

Lisbon School Board  
Lisbon Regional School  
June 14, 2023  
Board Meeting at 5:30 P.M

Present:

Chairman Bob Adams, Principal Sam Natti, Superintendent Kate Segal, Business Administrator Toni Butterfield, Board Members Arthur Boutin, Steve Sherry, Cathy Colby, Nina Brown, Scott Peterson, Mo Chandler, Owen Clark

Public Attendees:

Tracy Lockwood

I. Call to Order at 5:34

II. Approval of the Minutes

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO APPROVE THE MAY 10TH '23 BOARD MINUTES, SECONDED BY BOARD MEMBER NINA BROWN. ALL IN FAVOR. APPROVED.**

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO APPROVE THE MAY 10TH '23 NON PUBLIC BOARD MINUTES, SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

III. Public Input

**MOTION MADE BY OWEN CLARK. NON-PUBLIC SESSION PER RSA 91A:3,1,11 AT 5:35 PM UNDER THE RIGHT TO KNOW LAW TAKING PRINCIPAL NATTI AND SUPERINTENDENT SEGAL. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE. MOTION CARRIED.**

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO RETURN TO PUBLIC SESSION AT 5:52 PM. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

IV. New Business

V. Continuing Business

A. Review of ESSER Grants Funds

Superintendent Kate Segal shared an update on ESSER III funds. Principal Natti and the team have put many great projects into the grant such as bringing in NHLI for consulting and competency based curriculum building and alignment as well as extending some school year salaries for summer school programming.

Board members discussed if municipalities and school districts were allowed to apply for the funding from the SBA since the school kept their employees paid through COVID. Business Administrator Tony Butterfield shared that the funding hasn't been offered through the state, but would find out why it wasn't made available to schools. Chairman Adams suggested applying and seeing what happens.

Esser 3 total comes out to :

Board member Arthur Boutin asked where we are with the filtration system. Business Administrator Butterfield shared there is about \$1.48 million in ESSER III to spend on the HVAC and part of ESSER II has to be used toward the HVAC while about \$335,000 has been spent toward learning loss so far. Board members discussed they don't want to lose the money. Currently there are no air units in the elementary as they are capped off. The original quote for the system did not include the elementary wing as the focus is on the high school wing since it is the most problematic. The highest prices were for the gym and the multipurpose room so they will only get done if there is enough money after getting the high school wing complete. The project must be contracted to be done by September 30th, 2023. Sam agreed to check with Chris to see where he was on the project. The Building and Grounds Committee will schedule a meeting for next week. Board members would like to schedule an emergency meeting before the August meeting to further discuss and make any necessary votes.

## B. Review of Federal Grants Funds

## VI. Standing Reports

### A. Principal Monthly Report

Principal Natti shared an update. The 8th grade celebration took place on Monday and was very well attended with a cookout open for family of 8th grade students. The celebration was part of a middle school awards ceremony with about 100 people in attendance. On Friday Preschool and Kindergarten had their celebration which went well with great attendance. Yesterday the 8 through 11th grade students attended the Boston trip including a visit to the Museum of Science, the

Boston Aquarium, Quincy Market, a ride on the T, and a Red Sox game. There were many activities packed into the trip and everyone arrived back from Boston around 2am. It was great to see what it meant for some of the students as it was a first trip to Boston for many of them. The trip was a great way to end the school year.

Classrooms will be moving for the next school year. Preschool through 4th grade will be in the elementary wing. Grades 5-6 will be upstairs where they had been in the past. This will separate all elementary students from the older kids. Middle school classrooms will be within the two commons near the Office and the high school classes will be in the two commons by Mr. McKeevers room. This is a positive change as every level will have a more defined space where teachers can have a better eye on students and create closer relationships between students and teachers. We hope to have all rooms moved before Friday.

Principal Natti shared 3 staff recommendations.

Brent Covell for Girls Varsity Coach and Athletic Director

Brent has Athletic Director experience from another school and is currently the Varsity Girls Basketball coach. This will give the soccer players a bit of a change. Brent is also currently a para so he has been within the school and community.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO APPROVE BRENT COVELL FOR THE POSITIONS OF ATHLETIC DIRECTOR AND GIRLS VARSITY COACH. SECONDED BY BOARD MEMBER CATHY COLBY. ALL IN FAVOR. APPROVED.**

Allysa Younger for Full Time High School English Teacher.

Allysa Younger previously taught at White Mountains Regional. When calling her previous school they informed Principal Natti she was let go due to large budget cuts and would have highered her back if they could. Allysa has taught an English lesson with the Freshman while the hiring committee watched and it went great.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO APPROVE ALLYSA YOUNGER FOR FULL TIME HIGH SCHOOL ENGLISH TEACHER. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Casey Murphy for Physical Education and Health.

Casey Murphy is certified in Physical Education and Health.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO APPROVE CASEY MURPHY FOR PHYSICAL EDUCATION AND HEALTH. SECONDED BY BOARD**

**MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Principal Natti shared the school is going to make adjustments to honor roll qualifications making them more strict Principals List will be highly recognized. If a student receives all 3's or higher in habits of learning, but does not academically qualify for Honor Roll they will also be recognized with an award as well, but different from Honor Roll.

Principal Natti shared that in looking through attendance policies in the North Country, Lisbon Regional does have the most strict. He would like to propose that at 10 unexcused absences per semester a student would administratively fail a class. If a student does miss school and turns in a doctor's note within 48 hours of returning to school their absence can be excused. This policy will hopefully get kids in school more. If a student does make it to the 10 unexcused absences and administratively fails a class they may file an appeal to the attendance review panel. The panel could be made up of an administrator, teacher, staff, the student, and a school board member. Sickness and missing will happen, but hopefully this can keep more kids getting to school. COVID procedures had increased the absences. Past policies have also been abused as a parent would receive a letter from administration about their child's absences, then administration would receive a doctor's note from visits that occurred months prior. Principal Natti agreed to work on the wording for the policy and then submit the policy to the board for review.

Principal Natti shared his goals for the year were to improve communication and improve the community in and surrounding the building. The email system has improved communication and increasing opportunities for parents to get in the building has created a more open community. Gathering input from staff and parents has been helpful as well. Vape detectors have helped with behavior problems. Once the detectors went off a few times, the recreational use has decreased and no longer seems like a school wide issue. Attendance has been an issue, however, administration is working on the policy.

Board Member Cathy Colby asked what elementary awards would look like in the future. Principal Natti shared that much of the elementary awards are classroom awards the teachers give out. In the future teachers will plan their own classroom awards and invite parents.

Principal Natti shared the state assessment results with board members. Student scores are starting to make a comeback after COVID. When you look at data with a school this size, a data point requires a little more context due to the number of students. We are looking into changing some curriculums such as math. Superintendent Segal shared ESSER III will hopefully cover the new math curriculum. The school looks to see some growth in ELA in elementary in the next few years with the new curriculum Fountas and Panel. Superintendent Segal wanted to comment on 7th and 8th grade ELA scores. She shared she has seen some of the work the teachers are doing with the students such as their

multidisciplinary unit projects which was impressive. As for the rest of the document, teachers can look at this and learn a lot from their class that has moved on as well as the class that is moving up to them.

Board member Colby mentioned that before COVID there were multi levels of learning in classrooms and since COVID there seems to be less and larger gaps. Principal Natti shared much of this may be due to side effects of families in isolation and doing school work at home. Superintendent Segal shared the curriculum that is being looked at targets group work and individual activities for math which should also be helpful.

## B. Superintendent

Superintendent Segal shared that at the joint board meeting she shared her progress on the 5 SMART goals she presented at the beginning of the school year. Goals 1, 2, 3, and 5 have been met. The only piece of goal 4 that had not been met was getting Business Administrator, Tony Butterfield her license in Business Administration. The only reason this did not happen is because the state took away the option for that licensure. Schools are also up to day on audits.

During Teachers Appreciation Week Karen and Kate went to all schools to recognize all staff with a pin. Superintendent Segal passed pins to each member of the board to thank them for all the work they do.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO UPON RECOMMENDATION OF THE HIRING COMMITTEE, PRINCIPAL AND SUPERINTENDENT HAVE THE ABILITY TO GIVE A CONTRACT PENDING APPROVAL IN THE AUGUST MEETING. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Board member Arthur Boutin shared that the 8th grade celebration was well attended with every seat in the cafeteria used by family members and the cafeteria ladies were a wonderful help.

## C. Business Manager

### 1. Surplus/Deficit Report

Business Administrator Butterfield shared the ending fund balance is looking good. Reagan Hubbard and Principal Natti have been working on closing purchase orders. There may be some money that will be coming. Board Member Owen Clark asked if the Amazon cart has been taken care of. Principal Natti

shared there is a current account with Amazon that goes through Reagan and she creates the pay orders. Board members discussed Principal Natti getting a school credit card when the audits are over.

Business Administrator Butterfield shared there won't be an update on trust funds until the end of the month. She gives a thumbs up to Abbey Group as they have made extreme efforts to cut costs. Principal Natti shared that after talking to The Abbey Group in April, the food has been better and they have had a third person in the kitchen. Business Administrator Butterfield shared that revenues were less than what was budgeted, but expenses were too. When Business Administrator Butterfield talked with Tabby she expressed the importance of coming to her if the services are not good as she wants to know so she can do what has to be done to fix it. Board Member Owen Clark suggested that a representative from the school, such as a student council member, give feedback on the food. Board member Colby asked if The Abbey Group could bring the salad bar back. Business Administrator Butterfield shared a new salad bar unit has been purchased so the salad bar can be offered to students. Principal Natti shared this school year there was a small area for the salad bar with limited options due to space. Board members discussed getting a survey or google form for student counsel to fill out regarding food feedback.

Have a contract for food services

MOtion to have chairman Adams sign the final contract for food services whe approved by the state and raise the 10 cents owen first, second arthur.

## 2. School Breakfast and Lunch Meal Pricing

**MOTION TO HAVE CHAIRMAN ADAMS SIGN THE FINAL CONTRACT FOR FOOD SERVICES WHEN APPROVED BY THE STATE AND RAISE THE MEAL PRICING BY 10 CENTS BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

## 3. Sign 23-24 Food Service Management Company Contract

Chairman Adams signed a document stating the school district will follow all policies for using federal funds in the 23-24 fiscal year.

## VII. Committee Reports

A. Building and Grounds (RA, SS, OC)

Board Member Steve Sherry shared the Building and Grounds Report. The HVAC preventive maintenance has been completed. 183 human error tests have been passed now. The rooftop unit 5 blower bearing needs replacing and replacement could be \$2,800 and pump replacement has to be fixed costing \$3,200. The entry doors near the church need maintenance costing \$282 from \$260. Modernization of elevator discussion with Stanely occurred. The biannual asbestos inspection past. Circulator pump is noisy and will be replaced at some point. Propane flapper assembly not doing the exhaust right, has to be fixed, working on that.

As an update to the smoke that burned out a motor, PRIMEX stated insurance should cover damages. Business Administrator Butterfield shared that the school should be asking insurance to cover some other things we see in the building and grounds. Sam will check on this. Boilers have a lot of money in repairs due to the current design of the boilers. Debate currently on what will fix the boilers. Town was sent an email about the generator repairs, but wasn't brought to the last town meeting. Board member Sherry agreed to circle back to Chris and Crystal in town.

B. Budget (OC, MC, TC, AB)

C. Executive Board (RA)

D. Negotiations with Professional Staff (RA, AB, NB)

E. Negotiations with Support Staff (RA, AB, NB)

F. Transportation (SP,TC)

G. Technology (SS, MC)

Principal Natti shared that the new bus is here and it is working great. It was not able to be covered through medicaid as it is not wheelchair accessible.

H. Brown Fund (SP, –)

Students received their scholarships from the Brown Fund. Chairman Adams shared there used to be money in the past that would go into the library, but would like to see it continue to go towards the students.

I. Lisbon Educational Foundation (SP, NB)

VIII. Policy Handbook (SS, MC, –)

Board Member Mo Chandler revisited the number of days students are required to come to school vs. the number of hours as well as how many days teachers are required to come so the wording can be changed. Board members discussed that in the past students have always met the state hours. Superintendent Segal shared that if kids aren't meeting competencies, decreasing the number of hours they are in school isn't going to help. Board Member Boutin shared he would like to see the kids end the week after memorial day if we go by the hours. Board member Owen Clark shared that the time of day graduation is scheduled should change as 2:00pm is the middle of the day and graduation parties can't begin until the evening. Other

schools hold graduation at 10:00 am. Board members discussed changing the day of graduation instead of a Sunday. Board members discussed a Saturday afternoon game may interfere with spring sports playoffs if the team makes it into the tournament. Superintendent Segal shared the NH School Board Association has wording on days vs. hours. Board member Owen Clark shared he talked to the Teacher Union Rep and the rep asked if the teachers should change their policy. Board Member Clark said they can do waivers again for the future as to not need to open negotiations again. Superintendent Segal stated if the school moves to go solely by hours the Lisbon School Board must get DOE permission and bring it to the SAU as well. Board Member Boutin shared he would like the board to look at kids getting out earlier. Board members discussed the school calendar. Principal Natti shared that Lisbon's calendar is aligned with Littleton's calendar due to the vocational classes. Lisbon students attended vocational classes longer than the Littleton students because there was a miscommunication.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO MOVE GRADUATION TO A SATURDAY AT 11:00 AM START AS OPPOSED TO A SUNDAY AT 2:00 PM. DATE TO BE DETERMINED. SECONDED BY BOARD MEMBER NINA BROWN. ALL IN FAVOR. APPROVED.**

Superintendent Segal shared she would like to discuss school year wording with legal counsel once the school board makes a decision. Board member Nina Brown suggested adding a half hour to each day to shorten the number of days in the end. Principal Natti shared this would effect sports due to not having many options for fields and racing darkness. Superintendent Segal shared more research needs to be done before voting on a change to be sure what is in policy is legal. Board members discussed the option of taking out April vacation and having students end the 4 days after Memorial Day. Board members discussed the idea of taking away February break and April break away and instead having a week long break in March between the winter and spring sport break. Superintendent Segal shared it would be challenging to have an SAU with 5 different districts with different vacations. Board members discussed moving graduation up one week and having grades Pre-K through 11 continue through the following Friday as the kids will still meet state hours. Board Member Mo Chandler shared this change may upset parents.

Superintendent Segal suggested looking at doing remote instruction if there is inclement weather. Board member Owen Clark stated the days weren't made up anyway this year. Superintendent Segal expressed there should be NH DOE approval. Business Administrator Butterfield shared she has not been able to find a place online to submit for approval to the state. Superintendent Segal shared when you look up their minutes there was a school district in NH that went to the NH DOE and asked for approval to meet hours instead of days. Board members changed wording in sample policy IC school calendar to state "The school calendar will be developed by the Superintendent and submitted to the Board. The Board should approve the final calendar prior to January 31 of the current year." and "The Superintendent shall ensure that the calendar conforms to the number of actual days or hours of instruction and employment as required by law, board policy, and staff contracts." Board member Owen Clark expressed there needs to be another meeting to discuss more after research has been done.

**MOTION TO ACCEPT THE FIRST READING OF POLICY IC AND ICA BY BOARD MEMBER CATHY COLBY. SECONDED BY BOARD MEMBER OWEN CLARK. ALL IN FAVOR.**



**APPROVED.**

Board Member Steve Sherry asked if the school can get an architect to look at plans for the roof.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO SPEND UP TO \$7,500 OUT OF THE BUILDING AND GROUND TRUST FUND TO GET AN ARCHITECT TO GIVE A DESIGN AND QUOTE FOR A PITCHED ROOF. SECDONED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Superintendent Segal shared that when the beam fell in the middle school entrance of Profile she received the name and number of a guy from the state to apply for emergency funding. Lisbon may be able to apply as well for their roofing needs. Board Member Boutin shared there is money at the County to apply for up to \$50,000. Chairman Adams shared the contact would be Adrew Dorset.

IX. Non Public Session as per RSA 91A:3, I, II (if needed)

**MOTION MADE BY OWEN CLARK TO GO INTO NON-PUBLIC SESSION PER RSA 91A:3,1,11 AT 7:43 PM UNDER THE RIGHT TO KNOW LAW TAKING PRINCIPAL NATTI AND SUPERINTENDENT SEGAL. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE. MOTION CARRIED.**

**MOTION MADE BY BOARD MEMBER OWEN CLARK, SECONDED BY ARTHUR BOUTIN TO COME OUT OF NON-PUBLIC AND RETURN TO PUBLIC SESSION AT 8:58 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE.**

**MOTION TO ALLOW STUDENT DISCUSSED IN NON PUBLIC TO BE THE EQUIPMENT MANAGER/ MANAGER IN THE UPCOMING SOCCER SEASON THROUGH THE FIRST QUARTER OF THE SCHOOL YEAR, WITH THEIR TEAM MANAGER ROLE THROUGH GAMES WORKING TOWARDS SERVING THEIR SUSPENSION OF GAMES, WHILE THE STUDENT WORKS TOWARD THEIR GRADES AND CONTINUE COUNSELING THROUGH THE SCHOOL. AFTER THE FIRST QUARTER THE STUDENT MAY PROPOSE TO THE BOARD TO ALLOW PARTICIPATION IN PRACTICES AND GAMES IF THE STUDENT HAS SHOWN ADEQUATE ACADEMIC STANDING. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

**MOTION TO ALLOW CHAIRMAN ADAMS AND BOARD MEMBER BOUTIN TO NEGOTIATE WITH STAFF MEMBER IN QUESTION TO ADD ADMIN 90 DAYS AND CONTINUE THE \$7,325 BUYOUT, BUT SET AS THE SAME BI-YEARLY AS OTHER CONTRACTS BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

**MOTION TO APPROVE RESIGNATION FROM SCHOOL BOARD CLERK AND DISTRICT CLERK FROM ALEXIS BLOWEY BY BOARD MEMBER ARTHUR BOUTIN. SECONDED BY BOARD MEMBER OWEN CLARK. ALL IN FAVOR. APPROVED.**

X. Adjournment 9:01 motion owen, second arthur.

**THERE BEING NO ADDITIONAL BUSINESS TO COME BEFORE THE BOARD, MOTION MADE BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER ARTHUR BOUTIN TO ADJOURN THE MEETING AT 9:01 PM. ALL IN FAVOR. MOTION CARRIED.**

Respectfully Submitted,

Alexis Blowey  
Board Clerk