

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Meeting Minutes

Monday, May 17, 2021

6:30 p.m.

Lisbon Central School

Library / Media Center

Or

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

Board Members Absent: None

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

Administrators Absent: None

Student Ambassadors Present: B. Nowakowski and A. Cuff

Student Ambassadors Absent: D. Jeffs

Others: Attorney Jessica Ritter, Ms. Stacey Guertin, Mrs. Rachel Ibbison, and Mr. Cuff

1. **Call to Order** – M. Krauss called the meeting to order at 6:30 p.m.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Public Comment** – None

If not attending in-person-Questions/Comments must be emailed to the Board of Education Chairperson at [mkrauss@boe.lisbonschool.org](mailto:mkrauss@boe.lisbonschool.org) 24 hours in advance of the Board Meeting (by 6:30 p.m. on Sunday, March 14, 2021).

**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. Melissa Krauss received an email from CABA asking her to remind all Board Members to respond to the email sent to all members regarding requests for updated demographic data.

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

B. Nowakowski reported that the 8th grade students are learning the following: In Language Arts, he reported they have finished their research papers on NFA and are beginning to read the book, "The Graduation of Jake Moon". In Math, they are learning about square roots and how to find the square root of an equation. In Science, they are beginning the construction of their bridges, but first they need to study the designs and past bridges. In Social Studies, they are learning about the lead up to the Civil War and how America had gained all of its states. In Spanish, they are learning about conjugation of verbs and when to change a verb to a boot verb. Next, he stated that he and his fellow students are excited about the upcoming class trips. Lastly, he reported that this would be his last report as a Student Ambassador at LCS. He will miss the Board and Administrators. He wishes everyone a great summer.

A. Cuff reported that the 6th grade students are learning the following: In Language Arts, she reported they are reading a book called "George's Cosmic Treasure Hunt". In Math, they just finished their SBAC test. They are now learning about expressions and exponents. In Science, they are discussing genotypes and phenotypes. In Social Studies, they just finished their unit on Ancient Rome and received instructions to build their mini medieval castles. Lastly, she stated this year had some rough times, but they can make the last 19 days of school the best LCS has ever had.

**7. Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the April 19, 2021 Regular Board of Education Meeting; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** M. Avery motioned to approve the minutes of the May 3, 2021 Special Board of Education Meeting; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**8. Discussion Concerning an Attorney Client Communication Related to Steps for Addressing Budgetary Matters (Proposed for Executive Session)**

• **Possible Action Related to Steps for Addressing Budgetary Matters**

**Motion:** S. McCabe motioned to enter into Executive Session and to invite Mrs. Diana Cormier, Mrs. Sally Keating and Attorney Jessica Ritter to discuss an Attorney Client Communication Related to Steps for Addressing Budgetary Matters; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

The Board entered into Executive Session at 6:42 p.m.

The Board ended Executive Session at 7:21 p.m.

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

- a) Lisbon Central School – Mr. Brian Apperson provided a report on the Student of the Month for April. He updated the Board on the computers received thus far. He gave an update on the remaining testing to complete. Lastly, Mr. Apperson provided the Board with the names of the NJHS Inductees for Grades 7 & 8 and informed them that the drive through ceremony will be May 24<sup>th</sup> at 4:00 p.m.
- b) Special Education –Mr. Scott Trepanier reported on the Special Education Enrollment Numbers. He also updated the Board of the recent Child Find Screenings held May 7<sup>th</sup> at LCS. There were 21 PreK screenings done and praised his staff for doing a great job.
- c) Business Office – Mrs. Diana Cormier provided an update regarding Medicaid and the Cafeteria Quarterly Report.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. Mr. Brian McGlew reported that two inspections were done this month. The first one was the asbestos inspection, which is a State requirement to be done yearly. This inspection had no issues to report. The second inspection was an unexpected visit from DEEP to inspect the tanks. Again, there were no violations to report.
- e) Information – Mrs. Sally Keating reported on the following: The Reopening of School practices and protocols are still in effect for LCS. Mrs. Keating provided information regarding the ARP ESSER Grant. Lisbon School District is entitled to 427,885. Each district is required to create a plan which focuses on renewal, reducing opportunity gaps, accelerating learning, and advancing equity for all students. Mrs. Keating also informed the Board that she and Mr. McGlew will be writing the Security Grant this week. She also wanted the Board to know that the Facilities Survey was submitted this week to the State, and wanted to thank Mr. McGlew for his help with this task. Also included in that survey was our 5-year plan. This plan has been submitted to the Town of Lisbon via Mrs. Krauss and we are awaiting for their approval.

**10. Consent Agenda**

a) Approval of Monthly Expenditures

**Motion:** J. Marshall motioned to approve monthly expenditures for April 2021, Fiscal Year 2020-2021 in the amount of \$690,163.73; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

b) Financial Statement

**Motion:** J. Marshall motioned to approve the financial statement for April 2021, Fiscal Year 2020-2021 as presented by the Administration; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

c) Transfer

**Motion:** M. Avery motioned to acknowledge the April 2021, Fiscal Year 2020-2021 transfer as presented by Administration; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**11. New Business / Old Business**

a) Discussion re: Acceptance and Approval of Employee's Letter of Resignation and Possible Action- Mrs. Diana Cormier, one of our dedicated Administrators, has submitted her letter of resignation, effective June 30, 2021. She will be missed. Mrs. Melissa Krauss read her resignation aloud for the Board.

**Motion:** J. Lewerk motioned to accept and approve Mrs. Cormier's letter of resignation, with regret, and to wish her much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

b) Discussion re: Acceptance and Approval of Employee's Letter of Resignation and Possible Action- Mr. Jon Houle, one of our dedicated custodians, has submitted his letter of resignation, effective May 21, 2021. He will be missed. Mrs. Melissa Krauss read his resignation aloud for the Board.

**Motion:** J. Lewerk motioned to accept and approve Mr. Houle's letter of resignation, with regret, and to wish him much success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

c) Discussion re: 2020-2021 Budget Projections and Possible Action – Mrs. Diana Cormier presented the Board with the Budget Projection report.

d) Discussion re: LCS Needs List and Possible Action – Mrs. Keating reviewed the status of the list of needs. Depending upon the remaining balance of our budget, some items may be purchased.

e) Discussion re: Amendment to BOE Bylaws and Possible Action – Policy Committee members summarized revisions to the Bylaws of the Board. If there are no issues, motion(s) can be made to waive the first read and to vote on them for approval/adoption.

- Bylaws of the Board - #9221 - Filling Vacancies

**Motion:** J. Jencks motioned to waive the 1st read of Bylaws of the Board - #9221 - Filling Vacancies; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks motioned to amend and adopt Bylaws of the Board - #9221 - Filling Vacancies; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- Bylaws of the Board - #9222 - Resignation/Removal from Office/Censure

**Motion:** J. Lewerk motioned to waive the 1st read of Bylaws of the Board - #9222 - Resignation/Removal from Office/Censure; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to amend and adopt, with corrections, Bylaws of the Board - #9222 - Resignation/Removal from Office/Censure; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- Bylaws of the Board - #9270 – Conflict of Interest

**Motion:** L Baah motioned to waive the 1st read of Bylaws of the Board - #9270 – Conflict of Interest; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** L. Baah motioned to amend and adopt Bylaws of the Board - #9270 – Conflict of Interest; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- Bylaws of the Board - # 9271 – Code of Ethics

**Motion:** J. Jencks motioned to waive the 1st read of Bylaws of the Board - # 9271 – Code of Ethics; L. Baah seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to amend and adopt Bylaws of the Board - # 9271 – Code of Ethics ; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- Bylaws of the Board - #9311 – Formulation, Adoption, Amendment of Policies

**Motion:** J. Marshall motioned to waive the 1st read of Bylaws of the Board - #9311 – Formulation, Adoption, Amendment of Policies; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Jencks motioned to amend and adopt Bylaws of the Board - #9311 – Formulation, Adoption, Amendment of Policies; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- Bylaws of the Board - #9322 – Public and Executive Sessions

**Motion:** J. Lewerk motioned to waive the 1st read of Bylaws of the Board - #9322 – Public and Executive Sessions; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Lewerk motioned to amend and adopt and adopt Bylaws of the Board - #9322 – Public and Executive Sessions; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

f) Discussion re: Monetary Donations and Possible Action – Mrs. Sally Keating discussed that LCS has received 2 checks which were donations from Mr. Gerald Ducharme and Mrs. Ethel Ducharme. She then turned the discussion over to Mrs. Diana Cormier. Mrs. Cormier explained that she contacted the Town auditors to discuss the proper set up of these accounts. The auditors told her to set up a separate account for the \$74,000 donation. In regards to the second check received in the amount of \$72,000, the auditors recommended that a scholarship fund be created as a private trust fund. Mrs. Cormier relayed all of this information to Mr. Chris Maynard with the Town of Lisbon. Mrs. Melissa Krauss discussed a draft plan that she and Mrs. Keating have been discussing regarding the high school scholarship fund and Mrs. Krauss will draw up the plan to discuss further with the Board for their input.

12. **Committee Reports** - None

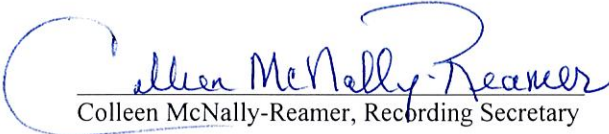
13. **Additions to the Agenda** - None

14. **Next Agenda Planning** – Two Policies and Bylaws, Projections, Mask Protocols

15. **Public Comment** - None

Please see statement above regarding Public Comment procedures/protocol.

16. **Adjournment** - 8:04

  
Colleen McNally-Reamer, Recording Secretary

Melissa Krauss - Board of Education Chairperson

RECEIVED FOR RECORD AT LISBON  
CT ON 05/20/2021 AT 12:50 pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
