

MINUTES OF THE LISBON SCHOOL COMMITTEE MEETING HELD MONDAY, NOVEMBER 10, 2008 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 December 02, 2008 meeting.)

Members Present: Prudence Grant, Traci Austin, , Janice Comber, Fay Ingersoll; Shannon L. Welsh, Ed.D, Superintendent of Schools

Members Absent: Deborah Danuski (excused)

Administrators Present: James Churchill, Technology Director; Sara Flowers, Adult Education Director; Richard Green, Principal; Kenneth Healey, Principal; Carlene Iverson, Principal; Susan Matthews, Special Education Director; Catherine Messmer, Business Manager; Darrell Orr, Interim Director of Facilities Maintenance and Pupil Transportation; Kate Race, Assistant Principal and Jeff Ramich, Co-Curricular Director

Administrators Absent: Jim Damsgaard, School Nutrition Director and Warren Galway, Assistant Principal

Others Present: Students and parents representing the CMFL Football Team

CALLED TO ORDER:

Chairperson Grant called the meeting to order at 7:00 P.M. and the Pledge of Allegiance was recited.

4. MINUTES:

- A. **VOTED: (1)** To receive and approve the Minutes of October 14, 2008 and October 27, 2008 meeting of the School Committee.
(Austin – Comber) (4 – 0)

5. ADJUSTMENTS TO THE AGENDA:

8.C. Budget Update

6. GOOD NEWS & RECOGNITION:

- A. Rick Green – Principal Green announced that Brenda Thompson received a very prestigious honor. She was awarded the Janet Nesin-Reynolds Outstanding Middle Level Educator for 2008.
- B. CMFL 3rd & 4th Grade Football League won the Championship against Winthrop in their first year of competition. The students asked permission of Principal Iverson to have their trophy displayed in the case at Lisbon Community School. The team was congratulated by all and the trophy will be displayed as the first sport's trophy.

7. REPORTS FROM ADMINISTRATORS/EDUCATIONAL PRESENTATION:

- A. Ken Healey – Administrative Update: Principal Healey reported on the parent-teacher conferences held last week. He reported that 448 report cards were issued and 50% were picked up. Although this is down a little from last year there was an increase in the number of conferences held. Mr. Healey thanked the Parent Action Group for providing dinner again this year for the staff and said they were all very appreciative.

Principal Healey announced that Ad day is next week. The goal is to increase the number of ads sold.

- B. Rick Green – Administrative Update: Principal Green reviewed the parent/teacher conferences held on November 5th at the Middle School. He thanked the staff for contributing the refreshments that were served in the library. Mr. Green reported that report cards were mailed home for all those not attending.

Mr. Green gave an overview of the School Laptop Insurance Plan and how it compared with some area schools as well as the changes being considered for the current self-insured plan. A revised plan with lower costs would go to the School Committee by December or January for their consideration.

- C. Carlene Iverson – Administrative Update: Principal Iverson discussed the parent teacher conferences for LSC. She reported that parent attendance of 95% was the lowest ever, however all parents were contacted by the teachers to schedule a conference if desired. Ms. Iverson and staff gave a special thank you to the PTO for supplying dinner for staff.

Principal Iverson highlighted events of Title 1 Night, Star Party and the Professional Development Day.

- D. James Churchill – Website Update: Mr. Churchill announced that the procedures for having policies available on the website are complete and policies should be available by Friday November 14th for public access. He reported that the MEA data will be posted once the information is available for the School Committee’s review.

8. REPORT FROM SUPERINTENDENT:

- A. Consolidation: Superintendent Welsh congratulated the Durham School Department. Their Plan was approved by Durham, Freeport and Pownal. That means Lisbon will stand alone next year. This gives Lisbon the go ahead to reconfigure the central office and create new job descriptions for the Superintendent and Business Manager. These will be brought back to the School Committee for adoption when completed. We have begun talks with the town of Lisbon and will be looking at efficiencies in accounts payable and payroll between the central office and the town. There may be duties that can be shared or combined. Dr. Welsh mentioned they will also be looking at operations and public works for efficiencies between the two groups.
- B. Use and Maintenance of Fields Update: Dr Welsh stated she was very appreciative of the large group of people who turned out for the meeting. The group is looking for ways to reduce costs in maintaining all the fields used by the different groups. Another meeting is planned for the spring.
- C. Budget Update: Superintendent Welsh reported that she just received a letter from the Commissioner confirming that the State will probably have to curtail our subsidy payment. This will impact our current budget where we have already committed dollars and now we need to look at how we are going to meet this reduction. The State is concerned because they are already looking at a shortfall for next year. Dr Welsh was told we would know by November 13th by the Commissioner and December 3rd from the Governor.

Superintendent Welsh stated that given the fact that we are aware of the serious shortfall in funding, she has drafted a letter for staff to be distributed Wednesday directing a budget freeze on discretionary spending and filling of vacant positions. Dr. Welsh is also asking staff to go further in their conservation methods. Dr. Welsh announced that administration is meeting next week to discuss what cuts can be made to meet this subsidy curtailment.

9. PUBLIC COMMENTS:

None

10. UNFINISHED BUSINESS:

- A. Ethics Panel Update: Superintendent Welsh explained that there was a letter for the School Committee from David Bowie, Chairman of the Lisbon Ethics Panel. Mr. Bowie's memo outlines the process for this procedure and encouraged publicizing the information. Dr. Welsh suggested that this information be added to the Lisbon School Department's web site, which the School Committee agreed.

11. NEW BUSINESS:

- A. **VOTED: (2)** To approve Budget Priorities for 2009-2010. (Comber – Austin) (4 - 0)
- B. **VOTED: (3)** To approve the revised Budget Calendar for 2009-2010 (Austin – Comber) (4 - 0)

12. FINANCIAL REPORTS:

- A. Lisbon High School – M/E October 31, 2008
- B. Philip W. Sugg Middle School – M/E October 31, 2008
- C. Lisbon Community School – M/E October 31, 2008
- D. Lisbon School Department – As of November 06, 2008

13. COMMUNICATIONS (Consent Agenda):**14. COMMITTEE COMMENTS: (Sub Committee Meetings Report Out)**

Member Ingersoll congratulated the football team on their win. Ms. Ingersoll voiced concern about the cost for referees and the impact this had on the cost for each individual sport.

Member Austin wished the high school football team good luck as they will also be competing against Winthrop. Ms. Austin stated that she's received positive feedback regarding the recent facilities and groundskeeping meeting between the town, sports organizations and school department. She said it proved to be quite successful. She also congratulated LCS for their food collection for LACO. She thanked the LCS staff for encouraging the kids during the day of

their game. Member Austin extended congratulations to all the sports teams and to those who received outstanding awards.

Chair Grant congratulated the two soccer teams for making it to the playoffs and also congratulated the football team. Ms. Grant thanked the voters for reelecting her to the School Committee.

15. PERSONNEL:

A. New Hires:

- 1) Mary Hildonen as 4 hour Cafeteria Assistant at the Lisbon Community School effective October 27, 2008.
- 2) Barbara Thompson as Grade 3 Team Leader at the Lisbon Community School effective November 3, 2008.

B. Resignations:

1. Wendy Legloahec as Ed Tech II/Special Education at the Lisbon High School effective October 02, 2008.

16. POLICY REVIEW:

A. Policies 09 Packet #3 was distributed for review with plans for 1st Read on December 08, 2008 and Final Adoption on January 12, 2009.

B. 1st Read on the Following Policies: 09 Packet #2

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| 1. | BEDB | Agenda |
| 2. | BEDBA | Agenda Format |
| 3. | BEDC | Quorum |
| 4. | BEDD | Rules of Order |
| 5. | BEDF | Voting Method |
| 6. | BEDFA | Abstentions |
| 7. | BIA | New School Committee Member Orientation |
| 8. | BIC | Board Member Freedom of Access Law Training |
| 9. | BIC-E | Certification of Completion of Freedom of Access Training Required By 1 M.R.S.A. § 412 |
| 10. | JK | Student Discipline |
| 11. | KDB | Public's Right to Know/Freedom of Access |

C. **(VOTED): (4)** To adopt the Following Policies: 09 Packet #1
(Austin – Comber) (4 – 0)

1. AC Non Discrimination/Equal Opportunity and Affirmative Action

2. DFF Income from School Sales and Services
3. IJOC School Volunteers
4. IKFA Early Graduation
5. JICH Drug and Alcohol Use by Students
6. JJE Student Fundraising Activities
7. JJF Student Activities Funds Management
8. JJIF Athletic Department Jackets

17. **EXECUTIVE SESSION:**

- A. **VOTED: (5)** To enter Executive Session to discuss LEA Negotiations pursuant to Freedom of Access Statute, Title I, Section 405.6D. (Austin – Comber) (4 – 0) (8:18 p.m.)

18. **GENERAL SESSION:**

Returned to General Session at 9:18 p.m.

19. **ADJOURNMENT:**

VOTED: (6) To adjourn. (Austin – Comber) (4 – 0) (9:19 p.m.)

Shannon L. Welsh
Secretary, Lisbon School Committee

SLW:sjc