
**Lisbon School Board
Meeting Minutes
November 12, 2025**

School Board Members: Arthur Boutin, Chair; Robert Adams; Nina Brown; Tucker Clark; Cathy Colby; Brian Hubbard;

Administration: C.J. Watson, Superintendent; Sam Natti, Principal; Toni Butterfield, Business Manager

The School Board Meeting was called to order by Arthur Boutin at 5:31pm

Approval of Board Minutes

Brian Hubbard motioned to accept the public minutes of October 8, 2025. Nina Brown second the motion. Motion carried 6-0.

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Public Input: Tom & Karen White, community members were concerned about the new storage units placed down at the bottom of their house and the property value around it. They were also concerned with the lack of planning or communication with the neighbors around the decision and location of the storage units.

New Business

Board Member Seats: CJ Watson informed the board that there are three board seats up for renewal in March, Owen Clark does not plan to rerun this year.

Board Report: Arthur Boutin will start the Board Report process that goes in the Annual report. Sam Natti stated he will reach out to Ed Foundation to help find someone to take the budget hearing and annual minutes. He will also post the position in a few spaces and on social media.

Full Board Meeting: The Board discussed and decided not to attend the full board meeting in December.

Approval of Non public minutes: CJ Watson, Superintendent explained the best time to approve the non public minutes.

Principals Contracted Days: The board removed this item from the agenda, it was mistakenly listed.

Standing Reports

Principal: Sam Natti reviewed his principals report.

Superintendent: The Board did not have any questions on the superintendent's report.

Business Manager:

Year to Date Finance Report: Business Manager Toni Butterfield reviewed the current year's budget.

Committee Reports

Building & Grounds: The HVAC work is completed on the roof units and will be maintained again in six months. The elevator was not working due to the power outage but has since been repaired. The board was updated on some other repair work that was done around the building.

Budget: The committee set dates to meet and work on the 2026/2027 budget. November 28th at 5:30pm and December 3rd at 5:30pm.

Transportation: They have not met with Ben from Notchview to finalize the contract. The Board had some discussion on the electric bus's inability to hold a charge for the duration of the bus route while running the heat.

Lisbon Educational Foundation: Thank you notes will be mailed on November 13th.

Policy Handbook

First Reading (new):

- **ACA - Discrimination and Harassment Grievance Procedure: Nina Brown made a motion to move policy ACA to second reading. Tucker Clark seconded this motion. Motion carried 6-0.**
- **ACF - Food and Nutrition Services Anti-Discrimination and Civil Rights Complaints: Nina Brown made a motion to move policy ACF to second reading. Tucker Clark seconded this motion. Motion carried 6-0.**
- **ACN - Accommodation of Nursing Mothers: Nina Brown made a motion to move policy ACN to second reading. Tucker Clark seconded this motion. Motion carried 6-0.**
- **AD- Philosophy of the School District: Nina Brown made a motion to move policy AD to second reading. Tucker Clark seconded this motion. Motion carried 6-0.**
- **DFGA - Crowdfunding: Nina Brown made a motion to move policy DFGA to second reading. Tucker Clark seconded this motion. Motion carried 6-0.**

Second Reading (new)

- **DAF - Administration of Federal Grand Funds: Tucker Clark made a motion to adopt policy DAF. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DGD - School District Credit Cards: Tucker Clark made a motion to adopt policy DAF. Brian Hubbard seconded this motion. Motion carried 6-0.**

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- **DJDA - Health Insurance Cost Sharing: Tucker Clark made a motion to adopt policy DAF. Brian Hubbard seconded this motion. Motion carried 6-0.**

First Reading (Revision):

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Revision

- **DA - Fiscal Management Plan: Nina Brown made a motion to accept policy DA. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DB - Annual Budget: Nina Brown made a motion to accept policy DB. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DBC - Budget Preparation: Nina Brown made a motion to accept policy DBC. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DBI - Budget Implementation: Nina Brown made a motion to accept policy DBI. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DBJ - Transfer of Appropriation: Nina Brown made a motion to accept policy DBJ. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DC - Taxing and Borrowing Authority/Limitations: Nina Brown made a motion to accept policy DC. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DEA - Revenues from Local Tax Sources: Nina Brown made a motion to accept policy DEA. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DFA - Investment: Nina Brown made a motion to accept policy DFA. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DG - Depository Funds: Nina Brown made a motion to accept policy DG. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DGA - Authorized Signatures: Nina Brown made a motion to accept policy DGA. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DH - Bonded Employees: Nina Brown made a motion to accept policy DH. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DI - Fiscal Accounting and Reporting: Nina Brown made a motion to accept policy DI. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DIA - Fund Balances: Nina Brown made a motion to accept policy DIA. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DID - Fixed Assets (inventories): Nina Brown made a motion to accept policy DID. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DIE - Audits: Nina Brown made a motion to accept policy DIE. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DIH - Fraud Prevention and Fiscal Management: Nina Brown made a motion to accept policy DIH. Brian Hubbard seconded this motion. Motion carried 6-0.**
- **DJ - Purchasing: Nina Brown made a motion to accept policy DJ. Brian Hubbard seconded this motion. Motion carried 6-0.**

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- DJC - Petty Cash: **Nina Brown** made a motion to accept policy DJC. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DJD - Cooperative Purchasing: **Nina Brown** made a motion to accept policy DJD. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DJE - Bidding Requirements: **Nina Brown** made a motion to accept policy DJE. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DJF - Local Purchasing: **Nina Brown** made a motion to accept policy DJF. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DJG - Vendor Relations: **Nina Brown** made a motion to accept policy DJG. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DK - Payments, Checks & Manifests: **Nina Brown** made a motion to accept policy DK. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DKA - Payroll Procedures: **Nina Brown** made a motion to accept policy DKA. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DKC - Expense Reimbursement: **Nina Brown** made a motion to accept policy DKC. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DM - Cash in Schools: **Nina Brown** made a motion to accept policy DM. **Brian Hubbard** seconded this motion. Motion carried 6-0.
 - DN - Equipment and Supplies Sales: **Nina Brown** made a motion to accept policy DN. **Brian Hubbard** seconded this motion. Motion carried 6-0.

Withdrawn:

- AA - School District Legal Status: **Nina Brown** motioned to withdraw policy AA. **Tucker Clark** seconded the motion. Motion carried 6-0.
- ADA - Mission Statement and Beliefs: **Nina Brown** motioned to withdraw policy ADA. **Tucker Clark** seconded the motion. Motion carried 6-0.
- AEA - Outcome-based Education: **Nina Brown** motioned to withdraw policy AEA. **Tucker Clark** seconded the motion. Motion carried 6-0.
- AFA - Evaluation of Board Operational Procedures: **Nina Brown** motioned to withdraw policy AFA. **Tucker Clark** seconded the motion. Motion carried 6-0.

School Staffing Notifications & Approvals

Hiring: Tabled until after non public meeting.

Non Public:

Arthur Boutin motioned to go into non-public under RSA 91-A:3, II(a)(c)(m) at 6:03 pm. **Nina Brown** seconded the motion. Motion passed by a roll call vote.

Tucker Clark motioned to re enter the public session at 7.11PM. **Nina Brown** seconded the motion. Motion passed by a roll call vote.

APPROVED

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Nina Brown made a motion to approve all winter coaches and the athletic director. Cathy Colby seconded the motion. Motion carried 6-0.

Nina Bown made a motion to unseal non public minutes from 2/12/1992, 6/10/1992, 5/14/2003, 3/10/2004. Cathy Colby seconded the motion. Motion carried 6-0.

Adjournment

Tucker Clark motioned to adjourn the meeting at 7:15pm. Nina Brown seconded the motion. Motion carried 6-0.

Respectfully submitted,

Molley Gilley
Administrative Assistant