

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Meeting Minutes

Monday, August 17, 2020

6:30 p.m.

Lisbon Central School

Media Center

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

Board Members Absent: M. Krauss and S. McCabe

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

Administrators Absent: None

Student Ambassadors Present: None

Student Ambassadors Absent: B. Nowakowski and D. Jeffs are on summer vacation

Others: Mrs. Vane (PTO) and Dr. Kelly (NFA Head of School)

1. **Call to Order** – J. Jencks 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. Jencks read a letter to the Board from Mrs. Roode regarding the cohort plan and a letter from Mr. Kruczek regarding the remote learning plan.

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

7. **Approval of Minutes**

**Motion:** J. Marshall motioned to approve the minutes of the July 20, 2020 Regular Board of Education meeting; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery motioned to approve the minutes of the July 27, 2020 Special Board of Education meeting; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

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

- a) Lisbon Central School – Mr. Brian Apperson provided information on the following: The Professional Development schedule which includes but not limited to: Speaker, Public Health Director, Mr. Patrick McCormack; School Plan; Infinite Visions Update; Training Topics with School Nurse, Mrs. Svab; Review of Google Classroom, and Evaluations. There will also be two Meet and Greet Orientations for Kindergarten and Preschool. There will be an Intern Orientation and Mandated DCF Training.

- b) Special Education –Mrs. Sally Keating introduced the new Director of Special Education, Mr. Scott Trepanier to the Board. She also reviewed the transition efforts with herself, Ms. Courter and Dr. Paul Pattavina. Mr. Trepanier reported on his experience and certifications. He also reported on the Special Education enrollment numbers.
- c) Business Office – Mrs. Diana Cormier did a brief review of the activity in the Medicaid account. She also discussed the differences via “Object Crosswalk” between the previous financial system, Pheonix, verses the new financial system, Infinite Visions.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that the camera system test went well and the system is working great. He also reported that the company, A.L Fire Protection replaced the pump and it is working fine. Lastly, he reported that the custodial staff did a great job completing all of the classrooms, posting signs and marking the hallways floors.
- e) Information – Mrs. Sally Keating discussed the hardworking efforts made by her staff in preparing for this school year. She stated that Mr. McGlew did an amazing job as well as his custodial staff, cleaning the classrooms, doing the floor markings and hanging sign displays. She further praised her Administrative team and secretaries for their hard work. She praised the School Nurse, Mrs. Svab for her hard work doing research for some of the school protocols and resources posted on our website. She thanked the teachers and classroom assistants who came in to organize their classrooms and/or lend assistance. Lastly, Mrs. Keating briefly mentioned that she, the LEA and Attorney Jessica Ritter were drawing up a MOA for the teachers due to the classroom impact of COVID-19.

**9. Consent Agenda**

- a) Approval of Monthly Expenditures

**Motion:** J. Lewerk motioned to approve monthly expenditures for July 2020, Fiscal Year 2019-2020 in the amount of \$65,337.08; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to approve monthly expenditures for July 2020, Fiscal Year 2020-2021 in the amount of \$660,396.82; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

**Motion:** J. Lewerk motioned to approve the Financial Statement for July 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 July 2020, Fiscal Year 2020-2021 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

- a) Introduction of Dr. Brian Kelly, Head of Norwich Free Academy - Mrs. Sally Keating had visited Dr. Brian Kelly a few weeks ago to introduce herself. During her visit, she had requested on behalf of the BOE that he attend this BOE Meeting, and he readily accepted. He gave the Board a brief but interesting summary of his experiences in the education field in the United States and foreign countries. He is excited to build a great relationship with the Norwich community as well as the rural partner schools and their communities.

b) Discussion re: Adoption of Policy #4118.237/4218.237/5141.8 – Personnel/Students - Face Masks/Coverings and Possible Action – Mrs. Joan Marshall summarized this new required policy as a result of the COVID-19 pandemic.

**Motion:** J. Lewerk motioned to waive the 1<sup>st</sup> read of Policy #4118.237/4218.237/5141.8 – Personnel/Students - Face Masks/Coverings; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to adopt Policy #4118.237/4218.237/5141.8 – Personnel/Students - Face Masks/Coverings; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

c) Discussion re: Amendment of Policy#9330 – Bylaws of the Board - Board/School District Records and Possible Action – Mrs. Joan Marshall summarized revisions to this policy.

**Motion:** J. Marshall motioned to waive the 1<sup>st</sup> read of Policy#9330 – Bylaws of the Board - Board/School District Records; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to amend Policy#9330 – Bylaws of the Board - Board/School District Records; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

d) Discussion re: Acknowledgements of No Vote Policies (Statutory Changes) and Possible Action – Mrs. Joan Marshall summarized the reasons for these non-vote policies.

- Policy # 4118.5/4218.5 – Personnel – Acceptable Technology Computer Network Use (Staff)
- Policy # 5123 – Students – Promotion/Acceleration/Retention
- Policy # 5145.511 – Students – Sexual Abuse Prevention and Education
- Policy # 9321 – Bylaws of the Board – Time, Place, Notification of Meetings
- Policy # 9323 – Bylaws of the Board – Agenda Construction/Meeting Materials
- Policy # 5131 – Students – Areas of Responsibility for Student Conduct and School Discipline
- Policy # 5145.14 – Students – On Campus Recruitment
- Policy # 4212.42 – Personnel – Drug and Alcohol Testing for School Bus Drivers
- Policy # 5141.4 – Students – Reporting Child Abuse and Neglect
- Policy # 6161.3 – Instruction – Comparability of Services
- Policy # 6162.51 – Instruction – Surveys of Students (Student Privacy)
- Policy # 9012 – Bylaws – Legal Responsibilities of Board of Education

**Motion:** J. Marshall motioned to acknowledge statutory language requirements and/or legal reference updates for these non-vote policies, as recommended by Policy Committee members; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

e) Update re: Agreements with Griswold and Ledyard School Districts – Mrs. Sally Keating informed the Board of recent conversations/contacts with both Griswold Superintendent Sean McKenna and Ledyard Superintendent Jay Hartling regarding agreements with their districts and Lisbon. Both districts are working on sending their agreements soon. They both needed additional time. They have been busy preparing to open their school districts.

- f) Update re: Reopening Plan – Mrs. Sally Keating lead the conversation regarding the decision to begin the school year utilizing the hybrid model. Reopening Committee members commented on staff’s and parents’ reactions to this decision as well as to recent surveys. Also, discussed was the status of written protocols for the reopening of school as well as information related to transportation. The School Plan and Protocols are posted to our website.
- g) Discussion re: Ongoing Updates re: 2020-21 Budget and Other Possible Funding – Mrs. Diana Cormier and Mrs. Sally Keating lead the discussion on this topic. Administration has completed an application as well as surveys regarding requests for money for COVID-related items as well as for needs regarding the reopening of school. Depending upon the level of funding, the 2020/21 budget will be affected. The Administration will provide monthly updates at BOE meetings. We have received \$50,186 from the CARES ACT. We are awaiting word from the State regarding receiving additional chromebooks for our students.
- h) 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 #14 – Public Comment.

**Motion:** J. Marshall motioned to move Agenda Item #10 (h) Discussion re: Salary/Employment Agreements (Proposed Executive Session) to Executive Session, immediately following Agenda Item #14 Public Comment; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- 11. **Committee Reports** – None
- 12. **Additions to the Agenda** - None
- 13. **Next Agenda Planning** – Administration to ask Novus Insight about Additional Access by School Community, Policies, Projections and Possibly the Agreements with the High Schools.
- 14. **Public Comment-** Mrs. Vane asked the Board for a clarification on Google Classroom. Principal Apperson is responsible for this aspect of the Reopening Plan.

**Motion:** L. Baah motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier and Mr. Brian Apperson to discuss Agenda Item 10 (h) Discussion re: Salary/Employment Agreements; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:56 p.m.

The Board ended Executive Session at 8:11 p.m.

**Motion:** J. Marshall motioned to approve the 2020-2021 Employment Agreement, for the LSACC Program Manager; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- 15. **Adjournment** - 8:12 p.m.

RECEIVED FOR RECORD AT LISBON  
 CT ON 08/24/2020 AT 12:05 PM  
 ATTEST. LAURIE TIROCCHI, TOWN CLERK

  
 Recording Secretary

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 Approved