

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

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

Monday, September 21, 2020

6:30 p.m.

Lisbon Central School

Media Center

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

Board Members Absent: None

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

Administrators Absent: B. McGlew (Building and Grounds)

Student Ambassadors Present: None

Student Ambassadors Absent: B. Nowakowski and D. Jeffs –Students’ reports were read by Mr. Apperson.

Others: Ms. Stacey Guertin, Attorney Johanna Zelman, Ms. Jane Sweet, Mrs. Natalie Hungerford, Mrs. Kate Gilgenbach, Mr. Raposo, Mrs. Cuff, Mr. Cuff, Mrs. Jolly, and Mrs. Vane

1. **Call to Order** – M. Krauss 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** – Mrs. Melissa Krauss read a thank you card from the LCS Staff.
6. **Report from Lisbon Central School Student Ambassadors** – Mr. Brian Apperson read reports from the Student Ambassadors.

B. Nowakowski reported that the 8<sup>th</sup> grade students are learning the following: In Social Studies, he reported that they are learning about the exploration of North America and who actually discovered it. In Language Arts, they have started on their first book report and they are beginning their new Worldly Wise. In Math, they are working on transformations, including translations, rotations, and reflections. In Science, they are reviewing motion and reference points, along with creating designs for their jetpacks. In Spanish, they are reviewing subject, noun and verb agreements. Lastly, he noted “the mask situation has not been too difficult. There have been no complaints about them, and everyone is keeping them on. Everybody has been doing an amazing job during this pandemic. We all look forward to coming back to school for more than two days a week, but I know you all have been trying your best.”

D. Jeffs reported that the 7<sup>th</sup> grade students are learning the following: In Social Studies, she reported they are reviewing the seven continents and five oceans. They have taken some online quizzes on the placement of both the continents and oceans and have drawn a map that they will be able to use in open-note quizzes. In Language Arts, they are filling in their Worldly Wise Grade Six workbook and will be starting their Worldly Wise Grade Seven workbook within the next week. Mrs. Lang also assigns daily grammar in her lesson each day and they are taking two quizzes this week. One quiz will be based on “the third Level” reading packet and the other quiz will be based on Worldly Wise Lesson Eighteen. They are also reading thirty minutes a day for their first book report of the year. In Math, they are learning and

reviewing proportional relationships. Her class was assigned a packet last week and are using the expression “ $y=xk$ ” to help solve several different word problems. In Science, they are learning about how different elements and chemical reactions affect molecules’ behavior and how they react. An example of this would be that they had to observe a video of chocolate melting, answer a question, following up on the why the molecules react in a certain way, and then draw a miniature poster that includes insets and scientific statements explaining the process of this. In Spanish, they are learning about Latin American geography and Spanish-speaking countries. They are also learning words related to greetings, farewells, common phrases, and how to pronounce the Spanish alphabet. They will be singing a song this week. Lastly, she noted, “I am glad to be able to have the opportunity to participate in the Board of Education, yet again. Although our meetings are not going to be like last year, and not everyone will be able to be at the meetings in person, I still think this is a great program that teaches students responsibility. I would also like to welcome any student that has joined the Lisbon Central School Board of Education.”

## 7. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the August 17, 2020 Regular 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 regarding the following: Picture Day will be held on two days, September 22<sup>nd</sup> and September 24<sup>th</sup>. There will be make-up days to follow. He reported that the planning of the 8<sup>th</sup> Grade May and June trips have begun. He updated the Board on remote learning. The teachers filled out a survey related to curriculum pros and cons to date to improve planning and one change will be creating more enrichment projects for their students. He went on to discuss that the beginning of school has been going well. The students are doing great with wearing masks, following the distance rules and following the hallway direction arrows. They are also doing well on the busses. Lastly, he acknowledged our new staff members, interns and student teachers. The following is the list: Mrs. Lauren Knerr (Special Education Teacher), Ms. Madison Ahearn (Long Term 1<sup>st</sup> Grade Teacher), Mrs. Jeanette Coleman (Educational Assistant), Mrs. Dawn Maclean (Educational Assistant), Interns: Ms. Madilyn McNew, Ms. Kiely Smith, Ms. Janelle Timmons, Mr. Jacob Nolan, and Ms. Nicole Craig; Student Teachers: Ms. Noelle Polland and Ms. Kelsey Bazinet, and Sub Tutor: Mr. Thomas Silvestri.
- b) Special Education –Mr. Scott Trepanier reported on the following topics: Enrollment Numbers in Special Education. He also reported that LCS has been approved for the School Readiness Grant Program and he reported that there are 38 students currently in our program. Lastly, he reported that the Lower Resource Room and Upper Resource Room are continuing this year with two staff members in each room; one certified and one assisting.
- c) Business Office – Mrs. Diana Cormier updated the Medicaid report with August 2020 transactions. Mrs. Cormier also discussed the upcoming Annual Audit. The auditors will arrive this Wednesday to begin their audit and have given her a pre-list of items, which have been uploaded to their portal. They will also review hardcopies of items when they arrive.
- d) Building and Grounds –Mrs. Sally Keating read a report from Mr. Brian McGlew regarding the LCS physical plant. Mrs. Keating excused Mr. McGlew from coming to the Board of Education meeting as well as the Student Ambassadors, to make room, if needed for public attendance. Eastern Refrigeration was called in for a high temperature reading on the pass-through unit in the kitchen. The technician found a failing fan motor and a refrigerant leak in the coil. Eastern Refrigeration is working on getting Mr. McGlew a quote for these items. In the meantime, the technician has made temporary reports to the unit. Also in the 4<sup>th</sup> grade boy’s bathroom, the flange that holds the toilet down snapped causing the toilet to leak. The leak has been repaired but the cost is unknown at this time.

- e) Information – Mrs. Sally Keating discussed the following: In regards to the Reopening of School Committee Mrs. Keating provided the meeting minutes since the August Board of Education meeting. She also discussed the meeting that was held today. The meeting was primarily to discuss the possibility of bringing the students back to school, to a greater degree. There is a regional meeting with Superintendents to discuss their plans. This meeting is to possibly establish a regional approach. Also, there is a conference call with the Department of Public Health this Friday to get information for this decision. Once all of the trending data is collected, the Superintendents can decide for their school districts. One of the discussions during today's Reopening School Committee meeting was the possible following plan: On October 5<sup>th</sup>, students in PreK-4 will return to full in-school schedules for Monday, Tuesday, Thursday and Friday. On November 2<sup>nd</sup>, students in grades 5-8 will return to full in-school schedules for Monday, Tuesday, Thursday and Friday. If all goes well, after the winter break, all students will return to full in-school schedules Monday through Friday. During October and November, the students will not be in school on Wednesday so the custodians can continue to do deep cleaning, and the teachers can support the remote learners. The teachers are following the Administrators' lead regarding remote learning. Next, Mrs. Keating discussed that the School Safety and Security Plan is complete and we are gathering all of the official signatures for those who need to review and approve the plan. We have begun the Fire Drills which are conducted by Mr. Apperson. The Secure School and Lockdown drills are conducted by Mrs. Keating and Mr. McGlew.
- f) Lastly, Mrs. Keating read a letter from Mr. Rossi which was sent to all parents of LCS. This letter is referenced to free meals given out to children ages 18 years or younger. The free meals are able to be provided through an approved State Seamless Summer Program until December 31, 2020 or until the State program exceeds funding. The child does not have to be an enrolled student to receive this benefit. Mrs. Keating commended Mr. Rossi for applying for this program and for all his hard work filling out the application.

## 9. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** J. Jencks motioned to approve monthly expenditures for August 2020, Fiscal Year 2019-2020 in the amount of \$22,041.19; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to approve monthly expenditures for August 2020, Fiscal Year 2020-2021 in the amount of \$355,679.40; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

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

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery motioned to approve the financial statement for August 2020, Fiscal Year 2020-2021 as presented by the Administration; S. McCabe seconded

**Vote: Unanimous**

**Motion Carried**

- c) Transfer – Mrs. Diana Cormier reported regarding a transfer.

**Motion:** M. Avery motioned to acknowledge the August 2020, Fiscal Year 2020-2021 transfer as presented by Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

## 10. New Business / Old Business

- a) Acceptance and Approval of Employee's Resignation and Possible Action-Mrs. Deb Ladouceur, one of our dedicated Educational Assistants, resigned to complete her schooling internship. She will be missed!

**Motion:** J. Jencks motioned to accept and approve Mrs. Deb Ladouceur's resignation with regret and to wish her much success in the future; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: 2020-2021 Budget-Mrs. Diana Cormier led the discussion on this topic regarding the current overall status of our budget. She will provide a monthly report in the future regarding projections. The Oct. 1<sup>st</sup> date is integral to doing projections.
- c) Discussion re: Additional Access for Internet by LCS Community and Possible Action-Mr. Brian Apperson led the discussion on this topic. He looked into providing additional access for internet for our school community via the availability in the LCS parking lot. The IT company will be providing limited access in the near future and the community will be notified when it is available.

**Motion:** J. Jencks motioned to approve the additional access for internet for the LCS community as outlined by Administration; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: Amendment to Bus Contract-Mrs. Sally Keating and Mrs. Diana Cormier provided a summary of this amendment. This amendment was done because of not currently transporting students on Wednesdays. The cost saving is approximately \$ 741.29 per week. Mrs. Keating also commented on the great job they are doing, cleaning the buses and assuring all students are wearing masks.

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks motioned to move Agenda Item 10 (g) Discussion re: Policy #4152.61/4252.61-Personnel-Certified/Non-Certified-Personal Leave FMLA Paid Sick Leave/Emergency Family and Medical Leave Act: COVID-19 related, before Agenda Item 10 (e); J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- g) Discussion re: Policy #4152.61/4252.61-Personnel-Certified/Non-Certified-Personal Leave FMLA Paid Sick Leave/Emergency Family and Medical Leave Act: COVID-19 related and Possible Action-Mrs. Joan Marshall summarized this new policy and the reasons for this policy.

**Motion:** J. Marshall motioned to waive the 1st read of Policy #4152.61/4252.61-Personnel-Certified/Non-Certified-Personal Leave FMLA Paid Sick Leave/Emergency Family and Medical Leave Act: COVID-19 related; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to adopt Policy #4152.61/4252.61-Personnel-Certified/Non-Certified-Personal Leave FMLA Paid Sick Leave/Emergency Family and Medical Leave Act: COVID-19 related; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- e) Discussion re: Memorandum of Agreement with the LEA-Mrs. Sally Keating led the discussion on this topic. This MOA was done because of the changed working conditions for teachers for this school year.



- f) Discussion re: Revised Teacher Evaluation Process and Possible Action-Mr. Brian Apperson and Mrs. Sally Keating have previously addressed this topic. However, recently we were apprised that the Board does have to approve this revision whereas we initially were told that the Board of Education didn't.

**Motion:** J. Lewerk motioned to approve the revised teacher evaluation process for the 2020-2021 school years; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- g) Discussion re: Policy #4152.61/4252.61-Personnel-Certified/Non-Certified-Personal Leave FMLA Paid Sick Leave/Emergency Family and Medical Leave Act: COVID-19 related and Possible Action-The suggestion was made to move Agenda Item 10 (g) before Agenda Item 10 (e). Thus agenda item was already addressed at the BOE meeting.
- h) Discussion re: Agreement between Ledyard High School and Lisbon School District and Possible Action-Mrs. Sally Keating and Mrs. Diana Cormier led the discussion on this agenda topic. After discussing the draft contract, Mrs. Keating will make the recommended adjustments and return it back to Ledyard High School for approval and or comments. Mrs. Keating will bring the revised agreement to the next Board meeting.
- i) Discussion re: Agreement between Griswold High School and Lisbon School District and Possible Action-Mrs. Sally Keating and Mrs. Diana Cormier led the discussion on this topic. After discussing the draft contract, Mrs. Keating will make the recommended adjustments and return it back to Griswold High School for approval and or comments. Mrs. Keating will bring the revised agreement to the next Board meeting.
- j) Executive Session to Discuss Pending Litigation, J.T. et al v. de Blasio et al and Possible Action- This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14 – Public Comment.

**Motion:** S. McCabe motioned to move Agenda Item #10 (j) Executive Session to Discuss Pending Litigation, J.T. et al v. de Blasio et al (Proposed Executive Session), immediately following Agenda Item #14 Public Comment; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

11. **Committee Reports** – None
12. **Additions to the Agenda** - None
13. **Next Agenda Planning-** Ledyard High School Agreement, Griswold High School Agreement, Updates on School Reopening, Tuition Policy
14. **Public Comment-** Mrs. Cuff expressed her gratitude to all of the efforts made due to the pandemic. She also spoke about remote learning and how some students would benefit from live virtual learning. She asked that the Administration consider her request in this matter regarding the benefits of live virtual learning. Mrs. Keating addressed this. She expressed the controversies that are involved with live virtual learning and Mr. Apperson spoke on the remote learning component and the improvements that are being done.

**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.

**Motion:** J. Lewerk motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier, Mr. Scott Trepanier and Attorney Johanna Zelman to discuss Agenda Item #10(j) Executive Session to Discuss Pending Litigation, J.T. et al v. de Blasio et al.; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

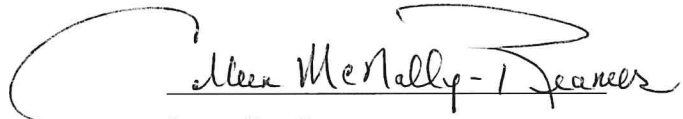
The Board entered into Executive Session at 8:01 p.m.

The Board ended Executive Session at 9:03 p.m.

**No motions were made after Executive Session.**

**15. Adjournment** – The meeting adjourned at 9:04 p.m.

\_\_\_\_\_  
Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 12:10 am on AT 9/28/2020  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
