

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday June 19, 2017

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

Board Members Absent: D. Rickard

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

Administrators Absent: B. McGlew

Student Ambassadors Present: C. Siguencia and P. Raposo

Student Ambassadors Absent: A. Miles

Others: Mrs. Raposo , Mrs. Alison Orcutt and Chief Robinson

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** – 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**

C. Siguencia – Ian Rogers presented Christina with a card and flowers from the Board thanking her for her services as an Ambassador for three years and wished her best wishes in high school. She thanked the Board and Administrators.

P. Raposo reported on her many summer activities. She will be going to 4-H camp, Hartt Music School camp, tennis camp, she will be doing her personal summer reading and she will be doing volunteer work at Slater Library helping to set up for the Summer Reading Program.

7. Approval of Minutes

Motion: J. Lewerk moved to approve the minutes of the May 15, 2017 Regular Board of Education Meeting; M. Avery seconded

Vote: Unanimous

Motion Carried

Mr. Ian Rogers apologized for the May minutes not taping correctly due to a malfunction of the cassette tape recorder that was used.

8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson reported on staff changes for the 2017-2018 school year. Mrs. Jenkins will be teaching 2nd grade; Mrs. Lepore and Mr. Davidson will be sharing responsibilities for the SRBI/Testing duties along with their normal roles in Technology and Reading; Mrs. Baldwin will switch from 5th grade to 6th grade Language Arts; Mr. Wheeler will be teaching 6th grade Math; Mrs. Gilgenbach will be teaching 5th grade ELA and Social Studies; Mrs. Fabry will be moving her classroom to Room # 46 and Mrs. Piper will be moving her classroom to Room # 52 and covering homeroom. Mr. Apperson also summarized summer initiatives. He will be reviewing student attendance protocol, 504 cases and the student handbook among other summer duties.
- b) Special Education –Mrs. Sally Keating reported on the newly hired Director of Special Education/Coordinator of Early Childhood. Mrs. Alison Orcutt has been hired as the new Director. She will begin July 1, 2017. She was one of fifteen applicants and she was chosen for her wide range of experience. We welcome her to the LCS staff.
- c) Business Office – Mrs. Diana Cormier discussed the yearly accounting audit planning letter from PKF O'Connor Davies. She explained that each year the auditors give her a list of items to have ready for review. The auditors will begin their process on Wednesday and return over the summer.
- d) Building and Grounds – Mrs. Sally Keating provided information on behalf of Mr. Brian McGlew who is absent this evening for his son's scheduled event. In Mr. McGlew's report, he noted that the Mr. Rooter company came to LCS to fix a drainage problem in the floor of the Cafeteria, BT Lindsay was called to repair a fan motor and that the custodians have begun cleaning the classrooms and one has been completed.
- e) Information – Mrs. Sally Keating provided the Board with an update regarding the Educational Aide/Educational Assistant position and the Media Specialist position. Mrs. Amy Rogulski has been hired for the 1.0 FTE Educational Aide/Educational Assistant position replacing Mrs. Schultz who retired in June 2017. The .4 FTE Educational Aide/Educational Assistant position has been posted internally. The .8 FTE Media Specialist position has also been posted. There have been five highly qualified applications received for the Media Specialist position and interviews will begin next week. Mrs. Keating also reported that Administration will be utilizing CT United Way for assistance with the NAEYC Accreditation. Mrs. Keating completed an application for the assistance. CT United Way approved the application. They will provide assistance, free of cost, which typically would cost \$4,800. Her final comment was regarding the All-Hazard School Security and

Safety Plan. As required by the State of CT, members of the Safety Plan Committee must meet to discuss the Safety Plan each year. This took place June 12th and it was a productive meeting.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: J. Lewerk moved to approve monthly expenditures for May 2017, Fiscal Year 2016-2017 in the amount of \$416,505.53; J. Jencks seconded

Vote: Unanimous **Motion Carried**

b) Financial Statement

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

Vote: Unanimous **Motion Carried**

c) Transfers

Motion: J. Lewerk moved to acknowledge the June 2017 transfer as presented by Administration; J. Marshall seconded

Vote: Unanimous **Motion Carried**

10. New Business / Old Business

a) Discussion re: Purchase of Knox Box(es) and Possible Action – At a recent School Security and Safety Committee meeting, the purchase of additional Knox Boxes was discussed. Fire Chief Mark Robinson was in attendance at this BOE meeting to discuss this issue. He explained to the Board that the committee agreed on the need for two additional Knox Boxes and the reconditioning of an existing box. He informed the Board that the Fire Department will be furnishing these boxes to the LCS building. Chief Robinson also discussed the Safety Training that will take place in the LCS building during non-staff and non-student hours.

b) Discussion and Ratification re: Proposed MEUI Contract and Possible Action – Mr. Ian Rogers discussed the result of recent negotiations between the Board of Education's Negotiation Committee and the MEUI Negotiation Committee. The MEUI ratified the contract on Monday, June 12th.

Motion: S. McCabe moved to ratify the proposed 2017-2022 MEUI Contract as presented by the Board of Education's Negotiation Committee; J. Marshall seconded

Vote: Unanimous **Motion Carried**

c) Discussion re: Educator Evaluation and Support Plan Amendment and Possible Action – The CSDE has approved the amendment to the district's Educator Evaluation and Support plan. State statute requires the amended plan be adopted by the Board.

Motion: J. Lewerk moved to adopt Lisbon Central School's amended Educator Evaluation and Support Plan, to be implemented starting in the 2017-2018 school year; J. Jencks seconded

Vote: Unanimous **Motion Carried**

d) Discussion re: Parent School Climate Surveys – Mr. Brian Apperson presented the results of the Parent School Climate Surveys. The results were compared to the past survey with many positive improvements. This survey will help Administration to focus on the continued improvements to the school environment.

e) Discussion re: 2016-2017 Projections and Possible Action – Mrs. Diana Cormier and Mrs. Sally Keating reviewed the current 2016-2017 budget projections with the Board. There are still some unknown expenditure costs outstanding and Administration will continue the conservative approach on spending on needed items on a case by case basis.

f) Update re: Underground Storage Tank and Possible Action – Mr. Ian Rogers provided an update re: the status of this project. Mrs. Sally Keating, Mr. Brian McGlew and Mrs. Diana Cormier have met with the State and it was recommended by the State to replace both tanks. A State pre-approved contractor's proposal for approximately \$200,000.00 with a possible 60 percent reimbursement from the State, to remove one 6,000 gallon tank and one 10,000 gallon tank and to be replaced by one 12,000 gallon tank, will be presented to the Board of Finance this week for approval.

g) Discussion re: Property and Casualty Insurance and Possible Action – Mrs. Diana Cormier commented regarding the automatic renewal of the Brokerage Service Fee Agreement between Lisbon Central School and USI Insurance Services, LLC for the 2017-2018 budget year. This agreement has a zero percent premium increase from the 2016-2017 budget year.

Motion: M. Avery moved to acknowledge the automatic renewal agreement between Lisbon Central School and USI Insurance Services, LLC; J. Marshall seconded

Vote: Unanimous

Motion Carried

11. **Committee Reports** – None

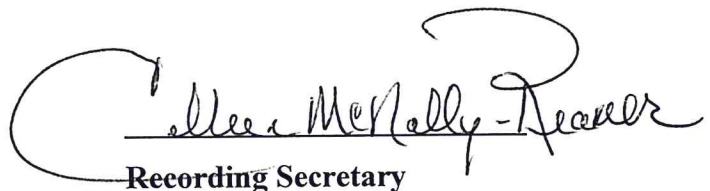
12. **Additions to the Agenda** – None


13. **Next Agenda Planning** – List of staff changes, the results of the student survey and a list of end-of year awards given to students from high school

14. **Public Comment** – None

15. **Adjournment**-The meeting adjourned at 7:40 p.m.

Approved


Recording Secretary

RECEIVED FOR RECORD AT LISBON
CT ON 06/23/2017 AT 10:10am
ATTEST, LAURIE TIROCCHI, TOWN CLERK
 Asst