

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Minutes

Monday, October 21, 2019

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

Board Members Absent: M. Avery

Administrators Present: S. Keating (Superintendent), D. Cormier (Business Manager), B. Apperson (Principal),  
and M. Courter (Director of Special Education)

Administrators Absent: B. McGlew (Building and Grounds)

Student Ambassadors Present: D. Jeffs and B. Nowakowski

Student Ambassadors Absent: S. Rebstock

Others: Mr. Chad Johnson and Ms. Lauren Baah

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** – Mr. Ian Rogers read a letter from Mr. Steve Brown, the Lisbon Central School Service-Learning Coordinator, regarding the 2019-2020 Student Ambassadors. In Mr. Brown's letter, he thanked the Board for supporting the Student Ambassador Program.
6. **Report from Lisbon Central School Student Ambassadors** –  
B. Nowakowski reported that the 7<sup>th</sup> grade students are learning the following: In Social Studies, he reported they are completing a unit regarding Central America countries and the Caribbean countries. In Language Arts, they are handing in their first book report. In Math, they are learning about adding, subtracting, multiplying and dividing negative numbers. In Science, they are testing what chemical has the coldest reaction with water. In Spanish, they are learning variations of "ser", or to be.
7. **Approval of Minutes**

**Motion:** S. McCabe motioned to approve the minutes of the September 16, 2019 Regular Board of Education meeting; J. Danburg seconded

**Vote:** Unanimous

**Motioned Carried**

## 8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson provided a report. He reported that the Color Run, sponsored by the PTO, raised \$6,000 and that everyone had a great time. He thanked all who participated and volunteered in this event. He further spoke about a PBIS Activity held this week regarding school bus expectations and behavior involving all grades levels. Mr. Apperson informed the Board of an upcoming Internet Safety Presentation this week for grades 5-8. This presentation will be done by Resident Trooper Adams. Mr. Apperson informed the Board members of the submission for four Title grants. When and if the grants are awarded, they will be used for special intervention, Professional Learning and student enrichment learning. Lastly, Mr. Apperson spoke about two events that happened the past two weeks. The first was the Fire Prevention week held Oct. 10<sup>th</sup>-11<sup>th</sup>. He stated the children always enjoy this event. He thanked the Fire Department for putting on this event for our students and the seconded event was the Book Fair. He stated that Ms. Erin Quinn did an excellent job organizing this event. He also wanted to thank the many volunteers who helped during the Book Fair week as well as the older students who participated in helping the lower grade students develop their wish list.
- b) Special Education –Ms. Maggie Courter reported on the Special Education Enrollment Numbers as of October 2019 and summarized the activity of the Flexible Resource Room Program. Lastly, she discussed a Preschool Training which took place the first week of October.
- c) Business Office – Mrs. Diana Cormier reviewed the Quarterly Cafeteria Report with the Board and also discussed the receipts and expenditures for the Medicaid Account.
- d) Building and Grounds –Mrs. Sally Keating provided an update regarding the LCS physical plant on behalf of Mr. Brian McGlew. She informed the Board that the upper and lower boilers have been serviced by BT Lindsay and are running fine. She also reported that there was a clog in Room 14. Roto Rooter was called and opened the clog. The cost was \$280.
- e) Information – Mrs. Sally Keating reported on two cafeteria audits that will be coming up in the near future. One of the audits is related to the Healthy Food Certification Compliance and the second audit involves the Child Nutrition Program. Mrs. Keating also reported on a possible Fingerprinting Audit that may occur. She and Ms. McNally-Reamer are attending a 2019 Non-Criminal Justice TAC Officer Training, October 29<sup>th</sup>, to prepare for this possible 2020 FBI Audit. Mrs. Keating discussed the Gifted and Talented Committee work that has taken place so far which includes developing rubrics for the Talented portion and creating identifications for the Gifted portion and informed the Board of the committee members. More information will be provided at the November meeting. She updated the Board on CAFE Audit's recommendation regarding regulations and informed the Board that she has completed most of them. Lastly, Mrs. Keating announced that a new staff member, Mrs. Pappagallo, was hired for the cafeteria.

## 9. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** M. Krauss motioned to approve monthly expenditures for September 2019, Fiscal Year 2018-2019 in the amount of \$26,575.75; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve monthly expenditures for September 2019, Fiscal Year 2019-2020 in the amount of \$578,017.36; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**



b) Financial Statement

**Motion:** J. Marshall motioned to approve the financial statement for September 2019, Fiscal Year 2018-2019 as presented by the Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to approve the financial statement for September 2019, Fiscal Year 2019-2020 as presented by the Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

10. New Business / Old Business

- a) **Acceptance and Approval of Employee's Resignation and Possible Action-** Mr. Rick Moreau, one of our Special Education teachers, submitted his resignation effective October 25, 2019. Mr. Ian Rogers read his resignation letter to the Board.

**Motion:** J. Jencks motioned to accept and approve Mr. Rick Moreau's resignation with regret and to wish him much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- b) **Presentation and Discussion re: SBAC Scores and Student Performance-** Mrs. Sally Keating informed the Board that Mr. Brian Apperson and Mrs. Megan Jenkins did the bulk of the analysis of the recent SBAC results. Mr. Apperson did a review of the SBAC results and articulated those strategies and resources which are currently "working" as well as a few added supports. The students will be utilizing Dreambox more often, the staff will work one on one with students in need. Administration will continue to keep open discussions with the surrounding towns to collaborate with them regarding new ideas and resources.

- c) **Discussion re: Draft Agreement with Local High School and Possible Action-** Mrs. Sally Keating began the discussion, by detailing key areas of the agreement. The Board's comments and feedback re: the Draft Agreement were positive.

**Motion:** J. Lewerk motioned to approve the Draft Agreement between Lisbon and Griswold School Districts as presented at this Board Meeting and to send this agreement to Superintendent Sean McKenna for review; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- d) **Discussion re: Approvals and Adoptions of Policies and Possible Action-** These are new policies; the Policy Committee members summarized the major aspects in these policies which were recommended by CABA.

- **Policy #4115.3-Personnel-Certified-Evaluation-Coaches**

**Motion:** J. Jencks moved to waive the 1<sup>st</sup> read of Policy #4115.3-Personnel-Certified-Evaluation-Coaches; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to approve and adopt the Policy #4115.3-Personnel-Certified-Evaluation-Coaches;

J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- **Policy #4118.231/4219.231-Personnel-Certified and Non-Certified-Smoking, Drinking and Use of Drugs on School Premises**

**Motion:** J. Marshall moved to waive the 1<sup>st</sup> read of Policy #4118.231/4219.231-Personnel-Certified and Non-Certified-Smoking, Drinking and Use of Drugs on School Premises; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Krauss moved to approve and adopt the Policy #4118.231/4219.231-Personnel-Certified and Non-Certified-Smoking, Drinking and Use of Drugs on School Premises; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- **Policy #5141.214-Students-Student Sunscreen Use**

**Motion:** J. Marshall moved to waive the 1<sup>st</sup> read of Policy #5141.214-Students-Student Sunscreen Use; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to approve and adopt the Policy #5141.214-Students-Student Sunscreen Use; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- **Policy #6172-Instruction-Alternative Education Program**

**Motion:** J. Marshall moved to waive the 1<sup>st</sup> read of Policy #6172-Instruction-Alternative Education Program; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to approve and adopt the Policy #6172-Instruction-Alternative Education Program;

J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

e) **Discussion re: Amendments to Bylaws/Policies and Possible Action**-The following are existing policies with proposed amendments. The Policy Committee members summarized these changes.

- **Policy#1212-Community Relations-School Volunteers**

**Motion:** J. Marshall moved to waive the 1<sup>st</sup> read of Policy#1212-Community Relations-School Volunteers; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to approve and adopt the Policy#1212-Community Relations-School Volunteers with amendments; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- **Policy #9327-Bylaws of the Board-Meetings**

This policy was tabled for further discussion at the November Board of Education meeting.

- f) **Review of Minimum Wage Positions at LCS-**Mrs. Diana Cormier reviewed those positions in which the rate of pay has increased due to the increase of the minimum wage. The Board requested additional data on positions that may be indirectly impacted by the increase because employees may be making slightly above the new minimum wage and have been employed at LCS for a while. It is important to know the marginal difference. This will be presented at the November Board of Education meeting.
- g) **Discussion re: October 1<sup>st</sup> Enrollments and Budget Implications and Possible Action-** Mrs. Diana Cormier, Ms. Maggie Courter and Mrs. Sally Keating discussed the October 1<sup>st</sup> enrollments, particularly at the high school level in terms of tuition and transportation costs. Budget implications were also discussed, along with future spending. Mrs. Sally Keating recommended to the Board to put a spending freeze until February 2020. The Board requested to revisit the data in December instead of waiting until February, to review possible changes and what impact the spending freeze may have on the current situation. It was then discussed that a monthly update regarding budget be provided.
- h) **Discussion re: Purchase of Financial System and Possible Action-**Mrs. Diana Cormier summarized the work completed in recommending a financial system for purchase this school year.

**Motion:** I. Rogers motioned to recommend the purchase of a new financial system, “Infinite Visions” for this school year at the approximate cost of \$70,000; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

- i) **Discussion re: Superintendent’s Evaluation (Proposed Executive Session); Possible Action re: Superintendent’s Evaluation-**This agenda item needs to be moved to Executive Session immediately following Agenda Item #14-Public Comment

**Motion:** J. Jencks motioned to move Agenda Item 10(i) Discussion re: Superintendent’s Evaluation (Proposed Executive Session); Possible Action re: Superintendent’s Evaluation, immediately following Agenda Item # 14 Public Comment; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- 11. **Committee Reports** – The Policy Committee reported on the CAGE recommendations following their policy audit. There were 202 policies reviewed, 173 policies were appropriately written, 29 were recommended for modifications, 10 policies were recommended for deletion, 31 policies needing updates/references, 7 require recodification, 63 new policies were recommended, and 10 recommendations for adding/refining Administrative regulations.
- 12. **Additions to the Agenda-** The Board members thanked Mr. Ian Rogers for his service on the Board and expressed to him that he will be missed.
- 13. **Next Agenda Planning-** Additional data relating to the minimum wage increase, a financial update, additional information on the math scores, and the tabled Policy #9327-Bylaws of the Board-Meetings.
- 14. **Public Comment-**Mr. Ian Rogers introduced Ms. Lauren Baah who is running unopposed for a seat on the Board of Education in November.

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**Motion:** J. Jencks motioned to enter into Executive Session and to invite Mrs. Sally Keating and Ms. Colleen McNally-Reamer to discuss Agenda Item 10(i) Discussion re: Superintendent’s Evaluation; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 8:30 p.m.

The Board ended Executive Session at 8:40p.m.

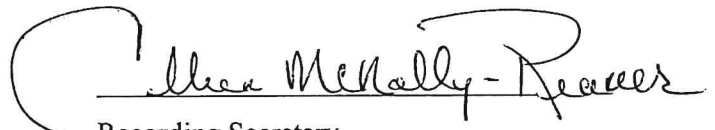
**Motion:** J. Lewerk motioned to approve, Mrs. Keating's Evaluation, as modified; J. Marshall seconded

**Vote: Unanimous**

**Motioned Carried**

**15. Adjournment- 8:43**

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 10/25/2019 AT 9:15am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
