

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday August 20, 2018

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

Board Members Absent: J. Danburg

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

Administrators Absent: A. Orcutt (Director of Special Education)

Student Ambassadors Present: None

Student Ambassadors Absent: On 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-On summer vacation.
7. **Approval of Minutes**

Motion: J. Marshall moved to approve the minutes of the July 16, 2018-Regular Board of Education meeting; J. Jencks seconded

Vote: Unanimous

Motion Carried

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

- a) Lisbon Central School – Mr. Brian Apperson commented on the staff professional development agenda for the August in-service days. He also provided information on the PTO Costume Run being held on Sept. 22. Lastly, he provided the Board with information regarding the Intern Orientation on August 23rd, PreK-K Orientation on August 24th and Open House on September 6th.

- b) Special Education –Mrs. Sally Keating reported on behalf of Mrs. Alison Orcutt on professional development for the first two in-service days. Dr. Paul Pattavina, the Interim Director of Special Education, will be the presenter for the in-service workshop regarding the Flexible Resource Rooms; Mrs. Keating will also assist. Mrs. Keating also updated the Board regarding our SPED enrollments and the status of the Special Education tuition and transportation accounts.
- c) Business Office – Mrs. Diana Cormier provided an update regarding the 2017-2018 Board of Education budget. The Board of Education will be returning approximately \$6,200. Mrs. Cormier also reported that a recent Medicaid check was received for \$2,204.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. The electricians installed the 100amp panel for the AC units; BT Lindsay will be installing the AC units this week. The upgraded fire alarm system has been installed and tested and the custodial staff are continuing to work hard on completing the final classroom/school preparations.
- e) Information – Mrs. Sally Keating provided an update regarding the status of the Director of Special Education/Early Childhood Coordinator position. There were eleven applicants and four were chosen for interviews. One candidate has been selected; details are being finalized. Mrs. Keating also updated the Board regarding the Librarian/Media Specialist position. An applicant was selected for this position. The applicant also has a certification in Math. Mrs. Keating also mentioned that our NAEYC re-accreditation certificate has been issued. Mrs. Keating informed the Board she attended training and workshops recently. On August 13th she attended a presentation regarding the new School Construction Grant Management System. During this presentation, the Superintendents were introduced to the new system for submitting and managing applications and payment requests. The next meeting she attended was sponsored by CSDE. The Commissioner's Annual Back-to School Meeting covered many topics, including the emotional intelligence of students. This meeting was very informative to all Superintendents. A workshop regarding DCF reporting procedures was sponsored by CAPSS. There have been many changes for DCF reporting, and the staff will be trained accordingly.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: S. McCabe moved to approve monthly expenditures for July 2018, Fiscal Year 2017-2018 in the amount of \$66,293.95; M. Avery seconded

Vote: Unanimous

Motion Carried

Motion: M. Avery moved to approve monthly expenditures for July 2018, Fiscal Year 2018-2019 in the amount of \$362,041.69; J. Lewerk seconded

Vote: Unanimous

Motion Carried

b) Financial Statement

Motion: M. Avery moved to approve the financial statement for July 2018, Fiscal Year 2017-2018 as presented by the Administration; J. Marshall seconded

Vote: Unanimous

Motion Carried

Motion: J. Marshall moved to approve the financial statement for July 2018, Fiscal Year - 2018-2019 as presented by the Administration; J. Lewerk seconded

Vote: Unanimous

Motion Carried

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

Motion: J. Marshall moved to acknowledge the additional 2017-2018 June transfers as presented by Administration; J. Lewerk seconded

Vote: Unanimous

Motion Carried

10. New Business / Old Business

- a) **Acceptance of Employee Resignation and Possible Action-** Ms. Julie Bartoli, our part-time Educational Assistant/Aide submitted her resignation, effective for the 2018-2019 school year. Mr. Ian Rogers read her letter aloud to the Board.

Motion: J. Marshall moved to accept Ms. Julie Bartoli's resignation, effective for the 2018-2019 school year; J. Jencks seconded

Vote: Unanimous

Motion Carried

- b) **Acceptance of Employee's Resignation and Possible Action-** Dr. Matthew Puhlick, our Librarian/Media Specialist, submitted his resignation, effective August 27, 2018. Mr. Ian Rogers read his letter aloud to the Board.

Motion: J. Jencks moved to accept Mr. Matthew Puhlick's resignation, with the effective date of August 27, 2018, wishing him much success in the future and thanking him for all that he has done; M. Krauss seconded

Vote: Unanimous

Motion Carried

- c) **Update re: LED Light Energy Project and Possible Action-** Mrs. Sally Keating, Mrs. Diana Cormier and Mr. Brian McGlew provided an oral report regarding the latest information regarding this project.

Motion: I. Rogers motioned to have JK Energy Solutions contribute \$400 a month towards the loan structure; J. Marshall seconded

Vote: Unanimous

Motion Carried

- d) **Discussion re: SBAC Scores and Possible Action** –Mrs. Sally Keating asked that this topic be tabled due to the embargo on the test scores at this time.

Possible Motion: M. Krauss moved to table the SBAC discussion due to the embargo of the test scores at this time; J. Marshall seconded

Vote: Unanimous

Motion Carried

- e) **Amendment to Policy #3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements and Possible Action-**The Policy Committee members provided a summary of the revisions to this policy.

Motion: J. Marshall moved to waive the 1st read of Policy #3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements; J. Jencks seconded

Vote: Unanimous

Motion Carried

Motion: J. Jencks moved to approve the revisions to Policy #3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements; D. Nowakowski seconded

Vote: Yes: J. Jencks, M. Avery, M. Krauss, J. Lewerk, J. Marshall, S. McCabe and D. Nowakowski

No: I. Rogers

Motion Carried

- f) **Discussion re: Collaboration with Other School Districts and Possible Action** - Mrs. Sally Keating discussed collaborative efforts with surrounding school districts regarding various topics. The Sprague School District is interested in sharing resources and sharing professional development resources. The Preston School District is interested in sharing training with preschool teachers, and Griswold School District is sharing PMT training.

- g) **Discussion re: Insurance Check Received from CIRMA and Possible Action** –Mrs. Diana Cormier informed the Board of Education that a check in the amount of \$4,798 was received from CIRMA which represents a Members' Equity Distribution check. Mrs. Cormier contacted the Town CPA, Mrs. Marcia Marien for direction on utilizing this money under the Board of Education. She suggested that the check go to the Town General Fund account though there is no statute relating to this type of insurance reimbursement. The Board's recommendation on this issue is to have Mr. Ian Rogers contact, by email, the Chairman for the Board of Finance for his opinion.

- h) **Discussion re: Waiver Request Regarding Special Education Services and Possible Action** – Mrs. Diana Cormier and Mrs. Alison Orcutt requested a waiver for purchase of Special Education Services, according to Policy # 3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements. Mrs. Sally Keating granted this request for the reasons cited in the waiver request memo.

Motion: J. Marshall moved to acknowledge and accept the waiver request for the purchase of Special Education Services; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- i) **Discussion re: Waiver Request Regarding Anthem Health Insurance Premium and Possible Action**-Mrs Diana Cormier requested a waiver for the Anthem Health Insurance Premiums, according to Policy # 3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements. Mrs. Sally Keating granted this request for the reasons cited in the waiver request memo.

Motion: J. Marshall moved to acknowledge and accept the waiver request for the Anthem Health Insurance Premiums; M. Avery seconded

Vote: Unanimous

Motion Carried

- j) **Discussion re: Waiver Request Regarding CIRMA Property, Liability and Workers' Compensation Policy Premiums and Possible Action**- Mrs. Diana Cormier requested a waiver for the CIRMA Property, Liability and Workers' Compensation Premium Cost, according to Policy # 3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements. Mrs. Sally Keating granted this request for the reasons cited in the waiver request memo.

Motion: M. Krauss moved to acknowledge and accept the waiver request for the CIRMA Property, Liability and Workers' Compensation Policy Premium; J. Marshall seconded

Vote: Unanimous

Motion Carried

- k) **Discussion re: Policy #5117.1-Students-Tuition Policy-Designated High Schools and Possible Action**- Mr. Ian Rogers requested that this topic be placed on the agenda. One of the points of discussion was whether the Board wants to continue transportation to Magnet Schools, if they are not adjacent to Lisbon. The Policy Committee will rewrite language to this policy and present to the Board next month.
- l) **Update re: LCS Oil Tank Replacement Project**-Mr. Brian McGlew updated the Board on the progress of this project since the last Board meeting. The 12,000 gallon tank was installed. There was a concrete slab discovered while digging in the area for the tank; an engineer was called to the site for its possible structural importance and the Administrators were told the slab could be removed due to its lack of importance. The project is still on schedule.
11. **Committee Reports** – The Negotiation Committee members provided a brief update. Mrs. Sally Keating and Mr. Ian Rogers stated the negotiations are going well.
12. **Additions to the Agenda**- None

13. **Next Agenda Planning**-High School Tuition Policy, SBAC Scores, LED Light Energy Project Update and information on the National Gas Hook-up in Lisbon.
14. **Public Comment**-None
15. **Adjournment**-The meeting adjourned at 8:32 p.m.

Approved


Recording Secretary

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CT ON 08/27/18 AT 1:03pm

ATTEST. LAURIE TIROCCHI, TOWN CLERK


Laurie Tirocchi, Asst