

## Lisbon School Committee Minutes

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September 10, 2018

Minutes of the Lisbon School Committee held at the Lisbon Town Office on Monday, September 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 October 15, 2018 meeting.)

**Members Present:** Traci Austin; Ross Cunningham; Paula Jefferies; Pete Reed; Kathi Yergin and Richard A. Green, Superintendent of Schools

**Members Excused:**

**Administrators Present:** James Churchill, Technology Director; John LaPerriere, Assistant Principal; Allison Leavitt, Nutrition Director; Susan Magee, Principal; Haley McCrater-Redman, Business Manager; Ryan McKenney, Principal; John Merrifield, Director of Student Services and Barbara Morris, Director of Student Services

**Administrators Excused:** Julie Colello, Assistant Principal/Activities Director; Eric Hall, Assistant Principal/Activities Director; Robert Kahler, Principal and Allen Ouellette, Director of Operations and Transportation

**Others Present:**

**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 June 11<sup>th</sup>, June 25<sup>th</sup>, August 6<sup>th</sup> and August 16, 2018 be accepted as presented barring any errors or omissions. (Reed-Jefferies) (5-0)
  
5. **Adjustments to the Agenda:**
  - A. Table Item 6A – Summer Rodeo until next Business Meeting.

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6. **Good News & Recognition:**

- A. Summer Rodeo – Tabled until the October 15, 2018 Business Meeting.

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

- A. Susan Magee – Summer Update: Principal Magee reported on enrollment; new hires and gave summer updates & preparations for the 2018-2019 school year to include the following: Hiring staff, attending ALICE Training (Alert, Lockdown, Inform, Counter, and Evacuate), updated student and faculty handbooks, creating duty schedules and other committees/groups and completed summer school. Lastly Principal Magee shared that she worked with the ATL (Advocacy Team Leaders) to formulate a plan to involve “Student Voice” within the school to look at planning activities, things that they would like to look at changing etc..
- B. Ryan McKenney – Summer Update: Interim Principal McKenney reported on enrollment; new hires and gave summer updates & preparations for the 2018-2019 school year to include the following: Rebuilding the student Schedules, updating discipline guidelines, compiled individual test scores for NWEA, reviewed 504 & IEP’s, updated the student handbook and created a new Administrator Evaluation schedule. Lastly Interim Principal McKenney shared that the 8th grade will be attending the Expeditionary Learning/ Ripple Effect on October 2nd & 3rd overnight.
- C. Robert Kahler – Summer Update: Assistant Principal LaPerriere reported for Principal Kahler who was unable to make the meeting. Assistant Principal LaPerriere reported on enrollment and new hires. Assistant Principal LaPerriere shared that he was fortunate enough to attend the National Conference in Florida this summer. A number of presenters focused on the power of using social media to promote their schools work with students. Currently both he and Principal Kahler are researching the experiences of local districts and organizations who utilize Social Media to increase communication with families.
- D. Barbara Morris – Summer Update: Director Morris provided an update on new staff and transfers. Currently there is an opening for a K-8 Special Education Teacher; however they do have an interview later this week with an experienced teacher. Director Morris shared that teacher Scott Donohue will be trained to be a Safety Care Trainer for our in-service needs. Lastly Director Morris informed that Day Treatment will now be

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doing Self Billing instead of using Maine State Billing (MSB) for Mainecare.

8. **Report from Superintendent:**

A. Summer Update: Superintendent Green reported on enrollment and gave the following updates:

- **2019-2020 Budget Forecast**
  - State Funding (\$90,000 Reduction) –This is the penalty of not being part of a school leadership center.
    - School Management and Leadership Centers – Superintendent Green shared that on Thursday he has a meeting with the Western Maine Collaborative Group and it is believed that they will be putting in an application for a Service Center which would be perfect as we are already paying dues. They have an Executive Director; do Professional Development and fill the requirements of a Leadership Center. We were originally told by the DOE that WMEC would not count however similar organizations put in an application and they were approved. If they are approved, the \$90,000 State Funding Penalty that we are predicting would go away.
  - Capital Reserve – Superintendent Green shared that we will be using some of the amount tonight and hopefully after the audit is completed he believes there will be additional funds left that can be transferred into the Capital Reserve.
  - Undesignated/Unassigned Amount – This is the amount being rolled over from last year, this number is much higher than it was last year.
  - Salaries/Benefits (\$450,000 Increase) –Reminder that in previous years we always looked at this as being \$250,000 but it is closer to \$450,000. So without doing anything your budget will change and negotiations with the LESP are also this year.
  - Gartley Street School Revenue – We do have money built in to our budget for moneys coming in to pay for the cost however with this new billing we want to make sure there are no issues. Reminder that during the first year it took months for the money to come in and that was through a billing agency.
  
- **Curriculum**

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- Planning Team Meeting October 15, 2018
- CTL Meeting Tuesday, September 11, 2018
  - Kathy Martin
    - ❖ Roles/Responsibilities
    - ❖ Goals
    - ❖ Review of Summer Work
- Facilities
  - Facilities Committee Meeting – September 24, 2018
    - Performing Arts Center - Scott Simons Architects will be there and they want to have a kick off meeting and put together a plan/schedule. They will have some potential drawings and they invited the members of the planning team and also the members of the Lisbon Performing Arts Initiative to attend.
- Transportation
  - Van/Bus Replacement (3 Bus Leases Expiring) – We do have 3 bus leases that will be coming off of the books this year. Superintendent Green shared that depending on how many vehicles we have that are eligible; he would recommend that we could put in for up to three, although closer to two as one of the buses was a small special education bus so the money we spent on that will obviously not be equivalent to the cost of a larger bus. Reminder that it is not based on how bad our busses are but on how many schools put in for busses and if their busses are in worse shape than ours. We would also need one more van, possible two.
- Other
  - LCS Phone System – The phone system at LCS has been giving us a lot of problems over the last several months, the system is approximately 11 years old and we are having a hard time finding parts to fix it. We are having a lot of issues of people trying to call and are unable to reach anyone or get any dial tone. This is a safety concern as well as a concern in general as that school is our largest school and has the most amount of people call in. We fixed the landlines years ago so that they could at least get in to the system and receive the voicemail. In the past they used to call and it would just ring busy. Technology Director James Churchill is looking in to the cost of replacing the system and we expect that to be quite expensive.