

Lisbon School Committee Minutes  
September 11, 2023

Minutes of the Lisbon School Committee Meeting held on Monday, September 11, 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 October 10, 2023 meeting.)

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

**Members Excused:**

**Administrators Present:** James Churchill, Allison Leavitt, Zachary Lutick, Susan Magee, Kristie Morin, Barbara Morris, Allen Ouellette and Lisa Polakowski

**Administrators Excused:** All other members excused

**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 accept the minutes of August 28, 2023 as presented. (Craig - Labbe-Poisson) (5-0)

5. **Adjustment to the Agenda:**

A. Add Item 6A (New Hire)

6. **Good News & Recognition:**

A. Board Member Lednum gave a shout out to Ms. Stearns for going out to the community and filling the snack cabinet for kids. Special thanks to the Lisbon Community for donating.

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

A. James Churchill, Director of Technology gave the following update:

- In August of 2023, the Lisbon School Department's website was updated with a new look. We are in the process of updating information on the website, as well as dealing with any formatting issues that might have popped up when the update took place. The community is encouraged to reach out to us with any suggestions they may have in regards to the website.
- Clear Touch Panel have been installed over the last couple of years in the classrooms at each school. We are currently waiting on six panels that were

Lisbon School Committee Minutes  
September 11, 2023

ordered this summer. Supply chain disruptions are still causing issues with technology purchases. There is a possibility that some Federal ESSER Funds may be available to purchase additional panels for LCS to continue our work there. Director Churchill stated that he will update the School Committee as more details become available.

- Last spring, we applied for a couple of grants around cyber security. The state is still reviewing the grant applications. During the last conversation with the state, they are looking to see what they can afford to fund. They may not be able to entirely fund either of the proposals, but they are looking to try and offer something. Again, as I get more information, I will share it with the school committee.
- Moving 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.

Member Lednum asked if we could make the lunch menu more visible on the website. Director Churchill stated absolutely. Next Member Lednum asked if we are able to track how much time the younger grades are using technology. Director Churchill stated that he and the Curriculum director would be discussing this and he would report out at a later meeting.

B. Allison Leavitt – Nutrition Director gave the following update:

- High Participation:
  - Enrollment is up, and fortunately our participation numbers are up. We are serving an average of 30 more lunches at each school right now. Breakfast is a slower starter; however, I am confident those numbers will grow as well.
  - While we look at the possibilities for additions at PWS, I hope the kitchen will be considered as well. The space we have is not at all efficient for the amount of student we are feeding.
- Fresh Fruit & Vegetable Program:
  - We will be implementing this program at LCS beginning October 3<sup>rd</sup>. Staff will be provided with a calendar for the month with the offerings as a slide show with facts and information about each item we are serving. We are still working out the pickup/delivery logistics for distributing items. We hope this can be a healthy snack, mixed with some food education as well.
- Food Composting:

Lisbon School Committee Minutes  
September 11, 2023

- We started in from day one with our composting program at LCS. Students did not require a whole lot of oversight, many still remembered from last year.
- A meeting was held with JMG students at both PWS and LHS. They are going to assist in educating students on the importance and the process of composting. We are in hopes to get this going by mid-October at both schools.

C. Allen Ouellette – Operations and Transportation Update:

- LHS
  - Gym floor has been repaired and repainted.
  - 300 wing bathrooms were renovated. Tile floors and walls, all new stalls which were desperately in need of being replaced.
  - Parking lot near the tennis courts has been leveled with proper drainage and now has reclaim down on it.
- LCS
  - Both playgrounds will be getting a new top spin.
- Projects that are in the works:
  - Pre-K playground – waiting on company for a design
  - Outside Classroom – working with a new contractor
  - 200 wing bathrooms – working with a few contractors for quotes

D. Barbara Morris – Office of Students Services Update:

- Special Education Students as of 9/8/23
  - LHS – 67
  - PWS – 64
  - LCS – 124 (10 in referral)
  - GSS – 22 (5 students from other districts)
  - Out of District Students - 6
- Extended School Year Services
  - Students – 48
  - Staff - 37
- Staff Openings
  - LHS – 1 Special Education Teacher
  - PWS – 2 Ed Technicians
  - LCS – 1 Special Education Teacher & 8 Ed Technicians
  - GSS – 1 Special Education Teacher and 2 Ed Technicians

Lisbon School Committee Minutes  
September 11, 2023

- Shared – Speech/Language Pathologist (PWS/LHS/GSS)
- District Wide – School Psychologist

**8. Zach Lutick – Athletics/Co-Curricular Update:**

- Current Census
  - Football 39
  - Boys Soccer 17
  - Girls Soccer 21
  - Cross Country 16
  - Field Hockey 19
- Fall Staff Openings:
  - JV Boys Soccer
  - JV Girls Soccer
  - Student Voice
  - Key Club
  - SADD Club
  - Art Club
  - Science Olympiad
  - Technology Club
  - Yearbook
  - Dungeons/Dragons
  - Work to be Well
  - Class of 2027 Advisor
- Other News:
  - Starting to have students register for sports or co-curricular clubs online through the use of Google Forms.
  - Review of the athletic policies was completed over the summer. A committee was formed to review and revise the eligibility policy.
  - Busses and drivers are limited. Allen has done a great job getting athletes where they need to go.
  - Late bus will start on 9/18 which is when clubs at the high school and middle school will officially start.
  - There was an information table available at Open House to encourage students to sign up for activities.
  - Drama has met a couple of times and have begun talking about what play they would like to perform this fall/winter. Drama Officers were voted on and selected. Dates in December have been reserved for a Drama Performance.
  - Homecoming week will be the week of 10/2-10/6.

Lisbon School Committee Minutes  
September 11, 2023

- Thank you to Allen and Joey for working hard on maintaining our athletic fields, we have worked together to create a maintenance schedule to keep fields mowed and painted.

**9. Report from Superintendent:**

- Enrollment (As of 09/11/2023)
  - L.C.S. 621
  - P.W.S. 293
  - L.H.S. 368
  - 1282 (1272) Total Enrollment
  - 74 (56) Homeschool
  - Grade K (22) Grade 4 (106), Grade 6 (97) and Grade 8 (101)
- Budget Update
  - LEA Negotiations
  - Regular Instruction Reserve Account Transfer (\$394,733)
- Facilities/Transportation
  - Bathrooms Upper Floor 200 Wing (Estimates)
  - PWS Concept Design (Stephen Blatt Architects)
  - Facilities Pilot Project (DOE)
  - LPACI Committee (09/11/2023)
- Other
  - Graduation Requirements Policy IKF (Packet 24-1)
  - Charter Amendment (November 7, 2023)
  - Learning Facilitator @ EMMC (Ed-Tech)
  - Tier II and Tier III Identification (State Assessment)

**10. Public Comment:**

- A. Sue Nelson, Co-president of the Lisbon Education Association. Ms. Nelson stated that on behalf of the LEA she wanted to thank Chair Galligan-Schmoll for the invitation she extended during opening day for teachers and staff to reach out to the board. The LEA is looking forward to creating collaborative relationship with the board and establish a procedure where we have time to get together and share their experiences, expertise and concerns for the betterment of Lisbon Education. We want to be proactive rather than reactive and we would love to sit down with you to discuss ideas, interests, concerns or anything else before they become bigger issues.

**11. Unfinished Business:**

- A. None.

Lisbon School Committee Minutes  
September 11, 2023

**12. New Business:**

- A. **VOTED (2)** to approve the Educational Technician III (Library) Job Description.  
(Yergin - Labbe-Poisson) (5-0)

**13. Financial Reports:**

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

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

- A. None.

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

**16. New Hires:**

A. New Hires:

- |                       |                          |
|-----------------------|--------------------------|
| • Joyce Baickle       | Cafeteria Assistant      |
| • Amy O'Brien – Brown | Civil Rights Advisor PWS |
| • Stevie Martin       | Boys Soccer Coach PWS    |
| • Kerstin Kenney      | Girls Soccer Coach PWS   |
| • Pauline McCarthy    | Yearbook Advisor PWS     |
| • Natasha Shacklett   | Art Club Advisor PWS     |

B. Resignations:

- |                   |                        |
|-------------------|------------------------|
| • Christie Allen  | Ed Technician III      |
| • Michelle Huston | SADD Club Advisor      |
| • Andrew DesPres  | Alternative Ed Teacher |

**17. Policy Review:**

- A. Policy Packet 24 Packet 2 was distributed for review. First read will take place on October 10, 2023.
- B. First Read on Policy Packet 24 Packet 1.

Lisbon School Committee Minutes  
September 11, 2023


**18. Executive Session:**

- A. **VOTED (3)** 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) (5-0)

Time in: 6:49 PM / Time out: 7:28 PM

**19. Adjournment:**

**VOTED (4)** to adjourn. (Labbe-Poisson - Yergin) (5-0) (7:28 PM)

  
9/13/23  
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Richard A. Green Ed.D.  
Secretary, Lisbon School Committee

