

# Lisbon Board of Education

Lisbon, Connecticut 06351

## Regular Board of Education Minutes

Monday, February 24, 2020

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

Board Members Absent: S. McCabe

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

Administrators Absent: None

Student Ambassadors Present: B. Nowakowski and D. Jeffs

Student Ambassadors Absent: S. Rebstock

Others: None

1. **Call to Order** – M. Krauss called the meeting to order at 6:31 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** – The Board provided correspondence from two concerned parents regarding the proposed bill HB5044, which would repeal the State's religious exemption and require all public school children to show proof of all State required vaccinations in order to attend public schools in Connecticut.

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

D. Jeffs reported that the 6<sup>th</sup> grade students are learning the following: In Social Studies, she reported that they just finished learning about WWI and started the unit on WWII. They are focusing on the five main causes of WWII. In Language Arts, they are doing research on pyramids so that later they can write an informative essay using their notes from their research. They are also working on adjectives: revisiting them and going further in detail. She also reported that they are reading about text that deal with prejudice. In Math, they are learning about the order of operations, exponents and prime factorization. They are taking a quiz on Thursday, February 27 on order of operations and exponents. In Science, they are finishing the chapter regarding the water cycle. They are learning key terms and phrases, as well as creating ways to making their own water cycles on paper. Lastly, she apologized for her absence last month.

B. Nowakowski reported that the 7<sup>th</sup> grade students are learning the following: In Social Studies, he reported that they are studying Chinese Dynasties and starting a project of their selected dynasty. In Language Arts, they are working on a mystery themed book report and starting a new book, The Cay. In Math, they are creating and comparing decimals from word problems. In Science, they are learning about how a plant uses water and carbon dioxide to create its structure and oxygen. In Spanish, they are learning how to say, "have to" in different situations. Lastly, he noted the Dodgeball Tournament is this Friday, as well as the Someone Special and Me Dance, the following Friday.

7. **Approval of Minutes**

**Motion:** J. Lewerk motioned to approve the minutes of the January 27, 2020- Regular Board of Education meeting; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

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

- a) Lisbon Central School – Mr. Brian Apperson reported on the following: For the 100<sup>th</sup> Day of School, the students did a collection of non-perishable food for the St. Mary's food pantry. The goal was to raise 100 items per grade level and they raised 902 items. The top prize was Mrs. Hungerford's class. In addition, the students and staff had a great time dressing up as 100-year-old people. Next he reported on the NFA Unified Presentation that was held here on February 7<sup>th</sup>. They had a unified dance team and a unified cheer team. They showed a video, reinforcing kind words. The students enjoyed this event. Next, Mr. Apperson reported on the January Student of the Month, and a few upcoming PTO events, Someone Special and Me Dance, which will be a beach theme, on March 6<sup>th</sup> for grades PreK-3, the 4<sup>th</sup>/5<sup>th</sup> Grade Dance occurring in April and Movie Night last Friday. He reported on the upcoming Student Council Dodgeball Tournament for grades 5-8. Mrs. Fabry and Ms. Phenaufer organized this event. Lastly, he spoke about the two basketball teams winning their semi-final games and that both teams did work hard and showed great sportsmanship. In addition, the Cheerleading Team came in as runners-up in their event. They too, worked very hard.
- b) Special Education –Ms. Maggie Courter reviewed the Special Education Enrollment Numbers. She also reported on the lower and upper resource rooms. In regards to the lower resource room, the students are doing well and they are mainly staying in the classrooms. In the upper resource room, the students also are doing well in the classrooms and the resource room continues to be utilized, when needed. Ms. Courter updated the Board regarding Preschool Registration protocol. Lastly, Ms. Courter reported on an upcoming Professional Development relating to the Assessment Program and another Professional Development with LEARN on social emotional learning which will be a 4 part series.
- c) Business Office – Mrs. Diana Cormier did a brief review of the Medicaid Report of the money received and the expenditures for January. She also reported on the Cafeteria Quarterly Report for December. She and Mr. Rossi are confident they will end with a surplus by year-end.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that there was an issue in the lower boiler room with one of the frequency drives which controls the heat pump heating system. Mr. McGlew called Connecticut Controls and they found a fan motor was bad. They recommended replacing the other boiler fan motor as well. The cost was approximately \$680.
- e) Information – Mrs. Sally Keating discussed an informational article that Mr. Rossi provided regarding the cafeteria audit relating to another school. He highlighted a paragraph from this article, noting the audit preparation took 80 hours to collect the required data needed for the audit. This is what it took for his audit also. He and Mrs. Keating wanted to thank his team for all of their hard work during this audit. Mrs. Keating reported that the cafeteria audit is on a 3-year cycle, it used to be on a 5-year cycle. It most likely will go back to a 5-year cycle because of the intensity. Mrs. Keating also provided updated information regarding the agreement with the Griswold School District. The Griswold School District is working on uniform agreements for all of the local school districts. Superintendent, Sean McKenna hopes to have an update for us in March. Next, Mrs. Keating informed the Board that we just received NFA's 2020-2021 calendar. We will have the LCS calendar for approval next month. Mrs. Keating reported she met with Superintendent, Roy Seitsinger for a luncheon and he showed her a brochure that Preston just created for promoting their school district. He gave her the contact person at LEARN and Mrs. Keating will contact that person to see if we can also get this done for Lisbon Central School.

9. **Consent Agenda**

- a) Approval of Monthly Expenditures

**Motion:** J. Marshall motioned to approve monthly expenditures for January 2020, Fiscal Year 2019-2020, in the amount of \$619,657.05; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Financial Statement

**Motion:** J. Jencks motioned to approve the financial statement for January 2020, Fiscal Year 2019-2020 as presented by the Administration; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- c) Transfer – Mrs. Diana Cormier reported regarding a transfer.

**Motion:** M. Avery motioned to acknowledge the December 2019, Fiscal Year 2019-2020 transfers as presented by Administration; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

10. **New Business / Old Business**

- a) Acceptance and Approval of Employee's Letter of Retirement and Possible Action- Mrs. Melissa Krauss read a retirement letter from Mrs. Joan Curtiss, effective the end of this school year.

**Motion:** J. Marshall motioned to accept and approve Mrs. Joan Curtiss' retirement letter, with regret, and to wish her much success in the future; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- b) Discussion re: Policy # 3542.43-Business and Non-Instructional Operations-Food Service Charging and Possible Action- Policy Committee member, Mrs. Joan Marshall, summarized highlights of this new policy.

**Motion:** J. Marshall moved to waive the 1st read of Policy # 3542.43-Business and Non-Instructional Operations-Food Service Charging; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to adopt Policy # 3542.43-Business and Non-Instructional Operations-Food Service Charging; J. Lewerk seconded

**Vote: Unanimous**

**Motion Carried**

- c) Discussion re: Process for Submitting the Healthy Food Certification (HFC) Statement for School Year 2020-2021 and Possible Action- Mrs. Sally Keating informed the Board that because we participate in the National School Lunch Program (NSLP), the Board needs to vote annually on the following motions in order to submit the 2020-2021 HFC Statement to the CT State Dept. of Education.

**Motion:** J. Marshall motioned to approve the implementation of the Healthy Food Option outlined as follows:

Healthy Food Option: Pursuant to C.G.S. Section 10-215f, the Board of Education or governing authority 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, 2020, through June 30, 2021. 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 by non-school organizations and groups; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

If the Board votes “yes” to this motion, a second vote must take place to allow/not allow food exemptions.

**Motion:** J. Marshall motioned to allow food and beverage exemptions, outlined as follows:  
Food exemptions: The Board of Education or governing authority 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; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

- d) Review of 2018-2019 Next Generation Accountability Results-Mr. Brian Apperson provided a summary for reviewing the information for the Next Generation Accountability results. The administration and staff will continue to improve these results.
- e) Discussion re: Bus Reduction for the Remainder of 2019-2020 School Year-Mrs. Sally Keating summarize the details regarding the reduction of a bus from our bus fleet, beginning March 2, 2020. The staff and administrators made phone calls to the affected students’ parents, as well as letters were sent to their homes. First Student also made calls to all of the parents of the affected students.
- f) Discussion re: 2019-2020 Budget Projections and Possible Action - Mrs. Sally Keating and Mrs. Diana Cormier reviewed budget projections. Mrs. Keating will continue to freeze certain items until further notice.
- g) Discussion re: The 2020-2021 Proposed Board of Education Budget and Possible Action-Mrs. Sally Keating summarized the highlights of the proposed 2020-2021 budget. She thanked the Finance Committee and Mrs. Cormier for their hard work developing this budget.

**Motion:** J. Jencks motioned to approve and adopt the 2020-2021 Board of Education budget at an increase of 2.95%; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

- h) Discussion re: Additional High School Options for Lisbon School District for 2021-2022 and Possible Action- Mrs. Sally Keating discussed a specific high school’s tuition increases and recommended researching other high school options for our students.

**Motion:** J. Marshall motioned to direct Mrs. Keating to investigate other high school options such as the Ledyard School District; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

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

**Motion:** J. Marshall motioned to move Agenda Item #10 (i) Discussion re: Employment 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**- None
- 13. **Next Agenda Planning**- Additional Salary Agreements and the Lisbon School Calendar
- 14. **Public Comment**- None

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**Motion:** J. Marshall motioned to enter into Executive Session and to invite Mrs. Sally Keating, Mrs. Diana Cormier to discuss Agenda Item 10 (i) Discussion re: Employment Agreements; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

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

The Board ended Executive Session at 8:02 p.m.

**Motion:** J. Marshall moved to accept as presented the Employment Agreement for Ellen Sobanski; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to accept as presented the Employment Agreement for Robin Gore; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to accept as presented the Employment Agreement for Joseph Gracia; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to accept as presented the Employment Agreement for Theresa Svab; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to accept as presented the Employment Agreement for Colleen McNally-Reamer; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

- 15. **Adjournment:** 8:04 pm

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 03/02/2020 AT 12:30pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
