

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD AT THE LISBON TOWN OFFICE ON MONDAY, DECEMBER 11, 2017 AT 7:00 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 8, 2018 meeting.)

**Members Present:** Traci Austin; Ross Cunningham; Pete Reed; Paula Jefferies and Superintendent Green

**Members Excused:** Kathi Yergin

**Administrators Present:** Darren Akerman, Principal; James Churchill, Technology Director; Robert Kahler, Principal; John LaPerriere, Assistant Principal; Susan Magee, Principal; Allison Leavitt, School Nutrition Director; Haley McCrater, Business Manager; John Merrifield, Director of Student Services; Kristie Morin, Director 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 7:00 P.M. and the Pledge of Allegiance was recited earlier at the special meeting.

4. **VOTED (1)** To elect Traci Austin as Lisbon School Committee Chair (Jefferies – Reed) (4-0)
5. **VOTED (2)** To elect Kathi Yergin as Lisbon School Committee Vice-Chair (Austin-Reed) (4-0)
6. **VOTED (3)** To elect the following School Committee and Liaison Appointments (Jefferies-Austin) (4-0)
  - 1) LEA Negotiations Committee: (2) (Austin, Yergin)
  - 2) LESP Negotiations Committee: (2) (Austin, Reed)
  - 3) LAA Negotiations Committee: (2) (Austin, Reed)
  - 4) Drop Out Prevention Committee: (1) (Jefferies)
  - 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, Reed and Cunningham)
  - 10) Finance (Audit) Committee: (2) (Jefferies, Reed)
  - 11) School Attorneys: (Drummond, Woodsum & MacMahon)
  - 12) Curriculum Steering Committee: (1) (Cunningham)
  - 13) Comprehensive Education Plan: (1) (Jefferies)
  - 14) LRTC Committee: (1) (Reed)
  - 15) Technology Committee: (1) (Cunningham)
  - 16) School Safety Committee: (1) (Cunningham)
  - 17) Wellness Committee: (1) (Cunningham)
  - 18) Transitions Committee Grades 5-6 (1) (Cunningham)
  - 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 27, 2017 (Reed-Jefferies) (4-0)
  8. Adjustments to the Agenda: Remove Item 10.F.
  9. Good News & Recognition: Member Ross Cunningham thanked all administrators for allowing him to tour the facilities and interact with staff and students.
  10. Reports from Administrators/Directors:
    - A. Jim Palmer – Adult Education Update – Mr. Palmer gave an overview of how the Adult Education Program has been going. Mr. Palmer explained the types of courses adult ed is currently offering and shared that the State Supported Courses are courses that the state likes to see offered in order to receive subsidy. School Board Member Ross Cunningham asked how they are getting the word out to the public on what they are offering. Mr. Palmer shared that primarily this is done through Social Media, school announcements and the Maine Adult Education Portal. They are also currently looking at placing an ad through both Oak Hill and Lisbon jointly. Member Cunningham also asked if Adult Ed would be offering any type of courses that would help small business owners that are operating out of their homes such as accounting that could be offered and would the State support

them. Mr. Palmer advised that the state absolutely likes to see these types of courses and they are working on achieving this. Member Jefferies asked if the nights at the Gartley Street were on Tuesdays and Thursdays. Mr. Palmer confirmed this. Chair Austin asked if Lisbon residents are able to take courses at the Oak Hill Adult Ed. Mr. Palmer reported that this is exactly what they are encouraging.

- B. **John Merrifield – Director of Student Services Update -** Director Merrifield reported on district population; Special Education enrollment; DOE October Child Count; Referrals in process; New Identifications this year; DNQ Referrals and Out of District Placements. Director Merrifield shared that the 2014-15 Fiscal Cap is being prepared and being sent in on December 15, 2017 and there is a BCBA Consultant that is working with us at the middle school and high school with two autism students. Lastly Director Merrifield shared that he has been collaborating with RSU 4 and will be meeting during the holiday break to discuss needs.
- C. **James Churchill – Technology Update-** Director Churchill reported that the laptops ordered for the 7<sup>th</sup> & 8<sup>th</sup> grade students and staff has not arrived yet from Hewlett Packard (HP). This is due to their headquarters being flooded by Hurricane Harvey. The paperwork has now been completed and accepted and the order has been processed. Director Churchill shared that the new security camera system has been installed at the community school and currently he is working with vendors to get quotes for replacing the security camera system at the high school and middle school. Director Churchill stated that he will report more on these projects during the January Technology Workshop. Member Cunningham questioned what the cameras are used for; Superintendent Green reported that administration uses them on a daily basis for many things including missing students from classes.
- D. **Allen Ouellette – Facilities and Transportation Update –** Director Ouellette reported that his department has filled the 2<sup>nd</sup> shift custodian/bus driver position at the Lisbon Community School. Director Ouellette also reported that there is a CDL shortage state wide. The Maine Association for Pupil Transportation (MAPT) held a meeting on Friday, December 8, 2017 in Augusta to address the transportation changes that the Department of Education put into effect at the beginning of September. The new rules make it challenging for CDL drivers and districts to stay in compliance with DOT regulations. Representative Rick Mason attended the meeting with Director Ouellette and listened to a variety of concerns and questions from other districts around the state. Director Ouellette shared that bids are being accepted for the 2000 Freightliner school bus. Bids will be sealed and sent to the Superintendent's office at 19 Gartley Street. Lastly Director Ouellette shared that a notice went home in announcements for parents to request access to the GPS Service to help families track the bus during the winter season. Member Cunningham asked how long it takes to get a CDL and what

is the cost. Director Ouellette shared the credentials and current cost. Member Cunningham then asked if money has anything to do with why we are having such a shortage. Director Ouellette said his experience is yes, there are districts out there that are able to pay more. Chair Austin reminded the audience that they should contact the transportation department directly with any questions regarding the GPS Tracking Program.

- E. Allison Leavitt – Nutrition Update – Director Leavitt reported that she has applied for 2 separate grants. The first would be to replace the refrigerator in the Gartley Street School Kitchen. The second would be to purchase a breakfast cart for the high school. The breakfast cart would be placed in the hallway at the front door of the school allowing for more visibility and added convenience for participating in the breakfast program. Director Leavitt also shared that she has introduced Fun Food Friday at Lisbon Community School. The goal is to have students try new fruits and vegetables that they may not have access to on a regular basis. Director Leavitt went on to share that she has been contacted by a couple of generous community members who wish to make anonymous donations to student’s lunch accounts. Lastly, Director Leavitt reviewed the outstanding meal debt. Member Jefferies shared that she liked the idea of the breakfast cart and questioned what types of items will be on it. Director Leavitt reported that most items will be prepacked. Member Cunningham asked where the grants were being requested from. Director Leavitt reported that the breakfast cart grant is from Full Plates, Full Potential and the refrigerator grant is a USDA Grant. Chair Austin shared that she was pleased with the reduction in meal debt compared to prior years.

- F. Kristie Morin – GSS & Adult Education Update – Removed from agenda.

11. Report from Superintendent:

A. Enrollment Update

- Superintendent Green reviewed enrollment which is down one from the last report.

Budget Update

- State Funding (ED-279's) – There was a funding committee meeting where it was shared that the state is waiting for the school management and leadership centers applications to come in and they will get that to us as soon as possible.
- Regarding the School Management and Leadership Centers; we were 1 out of 23 applications submitted to the DOE. There were 102 school systems that submitted paperwork. If our application were to be approved, that would be significant revenue for us. As a school committee you would still need to approve it and it would then go to

voters for approval. This is working with RSU 4. Superintendent Green shared that he was also contacted by the Superintendent in Brunswick regarding having conversations around district reorganization. They wanted to invite us to the table to see if there was anything we could do to try to save additional money.

#### Curriculum Update

- Planning Team will be meeting on December 12<sup>th</sup> and we have asked Heather Wilmot to come back and work with us and our community to do a future search and the tentative date to do that is on January 27, 2018.
- CTL Meeting is scheduled for Tuesday, December 12, 2017.

#### Facilities Update

- PWS Security System Upgrade (Item 14 C.) - Superintendent Green shared that over the last several weeks he has had growing concerns about not only the behaviors but some of the incidents that have been reported. Superintendent Green reported that this is something he would like to keep an eye on and having additional cameras will help. Currently there are a lot of blind spots and no outside coverage.
- Phase II (Update) Siemens is in the process of putting together the proposals and contracts and will be sending those to the attorney for review. Then we will go out for financing and the project will be starting.

#### Transportation Update

- Vehicle Replacement – As previously shared, in the budget we will be talking about replacing vans. If for whatever reason we have revenues from this year it would be in our best interest to purchase them this year versus putting them in our budget as an additional item.

#### Other Update

- There was a Canine Search completed at the high school last week and they did find one hit outside at a student's car where they found a Vape Pen/oil and Cigarettes.
- LEA Negotiations – We should be receiving a letter any day now; the last communication from them indicated that they will be ready to sit down after the holiday break.
- New Board Member Orientation will be on January 8<sup>th</sup> at 5:45 – 6:45. All board members are welcome.

Chair Austin shared that she has been contacted by several older community members who are less than happy and not in support of the thought of the Leadership Centers and not being able to get out of it once you're in.

12. Public Comments: None.
13. Unfinished Business: None.
14. New Business:
  - A. **VOTED (5)** To approve the amended Co-operative renewal agreement between Mt. Ararat/Lisbon and Morse High School for 2017-2018. (Reed-Jefferies) (3-0) (1 - abstained)
  - B. **VOTED (6)** To approve the revised Professional Growth and Development Plan. (Reed- Jefferies) (4-0)
  - C. **VOTED (7)** To authorize the Superintendent of Schools to request approval from the Town Council to expend Capital Reserve Funds in the amount not to exceed \$27,822.00 to update the video security system at Philip W. Sugg Middle School.
  - D. **VOTED (8)** To approve an out of State Wrestling Trip to Hampton, New Hampshire on January 27, 2018. (Reed-Jefferies) (4-0)
15. Financial Reports:
  - A. Lisbon High School – M/E November 30, 2017
  - B. Philip W. Sugg Middle School – M/E November 30, 2017
  - C. Lisbon Community School – M/E November 30, 2017
  - D. Lisbon School Department
16. Communications (Consent Agenda):
  - A. Special Education Letter – Chair Austin shared a letter received from the DOE Office of Special Services commending the Special Ed Director and staff for the high level of performance demonstrated in data and records.
17. Committee Comments: (Report out on Sub Committee Meetings): Chair Austin reported that she has received word that Spectrum will no longer be reporting the meetings on Channel 7 – they can now be found on Channel 1302. Chair Austin shared with the audience that Lisbon will now be having delays, so please answer your automated calls to verify if school is cancelled or delayed. Chair Austin wished all sports team great success this season. Chair Austin reported that she has had a meeting with Senator Mason regarding some of the concerns she has with legislation that are coming up at the state level. Senator Mason did contact her

again recently and reported that he is working diligently at getting some answers to her questions/concerns. Lastly Chair Austin wished everyone a Happy Holiday Season. Member Cunningham reminded everyone that the Lisbon Rec. Department will be holding their Winter Fest on January 20<sup>th</sup> at Beaver Park. This is a fun outdoor activity for all. Principal Kahler reminded the audience that if there was a 2 hour delay, the morning pre-k would not be in session for that day.

18. Personnel:

A. New Hires:

- |                    |                               |
|--------------------|-------------------------------|
| 1. Louise Levesque | Accounts Payable/Receptionist |
| 2. Erica Therrien  | Cafeteria Assistant           |
| 3. William Harvey  | Custodian/Bus Driver          |

19. Policy Review:

- A. Policies **18 Packet #4** will be distributed for review with plans for 1<sup>st</sup> Read on January 8, 2018 and Final Adoption on February 12, 2018.

B. 1<sup>st</sup> Read on the Following Policies: **18 Packet #3**

- |     |         |   |
|-----|---------|---|
| 1.  | JLCB    | Immunization of Students – with changes   |
| 2.  | BEC     | Executive Sessions                        |
| 3.  | BEC-E   | Executive Session Law                     |
| 4.  | BEDA    | Notification of School Committee Meetings |
| 5.  | BEDB    | Agenda                                    |
| 6.  | BEDBR-R | Agenda Format                             |
| 7.  | BEDC    | Quorum                                    |
| 8.  | BEDD    | Rules of Order                            |
| 9.  | BEDF    | Voting Method                             |
| 10. | BEDFA   | Abstentions                               |

C. 2<sup>nd</sup> Read/Adoption of the Following Policies: **18 Packet #2 VOTED (9)**(Reed-Jefferies)  
(4-0)

- |    |     |  |
|----|-----|--|
| 1. | BCC | Nepotism                                     |
| 2. | BDA | School Committee Organizational Meeting      |
| 3. | BDB | School Committee Officers                    |
| 4. | BDD | School Committee-Superintendent Relationship |
| 5. | BDE | School Committee Standing Committees         |
| 6. | BDF | Advisory Committees to the School Committee  |
| 7. | BDG | School Attorney/Legal Services               |
| 8. | BE  | School Committee Meetings                    |
| 9. | BEA | School Committee Use of Electronic Mail      |

D. Policies 18 Packet #1 was updated and posted to the website.

20. Adjournment: **VOTED (10)** (Jefferies-Reed) (4-0)



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

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