

Lisbon School Committee Minutes
November 8, 2021

Minutes of the Lisbon School Committee Meeting held on Monday, November 8, 2021 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 20, 2021 meeting.)

Members Present: Traci Austin, Ross Cunningham, Kim Labbe-Poisson, Kelli Rogers, Kathi Yergin and Richard A. Green, Superintendent of Schools

Members Excused: None

Administrators Present: Ryan McKenney, Susan Magee, Kristie Morin, Barbara Morris and Julie Nichols

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

Called to Order:

Chair Austin 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 Austin at taustin@lisbonschoolsme.org prior to the Public Comment section of the agenda.

4. **VOTED (1)** to accept the minutes of October 18th, October 25th and November 3, 2021 as presented. (Labbe-Poisson - Yergin) (5-0)

5. **Adjustment to the Agenda:**

- A. Add Item 11E - Ethics Committee

6. **Good News & Recognition :**

- A. Buddy Bench - Kristie Morin, Principal of Lisbon Community School gave a shout out to Miranda Torrey and Family. Miranda was awarded a grant from the Skyla's Buddy Bench Project. This grant fulfilled one Buddy Bench for the 3rd-5th grade playground. They will be delivering one to us soon for the K-2nd grade playground. The purpose of the Buddy Bench is to make new friends or to rest, look around and find something to do.

7. **Reports from Administrators/Directors:**

- A. Susan Magee – Lisbon High School Principal reported on enrollment, sports and safety. Principal Magee gave the following updates on things happening at the high school.
 - Parent/Teacher Conferences are scheduled for November 18th. These will be offered in person, via zoom, by phone or via email. Families are reminded to sign up online.

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- Testing
 - All 9th, 10th and 11th grade students completed the NWEA's during the week of October 18th.
 - PSAT were held on October 13th. This was optional for any sophomore or juniors interested. (20 students participated)
 - ASVAB Testing for all 10th graders and any 11th or 12th graders that were interested in the military. These will be held on November 9th.
- Course Updates
 - Band & Chorus numbers are growing! Band had doubled in size since the start of the school year.
 - Reading Readiness – Elective course developed to support struggling readers with improving his/her reading fluency skills.
 - AP Literature – Poetry Out Loud, 5 classroom winners!
 - JMG – School wide staff appreciation, upcoming craft fair – 3 baskets to raffle, Full Plates/Full Potential – supporting food insecurity within our school and community.
- Staff Recognition
 - Christina Morse – Unitil Teacher of the Month of October!
- Donorschoose Funding
 - Advanced PE – Yoga equipment: Yoga mats, yoga balls, knee mats and foam rollers
 - AP Literature – Classroom set of books
 - Special Education – 8 sensory ball chairs
 - Enrichment – Complete set of books for a book study about the Holocaust and a book study in International Affairs, donation from a miniature figure company for a 3rd quarter enrichment group!
- Student Voice Committee hosted a fall Semi-Formal dance on Friday, October 29th in the LHS gymnasium. The dance was a huge success with 140 students in attendance.
- Response to Interventions at the High School
 - RTI Options Available Quarter 1 were Mathematics Interventions, ELA Interventions, Audition Workshop, Board Games, Current Events, D & D, Drawing, Drum Circle, International Affairs, Knitting, National Geographic, Origami, Physical Activity, Python Programming, Social Skills, Stress Management, Study Skills and Walk with me.
 - RTI Options Available Quarter 2 were Mathematics Interventions, ELA Interventions, Artistic Creation, Board Games, Children's Literature, D & D, Drawing, Drum Circle, Fear Factor, Half Hour Comedy, Holocaust Reading – Book Study, International Relations, Knitting, National Geographic, Physical Activity, Python II Programming, R.L. Stein, Sports History, Ukulele and Water Colors.

Member Rogers stated that she was curious as to what class sizes are for the core classes at LHS. Principal Magee stated that it is different at the high school due to students taking Voc. Classes. There

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are some classes with 8 students and some may have 25. Principal Magee also shared that they are trying to work on balancing class sizes. *Member Rogers asked if it is typical to have a class size of 25-30 students.* Principal Magee stated that the average class size would be 24. *Next Member Rogers asked if there are supports during RTI for core classes other than Math and ELA such as Science or Social Studies.* Principal Magee shared that currently there are not; they wanted to see how this goes and she is not opposed to adding it. *Member Cunningham asked if a child needed help in a different class, could they get that help during the RTI period.* Principal Magee stated “not at this time, we are looking in to it”.

- B. Ryan McKenney – Philip W. Sugg Middle School Principal reported on enrollment, athletics and gave the following updates on things happening at the Middle School.
- Culture –Principal McKenney stated that he first wanted to extend a bit of gratitude to the exceptional work of the custodial crew, secretaries, teachers and support staff, kitchen crew, and assistant principal.
 - Covid Update – Principal McKenney shared that this is a particular difficult time to try and update on this subject and the effect it is having on our students and staff. Principal McKenney stated that we have some of the strongest, most dedicated teachers that he has had the pleasure to work with. We have slowed down the breadth of instruction in some courses to increase depth and account for holes that come from uneven instructional opportunities over the last year and a half. We are also trying to increase team-building activities, emphasize supporting adult wellness, and build in more whole-group circle time to counter the emotional toll of what has become a way of life in dealing with the long-form version of family, individual, and group stress.
 - Chrome Books – rollout began today for the newest integration of the MLTI Grant Program. All 7th and 8th grade students are receiving CTL Chromebooks. They are super thin and lightweight but ruggedly built to withstand the rigors of middle school use.
 - Good News & Recognition: Principal McKenney shared that the JMG programs received a joint award from Centered Design PBL called Food Equity and ME. This \$5,000 grant will be used by the selected pilot programs to help increase student voice and choice in improving school lunch options and advocacy. They look forward to reporting out to you in the future on their progress. The new drone program has also begun to take flight at PWS. Through several Donor’s Choose rounds of funding, numerous drones are now beginning to take flight through programmed flight patterns and will become the culminating activity of building up coding and programming skills. Lastly, we were recognized by the Gulf of Maine Research Institute for our continued dedication in supporting authentic, student-led research into invasive green crabs. We are honored to receive a \$1,000 grant to offset transportation and personal costs to continue this vital research.

Lisbon School Committee Member Kelli Rogers asked what the class sizes were in each grade level. Principal McKenney stated that 6th grade has approximately 25-26, 7th grade 24-25 and 8th grade has an

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average of 21. Principal McKenney mentioned that the upcoming 6th grade class for next year is quite a bit larger than the current one. *Member Rogers stated that was her question to the board, "At what point do we consider doing something to support these larger classes". Next member Rogers questioned how the middle school is prioritizing and adjusting to support the kids to make sure they get to the next step.* Principal McKenney stated that it is important to listen to the teachers. Students are not at 100% capacity nor is staff. It is key to not "push" through just because it's something we have always done. It is important to meet each group of students at the level that they are at and go from there. So for example, if a 6th grade math team had 10 units to get through and was one away from accomplishing that, this is where it is so important to communicate between grade levels. The 6th grade math team would share with the 7th grade team that they did not get through the last unit and the 7th grade would then start with that unit at the beginning of the year.

- C. Kristie Morin – Lisbon Community School Principal Morin reported on enrollment, fire drills and gave a shout out to the front office staff. Next Principal Morin reported on "What's New at LCS".
- Peacekeepers – Students will think of different ways to decrease bullying and increase kindness in our school. They will be asked to stay safe, respectful, and responsible. They are role models and agents of change for our school.
 - Trauma Resilience Coaches – Annika King and Hanna Jordan are the coaches. Annika works with 3rd – 5th grade and Hannah works with Pre-k – 2nd grade. They are a huge support for the social and emotional needs of students. We are continuing to track the need and the level of support needed for the youth at LCS.
 - Civil Rights – A Civil Rights team has been started. Sarah Dutch, 5th Grade Teacher is leading the students. The students are working together to create an inclusive environment for all.
 - Response to Intervention Academics and Behavior – Our RTI-A and RTI-B teams are up and running. Students are placed in appropriate intervention groups to increase their skills. Students in need of behavior support and plans are going well. Big shout out to Anne Horgan, our PBIS Coach. She is able to make positive reinforcement plans for students that are highly effective.
- D. Barbara Morris – Gartley Street School Director Morris reported on enrollment in Day Treatment and Alternative Education and gave an update on Fire Drills and Evacuations. Director Morris continued with the following updates.
- There are currently 3 Ed Tech openings in the Day Treatment.
 - Special thanks to Central Office staff for hosting the students for Trick or Treating, the students had a lot of fun.
 - Alternative Ed has been busy volunteering and doing career exploration opportunities.
 - Student Aaron Doughty (Alternative Ed) has been accepted into the Automotive Program at Central Maine Community College.

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- Bella Verrill (Alternative Ed) is studying for the ASVAB test as her goal is to enlist in the Army.
- We currently have two Day Treatment Students beginning the transition to Sugg. This is a testament to their hard work and tremendous growth.
- Drop Out Prevention Committee:
 - Met on October 12th to discuss our focus for the year. We talked a lot about habitual truancy and how to engage all of the stakeholders. Future meeting dates are December 13th 2021, February 14th and April 11, 2022 at 2:30PM. Meeting are held at the Gartley Street School.

E. Julie Nichols – Curriculum Director Nichols reported on the following:

COVID UPDATE

a. Current Numbers

Here is a list of cases by school. This list is confirmed with the nurse in each building through the week of November 6th. Since Oct. 15th, numbers have increased by 35 cases.

School	# of Cases requiring Quarantine (A= Adult, S= Student)	# of Cases not requiring Quarantine (A= Adult, S= Student)	Total Cases
LCS	S- 23 A- 1	S-11 A-2	S-34 A-3
PWS	S-12 A-0	S-7 A-0	S-19 A-0
LHS	S-12 A-0	S- 10 A- 1	S- 22 A- 1
GSS	A-0 S-0	A-0 S-0	A-0 S-0
CO	A-1	A-2	A-3
Totals	49	33	82

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b. Current Recommendations

- i. All school's except GSS are in Outbreak Status. The CDC says we are currently doing all that we are expected to do in normal operations and with increased mitigation measures.
- ii. At the district level, there has been a request to bring back classroom cleaning practices at the end of the day (in addition to custodial cleaning) as we did last year where teachers sprayed the desks and students wiped their own desk and chair prior to leaving for the day.

c. Outreach Initiatives

- i. Pooled testing numbers continue to increase with cases requiring quarantine. Despite all of the communications that have gone out, some families still do not have the information about it.
- ii. We will have paperwork out at each school during conferences- that has already been set up with nurses and secretaries.
- iii. Vaccination information has been sent out on behalf of the CDC. They are holding informational sessions by a pediatric panel for parents with questions.
- iv. Vaccination sign up information has been sent out to families on behalf of a few parents that have been advocating for a Lisbon-based Clinic. They have all agreed to be a support team for Lisbon as we move forward to plan a clinic with MaineHealth. I have an email and call out to Jessie Chalmers, Outreach coordinator, to schedule one for Lisbon. Word on the street is that weekend dates are booking into January, and so we may look to an afterschool Thursday or Friday clinic to minimize school absence should students have vaccination effects.

d. School Reopening Updates

- i. Meals for those in quarantine. Allison Leavitt and I spoke after the last board meeting. A question was raised about a related topic that got us thinking about those out for 10 days who are not pooled testing, vacc'd or in their 90 day immunity.
- ii. Allison has applied for a waiver through the Nutrition Dept at the DOE to offer shelf stable meal packs. These are pre-packed meals that can be sent home with students when put on quarantine.
- iii. A plan has been put in place at the Middle school, like the HS, for those who are out and can zoom into classes. The expectation is that if they are home and sick, the priority should be on their health. If they complete the work for those days, that work will be accepted and will be reviewed in person with the teacher and student (if needed) upon return. If a student is out on quarantine and not sick, they should be zooming in to their live class so they can view instruction.
- iv. LCS continues to make lessons and activities available via SeeSaw to those home. We often find that parents are also home and sick and this does pose a barrier to support. Mystery Science, RAZ, EDM Fluency, and Moby Max are all good resources for students to use while out in the absence of direct in person instruction.

COVID-Impact

- a. CORE instruction
 - i. The intention is to address critical standards within a content only and to do so with depth. "Covering" a year of curriculum is not the focus.
 - 1. Have met with LHS teachers, PWS teachers and grades K, 4, 5 to review this
 - 2. Grades 2, 3 this week will be reminded of this message.
 - 3. We will need to adjust classes offered over the next few years to support the lack of learning over the past couple of years. Next year's classes are the group of students that had school "stop" in March of 2020, then had multiple classroom quarantines SY 2020-2021, and less regular quarantines in SY 2021-2022.
 - 4. We need a mindshift that "Conceptual" is the norm; however, differentiated instructional groups within those classes are going to be needed and expected. Classrooms with heterogeneous groups need to be highly intentional- rather than a "full continuum spread" we need to support teachers and have classes formed with a makeup that allows them to run two instructional groupings and maximize student growth.
 - 5. This will be rolled out to LCS and PWS CTL/admin prior to class creation in the spring.
 - 6. Now more than ever- "teaching down the middle" will not move individual students forward in their knowledge.
 - ii. Continue to focus on SEL and building relationships.
 - 1. LHS Enrichment testimonial
 - 2. Morning Meetings/Advisory Mondays
- b. RTI
 - i. NWEA data will be reviewed at next workshop meeting
 - ii. NWEA has done a "smooshing" of strands within their system to appease the MeDOE. Curriculum leaders are speaking out in frustration of this as it does not support the RTI framework for some strands of necessary identification, however, Lisbon using F&P and so the teachers still have the local assessment information needed in conjunction with NWEA to support RTI.
 - iii. The district does need a new local universal formative assessment system. I would like to suggest we do something that we have already begun using in some grades and that other teachers have knowledge of and support towards- Aimsweb. I will make a recommendation after conversation with CTL and Admin at a later meeting during the budget season.
- c. McKinney Vento Students
 - i. Layman's terms- homeless students. Not the appropriate term to use unless first stated by the family member affected.
 - ii. Increase in Unaccompanied Youth- as opposed to "homeless" but at risk- 10 students.

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- iii. Foster students automatically qualify.
- iv. Currently supporting 3 out of district shared families and 2 in district families

CTL Update

- a. LHS
 - i. Beginning conversations and work with "Difficult Conversations Framework". Part of the DEI work required by the DOE this year.
 - ii. RTI is up and running with a focus towards 3 quarter groupings and the data to use for identifying student needs.
 - iii. Priority on learning new programs and implementing RTI
- b. PWS
 - i. Beginning conversations and work with "Difficult Conversations Framework". Part of the DEI work required by the DOE this year.
 - ii. Priority on learning Math intervention programs, new Science program and completing the SS units of instruction
- c. LCS
 - i. Beginning conversations and work with "Difficult Conversations Framework". Part of the DEI work required by the DOE this year.
 - ii. Priority on learning and implementing Mystery Science.
 - iii. Beginning a program review of EDM and looking at "Best program selection" for math.

ESSER III

- a. Application was submitted.
- b. It has been returned for ongoing edits and review.
- c. Working with Monique Sullivan on wording and "COVID-impact" acceptable language.
- d. Hoping for final approval by the end of November.

PEPG (Professional Evaluation and Professional Growth)

- a. HR 1172

- i. [The official law:](#)

**STATE OF MAINE _____ IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-ONE
_____ H.P. 850 - L.D. 1172**

An Act To Delay State-mandated Teacher and Principal Evaluation

Be it enacted by the People of the State of Maine as follows: Sec. 1. Temporary waiver of educator performance evaluations. Notwithstanding any provision of law to the contrary, except for teachers in the 2nd year of a probationary period as described in the Maine Revised Statutes, Title 20-A, section 1055, subsection 10, a school administrative unit is not required to evaluate an educator as defined in Title 20-A, section 13701, subsection 1 pursuant to a performance evaluation and professional growth system developed in accordance with Title 20-A, chapter 508 during the 2021-2022 school year.

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b. Lisbon's Steering Committee Response

Following this board's reconciliation, a district memo will be sent to all district staff.

11.1.21 PEPG meeting information:

4 District Members were present as well as Curt Jack (facilitator): Lauralee Pearson, Susan Magee, Barb Morris, Julie Nichols. Amy Brown and Patti Mendelson emailed LEA recommendations.

Consensus Decision resulted in- "Lisbon Public Schools is not pausing summative evaluations for the school year 2021-2022. The committee agrees to modify 3 PEPG components and continue a 4th modification that had already been put in place. These are:

1. All teachers on a continuing contract who are due for an observation this year will only be required to do 1 observation. If either the evaluator or the observer wishes to have an additional observation, that will be agreed upon by mutual consent.

2. Pre and Post Observation meetings will not be completed using the iObservation FTEM process. The pre observation will be a notice from the observer to the administrator answering 2 questions, listed below. This can be done in a shared Google document or email.

a. "What will the administrator see in this observation? **and**

b. "How will my students demonstrate learning/attainment of the lesson?"

3. Growth Plans will be allowed to be revisited. The Curriculum Dept will write pre-created Growth Plans for teachers in all buildings to select from that are related to current or Summer/Fall 2021 district PD or to new curriculums being used. They will include a growth goal, how it can be observed, and how it can be measured or has already been met. These Growth Plans can be used for an automatic 3 (or 4) on this SER component. These Growth Plan options will all have action steps that involve planning and work already done within the day/week/month for a teacher and will not involve any additional work. Alternatively, any teacher can use a personal growth plan already in place or of their choosing with approval of their administrator.

Example: My professional goal is to learn the new Science program {Mystery Science, OpenSciEd, Inspire Science}. Action Steps: I will attend district PD opportunities about this program (August, Oct and March) and meet with my team members to unpack units. I will work with my building admin and/or curriculum director to learn how NGSS align with these units. I will use formative assessment to determine if students were successful with the program.

4. SLOs remain optional.

All discussion was focused on continuing contract teachers. This decision (and HR 1172) does not reference those in a probationary status.

8. Report from Superintendent:Enrollment

- 1251 (112 homeschool)

Budget Update

- 2021-2022 Budget Forecast
 - State Funding (Enrollment)
 - Capital Reserve
 - Undesignated/Unassigned Amount
 - Salaries/Benefits (\$450,000 Increase)
 - Gartley Street School Revenue
 - Service Center (WMESC)
 - ESSER I, II and III Funding
 - Regular Instruction Reserve Account Transfer
 - Negotiations

Facilities/Transportation

- Fencing (Completed)
- Lighting Improvement Project (On-Going)
- Boiler (LCS)
- Cameras at LHS (On-Going)

Other

- WMEC Rendezvous (March)
- Boardmanship Workshop (4:30-5:30PM on 12/20/21)
- ESSER III Application
- COVID Cases / Vaccination Rates
- Performing Arts Center
- LAA, LEA and LESP Negotiations
- Winter Sports Guidelines – MPA and DOE have not released yet. Currently masks are required, only home teams are allowed, now visiting school spectators.
- Sub Training (Adult Ed)
- Planning Team (December)

Chair Austin questioned if the DOE has stated why they have not offered guidance for winter sports. Superintendent Green stated that he was not aware.

9. Public Comment:

- A. Chair Austin stated she had one email questioning if since the COVID Cases are so high, will there be changes to the upcoming parent teacher conferences. Superintendent Green stated that mask will be required as well as social distancing. Chair Austin stated

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that she had spoken to a teacher earlier in the week who said there were many different types of options available for families during conferences.

10. Unfinished Business:

- A. None.

11. New Business:

- A. **VOTED (2)** to approve the Budget Calendar for 2022-2023. (Labbe-Poisson - Cunningham) (5-0)
- B. **VOTED (3)** to approve the renewal of the Mt. Ararat / Lisbon High School Hockey Co-operative Agreement for 2021-2022. (Yergin - Labbe-Poisson) (5-0)
- C. **VOTED (4)** to approve the Capital Improvement Plan. (Rogers - Yergin) (5-0)
- D. **VOTED (5)** to approve the Maine Environmental Education Association Mini grant for Outdoor Learning at the Gartley Street School. (Labbe-Poisson – Cunningham) (5-0)
- E. **VOTED (6)** to appoint a member to the Ethics Panel Committee (Yergin – Labbe-Poisson) (5-0)

12. Financial Reports:

- A. Lisbon High School – M/E October 2021
- B. Philip W. Sugg Middle School – M/E October 2021
- C. Lisbon Community School – M/E October 2021
- D. Lisbon School Department

13. Communications (Consent Agenda):

- A. None.

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

- A. Member Cunningham thanked Principal Morin, Officer Bernard, Assistant Principal Shannon Bartash and School Secretary, Deardra Laudieri for participating in the pie eating contest at the Harvest Festival. Deardra was the winner! The students enjoyed watching their school staff participate.
- B. Vice Chair Yergin thanked everyone for their support over the last 12 years of being on the Lisbon School Committee. Vice Chair Yergin continued to share many fond memories and accomplishments of the Lisbon School Department over the years.

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- C. Chair Austin thanked Vice Chair Yergin for her hard work and dedication over the last 12 years. The company will be coming to adjust the lights once the ground hardens up.

15. Personnel:

A. New Hires:

1. Support Staff / Co-Curricular / CTL:

- | | |
|--------------------|------------------|
| • Mandy Pinard | Grade K CTL |
| • Megan Peacock | Grade 1 CTL |
| • Angela Tibbetts | Grade 3 CTL |
| • Kaili Quinn | Grade 4 CTL |
| • Danyelle Turgeon | Grade 5 CTL |
| • Rick Beaulé | 1/3 Music CTL |
| • Wren Saunders | 1/3 Music CTL |
| • Matt Watras | 1/3 Music CTL |
| • Sarah Dutch | Civil Rights CTL |

16. Policy Review:

- A. Policy Packet 22 Packet 3 was distributed with plans for a first read on November 8, 2021.
- B. First Read on Policy Packet 22 Packet 2 with plans for second read/adoption on November 8, 20.21
- C. **VOTED (7)** to adopt Policy Packet 22 Packet 1. (Cunningham – Labbe-Poisson) (5-0)

17. Adjournment:

VOTED (8) to adjourn. (Yergin - Labbe-Poisson) (5-0) (7:40 PM)

 11/22/21

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