

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD AT THE LISBON TOWN OFFICE ON MONDAY, April 9, 2018 AT 6:00 P.M. (NOTE: These minutes are not official until approved by the School Committee. Such action, to either approve or amend and approve, is anticipated at the May 14, 2018 meeting)

**Members Present:** Traci Austin; Ross Cunningham; Paula Jefferies; Peter Reed; Kathi Yergin and Superintendent Richard Green

**Members Excused:**

**Administrators Present:** James Churchill, Technology Director; Robert Kahler, Principal; John LaPerriere, Assistant Principal; Allison Leavitt, Nutrition Director; Susan Magee, Principal; John Merrifield, Director of Student Services; Haley McCrater-Redman, Business Manager; Kristie Morin, Director of GSS and Allen Ouellette, Director of Operations/Transportation

**Administrators Excused:** Darren Akerman, Principal; Eric Hall, Assistant Principal/Activities Director and Ryan McKenney, Assistant Principal/Activities Director

**Others Present:** Members of the community

**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 accept the Minutes of March 12<sup>th</sup> and March 26, 2018 (Reed-Cunningham) (5-0)
5. **Adjustments to the Agenda:**
6. **Good News & Recognition:**
  - A. Member Ross Cunningham shared that he attended the Healthy Decision Day and it was a great event start to finish. The District III Honors Festival was held last Saturday and the Music Department and the Boosters did a great job hosting and organizing it. Chair Austin also shared that she attended Healthy Decision Day as well and the feedback from both students and staff regarding the day was positive. Chair Austin also said she was pleasantly surprised at how many students took advantage of doing mock interviews.
7. **Reports from Administrators/Directors:**
  - A. Allison Leavitt – Nutrition Update – Director Leavitt shared that the new breakfast cart L HS has been purchased from the Full Plates Full Potential grant money. The National School Breakfast week was held the first full week in March and it went very well. Lastly

Director Leavitt shared that there will be a benefit dinner on April 27<sup>th</sup> for Nancy Carville, the kitchen manager at PW Sugg Middle School who is battling cancer. Member Reed asked what type of breakfast foods are available to the students. Director Leavitt shared that it is a little bit of everything such as yogurts, fruit, dry cereal; grab and go items. Member Yergin shared that her opinion is that offering breakfast is a great benefit for students who do not have time to eat before school. Chair Austin commended Director Leavitt for her Lisbon Lunch Lady Facebook page, stating that it is an informative tool for parents.

- B. John Merrifield – Student Services Update – Director Merrifield reported on district census; child development services; referrals and the projected special education census for students in 2018-2019. Director Merrifield shared that he would like to thank his entire staff and all of the building administrators as they are clipping along with the certification review. During the first round they have come up with two issues which is next to being unheard of and they are in the process of rectifying them.
- C. James Churchill – Technology Update – Director Churchill shared that the laptops designated by MLTI arrived during the week of February 12<sup>th</sup>. Director Churchill expressed thanks to the staff at the middle school for assisting with getting the new laptops up and running. Director Churchill reported that in late March the Lisbon School Department received a letter stating that the Technology Plan has been approved. Lastly, the new security camera system for both LCS and PWS have been installed and working fantastically. Due to budget numbers, we are holding off replacing the security camera system at LHS at least until summer.
- D. Allen Ouellette – Transportation Update – Director Ouellette reviewed the work being done at each school. The backstop and outfield fence are being repaired/replaced on the softball field. The dugout is being rebuilt; a ton of resurfacing material to both the softball and baseball fields and soil testing is being completed this week to determine lime and fertilization needs. Director Ouellette shared that he also was in attendance of the District III Festival and it went fantastic.

Director Ouellette shared that at the middle school and central office, EMC performed a final walkthrough of the lighting in each room. At the community school, LORE Motorcycle Education will be holding classes in the parking lot through mid-October. Director Ouellette reported that the Chapter 82 School Bus Driver Fitness Determination rule that was changed in September of 2017 was repealed on March 25, 2018. Drivers are still required to have an annual physical but the former DOE Physical Exam Form as well as the Maine DOT Physical Exam Form is no longer required. Director Ouellette shared that he will be attending a meeting on Thursday hosted by MAPT to discuss the repeal further.

Lastly Director Ouellette shared that we are in the process of pricing out vans and currently he has one opening for a full time second shift bus driver/Custodian to start July 1<sup>st</sup> and one anticipated part time bus driver to start August 27<sup>th</sup>.

Member Reed asked if the state repealed the DOE Regulations in March after we had just set up the drivers to test the way they wanted. Director Ouellette stated yes that is true; the rules were too strict and they were eliminating a lot of drivers. The majority of the drivers are retired folks and the DOE was making it near impossible to obtain a license. Member Cunningham asked who owned the fence coming up toward the high school on the backside because it is an eyesore. Director Ouellette said he believes the School Department owns it and will look in to it. Next Member Cunningham asked if they are planning on working on the potholes in the baseball outfield. Director Ouellette shared that as soon as they can get a roller on the outfield they will start working on that. Lastly Member Cunningham asked if the LORE Motorcycle Group's class will interfere with any student activities. Director Ouellette shared that the majority of this will be held on weekends and if it is during the week it should not interfere with any activities. Chair Austin suggested communications amongst the groups utilizing the area will be key to making sure accommodations are made for all.

8. **Report from Superintendent:**

A. **Enrollment Update** – Enrollment is up 4 from the last report.

**Budget Update:**

- 2018-2019 Budget Update – Based on our insurance numbers which came in at less than 1% - the total increase to taxes is \$493,786, this is down from the 680,000 that was proposed to the town council.
  - Variables
    - CTE Funding (LRTC & Region 10)
    - Unanticipated Revenue
    - SRO Officer (75% @ \$66,566) – we are looking in to whether or not we can employ an SRO for the school year only and assume the entire cost. We are waiting to hear back from the police chief to see if this is contractual able to happen.
  - School Management & Leadership Centers (LD 1689)
    - Part II Application (DOE Support)
    - School Committee/Community Approval (Item 11E) – Superintendent Green reminded the board and the public that we are currently already doing these things with RSU 4 so if we do not create a service center or an inter- local agreement that will not penalize either system than we will lose some of our state subsidy.

- June Transfer(s)
  - Student & Staff Support
  - Facilities Maintenance
  - All Other Expenditures
  - Special Education

**Curriculum Update:**

- Future Search
- CTL Meeting (Tuesday, April 10, 2018)

**Facilities Update:**

- Performing Arts Center (Concept Design & Cost Estimate)
  - Interviews
- Phase II Update
- LHS Security System Upgrade
- Gartley Street School – Playground – The equipment currently there has been taken down as it is not safe. One of the conversations that they have had would be to put in a fenced in area and create a playground. The estimated cost would be about \$30,000.00. It is possible that the cost could be covered from the revenues. We would like to consider having this in place prior to the start of next year.
- Summer Hires – Item 11D on the agenda is to authorize the Superintendent to hire and offer contracts to non administrative staff. This will allow positions for next year to be filled without calling a special meeting and risk losing the candidate.

**Transportation Update:**

- Vehicle Replacement

**Other:**

- Adult Ed Subsidy
- Great Falls TV (2500) – Superintendent Green shared that he received an email from the town regarding Great Falls TV. They charge \$5,000 per year and the town is considering not using them any longer but also asked if we would consider paying half of it for next year.

Member Cunningham asked what the current estimate for the LHS Security System would cost. Superintendent Green reported approximately \$30,000. Member Yergin shared that she was curious to see how many people actually watch the Great Falls TV now that it is live on the Town Website. The majority agreed that getting the security cameras at the High School should be a priority. Member Cunningham shared that he strongly supports adding the SRO position back in and would also like to see money for the performing arts center so that the first step can be guaranteed to happen. Member Yergin shared her thoughts are to complete the security system at the high school and to see Gartley Street School get a playground. Chair Austin agreed and also would like

to know more information as to whether or not we are able to hire a school year only SRO. Member Reed stated that he was not in favor of adding any more money to the budget. Superintendent Green shared that there should be enough revenue in the budget to complete the security cameras at LHS and the playground at Gartley Street School. The only item that would need to be added back in the budget would be the SRO.

9. **Public Comments:**

None.

10. **Unfinished Business:**

None.

11. **New Business:**

- A. **VOTED (2)** (Yergin-Jefferies) (5-0) To approve a one year maternity leave of absence for the 2018-2019 school year.
- B. **VOTED (3)** (Reed-Cunningham) (5-0) To approve the revised job description for the Certification Chair.
- C. **VOTED (4)** (Yergin-Reed) (5-0) To approve the 2018-2019 Lisbon School Calendar.
- D. **VOTED (5)** (Reed -Jefferies) (5-0) To authorize the Superintendent to employ non-administrative staff and to issue contracts for the 2018-2019 school year.
- E. **VOTED (6)** (Yergin-Reed)(5-0) To authorize the Superintendent to move forward with the Part II Application for a Regional Service Center with RSU4.

12. **Financial Reports:**

- A. Lisbon High School – M/E March 31, 2018
- B. Philip W. Sugg Middle School – M/E March 31, 2018
- C. Lisbon Community School – M/E March 31, 2018
- D. Lisbon School Department

13. **Communications (Consent Agenda):**

- A. Letter from DOE – Chair Austin shared the letter received from DOE regarding the approval of the District Learning Technology Plan.

14. **Committee Comments:**

- A. Member Cunningham stated that he has attended the Safety Committee Meeting and it was very productive.

15. **Personnel:**

A. New Hires:

- 1. Andrea Tapley as Secretary at Philip W. Sugg Middle School effective April 4, 2018.

B. Resignations:

- 1. Travis McCutcheon as Teacher at Lisbon Community School effective March 27, 2018.
- 2. MaKayla Stevens as Ed Tech III at Gartley Street School effective March 30, 2018.

C. Retirements:

- 1. Dean Hall as teacher at Lisbon High School effective at the end of the 2017-2018 school year.
- 2. Rita Newell as teacher at Lisbon High School effective at the end of the 2017-2018 school year.
- 3. Jill Patterson as teacher at Lisbon High School effective at the end of the 2017-2018 school year.
- 4. Mary Hildonen as Cafeteria Assistant at Lisbon Community School effective at the end of the 2017-2018 school year.
- 5. Hanson Ray as Custodian/Bus Driver effective at the end of the 2017-2018 school year.

16. **Policy Review:**

- A. Policies **18 Packet #8** has been distributed for review with plans for 1<sup>st</sup> Read on May 14, 2018 and Final Adoption on June 11, 2018.
- B. 1<sup>st</sup> Read on the Following Policies: **18 Packet #7**
  - 1. DJC Petty Cash Account

- 2. DJH Purchasing & Contracting: Procurement/Staff code of conduct
- 3. DLB Tax Sheltered Annuities
- 4. DM Cash in School Buildings
- 5. DN School Properties Disposition
- 6. DO Approval for New Programs
- 7. EB Environmental & Safety Program
- 8. EBAA Chemical Hazards
- 9. EBCA Comprehensive Emergency Management Plan

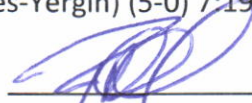
C. 2<sup>nd</sup> Read/Adoption of the Following Policies: **18 Packet #6**  
**VOTED (7)** (Reed-Jefferies) (5-0)

- 1. DA Fiscal Management Goals/Priority Objectives
- 2. DB Annual Budget
- 3. DBG Budget Adoption Process
- 4. DD Grants
- 5. DFF Student Activities Funds
- 6. DI Fiscal Accounting and Reporting
- 7. DID Inventories
- 8. DIDA Fixed Assets
- 9. DIE Audits/Financial Monitoring
- 10. DJ\* Bidding/Purchasing Requirements \*with changes

D. Policies **18 Packet #5** has been updated and posted to the school department’s website.

23. **Adjournment:**

A. **VOTED (8)** To adjourn. (Jefferies-Yergin) (5-0) 7:19 PM




---

Richard A. Green Ed.D.  
 Secretary, Lisbon School Committee

RAG/llr