

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD AT THE LISBON TOWN OFFICE ON MONDAY, May 14, 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 June 11, 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; Susan Magee, Principal; Haley McCrater-Redman, Business Manager; Kristie Morin, Director of GSS and Allen Ouellette, Director of Operations/Transportation

Administrators Excused: Eric Hall, Assistant Principal/Activities Director; John Merrifield, Director of Student Services 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 April 9th, April 30th and May 8, 2018 (Reed-Yergin) (5-0)

5. **Adjustments to the Agenda:**

A. Add 6A – Good News & Recognition

6. **Good News & Recognition:**

A. Director Morin at Gartley Street School Alternative Education Program shared the post-secondary plans for graduating seniors. Director Morin also gave thanks to Andy Despres and Samantha Varney for creating courses that have adjusted to the new philosophy of experiential learning with a strong focus for after high school realistic goals.

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

A. Susan Magee, Lisbon High School Update – Principal Magee reported on enrollment, safety, sports updates and testing. Lastly Principal Magee gave thanks and updates on the happenings at Lisbon High School to include the following:

- Thank you to the PAG and the senior class for recognizing staff during staff appreciation week.
 - 8th grade parent night had a total of 77 participants.
 - The Yellow Tulip Project is a student driven initiative lead by Sam Marini to recognize Mental Health Awareness Month at Lisbon High School. The students will be planting yellow tulips to bloom in the fall.
 - Health classes at the High School participated in hands on CPR training through Lisbon Emergency. All seniors have also participated in this training as well.
 - The Science Olympiad Team celebrated their season on May 8th.
 - VHS enrollment has significantly increased since last year. The enrollment going in to next year has tripled with a big thank you to Librarian Educational Tech III, Jen Thompson for being a leading force to make this happen.
 - The Art Show at the high school was May 1st and a phenomenal display of art was on display in the library.
- B. Darren Akerman – Philip W. Sugg Middle School Update – Principal Akerman reported on enrollment, school safety and gave highlights of the 7th and 8th grade Musical Festival. Principal Akerman went on to discuss the happenings at the middle school to include Digital Citizenship, grade 6 field trip to Gulf of Maine Research Institute, Technology Update and Art. Lastly Principal Akerman shared that students and staff rose over \$900 during a lunch fund-raising challenge between 1st and 2nd lunch to benefit our Lunch Lady, Nancy Carville who has been undergoing treatment for cancer. All students were rewarded with hot fudge sundaes courtesy of Fielder’s Choice. In addition the Lisbon School Department Nutrition Program also held a pasta dinner fundraiser on April 27th. All proceeds totaling approximately \$2,000.00 went to assist Mrs. Carville with medical bills.
- C. Robert Kahler – Lisbon Community School Update – Principal Kahler reviewed enrollment, safety drills, Kindergarten Screening and MEA testing. Principal Kahler also shared that the 4th Annual Celebration of Learning was held last Thursday and there was another strong turnout of students and community members. Principal Kahler reported that a Literacy Coach from RSU 54 will be visiting and observing some of our teachers in action on Thursday. Lastly, Principal Kahler thanked the PTO for continued support for the staff and programming at LCS.
- D. Kristie Morin –Gartley Street School Update - Director Morin reviewed enrollment, safety and reported that summer school for GSS students will include a garden to table curriculum. This will help reinforce healthy eating, while teaching sustainable ways to grow food. Lastly, Director Morin shared that this summer the GSS will be offering an online course for Lisbon High School students called Shark Tank. This is an American reality TV show on ABC that features a panel of business executives and investors (called Sharks) who consider offers and listen to pitches from entrepreneurs and small business owners seeking funding for their business, products or services. This 5 week course will engage students with innovative, relatable curriculum to enhance their ability to complete the course. The

curriculum incorporates English standards, Math Standards, Habits of Work and Public Speaking.

8. **Report from Superintendent:**

A. **Enrollment Update** – Enrollment is the same from the last report.

Budget Update:

- 2018-2019 Budget Update
 - Town Council Adopted Budget – May 15, 2018
 - June Transfers
 - Student & Staff Support
 - Facilities Maintenance
 - All other Expenditures
 - Special Education

Curriculum Update:

- CTL Meeting (Tuesday, June 5, 2018)
 - At our last CTL Meeting Consultant (Kathy Martin) Curriculum Director from RSU 4 came in and during her short time she picked up on a lot of things, had several conversations with people. In the past we have used consultants that travel all over and are only able to meet once a month. Superintendent Green shared that it would be beneficial to have a local consultant and this may be something to look in to as being better for the district.

Facilities Update:

- Performing Arts Center (Concept Design & Cost Estimate)
 - Interviews (May 15, 2018)
- Phase II Update is in full force.
- LHS Security System Upgrade (3-5 Weeks)
- Gartley Street School – Estimates are coming in and we can look more in to this in June when the books are closed.

Transportation Update:

- Vehicle Replacement (Mini-Van Purchased)

Other:

- District Openings/Restructuring – LCS has several openings and it has proven beneficial to be able to issue contracts this early as many candidates had multiple interviews.
- Regional Service Center (Inter-Local Agreement) – A template has been turned over to Drummond & Woodsum and they have been actively putting together all

of the inter-local agreements for the service centers. Once this is complete they will come up with a timeline for us.

9. **Public Comments:**

None.

10. **Unfinished Business:**

None.

11. **New Business:**

- A. **VOTED (2)** (Reed-Cunningham) (5-0) to approve the 2018-2019 Lisbon School Committee Meeting Schedule.
- B. **VOTED (3)** (Yergin-Jefferies) (5-0) to approve the Lisbon Comprehensive Education Plan.
- C. **VOTED (4)** (Reed-Yergin) (5-0) to approve and adopt the amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective July 1, 2018, and authorize the Superintendent of Schools to execute and deliver the Plan documents.
- D. **VOTED (5)** (Reed -Jefferies) (5-0) to allow the Lamp Memory Care Center to use the Lisbon Community School in case of an evacuation or other emergency until June 30, 2019.
- E. **VOTED (6)** (Reed-Jefferies)(5-0) to approve an out of state field trip for the fifth grade to Boston, Massachusetts on May 31, 2018.
- F. **VOTED (7)** (Reed-Yergin)(5-0) to approve an overnight field trip to Unum, Portland, Maine on April 27 -28, 2018 and Maine Maritime Academy for ten 8th grade students interested in the Sciences of Engineering on May 8, 2018 for the JMG Students.
- G. **VOTED (8)** (Yergin-Reed)(5-0) to approve an overnight field trip to Waterville Junior High School for the JMG Students on May 18- 19, 2018
- H. **VOTED (9)** (Yergin-Reed) (5-0) to authorize the Superintendent to transfer \$40,000 from the unassigned fund balance to the Capital Reserve Fund.

12. **Financial Reports:**

- A. Philip W. Sugg Middle School – M/E April 30, 2018

- B. Lisbon Community School – M/E April 30, 2018
- C. Lisbon High School – M/E April 30, 2018
- D. Lisbon School Department

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

- A. Special Olympic Maine – Letter – Chair Austin shared a letter from Special Olympics regarding providing unified funding to Lisbon High School in the amount of \$1,000.00 to help with the 2017-2018 Unified Championship school project.

14. **Committee Comments:**

- A. Chair Austin shared that she attended the Art Show and the library looked like a gallery. Every inch of it had something in it.

15. **Personnel:**

A. New Hires

A. Professional:

Troy Whitaker	Grade 9-12 Science Teacher
Elizabeth Graham	Special Education Teacher
Claudia Elwell	Grade 6-12 Spanish Teacher
Rhonda Giguere	Grade 7 Math / Science
Pauline McCarthy	Grade K-12 Technology Integration Teacher
Stacy-Lynn Rouleau	Grade 8 ELA / Social Studies Teacher
Britny Anderson	Grade K-8 Art Teacher
Karin Dionne	Grade 8 ELA / Social Studies Teacher

B. Support Staff/Co-Curricular

Anthony Minor	PWS Softball Coach
Paul Giggey	LHS Boys Tennis Coach
Lucille Nadeau	Part Time Bus Driver
David Judd Jr.	Custodian / Bus Driver

C. Summer Custodial Help

Barbara Hutton	Custodian/Maintenance/Grounds
Jim Reeves	Custodian/Maintenance/Grounds
Dan Sylvester	Custodian/Maintenance/Grounds
Susan Weeks	Part Time Bus Driver / Custodian
Vincent Hess	Part Time Van Driver
Debra LaGue	Part Time Van Driver
H. George Robitaille	Part Time Bus Driver

B. Resignations:

1. Samantha Allshouse as Life Science Teacher at Lisbon High School effective June 29, 2018
2. Andrea Tapley as Secretary for P.W. Sugg Middle School effective May 4, 2018.
3. Preston Dunning as Bus Driver / Custodian for Lisbon School Department effective April 27, 2018.
4. Leanne Swilly as Bus Driver for Lisbon School Department effective April 9, 2018.
5. Julie Collins as Softball Coach for P.W. Sugg Middle School effective April 5, 2018.

C. Nomination of Teachers for the 2018-2019 School Year.

1. **VOTED (10)** (Reed-Jefferies) (5-0) to issue Teachers for 2nd Year Probationary Contracts for the 2018-2019 school year.

Melissa Bodwell	PK-8 Teacher
Claudia Elwell	K-12 Spanish
Brittany Garcia	PK-8 Teacher
Christina LeBlanc	7-12 English
Kamis Ley	PK-8 Special Education
Pauline McCarthy	K-12 Technology
Suzanne Nelson	PK-8 Special Education
Kimberly Roberge	K-12 Nurse
Catherine Rogers	K-12 Speech Pathologist
Stacy-Lynn Rouleau	PK-8 Teacher
Duane Simonds	7-12 Math
Leanna Spungen	PK-8 Teacher
Megan Braley	PK-8 Teacher

2. **VOTED (11)** (Reed-Cunningham) (5-0) to issue Teachers for 3rd Year Probationary Contracts for the 2018-2019 school year.

Sandra Baur	PE/Health K-12
Scott Donahue	Special Education 7-12
Anne Farrell	PK-8
Ken Fowler	Science 7-12
Andrew Michel	PE/Health K-12
Ashley Nault	Nurse

Lisa Polakowski Social Worker
Danielle Sylvia English – 7-12

- 3. **VOTED (12)** (Yergin-Reed) to issue 1st year continuing contracts for the 2018-2019 school year.

Tina Demers Speech
Katherine Liscovitz K-8

16. **Policy Review:**

- A. 1st Read on the Following Policies: **18 Packet #8**

- | | | |
|----|-------|---|
| 1. | EBCB | Emergency Evacuation Drills – w/ changes |
| 2. | EBCC | Bomb Threats |
| 3. | EBCD | School Closing & Cancellations |
| 4. | EBCF | Automated External Defibrillators (AED’s) w/ changes |
| 5. | ECAC | Vandalism |
| 6. | ECB | Pest Management in School Facilities & on School Grounds |
| 7. | EEA | Student Transportation Services |
| 8. | EEAEA | Student Transportation Employee Requirements, Training & Responsibilities |

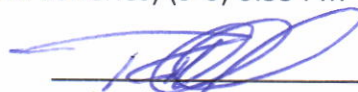
- B. 2nd Read/Adoption of the Following Policies: **18 Packet #7 VOTED (13)** (Yergin-Reed) (5-0)

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|----|------|---|
| 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. Policies **18 Packet #6** has been updated and posted to the school department’s website.

23. **Adjournment:**

- A. **VOTED (13)** to adjourn. (Reed-Jefferies) (5-0) 6:55 PM



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

RAG/llr