LISBON BOARD OF EDUCATION DECEMBER 11, 2013

LISBON REGIONAL SCHOOL 7:00 PM

MINUTES

PRESENT: Chairman Steve Morrison, members - Rob Bruce, Rochelle Cacio, Audrey Champagne, Scott Champagne, Owen Clark, Wendy Hoy Sing Loy, Beth Hubbard, Principal Steve Sexton, Dean of Students Ben Jellison, Superintendent Pierre Couture, Business Administrator Sandy Stone

Chairman Morrison called the meeting to order at 7:00 PM.

Elizabeth Hoy Sing Loy spoke to the Board about a service trip she, Hailey Dumont, Zoe McKinley, and Shannon McGrath are taking to the Dominican Republic during school vacation in the spring of 2014. They will be working on designated projects during the morning and learning Spanish and the Dominican culture in the afternoons. The cost of the trip is $1850.00/each. The students requested financial assistance from the Board. Upon their return, they will present a power point presentation to the Board.

Danny Plant spoke to the Board about his internship with PSU. He is working with the owner of NEST in Littleton on business and finance projects and also on the Littleton River District Redevelopment Project.

Danny can earn 3 college credits if he completes 8 competencies. This is a pilot program that Mike McKeever hopes to develop for future students statewide. Danny requested financial assistance from the Board.

MOTION BY BETH HUBBARD, SECONDED BY WENDY HOY SING LOY TO APPROVE THE MINUTES OF THE NOVEMBER 13, 2013 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

BUILDINGS AND GROUNDS:

The Committee has quotes of $65,004.58 for tank replacement and $12,600.00 for paving. When they go out to bid, the price may come in lower. There is $82,757.98 in the building maintenance capital reserve fund. If the Board decides to use this money to pay for the tank replacement, an article will need to be placed on the warrant for the annual meeting. The deadline to replace the tank is January 1, 2015.

The gym inspection is complete. A few deficiencies were found. The Committee does not feel the deficiencies are safety issues.

Chris changed a couple of pumps for a cost of $900.00.

There was an oil delivery of 6000 gallons.

Chris is trying to locate the source of a roof leak in the music area.

The roof replacement was discussed.

Scott talked to the Selectmen about the maintenance of the generator. The town replied in a letter stating the highway department would maintain the generator and they feel the school should be financially accountable for this. They also stated if the proposed 2014 town budget passes and there is a reduction in staff, the Highway department will no longer be able to perform maintenance on the generator. The cost for the town to maintain the generator is approximately $1200.00/year. It was thought the company that installed the generator quoted $1800.00 - $2400.00/year to maintain it.

BUDGET:

The Committee had two meetings. Community members John Fitzgerald and Jim Trudell are serving on the Committee. Steve Sexton has done his first round of changes to the budget. Steve Morrison hopes they can keep the budget as level as possible from last year. They will be starting with an $80,000.00 balance.

POLICY HANDBOOK:

No report

EXECUTIVE BOARD:

Pierre will cover in his report.

NEGOTIATIONS (PROFESSIONAL STAFF):

There is a tentative agreement in place. There will be further discussion in non-public session.

NEGOTIATIONS (SUPPORT STAFF):

There is a tentative agreement in place. There will be further discussion in non-public session.

STEERING COMMITTEE:

Wendy said the e-portfolios are in place and seem to be working well. They are talking about keeping a paper trail for the first year.

The Committee talked about doing a survey in the spring. They would like to get ideas and feedback from parents and staff about the direction the school is headed.

Sophomore and Senior students can now get approval on their project topics at the end of the year prior to when they are due. Wendy said most of the projects are now thesis based.

FINANCIAL:

Bills were circulated for approval.

Sandy reported on changes to the surplus/deficit statement since last month. There was a gain in state vocational aid and a loss of a few more tuition students. The only change in expenditures is $7020.00 for Bath School transportation. The estimated year-end balance is $118,179.00 of which $80,000.00 will be used as a beginning balance next year. Sandy mentioned print out changes for the purchase of the van and change in the secretarial staff.

The lunch program is still in the black.

MOTION BY AUDREY CHAMPAGNE, SECONDED BY OWEN CLARK TO ACCEPT THE 2014-2015 TUITION

RATES AS PRESENTED:

DISCOUNT FOR SENDING 95% OF STUDENTS

KINDERGARTEN $ 5,353.50 $ 5,139.00

ELEMENTARY 10,707.00 10,279.00

MIDDLE SCHOOL 13,705.00 13,157.00

HIGH SCHOOL 14,560.00 13,978.00

ALL IN FAVOR, MOTION CARRIED.

TRANSPORTATION:

Craig from Berry Transportation did not take issue with a change in the special education transportation contract.

TECHNOLOGY:

Ben said they will have to replace a few elementary computers so that students can do their 2015 Smarter Balance testing on line. There is a line item in the 2014/2015 budget for computer replacement.

BROWN FUND:

No report

LISBON EDUCATION FOUNDATION:

The annual mailing will go out next week.

PRINCIPAL’S REPORT:

Steve has something to discuss in non-public session.

SUPERINTENDENT’S REPORT:

Pierre asked for approval of Amanda Bailey for the position of receptionist. She will be working 8 hours/day @ $12.00/hour.

MOTION BY AUDREY CHAMPAGNE, SECONDED BY WENDY HO SING LOY TO APPROVE THE NOMINATION OF AMANDA BAILEY FOR THE RECEPTIONIST POSITION. ALL IN FAVOR, MOTION CARRIED.

Pierre nominated Molly Culver for a paraprofessional position. The rate of pay is $13.19/hour @ 7 hours/day.

MOTION BY WENDY HO SING LOY, SECONDED BY BETH HUBBARD TO APPROVE THE NOMINATION OF MOLLY CULVER FOR A PARAPROFESSIONAL POSITION. ALL IN FAVOR, MOTION CARRIED.

MOTION BY OWEN CLARK, SECONDED BY SCOTT CHAMPAGNE TO APPROVE CHRIS NESS AS MIDDLE SCHOOL GIRLS BASKETBALL COACH. ALL IN FAVOR, MOTION CARRIED.

The 2014-2015 calendar was approved at the full SAU Board Meeting. Pierre was pleased to have two dedicated professional development days next year. Lisbon’s calendar has been aligned with Littleton and WMR for the CTE students.

MOTION BY BETH HUBBARD, SECONDED BY WENDY HO SING LOY TO APPROVE THE 2014-2015 CALENDAR AS PRESENTED BY PRINCIPAL SEXTON. ALL IN FAVOR, MOTION CARRIED.

The Lisbon Budget Hearing has been set for 2/19/14 and the Annual Meeting date is 3/19/14.

Pierre distributed updated enrollment figures.

Pierre presented a second reading of job descriptions for school custodian, food service manager, cafeteria assistant, and paraeducator.

MOTION BY WENDY HO SING LOY, SECONDED BY BETH HUBBARD TO ACCEPT THE JOB DESCRIPTIONS AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

The SAU Executive Board will be looking for a new Vice-Chairman next year. Steve said Lisbon will need an SAU representative for 2014-2015 as he intends to step down.

MOTION BY SCOTT CHAMPAGNE, SECONDED BY ROB BRUCE TO GO INTO NON-PUBLIC SESSION AT 8:00 PM UNDER RSA 91A:3, I, II OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL AND NEGOTIATIONS TAKING PRINCIPAL STEVE SEXTON, DEAN OF STUDENTS BEN JELLISON, SUPERINTENDENT PIERRE COUTURE, AND BUSINESS ADMINISTRATOR SANDY STONE WITH THEM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY SCOTT CHAMPAGNE, SECONDED BY WENDY HO SING LOY TO RETURN TO PUBLIC SESSION AT 8:35 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AUDREY CHAMPAGNE, SECONDED BY ROCHELLE CACIO TO FUND $250.00/STUDENT FOR FOUR STUDENTS TRAVELLING TO THE DOMINICAN REPUBLIC. ALL IN FAVOR, MOTION CARRIED.

MOTION BY SCOTT CHAMPAGNE, SECONDED BY ROB BRUCE TO DENY A REQUEST FROM DANNY PLANT FOR TUITION REIMBURSEMENT. ALL IN FAVOR, MOTION CARRIED.

MOTION BY BETH HUBBARD, SECONDED BY WENDY HO SING LOY TO RADIFY THE TENTATIVE PROFESSIONAL CONTRACT. THE AGREEMENT IS FOR TWO YEARS. THE BASE WILL INCREASE 2% IN YEAR ONE AND 1.5% IN YEAR TWO. THE SAME INCREASE APPLIES TO CO-CURRICULAR. INSURANCE PREMIUMS WILL REMAIN THE SAME THE FIRST YEAR AND CHANGE TO THE DISTRICT PAYING 80% AND EMPLOYEE PAYING 20% IN THE SECOND YEAR OF THE CONTRACT. LIFE INSURANCE WILL BE INCREASED TO $35,000.00. THE MAXIMUM RATE OF COURSE REIMBURSEMENT WILL CHANGE TO THAT OF THE COST PER CREDIT HOUR AT PSU. PART TIME EMPLOYEES WILL RECEIVE PRORATED COURSE REIMBURSEMENT. EACH LEVEL OF THE RETIREMENT BENEFIT WILL INCREASE BY $1000.00 THE FIRST YEAR AND $500.00 THE SECOND YEAR OF THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

MOTION BY AUDREY CHAMPAGNE, SECONDED BY ROCHELLE CACIO TO RADIFY THE TENTATIVE PARAPROFESSIONAL CONTRACT. THE AGREEMENT IS FOR TWO YEARS. THREE PERSONAL DAYS WERE ADDED TO THE CONTRACT. A DOCTOR’S NOTE WILL BE REQUIRED AFTER A THREE DAY ABSENCE. THREE STEPS WILL BE ADDED TO THE SALARY SCALE. THE BASE WILL INCREASE 3.52% THE FIRST YEAR ($.17) AND 3.63% THE SECOND YEAR ($.20). THE BENEFIT INCREASE IS 1.56% THE FIRST YEAR AND 1.63% FOR THE SECOND YEAR. ALL IN FAVOR, MOTION CARRIED.

MOTION BY AUDREY CHAMPAGNE, SECONDED BY OWEN CLARK TO APPROVE A 2.5% SALARY INCREASE TO THE PRINCIPAL AND DEAN OF STUDENTS FOR 2014-2015. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY SCOTT CHAMPAGNE, SECONDED BY ROCHELLE CACIO TO ADJOURN AT 9:05 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Cindy Derosia

Clerk