

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Regular Board of Education Minutes**

Monday May 15, 2017

Board Members Present: I. Rogers (Chair), J. Lewerk, J. Danburg, D. Nowakowski,  
D. Rickard, J. Marshall and M. Avery

Board Members Absent: J. Jencks and S. McCabe

Administrators Present: S. Keating (Superintendent), D. Cormier (Business Manager),  
B. Apperson (Principal), B. McGlew (Building and Grounds)

Administrators Absent: None

Student Ambassadors Present: C. Siguencia

Student Ambassadors Absent: P. Raposo and A. Miles

Others: Ms. Anne Townsend, Mrs. Julie Lepore, Mrs. Michelle Mlyniec, Mr. Brown and National Junior Honor Society members with family and friends.

1. **Call to Order** – I. Rogers called the meeting to order at 6:35 p.m.
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment** –
  - a) The National Junior Honor Society Induction Ceremony was held this evening. Following the ceremony, the present and new members joined the Board of Education members in the Media Center for refreshments and conversation. Mr. Steve Brown introduced the new National Junior Honor Society (NJHS) inductees to the Board of Education. The new members are: Hannah Garvin, Dante Gigliotti, Hannah Grant, Olivia Landry, Anastasia Milhomme, Micah Mlyniec, Molly Plecan, Paige Raposo, Ryan Riley, Brianne Surfus and Jaxson Synott.
  - b) Mrs. Michelle Mlyniec read an official recognition letter to the Board of Education: “Our School Board Members are friends and neighbors with extraordinary dedication to our community and our children. Our Board of Education establishes a vision for education programs, maintains the structure to achieve that vision, and provides accountability to the community. The job of a School Board Member is tough, the hours long and the thanks few and far between. Too often we forget about the personal sacrifices School Board Members make. They spend hours in meetings and on committees, researching and discussing complex issues, advocating for our school and budget, and pushing for policy and program reforms. This is a time to show our appreciation and to salute those who provide hometown governance of our public education.”

**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**

C. Siguencia reported that the 8<sup>th</sup> grade students are learning the following: In Social Studies, she reported they have a quiz tomorrow on chapter 14. In Language Arts, they have a thesis paper due tomorrow. In Math, they are working on transformations. In Spanish, they are studying for their final exam on May 26th.

**7. Approval of Minutes**

**Motion:** J. Lewerk moved to approve the minutes of the April 17, 2017 Regular Board of Education Meeting; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

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

- a) Lisbon Central School – Mr. Brian Apperson informed the Board that the CMT and Smarter Balance Assessment testing are completed. He acknowledged a special thank you to Mrs. Megan Jenkins and Mr. Michael Davidson for their organization and coordination during the testing period. He also spoke about the recent and future field trips that are taking place with LCS students. Mr. Brian Apperson discussed the distribution of the school climate surveys that have been distributed to the staff and parents. The students' distribution will begin soon. All of the survey answers are anonymous. The data that is collected will give Administration valuable information about the school environment.
- b) Special Education –Mrs. Sally Keating reported on the IDEA Grant which was completed by Dr. Paul Pattavina, Mrs. Diana Cormier and herself. She also commented on the School Readiness (SR) Grant which was also completed by Mr. Brian Apperson, Mrs. Diana Cormier, Mrs. Claudia Conway and herself. Both grants, if awarded, will help to pay for salary expenditures, classroom instructional supplies and internships related to the grant guidelines.
- c) Business Office – Mrs. Diana Cormier reported on the Student Activity Account. She explained how the funds collected from students for field trips, book fairs, sports apparel, etc. are deposited into this account. Checks are then written to pay for expenditures.
- d) Building and Grounds – Mr. Brian McGlew provided information regarding a recent minor vehicle accident that caused damage to our building by a milk delivery driver. A police report was filed, and we have been in contact with the milk company.



- e) Information – Mrs. Sally Keating provided the Board with an update regarding the Director of Special Education position and the Business Office Clerk position. In regards to the Director of Special Education position, the committee will begin interviews on Wednesday. There are many qualified candidates. If needed, a second interview will be scheduled next week. In regards to the part-time Business Office Clerk position, Mrs. Keating and Mrs. Cormier have hired Ashley Beres and she will begin May 24, 2017. Also, there will be a posting for a 1.0 Classroom Assistant in the near future.

## **9. Consent Agenda**

### **a) Approval of Monthly Expenditures**

**Motion:** M. Avery moved to approve monthly expenditures for April 2017, Fiscal Year 2016-2017 in the amount of \$516,896.98; J. Marshall seconded

**Vote:** Unanimous **Motion Carried**

### **b) Financial Statement**

**Motion:** J. Lewerk moved to approve the financial statement for April 2017, Fiscal Year 2016-2017 as presented by the Administration; M. Avery seconded

**Vote:** Unanimous **Motion Carried**

### **c) Transfer**

**Motion:** M. Avery moved to acknowledge the May 2017 transfer as presented by Administration; J. Marshall seconded

**Vote:** Unanimous **Motion Carried**

## **10. New Business / Old Business**

**a) Presentation re: Energy Light Audit by JK Energy Solutions and Possible Action –** Mr. Mark Block from JK Energy Solutions discussed the recent energy light audit. He presented the energy cost savings proposal to the Board. There will not be any cost to the School System associated with the lighting changes.

**Motion:** D. Rickard moved to proceed with the lighting changes presented by JK Energy Solutions; M. Avery seconded

**Vote:** Unanimous **Motion Carried**

**b) Acceptance of Employee Resignation and Possible Action –** Ms. Mary Lou Cassotto, our Librarian/Media Specialist submitted her resignation, effective August 31, 2017. Mrs. Sally Keating read her resignation letter aloud at the meeting.

**Motion:** M. Avery moved to accept Ms. Mary Lou Cassotto's resignation, effective August 31, 2017 and to wish her success in the future; J. Lewerk seconded

**Vote:** Unanimous **Motion Carried**

**c) Discussion re: Change in Educator Evaluation and Support Plan and Possible Action –** Mr. Brian Apperson clarified changes in the language of the Educator Evaluation and Support Plan. It is required that the Board of Education and the Professional Development and Evaluation Committee reach a mutual agreement on the amended plan before sending it to the CSDE.

**Motion:** J. Danburg moved to mutually agree on the changes in the Educator Evaluation and Support Plan, as written by the Professional Development and Evaluation Committee; M. Avery seconded

**Vote:** **Unanimous**

**Motion Carried**

**d) Discussion re: Change in School Breakfast and Lunch Prices and Possible Action –** Due to a possible decrease in enrollment and possible increased costs for the cafeteria, Administration is recommending a slight increase in meal prices at LCS (breakfast \$1.90 to \$2.00; lunch \$2.90 to \$3.00).

**Motion:** J. Marshall moved to increase the school breakfast price and school lunch price by .10 cents, effective the beginning of the 2017-2018 school year; J. Lewerk seconded

**Vote:** **Unanimous**

**Motion Carried**

**e) Discussion re: Medicaid Reimbursement and Possible Action –** Mrs. Cormier lead the discussion regarding this topic. She reported on a conference call she participated in last month along with 8-9 other districts. Most of these districts get Medicaid reimbursements and explained what a time consuming job it is. Reimbursements varied.

**f) Discussion re: 2016-2017 Projections and Possible Action –** Mrs. Diana Cormier and other Administration provided a brief update regarding the status of the 2016-2017 budget. There are some unknown expenditure costs outstanding and the accounts that were frozen previously will be unfrozen on a case by case basis.

**g) Update re: Underground Storage Tank and Possible Action –** Mr. Brian McGlew, Mrs. Diana Cormier and Mrs. Sally Keating met with CSDE personnel in Hartford to discuss the underground storage tank. The meeting was very productive. An advertisement was placed in the paper for a DAS Certified Environmental Consultant and Mr. McGlew has been in contact with State of CT approved vendors. Administration has received quotes from a few vendors and will meet with the CSDE in the beginning of July.

**h) Discussion re: Singleton Contracts (Proposed Executive Session) and Possible Action –** This agenda item needs to be moved to Executive Session, immediately following Agenda Item # 14 Public Comment.

**Motion:** J. Marshall moved to move Agenda Item 10 (h) Discussion re: Singleton Contracts to Executive Session, 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 –** Underground Storage Tank Project, 2016-2017 Budget Projections and School Climate Survey data results

**14. Public Comment - None**

**Motion:** M. Avery moved to enter into executive Session and to invite Mrs. Sally Keating, Mr. Brian Apperson, Mr. Brian McGlew and Mrs. Diana Cormier to discuss Agenda Item 10(h) Discussion re: Singleton Contracts; D. Rickard seconded

**Vote:** **Unanimous**

**Motion Carried**



The Board entered into Executive Session at 7:40 p.m.

The Board ended Executive Session at 7:56 p.m.

**Motion:** D. Rickard moved to accept as presented the Employment Agreement for BillieSue Burelle; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** D. Rickard moved to accept as presented the Employment Agreement for Micheline Plourde; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** D. Rickard moved to accept as presented the Employment Agreement for Ellen Sobanski; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** D. Rickard moved to accept as presented the Employment Agreement for Kelly Wezner; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** D. Rickard moved to accept as presented the Contract for Michael Rossi; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** D. Rickard moved to accept as presented the Contract for Brian McGlew; M. Avery seconded

**Vote:** Unanimous

**Motion Carried**

15. **Adjournment**-The meeting adjourned at 7:57 p.m.

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Approved

RECEIVED FOR RECORD AT LISBON

CT ON 5/22/2017 AT 1:50

ATTEST. LAURIE TIROCCHI, TOWN CLERK

*Laurie Tirocchi*

*Allen P. McCallp-Reamer*  
Recording Secretary