

**Lisbon School Committee Minutes  
December 10, 2018**

Minutes of the Lisbon School Committee held at the Lisbon Town Office on Monday, December 10, 2018 at 6:00 P.M. (Note: These minutes are not official until approved by the School Committee. Such action, either to approve or amend and approve, is anticipated at the January 14, 2019 meeting.)

**Members Present:** Traci Austin; Ross Cunningham; Kim Labbe-Poisson; Kathi Yergin and Richard A. Green, Superintendent of Schools

**Members Excused:** Paula Jefferies

**Administrators Present:** James Churchill, Technology Director; Robert Kahler, Principal; John LaPerriere, Assistant Principal; Allison Leavitt, Nutrition Director; Haley McCrater-Redman, Business Manager and Ryan McKenney, Interim Principal

**Administrators Excused:** Julie Colello, Assistant Principal/Activities Director; Eric Hall, Assistant Principal/Activities Director; Susan Magee, Principal; John Merrifield, Director of Student Services; Barbara Morris, Director of GSS and Allen Ouellette, Director of Operations and Transportation

**Others Present:** Members of the public

**CALLED TO ORDER:**

Chairperson Austin called the meeting to order at 6:00 P.M. and the Pledge of Allegiance was recited.

4. **VOTED (1)** to elect Traci Austin as Lisbon School Committee Chair (Yergin-Cunningham) (3-0-1) (Abstained Traci Austin).
5. **VOTED (2)** to elect Kathi Yergin as Lisbon School Committee Vice Chair (Austin-Cunningham) (3-0-1) (Abstained Kathi Yergin).
6. **VOTED (3)** to elect the following Lisbon School Committee and Liaison Appointments. (Yergin-Cunningham) (4-0)

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|---------------------------------------|--------------------|
| 1) LEA Negotiations Committee: (2)    | Austin, Yergin     |
| 2) LESP Negotiations Committee: (2)   | Austin, Cunningham |
| 3) LAA Negotiations Committee: (2)    | Austin, Cunningham |
| 4) Drop Out Prevention Committee: (1) | Jefferies          |

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| 5) Facility Needs Committee: (2)          | Austin, Yergin                    |
| 6) Legislative Contact: (1)               | Jefferies                         |
| 7) Adult Education Advisory: (1)          | Jefferies                         |
| 8) Sick Leave Bank: (1)                   | Yergin                            |
| 9) Finance Committee: (3)                 | Austin, Cunningham, Labbe-Poisson |
| 10) Finance (Audit) Committee: (2)        | Jefferies, Cunningham             |
| 11) School Attorneys:                     | Drummond, Woodsum &<br>MacMahon   |
| 12) Curriculum Steering Committee: (1)    | Labbe-Poisson                     |
| 13) Comprehensive Education Plan: (1)     | Jefferies                         |
| 14) LRTC Committee: (1)                   | Labbe-Poisson                     |
| 15) Technology Committee: (1)             | Cunningham                        |
| 16) School Safety Committee: (1)          | Cunningham                        |
| 17) Wellness Committee: (1)               | Cunningham                        |
| 18) Transitions Committee Grades 5-6: (1) | Labbe-Poisson                     |
| 19) Transitions Committee Grades 8-9: (1) | Yergin                            |
| 20) Lisbon Recreation Committee: (1)      | Cunningham                        |

7. **VOTED (4)** to accept the minutes of November 13<sup>th</sup> and November 26, 2018. (Yergin-Labbe-Poisson) (4-0)

8. Adjustments to the agenda:

- A. Remove 10B – Report from Director of Student Services
- B. Remove 10D – Report from Facilities and Transportation

9. Good News & Recognition:

- A. None.

10. Reports from Administrators/Directors:

- A. Jim Palmer – Adult Education Update: Director Palmer reported on enrollment in the LACE Program as well as shared that they are in the process of putting together a brochure which incorporates all the courses/classes that are being offered between the two programs. Lastly Director Palmer stated that the ability to share resources between Oakhill and Lisbon has been a tremendous asset to both programs.
- B. John Merrifield – Director of Students Services Update: Director Merrifield was not present and this update will be given at a later date.

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- C. James Churchill – Technology Update: Director Churchill reported that the phone system at LCS is currently experiencing technology issues. This seems to be an ongoing issue this year and the phone systems do need to be replaced. Director Churchill shared that he has receive four quotes and the desire is to have the same phone system that is employed at the other schools and central office. After reviewing the quotes, it is his recommendation to the committee that they go with CTI in the amount of \$55,000 for a new phone system. This is the vendor that installed the phone systems at the other schools and they currently provide support for them and are outstanding to work with. There is an action item on the agenda for the committee to consider.
  
- D. Allen Ouellette – Facilities and Transportation Update: Director Ouellette was not present and this update will be given at a later date.
  
- E. Allison Leavitt – Nutrition Update: Director Leavitt reported that they will be updating the fire suppression system in the kitchen at Gartley Street School. This will allow for a new stove to be put in and allow more options for students. Currently all food for the students at Gartley Street School is made at LCS, and then transported. This will continue to be the plan however there will be more flexibility to heat up previous day's food or host and Alternative Ed class in the kitchen. Next Director Leavitt shared that the lunch count numbers at the middle school have dropped this year so she meant with the Student Council to see if they had any suggestion on why this could be happening. The council suggested creating a survey for students asking various questions about lunch time. The results indicated that they would like more options, more time to eat and more homemade meals. After meeting with Julie and Ryan to discuss the results, they meant with the lunch monitors and discussed allowing more time at the table to finish lunch before going outside for fresh air time. Also, a few new items were added to the December lunch menu as well as a change to the pizza being served so these will hopefully increase participation. Director Leavitt next shared that the company Food Play will turn to LCS this year; this is able to occur through grant money that Director John Merrifield secured over the summer. Lastly Director Leavitt shared that the Wellness Committee is in the planning stages of doing another staff wellness challenge and it is the hope to get this started after winter break.

11. Report from Superintendent:

- A. Superintendent Green reported on enrollment which is up by eight students since the last report. Superintendent Green continued to update on the following: