

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Special Meeting Minutes**

Thursday, March 2, 2023

6:30 p.m.

Lisbon Central School

Library / Media Center

Board Members Present: J. Jencks, J. Marshall, L. Baah, J. Lewerk, D. Nowakowski, and Katie Vane

Board Members Absent: M. Avery, J. Danburg, and I. Rogers

Administrators Present: S. Keating (Superintendent), C. Sheldon (Principal), C. Schofield (Business Manager), S. Trepanier (Director of Special Education/Early Childhood Coordinator) and B. McGlew (Building and Grounds)

Administrators Absent: None

Student Ambassadors Present: None

Student Ambassadors Absent: A. Cuff and T. Nowakowski - D. Nowakowski read T. Nowakowski's report for the records.

Others: Ms. Guertin, Mr. Rossi, and Mrs. Svab

1. **Call to Order** – J. Jencks called the meeting to order at 6:30 p.m.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Correspondence to Board of Education** - None

5. **Report from Lisbon Central School Student Ambassadors**

T. Nowakowski reported that the 7th grade students are learning the following: In English Class, they are reading "George's Cosmic Adventures", which is about a boy who loves astronomy. In Social Studies, they are learning about Roman vocabulary and geography. In Math, they are learning about algebraic expressions. In Science, they are learning about the reproductive system. Lastly, he reported that the basketball season just finished and they won the championship. Also he reported he is a participant of the Invention Convention this year.

6. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the December 19, 2022-Regular Board of Education Meeting; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

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

a) Lisbon Central School – Mr. Christopher Sheldon provided a report on the following: He reported the names for the December and January Student of the Month. He reported on the January 20<sup>th</sup> Grade 7 & 8 School Dance and that the students had a great time and thanked the staff for their support in this event. He congratulated the LCS Cheer Squad for their spectacular performance at the LCS Cheerleading Exhibition held on Friday, February 10th; to the LCS Girls' Basketball team for a great season and making it to the division playoffs; the LCS Boys' Basketball team for a great season and for their division championship win against Sterling Community School on Wednesday, February 15, 2023. Next he reported that they completed the benchmark testing in January. Lastly, he reported that this week is "Read Across America Week" and Doctor Seuss books will be read.

- b) Special Education –Mr. Scott Trepanier reported on the February Special Education Enrollments. He reported on the December rescheduled AM Prek field trip to Slater Library that took place in January. He also reported on the NAEYC accreditation visit. This visit takes place every five years. It involves a great deal of preparation for setting up portfolios. It also involves visits in the classroom. Mr. Trepanier stated we should hear the results of our accreditation within the next few months.
- c) Business Office – Mrs. Cynthia Schofield reported on the transition with Mrs. Diana Cormier filling in as Interim Business Manager. The new Business Manager, Mrs. Rachel Ricard, will begin March 6<sup>th</sup>.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS Physical Plant. He reported that vendor TPC did the fire system testing and found during the testing that the batteries will need to be replaced. The cost is approximately \$750.00. AL Fire did the sprinkler testing and it is good for the next 5 years. They also did the quarterly inspection and that went well. Lastly, SL Mechanical installed the last of the AC units. Now all classrooms have air conditioning.
- e) Information – Mrs. Sally Keating reported that the Child Nutrition Program is under review, which takes place every three years. Mr. Rossi has been working extremely hard in preparation of the review, occurring at the beginning of April. Next, she reported that Mrs. Gilgenbach is spearheading the LCS Variety Show and is doing a great job. Many other staff members are also assisting. The show will be held March 9<sup>th</sup> in the LCS cafeteria at 7:00 p.m. Lastly, she reported that the mandated Security and Safety Committee Meeting was held recently. The mandate requires us to hold two meetings per year. This meeting included the Fire Marshall, State Trooper, Parent/Administrator/Teacher, other Administrators, and School Nurse. Discussions were about the different drills, things that they can do better, and a suggestion from a parent. The next meeting is in June. If anyone has any topics that they would like as a discussion, please contact her.

## 8. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** L. Baah motioned to approve monthly expenditures for December 2022, Fiscal Year 2021-2022 in the amount of \$0.00; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve monthly expenditures for December 2022, Fiscal Year 2022-2023 in the amount of \$1,506,628.12; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve monthly expenditures for January 2023, Fiscal Year 2021-2022 in the amount of \$21,905.19; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve monthly expenditures for January 2023, Fiscal Year 2022-2023 in the amount of \$1,157,967.40; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

b) Financial Statement

**Motion:** L. Baah motioned to approve the financial statement for December 2022, Fiscal Year 2021-2022 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve the financial statement for December 2022, Fiscal Year 2022-2023 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve the financial statement for January 2023, Fiscal Year 2021-2022 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to approve the financial statement for January 2023, Fiscal Year 2022-2023 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

9. New Business / Old Business

- a) Acknowledgement of Employee's Letter of Resignation and Possible Action-Mrs. Brenda Pappagallo, our dedicated employee in the LCS cafeteria, submitted her letter of resignation, with the last day of employment with us having been February 18, 2023. She will be missed; we wish her the best.

**Motion:** L. Baah motioned to acknowledge Mrs. Brenda Pappagallo's letter of resignation with regret and to wish her much success in the future; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

- b) Acknowledgement of Employee's Letter of Resignation and Possible Action- Mrs. Cindy Schofield, our dedicated Business Manager, submitted her letter of resignation, with her last day of employment with us being March 3, 2023 (This date was revised to February 24, 2023). She will be missed; we wish her the best.

**Motion:** J. Lewerk motioned to acknowledge Mrs. Cindy Schofield's letter of resignation with regret and to wish her much success in the future; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- c) Acceptance and Approval of Employee's Letter re: Retirement and Possible Action- Mr. Steve Brown, our dedicated Science Teacher, has submitted his letter regarding his retirement, effective the end of this school year. He will be missed; we wish him the best.

**Motion:** J. Lewerk motioned to accept and approve Mr. Steve Brown's letter of retirement with regret and to wish him much success in the future. D. Nowakowski wished to add that the Board appreciates all that he has done for Lisbon Central School; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: Amendment of Policy #3542.43 – Business and Non-Instructional Operations – Food Service Charging Policy and Possible Action-Policy Committee members summarized the revisions to this policy.

**Motion:** J. Marshall motioned to waive the 1st read of Policy - Policy #3542.43 – Business and Non-Instructional Operations – Food Service Charging Policy; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to amend and adopt Policy #3542.43 – Business and Non-Instructional Operations – Food Service Charging Policy; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

- e) Discussion re: Amendment of Policy #5131.81 – Students – Electronic Devices and Possible Action-Policy Committee members summarized the revisions to this policy.

**Motion:** J. Marshall motioned to waive the 1st read of Policy #5131.81 – Students – Electronic Devices; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to amend and adopt Policy #5131.81 – Students – Electronic Devices; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- f) Discussion re: Amendment of Policy #5117.1 – Students – Tuition Policy – Designated High School- Policy Committee members summarized the revisions to this policy.

**Motion:** J. Marshall motioned to waive the 1st read of Policy #5117.1 – Students – Tuition Policy – Designated High School; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to amend and adopt Policy #5117.1 – Students – Tuition Policy – Designated High School; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

- g) Discussion re: Policy #5141.213 – Students – Administering Medication – Opioid Overdose Prevention (Emergency Administration of Naloxone) and Possible Action- Policy Committee members summarized the revisions to this policy.

**Motion:** J. Marshall motioned to waive the 1st read of Policy #5141.213 – Students – Administering Medication – Opioid Overdose Prevention (Emergency Administration of Naloxone); J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to accept and adopt Policy #5141.213 – Students – Administering Medication – Opioid Overdose Prevention (Emergency Administration of Naloxone); J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- h) Discussion re: Review of Policy #1120 – Community Relations – Public Participation at Board of Education Meetings and Possible Action- Policy Committee members summarized reasons for reviewing this policy and pertinent items for discussion. A “trial-run” at the next meeting will be that the first Public Comment will pertain to items on the agenda only. The Public Comment at the end of the agenda will be for general topics.



- i) Discussion re: Current Budget Projections and Possible Action - Mrs. Cindy Schofield lead the discussion on this topic. She talked about the many meetings that the administrative team had in relation to projections up to the end of the school year. With those recommended changes, at this time, we are in good standing.
- j) Discussion of 2023-2024 Board of Education Budget and Possible Action –Mrs. Lauren Baah, BOE Finance Committee member summarized the highlights of the 2023-2024 budget. The proposed budget has a 4.97% increase over this year’s budget.

**Motion:** J. Lewerk motioned to approve the 2023-2024 Board of Education Budget and submit to the Town accordingly; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- k) Discussion re: Rediker Update and Possible Action-Mr. Christopher Sheldon lead the discussion on this topic. Included in 2023-2024 budget there is cost for training to maximize the Rediker modules that LCS already has.
- l) Update re: Ducharmes’ Accounts and Possible Action-Mrs. Joan Marshall lead the discussion regarding the Ethel L. Ducharme Scholarship Fund Agreement with the Community Foundation of Eastern Connecticut.

**Motion:** J. Marshall motioned to authorize Community Foundation of Eastern Connecticut to manage the Ethel L. Ducharme Scholarship Fund Account on behalf of Lisbon Central School; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to place the entirety of the Ethal Ducharme bequest account to Community Foundation of Eastern Connecticut for the use of a scholarship fund for students that graduated from Lisbon Central School and who are studying in a medical field; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

Mrs. Judy Jencks lead the discussion on Gerald Ducharme’s account. Next, Mrs. Joan Marshall discussed the survey that was created as a draft relating to proposals for expending this money. A few comments were made such as: long term operating expenses and/or staff time, insurance liability cost for possible proposals. Members will do a trial run and this topic will brought back next month.

- m) Update re: Math Curriculum and Instruction at LCS-Mr. Christopher Sheldon provided information regarding this topic.
- n) Discussion re: Attorney Client Privilege Communication Related to Legal Responsibilities in Accordance with M & J Bus Contract (Proposed Executive Session) - This agenda item needs to be moved to Executive Session, immediately following Agenda Item # 11, Next Agenda Planning

**Motion:** J. Lewerk motioned to move Agenda Item 9(n) Discussion re: Attorney Client Privilege Communication Related to Legal Responsibilities in Accordance with M & J Bus Contract (Proposed Executive Session), Possible Action re: Attorney Client Privilege Communication Related to Legal Responsibilities in Accordance with M & J Bus Contract, immediately following Agenda Item # 11, Next Agenda Planning; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- o) 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 # 11, Next Agenda Planning

**Motion:** J. Marshall motioned to move Agenda Item 9(o) Discussion re: Superintendent's Evaluation (Proposed Executive Session), Possible Action re: Superintendent's Evaluation, immediately following Agenda Item # 11, Next Agenda Planning; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**10. Committee Reports – None**

**11. Next Agenda Planning – Moby Max, Singleton Contracts, School Calendar 2023-24, Gerald Ducharme Account Survey, Public Comment Policy, Food Service Documents, Building Use Policy**

- **Motion:** J. Lewerk motioned to enter into Executive Session to discuss Agenda Item 9(n) Discussion re: Attorney Client Privilege Communication Related to Legal Responsibilities in Accordance with M & J Bus Contract (Proposed Executive Session). L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- **Motion:** J. Marshall motioned to enter into Executive Session and to invite Mrs. Sally Keating to discuss Agenda Item 9(o) Discussion re: Superintendent's Evaluation; J. Lewerk seconded

The Board entered into Executive Session at 8:08 p.m.

The Board ended Executive Session at 8:27 p.m.

**Motion:** J. Lewerk motioned to send the letter regarding Attorney Client Privilege Communication related to Legal Responsibilities in Accordance with M & J Bus Contract; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to approve the Superintendent's Evaluation; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**D. Nowakowski wanted it noted that K. Vane left the meeting before executive session.**

The meeting adjourned at 8:29 p.m.

**12. Adjournment**

RECEIVED FOR RECORD AT LISBON, CT  
ON 3/9/2023 AT 9:46 AM  
ATTEST. MICHELLE GRANT, TOWN CLERK  
*Michelle Grant Asst.*

\_\_\_\_\_  
Approved

  
Recording Secretary