

**Motion:** I. Rogers motioned to approve the spending of \$1800 to have the policy audit service completed by CABE; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- f) **Update re: Natural Gas Project Proposal and Possible Action**-Mr. Brian McGlew and Mrs. Sally Keating had a conference call with Ms. LuAnn Dinihanian from Eversource. She provided more insight into the timeline and work involved with the project. Mr. McGlew informed her that he and Mrs. Keating would talk again when more information was available regarding the funding for this project. Ms. Dinihanian would be in contact with the First Selectman also about their intention with this project. Mr. Ian Rogers stated he would ask the Town if they had a commitment for this project yet.
- g) **Discussion re: 2018-2019 Budget Projections and Possible Action**-Mrs. Diana Cormier lead the discussion regarding the 2018-2019 Budget. Based on the updated projections, it was discussed to move forward with the list 1 and 2 of projects discussed previously.
- h) **Discussion re: Singleton Contracts/Employment Agreements (Proposed Executive Session); Possible Action re: Singleton Contracts/Employment Agreements** – This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14 Public Comment.

**Motion:** J. Lewerk motioned to move Agenda Item 10(h) Discussion re: Singleton Contracts/Employment Agreements (Proposed Executive Session); Possible Action regarding the Singleton Contracts/Employment Agreements, immediately following Agenda Item # 14 Public Comment; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

11. **Committee Reports** – None
12. **Additions to the Agenda** - None
13. **Next Agenda Planning** – Kitchen AC update, Gas Line update and the Financial Software update
14. **Public Comment** - None

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**Motion:** M. Krauss motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier, and Mr. Brian McGlew to discuss Agenda Item 10(h) Discussion re: Singleton Contracts/Employment Agreements; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:55 p.m.

The Board ended Executive Session at 8.41 p.m.

**Motion:** J. Lewerk motioned to accept the Director of Buildings and Grounds 2019-2020 Singleton Contract as amended; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Director of Special Education/Early Childhood Coordinator Singleton Contract for 2019-2020 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Food Service Director Singleton Contract for 2019-2020 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Full Time Cafeteria Staff, BillieSue Burelle, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Part Time Cafeteria Staff, Micheline Plourde, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Part Time Cafeteria Staff, Ellen Sobanski, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Part Time Cafeteria Staff, Kelly Wezner, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Full Time Video/STEAM Support Staff, Joseph Gracia, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Part Time LSACC Program PM Supervisor, Joseph Gracia, as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept the Employment Agreement for the Full Time SR Head Teacher & LSACC Coordinator, as amended; J. Lewerk seconded

**Vote:** Unanimous

**Motion Carried**

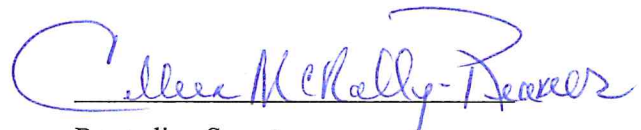
**Motion:** J. Marshall motioned to accept the Employment Agreement for the Part Time LSACC Support Staff, Jamie Lagace, as presented by the Administration; J. Lewerk seconded

**Vote:** Unanimous

**Motion Carried**

15. **Adjournment** – The meeting adjourned at 8:46 p.m.

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 05/28/2019 AT 9:40am  
ATTEST, LAURIE TIROCCHI, TOWN CLERK  
