

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, February 25, 2019

Board Members Present: I. Rogers, J. Jencks, M. Krauss, D. Nowakowski, J. Marshall, J. Lewerk,
S. McCabe and J. Danburg

Board Members Absent: M. Avery

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

Administrators Absent: B. Apperson (Principal)

Student Ambassadors Present: B. Nowakowski

Student Ambassadors Absent: S. Rebstock

Others: None

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**-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** – None
6. **Report from Lisbon Central School Student Ambassadors** –

B. Nowakowski reported that the 6th grade students are learning the following: In Language Arts, they are starting to write about their biographical report. In Math, they are learning about converting decimals, percentages and fractions. In Science, they are learning about the changes of state in matter. In Social Studies, they are creating a presentation on a Middle East country. Lastly, he reported he needed to leave early for Rec. Basketball.

7. **Approval of Minutes**

Motion: M. Krauss motioned to approve the minutes of the January 28, 2019 Regular Board of Education meeting; J. Lewerk seconded

Vote: Unanimous

Motion Carried

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

- a) Lisbon Central School – Mrs. Sally Keating provided information for Mr. Apperson relating to the following: Mr. Apperson provided the photo of the Students of the Month. In regards to PBIS Rewards, one of the most popular choices for the students in the “Fine Dining” in the cafeteria. Mr. Rossi sets a beautiful table in the cafeteria and Mr. Apperson serves them their lunch. The students really enjoy this reward. Regarding the Report Card Committee, Mr Apperson is Chairing the Committee for the Standard Based Report Cards. She also reported on upcoming activities such as Curriculum Night-March 21st, PTO-Someone Special and Me Dance for PK-3 on March 1st and the Annual Variety Show which will be held at LCS on March 29th.

- b) Special Education –Mrs. Maggie Courter reported on following: The Special Education Enrollment numbers have remained the same from last month. She noted that two students exited and there were two new student referrals. She reported on the Lower and Upper Flexible Resource Room Data. Mrs. Courter also discussed the Staff Monthly Report on Caseloads and Models of Instruction which gives her a good insight on hours that LCS is providing for our students. Lastly, Mrs. Courter reported on a new initiative regarding the PreK to Kindergarten Transition. We have been working with LEARN, an outside source, who provides workshops for our teachers to develop accurate information for the transition. The big part is working with the families of our PreK students to understand the expectations moving to kindergarten. So the staff and Mrs. Courter have created a “Countdown to Kindergarten” night at the end of May, beginning of June.
- c) Business Office – Mrs. Diana Cormier discussed the Medicaid Report which is current up to January and the Quarterly Cafeteria Report. Overall, Mr. Rossi’s cafeteria account is fine.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that the lower boiler water feeder was losing pressure. The feeder was replaced and is working fine. He also reported there were some lights out around the building and he contacted the lighting company to replace.
- e) Information – Mrs. Sally Keating discussed the recent meeting with Senator Osten regarding legislative issues. She also shared a list of current resources which our district shares with other organizations. She briefly commented on the status of our implementation of our Math Action Plan, highlighting lesson plans. Additionally, she highlighted “Words of Kindness” at LCS displayed throughout the school, thanking Ms. Jane Sweet and the PTO for their efforts. Lastly, she wanted to thank the Board for keeping us abreast of social media comments.

9. Consent Agenda

- a) Approval of Monthly Expenditures

Motion: S. McCabe motioned to approve monthly expenditures for January 2019, Fiscal Year 2018-2019 in the amount of \$645,435.45; J. Danburg seconded

Vote: Unanimous

Motion Carried

- b) Financial Statement

Motion: M. Krauss motioned to approve the financial statement for January 2019, Fiscal Year 2018-2019 as presented by the Administration; J. Marshall seconded

Vote: Unanimous

Motion Carried

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

Motion: J. Marshall motioned to acknowledge the January 2019, Fiscal Year 2018-2019 transfers as presented by Administration; M. Krauss seconded

Vote: Unanimous

Motion Carried

10. New Business / Old Business

- a) Update re: Discussion of Town’s Purchase Policy and Possible Action - Mr. Ian Rogers updated the Board regarding his communication with Mr. Mike Zelasky in regards to the Town Purchasing Policy. He stated that the Town has changed the verbiage of their policy and they were taking out the language that the Board of Education be included in their policy since the BOE already has its own policy. Mr. Zelasky will copy the revised pending policy to Mr. Rogers.

- b) Discussion re: Amendment to Board of Education's Policy # 3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements and Possible Action – Our Board of Education Finance Committee requested that this policy be placed on the agenda. Mrs. Diana Cormier and Mrs. Sally Keating contacted Attorney Jessica Ritter with Shipman and Goodwin, for advice regarding inserting language into our current policy concerning renewals/extensions of contracts. The Policy Committee Members reviewed the information then, in turn, made an amendment as they deemed appropriate.

Motion: J. Marshall moved to waive the 1st read of Policy # 3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Marshall moved to approve the amendment of Policy # 3323-Business and Non-Instructional Operations-Soliciting Prices/Bidding Requirements J. Lewerk seconded

Vote: Unanimous

Motion Carried

- c) Discussion re: The Extension of the Novus Insight Inc. Contract and Possible Action – We obtained an RFP from Novus last year. Discussion regarding a possible extension may be warranted.

Motion: I. Rogers motioned to table this agenda item until next month; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- d) Discussion re: Brokers' Fees for USI, Brown and Brown Insurance and other Agents and Possible Action – Mrs. Diana Cormier and Board of Education Finance Committee members addressed this topic as requested last month.

- e) Discussion re: Amendment to Policy# 5132 - Students-Dress and Grooming 5th through 8th Grade and Possible Action - Policy Committee members will provide a summary of the changes to this policy. If there are no issues with this amendment, a motion can be made to waive the first read and to vote on this policy for approval and adoption.

Motion: J. Marshall moved to waive the 1st read of Policy# 5132 - Students-Dress and Grooming 5th through 8th Grade; J. Danburg seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk moved to approve the amendment of Policy# 5132 - Students-Dress and Grooming 5th through 8th Grade; J. Marshall seconded

Vote: I. Rogers-Yes

Motion Carried

J. Marshall-Yes

M. Krauss-Yes

J. Lewerk-Yes

D. Nowakowski-Yes

S. McCabe-Yes

J. Danburg-Yes

J. Jencks-Abstained

- f) Discussion re: Current Policy # 5131.81 – Student – Electronic Devices-Policy Committee members requested that our current Student Electronic Device policy be placed on the agenda for discussion. Policy Committee members and Administration have been considering various ideas regarding a revised policy; these were shared with the Board members to obtain their thoughts. The Policy Committee will take the Board's input and will bring the policy back for review next month.

- g) Discussion re: 2019-2020 School Calendar and Possible Action – Mr. Brian Apperson and Mrs. Sally Keating developed the LCS 2019-2020 calendar based upon the LEARN’s, Griswold’s and Norwich Free Academy’s calendars.

Motion: J. Jencks moved to approve the 2019-2020 School Calendar as proposed by Administration; S. McCabe seconded

Vote: Unanimous

Motion Carried

- h) Discussion re: 2019-2020 Healthy Food Certification (HFC) Statement and Possible Action – Enclosed in your packet is the Operational Memorandum No. 05-19- Process for Submitting the Healthy Food Certification (HFC) Statement for School Year 2019-2020. As stated in the memo the following motions are needed annually.

Motion: I. Rogers 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 certified 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, 2019, through June 30, 2020. 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, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups; J. Lewerk 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: I. Rogers motioned to allow food 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 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 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. Marshall seconded

Vote: Unanimous

Motion Carried

- i) Discussion re: The 2017-2018 Annual Financial Report and Possible Action – Mrs. Diana Cormier lead the discussion on this topic, based upon information she received at a recent Town Board of Finance meeting. The Auditor Report was incomplete as presented in their final report.

Motion: J. Marshall motioned to authorize the Business Manager to contact O’Connor Davis to request correction of the Annual Financial Audit; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- j) Discussion re: An Attorney Client Communication Regarding NFA Investigation (Proposed Executive Session); Possible Action Concerning the NFA Investigation – This agenda item needs to be moved to Executive Session immediately following Agenda Item # 14 – Public Comment.

Motion: S. McCabe motioned to move agenda item 10(j)-Discussion re: An Attorney-Client Communication Regarding the NFA Investigation (Proposed Executive Session); Possible Action Concerning the NFA Investigation, immediately following Agenda Item #14 - Public Comment; J. Marshall seconded

Vote: Unanimous

Motion Carried

11. Committee Reports – None

12. Additions to the Agenda-None

13. Next Agenda Planning-Electronic Policy, Purchasing Policy, Lockers Policy and Response regarding the Audit

14. Public Comment-None

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Motion: M. Krauss motioned to enter into Executive Session and to invite Mrs. Sally Keating to discuss Agenda Item 10(j) Discussion re: An Attorney-Client Communication Regarding the NFA Investigation; J. Marshall seconded

Vote: Unanimous

Motion Carried

The Board entered into Executive Session at 8:21 p.m.

The Board ended Executive Session at 9:20 p.m.

Motion: J. Jencks motioned to proceed with the FOI complaint with NFA; S. McCabe seconded

Vote: I. Rogers-No

Motion Carried

D. Nowakowski-No

J. Marshall-Abstained

J. Danburg-Abstained

J. Lewerk-Yes

M. Krauss-Yes

J. Jencks-Yes

S. McCabe-Yes

Motion: S. McCabe motioned to invite Attorney Jessica Ritter to a Board meeting to discuss the relevant challenges; J. Jencks seconded

Vote: I. Rogers-No

Motion Carried

D. Nowakowski-No

J. Jencks-Yes

J. Marshall-Yes

M. Krauss-Yes

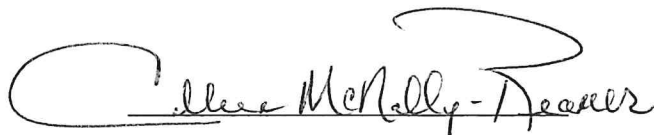
J. Lewerk-Yes

S. McCabe-Yes

J. Danburg-Yes

15. **Adjournment** –The meeting adjourned at 9:24 p.m.

Approved

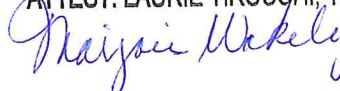

Recording Secretary

RECEIVED FOR RECORD AT LISBON

CT ON 03/05/19

AT 12:10pm

ATTEST. LAURIE TIROCCHI, TOWN CLERK

 Asst