

LISBON SCHOOL COMMITTEE  
AGENDA  
Monday, December 10, 2018  
Lisbon Town Office Meeting Room  
6:00 P.M.

**MISSION**

Members of the Lisbon Community are committed to creating safe, respectful climates in which broad-based educational and cultural opportunities provide rich, diverse experiences for all learners. Within this environment, learners will become knowledgeable about themselves and others; develop strong academic, creative, technological, recreational, and practical life skills, preparing them for many options as life-long learners, effective problem solvers and capable communicators. These experiences will provide a solid basis for future responsibilities as family members, workers and citizens. As the community strives to improve the educational environment, necessary resources will be provided to secure safe, spacious, accessible facilities for a wide variety of learning activities. To this end, the schools will encourage practices which are respectful, open, fair and relevant.

**GOALS**

- To improve academic achievement to ensure success for all students
- To develop a respectful and supportive culture in the schools and the larger community that builds pride in our students, our schools, and the community
- To provide effective two-way communication with all stakeholders of the Lisbon School Department
- To provide and maintain secure, safe, spacious, accessible facilities
- To continue to provide a budget that reflects a fiscally responsible approach
- To provide a system of accountability for all members of the Lisbon School Department

**NORMS**

- Primary concern is what is in the best interest of the students
- Treat each other with respect
- Communication is key; listen to others' opinions and ask questions
- There's no "I" in teamwork
- Identify common issues and add these to the agenda; no surprises
- Follow the protocol for meetings and for getting information; attend consistently; be prepared; make educated decisions; support each other; be proactive; keep on task
- Keep a sense of humor
- Do our jobs with a passion

1. The meeting was called to order at \_\_\_ p.m. by Chairperson Traci Austin.

2. Pledge of Allegiance

3. Roll Call:     \_\_\_ Traci Austin                     \_\_\_ Kim Labbe-Poisson  
                   \_\_\_ Kathi Yergin                    \_\_\_ Paula Jefferies  
                   \_\_\_ Ross Cunningham

4. Nomination for Lisbon School Committee Chair:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

5. Nomination for Lisbon School Committee Vice-Chair:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

6. Committee Membership:

A. School Committee and Liaison appointments:

- 1) LEA Negotiations Committee: (2) (Austin, Yergin)     \_\_\_\_\_
- 2) LESP Negotiations Committee: (2) (Austin, \_\_\_\_\_)     \_\_\_\_\_
- 3) LAA Negotiations Committee: (2) (Austin, \_\_\_\_\_)     \_\_\_\_\_
- 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, \_\_\_\_\_ and Yergin)     \_\_\_\_\_
- 10) Finance (Audit) Committee: (2) (Jefferies, \_\_\_\_\_)     \_\_\_\_\_
- 11) School Attorneys: (Drummond, Woodsum & MacMahon)
- 12) Curriculum Steering Committee: (1) (Yergin)     \_\_\_\_\_
- 13) Comprehensive Education Plan: (1) (Jefferies)     \_\_\_\_\_
- 14) LRTC Committee: (1) (\_\_\_\_\_)     \_\_\_\_\_

- 15) Technology Committee: (1) (Cunningham) \_\_\_\_\_
- 16) School Safety Committee: (1) (Yergin) \_\_\_\_\_
- 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) \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

7. Consideration of Action on the Minutes of November 13<sup>th</sup> and November 26, 2018.

- A. Recommend the Minutes of November 13<sup>th</sup> and November 26, 2018 be accepted as presented barring any errors or omissions.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

8. Adjustments to the Agenda:

9. Good News & Recognition:

10. Reports from Administrators/Directors:

- A. Jim Palmer – Adult Education Update
- B. John Merrifield – Director of Student Services Update
- C. James Churchill – Technology Update
- D. Allen Ouellette – Facilities and Transportation Update
- E. Allison Leavitt – Nutrition Update

11. Report from Superintendent:

- A. Monthly Update

12. Public Comments:

13. Unfinished Business:

14. New Business:

- A. Consideration of action to transfer \$56,000.00 from the unassigned fund balance to the Capital Reserve Fund.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Consideration of action to authorize the Superintendent of Schools to request approval from the Town Council to expend Capital Reserve Funds in the amount not to exceed \$56,00.00 to update the phone system at Lisbon Community School.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- C. Upon the recommendation of the Superintendent to approve an out of State, overnight Wrestling Trip to Essex Vermont on January 18<sup>th</sup> – 19<sup>th</sup>, 2019.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- D. Upon the recommendation of the Superintendent to approve an out of State Wrestling Trip to Hampton, New Hampshire on January 26, 2019.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- E. Consideration of action to approve an out of country trip to Quebec City for the French Club in April of 2020.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- F. Consideration of action to approve the Lisbon School Department Capital Improvement Plan.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

15. Financial Reports:

- A. Lisbon High School – M/E November 30, 2018
- B. Philip W. Sugg Middle School – M/E November 30, 2018
- C. Lisbon Community School – M/E November 30, 2018
- D. Lisbon School Department

## 16. Communications (Consent Agenda):

- A. NEASC Letter
- B. Schedule for School Budget Validation Referendum

## 17. Committee Comments: (Report out on Sub Committee Meetings):

## 18. Personnel:

## A. New Hires:

- |                  |                                    |
|------------------|------------------------------------|
| 1. Dean Hall     | Head Track Coach                   |
| 2. Doug Sautter  | Asst. Track Coach                  |
| 3. Dan Sylvester | Asst. Track Coach                  |
| 4. Julie Petrie  | LHS Varsity Girls Basketball Coach |
| 5. Randy Ridley  | LHS JV Girls Basketball Coach      |
| 6. Nicole Adams  | LHS Competition Cheering Coach     |
| 7. Jake Gentle   | LHS Varsity Boys Basketball Coach  |
| 8. Troy Whitaker | Science Olympiad Assistant Advisor |

## B. Resignations:

- |                   |                                  |
|-------------------|----------------------------------|
| 1. Kelsey Blake   | Educational Technician III - GSS |
| 2. Kelly Daigle   | Administrative Secretary – GSS   |
| 3. Kathy Woodward | Educational Technician II - LHS  |

## 19. Policy Review:

- A. Policies **19 Packet #4** will be distributed for review with plans for 1<sup>st</sup> Read on January 14, 2019 and Final Adoption on February 11, 2019.

B. 1<sup>st</sup> Read on the Following Policies: **19 Packet #3**

- |    |          |   |
|----|----------|---|
| 1. | GBGAA    | Bloodborne Pathogens                        |
| 2. | GBGAA-E1 | Hepatitis B Vaccine Declination Form        |
| 3. | GBGAA-E2 | Consent To Be Tested For HIV                |
| 4. | GBGE     | Return To Work and Light Duty Assignments   |
| 5. | GBI      | Staff Gifts and Solicitations               |
| 6. | GBIA     | Staff Participation In Political Activities |
| 7. | GBJ      | Personnel Records and Files                 |
| 8. | GBJC     | Retention of Application Materials          |
| 9. | IHBEA-R  | LAU Plan w/ Changes                         |

C. 2<sup>nd</sup> Read/Adoption of the Following Policies: 19 Packet #2

- 1. FF Naming Facilities
- 2. FF-R Naming Facilities – Procedure \*
- 3. FFA Memorials
- 4. GAB Job Descriptions
- 5. GBEBB Staff Conduct With Students
- 6. GBEC Drug Free Workplace
- 7. JLCB Immunization of Students - w/ Change
- 8. JL Wellness Policy – w/ Changes

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Policies 19 Packet #1 was updated and posted to the website.

- 20. To enter into executive session to discuss personnel issues, pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(A).

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

- 21. To enter into executive session to discuss LESP negotiations pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(D).

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

- 22. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_