

**LISBON SCHOOL COMMITTEE**  
**AGENDA**  
**Monday, April 9, 2018**  
**Lisbon Town Office Meeting Room**  
**6:00 P.M.**

**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

1. The meeting was called to order at \_\_\_ p.m. by Chairperson Traci Austin.
2. Pledge of Allegiance
3. Roll Call:     \_\_\_Traci Austin                     \_\_\_Pete Reed  
                  \_\_\_Kathi Yergin                    \_\_\_Paula Jefferies  
                  \_\_\_Ross Cunningham

4. Consideration of Action on the Minutes of March 12<sup>th</sup> and March 26, 2018.
  - A. Recommend the Minutes of March 12<sup>th</sup> and March 26, 2018 be accepted as presented barring any errors or omissions.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
5. Adjustments to the Agenda:
6. Good News & Recognition:
7. Reports from Administrators/Directors:
  - A. Allison Leavitt – Nutrition Update
  - B. John Merrifield – Student Services Update
  - C. James Churchill – Technology Update
  - D. Allen Ouellette – Transportation Update
8. Report from Superintendent:
  - A. Budget Update
9. Public Comments:
10. Unfinished Business:
11. New Business:
  - A. Consideration of action to approve a one year maternity leave of absence for the 2018-2019 school year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - B. Upon the recommendation of the Superintendent of Schools to approve the revised job description for the Certification Chair.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - C. Consideration of action to approve the 2018-2019 Lisbon School Calendar.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - D. Consideration of action to authorize the Superintendent of Schools to employ non-administrative staff and to issue contracts for the 2018-2019 school year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- E. Consideration of action to authorize the Superintendent to move forward with the Part II Application for a Regional Service Center with RSU 4.

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

12. Financial Reports:

- A. Lisbon High School – M/E March 31, 2018
- B. Philip W. Sugg Middle School – M/E March 31, 2018
- C. Lisbon Community School – M/E March 31, 2018
- D. Lisbon School Department

13. Communications (Consent Agenda):

- A. Letter from DOE – District Learning Technology Plan - Approval

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

15. Personnel:

A. New Hires:

- 1. Andrea Tapley as Secretary at Philip W. Sugg Middle School effective April 4, 2018.

B. Resignation:

- 1. Travis McCutcheon as Teacher at Lisbon Community School effective March 27, 2018.
- 2. MaKayla Stevens as Ed Tech III at Gartley Street School effective March 30, 2018.

C. Retirements:

- 1. Dean Hall as teacher at Lisbon High School effective at the end of the 2017-2018 school year.
- 2. Rita Newell as teacher at Lisbon High School effective at the end of the 2017-2018 school year.
- 3. Jill Patterson as teacher at Lisbon High School effective at the end of the 2017-2018 school year.

4. Mary Hildonen as Cafeteria Assistant at Lisbon Community School effective at the end of the 2017-2018 school year.
5. Hanson Ray as Custodian/Bus Driver effective at the end of the 2017-2018 school year.

16. Policy Review:

- A. Policies **18 Packet #8** has been distributed for review with plans for 1<sup>st</sup> Read on May 14, 2018 and Final Adoption on June 11, 2018.

- B. 1<sup>st</sup> Read on the Following Policies: **18 Packet #7**

- |    |      |   |
|----|------|---|
| 1. | DJC  | Petty Cash Account  |
| 2. | DJH  | Purchasing & Contracting: Procurement/Staff code of conduct |
| 3. | DLB  | Tax Sheltered Annuities                                     |
| 4. | DM   | Cash in School Buildings                                    |
| 5. | DN   | School Properties Disposition                               |
| 6. | DO   | Approval for New Programs                                   |
| 7. | EB   | Environmental & Safety Program                              |
| 8. | EBAA | Chemical Hazards  |
| 9. | EBCA | Comprehensive Emergency Management Plan                     |

- C. 2<sup>nd</sup> Read/Adoption of the Following Policies: **18 Packet #6**

- |     |      |  |
|-----|------|--|
| 1.  | DA   | Fiscal Management Goals/Priority Objectives          |
| 2.  | DB   | Annual Budget  |
| 3.  | DBG  | Budget Adoption Process                              |
| 4.  | DD   | Grants   |
| 5.  | DFF  | Student Activities Funds                             |
| 6.  | DI   | Fiscal Accounting and Reporting                      |
| 7.  | DID  | Inventories  |
| 8.  | DIDA | Fixed Assets   |
| 9.  | DIE  | Audits/Financial Monitoring                          |
| 10. | DJ*  | Bidding/Purchasing Requirements <i>*with changes</i> |

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- D. Policies **18 Packet #5** has been updated and posted to the school department's website.

17. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

