

Lisbon School Committee Minutes  
January 8, 2024

Minutes of the Lisbon School Committee Meeting held on Monday, January 8, 2024 at 6:00 P.M. (Note: These minutes are not official until approved by the School Committee. Such action, to either approve or amend and approve, is anticipated at the February 12, 2024 meeting.)

**Members Present:** Margaret Galligan-Schmoll, Len Lednum, Laura Craig, Kim Labbe-Poisson and Richard A. Green, Superintendent of Schools

**Members Excused:**

**Administrators Present:** Zachary Lutick, Barbara Morris, James Churchill and Allison Leavitt

**Administrators Excused:** All other members excused due to limited audience seating

**Called to Order:**

Chair Galligan-Schmoll called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Participants wishing to make public comments are asked to email them to Lisbon School Committee Chair Galligan-Schmoll at [mgalliganschmoll@lisbonschoolsme.org](mailto:mgalliganschmoll@lisbonschoolsme.org) prior to the Public Comment section of the agenda.

4. **VOTED (1)** to approve the minutes of December 11<sup>th</sup>, December 18<sup>th</sup> (Workshop) and December 18, 2023 (Business Meeting) as presented. (Lednum - Labbe-Poisson) (4-0)
5. **Adjustment to the Agenda:**
  - A. Table Item 7E (Transportation Update)
  - B. Add Item 7A (Co-Curricular Update)
6. **Good News & Recognition**
  - A. Literacy Take Home Bags – In order to strengthen home to school connections, this year all students in Kindergarten, First and Second grade will be receiving a book bag that will travel back and forth between home and school. In the bag, there will be a book to be shared with the family along with a tip card that gives some information about what the students have been learning about at their grade level. Pre-K bags are slightly different with the expectation of sharing some favorite picture books. These bags have some teacher/student favorites and each Pre-K student will bring home a bag for the week with a different book to share with those at home.

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**7. Reports from Administrators:**

A. Zachary Lutick reported on the following:

- Current Census and new hires.
- Registration Process:
  - Google Form has gone okay, the hope is to start using JOTFORM as the sheet can be shared live with each coach and is a little easier to use.
- Transportation
  - All winter transportation request has been submitted to Allen and he is diligently working to find drivers especially for the trips that have been rescheduled.
- Winter Sports
  - Are halfway through all programs. Winter photos were taken mid-November and any athlete that missed their photo day will have the chance to have them taken when they come for middle school winter sports.
  - Unified has their first game scheduled on 1/30/24 at Leavitt.
- Drama has chosen their ONE ACT play; production and casted their members.
- SADD – Working on getting their Sticker Shock Campaign going and trying to get a couple other events scheduled. Sticker Shock Campaign is one where they will put stickers on cases of alcohol that remind people it is illegal to buy alcohol for minors and illegal to use a fake ID.
- Student Voice – Working on planning out Winter Carnival and the Winter Ball Dance scheduled for February 15<sup>th</sup>.
- Lisbon Explorers – Working on securing their transportation down to Boston for their trip to Italy.

B. Barbara Morris – Student Services Director gave the following Update:

- Special Education Census as of January 2, 2024
  - 250
- Out of District Placement
  - 8
- CDC Preliminary numbers
  - Autism – 6
  - Speech and Language – 6
  - Other Health Impaired – 2
  - Referral – 4
- Safety Care Training
  - Most special education staff and some regular education staff are trained to use Safety Care. It provides training in the skills and competencies necessary to effectively prevent, minimize and manage behavioral challenges with dignity, safety, and the possibility of change. Our trainer, Cassidy Cleaves, is a special education social worker, has

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provided several initial and recertification training sessions. Initial training takes 12 hours and recertification takes 6 hours. Training is offered year round and staff must be recertified every year.

- C. James Churchill – Director Churchill gave the following Update:
- Awarded a grant from the Maine DOE that will allow us to transition to the cloud based version of our accounting software. This will remove the need for us to maintain servers, licenses and backups as that will be handled by Tyler Tech (the vendor).
  - New phone server and updated software has been installed at the high school.
  - We are seeing more wear and tear on the Chromebooks and will be looking to purchase replacement Chromebook over the summer.

Member Lednum asked about getting some information around student use of technology. Director Churchill stated that he will have more information for him at his next technology update.

- D. Allison Leavitt – Director of Nutrition gave the following update:
- New Equipment
    - We have received several new pieces of equipment for different kitchens within the district. We have a new 6 burner range over at the Gartley Street School, which will expand our ability to cook more onsite.
    - The middle school received a new reach-in-freezer and 4 new warming units,
    - New cafeteria tables for the high school will be ordered and some of the current tables at the high school will be transitioning to the middle school.
  - Summer Meals
    - In years past, Midcoast Hunger Prevention has provided summer meals for the rec program as well as community members under the age of 18. They have informed us that they will no longer be doing that for the upcoming summer. I have met with members of the rec program to discuss the needs and I believe our Nutrition Staff will have the ability to meet the needs for summer meals. This will be a big under taking, but we know the need is there.
  - Online Ordering/LHS Signage
    - We are planning a soft rollout of our online ordering program this Wednesday! We plan to offer it first to Seniors and LRTC students. We know there will likely be a few bumps in the road, but hope that this will be a great program to alleviate the length of the lunch line.

Chair Galligan-Schmoll asked if there was a way we could be more transparent to parents of students who have dietary restrictions and need special

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accommodations; is there a way to get the word out there that we are able to make accommodations for them? Director Leavitt stated that we currently make accommodations for several students with known allergies and a doctors note; if it is a personal preference however, they do their best to accommodate. Director Leavitt stated that she could put it on the website as well as using this platform.

**8. Report from Superintendent:**

- Enrollment – 1308
- Budget Update
  - Budget Priorities (Item 11A)
  - Initial Budget Presentation (February 5<sup>th</sup> & 6<sup>th</sup>)
  - Audit Extension Requested
  - Insurance Loss Ratio (85.29%)
  - State Subsidy (ED-279)
  - ESSER / ARF Funds (\$58,560)
  - Unassigned Fund Balance
  - LEA Negotiations
  - Regular Instructions Reserve Account
  - Bus Purchases (3 New)
  - Recreation Department Programs for P.W.S. (Football, Field Hockey)
- Facilities/Transportation
  - PWS Concept Design (Stephen Blatt Architects)
  - Bathrooms Upper Floor 200 Wing (December Break)
  - LCS Playground Equipment (Ordered)
  - District Vehicles (Mini-Van and Focus)
- Other
  - Paid Family Leave Act
    - 12 Weeks of Paid Leave
    - Payroll Deductions Begin in January 2025
    - 1% of all Employee Wages
  - Memorial Tree (Izzer)
  - School Calendar (Waiver/Makeup)
    - October 26<sup>th</sup> & 27<sup>th</sup> (Waiver Approved)
    - Exchange October 30<sup>th</sup> Professional Day with March 15<sup>th</sup>)

**9. Public Comment:**

A. None.

**10. Unfinished Business:**

A. None.

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**11. New Business:**

- A. **VOTED (2)** to approve the 2024-2025 Budget Priorities. (Labbe-Poisson - Lednum) (4-0)

**12. Financials Reports:**

- A. Lisbon High School – M/E December 2023  
B. Philip W. Sugg Middle School – M/E December 2023  
C. Lisbon Community School - M/E December 2023  
D. Lisbon School Department

**13. Communications (Consent Agenda):**

- A. None.

**14. Committee Comments (Report out on Sub Committee Meetings):**

- A. None.

**15. Personnel:**

A. New Hire:

- |                  |                           |
|------------------|---------------------------|
| • Kaitlyn Parker | Ed Tech III               |
| • Jessica Brooks | Cafeteria Assistant       |
| • Kyle Laroche   | PWS Wrestling Coach       |
| • Bridget Morse  | LHS Class of 2027 Advisor |
| • Teresa Kenney  | Ed Tech III               |

B. Resignations:

- None.

**16. Policy Review:**

- A. Policy Packet 24 # 6 – Distributed for review
- B. Policy Packet 24 #5 – First Read
- C. **VOTED (3)** Policy Packet 24 #4 – Second Read and Adoption (Labbe-Poisson - Craig) (4-0)


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**17. Executive Session:**

- A. **VOTED (4)** to enter into executive session to discuss personnel issues, pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(A). (Lednum - Labbe-Poisson) (4-0)  
Time in: 6:45 PM / Time out 7:54PM

**18. Adjournment:**

**VOTED (5)** to adjourn. (Labbe-Poisson - Craig) (4-0) (7:54 PM)

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