

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD AT THE LISBON TOWN OFFICE ON MONDAY, February 12, 2018 AT 7:00 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 March 12, 2018 meeting)

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

Members Excused:

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

Administrators Excused: 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 7:01 P.M. and the Pledge of Allegiance was recited.

4. **VOTED (1)** To accept the Minutes of January 8th (Workshop), January 8th (Business Meeting), January 22nd and February 5, 2018 (Reed-Jefferies) (5-0) *Change the meeting start time on the January 8th workshop to reflect the correct start time (5:30 PM).*

5. **Adjustments to the Agenda:**

- A. Add 11E – Performance Contract
- B. Add 11F – Grant Application/Proposal

6. **Good News & Recognition:**

7. **Reports from Administrators/Directors:**

- A. Allison Leavitt, Nutrition Update: Director Leavitt shared that Lisbon has been awarded the Full Plates Full Potential Grant. This Grant is for the purchase of a Breakfast Cart to be located near the front door at the high school in the morning to capture students as they enter the building. There is still an existing fundraiser to gain more funds for

staffing of the additional cart. Director Leavitt also reported that the winter months have been challenging for staff and she is in need of substitutes. Lastly Director Leavitt gave updates on the outstanding meal debt, equipment updates and training.

- B. Allen Ouellette, Facilities and Transportation Update: Director Ouellette shared with the committee that the new DOE regulations for CDL drivers is having an effect on current drivers. The yearly physicals now follow DOT standards. Any driver, who is insulin dependent, has sleep apnea, high blood pressure, and other medical condition is highly unlikely to pass and will not be able to drive a school bus. In addition to the above medical standards, any person who comes on board without a CDL in place will now need to complete the permit test, road test and an additional 40 hours of behind the wheel and classroom training before transporting students. The above requirements on bus drivers as well as Lisbon having a starting pay rate of \$4 to \$5 below surrounding districts is causing a difficult time to fill positions and retain current employees from moving to other districts once they are trained. Lastly Director Ouellette reported that he is working with FCI Construction to get the bathrooms at the high school redone in the 100 and 200 wings. Estimates will follow.
- C. John Merrifield, Director of Student Services Update: Director Merrifield reported on enrollment, referrals and out of district placements. Director Merrifield shared that he has been working closely with RSU 4 and currently have placed 6 students at GSS. Lastly, the DOE Physical Certification Review Visit is scheduled for February 16, 2018.
- D. James Churchill, Director of Technology Update: Director Churchill reported that the laptops are estimated to arrive next Tuesday, February 20th. Director Churchill stated that he has shared the boards disappointment with the company in regards to the delay in receiving the laptops and questioned as to whether the district could receive a discount in the future due to these issues. The companies reply was that they would look in to it. Lastly Director Churchill shared that installation of the new cameras for the middle school will be started during February break and bids are being collected for the camera updates at the high school.

8. **Report from Superintendent:**

- A. **Enrollment Update** – Superintendent Green reviewed enrollment which is up one since the last update.

Budget Update:

- Superintendent Green gave a budget update for the 2018-2019 Budget
 - CTE Funding (LRTC & Region 10) – Superintendent Green shared that on Wednesday he will be talking to the Director of LRTC because the Career Technical Centers are all going to be under a new formula. He will be talking about what funding will look like for that program.

- Superintendent Green reported that he will also be meeting with Brunswick tomorrow to talk a little bit about Region 10 and how that may affect our budget if the funding formula changes.
- School Management and Leadership Centers (LD1689) is going up for a vote this week. This would take away the penalties for systems that are not part of a Leadership Center. As reported last time, we have met with RSU 4 in regards to our application for a Leadership Center and we are still on standby waiting to see what this legislation will do and also to get some inter local agreements and we will be meeting tomorrow with Brunswick to talk a little bit about Transportation. Superintendent Green reminded the board this if we were to agree to anything it would require school committee and then community approval through referendum vote.

Curriculum Update:

- Planning Team Meeting (February 12, 2018)
- Future Search (March 24, 2018 9AM-2PM)
- CTL Meeting (Tuesday, February 13, 2018)

Facilities Update:

- Facilities Committee Meeting – There is an action item on the agenda (11C) to move forward with RFQ and interviews for an architectural firm who will later be hired to complete structural review, preliminary design and cost analysis for the construction/renovation of the Performing Arts Center at Lisbon High School. Superintendent Green reminded everyone that as he stated before, there is no Capital Reserve to cover this so would need to take a look at how we could move on to the next level.
- LHS Security System Upgrade (Update) – Again we do not have the money in the Capital Reserve to pay for a new system right now so that will be another item that we will have to look at now that the audit is done to find out where this will come from. We will not have a lot of these figures until it gets closer to June to see what we have for money that is going to carry over. This will also need to be put on the back burner, however we can still get the information and see what happens.
- Phase II Financing – There is an action item (11E) to approve the financing proposal from Siemens which came in at the lowest percentage of interest and once we have the committee's approval we can give it to the Town Manager and the Business Manager and then we can process the paperwork and the work can begin.

Transportation Update:

- Vehicle Replacement – Superintendent Green reported that we need to keep our eyes on vehicle replacement however without the use of the Capital Reserve he is not sure if this will be possible. There are no vehicles built in to the budget currently.

Other:

- There is an action item after Executive Session (18A) to talk about substitute salaries. We have learned that because of the minimum wage change law, our substitute pay is lower than a lot of other school systems. Superintendent Green stated that we cannot fix the bus driver salary until the current contract expires in 2019.
- WMEC FEDES Grant – We did apply for the FEDES Grant however we were not approved.
- Negotiations (LEA) meeting was rescheduled and the LAA Negotiations will be coming up in a couple of weeks.

Chair Austin stated that she felt it was important to share with the public that the Lisbon School Department Management is always looking at methods to collaborate with money ie. The Adult Education Co-Op with RSU4; we are also participants of the Western Maine Collaborative in purchasing power and with many other regions/schools and the Gartley Street Program

9. **Public Comments:** None.

10. **Unfinished Business:** None.

11. **New Business:**

- A. **VOTED (2)** (Reed-Yergin) (5-0) To allow Susan Mornea's Child Care to use the Gartley Street School in case of an evacuation or other emergency until June 30, 2018.
- B. **VOTED (3)** (Yergin-Reed) (5-0) To approve the revised job description for Lead Cafeteria Assistant at LCS and LHS.
- C. **VOTED (4)** (Jefferies-Cunningham) (4-1) (Reed) To authorize the Superintendent to move forward with Request for Qualifications and interviews for an architectural firm who will later be hired to complete a structural review, preliminary design and cost analysis for the construction/renovation of the Performing Arts Center at Lisbon High School. *Member Reed suggested waiting until there was more money in the budget before moving forward. Chair Austin shared that she was in favor of going through the preliminary steps to start the process.*
- D. **VOTED (5)** (Jefferies-Yergin) (4-1) (Reed) Upon the recommendation of the Superintendent of Schools to approve an out of state fieldtrip for the music

department to participate in the Great East Festival and go to Canobie Lake Park in New Hampshire on May 25, 2018.

- E. **VOTED (6)** (Reed-Yergin) (5-0) That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001, 1055 and 15915, the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Siemens Public Inc., or its nominee, in the name and on behalf of the Town of Lisbon, a municipal school unit, acting by and through its School Committee (the "Issuer") for Phase II Construction not to exceed \$1,650,000 in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof.
- F. **VOTED (7)** To approve the R.I.S.E. American Grant for the Lisbon School Department (Reed-Jefferies) (5-0)

12. **Financial Reports:**

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

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

- A. Draft CTE Model Components (Proposed Legislation) – Chair Austin reviewed the letter in their packets regarding the CTE Model Summary.

14. **Committee Comments:** (Report out on Sub Committee Meetings): Member Yergin congratulated the Cheerleaders on their success over the weekend.

15. **Personnel:**

A. New Hires:

1. **VOTED (8)** (5-0) To employ a Social Worker at the GSS effective February 12, 2018.

2. Support Staff / Co-Curricular Hires:

Irene Tefft	Cafeteria Assistant
Debra LaGue	Part Time Van Driver
John Reeves	Substitute Bus Driver / Trip Driver
Nicole Adams	Competition Cheering Coach
Gretchen Ward	Class of 2020 Advisor

B. Resignations:

1. Dave Moulton as Football Coach at Lisbon High School effective January 25, 2018.

2. Alishia Campbell as Ed Tech III at Gartley Street School effective February 2, 2018.

3. Carol Coburn as Cafeteria Assistant at Philip W. Sugg Middle School effective January 17, 2018.

C. Retirements:

1. Brian Wright as Special Education Teacher, effective at the end of 2017-2018 School year.

16. **Policy Review:**

A. Policies **18 Packet #6** was distributed for review with plans for 1st Read on March 12th and Final Adoption on April 9, 2018.

B. 1st Read on the Following Policies: **18 Packet #5**

1. CA	Administrative Goals/Priorities
2. CB	School Superintendent
3. CB-R	Superintendent of Schools Job Description
4. CBI	Evaluation – Superintendent of Schools

5. CBI-E Evaluation Form – Superintendent of Schools
 6. CC Administrative Organization
 7. CCA Organization Chart * **With Changes**
 8. CHA Development of Administrative Procedures
 9. CHD Administration in the Absence of Policy
- C. 2nd Read/Adoption of the Following Policies: **18 Packet #4 - VOTED 9** (Jefferies-Cunningham) (5-0)
1. BEDG Minutes
 2. BEDH Public Participation At School Committee Meetings
 3. BEDI School Committee Relations With The Media
 4. BEDJ Broadcasting/Taping of The School Committee Meeting By The Public
 5. BG School Committee Policy
 6. BG-R Policy Adoption Procedure
 7. BHC School Committee Communications With Staff
 8. BIA New School Committee Member Orientation
 9. BIB School Committee Member Development Opportunities
 10. BIC School Committee Member Freedom of Access Training
 11. BIC-E Certification of Completion of Freedom of Access Training
 12. JLC Student Health Requirements and Services ***With Changes**

17. **EXECUTIVE SESSION:**

- A. **VOTED (10)** (Reed-Jefferies) (5-0) To enter into executive session to discuss personnel issues, pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(A).

Time In: 7:49PM Time Out: 8:07PM

18. **GENERAL SESSION:**

- A. **VOTED (11)** (Cunningham-Jefferies) (5-0) To concur with the Superintendent with what was discussed in Executive Session.

19. **Adjournment:**

VOTED (12) To adjourn. (Jefferies-Cunningham) (5-0) 8:09 PM

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

RAG/llr