

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Meeting Minutes

Monday, March 20, 2023

6:30 p.m.

Lisbon Central School

Library / Media Center

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

Board Members Absent: J. Jencks and I. Rogers

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

Administrators Absent: None

Student Ambassadors Present: T. Nowakowski and A. Cuff

Student Ambassadors Absent: None

Others: Ms. Stacey Guertin, Mr. Michael Rossi, Mrs. Larkin, and Mrs. Barber

1. **Call to Order** – J. Marshall 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** –

C. Cuff reported that the 8th grade students are learning the following: In Spanish, they are learning how to say different body parts like leg, arm, and brain. They are also learning how to use reflexive pronouns with verbs. In Math, they are learning how to find the volume of a cylinder, a prism, or an oblique shape. They also just finished their scatter plot graphs on Aimsweb scores in the fall and winter. In Language Arts, they are writing a literary analysis essay on a book of their choice. She has chosen "The Girl in the Castle". It's about a girl named Hannah who has schizophrenia and believes she has another life in the 1400's. In Science, they are learning about natural selection and how it is used in nature. Natural selection is a type of evolution. Organisms evolve to have better genes over time. In Social Studies, they are learning about the Monroe Doctrine and three important senators who are Henry Clay, John C. Calhoun, and Daniel Webster. The Monroe Doctrine states that European nations can not interfere with the free countries of Latin America.

T. Nowakowski reported that the 6th grade students are learning the following: In English, they are reading "George's Cosmic Adventures". It is about a boy who loves astronomy and gets a message from aliens. In Math, they are learning how to drop the "T" for solving equations. In Social Studies, they are studying Roman History. In Science, they are learning about inheritance. Lastly, he reported that they had baseball tryouts earlier today.

7. Approval of Minutes

Motion: K. Vane motioned to approve the minutes of the March 2, 2023-Special Board of Education meeting; L. Baah seconded

Vote: Unanimous

Motion Carried

8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Christopher Sheldon provided information on our February Student of the Month, 8th Grade Civic Studies, LCS Variety Show held last Thursday and the RIF Breakfast, March 6th.
- b) Special Education –Mr. Scott Trepanier reported on Special Education Enrollment numbers, PMT Training, which 18 staff members attended, and First Aid/CPR Training, which 11 staff members attended.
- c) Business Office – Mrs. Rachel Ricard discussed her acclimation to LCS as Business Manager. She commented on the friendly staff and the collaboration with Mrs. Diana Cormier.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that there was a service call recently for a clogged drain caused by grease build-up. He also reported that water samples were collected this week. He expects good results.
- e) Information – Mrs. Sally Keating discussed the collaboration with area Superintendents. She is attending a meeting to discuss possible transportation collaboration with Sprague and other districts. She has attended Superintendent meetings at Griswold regarding high school, and she has met with Preston Superintendent regarding budget challenges. She will also be meeting with the new Norwich Free Academy Head of Schools, Dr. Nathan Quesnel over the summer.

9. Consent Agenda

- a) Approval of Monthly Expenditures

Motion: M. Avery motioned to approve monthly expenditures for February 2023, Fiscal Year 2021-2022 in the amount of \$17,552.00; L. Baah seconded

Vote: Unanimous

Motion Carried

Motion: L. Baah motioned to approve monthly expenditures for February 2023, Fiscal Year 2022-2023 in the amount of \$480,631.76; M. Avery seconded

Vote: Unanimous

Motion Carried

- b) Financial Statement

Motion: L. Baah motioned to approve the financial statement for February 2023, Fiscal Year 2021-2022 as presented by the Administration; M. Avery seconded

Vote: Unanimous

Motion Carried

Motion: L. Baah motioned to approve the financial statement for February 2023, Fiscal Year 2022-2023 as presented by the Administration; M. Avery seconded

Vote: Unanimous

Motion Carried

10. **New Business / Old Business**

- a) Discussion re: Authorized Signature Change Form for the Nutrition Program and Possible Action-- The Board needs to approve the change for authorized signers of the ED-099 Agreement for the Child Nutrition Program. The signers are Sally Keating and Rachel Ricard. The BOE Secretary certifies the Board action.

Motion: L. Baah motioned to approve the revision of the authorized signers of the ED-099 Agreement as presented by Administration; M. Avery seconded

Vote: Unanimous

Motion Carried

- b) Discussion re: Food Service Pricing and Possible Action--Mr. Michael Rossi recommends that the breakfast pricing remains the same at \$2.00 and to increase the lunch pricing to \$3.65 for the school year 2023-2024.

Motion: L. Baah motioned to increase the lunch pricing and keep the breakfast price as is for the school year 2023-2024; M. Avery seconded

Vote: Unanimous

Motion Carried

- c) Discussion re: Healthy Food Certification (HFC) Statement and Possible Action-- The BOE must complete their HFC votes using the required motion language below.

Vote 1:

Required vote for participation in healthy food option of HFC This vote is required for all BOEs that participate in the NSLP. Each BOE must vote "yes" or "no" to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). BOE-approved meeting minutes must include the exact motion language below:

Motion: L. Baah made a motion in Pursuant to C.G.S. Section 10-215f, that the Lisbon Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups; M. Avery seconded

Vote: Unanimous

Motion Carried

Vote 2:

BOEs that vote "yes" to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion, by using the exact motion language below. Required motion language for combined food and beverage exemptions:

Motion: L. Baah made a motion that the Lisbon Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than

just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales; J. Danburg seconded

Vote: Unanimous

Motion Carried

- d) Discussion re: Policy #1120 –Community Relations – Public Participation at Board of Education Meetings and Possible Action- Policy Committee Members summarized the revisions to this policy.

Motion: K. Vane motioned to waive the 1st read of Policy #1120 –Community Relations – Public Participation at Board of Education Meetings; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: K. Vane motioned to amend and adopt Policy #1120 –Community Relations – Public Participation at Board of Education Meetings; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- e) Discussion re: Bylaw #9324 – Bylaws of the Board – Meeting Conduct & Parliamentary Procedures and Possible Action - Policy Committee Members summarized the revisions to this policy.

Motion: K. Vane motioned to waive the 1st read of Bylaw #9324 – Bylaws of the Board – Meeting Conduct & Parliamentary Procedures; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: K. Vane motioned to amend and adopt Bylaw #9324 – Bylaws of the Board – Meeting Conduct & Parliamentary Procedures; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- f) Discussion re: Bylaw #9325 – Bylaws of the Board – Meeting Conduct and Possible Action - Policy Committee Members summarized the revisions to this policy.

Motion: J. Marshall motioned to table the Discussion re: Bylaw #9325 – Bylaws of the Board – Meeting Conduct until the April BOE meeting; K. Vane seconded

Vote: Unanimous

Motion Carried

- g) Discussion re: School Safety Drill and Policy Discussion - This agenda item needs to be tabled to the April BOE meeting in order for the Policy Committee to have a preliminary discussion.

Motion: J. Marshall motioned to table the Discussion re: School Safety Drill and Policy Discussion until the April BOE meeting; K. Vane seconded

Vote: Unanimous

Motion Carried

- h) Discussion re: Policy# 1330/4330-Community Relations-Use of School Facilities and Possible Action- Mr. Dave Nowakowski summarized the reasons for placing this policy on the agenda. He expressed that there should be options during school off hours such as school vacations. Mrs. Keating and the administrative team will discuss options and return next month for further discussions.

- i) Discussion re: 2023-2024 LCS School Calendar and Possible Action – A draft of the proposed 2023-2024 School Calendar was presented at this BOE meeting for discussion/approval. This was completed in concert with LEARN’s, Norwich Free Academy’s and Griswold’s Calendars. LCS Administration reviewed highlights such as: Possibly changing Columbus Day to Indigenous Peoples’ Day, Possibly observing Juneteenth Independence Day holiday, and changing Early Release Professional Days to Tuesdays to align with monthly staff meeting.

Motion: J. Marshall motioned to table the 2023-2024 LCS School Calendar; K. Vane seconded

Vote: Unanimous

Motion Carried

- j) Discussion re: Utilization of Moby Max for 2023-2024 and Possible Action-Mrs. Sally Keating discussed the changes for the next school year relating to Moby Max. The Administrative team will be making changes for Moby Max to be done during Enrichment/SRBI period for Grades K-4, and Grades 5-8 will be done in the classroom for one half hour per week. Moby Max will not be done during computer lab.
- k) Update re: Math Curriculum/Instruction at LCS-Mr. Christopher Sheldon discussed that the teachers collaborated on the March 10th Professional day in regarding to the Great Minds Math Curriculum.
- l) Discussion re: Gerald Ducharme Account Survey and Possible Action-Mrs. Joan Marshall lead the discussion on this agenda item. She suggested that the survey link be made available on the website to the school staff and then the community. A notification will be made in the Dear Parents and Friends newsletter and the staff letter next week. The survey link will be available for three weeks. It was also mentioned in regards to the Ethal Ducharme Account that the entire amount of this account will be sent to the Community Foundation Fund discussed last month.
- m) 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: M. Avery motioned to move Agenda Item #10 (m) Discussion re: Salary Agreements (Proposed Executive Session) to Executive Session, immediately following Agenda Item # 14 – Public Comment; L. Baah seconded

Vote: Unanimous

Motion Carried

11. Committee Reports – None

- 12. Additions to the Agenda-**Mrs. Keating requested an addition to the agenda. Discussion Concerning an Attorney Client Privileged Communication regarding Legal Requirements for Employee Background Checks (Proposed Executive Session), Possible Action.

Motion: K. Vane motioned to add Discussion Concerning an Attorney Client Privileged Communication regarding Legal Requirements for Employee Background Checks to the agenda; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk motioned to move Agenda Item #12-Addtions to the Agenda-Discussion Concerning an Attorney Client Privileged Communication regarding Legal Requirements for Employee Background Checks (Proposed Executive Session) to Executive Session, immediately following Agenda Item # 14 – Public Comment; K. Vane seconded

Vote: Unanimous

Motion Carried

13. Next Agenda Planning – Bylaw #9325, Safety Drill Policy, Use of Facilities, Columbus Day/Indigenous Peoples’ Day, Juneteenth’s Day, More Salary Agreements, Ethal Ducharme Account Update, and Science of Reading.

14. Public Comment- Mrs. Larkin of Lisbon commented on how please she was regarding the discussions and consideration of the Public Comment Policy. She also thanked the Board and Administration for the thoughts and consideration made regarding Math. Lastly, regarding the 2023-2024 school calendar April Break Week, she would like to have some consideration made in regards to the Professional Day scheduled for Tuesday following the break be changed. Mrs. Barber of Lisbon thanked the Board and the Administration for changes made for the computer lab next year. She also requested for a parent advisory panel. Lastly, she gave her opinion on LGBTQ and made comment regarding a specific book.

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.

Motion: K. Vane motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Rachel Ricard and separately, each employee whose salary is being discussed re: Agenda Item 10 (m) Discussion re: Salary Agreements; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk motioned to enter into Executive Session re: Discussion Concerning an Attorney Client Privileged Communication regarding Legal Requirements for Employee Background Checks; K. Vane seconded

Vote: Unanimous

Motion Carried

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

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

Motion: J. Danburg moved to accept as presented the Salary Agreement for Director of Building and Grounds-Brian McGlew, for the School Year 2023-2024; K. Vane seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the Salary Agreement for Principal-Christopher Sheldon, for the School Year 2023-2024; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the 2023-2024 Salary Agreement for Director of Special Education- Scott Trepanier; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the 2023-2024 Salary Agreement for Director of Food Services- Michael Rossi; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the 2023-2024 Salary Agreement for Nurse- Theresa Svab; K. Vane seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the Salary Agreement for Business Manager-Rachel Ricard, for the School Year 2023-2024; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Danburg moved to accept as presented the Salary Agreement for Nurse Aide-Ellen Sobanski, for the School Year 2023-2024; J. Lewerk seconded

Vote: Unanimous

Motion Carried

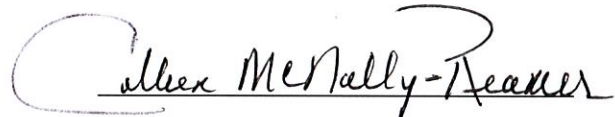
Motion: J. Danburg moved to accept as presented the Salary Agreement for Superintendent- Sally Keating, for the School Year 2023-2024; J. Lewerk seconded

Vote: Unanimous

Motion Carried

15. **Adjournment – 8:30 p.m.**

Approved



Recording Secretary

RECEIVED FOR RECORD AT LISBON, CT
ON 3/27/23 AT 11:01 AM
ATTEST. MICHELLE GRANT, TOWN CLERK
Janethugere Asst.