

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Regular Board of Education Minutes**

Monday December 18, 2017

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

Board Members Absent: J. Marshall

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

Administrators Absent: None

Student Ambassadors Present: P. Raposo and S. Rebstock

Student Ambassadors Absent: None

Others: Mr. Rebstock, Mrs. Raposo, Mr. Holland and Mr. Rickard

1. **Call to Order** – I. Rogers called the meeting to order at 6:31 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** –

P. Raposo reported the 8<sup>th</sup> grade students are learning the following: In Social Studies, she reported they are learning how the New Nation was governed. In Language Arts, they have a December book report due. They are reading “American Plague” in class and their Revolutionary War packet will be given back tomorrow. She also reported that she will be reading to Mrs. Serra’s class on Wednesday. In Math, they are learning how to determine proportional and non-proportional from line graphs. In Spanish, they are learning conjugating boot verbs. In Science, she reported they are making a “Newton’s 3 Laws of Motion” presentation with iPads and computers in regards to their dragsters. Lastly, she reported she will be caroling this Friday with her fellow students.

S. Rebstock reported the 6<sup>th</sup> grade students are learning the following: In Science, they are playing “kindness games” and there are no assignments due at this time. In Math, she reported they are learning about percentages. They received their progress reports and she was proud to announce her average is 102%. In Language Arts, they have just completed a spelling bee, they are learning about sentence structure and they have a vocabulary test on Thursday. In History, she reported they are learning about Japan and are reading the novel “Sudoku and the Thousand Cranes”.

## 7. Approval of Minutes

**Motion:** M. Krauss moved to approve the minutes of the November 27, 2017 Regular Board of Education Meeting with a correction to note in the Standing Policy Committee-Missy Krauss is the member instead of Missy Avery; J. Lewerk seconded

**Vote:** Unanimous

**Motion Carried**

## 8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson led the discussion about the food drive which is supported by the school community. The food collected will go to the local food banks. The response has been terrific. He also reported on the two winter concerts held this month. On December 6<sup>th</sup>, the Band Concert was held and on December 19<sup>th</sup> the Chorus Concert will be held in the cafeteria. Many thanks to Mrs. Miller and Mrs. Curtiss. Mr. Apperson also reported on other activities such as: Dr. Puhlick held a book fair this month. The Administration wanted to thank the many volunteers that helped with this fair; we are very grateful. The eighth grade class helped with the Senior Center's Holiday Luncheon. It was very successful. He went on to mention the "Hour of Code" being done in the computer lab and library. The students are doing well thanks to Mr. Davidson and Dr. Puhlick. Lastly, Mr. Apperson mentioned the caroling that the eighth graders will be doing this Friday.
- b) Special Education –Mrs. Alison Orcutt discussed the updated enrollment numbers in special education and the recent professional development. She also discussed the Early Childhood Support Meeting held on a recent Professional Day. They discussed amendments applicable to the SR program. She expressed that the meeting was very successful. Also during the Professional Day a staff member met with NFA staff to discuss their services to the high school students. And lastly, Mrs. Orcutt provided an update regarding NAEYC. LCS hosted the monthly NAEYC support meeting for the NAEYC Accreditation Program. The meeting was a success with 20 area members from the local area in attendance.
- c) Business Office – Mrs. Diana Cormier provided information on the payroll year end closing procedures. She explained the process of balancing all tax reports in order to run the year end W-2 forms and also the IRS 1095-A Health Insurance Marketplace Statement forms. Lastly, Mrs. Cormier discussed the utilization of the Business Managers' network, CASBO.
- d) Building and Grounds – Mr. Brian McGlew provided an update regarding the physical plant at LCS. The Sprinkler and Fire Alarm inspection is due. Mr. McGlew also has been busy getting the equipment ready for winter snow removal.
- e) Information – Mrs. Sally Keating discussed the recent PMT training that she attended. She expressed that the training was excellent. She also commented on possibly utilizing tutoring services in the summer for eighth graders in regular education, who struggle in Math and Language Arts. Mrs. Keating provided a brief report regarding the recent lockdown drill. This drill was held during a lunch period and the students' performance was very good. Lastly, Mrs. Keating provided information regarding a CAPPS meeting she attended this morning regarding legislative issues. Another meeting is scheduled in January 2018.

## 9. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** M. Avery moved to approve monthly expenditures for November 2017, Fiscal Year 2017-2018 in the amount of \$733,344.53; J. Danburg seconded.

**Vote:** Unanimous

**Motion Carried**

- b) Financial Statement

**Motion:** M. Krauss moved to approve the financial statement for November 2017, Fiscal Year 2017-2018 as presented by the Administration; S. McCabe seconded.

**Vote:** Unanimous

**Motion Carried**

- c) Transfers

**Motion:** M. Avery moved to approve the December 2017 transfers as presented by Administration; J. Jencks seconded.

**Vote:** Unanimous

**Motion Carried**



## 10. New Business / Old Business

- a) **Discussion re: CCAT's Affiliation with Novus Insight, Inc. and Possible Action** – It was suggested that this agenda topic be moved.

**Motion:** J. Lewerk moved to bypass Agenda Item 10(a) Discussion re: CCAT's Affiliation with Novus Insight, Inc. to await for CCAT personnel arrival to the Board Meeting to discuss the Novation Agreement with Novus Insight Inc. and place Agenda 10(a) before Agenda 10(e); J. Jencks seconded.

**Vote: Unanimous**

**Motion Carried**

- b) **Discussion re: Trimester Scheduling and Possible Action** – Mr. Dave Nowakowski had requested that the Board have a discussion about changing the marking period from a quarterly schedule to a trimester schedule in order to allow for a more solid block of instruction to occur with a sufficient amount of time for assessments. Administration will have discussions with staff about this consideration and will keep the Board updated on this possible change.
- c) **Discussion re: Title I Grant**– Mrs. Sally Keating and Mrs. Diana Cormier led this discussion. Originally LCS funded approximately \$25,000 of a teacher's salary utilizing this grant. This past fall, LCS received an increase in our allotment of money. Last year LCS received \$50,448; this year LCS received \$79,603. As a result of this increase and the carryover of last year's grant money, LCS can fund an additional \$40,000 towards a teacher's salary, which wasn't in our budget.
- d) **Update re: LCS Oil Tank Replacement Project** – Mr. Ian Rogers and Mr. Brian McGlew led the discussion on the LCS Oil Tank Replacement Project. True Blue Environmental, Inc. submitted a proposal which the Building Committee members approved. The timeline for the project is to begin in June.
- a) **Discussion re: CCAT's Affiliation with Novus Insight, Inc. and Possible Action** – CCAT personnel did not attend the meeting so Mrs. Sally Keating and Mrs. Diana Cormier led the discussion concerning the CCAT affiliation with Novus Insight, Inc. Mrs. Keating received this agreement from CCAT on December 4<sup>th</sup>. The cost for the service is unchanged. CCAT is expecting the agreement to be signed and returned by the third week in December. This contract will be in effect until June 2018.

**Motion:** J. Jencks moved to approve the Novation Agreement with Novus Insight, Inc.; J. Lewerk seconded.

**Vote:** Yes: I. Rogers, J. Jencks, M. Avery, J. Danburg, D. Nowakowski, J. Lewerk, M. Krauss

No: S. McCabe

**Motion Carried**

- e) **Discussion re: Attorney-Client Privilege Communication Regarding Legal Steps for Setting Up a Medicaid Reimbursement Account (Proposed Executive Session) and Possible Action** - This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14-Public Comment

**Motion:** M. Krauss moved to move Agenda Item #10(e) Discussion re: Attorney-Client Privilege Communication Regarding Legal Steps for Setting Up a Medicaid Reimbursement Account to Executive Session, immediately following Agenda Item #14-Public Comment; J. Jencks seconded.

11. **Committee Reports - None**

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

13. **Next Agenda Planning – Trimester Calendar Discussion**

14. **Public Comment - None**

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**Motion:** M. Krauss moved to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier, Mrs. Alison Orcutt and Mr. Brian Apperson to discuss Agenda 10(e) Discussion re: Attorney-Client Privilege Communication Regarding Legal Steps for Setting Up a Medicaid Reimbursement Account; J. Lewerk second.

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:15 p.m.

The Board ended Executive Session at 7:45 p.m.


**Motion:** J. Lewerk moved to inform the Town to set up a Medicaid Account in accordance with the CT State Statutes;  
J. Jencks seconded

**Vote:** Unanimous

**Motion Carried**

15. **Adjournment** The meeting adjourned 7:45 p.m.

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 12/22/17 AT 9:55am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Maryanne Wakely, Asst*