

Lisbon School Committee Minutes
September 12, 2022

Minutes of the Lisbon School Committee Meeting held on Monday, September 12, 2022 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 11, 2022 meeting.)

Members Present: Traci Austin, Margaret Galligan-Schmoll, Kim Labbe-Poisson, Kelli Rogers and Richard A. Green, Superintendent of Schools

Members Excused:

Administrators Present: James Churchill, Ryan McKenney, Susan Magee, Kristie Morin, Barbara Morris and Lisa Polakowski

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 June 13th, June 27th, July 8th, August 4th, August 8th, August 16th and September 1, 2022 as presented. (Rogers - Labbe-Poisson) (5-0)

5. **Adjustment to the Agenda:**

A. None.

6. **Good News & Recognition:**

A. None.

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

A. James Churchill – Technology Update: Director Churchill gave an update on the Website and online registration process in PowerSchool. Director Churchill reports that there has been some frustration on both parents and staff sides while working through the process. Going forward things are starting to look better. *Member Rogers asked if parents are notified if there are missing forms or more information is needed.* Director Churchill stated that there is a report that schools pull that will tell them what is missing and it is his understanding that they contact anyone who is missing information. Next Director Churchill reported that he and Director Nichols have met and are putting together an updated Technology Plan; they will be pulling in stakeholders for input. *Chair Austin questioned if the state still requires a 5-year Technology Plan.* Director Churchill stated that the state dropped that a few years back, however it is a good idea to keep the plan in place.

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B. Susan Magee – Lisbon High School Update: Principal Magee reported the following:

- Enrollment
 - Grade 9 – 88, Grade 10 – 107, Grade 11 – 76, Grade 12 – 94, Home-Schooled – 1, Alternative Ed – 11 and Day Treatment – 6.
- New Staff:
 - Principal Magee announced new staff to the district and also reported that there is one opening for a School Nurse.
- Safety
 - Lisbon High School has completed 2 fire drills since the start of the year.
- Summer Update/Preparations
 - Preparations
 - Hiring and Nominations
 - New registrations and transfer of students
 - Ordering of instructional materials and supplies
 - Meeting Schedules (Committees and Groups)
 - PowerSchool – New Registration Process
 - Student Handbook/Faculty manual – Update policies and procedures
 - Technology Distribution planning
 - Vape Detectors installed in all bathrooms'/locker rooms
 - Cafeteria décor – brightening up the cafeteria
- National Honor Society
 - August 9, 2022 – this past spring the National Honor Society students assisted with yardwork and spring cleaning to prepare a comfortable space in the children's garden of the local public library. The NHS students, participated in a two-month project that included the spring cleanup, identifying a design for the mural, and raising the funds for the project (nine local businesses contributed funds to this project). Several designs were submitted the Library Director for approval and a design (titled "Explore") was submitted by Abby Cunningham and chosen. On Tuesday, August 9th there was an unveiling of the mural overlooking the children's garden at the Lisbon Library.

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- Open House
 - September 14th from 5:00pm – 6:00pm at the High School.

Chair Austin thanked Principal Magee for looking into the vape detectors as this is becoming a big issue within schools.

C. Ryan McKenney – Philip W. Sugg Middle School Update:

- Enrollment – Grade 6 – 94, Grade 7 – 103 and Grade 8 –94
- Safety
 - 2 Fire Drills
- New Staff
 - Principal McKenney introduced new teachers to the team as well as two new clinicians and an SRO.
- Summer Updates and Preparations:
 - Retooled Schedule – continued a multi-year process of establishing a new daily schedule. The new schedule changes this year create longer morning classes, small grade-level lunches located in multiple locations, and increased time for dedicated reading time for all students.
 - Class Makeup-Shifts were made to return to randomly placing students into their classes so that they had increased opportunities to learn with a variety of their peers instead of just their homeroom as was done during the past two Covid years.
 - We reviewed 504 Plans and IEPs and communicated with parents regarding incoming students.
 - Updated Student and Staff Handbooks and assigned updated evaluation schedules for staff.
 - Completed the Administrator Evaluation Schedule to ensure there is an accurate 5-year recertification timeline for administrators.
- Facilities
 - The exterior was repaved in time for school to begin with little to no impact on students.
 - The faculty room was redone and a teacher's work space was created.
 - One of the old locker rooms was turned into a science and math book and supplies room.
 - A new classroom was put together for our new 7th grade teacher which continues the unenviable streak of moving the school's book room every year.