

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, November 27, 2017

Board Members Present: I. Rogers (Chair), J. Lewerk, J. Danburg, D. Nowakowski,
J. Marshall, M. Avery, S. McCabe, M. Krauss

Board Members Absent: J. Jencks

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

Administrators Absent: None

Student Ambassadors Present: P. Raposo

Student Ambassadors Absent: S. Redstock

Others: Mr. Thomas Farrow, Mrs. Raposo, Mr. Damian Rickard, Ms. Anne Townsend

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

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Election of Officers**

Motion: S. McCabe moved to nominate Ian Rogers as Board of Education Chairperson; M. Avery seconded

Vote: Unanimous

Motion Carried

Motion: M. Avery moved to nominate Judy Jencks as Board of Education Vice-Chair; I. Rogers seconded

Vote: Unanimous

Motion Carried

Motion: I. Rogers moved to nominate Missy Avery as Board of Education Secretary; J. Marshall seconded

Vote: Unanimous

Motion Carried

5. **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.

6. **Correspondence to Board of Education** – None

7. Report from Lisbon Central School Student Ambassadors –

P. Raposo reported that the 8th grade students are learning the following: In Spanish, they are learning indirect object pronouns. In Social Studies, they started Chapter 6 today regarding the Declaration of Independence. In Language Arts, they have a book report due Thursday. December's book report is a picture book which will be read to the younger students and graded by their teacher for presentation. They are also doing Wordly Wise this week and they just completed a high school thesis paper last week. In Science, they just finished making dragsters and timed how long it took to reach 3 meters. In Math, they are learning how to determine slopes with line graphs.

8. Approval of Minutes

Motion: J. Lewerk moved to approve the minutes of the October 16, 2017 Regular Board of Education with a correction noted that all Board members were in attendance during the October Meeting; J. Danburg seconded

Vote: Unanimous

Motion Carried

9. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson discussed the CMT Science Waiver and the field test that will be used as a guide. He spoke about the Live Cast Announcements that are being done on Tuesday and Thursday and wanted to thank Mr. Brown and Mr. Gracia for all their hard work in making this possible. Ms. Townsend has made two great displays throughout the building; one in the nurse's office hallway and the second in the Media Center that involved a Hands of Kindness Clay Activity. The students and staff enjoyed this activity greatly and Mr. Apperson expressed his appreciation to Mrs. Fabry for Drug Prevention Week. It was a great success. And lastly, he spoke about the ELA Curriculum Committee continuing to develop new material for discussion during the next Professional Day.
- b) Special Education –Mrs. Alison Orcutt discussed the enrollment numbers in Special Education and the informal audit of all out-of-district transportation service providers' fees. She will continue to monitor ways to save money on these costs.
- c) Business Office – Mrs. Diana Cormier provided an update regarding the recent audit. The auditors have been here for one day to start the process and are expected to return soon.
- d) Building and Grounds – Mr. Brian McGlew provided information about the yearly cross-connection survey completion and there were no issues found. He also provided information on the basement boiler tune-up findings. During the service by BT Lindsay Co., it was discovered that the threads for the mounting burner were stripped. The repair cost will be approximately \$2,500.00.
- e) Information – Mrs. Sally Keating discussed a kindness activity which two of our teachers, Ms. Jane Sweet and Mrs. Sarah Komosky, are conducting at LCS. She also commented on a reading initiative being done by her and Mr. Apperson. It is a great way to stay connected to the students. She spoke about a recent training which she attended for all newly appointed Liaisons for the Homeless at the State Department of Education. It was very informative. Lastly, she commented on the recent Parent-Teacher Conferences. The turn-out by our parents was outstanding.

10. Consent Agenda

a) Approval of Monthly Expenditures

Motion: J. Lewerk moved to approve monthly expenditures for October 2017, Fiscal Year 2016-2017 in the amount of \$2,997.60; J. Marshall seconded

Vote: Unanimous

Motion Carried

Motion: S. McCabe moved to approve monthly expenditures for October 2017, Fiscal Year 2017-2018 in the amount of \$1,639,082.25; J. Danburg seconded

Vote: Unanimous

Motion Carried

b) Financial Statement

Motion: J. Lewerk moved to approve the final financial statement for October 2017, Fiscal Year 2016-2017 as presented by the Administration; M. Krauss seconded

Vote: Unanimous

Motion Carried

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

Vote: Unanimous

Motion Carried

11. New Business / Old Business

a) **Committee List of Appointments** – The committee list of appointments was updated and will be filed with the November minutes.

b) **Approval of 2018 Schedule of Board of Education Meetings** –The 2018 Schedule of Board of Education Meetings has been reviewed. Once approved, this schedule will be filed with the Town Clerk with the November minutes.

Motion: J. Lewerk moved to approve the 2018 Schedule of Board of Education Meetings; S. McCabe seconded

Vote: Unanimous

Motion Carried

c) Mrs. Cantrell Hatch has given her resignation, due to her husband's military transfer, effective the end of December 2017.

Motion: J. Marshall moved to accept Mrs. Cantrell Hatch's resignation with regret and wish her much success in the future; M. Avery seconded

Vote: Unanimous

Motion Carried

d) **Discussion re: Math Update** – Mr. Brian Apperson and Mrs. Sally Keating presented the process being utilized by the junior high teachers to improve math instruction and scores. Administration meets regularly with the teachers at their data team sessions. As presented, the data collected during these team meetings continue to guide teachers with identifying effective strategies for improving learning for all students.

e) **Discussion re: Sachem Campus and Possible Action** – Mrs. Sally Keating provided checklists currently being utilized as criteria for students being placed at Sachem Campus. Mrs. Keating will keep the Board posted regarding any other relevant information which may develop in the future.

Lisbon School District Lisbon, CT 06351

STANDING COMMITTEES 2018

CHAIRPERSON

Ian Rogers

VICE-CHAIR

Judy Jencks

SECRETARY

Melissa Avery

FINANCE COMMITTEE

Joan Marshall

Judy Jencks

Ian Rogers

Scott McCabe

TRANSPORTATION COMMITTEE

Jenny Danburg

Joseph Lewerk

Ian Rogers

Missy Avery

HOT LUNCH COMMITTEE

Joseph Lewerk

Ian Rogers

POLICY REVISION COMMITTEE

Joan Marshall

Missy Avery

CURRICULUM COMMITTEE

Melissa Avery

Judy Jencks

Joseph Lewerk

Ian Rogers

David Nowakowski

BUILDING AND GROUNDS

Joseph Lewerk

Ian Rogers

TECHNOLOGY COMMITTEE

Jenny Danburg

Judy Jencks

David Nowakowski

Joan Marshall

NEGOTIATION COMMITTEE

Jenny Danburg

Ian Rogers

Scott McCabe

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

Lisbon School District
Lisbon, CT 06351

AD-HOC COMMITTEES
2018

LISBON SCHOOL FIVE YEAR PLAN COMMITTEE

Ian Rogers (Board)
Judy Jencks (Board)
Scott McCabe (Board)
Joe Lewerk (Board)
Sally Keating (Administration)
Brian Apperson (Administration)
Diana Cormier (Administration)
Brian McGlew (Administration)
Megan Jenkins (Teacher)
Kim Lang (Teacher)
Rebecca Overholt (Teacher)
Heidi Sheldon (Teacher)
Lynn Rochette (Teacher)
Ali Orcutt (Administration)

TOWN OF LISBON

2018 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

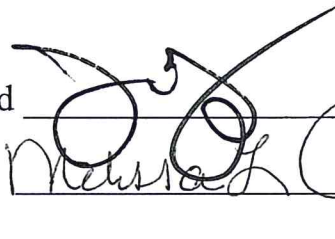
Lisbon Board of Education

Will be held on the following dates:

January	<u>01/22/18</u>	July	<u>07/16/18</u>
February	<u>02/26/18</u>	August	<u>08/20/18</u>
March	<u>03/19/18</u>	September	<u>09/17/18</u>
April	<u>04/23/18</u>	October	<u>10/15/18</u>
May	<u>05/21/18</u>	November	<u>11/26/18</u>
June	<u>06/18/18</u>	December	<u>12/17/18</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 31st 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, 2017 a schedule of the regular meetings that will be held in 2018.

- f) **Discussion re: Flexible Resource Classroom and Possible Action** – Mrs. Sally Keating began the discussion regarding the history and evolvement of this classroom. Mrs. Alison Orcutt proceeded to discuss the monetary savings, as a result of this classroom. But more importantly, the benefits to the students was discussed.
- g) **Discussion re: Medicaid Requirement and Possible Action** – Recent legislation is requiring school districts to enroll in the Medicaid Program. Mrs. Sally Keating and Mrs. Diana Cormier discussed this requirement as well as the option of utilizing CompuClaim to implement/track this process. Most of the responsibility will lie in the Special Education Department.

Motion: J. Lewerk moved to enter into a service agreement with CompuClaim for the purpose of Medicaid billing; M. Avery seconded

Vote: Unanimous

Motion Carried

- h) **Discussion re: Energy Audit and Possible Action** – Mr. Brian McGlew and Mrs. Sally Keating met with Mr. Mark Block and his associate regarding the close out/debriefing of the energy audit. Cost savings will be realized and Administration will monitor this on an ongoing basis.
- i) **Discussion re: LCS Oil Tank Replacement Project** – The Building Committee members provided an update regarding the status of this project. As a result of a recent change, the committee is reviewing State DAS qualified contractors' quotes for this project. The State Department of Education has been apprised of this issue. The project is still on track.
- j) **Discussion re: LCS Oil Tank Replacement Building Committee and Possible Action** – Mr. Damian Rickard had been a member of the LCS Oil Tank Replacement Building Committee but is no longer on our Board. Mr. Damian Rickard requested he continue on this committee. The Chairperson, Ian Rogers, will contact Selectman Tom Sparkman to get his opinion/approval.
- k) **Update re: Five Year Plan Committee** – The Focus Group meeting scheduled on November 13th was cancelled. Mrs. Keating mentioned the topics which were going to be discussed. Mr. Ian Rogers stated the group meeting did not need to be rescheduled and the applicable topics will be brought to the Board of Education Finance Committee when scheduled.

12. **Committee Reports – None**
13. **Additions to the Agenda – None**
14. **Next Agenda Planning – Trimester scheduling**
15. **Public Comment - None**

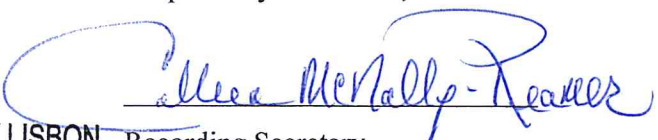
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16. **Adjournment** – The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Approved

RECEIVED FOR RECORD AT LISBON
CT ON 12/4/17 AT 12:50 pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK


Recording Secretary