

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD MONDAY, DECEMBER 12, 2011 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 09, 2012 meeting.)

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**Members Present:** Traci Austin; Kathi Yergin; Pete Reed; George Caron; Marcey Crosskill; 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/Activities Director; Catherine Messmer, Business Manager; Darrell Orr, Director of Operations and Transportation; Ryan Patrie, Assistant Principal; Kate Race, Principal; and Heather Wilmot, Director of Student Services

**Administrators Excused:** Zachary Longyear, Assistant Principal/Activities Director

**Others Present:** Staff, students and community members

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**CALLED TO ORDER:**

Chairperson Austin 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 Traci Austin as Lisbon School Committee Chair until the next annual organizational meeting. (Yergin - Crosskill) (3 - 2) Reed - Caron

**5. ELECTION OF VICE CHAIRPERSON:**

**A. VOTED:** (2) To nominate Kathi Yergin as Lisbon School Committee Vice Chair until the next annual organizational meeting. (Crosskill - Reed) (5 - 0)

**6. COMMITTEE MEMBERSHIP:**

**A. VOTED:** (3) To confirm the following committee assignments:  
(Reed - Yergin) (5 - 0)

- 1) LEA Negotiations Committee: (2) (Austin, Caron )
- 2) LESP Negotiations Committee: (2) (Austin, Reed)
- 3) LAA Negotiations Committee: (2) (Austin, Reed)
- 4) Drop Out Prevention Committee: (1) (Caron)
- 5) Building Needs Committee: (2) (Austin, Yergin )

- 6) Legislative Contact: (1) (Caron)
- 7) Adult Education Advisory: (1) (Caron)
- 8) Sick Leave Bank: (1) (Yergin)
- 9) Finance Committee: (3) (Austin, Reed and Yergin)
- 10) Audit Committee: (2) (Caron, Reed)
- 11) School Attorneys: (Drummond, Woodsum & MacMahon)
- 12) Curriculum Steering Committee: (1) (Crosskill)
- 13) Comprehensive Education Plan: (1) (Caron)
- 14) LRTC Committee: (1) (Reed)
- 15) Technology Committee: (1) (Austin)
- 16) School Safety Committee: (1) (Yergin)
- 17) Wellness Committee: (1) (Crosskill)
- 18) Looping Committee Grades 5-6 (1) Crosskill
- 19) Looping Committee Grades 8-9 (1) Yergin

## 7. MINUTES:

- A. **VOTED:** (4) To receive and approve the Minutes of November 14, and November 28, 2011 be accepted as presented barring any errors or omissions.  
(Reed - Caron) (5 - 0)

## 8. ADJUSTMENTS TO THE AGENDA:

16. A. Audit was a draft.

## 9. GOOD NEWS & RECOGNITION:

- A. Carlene Iverson – LCS College for Me: Principal Iverson reported how the entire kindergarten class was presented with T-shirts printed with Future College Graduate Year 2024 to create and strengthen a college-going culture of high-expectations. College Days will be implemented with more activities planned for staff, students and their families to learn more about the options in post-secondary education.
- B. Heather Wilmot – Safety Care: Director Wilmot praised Jody Benson and Heather Perry the two Safety-Care Specialist/Trainers in our school system for their continued dedication as district-level trainers. Ms. Benson gave a brief overview of the program in place for staff who provide services to students who may exhibit challenging or dangerous behaviors. Certification requires 100% verbal and physical competency on all Safety-Care Procedures with annual recertification requiring teaching sessions of 24 hours minimum.
- C. Ken Healey – LHS Inclusion: Principal Healey introduced Jody Benson as being responsible for promoting Inclusive Schools Week at LHS supported by Project UNIFY. Ms. Benson reported that Lisbon High School is promoting the 3 R's of Inclusion: Respect, Relationship, and Responsibilities. Recognizing that each student is unique, learns differently and needs to have a chance to explore their skills, talents and passions.

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

- A. Heather Wilmot – Student Services Update: Director Wilmot gave a brief overview of (MADSEC) Maine Administrators of Services for Children with Disabilities, a resource for Maine schools who serve exceptional children. According to Ms. Wilmot this group is charged with developing a regional professional development support system in the area of Autism Spectrum Disorders (ASD). This has become critical because the number of children receiving Special Education services for ASD in Maine schools jumped from 594 to 2,231 in 2008 – an increase of 276%. Ms. Wilmot reported that our Title I & IIA program will see a reduction in federal grants due to cuts implemented by Congress.

Director Wilmot gave an update on Gifted & Talented application and Special Education December 1 count.

- B. Catherine Messmer – TimeClock Plus: Business Manager Messmer reported on the successful implementation of the system and that any resulting issues are being addressed as they arise.
- C. Jim Damsgaard – Nutrition Update: Director Damsgaard reported that the Nutrikids Point of Sales system is working well. Mr. Damsgaard reviewed the free and reduced numbers, costs of food and non-food items, and State & Federal subsidy. Director Damsgaard gave an update on some very old equipment that may need replacing in the near future.
- D. James Churchill – Technology Update: Director Churchill briefly reviewed equipment and technical issues he has been working on and will be addressing these in more detail at LSC workshop in January.
- E. Sara Flowers – Gartley Street Program Update: Director Flowers reported on the Gartley Street Program commending both Andy Despres and Brian Breton for their dedication and creativeness making the program successful with many students completing or working toward graduation and completing their GED. Ms. Flowers announced the recent implementation of the Gartley Street Program EBay Store raising funds for program support including financial aid for extracurricular courses, field trips, books, supplies and assist in educational opportunities that otherwise might not be possible. The students are looking for donations of items or consign items for their store.

11. **REPORT FROM SUPERINTENDENT:** Superintendent Green reported that the CTL meeting scheduled for December 13<sup>th</sup> will focus on budget requests, ECurriculum working with (WMEC) Western Maine Education Curriculum and new Data Software being reviewed with the technology department. Mr. Green updated the enrollment numbers and reviewed the revised budget calendar and 2012-2013 budget forecast. Superintendent Green reviewed the 5 Year Facilities Plan and upcoming agenda items give details regarding the Lisbon Community School hot water piping and utility tractor.

**12. PUBLIC COMMENTS:**

None

**13. UNFINISHED BUSINESS:**

None

**14. NEW BUSINESS:**

- A. **VOTED: (5)** To appoint Deborah I. Danuski as an alternate member to the Lisbon Ethics Panel Committee for a three year term. (Reed – Yergin) (5 – 0)
- B. **VOTED: (6)** To approve funding the LE<sup>2</sup>AD program for the remainder of 2011-2012 school year approximately \$3900. (Reed – Crosskill) (5 – 0)
- C. **VOTED: (7)** To approve the Lisbon School Department Capital Improvement Plan. (Reed – Yergin) (5 – 0)
- D. **VOTED: (8)** To authorize the Superintendent to accept Siemens' proposal for re-piping of the domestic water heaters and storage tanks at Lisbon Community School not to exceed the amount of \$17,464.00 (Yergin - Caron) (4 – 1) Reed
- E. **VOTED: (9)** To approve the revised 2012-2013 Lisbon Budget Process Calendar. (Reed – Caron) (5 – 0)
- F. **VOTED: (10)** To authorize the Superintendent to purchase a utility tractor with attachments not to exceed of \$32,900. (Reed – Yergin) (5 – 0)
- G. **VOTED: (11)** To approve the selection of Scott Simons Architects to perform a cost analysis study for a community performing arts center and gymnasium at Lisbon High School not to exceed \$4,000.00. (Yergin – Crosskill) (4 – 1) Reed

**15. FINANCIAL REPORTS:**

- A. Lisbon High School – M/E November 30, 2011
- B. Philip W. Sugg Middle School – M/E November 30, 2011
- C. Lisbon Community School – M/E November 30, 2011
- D. Lisbon School Department – As of December 8, 2011

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

- A. Draft Audit Report for Y/E June 30, 2011 (Distributed 12/6/11 Town Council Meeting)
- B. Lisbon Budget Priorities 2012-2013
- C. MSBA Executive Board of Directors Openings

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

Member Caron attended a Collective Bargaining workshop in Augusta.

Member Yergin reported out on the Safety Committee, they will be revising policies and procedures. Ms. Yergin attended the Looping 8-9 meeting and several other school events. Member Crosskill reported out on the Curriculum Team Leaders meeting and her interest in E-Curriculum. She enjoyed her first meeting of the Wellness Committee and is looking forward to the upcoming Wellness Fair on May 5<sup>th</sup>.

Member Reed wished everyone a Merry Christmas and Happy New Year.

Chair Austin reported on the Facilities Meeting and was impressed with the tour of the boiler room at PWS.

**18. PERSONNEL:****A. Retirees:**

1. Barbara Thompson as Gifted & Talented teacher at the Lisbon Community School effective December 31, 2011.

**19. POLICY REVIEW:**

**A.** Policy 12 Packet #3 was distributed for policy book update with plans for 1<sup>st</sup> Read on January 09, 2012 and Final Adoption on February 13, 2012.

**B.** 1<sup>st</sup> Read on the Following Policies: 12 Packet #2

1. BG School Committee Policy Process
2. BG-R Policy Adoption Procedure
3. BHC School Committee Communications with Staff
4. BIA New School Committee Member Orientation
5. BIB School Committee Member Development Opportunities
6. BIC School Committee Member Freedom of Access Training
7. BIC-E Certification of Completion of Freedom of Access Training

**C. VOTED: (12) 2<sup>nd</sup> Read/Adoption on the following policies 12 Packet #1.**

(Reed – Caron) (5 – 0)

1. BEDB Agenda
2. BEDB-R Agenda Format
3. BEDC Quorum
4. BEDD Rules of Order
5. BEDF Voting Method
6. BEDFA Abstentions
7. BEDG Minutes
8. BEDH Public Participation at School Committee Meetings
9. BEDI School Committee Relations with the Media
10. BEDJ Broadcasting/Taping of School Committee Meetings
11. GCOA Supervision and Evaluation of Professional Staff
12. JEA Compulsory Attendance

13. JIAA Private School Students – Access to Public School Co-Curricular, Interscholastic and Extracurricular Activities
  - JIAA-1 Private School Student Application for Participation in Co-Curricular
  - JIAA-2 Private School Student Application for Participation in Extracurricular
  - JIAA-3 Verification of Student Eligibility for Participation in Co-Curricular
  - JIAA-4 Verification of Student Eligibility for Participation in Extracurricular

**20. EXECUTIVE SESSION:**

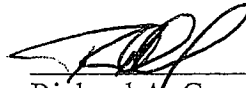
- A. **VOTED:** (13) To enter into Executive Session to discuss the Superintendent's evaluation pursuant to Freedom of Access Statute, Title I to 1 M.R.S.A. § 405(6)(A). (Reed – Crosskill) (5 – 0) (8:43 p.m.)

**21. GENERAL SESSION:**

Returned to general session (9:16 p.m.)

**22. ADJOURNMENT:**

**VOTED:** (14) To adjourn. (Reed - Yergin) (5 – 0) (9:16 p.m.)



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Richard A. Green  
Secretary, Lisbon School Committee

RAG:sjc