

# **Lisbon Board of Education**

Lisbon, Connecticut 06351

## **Regular Board of Education Minutes**

Monday July 16, 2018

Board Members Present: I. Rogers, J. Jencks, M. Avery, D. Nowakowski, J. Marshall,  
and J. Danburg

Board Members Absent: M. Krauss, J. Lewerk and S. McCabe

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

Administrators Absent: A. Orcutt (Director of Special Education)

Student Ambassadors Present: None

Student Ambassadors Absent: Ambassadors on Summer Vacation.

Others: Mr. Rich Cardita-Owner of JK Energy Solutions

1. **Call to Order** – I. Rogers called the meeting to order at 6:34 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** –I. Rogers read the Annual Fire Marshall Letter to the Board. Mr. McGlew was praised for doing a great job.
6. **Report from Lisbon Central School Student Ambassadors** – None-On summer vacation.
7. **Approval of Minutes**

**Motion:** J. Marshall moved to approve the minutes of the June 18, 2018-Regular Board of Education meeting; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

## 8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson discussed changes to AdminPlus and highlighted summer work such as scheduling, class placements, and professional development plans. He and Mrs. Webster are doing training for the AdminPlus program and tying in other programs to accomplish better streamlining of data. Mr. Apperson and Mrs. Rita Miller are working on the classroom schedules and aligning student service. Lastly, Mr. Apperson is drafting the Professional Development schedule for the beginning of school.
- b) Special Education –Mrs. Sally Keating briefly comment on the recent conference which Mrs. Ali Orcutt attended regarding services for the gifted and talented students in school districts. She also discussed a (3) hour training during a professional development session, which Mrs. Orcutt will provide to her and Mr. Brian Apperson.
- c) Business Office – Mrs. Diana Cormier provided an update regarding the 2017-2018 Board of Education budget. The balance that is showing on the June Financial Statement will be less due to some invoices that came in higher than anticipated. She is hoping to close out the 2017-2018 final year by next week.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. The summer classroom cleaning is moving very quickly and the staff is doing a great job. The custodial staff has completed the staff classroom changes. The sprinkler system has been flushed and tested. The bathroom card readers have been installed and lastly, the basketball hoops are complete.
- e) Information – Mrs. Sally Keating discussed the decision of the U.S. Supreme Court in Janus vs AFSCME and its impact. The MEUI Union representative notified us that any employee who does not wish to join the Union does not have to pay union fees. Attorney Jessica Ritter advised LCS Administration regarding the impact for LCS and made recommendations. The Union requested that they be the custodian of records and the decision was made that LCS will continue to be the custodian of records. Mrs. Keating also commented on the State of CT FBI CJIS Security Policy 2018 –Security Awareness Training for Noncriminal Justice Agencies. Mrs. Keating, Mrs. Colleen McNally-Reamer and the Novus Insight, Inc. have completed training for the data received on Criminal Background checks for new hires. A separate computer and printer will be used to access these records from the FBI, and all documents are kept in a locked location. Lastly, Mrs. Keating spoke of a meeting held today, July 16, 2018, with Mrs. Judy Jencks and Senator Osten. They spoke about the possibility of collaboration of services among districts and ideas to help defer costs. Further discussion will take place in the near future.

## 10. New Business / Old Business

- a) **Discussion re: LED Project and Possible Action-** Mr. Rich Cardita, the head of JK Energy Solutions, Inc. was invited to attend this Board of Education meeting to discuss the issues that we have with this project. He brought data regarding the usage of electricity at LCS. Though we are in agreement that some savings have been seen with this lighting project, the original proposed savings have not been realized. Mr. Cardita has completed another walkthrough of the school and cannot identify any issues with other equipment in the building. He will contact Mrs. Keating within a few days to have another audit done and will also attempt to contact Eversource. He will continue to work on resolving this issue.

**9. Consent Agenda**

**a) Approval of Monthly Expenditures**

**Motion:** J. Marshall moved to approve monthly expenditures for June 2018, Fiscal Year 2017-2018 in the amount of \$1,010,550.50; furthermore Mrs. Cormier was directed to pay \$14,282. 44 to Eversource towards the May and June billing; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**b) Financial Statement**

**Motion:** J. Marshall moved to approve the financial statement for June 2018, Fiscal Year 2017-2018 as presented by the Administration; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**c) Transfers – Mrs. Diana Cormier reported regarding transfers.**

**Motion:** J. Marshall moved to acknowledge the additional June transfers as presented by Administration; J. Danburg seconded

**Vote: Unanimous**

**Motion Carried**

**10. New Business / Old Business**

**a) Discussion re: LED Project and Possible Action-**

**Motion:** I. Rogers moved to move Agenda Item 10 (a) Discussion re: LED Project and Possible Action, before Agenda Item #9 Consent Agenda; J. Jencks seconded

**Vote: Unanimous**

**Motion Carried**

**b) Acceptance of Employee's Resignation and Possible Action-** Mr. Ian Rogers read Mrs. Ali Orcutt's resignation letter. Mrs. Sally Keating will go forward on advertising for this opening. Dr. Paul Pattavina will be the acting Interim Special Education Director following Mrs. Orcutt's last day. It was agreed to pay Dr. Pattavina a daily rate of \$325 and he will work Monday-Thursday, full days.

**Motion:** J. Jencks moved to accept Mrs. Ali Orcutt's resignation with regret, with the effective date of August 24, 2018 to be her last day and to wish her success in the future; J. Marshall seconded

**Vote: Unanimous**

**Motion Carried**

**c) Discussion re: Amendment to Policy #9020-Bylaws of the Board- Public Statement and Possible Action-**Policy Committee members summarized the amendment to this policy.

**Motion:** J. Marshall moved to waive the 1<sup>st</sup> read of Policy #9020-Bylaws of the Board- Public Statement; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**Motion:** J. Marshall moved to approve the revisions to Policy #9020-Bylaws of the Board- Public Statement; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

**d) Discussion re: Purchasing Waiver for Upgrade of Fire Panel and Possible Action -**Mrs. Diana Cormier and Mr. Brian McGlew requested a waiver for the purchase of the upgrade of the fire panel, according to Policy#3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements. Mrs. Sally Keating granted this request for the reasons cited in the waiver request memo.

**Possible Motion:** J. Marshall moved to acknowledge and accept the waiver request for the purchase of the upgrade of the fire panel; M. Avery seconded

**Vote: Unanimous**

**Motion Carried**

- e) **Discussion re: Purchasing Waiver for ReadyGen Materials and Possible Action** - Mrs. Diana Cormier and Mr. Brian Apperson requested a waiver for the purchase of the ReadyGen materials, according to Policy # 3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements. Mrs. Sally Keating granted this request for the reasons cited in the waiver request memo.

**Possible Motion:** J. Marshall moved to acknowledge and accept the waiver request for the purchase of the ReadyGen materials; M. Avery seconded

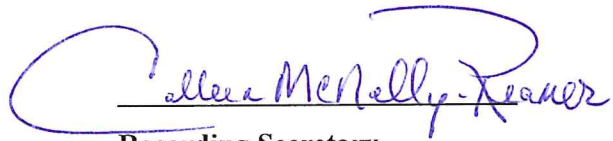
**Vote: Unanimous**

**Motion Carried**

- f) **Review of Policy #3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements and Possible Action**-Mr. Ian Rogers, Mrs. Sally Keating, Mrs. Diana Cormier and Policy Committee members discussed this policy and possible needed exemptions to certain aspects of the process. The Board feels exemptions are in order; this policy will be referred to the Policy Committee for amendment.
- g) **Discussion re: Student/Staff/Parent Surveys** -Mr. Brian Apperson reviewed the results for the surveys given this past year to the school community regarding school climate. He was very pleased with the results over last year's survey and will utilize this information for improvements where needed.
- h) **Update re: LCS Oil Tank Replacement Project** – Building Committee members provided an update regarding the status of this project. Mr. Brian McGlew informed the Board of the Oil Tank Replacement project. The project has begun and the plumbers have completed 75% of the piping work. The 10,000 gallon tank is scheduled to come out of the ground tomorrow and the delivery for the 12,000 gallon tank is scheduled for July 30<sup>th</sup>. The project is moving along as planned.
11. **Committee Reports** – None
12. **Additions to the Agenda**- None
13. **Next Agenda Planning**-SBAC Scores, Update from JK Energy and Eversource and possibly Policy #3323-Business/Non-Instructional Operations-Soliciting Prices/Bidding Requirements
14. **Public Comment**-None
15. **Adjournment**-The meeting adjourned at 8:27 p.m.

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Approved

  
Recording Secretary

RECEIVED FOR RECORD AT LISBON  
CT ON 07/20/2018 AT 9:15am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
