

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD MONDAY, DECEMBER 14, 2009 AT 7:00 P.M. IN THE LISBON TOWN OFFICE MEETING ROOM. (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 11, 2010 meeting.)

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**Members Present:** Prudence Grant, Traci Austin; Pete Reed; Kathi Yergin; George Caron; Richard A. Green, Superintendent of Schools

**Members Absent:**

**Administrators Present:** James Churchill, Technology Director; Jim Damsgaard, School Nutrition Director Sara Flowers, Adult Education Director; Kenneth Healey, Principal; Carlene Iverson, Principal; Thomas Landberg, Assistant Principal/Co-Curricular Director; Catherine Messmer, Business Manager; Christopher Moreau, Assistant Principal/Co-Curricular Director (excused) Darrell Orr, Director of Operations and Transportation; Kate Race, Assistant Principal; and Jeff Ramich, Principal

**Administrators Absent:** Susan Matthews, Director of Student Services (excused)

**Others Present:** Fern Larochelle, Jonathan Carsley and Tim Verrill

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**CALLED TO ORDER:**

Chairperson Grant called the meeting to order at 7:00 P.M. and the Pledge of Allegiance was recited.

**4. ELECTION OF CHAIRPERSON:**

- A. **VOTED: (1)** To nominate Prudence Grant as Lisbon School Committee Chair until the next annual organizational meeting. (Austin – Yergin) (3 – 2) (Reed – Caron)

**5. ELECTION OF VICE CHAIRPERSON:**

- A. **VOTED: (2)** To nominate Pete Reed as Lisbon School Committee Vice Chair until the next annual organizational meeting. (Yergin – Caron) (2 – 3) (Grant, Austin, Yergin)
- B. **VOTED: (3)** To nominate Traci Austin as Lisbon School Committee Vice Chair until the next annual organizational meeting. (Yergin – Grant) (3 – 2) (Reed – Caron)

**6. COMMITTEE MEMBERSHIP:**

**A. VOTED: (4)** To confirm the following committee assignments:  
(Reed – Austin) (5 – 0)

- 1) LEA Negotiations Committee: (2) (Grant, Austin)
- 2) LESP Negotiations Committee: (2) (Grant, Reed)
- 3) LAA Negotiations Committee: (2) (Grant, Reed)
- 4) Drop Out Prevention Committee: (1) (Yergin)
- 5) Building Needs Committee: (2) (Austin, Yergin)
- 6) Legislative Contact: (1) (Grant)
- 7) Adult Education Advisory: (1) (Caron)
- 8) Sick Leave Bank: (1) (Grant)
- 9) Finance Committee: (3) (Grant, Reed, Yergin)
- 10) Audit Committee: (2) (Caron, Reed)
- 11) School Attorneys: (Drummond, Woodsum & MacMahon)
- 12) Curriculum Steering Committee: (1) (Grant)
- 13) Comprehensive Education Plan: (1) (Caron)
- 14) Local Advisory Council: (1) (Yergin)
- 15) LRTC Committee: (1) (Reed)
- 16) Lisbon Technology Committee: (1) (Austin)
- 17) School Safety Committee: (1) (Yergin)
- 18) Wellness Committee: (1) (Grant)
- 19) Grounds Use Committee (2) (Austin, Reed)

**7. MINUTES:**

**A. VOTED: (5)** To receive and approve the Minutes of November 09, 2009 and November 23, 2009 meeting of the School Committee with correction.  
(Austin - Yergin) (5 – 0)

**8. ADJUSTMENTS TO THE AGENDA:**

None

**9. GOOD NEWS & RECOGNITION:**

**A.** FY09 HSGP Grant Awards - MEMA granted \$11,423 for 8 portable radios and municipal/school exercise.

**10. REPORTS FROM ADMINISTRATORS/EDUCATIONAL PRESENTATION:**

**A.** Kenneth Healey – Administrative Update: Principal Healey welcomed the new School Committee members and current members. Mr. Healey reviewed student population, new hires for 2009-2010, staff observations, staff evaluations, budget development and building improvements. Principal Healey praised the School Committee for the building improvements done so far at the high school, wonderful things have happened to address the facility issues.

- B. Jeffrey Ramich – Administrative Update: Principal Ramich reported on enrollment; new staff; safety; staff evaluations and budget update.
- C. Carlene Iverson – Administrative Update: Principal Iverson reported on English Language Learners (ELL), 504, Professional Development in Literacy, H1N1, Evacuation Drills, and Co-curricular. Ms. Iverson reported on the Food Collection by the Student Council for the Lisbon Food Bank. Students brought in 1002 cans/boxes that have been donated.
- D. Tim Verrill and Jonathan Carsley – Music: Mr. Carsley gave an overview of the June 2011 Concert Tour in NY that they are developing with Superintendent Green. Mr. Carsley reported on the \$5,000 grant received from Alfred M. Senter Fund for the Lisbon School Music Band Program. The grant will be used to purchase band equipment for Lisbon Community School and PWS Middle School.

**11. REPORT FROM SUPERINTENDENT:**

Superintendent Green reviewed the MEA Assessment Results, H1N1 Influenza Update, Curriculum, and Facilities.. Mr. Green reported that the Department of Education notified Lisbon on November 20, 2009 that there would be a (\$191,680) curtailment. This along with a prior period insurance adjustment of (\$178,739) resulted in a total budget reduction of \$370,419. Superintendent Green stated that the current Budget has been frozen, and with the cooperation of the Lisbon Education Association (LEA), new hiring has been replaced with long-term substitutes.

Superintendent Green reported that the AlertNow system is working well. On December 9<sup>th</sup> the Snow Day alert had a 79.2% message retrieval compared to the average for a good report of 70%.

**12. PUBLIC COMMENTS:**

Fern Laroche member of the Facilities Committee reported that Mr. Green was taking a realistic approach of getting things done. Superintendent Green is not focused on just the long-term plan but working through short-term plans and making improvements that have needed to be done for some time. Mr. Laroche said that looking on from the outside that Mr. Green is moving in the right direction to make these changes happen.

**13. UNFINISHED BUSINESS:**

None

**14. NEW BUSINESS:**

None

**15. FINANCIAL REPORTS:**

- A. Lisbon High School – M/E October 31, 2009 and November 30, 2009
- B. Philip W. Sugg Middle School – November 30, 2009
- C. Lisbon Community School – M/E October 31, 2009 and November 30, 2009
- D. Lisbon School Department – As of December 09, 2009

**16. COMMUNICATIONS (Consent Agenda):**

- A. Lisbon Budget Process Calendar 2010-2011
- B. Lisbon Budget Priorities 2010-2011
- C. Letter from Commissioner Gendron to Seth Mitchell
- D. MPA Letter

**17. COMMITTEE COMMENTS: (Sub Committee Meetings Report Out)**

Member Austin has been attending the Lisbon Revitalization meetings regarding Cultural Education and have discussed possibly including students as junior members starting next year. Ms. Austin is also attending Superintendent Green's Facilities Committee meetings and is pleased with the progress and the diversity of members. Member Austin announced the upcoming Family Reading Night at LCS on January 14<sup>th</sup>.

**18. PERSONNEL:****A. New Hires:**

- 1. **VOTED: (6)** To employ Ken Bedder as a math team advisor at the Lisbon Community School for the 2009-2010 school year. (Austin – Reed) (5 – 0)
- 2. **VOTED: (7)** To employ Tim Meyer as co-curricular assistant varsity track and field coach for PWS middle school for 2009-2010. (Austin – Yergin) (5 – 0)
- 3. **VOTED: (8)** To employ Ivette Barone as an Ed Tech II for student services at PWS Middle School for the 2009-2010 school year. (Austin – Yergin) (5 – 0)

**B. Resignations:**

- 1. Kathleen E. Cloutier as Ed Tech II in Kindergarten at Lisbon Community School effective November 18, 2009.
- 2. MaryBeth McCormack as Ed Tech III at Lisbon Community School effective November 20, 2009.

**19. POLICY REVIEW:**

A. Policies 10 Packet #4 was distributed for review with plans for 1<sup>st</sup> Read on January 11, 2010 and Final Adoption on February 08, 2010.

B. 1<sup>st</sup> Read on the Following Policies: 10 Packet #3

- 1. GAB Job Description
- 2. GBEBB Staff Conduct with Students
- 3. GBEC Drug-Free Workplace
- 4. GBGAA\* Bloodborne Pathogens (E1 & E2)
- 5. GBGE Return to Work and Light-Duty Assignments
- 6. GBJ Personnel Records and Files
- 7. GBJC Retention of Application Materials
- 8. GBN\* Family and Medical Leave
- 9. GBO Family Care Leave
- 10. IJOA Field Trip, Enrichment Trip, and Competition Trip
- 11. IJOA-R Field Trip, Enrichment Trip, and Competition Trip Procedure

C. 2<sup>nd</sup> Read/Adoption on the Following Policies: 10 Packet #2  
(Caron – Austin) (5 – 0)

- 1. JICK Bullying
- 2. JIH\* Questioning and Searches of Students
- 3. JIH-E Student Search Checklist
- 4. JJ Extracurricular Activities
- 5. JJAB Student Groups – Limited Open Forum
- 6. JL Student Wellness
- 7. JO Employment of Students:

D. 10 Packet #1 was distributed for policy book update.

**20. EXECUTIVE SESSION:**

**21. GENERAL SESSION:**

**22. ADJOURNMENT:**

**VOTED:** (6) To adjourn. (Austin – Caron) (5 – 0) (8:29 p.m.)



Richard A. Green  
Secretary, Lisbon School Committee