

Lisbon School Committee Minutes
November 13, 2023

Minutes of the Lisbon School Committee Meeting held on Monday, November 13, 2023 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 December 11, 2023 meeting.)

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

Members Excused:

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

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 prior to the Public Comment section of the agenda.

4. **VOTED (1)** to approve the minutes of October 10th, October 19th and October 23, 2023 as presented. (Craig – Labbe-Poisson) (5-0)

5. **Adjustment to the Agenda:**

- A. Add Item 15.1 (Personnel New Hire)
- B. Table Item 7D (Director Update from Allen Ouellette)
- C. Add Item 7E (Director Update from Zach Lutick)

6. **Good News & Recognition**

- A. None.

7. **Reports from Administrators:**

- A. Barbara Morris, Director of Student Services reported on the following:
 - o Special Education Enrollment as of October 30, 2023
 - LHS – 65
 - PWS – 61
 - LCS – 130
 - GSS – 22 (5 students from other districts)
 - Out of District – 6
 - o Current Staff Openings
 - LHS – 1 Special Education Teacher

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- PWS – 2 Educational Technicians
 - LCS – 1 Special Education Teacher and 8 Educational Technicians
 - GSS – 2 Educational Technicians
 - (Shared) (PWS/LHS/GSS) – Speech/Language Pathologist
 - District Wide = School Psychologist
- Legislative Update:
- Chapter 101: Maine Unified Special Education Regulations (MUSER) was updated this fall with the following changes:
 - Students are now eligible to remain in school until they turn 22 (changed from 20)
 - Changed the names of several disability categories
 - ❖ Emotional Disturbance is now Emotional Disability
 - ❖ Hearing Impairment is now Deafness, including Hearing Loss
 - ❖ Changed Deafness and Blindness to Deaf-Blindness
 - ❖ Changed Pupil Evaluation Team to Individual Education Program
 - They are working on making MUSER more “user friendly”
 - Chapter 33 (Restraint/Seclusion) rules were updated to reflect the language in the statute. They defined multiple terms that were ambiguous.

Member Lednum questioned if there were any particular grade levels that were impacted this year? Director Morris stated that grades K-2 have been most impacted. Director Morris stated that she believes that this is directly related to COVID. Member Labbe-Poisson stated that the impact in grades K-2 is state-wide. Next, Member Lednum asked if Director Morris was doing the lesson plans while there was currently no teacher in FLS at the high school. Director Morris stated that she was indeed doing them.

- B. James Churchill – Director Churchill reported on the following:
- Possible Technology Grant – Still working with the Maine Dept. of Education; the grant could partially fund the school department switch to the cloud version of our current accounting software. There have been a number of discussions between the State, Lisbon and our vendor, Tyler Tech, working out the details and we are now awaiting word from the DOE and their decision on our grant proposal.
 - There is a possibility that we may be able to purchase some additional ClearTouch panels using ESSR funds. At this point, there is still work to be done before we know for sure if those funds will be available. Updates on this project will be ongoing.

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- Over the last couple of weeks, Lisbon High School has been experiencing some difficulties with their phone system. Working with our phone support vendor, we are being advised that the old server and software are the root cause of the problem. I am currently looking to upgrade the LHS phone system to the same system that we are using at LCS and Central Office. Originally, the plan was to address this during the summer of 2024, but due to the current state of the LHS Phone system, we are going to move this project up.
- We are also looking at upgrades to our door card/reader system. The system we are using now is no longer in production or supported. I am working with Vodavitech to look at replacement systems. There is a possible grant opportunity in the early spring that may help us implement these changes sooner.
- Going forward, our focus is shifting from access to enough devices for student use, to empowering the staff to take full advantage of the technology options available to them and support teaching and learning.

C. Allison Leavitt – Director of Nutrition gave the following update:

- Fresh Fruit & Vegetable Program - The program began in the beginning of October at LCS. We have had extremely positive reactions among students and staff. We do have a logistically challenging schedule to deliver to each grade level at an appropriate time, but we are dividing up the work among the Nutrition staff members and making it work.
- New Equipment – Due to the increase in COVID Relief, supply chain assistance funding and increased participation, we have a surplus of funding to spend within the Nutrition Program. Quotes to replace some original equipment at LCS have been obtained. We are also planning to upgrade the equipment in the Gartley School kitchen, should we wish to do more cooking there in the future. Also being added is some new signage at the high school and we are also looking into replacing some cafeteria tables there.
- Online Ordering– In an effort to reduce the line time at the high school, we will be rolling out an online ordering program. Students can place their orders for the following day using an online platform.
- Composting – We will be starting the food waste reduction program (composting) at Sugg Middle and Lisbon High School on November 27th. JMG Staff and students at each school will help us to roll this out and train students on proper procedures.

D. Allen Ouellette – Transportation Update – Tabled

E. Zach Lutick – Athletic/Co-Curricular Director gave the following update:

- Current Census as of November 13, 2023
 - Athletics – 46
 - Co-Curricular - 109

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- Staff Openings –
 - JV Girls Basketball Coach (applicant interviewed)
 - Class of 2027 Advisor (2 applied, need to interview)
 - Science Olympiad
 - Technology Club
- Other News – Signups are still open until 11/17. All athletes must be registered to tryout.
- Registration Process – Google Form has gone okay; I would like to try using JOTFORM as I can share the live spreadsheet with each coach and it is a little more user friendly on the backend.
- Eligibility Policies – This policy was presented to the school committee on 10/2 and awaiting a vote from the school board. (This will be on the December Business Meeting for a vote)
- Transportation – All winter transportation request has been submitted for Middle and High School Basketball.
- Banquets – All fall athletics are having their banquets this week to celebrate the end of their season.
- Winter Sports – Officially began on 11/20/23 with the first countable game on 12/7.
- Co-Curricular – Drama has chosen their fall/winter production. A Christmas Carol. Roles have been casted, including a few middle school students to play a couple of the younger characters. Play dates will be the following: 12/1 – 12/3 and 12/8 – 12/10. Friday and Saturday the shows will be at 7PM and Sundays the show will be at 2PM.
- SADD –Went on an overnight camping trip to Camp Kieve. Students would like to be put on the next agenda in December to discuss their experience and show their gratitude for being able to go.
- Work2BeWell – Planted 60 Tulips in the shape of LHS at the entryway of the school campus.
- Student Voice – Hosted their “Homecoming Dance” and it was a huge success with over 120 students attending.
- Lisbon Explorers – Has raised over \$1100.00 for their Italy trip and is working on securing their transportation through Northeast Transportation to the airport.

Chair Galligan-Schmoll expressed concern over the Co-Op Agreement for Hockey. She would like to make sure there will be a girls’ team as well so that girls interested have the opportunity to play. Director Lutick stated that he will contact the Co-op to verify that there are two teams and if not, he will reach out to other Co-ops.

8. Report from Superintendent:

- Enrollment – 1310
- Budget Update
 - Budget Planning Calendar (Item 11A)
 - Regular Instructions Reserve Account Transfer (\$394,733)

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- LEA Negotiations
- Facilities/Transportation
 - Central Office Roof (Completed)
 - Snack Shack Bathrooms (New Stalls)
 - Bathrooms Upper Floor 200 Wing (December Break)
 - PWS Concept Design (Stephen Blatt Architects)
- Other
 - Student Voice Weighted Grades Proposal (November 27th Workshop)
 - Workshop Topics to be revised
 - Nutrition (Cash valance \$287,224)
 - School Calendar (Waiver/Makeup)
 - Rec Sports (Football, Field hockey)
 - School Committee Opening

9. Public Comment:

- A. None.

10. Unfinished Business:

- A. None.

11. New Business:

- A. **VOTED (2)** to approve the 2024 - 2025 Lisbon Budget Process Calendar. (Lednum – Labbe-Poisson) (5-0)
- B. **VOTED (3)** to approve the renewal of the Mt. Ararat/Lisbon High School Hockey Co-operative agreement. (Yergin – Labbe-Poisson) (5-0)
- C. **VOTED (4)** to approve the Lisbon School Department Capital Improvement Plan. (Lednum - Yergin) (5-0)

12. Financials Reports:

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

13. Communications (Consent Agenda):

- A. None.

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

A. None.

15. Personnel:

A. New Hire:

1. **VOTED (5)** to employ a Music Teacher effective November 20, 2023. (Craig – Yergin) (5-0)
2. Co-Curricular Hires:
 - Erika Mackin LCS Chess Club Advisor
 - Kerstin Kenney SADD Advisor
 - Ann Morrill Ed Tech III

B. Resignations:

- Chelsea Blouin Ed Tech II
- Kate Rogers Ed Teck II

16. Policy Review:

- A. Policy Packet 24 # 4 – Distributed for review
- B. Policy Packet 24 #3 – First Read
- C. **VOTED (6)** Policy Packet 24 #2 – Second Read and Adoption (Lednum – Labbe-Poisson) (5-0)
- D. **VOTED (7)** Adoption of Policy Packet 24#1 – (Labbe-Poisson – Yergin) (5-0)

17. Executive Session:


- A. **VOTED (8)** to enter into executive session to discuss personnel issues, pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(A). (Labbe-Poisson – Lednum) (5-0)
Time in: 7:02 PM / Time out 7:26PM
- B. **VOTED (9)** to enter into executive session to discuss LEA Negotiations, pursuant to Freedom of Access Statute, Title 1 M.R.S.A. § 405(6)(D). (Yergin – Craig) (5-0)
Time in: 7:26PM – Time out: 7:51PM



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18. Adjournment:

VOTED (10) to adjourn. (Labbe-Poisson - Craig) (5-0) (7:51 PM)

 11/17/23

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

