

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, July 15, 2019

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

Board Members Absent: S. McCabe and J. Lewerk

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

Administrators Absent: M. Courter (Director of Special Education)

Student Ambassadors Present: None

Student Ambassadors Absent: S. Rebstock and B. Nowakowski due to Summer Vacation

Others: None

1. **Call to Order** – I. Rogers called the meeting to order at 6:30 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** – None

7. **Approval of Minutes**

Motion: M. Krauss motioned to approve the minutes of the June 17, 2019 Regular Board of Education meeting; J. Marshall seconded

Vote: Unanimous

Motion Carried

Motion: J. Jencks motioned to approve the minutes of the June 20, 2019 Special Board of Education meeting; M. Avery seconded

Vote: Unanimous

Motion Carried

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

- a) Lisbon Central School – Mr. Brian Apperson provided information on the following topics: Interviews were held for Grade 1 and Grade 2 and the new teachers are Mrs. Hamel for Grade 1 and Mrs. Lacombe for Grade 2. Interviews for Kindergarten and Grade 3 were held today and second interviews will be held tomorrow. We will be interviewing for the Art position tomorrow as well. Next Monday, July 22nd, he and a committee will be interviewing for the Social Studies position. Mrs. Keating and Mr. Apperson will update the Board on those results. Class scheduling drafts have been started and should be completed soon. Class placements were completed at the end of the school year with the exception of the positions being filled now. For the teachers that have been hired recently, those students have been informed of their new teachers. Mr. Apperson also informed the Board of the upgrade to Windows 10 on all computers since Windows 7 will no longer be supported after November. There is no cost associated with this upgrade. Lastly, Mr. Apperson spoke of changes with the PTO Officers. Also there will be a flier sent home to parents informing them of fundraising events coming up soon such as the Color Run, October 5th.

- b) Special Education –Mrs. Maggie Courter was absent and Mrs. Sally Keating will update the Board in the Lunch Box this week regarding Mrs. Courter’s report.
- c) Business Office – Mrs. Diana Cormier reported on the updates to the Medicaid Report. They used some of the money for NECHEAR equipment and will be using other funds to help pay for intern support. She also discussed the CIRMA’s Member Equity Distribution check that will be received in the amount of \$4,845 for the 2017-2018 Insurance policy and may be distributed to the Town of Lisbon. Mrs. Cormier will check with the auditor as to whether the check can offset our insurance cost.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. The consultants came in to review the kitchen situation and their recommendation is to put a hood above the dishwasher to remove the humidity in that air in that area. The estimated cost is \$400. They also recommended putting grilles between the walls to help circulate the air between the two rooms. Mr. McGlew also reported on the fire pump testing. It was discovered that a flow meter needs to be replaced for approximately \$1200. Mr. McGlew stated the Boilers have been cleaned, the septic system has been pumped, the cafeteria floor sealing began today, and the sealing of the parking lots have begun today as well. Lastly, he reported that the custodians have done a great job getting the classrooms cleaned.
- e) Information – Mrs. Sally Keating briefly reviewed the Assistant Principal’s/SRBI Coordinator’s MOA for those who couldn’t attend the Special meeting last month. She wanted the Board to know that Mrs. Jenkins wanted to extend her thanks to the Board and is excited about starting her new position. Also, Mrs. Keating briefly mentioned the request for information from high schools regarding Lisbon students in relation to awards this past school year. We should have the final list for the August Board meeting. Lastly, Mrs. Keating discussed a budgetary issue related to Special Education.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: M. Krauss motioned to approve monthly expenditures for June 2019, Fiscal Year 2018-2019 in the amount of \$979,904.49; J. Marshall seconded

Vote: Unanimous

Motion Carried

b) Financial Statement

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

Vote: Unanimous

Motion Carried

10. New Business / Old Business

- a) **Action re: Acceptance and Approval of Employee’s Retirement Letter** -Mr. Ian Rogers read Ms. Judy Fontaine-Higgins letter which she submitted regarding her retirement. She will be greatly missed.

Motion: J. Jencks motioned to accept and approve Ms. Judy Fontaine-Higgins retirement letter and to wish her much success in the future; J. Marshall seconded

Vote: Unanimous

Motion Carried

- b) **Discussion re: Track at LCS-A** request was made by Board members Mrs. Joan Marshall and Mrs. Melissa Krauss to place this topic on the agenda. Mrs. Marshall thought it would be a great recognition to consider recommending naming the track in honor of Ms. Judy Fontaine-Higgins. Mrs. Krauss stated that she spoke to the Recreation Department about this recommendation and they will be discussing this topic, and the final decision will be made at the First Selectmen's meeting.

Motion: M. Krauss motioned the Lisbon Board of Education is in favor of naming the Town Athletic Track after Judy Fontaine-Higgins; J. Marshall seconded

Vote: Unanimous

Motion Carried

- c) **Discussion re: Report Cards** -Mr. Brian Apperson provided the Board with an updated status of the "new" Standards-Based report card, which will be in effect this coming school year. Rediker will import the draft report card and the information will be reviewed again.
- d) **Discussion re: End-of-Year Expenditures** – Mrs. Diana Cormier provided an update as to the current status of money not expended from the 2018-2019 school year. She is waiting for a few outstanding bills for the final expenditures. At this point, there is a little over \$12,000 possibly going back to the Town.
- e) **Update re: Financial Software System**-Mrs. Diana Cormier reported on the progress made in determining a new financial software system for LCS. On Thursday, June 11th, Mrs. Cormier and Ms. McNally-Reamer visited the Business Manager in Putnam to review the financial system that they use called Infinite Vision. Mrs. Cormier also spoke to another Business Manager in Old Saybrook who is using E-Finance Plus. This school thought it was more geared towards larger districts. They also mentioned it was a tough conversion. She also had a discussion with LEARN to pull districts together to get better pricing in relations to training, etc. and to collaborate with LEARN to post the RFP.

Motion: J. Jencks motioned for the Lisbon Board of Education to participate in the Financial System RFP with the participating Towns; J. Marshall seconded

Vote: Unanimous

Motion Carried

- f) **Discussion re: Natural Gas Line Project Proposal** -Mr. Brian McGlew and Mrs. Sally Keating provided a brief summary of a recent conference they attended relating to this project and the cost savings, this facility could anticipate. Mrs. Keating, Mr. McGlew and Ms. LuAnn Dinihanian from Eversource have not heard what the Town anticipates doing with this project. Mr. Ian Rogers will contact the Town to find out the Town's intention.
- g) **Update re: LCS Oil Tank Replacement Project** -Mrs. Diana Cormier and Mrs. Sally Keating updated the Board regarding the close-out of this project. In summary: The original projection for this project was \$436,000, with the actual cost coming in at approximately \$378,000. The State reimbursed the Town \$226,499, making the net cost to the Town approximately \$151,501.
- h) **Discussion re: Pending Litigation re: Student (Proposed Executive Session)** -This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14 Public Comment.

Motion: J. Marshall motioned to move Agenda Item #10 (h) Discussion re: Pending Litigation re: Student to Executive Session, immediately following Agenda Item # 14 Public Comment; M. Avery seconded

Vote: Unanimous

Motion Carried

11. **Committee Reports** – The Financial Committee met before this meeting to review Agenda Item 10 (e)
12. **Additions to the Agenda**- None
13. **Next Agenda Planning**- Tuition Policy and to Discuss the CIRMA check being returned to the BOE
14. **Public Comment** – None

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Motion: J. Jencks motioned to enter into Executive Session and to invite Mrs. Diana Cormier and Mrs. Sally Keating to discuss Agenda Item #10 (h) Discussion re: Pending Litigation re: Student; M. Krauss seconded

Vote: Unanimous

Motion Carried

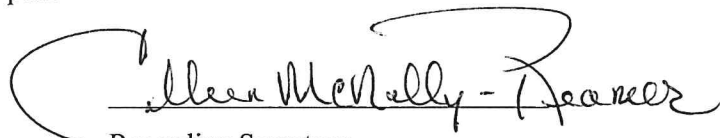
The Board entered into Executive Session at 7:29 p.m.

The Board ended Executive Session at 7:55 p.m.

No motions were made after Executive Session.

15. **Adjournment** – The meeting adjourned at 7:55 p.m.

Approved


Recording Secretary

RECEIVED FOR RECORD AT LISBON

CT ON 07/22/2019 AT 2:40 pm

ATTEST, LAURIE TIROCCHI, TOWN CLERK

