

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Special Board of Education Meeting Minutes

Monday, June 22, 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

Board Members Absent: J. Danburg

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: B. Nowakowski sent in his report

Student Ambassadors Absent: D. Jeffs and S. Rebstock

Others: None

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** – None
6. **Report from Lisbon Central School Student Ambassadors**

B. Nowakowski, the 7<sup>th</sup> grade Ambassador - He did not appear at the meeting but Mrs. Melissa Krauss read his report as follows:

“So, we’re all done. It was fun but we have a summer to do pretty much whatever we want legally. School has been fun but it was difficult for all of us. We did pretty well with online learning. Well, see you in the eighth grade.”

7. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the May 18, 2020 Regular Board of Education meeting; S. McCabe seconded

**Vote: Unanimous**

**Motion Carried**

## 8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson provided information on the following: The eighth grade graduation, considering the circumstances, was a beautiful day. Mr. Apperson wanted to thank the staff, Town Agencies and the community for making this a nice event. He especially thanked Trooper Adams for leading the vehicles to the school, the Fire Department for directing traffic as well as having a fire truck at the school with the American Flag and Mr. Joe Gracia for taking the student pictures and videotaping the graduation. The following day was Reverse Parade, which allowed the teachers to say good-bye to the students in a safe way. Over 130 cars paraded safely at the school to say their good-byes. Lastly, Mr. Apperson reported that Ms. Madison Ahearn was selected as a long-term substitute for Grade 1 for the 2020-2021 school year. Ms. Ahearn has experience as a substitute, a tutor, a summer school teacher and she is the childcare supervisor for LCS. She will be a wonderful addition to the classroom.
- b) Special Education –Mrs. Sally Keating reported for Ms. Maggie Courter who is on a scheduled day out of work. Mrs. Keating reported on the updated enrollment numbers, which are down from last month, in Special Education. Mrs. Keating reported that Ms. Courter did a great job with all the PPTs. She also reported that there were 31 screenings completed during the Preschool Virtual Intake Screening Meetings. The next steps will occur over the next few weeks with financial paperwork sent out to the parents.
- c) Business Office – Mrs. Diana Cormier discussed the Medicaid account. She stated that there will be a few more bills to pay and she is expecting a few more checks. The Medicaid cost report has been extended to September this year due to COVID-19. She also reported on an update regarding Infinite Visions. There has been many hours of set-up and training but overall, she believes the new system will produce good reporting.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that they are halfway through the list of items to be done that was given to the Board last month. The AC units will be tuned-up this week and he has scheduled for new woodchips to be delivered for the playground area. 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 CARES Act application for monies which go to districts that receive Title money. We anticipate receiving approximately \$50,200 to help with mental health issues as well as to fund technology equipment. This money is in response to COVID-19. We also applied for money included in the FEMA ACT, which is included in the Town application. This application was for PPE items in the amount of \$16,000. She also provided information regarding the All Hazard Security and Safety Plan. She and Mr. McGlew are working on a few items related to students with specific needs; the plan will be submitted shortly. Lastly, Mrs. Keating mentioned the Invention Convention and that one of our students participated in the State finals virtually and won an award. All of our Gifted and Talented students did a great job on their inventions. Mrs. Keating wants to commend Mrs. Megan Jenkins for organizing this event and Mr. Brian Apperson for co-chairing the Gifted and Talented Committee and supporting this event.

## 9. Consent Agenda

- a) Approval of Monthly Expenditures

**Motion:** J. Lewerk motioned to approve monthly expenditures for May 2020, Fiscal Year 2019-2020 in the amount of \$354,334.73; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

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

**Vote: Unanimous**

**Motion Carried**

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

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

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

- a) Discussion re: 2019-2020 Budget Projections – Mrs. Diana Cormier and Mrs. Sally Keating presented the status of this school year’s budget. It was discussed to pay money towards the balance owed for the LED Project.

**Motion:** J. Jencks motioned to make a payment of \$34,240 to Eversource to offset the cost of the LED Project; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Acceptance and Approval of Employee’s Resignation and Possible Action –Mrs. Keating read Ms. Maggie Courter’s resignation letter to the Board. She has taken a position in another school district. Her last day at LCS is July 29<sup>th</sup>. She will be missed!

**Motion:** L Baah motioned to accept and approve Ms. Courter’s resignation with regret and to wish her much success in the future; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: Amendment to Policy #5118.1 – Students – Homeless Students and Possible Action - The Policy Committee members provided a brief summary of the revisions.

**Motion:** S. McCabe motioned to waive the 1<sup>st</sup> read of Policy #5118.1 – Students – Homeless Students; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to amend and adopt Policy #5118.1 – Students – Homeless Students; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: Agreement with Norwich Free Academy and Possible Action – Mrs. Sally Keating summarized the new NFA contract. The Board of Education members asked Mrs. Keating to obtain clarification regarding two issues. Overall, the agreement was deemed to be appropriate.

**Motion:** J. Lewerk motioned to approve the new agreement between NFA and the Lisbon School District dated July 1, 2020-June 30, 2025; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- e) Discussion re: Reopening of School Committee- Mrs. Sally Keating summarized the purpose of this committee and the work completed thus far. The Governor and the Commissioner strongly recommended that each school district form a Reopening of School Committee. Our committee members are Mr. Apperson, Mrs. Jenkins, Mr. McGlew, Mr. Nowakowski, Mrs. Svab and Mrs. Keating. The committee has had three meeting. The discussions have been about graduation, summer school and childcare over the summer. The committee has been working on protocols and Mrs. Keating stated that Mrs. Svab has been working very hard and has done a tremendous job with writing up protocols. We are now waiting for Mr. Patrick McCormick, from Uncas Health District, to approve our protocols. Next, the committee will be working on protocols for reopening in the fall. We are waiting to hear more from the Governor and Commissioner.

- f) Discussion re: Lunch Price Increase and Possible Action – The calculator re: lunch prices has changed. As a result, we are under the amount we should be charging. Because of the discussion and the unknowns of the reopening of school, the Board agreed to table this discussion until the July Board meeting.

- g) Discussion re: Salary/Employment Agreements (Proposed Executive Session); Possible Action re: Salary/Employment Agreements-This agenda item needs to be moved to Executive Session, immediately following Agenda Item # 13- Public Comment.

**Motion:** J. Lewerk motioned to move Agenda Item #10 (g) Discussion re: Salary/Employment Agreements (Proposed Executive Session) to Executive Session, immediately following Agenda Item # 13 – Public Comment; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

11. **Committee Reports** – None  
12. **Next Agenda Planning** – Cafeteria Lunch Prices  
13. **Public Comment** - None

**Motion:** J. Lewerk motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier and Mr. Michael Rossi to discuss Agenda Item 10 (g) Discussion re: Salary/Employment Agreements; S. McCabe seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:50 p.m.

The Board ended Executive Session at 8:22 p.m.

The Board reentered into Executive Session at 8:23 p.m.

The Board ended Executive Session at 8:26 p.m.

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement, for Brian McGlew, with changes as presented by Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** S. McCabe motioned to approve the 2020-2021 Employment Agreement, for Diana Cormier, as presented by Administration; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks motioned to approve the 2020-2021 Employment Agreement, for Sally Keating, as presented by Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Full Time Cafeteria Staff position-pending return to work based on program needs; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time Cafeteria Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time Cafeteria Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewark motioned to approve the 2020-2021 Employment Agreement for the Part Time Cafeteria Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time LSACC Program PM Supervisor position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time LSACC Program PM Support Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Full Time SR Head Teacher position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time LSRCC Support Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the 2020-2021 Employment Agreement for the Part Time LSRCC Support Staff position-pending return to work based on program needs; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

14. **Adjournment** – 8:35 p.m.

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 06/29/2020 AT 1:00pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
