

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, June 17, 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 due to Summer Vacation

Others: None

1. **Call to Order** – I. Rogers called the meeting to order at 6:34 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 card from Mrs. Anne (Townsend) Orkney thanking them for all their support while she was a teacher here at Lisbon Central School.

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

B. Nowakowski reported the following: He is now a 7th grader. He reported that this year was amazing. Field day was a big success, getting everyone active. He also informed the Board members of two proud accomplishments; he graduated from the D.A.R.E. program and he received High Honors with Distinction for the third time in a row. He thanked the Board for having him as a Student Ambassador.

7. **Approval of Minutes**

Motion: J. Marshall motioned to approve the minutes of the May 20, 2019 Regular Board of Education meeting; J. Lewerk seconded

Vote: Unanimous

Motion Carried

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

- a) Lisbon Central School – Mr. Brian Apperson announced the May Students of the Month. Mr. Apperson also stated that the students really enjoy the PAWS rewards. There are many choices for them to work for but some of the favorites are: First-Class dining in the cafeteria with the Principal serving, Extra recess time for the classroom, PJ day for the classroom, Lunch with the Principal, etc. Mr. Apperson also commented on the success of the 8th grade graduation ceremony. At this year's ceremony, State Trooper Adams was a guest speaker. Mr. Apperson also informed the Board that the teacher evaluations are completed. Lastly, Mr. Apperson reported on the 7th and 8th grade dances that were held May 31st and June 7th. The students had a great time during both events and commended the 7th grade class for putting a lot of work in organizing their dance event.

- b) Special Education –Mrs. Maggie Courter reported on the enrollment numbers in Special Education for the end of the school year. She also reported on the Countdown to Kindergarten event held on May 29th. Staff and volunteers did a great job making this a successful evening. The parents and students thoroughly enjoyed themselves. Mrs. Courter updated the Board on the approval of the IDEA grant in the amount of \$119,668. Mrs. Courter reported that the Special Education State Audit is completed and LCS has passed. Lastly, she reported on the staff orientation held this week for Summer School beginning July 2nd thru August 1st.
- c) Business Office – Mrs. Diana Cormier reported on the Medicaid Revenue/Distribution Report up to the end of May. She also informed the Board that the audit for the fiscal year 2018-2019 began today. They went over procedures and Mrs. Cormier provided them with requested payables. They will return September 18th and 19th and finalize in November-December.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. Johnson Controls Fire Protection LP came to fix a few PA system speakers and Supreme Forest Products brought new mulch for our playground.
- e) Information – Mrs. Sally Keating reported that we posted internally for a Gifted and Talented Coordinator/Assistant Principal position and we received one application. The Committee, Brian Apperson, Maggie Courter, Todd Wheeler and Ellen Joly interviewed this one candidate and this person was voted unanimously as our candidate of choice. Mrs. Keating indicated that this topic will be further discussed under Executive Session.

Mrs. Keating also reported that Mr. Apperson interviewed six candidates out of forty applicants for the Grade One position and they interviewed with Brian Apperson, Maggie Courter, Ashly Roy and Ellen Joly. The team is sending two candidates to Sally Keating and she has invited Brian Apperson to sit in on the final interviews tomorrow. She stated that a posting for the Grade Three position and Art position will be posted as soon as possible and she will let the Board know if any other vacancies occur and if so, they will be posted as soon as possible. Mrs. Courter is posting internally for the Classroom Aide/Classroom Assistant positions.

Mrs. Keating's next topic was regarding Griswold High School. She has had numerous conversations with Superintendent Sean McKenna regarding placement of Special Education students. Due to budget issues, Griswold will not be able to commit to receiving these students until late July. Mrs. Keating has had conversations with Plainfield High School and Waterford High School as an alternative plan. Waterford is not able to help this year but may be able to help next year. Plainfield is interested in possibly taking our students and Mrs. Courter will be attending a meeting with Plainfield this week. The Board requested Mrs. Keating to entertain developing an agreement with Griswold High School, as one of our designated high schools.

Mrs. Keating spoke with Mrs. Andrea Kelly with the Town Recreation Department regarding financial help for the sealcoating of the LCS cafeteria. Mrs. Kelly stated if the vote passes this evening, they would be willing to encumber the cost for this project. Mrs. Keating told Mrs. Kelly that she appreciated this offer, and was sure that the BOE would also. Mrs. Kelly will be in contact with Mrs. Keating with the results of their meeting.

Lastly, Mrs. Keating reported that our kindergarten counts are high this year. There are 47 students enrolled, which includes 19 newcomers. We will need to add a new kindergarten teacher position and will need to add this request to our agenda under Agenda Item # 12.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: M. Krauss motioned to approve monthly expenditures for May 2019, Fiscal Year 2018-2019 in the amount of \$601,068.37; J. Marshall seconded

Vote: Unanimous

Motion Carried

b) Financial Statement

Motion: M. Avery motioned to approve the financial statement for May 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 May 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. Sally Keating announced that Mrs. Anne (Townsend) Orkney, our dedicated and talented Art Teacher, is retiring effective the end of this school year. She will be greatly missed.

Motion: J. Jencks motioned to accept and approve Mrs. Anne (Townsend) Orkney's resignation effective the end of this school year and to wish her much success in the future; M. Avery seconded

Vote: Unanimous

Motion Carried

- b) Update and Discussion re: Report Cards-**Mr. Brian Apperson provided an update regarding the progress made thus far regarding the "new" report cards for next year. The Staff has worked very hard on creating the new standard report card and it is almost complete. The main purpose is to keep the standards flowing cohesively from K-8. He will update the Board when the final report cards are complete.
- c) Update re: Kitchen Equipment Consultant and Possible Action-**Mr. Brian McGlew provided an update regarding the status of securing a Kitchen Equipment Consultant to offer advice regarding the issue of the temperature in the kitchen. The consultant will be coming to LCS this week.
- d) Update re: Financial Software System-**Mrs. Diana Cormier and Technology Committee members provided an update regarding the exploration of a new financial software system for the Business Office. Mrs. Cormier informed the Board that she has one more financial software system to review the week of June 24th and will get back with the Board with any additional information.
- e) Discussion re: Natural Gas Line Project Proposal and Possible Action-**Mr. Ian Rogers, Mrs. Judy Jencks, Mr. Brian McGlew and Mrs. Sally Keating provided a summary regarding information obtained at a recent meeting held at Town Hall with First Selectman, Tom Sparkman. During the meeting, they discussed the possibility of doing a Microgrid Project between Lisbon BOE and the Town. Mr. Sparkman plans on sending the Microgrid RFP to the Town Attorney for review and input. We are waiting for the attorney's input. This Microgrid would be hooked to all of the Municipal buildings and a State Grant would pay for this project. In addition, Ms. LuAnn Dinihanian from Eversource has invited LCS to see a demo of this system on June 26th.
- f) Update re: 2018-2019 Budget Projections -**Mrs. Diana Cormier provided the Board with an update on the 2018-2019 Budget Projections. She will provide additional information at the next meeting.
- g) Discussion re: The Terms of Employment of a .40 FTE Assistant Principal Position (Proposed Executive Session); Possible Action re: The Terms of Employment of a .40 FTE Assistant Principal Position -**This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14 Public Comment.

Possible Motion: to move Agenda Item 10 (g) Discussion re: The Terms of Employment of a .40 FTE Assistant Principal Position to Executive Session, immediately following Agenda Item # 14 Public Comment

- h) Discussion re: An Attorney-Client Communication Regarding the NFA Investigation (Proposed Executive Session); Possible Action Concerning the NFA Investigation** -This agenda item needs to be moved to Executive Session, and to be held after agenda item 10(g).

Motion: J. Marshall motioned to move Agenda Item 10 (g) Discussion re: The Terms of Employment of a .40 FTE Assistant Principal Position to Executive Session, immediately following Agenda Item # 14 Public Comment and to move agenda item 10(h)-Discussion Concerning an Attorney-Client Communication Regarding the NFA Investigation to Executive Session immediately following Agenda Item 10(g); J. Lewerk seconded

Vote: Unanimous

Motion Carried

- 11. Committee Reports** – The Policy Committee Members reported that the Policy Book will be delivered to CABE tomorrow, June 19, 2019 for review. Mrs. Keating thanked Mrs. Krauss and Mrs. Marshall for all of their work regarding this Policy Book.

- 12. Additions to the Agenda** –

Motion: M. Krauss motioned to authorize the Superintendent to interview and hire an additional Kindergarten Teacher; J. Jencks seconded

Vote: Unanimous

Motion Carried

- 13. Next Agenda Planning** – None

- 14. Public Comment** - None

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Motion: J. Jencks motioned to enter into Executive Session and to invite Mrs. Sally Keating and Mrs. Diana Cormier to discuss Agenda Item 10(g) Discussion re: The Terms of Employment of a .40 FTE Assistant Principal Position and to enter into Executive Session and to invite Mrs. Sally Keating to discuss Agenda Item 10(h) Discussion re: An Attorney-Client Communication Regarding the NFA Investigation; M. Krauss seconded

Vote: Unanimous

Motion Carried

The Board entered into Executive Session at 7:54 p.m.

The Board ended Executive Session at 8:17 p.m.

No motions were made after Executive Session.

- 15. Adjournment** – The meeting adjourned at 8:18 p.m.

Approved


Recording Secretary

RECEIVED FOR RECORD AT LISBON
CT ON 06/21/2019 AT 10:05am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
