

August 6, 2018

Minutes of the Lisbon School Committee Retreat held at the Lisbon Town Office on Monday, August 5, 2018 at 5:00 P.M. (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 September 10, 2018 meeting.)

#### **MISSION**

Members of the Lisbon Community are committed to creating safe, respectful climates in which broad-based educational and cultural opportunities provide rich, diverse experiences for all learners. Within this environment, learners will become knowledgeable about themselves and others; develop strong academic, creative, technological, recreational, and practical life skills, preparing them for many options as life-long learners, effective problem solvers and capable communicators. These experiences will provide a solid basis for future responsibilities as family members, workers and citizens. As the community strives to improve the educational environment, necessary resources will be provided to secure safe, spacious, accessible facilities for a wide variety of learning activities. To this end, the schools will encourage practices which are respectful, open, fair and relevant.

#### **GOALS**

- To improve academic achievement to ensure success for all students
- To develop a respectful and supportive culture in the schools and the larger community that builds pride in our students, our schools, and the community
- To provide effective two-way communication with all stakeholders of the Lisbon School Department
- To provide and maintain secure, safe, spacious, accessible facilities
- To continue to provide a budget that reflects a fiscally responsible approach
- To provide a system of accountability for all members of the Lisbon School Department

#### **NORMS**

- Primary concern is what is in the best interest of the students
- Treat each other with respect
- Communication is key; listen to others' opinions and ask questions
- There's no "I" in teamwork
- Identify common issues and add these to the agenda; no surprises
- Follow the protocol for meetings and for getting information; attend consistently; be prepared; make educated decisions; support each other; be proactive; keep on task
- Keep a sense of humor
- Do our jobs with a passion

August 6, 2018

**Members Present:** Traci Austin; Ross Cunningham; Paula Jefferies; Pete Reed; Richard A. Green, Superintendent of Schools

**Members Excused:** Kathi Yergin

**Administrators Present:** None

**Administrators Excused:** James Churchill, Technology Director; Eric Hall, Assistant Principal/Activities Director; Robert Kahler, Principal; John LaPerriere, Assistant Principal; Allison Leavitt, Nutrition Director; Susan Magee, Principal; Haley McCrater-Redman, Business Manager; Ryan McKenney, Principal; John Merrifield, Director of Student Services and Allen Ouellette, Director of Operations and Transportation

**Others Present:** Members of the public

**CALLED TO ORDER:**

Chairperson Austin called the meeting to order at 5:00 P.M. and the Pledge of Allegiance was recited.

4. **Workshop:**

- A. Superintendent Green started the retreat off by going over the Committee Goals and Objectives with suggested wording changes as well as giving updates on each objective. Discussions were held and goals will be reviewed and revised each year during the annual retreat.

**Staff Openings** – Academic Leader in Adult Education (part – time); Custodian Bus Driver; Ed Tech’s II’s & III’s; English and Social Studies at the High School. They are interviewing today and tomorrow. In Special Ed there is an opening for an Occupational Therapist; they will be conducting interviews next Tuesday. There are secretary positions at both the middle school and high school. Pending your approval of the Interim Principal, there will be an opening for an Assistant Principal at the middle school. Anticipated opening for a director at the Gartley Street School. Lastly I am anticipating a letter of resignation from the District Librarian. Superintendent Green shared that there was a lot of negative comments on Social Media regarding the schedule of the District Librarian and having her provide coverage in study halls at the high school. It was suggested that the committee may want to consider making the district librarian a part time position in the future and then hire a study hall monitor and save approximately \$25,000.00.

August 6, 2018

**Budget** - This forecast is very preliminary. We received a reduction of state funding in the amount of \$39,000 and it could end up being close to \$90,000; this is a direct result of not being a part of a School Management or Leadership Center. Superintendent Green shared that something to keep on your radar is that they have opened a second round of applications for it and it is his belief that the Western Maine Collaborative is going to put in. If they submit and are approved then we will be covered and it will not hurt us one way or the other.

**Capital Reserve** - We are still waiting for numbers from the audit to come in. Superintendent Green shared that one of the things that has been challenging is the fact that we did not receive any of our Title Funds until very late in the year. As a result, we used our local funds to pay for the Title 1. Due to this, we will need to make journal entries and try to submit for payment for the Title 1 funds that we did not use. Right now it looks like we have this surplus in Title 1 Funds and that is just because we have not had time to go through and make the journal entries between the audits. However, we are currently working on this.

**Undesignated /Unassigned Amount** - We have been keeping this right around same and we will have a solid number as soon as the audit is done. They have set the dates for September.

**Salaries & Benefits** – Will be around \$450,000.00.

**Gartley Street School Revenue** – They are talking about doing their own billing which would save quite a bit of money. This would help offset our revenues.

**Curriculum** – The first Curriculum Meeting is Tuesday, September 11, 2018.

**Facilities** - We had a meeting on June 25, 2018. During that meeting we discussed the major school construction list; performing arts center and installing field lights. There are different phases and cost to installing the field lights.

**Transportation** - We need to look at the 5 year plan and do an analysis of our vans and busses.

**Proposals** – Superintendent Green said that as mentioned earlier, he will be asking to table the Gartley Street School playground until we can get a clearer picture. I will be asking to move forward with the Performing Arts Cost Analysis.

August 6, 2018

**Other** – The committee reviewed Budget Priorities and Workshop Topics. Lastly, just a reminder that you are invited to the New Teacher Induction Luncheon next week.

5. **New Business:**

- A. **VOTED (1)** to increase the price of milk and juice purchases from \$.40 to \$.50 for the Lisbon School Nutrition Program effective starting the 2018-2019 School Year. (Jefferies-Cunningham) (4-0)
- B. **VOTED (2)** to transfer \$35,000.00 from the undesignated fund balance available at the end of the year to the Capital Reserve Fund. (Reed-Jefferies) (4-0)
- C. **VOTED (3)** to utilize money from the Capital Reserve account to complete the cost analysis for the Performing Arts Center in the amount not to exceed \$15,000.00. (Reed-Jefferies) (4-0)
- D. **VOTED (4)** to table the utilization of money from the Capital Reserve account for the playground at Gartley Street School not to exceed \$17,000.00. (Reed-Cunningham) (4-0)

6. **Personnel:**

- A. **VOTED (5)** to employ Ryan McKenney as Interim Principal at Philip W. Sugg Middle School effective August 7, 2018. (Reed-Jefferies) (4-0)

7. **Adjournment:**

- A. **VOTED (6)** to adjourn. (Reed-Jefferies) (4-0) (6:33 p.m.)



---

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

RAG/llr