

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Regular Board of Education Meeting Minutes**

Monday, July 20, 2020

6:30 p.m.

Lisbon Central School

Media Center

Board Members Present: M. Krauss, J. Jencks, M. Avery, L. Baah, J. Lewerk, J. Marshall, S. McCabe, D. Nowakowski and J. Danburg

Board Members Absent: None

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

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

Student Ambassadors Present: None

Student Ambassadors Absent: B. Nowakowski and D. Jeffs are on summer vacation

Others: Ms. Stacey Guertin

1. **Call to Order** - M. Krauss called the meeting to order at 6:32 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:** J. Lewerk motioned to approve the minutes of the June 22, 2020 Special Board of Education meeting; L. Baah seconded

**Vote:** Unanimous

**Motion Carried**

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

- a) Lisbon Central School – Mr. Brian Apperson provided information on the following: The draft master classroom schedules are completed. There is still some fine-tuning to be done but it should be all finished soon. The class placements were sent out to parents at the end of the school year. He also reported that four Promethean Boards have been ordered for some classrooms. Lastly, he reported that 31 kindergarten registrations have been received with a projected 4 to follow.
- b) Special Education –Mrs. Sally Keating reported for Ms. Maggie Courter. She reported on the updated Special Education enrollment number. She also reported that there are five Special Education teachers teaching summer school for nineteen students, three students are in-house and the remaining students are remote learning. Lastly, Mrs. Keating reported on the transitioning efforts with Ms. Courtier, which included Early Childhood and Special Education.

- c) Business Office – Mrs. Diana Cormier did a brief review of the activity in the Medicaid account. She also updated the Board on the first Infinite Visions Payroll and Accounts Payable runs and the new requisition/purchase order system. Next, she reported on the cafeteria balances and lastly, she reported that the auditors will begin their review of the 2019-2020 financial data this Thursday.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that the inspection of the fire protection sprinkler system was done. During the inspection, the contractor found that the packing on the fire pump had failed. He is waiting for the parts to come in and it will be an approximate \$4,500 repair. Lastly, he reported that the custodians are doing a great job deep cleaning the classrooms and are moving as scheduled.
- e) Information – Mrs. Sally Keating discussed the two responses in relation to questions asked last month regarding the NFA contract agreement. The first response was regarding future increases to tuition rates and NFA stated that in the event of tuition increases, such increases typically shall apply to all programs. Districts will be notified if there is a different increase for specific programs. The second response was regarding tuition rates for other sending districts and whether or not NFA can charge different rates and according to State Statutes, NFA can charge differently depending upon how tuition is calculated. Mrs. Keating also discussed summer childcare and informed them that currently there are 14 students attending and that all of the protocols are being followed. Lastly, Ledyard needs more time to work on an agreement with Lisbon regarding our high school students going to Ledyard High School.

#### 9. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** J. Lewerk motioned to approve monthly expenditures for June 2020, Fiscal Year 2019-2020 in the amount of \$1,031,130.66; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

**Motion:** M. Avery motioned to approve the Financial Statement for June 2020, Fiscal Year 2019-2020 as presented by the Administration; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

- c) Transfers -Mrs. Diana Cormier reported regarding transfers.

**Motion:** M. Avery motioned to acknowledge the June 2020, Fiscal Year 2019-2020 transfers as presented by Administration; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

#### 10. New Business / Old Business

- a) Discussion re: Employee's Letter of Retirement and Possible Action – Mr. Eric Quinn, one of our dedicated special education teachers, has retired. Mrs. Melissa Krauss read his retirement letter.

**Motion:** J. Jencks motioned to accept and approve Mr. Eric Quinn's retirement, with regret, and to wish him much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: Employee's Letter of Resignation and Possible Action –Ms. Robin Roof, one our hardworking educational assistant/aides, has resigned. Mrs. Melissa Krauss read her resignation letter.

**Motion:** M. Avery motioned to accept and approve Ms. Roof's resignation and to wish her much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: Amendment to Policies and Possible Action - The Policy Committee members provided a brief summary of the revisions.

- Policy # 4112.5 – Personnel – Certified and Non-Certified – Security Check/Fingerprinting

**Motion:** J. Marshall motioned to waive the 1<sup>st</sup> read of Policy # 4112.5 – Personnel – Certified and Non-Certified – Security Check/Fingerprinting; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to amend Policy # 4112.5 – Personnel – Certified and Non-Certified – Security Check/Fingerprinting; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- Policy # 5131.911 – Students – Hazing-Bullying

**Motion:** J. Lewerk motioned to waive the 1<sup>st</sup> read of Policy # 5131.911 – Students – Hazing-Bullying; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to amend Policy # 5131.911 – Students – Hazing-Bullying; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: Agreement with Griswold Public Schools and Possible Action – Mrs. Sally Keating and the Board reviewed the draft Griswold Public Schools high school contract. Corrections have been made and the revision will be sent back to Griswold Public Schools for review.
- e) Discussion re: Lunch Price Increase and Possible Action – The calculator re: lunch prices has changed. As a result, LCS is under the amount we should be charging. After several discussions, it was recommended to increase the lunch price to \$3.25 for the 2020-2021 school year.

**Motion:** J. Jencks motioned to increase the lunch price to \$3.25 for the 2020-2021 school year; S. McCabe seconded

**Vote: Unanimous**

**Motion Carried**

- f) Discussion re: Reopening of School Recommendations and Possible Action- Mrs. Keating, a committee member of the Reopening of School, summarized general recommendations for the reopening of school in the fall. She began by commenting on the Parent Survey and the Staff Survey that were distributed by districts across the State. Regarding the Parent Survey, there were many different responses and regarding the Staff Survey, most responded that they were returning to school in August. Additionally, the SDE requested all districts submit their reopening plan by July 24<sup>th</sup>. One of the committee's recommendation is to frontload two current full day Professional Development Days (November 2020 and March 2021 of the current school calendar) to the beginning of the school year. Mrs. Keating also informed the Board of the recent correspondence from the CSDE, and their recommendation and rationale to add three PD Days this school year and shortening the school calendar to 178 days for our students. The additional frontloaded Professional Days will be used for staff training for the reopening of the school year. A motion is needed to make changes to our current calendar for 2020-2021 school year.

**Motion:** D. Nowakowski motioned to frontload all seven Professional Days to the beginning of the calendar therefore, school will start on Wednesday, September 2<sup>nd</sup>, and with that, when updating the calendar, he suggests removing the Open House from the calendar; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**



- g) Discussion re: Special Education Director/Early Childhood Coordinator Position and Possible Action – Mrs. Sally Keating lead the discussion on this topic. She informed the Board that we have found a candidate for this position and have offered him \$ 106,450 as his starting salary. She discussed his wealth of experience, knowledge, and certifications. She also stated the need to be competitive with other districts in terms of pay for this position. We budgeted \$ 96,449, on the lower end of the salary range, and due to changes in the salary account since budget time, we can utilize money from this line item to fund his salary.

**Motion:** J. Marshall motioned to acknowledge the salary of \$106,450 to the selected candidate for the Special Education Director/Early Childhood Coordinator Position for the 2020-2021 school year; M. Avery Seconded

**Vote: Unanimous**

**Motion Carried**

- h) Discussion re: End of Year Expenditures – Mrs. Diana Cormier lead the discussion on this topic. She discussed all of the projected work that needed to be completed by year end and this work is completed.

**11. Committee Reports – None**

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

**13. Next Agenda Planning – Mask Policy, Ledyard High School Agreement, Dr. Kelly's possible Attendance at the next Board Meeting**

**14. 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.

**15. Adjournment – 8:00 p.m.**

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**Approved**

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**Recording Secretary**

RECEIVED FOR RECORD AT LISBON  
CT ON 7/27/2020 AT 2:55pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*