

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Meeting Minutes

Monday, April 17, 2023

6:30 p.m.

Lisbon Central School

Library / Media Center

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

Board Members Absent: 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: None-But Mr. Sheldon read A. Cuff's report that she submitted.

Student Ambassadors Absent: T. Nowakowski and A. Cuff

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

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** –

C. Cuff reported that the 8<sup>th</sup> grade students are learning the following: In Math, they re-took a test that they had taken in October, They also took a placement test that would have been used to place them in their classes for high school. In Language Arts, they are finishing and editing their children's books. They are also taking practice SBAC assignments to prepare for the actual SBAC test in May. In Science, they are learning about GMOs, (Genetically Modified Organisms). GMOs are added to food or animals to help make them be more useful or tasty. In Social Studies, they are learning about the Industrial Revolution. The Industrial Revolution was the process of changing from making products by hand to making the products with a machine. Some of the inventions that were made during this time period include the spinning jenny, water frame and mechanical reaper.

7. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the March 20, 2023- Regular 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 March Student of the Month. He also reported on two PTO Sponsored dances held April 1<sup>st</sup> titled “Someone Special and Me” and “Lights Camera, Dance”. The kids had a great time. He reported on a Ronald McDonald House Charity drive called LCS POP-Tab Collection Drive. Lastly he reported on the last civics report.
- b) Special Education –Mr. Scott Trepanier reported on Special Education Enrollment numbers. He also reported on the “Child Find” day held April 6<sup>th</sup>. There were 17 children registered. He thanked the staff for all of their help with this event.
- c) Business Office – Mrs. Rachel Ricard discussed her acclimation to LCS as Business Manager. She reported that she attended the Budget Meeting and the Town’s Board of Finance Meeting.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that S1 Mechanical serviced 43 AC units, and changed out filters and belts.
- e) Information – Mrs. Sally Keating discussed the REAP Grant, the After-School Clubs, issues regarding the Town Audit based on the auditors’ finding.

**9. Consent Agenda**

- a) Approval of Monthly Expenditures

**Motion:** J. Lewerk motioned to approve monthly expenditures for March 2023, Fiscal Year 2021-2022 in the amount of \$873.00; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery motioned to approve monthly expenditures for March 2023, Fiscal Year 2022-2023 in the amount of \$1,027,577.39; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

**Motion:** J. Lewerk motioned to approve the financial statement for March 2023, Fiscal Year 2021-2022 as presented by the Administration; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to approve the financial statement for March 2023, Fiscal Year 2022-2023 as presented by the Administration; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

- a) Acceptance and Approval re: Employee’s Retirement Letter and Possible Action- Ms. Colleen McNally-Reamer, our dedicated Administrative Assistant, is retiring, effective the last day of June. We wish her the best. She will be missed!

**Motion:** J. Lewerk motioned to accept and approve Mrs. McNally-Reamer’s retirement letter with regret and to wish her much success in the future; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: 2022-2023 Budget Projections and Possible Action-This agenda item needed to be tabled.

**Motion:** J. Jencks motioned to table this agenda item; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: Columbus Day/Indigenous Peoples' Day and Possible Action-

**Motion:** J. Marshall motioned to change Columbus Day on the school calendar to Columbus Day/Indigenous Peoples' Day; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: Juneteenth Day and Possible Action- This topic was mentioned at last month's BOE Meeting. It was requested to be placed on this meeting's agenda for discussion and in relation to the school calendar. There were many scenarios discussed such as whether to place this day on the school calendar for 2023-2024 or 2024-2025, whether it should be a paid holiday or not. If the school is in session, classrooms must have discussions related to this day.

- e) Discussion re: 2023-2024 School Calendar and Possible Action-A revised school calendar was submitted by LCS Administration for review. A few early release days have been changed from the initial proposed calendar. Mr. Sheldon summarized those changes. The other suggested corrections were adding wording: Presidents' Day to the February Break and adding Jr. to Martin Luther King Jr. Day.

**Motion:** J. Lewerk motioned to approve and adopt the 2023-2024 LCS School Calendar, as discussed, presented and corrected; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- f) Discussion re: Use of Facilities and Possible Action-Mrs. Keating discussed the proposed changes to past protocols for use of facilities on scheduled early release days and vacations. It was decided to have practice and games on early release days (except right before a vacation). Over a vacation period, practices only will be allowed. There is no change for the use of facilities during inclement weather early releases.
- g) Discussion re: Bylaw #9325 – Bylaws of the Board – Meeting Conduct and Possible Action- Policy Committee Members summarized the revisions to this bylaw.

**Motion:** J. Marshall motioned to accept and adopt the changes noted to this policy; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

- h) Update re: Safety Drill Policy Discussion and Possible Action-This topic needs to be tabled until the next BOE Meeting to provide time for the Policy Committee to meet and review.
- i) Update re: Ducharmes' Accounts and Possible Action-Mrs. Joan Marshall provided an update regarding the survey related to Gerald Ducharme's Account. She has received 30 responses to date. Mrs. Judy Jencks provided an update regarding Ethel Ducharme's Account. Mrs. Marshall asked that Mr. Sheldon put a reminder to the staff and parents of the deadline date of April 23<sup>rd</sup>.

**Motion:** L. Baah motioned to have the Executive Board hold a workshop to sort and organize the survey results for the next Board meeting to discuss; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- j) Update re: Science of Reading-Mr. Christopher Sheldon provided comments on the status of Science of Reading mandate at LCS. The staff are looking at seven model programs suggested by the State Department of Education.
- k) Update re: Math Curriculum/Instruction at LCS- Mr. Christopher Sheldon provided his monthly update on Math Curriculum/Instruction and achievement at LCS. Next year "Great Minds" will be used in K-8.
- l) Discussion re: Capital Improvement Projects at LCS and Possible Action-Mr. Ian Rogers placed this topic on the agenda for discussion. This topic was tabled due to Mr. Rogers's absence. This agenda item will be placed on next month's agenda.
- m) Discussion re: Employment/Salary Agreements (Proposed Executive Session); Possible Action re: Employment/Salary Agreements

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

**Vote: Unanimous**

**Motion Carried**

**11. Committee Reports – None**

- 12. Additions to the Agenda-Kitchen Equipment Replacement-**Mr. Rossi discussed the replacement of a refrigerator for \$8,520.00 and additional changes needed to change the floor plan with additional counter-tops. Other maintenance tasks were also discussed, such as painting, sink removal will also be done.

**Motion:** J. Lewerk motioned to approve the kitchen improvements and floor plan; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**13. Next Agenda Planning-Salary Agreements, Capital Improvements, Budget Projections, Safety Drill Policy, Survey Results, Update on the Reading Program.**

- 14. Public Comment-** Mrs. Karen Barber of Lisbon commented on her frustration of wanting a Parent Advisory Panel to discuss some community members' concerns.

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**Motion:** K. Vane motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Rachel Ricard and Mr. Mike Rossi to discuss re: Agenda Item 10 (m) Discussion re: Salary Agreements; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

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

The Board ended Executive Session at 8:00 p.m.

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Cafeteria Staff-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

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**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Cafeteria Staff-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Cafeteria Staff-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Cafeteria Staff-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Certified Occupational Therapy Assistant-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Danburg moved to accept as presented the Employment Agreement for Technology/Video/STEAM/Media Support Staff-10 Month Position, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

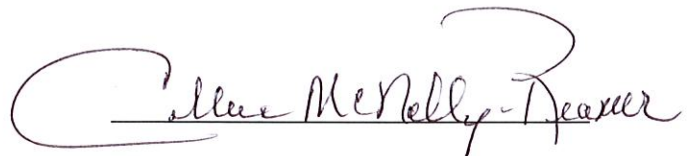
**Motion:** J. Danburg moved to accept as presented the Salary Agreement for PT Assistant Principal-Megan Jenkins, for the School Year 2023-2024; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

15. **Adjournment** – 8:04 p.m.

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Approved



Recording Secretary

RECEIVED FOR RECORD AT LISBON, CT  
ON 4/24/23 AT 10:03 AM  
ATTEST. MICHELLE GRANT, TOWN CLERK

*Janethufare* Asst.