

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Regular Board of Education Minutes**

Monday April 23, 2018

Board Members Present: I. Rogers (Chair), J. Jencks, J. Lewerk, J. Danburg, D. Nowakowski,  
M. Krauss, M. Avery

Board Members Absent: J. Marshall, S. McCabe

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

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

Student Ambassadors Present: P. Raposo and S. Rebstock

Student Ambassadors Absent: None

Others: Mrs. Raposo, Ms. Olivia Avery

1. **Call to Order** – I. Rogers called the meeting to order at 6:27 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**

P. Raposo reported that the 8<sup>th</sup> grade students are learning the following: In Math, they are learning Pythagorean Theorem equations. In Language Arts, the class started units about the Holocaust and there is a book report due 04/30/2018. In Social Studies, they are reading an article about Prudence Crandall. In Science, they are doing Team-Building exercises outdoors. In Spanish, they are learning vocabulary words for the furniture in their homes.

S. Rebstock reported the 6<sup>th</sup> grade students are learning the following: In History, she reported they are learning about Africa and African tribes. In Language Arts, they finished their biography essay and started a presentation about endangered animals; she may do an essay about tigers. In Math, they are learning about expressions and equations with variables. In Science, they finished learning about bones and began lessons about muscles.

**7. Approval of Minutes**

**Motion:** M. Avery moved to approve the minutes of the March 19, 2018 Regular Board of Education; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

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

a) Lisbon Central School – Mr. Brian Apperson provided information on two recent dances sponsored by the PTO: The first was held on 03/23/18 called the “Red Carpet Dance” and the second was held 04/06/18 called the “Luau Dance”. Both events were enjoyed by all the students. Mr. Apperson also reported on a presentation held 04/09/18 by Trooper Kate Cummings for our 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students on the importance of internet safety. Trooper Cummings also held an event for parents that evening. Mr. Apperson provided information on various clubs that are currently taking place at LCS. Lastly, he reported on the March Students of the Month.

b) Special Education –Mrs. Sally Keating reported on the current status of enrollment numbers in Special Education. There was one high school student that exited which will be a savings of approximately \$19,000.00 next year. She also reported that Mrs. Orcutt will be developing a parent workshop on “How to Read your child’s IEP”.

c) Business Office – Mrs. Diana Cormier reported on the cafeteria quarterly report. She and Mr. Rossi, the Director of Food Services, expect the year end to have a small profit.

d) Building and Grounds – Mr. Brian McGlew provided an update from the LCS Maintenance Department. The AC Units have been serviced, the sprinkler system has been tested and the results are okay. The asbestos testing will be done in a week.

e) Information – Mrs. Sally Keating reported on the new graduation date for LCS eighth graders being held on June 15<sup>th</sup> at 5:00 and the high school graduation dates: Griswold High School-June 20<sup>th</sup>, Norwich Free Academy- June 21<sup>st</sup> and Norwich Regional Vocational/Technical School-June 21<sup>st</sup>. There are no 12<sup>th</sup> grade students graduating in the remaining high school choices. Mrs. Keating also reported on the pending Security Grant status. The State contact, Mr. Robert Drozynski, provided Mrs. Keating with information on the submitted proposal for a Security Grant. He stated that we were still being considered and should hear more in the fall of 2018. Also regarding our Security School Plan, Mr. Caplet with the State Division of Emergency Management and Homeland Security is satisfied with our existing plan. He has provided us with a new signature sheet for the officials to update. The collection of signatures has been started and should be submitted to Mr. Caplet within the next few weeks. Lastly, Mrs. Keating provided information to the Board about an upcoming meeting with Senator Osten, Friday, April 27<sup>th</sup>. This meeting was scheduled to discuss the many educational issues that will be presented in the May Legislation Session. Board members are welcome to this meeting.

**9. Consent Agenda**

**a) Approval of Monthly Expenditures**

**Motion:** M. Avery moved to approve monthly expenditures for March 2018, Fiscal Year 2017-2018 in the amount of \$1,696,071.82; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**b) Financial Statement**

**Motion:** J. Lewerk moved to approve the financial statement for March 2018, Fiscal Year 2017-2018 as presented by the Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**c) Transfers**

**Motion:** M. Krauss moved to acknowledge the April 2018 transfers as presented by Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

**a) Discussion re: Staffing Position and Possible Action-**Mrs. Sally Keating presented the following request to the Board: Due to a retirement mentioned in last month's meeting and due to the needs of our students, an Educational Assistant is being requested for next school year. This position will be funded through the SR Grant, and the IDEA 619 Grant. Insurance would have to come from the Board's budget, and this is not in next year's budget. The maximum cost is \$30,855 if insurance is needed.

**Motion:** J. Jencks moved to approve the position of an Educational Assistant beginning the 2018-2019 school year and at the possible cost to the Board of Education, a maximum of \$30,855 for insurance if needed; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**b) Discussion re: Gifted and Talented Services and Possible Action-**Mrs. Joan Marshall requested that this item be on this agenda. Mrs. Marshall was not in attendance. Therefore, it was requested this topic be tabled until the May Board meeting.

**Motion:** J. Jencks moved to table this topic until the May Board meeting; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**c) Discussion re: Amendments to Policies and Possible Action-**Mrs. Missy Krauss, a Policy Committee Member, provided a summary of the revisions to these policies.

- Policy #3320-**Business and Non-Instructional Operations**-Purchasing Procedure and Possible Action

**Motion:** J. Jencks moved to waive the 1<sup>st</sup> read of Policy #3320-**Business and Non-Instructional Operations**-Purchasing Procedure; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to approve the revisions to Policy #3320-**Business and Non-Instructional Operations**-Purchasing Procedure; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- Policy #3323-**Business and Non-Instructional Operations**-Soliciting Prices/Bidding Requirements and Possible Action

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

**Vote: Unanimous**

**Motion Carried**

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

**Vote: Unanimous**

**Motion Carried**

- d) **Discussion re: Policy #5117.1-Students-Tuition Policy-Designated High Schools and Possible Action-**Mr. Ian Rogers asked that this policy be placed on the agenda. Mr. Rogers wanted to revisit the transportation cost for a few of the high schools. Mrs. Keating explained that a few of the school options were not being utilized this year. Mrs. Judy Jencks stated she would like to continue to offer the high school options that are in place in Policy # 5117.1-Student-Tuition Policy, for future students.
- e) **Discussion re: Letter of Commitment for Budget Stabilization Program between CIRMA and the Lisbon Board of Education and Possible Action-** Mrs. Diana Cormier presented to the Board, CIRMA's offer of a 3 year Rate Stabilization agreement for the Board of Education Liability-Auto-Property insurance for the following: 2018-2019 -5% over 2017-2018, 2019-2020 & 2020-2021 will have a cap of 3%, plus exposure. The Administration believes this will provide the Lisbon BOE rate stability for the next 3 budget years.

**Motion:** J. Lewerk moved to approve and accept CIRMA's agreement as presented; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- f) **Discussion re: Structure of Childcare Program and Possible Action-**Mrs. Keating led the discussion regarding the possible restructuring of the Childcare Program. With the restructuring of hours, there may be a cost saving of minimally \$16,000 without jeopardizing this program. The details will be forwarded to the Board this week.
- g) **Discussion re: Possible Future Realignment and Possible Action** – Mrs. Judy Jencks led the discussion about the possibility of teaming with other districts regarding resources. She mentioned that the Board members may want to think about the possibility of researching options for the future, due to the ongoing State and Federal education cuts.
- h) **Discussion re: 2017-2018 Budget Year Projections and Possible Action-**Mrs. Diana Cormier and Mrs. Sally Keating discussed the status of the 2017-2018 budget projections. A BOE Finance Committee meeting will be scheduled in the near future.
- i) **Discussion re: Medicaid Account** –Mrs. Keating provided an update to the opening of the Medicaid Account. Mrs. Diana Cormier and Mrs. Sally Keating will be the signatures on the account.
- j) **Update re: LCS Oil Tank Replacement Project-**Mr. Ian Rogers, Mrs. Sally Keating and Mr. Brian McGlew provided the Board with an update of the LCS Oil Tank Replacement project. Mrs. Keating and Mr. McGlew are putting together a project manual for the States approval, and True Blue is in the process of completing their project drawings for the State approval as well. Both will be submitted to the State shortly. Lastly, Mrs. Keating presented a copy of the AIA contract issued to True Blue Environmental Services for the 1<sup>st</sup> portion of this project. The Building Committee anticipates the project to begin Mid-June.
- k) **Discussion re: Information Contained in Confidential Records (Proposed Executive Session)-**This agenda item was moved to Executive Session, immediately following Agenda Item #14 Public Comment.

**Motion:** M. Krauss motioned to move Agenda Item 10 (k) Discussion re: Information Contained in Confidential Records to Executive Session, immediately following Agenda Item # 14 Public Comment; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- I) **Discussion re: Singleton Contracts (Proposed Executive Session) and Possible Action-**This agenda item was moved to Executive Session, immediately following Agenda Item #14 Public Comment.

**Motion:** M. Krauss motioned to move Agenda Item 10 (I) Discussion re: Singleton Contracts to Executive Session, immediately following Agenda Item # 14 Public Comment; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

11. **Committee Reports** – There was a clarification made regarding that the BOE Finance Committee will only involve those members on that committee for the next scheduled meeting(s).
12. **Additions to the Agenda**-None
13. **Next Agenda Planning**-Childcare Program and Talented & Gifted
14. **Public Comment**- None

**Motion:** M. Krauss moved to enter into executive Session and to invite Mrs. Sally Keating, Mr. Brian Apperson, Mr. Brian McGlew and Mrs. Diana Cormier to discuss Agenda Item 10(k) Discussion re: Information Contained in Confidential Records and Agenda Item 10(I) Discussion re: Singleton Contracts; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:45 p.m.

The Board ended Executive Session at 7:55 p.m.

**Motion:** J. Jencks moved to accept as presented the Singleton Contract for Director of Food Services-Michael Rossi;M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Employment Agreement for BillieSue Burelle; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Employment Agreement for Micheline Plourde; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Employment Agreement for Ellen Sobanski; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Employment Agreement for Kelly Wezner; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Singleton Contract for Director of Special Education-Alison Orcutt;M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Singleton Contract for Principal-Brian Apperson; M. Krauss seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Singleton Contract for Director of Building and Grounds-  
Brian McGlew;M. Krauss seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Singleton Contract for Business Manager-Diana Cormier;  
M. Krauss seconded

**Vote:** Unanimous

**Motion Carried**

**Motion:** J. Jencks moved to accept as presented the Contract for Superintendent-Sally Keating;  
M. Krauss seconded

**Vote:** Unanimous

**Motion Carried**

**15. Adjournment-**The meeting adjourned at 7:58p.m.

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Approved

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Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 04/30/2018 AT 8:40pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*