

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Meeting Minutes

Monday, July 18, 2022

6:30 p.m.

Lisbon Central School

Library / Media Center

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

Board Members Absent: J. Lewerk and K. Vane

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 – Summer Break

Student Ambassadors Absent: None

Others: Mrs. Jenkins

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** – None

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

7. **Approval of Minutes**

**Motion:** I. Rogers motioned to approve the minutes of the June 22, 2022- Special Board of Education Meeting; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

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

a) Lisbon Central School – Mr. Christopher Sheldon reported that it has been a great start for him. He has met a lot of parents. He stated that summer school was going well and that he has visited the classrooms and met many of the students. Lastly, he wanted to thank Mr. Brian Apperson for the help he has given him with the transition and he complimented Mr. Brian McGlew and his staff for doing a great job getting the classrooms ready.

b) Special Education –Mr. Scott Trepanier reported on the Special Education Enrollment Numbers for July. He also spoke on the PreK-3 leadership training that he just completed. He found it to be very interesting and informative. There will be more training in November. Lastly, he reported on the ESY summer school.

- c) Business Office – Mrs. Cynthia Schofield reported there was an open house for the MEUI members to meet with Brown and Brown Insurance to discuss and to ask questions regarding the new insurance coverage and to meet with Eastern Bank to set up the HSA (Health Savings Plans). Lastly, she reported that Mrs. Diana Cormier will be assisting with the EFS Report. She is very appreciative for her assistance.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS Physical Plant: There have been two services completed this month. The fire extinguishers have all been inspected and four have been replaced. The other service was to the Generator. This too, went well. Lastly, he reported on the classroom cleaning. The custodian staff are doing a great job and are right on schedule.
- e) Information –Mrs. Sally Keating reported on the School District Drill Log report for the 2021-2022 that was filed with the authorities. This report is a log of all of the fire drills, lockdown drills, secure schools drills, etc. She reported that our students and staff did a terrific job with our drill practices. Next, she reported that the authorities require two Safety and Security Committee Meetings to be held each year. LCS met both meeting requirements. She also reported that she and Mr. McGlew are awaiting the template for the new All-Hazard Safety Plan for 2022-2023. This manual is due by November 1<sup>st</sup>. Lastly, she reported on the transition with M & J Bus, Inc. It has gone well. They began with the summer school transportation. They will be sending out the new school year post cards with the student bus information to the families. We have also received a base radio from M & J Bus, Inc. The transition is going well.

**9. Consent Agenda**

- a) Approval of Monthly Expenditures

**Motion:** M. Avery motioned to approve monthly expenditures for June 2022, Fiscal Year 2021-2022 in the amount of \$758,955.60; I. Rogers seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

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

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

- a) Acceptance and Approval of Employee’s Resignation and Possible Action-Mrs. Julie Lepore, our dedicated Reading/SRBI Coordinator, has resigned effective August 2<sup>nd</sup>. She will be missed.

**Motion:** I. Rogers motioned to accept and approve Mrs. Lepore’s resignation with regret and to wish her the best in the future; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Acceptance and Approval of Employee’s Resignation and Possible Action-Mrs. Erin Janicek, our dedicated School Social Worker, has resigned effective immediately.

**Motion:** M. Avery motioned to accept and approve Mrs. Janicek’s resignation with regret and to wish her the best in the future; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: SBAC Math Scores – Mr. Christopher Sheldon, Mrs. Megan Jenkins and Mrs. Sally Keating presented the recent preliminary SBAC Math scores. The data shows terrific growth and improved achievement due to the hard work of the administration, teachers, students and the support from the LCS Board. A more detailed presentation will be presented in August. They hope to have more official data next month to share more information.
- d) Update re: Math Instruction/Curriculum at LCS - Mr. Christopher Sheldon reported that the new math books will be coming very soon. He reported that Mrs. Gilgenbach and Mrs. Nolan will be doing professional learning over the summer.
- e) Discussion re: Summer Committees and Possible Action – Mrs. Judy Jencks summarized the work session held last Monday evening with the Executive BOE members. A few of the topics that were addressed at this work session were the donations received a few years ago. Also, Mrs. Keating has reached out to Attorney Jessica Ritter regarding her assistance with these donations. Lastly, it is being suggested to have a BOE Treasurer. Research will be done by the Policy Committee for options to create the BOE Treasurer position.
- f) Discussion re: New Policy # 4112-Personnel-Certified-Appointment and Possible Action- Policy Committee member summarized this new policy. It was decided to table this agenda item until the August meeting.
- g) Discussion re: Electronic Sign at LCS and Possible Action – Mrs. Judy Jencks lead the discussion on this topic. In summary, it is being proposed that money from the donation from Mr. Ducharme be put towards an electronic sign for the use for school announcements as well as for Town announcements. Zoning needs to be researched

**Motion:** L. Baah made a motion to bring the zoning regulations to Attorney Jessica Ritter for review and to suggest options, related to this regulation; M. Avery seconded

**Vote:** 6-Yes

1-Opposed

**Motion Carried**

- h) Discussion re: Status of 2021-2022 Board of Education Budget – Mrs. Cindy Schofield provided a report on the projected unexpended balance of the 2021-2022 Board of Education Budget.
- i) Discussion re: Status of 2022-2023 Board of Education Budget – Mrs. Cindy Schofield provided a report on factors which have affected the 2022-2023 Board of Education Budget from a cost-saving perspective.
- j) Discussion re: Draft Agreement between the Lisbon School District and Lebanon School District and Possible Action – The Board of Education Negotiations Committee members summarized the draft contract between the Lisbon School District and the Lebanon School District, prepared by Shipman and Goodwin. It is a standard contract, and Lebanon has agreed to it.

**Motion:** I. Rogers motioned to approve the agreement between the Lisbon School District and Lebanon School District, commencing July 1, 2023 and ending June 30, 2028; J. Danburg seconded

**Vote:** Unanimous

**Motion Carried**

- k) Discussion re: Consideration of Security Strategy (Proposed for Executive Session); Possible Action re: Consideration of Security Strategy-This agenda item needs to be moved to Executive Session, immediately following Agenda Item #14-Public Comment

**Motion:** I. Rogers motioned to move Agenda Item #10 (k) Discussion re: Consideration of Security Strategy (Proposed Executive Session) to Executive Session, immediately following Agenda Item #14-Public Comment; J. Marshall seconded

**Vote:** Unanimous

**Motion Carried**

- l) Discussion re: Salary Agreements (Proposed Executive Session); Possible Action re: Salary Agreements-This agenda item needs to be moved to Executive Session, immediately following Agenda Item # 14- Public Comment.

**Motion:** I. Rogers motioned to move Agenda Item #10 (l) Discussion re: Salary Agreements (Proposed Executive Session) to Executive Session, immediately following Agenda Item # 14 – Public Comment; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

11. **Committee Reports** – None

12. **Additions to the Agenda** - None

13. **Next Agenda Planning** – Policy # 4112, SBAC Scores, Math Awards, Ducharme Account, Electronic Sign, Math Update

14. **Public Comment** - None

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**Motion:** J. Marshall motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Cynthia Schofield, Mr. Brian McGlew and Mr. Christopher Sheldon re: Agenda Item 10 (k) Discussion re: Consideration of Security Strategy; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall motioned to enter into Executive Session and to invite Mrs. Sally Keating, and Mrs. Cynthia Schofield re: Agenda Item 10 (l) Discussion re: Salary/Employment Agreements; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 7:37 p.m.

The Board ended Executive Session at 8:39 p.m.

Regarding Discussion re: Consideration of Security Strategy-No Vote Taken

**Motion:** J. Marshall moved to accept as presented the 2022-2023 Salary Agreement for Administrative Assistant to the Business Manager/Superintendent, Colleen McNally-Reamer; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

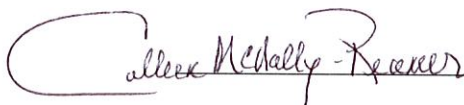
**Motion:** J. Marshall motioned to approve the 2022-2024 Salary Agreement for the Superintendent, Sally Keating; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

15) Adjournment: 8:43 p.m.

Approved



Recording Secretary

RECEIVED FOR RECORD AT LISBON

CT ON 7/22/2022 AT 11:05 am

ATTEST. LAURIE TIROCCHI, TOWN CLERK

