Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, January 25, 2016

Board Members Present: I. Rogers (Chair), M. Avery, J. Jencks, J. Lewerk, J. Danburg, D. Nowakowski, D. Rickard, J. Marshall

Board Members Absent: S. McCabe

Administrators Present: S. Keating (Superintendent), D. Cormier (Business Manager), D. Yellen (Director of Special Education/Interim Principal), M. Jenkins (Interim Principal)

Administrators Absent: None

Student Ambassadors Present: O. Avery, C. Siquencia

Student Ambassadors Absent: None

Others: A. Townsend, Mr. C. Wardrop, A. Orcutt, R. Baldwin and M. Cassotto

1. **Call to Order** - I. Rogers called the meeting to order at 6:30 p.m.
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment** – PTO President, Alison Orcutt reported that the funds raised by the PTO enabled them to purchase First Aid Kits for all classrooms.

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** –

   O. Avery reported that the 8th grade students are learning, in Social Studies, about the Bill of Rights. In Math, they are learning to find negative exponents of fractions. In Science, they are learning about work and machines. In Language Arts, they have a test Tuesday on "Legends of Sleepy Hollow" and a book report is due on Friday. In Spanish, they had a quiz today and on Thursday they will test on the whole unit.

   C. Siguencia reported the 7th grade students are learning, in Math, geometric transformation on the coordinate plane. In Language Arts, it is grammar week and they are working on a poetry project. In Spanish, they are learning vocabulary for school supplies, school subjects and learning "ar" verbs. In Science, the classroom went outside to collect water from the pond where protist (single-celled organisms) live and they are studying protist under microscopes. In Social Studies, they are studying South Asia with a focus on India and have created their own island.

7. Approval of Minutes

Motion: J. Lewerk moved to approve the minutes of the December 21, 2015 Regular Board of Education Meeting; J. Jencks seconded

Vote: **Unanimous** **Motion Carried**

Motion: J. Lewerk moved to approve the minutes of the January 19, 2016 Special Board of Education Meeting; D. Rickard seconded

Vote: **Unanimous** **Motion Carried**

8. Administrators' / Superintendent's Report

a) Lisbon Central School – Mrs. Megan Jenkins discussed the Testing Coordinator's Training Workshop. She also discussed students' great response, for the LCS Technology Club. There is also a great response to the Math Club which will begin soon. Mrs. Jenkins spoke on the SBAC growth module and LCS will do SBAC in March through May. Next Generation Science will begin in March as well.

b) Special Education –Mr. David Yellen spoke about the Cooking Class suggested and supported by Mrs. Lisa Long for PK-3, integrating all student curriculum levels. This class will begin with an 8-week trial period.

c) Business Office – Mrs. Diana Cormier discussed the End of Calendar Year process. The expenditure report, mandated by the State, has been filed. All W-2's, Year End Tax report, 1099 forms and the closing of the books have been completed. Mrs. Cormier and Mrs. McNally-Reamer will be working on completing the Insurance 1095-c forms by the extended March 2016 date.

d) Information – Mrs. Keating read a report from Mr. Brian McGlew, Director of Building and Grounds. Mr. McGlew report that the fire alarm system is completed in the Music room. A necessary upgrade to the LCS sprinkler, to prevent water lines freezing has been completed. Mrs. Keating also spoke about LCS Professional Development training. Future Professional Days will include learning about topics such as bullying, health related training, math curriculum, data teamwork, social studies curriculum, technology training and New Generation Science, to name a few. Lastly, Mrs. Keating spoke about the importance to annually review, and amend, if needed, our Student with Special Health Care Needs Policy. The Lisbon School District recognizes that food allergies and glycogen storage disease (GSD) may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: J. Lewerk moved to approve the monthly expenditures for December 2015, Fiscal Year 2015-2016 in the amount of $698,573.92; M. Avery seconded

Vote: **Unanimous** **Motion Carried**

b) Financial Statement

Motion: D. Rickard moved to approve the Financial Statement for December 2015, Fiscal year 2015-2016 as presented by the Administration; J. Lewerk seconded

Vote: **Unanimous** **Motion Carried**

10. New Business / Old Business

a) **Discussion re: Additional Property and Liability Coverage and Possible Action** - Mr. Wardrop from USI, Inc. discussed terrorism insurance coverage. This coverage is offered every year as optional coverage to the General Liability Insurance. No action at this time will be taken.

b) **Discussion re: Rate for Qualified Food Operator (QFO) for Specific Situations and Possible Action** – The Hot Lunch Committee members met with Mr. Mike Rossi, Food Service Director, to discuss the rate of pay for a QFO for situations such as fundraising activities which involve the cafeteria outside of the regular school day. A rate of $25.00 per hour is being recommended.

Motion: J. Jencks moved to approve the rate of pay of $25.00 per hour for a QFO for activities (e.g. fundraising) which involve the cafeteria outside of the regular school day, to be paid by the proceeds of the fundraiser; M. Avery seconded

Vote: **Unanimous** **Motion Carried**

c) **Discussion re: Recommended Price Increase for School Meals for 2016-2017 and Possible Action** – A discussion was held in regards to the School Program regulations at 7 CFR 210.14 (e). These regulations require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. One way to meet this requirement is through the price charged for "paid" meals. The Hot Lunch Committee met with Mr. Mike Rossi, and this committee recommended increasing the lunch price from $2.75 to $ 2.90 for the 2016-2017 school year. The committee also recommended increasing the price for breakfast from $1.75 to $ 1.90 for the 2016-2017 school year.

Motion: J. Marshall moved to increase the price of a student's lunch for the 2016-2017 school year to $2.90; D. Rickard seconded

Vote: **Unanimous** **Motion Carried**

Motion: J. Marshall moved to increase the price of a student's breakfast for the 2016-2017 school year to $1.90; J. Lewerk seconded

Vote: **Unanimous** **Motion Carried**

d) **Discussion re: Procedure for School Meal Accounts in Arrears and Possible Action** – Currently, administrative action is taken when a child's school meal account is in arrears of $50.00. The Hot Lunch Committee and Mr. Rossi are recommending that Administration begin to take action (a letter and a phone call to home) when a student owes $25.00.

Motion: J. Jencks moved to have Administration begin taking action to address the situation when a student's school meal account is $25.00 in arrears; J. Marshall seconded

Vote: **Unanimous** **Motion Carried**

e) **Discussion re: 2015-2016 Budget and Possible Action** – Mr. Ian Rogers summarized the status of the 2015-2016 Board of Education budget. This summary included the outcome of the meeting with the Board of Finance (BOF) at which the Board of Education and Administration requested an additional appropriation. The Board of Finance tabled the Board of Education's request to their February meeting.

f) **Discussion re: Hiring Process for Principal at LCS and Possible Action** – Administration will begin the first week of February posting the hiring of a Principal for LCS for the 2016-2017 school year. A hiring committee will be formed. Administration will select the candidate by early April in order to present the candidate to the Board of Education during the April Board meeting.

g) **Discussion re: Personnel Issue (Proposed Executive Session) and Possible Action** – This item needs to be moved to Executive Session.

Motion: M. Avery moved to move agenda item # 10 (g) Discussion re: Personnel Issue to Executive Session, immediately following # 14 Public Comment; J. Lewerk seconded

Vote: **Unanimous** **Motion Carried**

11. **Committee Reports** – None

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

13. **Next Agenda Planning** – To discuss Norwich Free Academy – Brooklyn initiative

14. **Public Comment** - A. Orcutt asked the Board to consider her as a possible candidate to sit on the hiring committee for a new Principal. The Board stated they would consider her request.

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Motion: M. Avery moved to enter Executive Session and to invite Mrs. Megan Jenkins, Mr. David Yellen, Mrs. Diana Cormier and Mrs. Sally Keating to address Agenda Item # 10 (g) Discussion re: Personnel Issue; J. Lewerk seconded

Vote: **Unanimous** **Motion Carried**

The Board entered into Executive Session at 7:24 p.m.

The Board ended Executive Session at 7:30 p.m.

No motions were made and no votes were taken during executive session.

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CT ON 1/28/16 AT 2:
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi

15. **Adjournment** The meeting adjourned at 7:30 p.m.

Lisa McNally-Reeves

Approved

Recording Secretary