

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Meeting

Monday, November 27, 2023

6:30 p.m.

Lisbon Central School

Library / Media Center

Board Members Present: J. Jencks, K. Barber, L. Baah, J. Danburg, B. Larkin, J. Lewerk, D. Nowakowski, I. Rogers and K. Vane

Board Members Absent: None

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

Administrators Absent: None

Student Ambassadors Present: N. Vane

Student Ambassadors Absent: T. Nowakowski, P. Contino (P. Contino's report was submitted to the Principal to read.)

Others: Ms. Stacey Guertin, Mr. Mike Rossi, Mr. Phillip Kinslow, Ms. Michelle Chamberlain, Mr. Mike Constanza and Mr. Leo McDonald

1. **Call to Order** – J. Jencks called the meeting to order at 6:33 p.m.
2. **Roll Call**
3. **Pledge of Allegiance**

**Motion:** K. Barber motioned to move Agenda Item 5- Public Comment before Agenda Item 4- Discussion re: Election of Officers and Possible Action; K. Vane seconded.

**Vote:** (5) Yes, (1) Opposed, (3) Abstained      **Motion Carried**

**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. **Public Comment- Under this agenda item, public comment will be limited to items on this meeting's agenda. Speakers must state the item about which they will speak. –**

Mr. Phillip Kinslow commented that the Board of Ed should be transparent to families and there should be better communication between the school and parents. Ms. Michelle Chamberlain discussed the following topics of community concerns/opinions when she ran for the BOE: She heard positive feedback that LCS has dedicated teachers. Some parents had concerns with lack of accountability with students and disciplinary issues. Some stated that their concerns were brushed under the carpet. Mr. Mike Constanza congratulated the new Board Members. He also suggested there be new leadership on the Board of Ed. Lastly he suggested that the Board of Ed listen to teachers directly as well as the parents of students.

Please contact the Town of Lisbon - Town Hall for a detailed recording of all meetings.

**4. Discussion re: Election of Officers and Possible Action**

**Vote for Chair:** B. Larkin nominated I. Rogers  
J. Lewerk nominated J. Jencks

Paper Ballot: (4) J. Jencks, (5) I. Rogers  
I. Rogers is Chairperson.

**Vote for Vice Chair:** B. Larkin nominated K. Vane

Paper Ballot: (8), K. Vane (1), abstained  
K. Vane is Vice Chair.

**Vote for Secretary:** K. Barber nominated L. Baah

Paper Ballot: (9), L. Baah  
L. Baah is Secretary.

**Vote for Treasurer:** K. Vane nominated B. Larkin

Paper Ballot: (8), B. Larkin (1), abstained  
B. Larkin is Treasurer.

Mr. Ian Rogers thanked Mrs. Judy Jencks for her hard work and dedication as Board Chair. He thanked Mrs. Melissa Avery for her hard work and dedication to the Board and lastly, he thanked Mrs. Joan Marshall for her hard work and dedication as well as her outstanding job on the Lisbon Policies.

**6. Correspondence to Board of Education – I. Rogers read correspondence from the new Student Ambassador Coordinator, Mrs. Joslin Lorange.**

**7. Report from Lisbon Central School Student Ambassadors –**

Principal Sheldon read P. Contino's report: P. Contino reported for the 8<sup>th</sup> Grade Students: She reported that there is a 7<sup>th</sup> & 8<sup>th</sup> Grade dance on December 15<sup>th</sup>. In ELA, she reported that they just finished their high school papers. She chose NFA because of their sports program. In Math, they have been solving equations and getting ready for a quiz. In Spanish, this week they have been learning how to say the names of sports and their equipment. In Science, they just took an IAB (Interim Assessment Block) on net force (physics concept). Finally in Social Studies, they have mainly been reviewing and answering questions on chapter 5 of their textbooks.

N. Vane reported that the 6<sup>th</sup> Grade Students are learning the following and that she is excited to be a BOE Ambassador: In ELA, they are making their own mystery ending to the "Egypt Games" book and they are in Lesson 7 of Worldly Wise. In Math, they are starting their Ratio Units. In Social Studies, they started their Ancient Greece Units. In Science, they are learning about pulse rates. In health, they ran one mile and everyone in her class passed. Lastly, she stated that the PTO is sponsoring a Breakfast with Santa, December 9<sup>th</sup>, 8:00 am – 10:00 am in the LCS Cafeteria. This event will help to lower the NY field trip in May. Contact the PTO for tickets: Adults \$12, Kids 3 and under, \$8.00.

**8. Approval of Minutes**

K. Vane requested an added note under Agenda Item 10 (f)-Discussion re: Adoption of Mandated Policies, that if need be, policies can be amended at any time.

K. Vane requested an added note under Agenda Item 10 (k)-Discussion re: Building Committee Project that she had requested a copy of the Grant Application for the Bathroom Project.

**Motion:** I. Rogers motioned to approve the minutes of the October 16, 2023 Regular Board of Education meeting with the following corrections/adds noted; B. Larkin seconded

**Vote: Unanimous**

**Motion Carried**

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

- a) Lisbon Central School – Mr. Christopher Sheldon reported on October Students of the Month, Trooper Adams' Meeting with Grades 4-8 Cyber Safety and Cyber Bullying, An Assembly on Anti-bullying, PTO Trunk or Treat, PTO Dance Grades 4-6 Nov. 17<sup>th</sup>, Grade 8 Students Visiting Area High Schools (NFA, Griswold, Lyman), 2<sup>nd</sup> Trimester beginning on November 30<sup>th</sup> and an upcoming Book Fair.
- b) Special Education –Mr. Scott Trepanier reported on Enrollment Numbers in Special Education, the Early Childhood Social and Snack Event for Parents/Guardians, and PMT Refresher Training.
- c) Business Office – Mrs. Deb Ladouceur provided information regarding the Medicaid Account. She explained the Oil Contract. And lastly, she mentioned the Financial Report Headers for the new Board members.
- d) Building and Grounds – Mr. Brian McGlew reported the Water Test came back good; he is going to reach out to the State to see if we can go to Quarterly Testing instead of Monthly Testing. He also reported that the boiler was serviced and everything looks good.
- e) Information – Mrs. Sally Keating spoke regarding a recent correspondence with M & J Bus Company regarding billing, and Incident Response Training by Novus.

**10. Consent Agenda**

- a) Approval of Monthly Expenditures

**Motion:** J. Lewerk moved to approve monthly expenditures for October 2023, Fiscal Year 2023-2024 in the amount of \$1,166,283.32; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

**Motion:** J. Danburg moved to approve the financial statement for October 2023, Fiscal Year 2023-2024 as presented by the Administration; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**11. New Business / Old Business**

- a) Discussion re: Committee List of Appointments and Possible Action- A list of current committees and its members have been reviewed. A copy will be submitted to the Town, with these minutes.
- b) Discussion and Approval/Action re: The 2024 Schedule of Board of Education Meetings- Ms. Michelle Fraser compiled the 2024 Schedule of Board of Education Meetings. These dates have been reviewed by the BOE. A copy will be submitted to the Town, with these minutes.

**Motion:** K. Vane made a motion to approve the 2024 Schedule of Board of Education Meetings; B. Larkin seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: Authorized Signature Change Form for the Nutrition Program and Possible Action - Mr. Mike Rossi explained the Authorized Signature Change Form for the Nutrition Program. The Board approved the change for authorized signers of the ED-099 Agreement for the Child Nutrition Program. The signers are Mrs. Sally Keating and Mrs. Deborah Ladouceur. The BOE Secretary certifies the Board action.

**Motion:** B. Larkin made a motion to approve the revision of the authorized signers of the ED-099 Agreement as presented by Administration; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

- d) Discussion re: ELA SBAC Scores – Mr. Christopher Sheldon did a brief presentation on the LCS ELA scores regarding the SBAC tests. The Science of Reading initiative will help improve scores. Math scores at LCS are a definite strength in comparison to surrounding towns. Mr. Sheldon noted that the SRBI period is used to target students that are struggling in reading or math, using various strategies.
- e) Presentation re: October 1<sup>st</sup> Enrollments and Budget Impact – Mrs. Deb Ladouceur, Mr. Scott Trepanier and Mrs. Sally Keating discussed the October 1<sup>st</sup> enrollments in terms of tuition. Budget impact was also discussed.
- f) Discussion re: Bus Transportation RFP and Agreement and Possible Action – Mrs. Judy Jencks, Mr. Ian Rogers and Mrs. Sally Keating summarized the pertinent points of the RFP and Agreement. Mrs. Keating stated that the invitation to bid would be sent out this week to newspapers and various bus companies. Mr. Rogers requested the percentage of students that are picked up/dropped off, Mr. Sheldon is looking into this.

**Motion:** B. Larkin made a motion to approve the Bus Transportation RFP and Agreement and to send it out for bid this week; K. Vane seconded

**Vote: Unanimous**

**Motion Carried**

- g) Update re: Bathroom Project – Mr. Brian McGlew gave an update on this topic as well as mentioned the CORE CT Grant application.

**Motion:** I. Rogers motioned to approve the Ed Specs; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- h) Update re: HVAC Grant and Possible Action- Mrs. Judy Jencks, Mr. Ian Rogers, Mr. Brian McGlew and Mrs. Sally Keating discussed the status of the HVAC Grant application as well as the discussions that have occurred with the First Selectmen and the Board of Finance. The Grant is estimated to be approximately \$241,000 with a 57.14% reimbursement rate. There is to be a Town Meeting on December 6<sup>th</sup> at 7:00 pm in the LCS Cafeteria.

**Motion:** I. Rogers motioned to move forward with the HVAC Grant Application; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- i) Update re: NFA Contract – Mrs. Sally Keating provided a brief summary of the recent discussion regarding NFA contract proposals.
- j) Update re: ADA Walkway - Mr. Brian McGlew spoke briefly regarding the ADA Walkway Project.
- k) Update re: Ducharme Account – Mrs. Judy Jencks provided a summary update pertaining to this account. Mr. Ian Rogers will assume responsibilities for the topic from the point forward.

## TOWN OF LISBON

### 2024 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes #1-225 notice is hereby given that the regularly scheduled meeting of the

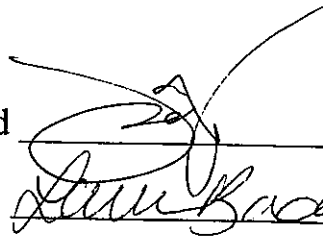
#### Lisbon Board of Education

Will be held on the following dates:

January	<u>01/22/24</u>	July	<u>07/15/24</u>
February	<u>02/26/24</u>	August	<u>08/19/24</u>
March	<u>03/18/24</u>	September	<u>09/16/24</u>
April	<u>04/15/24</u>	October	<u>10/21/24</u>
May	<u>05/20/24</u>	November	<u>11/25/24</u>
June	<u>06/17/24</u>	December	<u>12/16/24</u>

The above meetings will be held at 6:30 PM in the Lisbon Central School-Library/Media Center in Lisbon.

Signed



, Chairperson



, Secretary

Notice:

Chairperson and Secretary of all administrative and executive Boards, Commissions, Agencies, Bureaus of other bodies must file with the Town Clerk not later than January 31<sup>st</sup> of each year a schedule of regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairperson and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2023 a schedule of the regular meetings that will be held in 2024.

**Lisbon School District  
Lisbon, CT 06351**

**STANDING COMMITTEES**  
**2023-2024 (November 27, 2023)**

**CHAIRPERSON**

**VICE-CHAIR**

**SECRETARY**

**TREASURER**

**Ian Rogers**

**Katie Vane**

**Lauren Baah**

**Brandi Larkin**

**FINANCE COMMITTEE**

**Brandi Larkin**

**Judy Jencks**

**Ian Rogers (ex-officio)**

**Lauren Baah**

**EXECUTIVE BOARD COMMITTEE**

**Ian Rogers (ex-officio)**

**Katie Vane**

**Lauren Baah**

**Brandi Larkin**

**HOT LUNCH COMMITTEE**

**Joseph Lewerk**

**Ian Rogers (ex-officio)**

**Judy Jencks**

**Katie Vane**

**POLICY REVISION COMMITTEE**

**Ian Rogers (ex-officio)**

**Katie Vane**

**David Nowakowski**

**Brandi Larkin**

**Karen Barber**

**AWARDS COMMITTEE**

**Joseph Lewerk**

**Judy Jencks**

**Katie Vane**

**Ian Rogers (ex-officio)**

**Karen Barber**

**BUILDING AND GROUNDS**

**Joseph Lewerk**

**Ian Rogers (ex-officio)**

**Katie Vane**

**Jenny Danburg**

**NEGOTIATION COMMITTEE**

**Jenny Danburg**

**Ian Rogers(ex-officio)**

**Judy Jencks**

**Brandi Larkin**

**TECHNOLOGY COMMITTEE**

**Jenny Danburg**

**Ian Rogers (ex-officio)**

**David Nowakowski**

**Lauren Baah**

**The Board of Education Chairperson  
is ex-officio for all committees.**

12. **Committee Reports** – None
13. **Additions to the Agenda**- None
14. **Next Agenda Planning**- Ducharme Account, ADA Walkway, NFA Contract, HVAC Grant, Bathroom Project and October 1<sup>st</sup> Transportation Cost.
15. **Public Comment - Under this agenda item, comments are open to any new business under the Robert's Rules of Order noted above.**

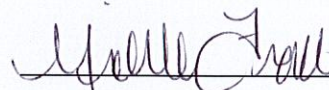
Mr. Phillip Kinslow suggested that The Town of Lisbon pay for fuel for buses instead of the busing company. He also suggested for the cafeteria, possibly an exhaust system instead of air conditioner unit, to save money. Lastly, he commented that it could take years to get reimbursed from the State of CT for the HVAC Grant. Mr. Leo McDonald commented that it was hard to hear some of the speakers during the meeting and in his opinion, while at the Veteran's Ceremony, he felt the room temperature was comfortable.

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16. **Adjournment**- The meeting adjourned at 9:21 pm

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Approved



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Recording Secretary

RECEIVED FOR RECORD AT LISBON, CT  
ON 12/04/23 AT 1:30 pm  
ATTEST. MICHELLE GRANT, TOWN CLERK  
Janethedure Asst.