

Lisbon Board Of Education  
Lisbon Regional School  
Lisbon, New Hampshire

May 10, 2023  
5:30 PM

## **MINUTES**

**PRESENT:** Chairman Bob Adams, Vice Chairman Tucker Clark, 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: Melanie Millette, Melinda Millette, Laurie Woolson, Jesse Kochenderfer

### **I. Call to Order**

Chairman Bob Adams called the meeting to order at: 5:32 pm.

### **II. Approval of the Minutes**

**MOTION MADE BY BOARD MEMBER CATHY COLBY TO APPROVE THE APRIL 12 '23 BOARD MINUTES, SECONDED BY BOARD MEMBER NINA BROWN. ALL IN FAVOR. APPROVED.**

### **III. Public Input**

**MOTION MADE BY ARTHUR BOUTIN. NON-PUBLIC SESSION PER RSA 91A:3,1,11 AT 5:33 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 ARTHUR BOUTIN TO RETURN TO PUBLIC SESSION AT 5:45 PM. SECONDED BY BOARD MEMBER SCOTT PETERSON. ALL IN FAVOR. APPROVED.**

### **IV. New Business**

**MOTION TO EXPEND BUILDING AND GROUNDS TRUST FUND FOR THE ELEVATOR REPAIRS BY BOARD MEMBER OWEN CLARK, SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

## **V. Continuing Business**

Superintendent Segal shared Lisbon has started to use the ESSER III money. The ESSER III money will cover the New Hampshire Learning Initiative to come in to work with teachers to look at data to create competency based curriculum. Principal Natti shared it will also cover the cost of 10 new staff Lenovo computers that need to be replaced as well as a new, used mini bus to support social emotional learning programs for students and extending the summer school program.

We currently have 2 mini buses, however, one is not going to pass its inspection this year; the new bus would be replacing this one. Replacing the bus would give more opportunities for the school such as access to transportation for field trips, increasing access to summer school for students, and more.

Board members asked where the bus would be purchased from. Principal Natti shared the bus would be purchased from a company in or around Gorham that many other schools purchase their busses from. The bus would cost about \$40,000. Board members asked if the bus could be paid through a loan with payments instead of upfront and try to get medicaid reimbursement. Principal Natti agreed he would check to see if the bus could be purchased through medicaid.

Board members asked what would happen to the old bus. Principal Natti shared the old bus would probably be going to the purchasing bus company. Principal Natti will see if we can make payments with a normal car loan and reimburse through Medicaid.

Will work with teachers on competency based learning and look at data to gear our curriculum toward where the students are. This will begin on the staff development day coming up on May 19th. They will continue working with the school on expanding programs and transitioning through subjects throughout their time at Lisbon Regional. The group will come in to work with the teachers. If the teachers come in during the summer they will be paid through a stipend that will be covered by the COVID learning loss grant with the whole program costing about \$150,000. This will not have an impact on taxpayers and budget as it is paid through a grant.

Update on the Title IIA funds. These are being used to pay for professional development including workshops such as Motivating the Unmotivated and Strategies for working with Unmotivated Students. The goal is to make professional development paid through these funds so it does not have a financial impact on taxpayers.

## **VI. Standing Reports**

Principal Natti shared a few staff nominations and resignations.

Todd Fisher head varsity soccer coach  
Austin Fisher assistant coach

**MOTION FOR APPROVAL OF TODD FISHER AS HEAD VARSITY SOCCER COACH AND AUSTIN FISHER AS ASSISTANT COACH UPON APPROVAL OF BACKGROUND CHECK BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Casey Dunn high school guidance counselor

**MOTION TO ACCEPT CASEY DUNN AS HIGH SCHOOL GUIDANCE COUNSELOR BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Patt Riggie resignation

**MOTION TO APPROVE PAT RIGGIE'S RESIGNATION BY BOARD MEMBER OWEN CLARK. SECONDED BY BOARD MEMBER NINA BROWN. ALL IN FAVOR. APPROVED.**

Principal Natti shared an update on the fulltime English position. There is another candidate to look at, at the end of this week. The candidate will teach a lesson to the freshmen and will be observed.

Principals Report:

Principal Natti shared some school updates. Recycled Percussion performed for students on April 19. This was a K-12 event with Bath and Landaff in attendance. It was a great experience for the students and we had great participation from students and staff.

Our mock crash was held on May 3 with 4 high school students involved in the scenes. Contributing to the event were the Lisbon Fire Department, Lisbon Police Department, Lisbon EMS, Grafton County Courthouse and Ricker Funeral Home. The event was very realistic and provided students with a look at the reality of what can happen. Spearheaded by Reegan Hubbard as she did a lot of the organization. Arthur was our MC explaining what the emergency personnel were doing. Students have come in to say they have had discussions with their parents they haven't had before. Following the mock crash was a mock funeral for Griffin Barns who was the student who passed in the mock crash. A mock trial was then held in the gym to sentence Merrick Houston who portrayed the driver under the influence in the mock crash. The plan is to do this every four years so every student will go through the event once. Woodsville has gone through this event for years. The father of Tyler Curtis, Derek Curtis came to talk during the mock funeral.

Grades 5 and 6 just went to their bi-annual Nature's Classroom trip for the 3 days, 2 nights organized by Nikki Woods.

Mrs. Jesseman had sadly passed the other day. The family has decided that in lieu of flowers they would like people to donate to the Lisbon Playground Improvement Fund as they wanted to do

something for the school. This will be added to her obituary as well as another cause that people can donate to. The playground that we are looking at will be ADA compliant. The donations will be able to be tax deductible. Depending on what we get to for fundraising there wouldn't be anything loose underneath the playground. The hope is to do a poured rubber so it is safe for smaller children. The footprint is 70 ft by 60 ft which would get us to where the preschool play area is right now. We may have to push the soccer nets further over, but it shouldn't impact the ballfield field area.

We have added a dual credit music class to expand our offerings and are going through the process of adding the Advanced Placement (AP) designation to our dual credit classes, which will further strengthen our academic offerings. They have to submit syllabus to the organization, they will tell us what we need to adjust if anything. This will not change anything at the college level, but will strengthen the college transcripts for students and placements. Working on getting the accreditation through NEASC for elementary, middle, and high school. This would help strengthen our ranking as a school in the community. This is something that is a longer process. Will update next meeting on how long the process is estimated to be and going to find out if ESSER funds can help fund this process. The payment is for going through the organization NEASC for the process. Principal Natti has a call set up for next week.

Principal Natti shared that at tomorrow's staff meeting he will discuss that we are in a good spot as we have re-established our school in our community. There is still stuff we are ironing out within the school. Confident with where we will be in 2-3 years.

### Summer School

Summer school will be funded through learning loss money. Summer school will be structured a bit differently this year. Grades K-4 will be in the building from 8:30-11:30 four days a week from July 5th to August 3rd. Currently, there are 45 students signed up. Previously summer school was limited to ESY students receiving services written in their IEPs. Summer school is now opened up to anyone. Students in grades 5-12 will have the opportunity to be in the building to work on competency recovery as needed. Attendance used to be an issue for parents who would have to leave work to get their child to and from the program. This will be grant funded for two years and we will evaluate its effectiveness at that time. If we prove this is beneficial, this could be a good opportunity to use Title IV money in the future so as to not impact the taxpayers.

### Fire Response

On May 3rd, after dismissal, there was a report of smoke in the lower hallway from the nurse's office. Lisbon FD responded and did a thorough search of the building and found that an air circulator motor on the stage burned out resulting in melted plastic. There was no flame with the unit, and no damage was done outside of that unit. There was smoke throughout the building and the fire department cleared it. It was not a noticeable smell by the following morning. When the fire alarm was set off, it didn't send an alert to the company. Business Administrator Toni

Butterfield asked if we have to report this to Primex. Principal Natti agreed he will check to see if the incident has to be reported to Primex.

Board members brought up the contract for Jeremy to mow the grounds.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO ACCEPT THE MOWING CONTRACT FOR JEREMY. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Superintendent Report:

Superintendent Segal shared a draft of the alleged bullying investigation process. This is a form the school board can use to be official. Superintendent Segal shared she plans on going over the document with principals during their principals retreat. Changes based on RSAs have been made. It is good practice to have an official investigation process. Board members asked what the school board does on the school end if a child is found through this process to be bullying. Principal Natti shared there are infraction consequences that are written into the school policies. The form also instructs parent contact.

Superintendent Segal apologized, in previous roles when there were snow days it was in teachers' contracts and bargaining agreements you could end the year on hours. In last month's principals meeting she found it was not common in the north country. Looked into all policies and bargaining agreements and found they have wording and policy (minimum of 180 instructional days which was opted in '04). Board members discussed they have always gone through the state, not the policy. In the contract it says 180 instructional days. Superintendent Segal requested the board make a motion to have the last day be Friday, June 16th to have all instructional days per the teacher contracts. If the board decides otherwise, the board would have to contact the New Hampshire department of education if they would like to finish the school year on Wednesday, June 14th.

Board members discussed that throughout the past we have always ended school on the scheduled day as long as hours have been met (instructional hours vs. instructional days) and has been approved by prior superintendents. Superintendent Segal shared Profile has had to make up the days in the past. The contract for teachers is 180 student contact days which can't be ignored. Board member Owen Clark mentioned that it's late in the year and it would be an additional 2 days and didn't think students would be attentive. Board member Clark shared that if teachers have to stay extra days teachers could continue the days for professional development opportunities.

Superintendent Segal shared that the last day of school issue came about from the last principals meeting when she shared that the students last day would be Wednesday. Bethlehem and Lafayette met and will be having their last day on Friday, Landaff and Profile have not met yet for their decision. Superintendent Segal shared she is used to teachers contracts saying "up to 5 days". Lisbon's policy and contract only goes by days. Lafayette said the same in their policy

and contract as Lisbon. Another option would be to keep the Thursday and Friday for days that students could come in to finish work they had not finished and that she doesn't think it is wise to disregard policy and contract.

Principal Natti shared Thursday is a scheduled staff development day with CPR training for staff as well as the New Hampshire Learning Initiative coming in to work with teachers. The NHLI professional development would not be able to be moved. There may be more flexibility with moving the CPR training.

Board members discussed making Thursday and Friday half days for students so they would count as full instructional days and the other few hours of the day would be able to be used for professional development.

Superintendent Segal suggested that if the board wishes to end school on the currently scheduled last day and professional development plan, to have a conversation with the Union President due to the teacher contract, wave policy IC, and decide if the teachers (between the board and president) accept 178 student contact days with 2 PD days meaning the teachers would have to come in on monday.

**MOTION FOR STUDENTS TO CONTINUE INSTRUCTION DAYS THROUGH THE FRIDAY, FRIDAY BEING A HALF DAY AND TEACHERS CONTINUING TO MONDAY FOR PROFESSIONAL DEVELOPMENT BY BOARD MEMBER MO CHANDLER. NO SECOND.**

Board members discussed that parents will not send their children to school if they have thought and planned for their child's last day to be Wednesday. Board members asked how much of the Professional Development is relied on the restructuring of the elementary classrooms. Principal Natti shared that we would lose out on time working with the consultants on the curriculum development. It is possible to do any of our in house classroom restructuring on a different day as well as the CPR training if needed.

Board member Owen Clark asked how this decision has been made in the past. We have always had snow days, students have always ended on the same day, teachers have always had the 2 days after for professional development. Superintendent Segal shared she was unsure how past superintendents made this decision.

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO WAVE OUR POLICY, HAVE STUDENTS GO TO SCHOOL FOR THE CURRENTLY SCHEDULED HALF DAY ON WEDNESDAY, IN THE FUTURE THE BOARD WILL UPDATE THE POLICY TO MEET THE STATE REQUIRED HOURS, BOARD MEMBER CLARK WILL GO TO THE PRESIDENT OF THE UNION TO HAVE TEACHERS COME IN FOR PROFESSIONAL DEVELOPMENT ON THE THURSDAY AND FRIDAY FOR PD AND NOT COME IN MONDAY. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

Board members discussed in the next meeting they will discuss changing the policy.

Board members discussed there are parents who would like to start school after labor day. Board members discussed the reasoning for this is due to family vacations and they disagree that school should begin after labor day. At the beginning of this year board members discussed the amount of excused and unexcused absences. Board members shared there is a student who has missed many days. Principal Natti shared that in high school moving onto the next grade is based on credits.

#### Business Manager's Surplus/Deficit Report:

Business Administrator Butterfield shared that the surplus deficit statement looks to be in good shape. Principal Natti and Reagan Hubbard have done a great job sticking to an end date for incoming pay orders . Will be able to come up with a better ending balance later. Currently \$112,000 is estimated as the ending balance. The number may go down a little bit because there are certain things you cannot encumber for. Board members discussed withholding .

Business Administrator Butterfield shared that the Auditors would like the school board to see the budget year to date and a picture of the school's revenues.

Business Administrator Butterfield shared the board needs to make a decision on food service contracts. For the Abbey group, if the staff are given a 4% raise it would be \$15,470. Fresh Picks keep meal prices the same. The number of meals being served is going down; this is a reality across the country. Board members reminded each other that students do not like the food they are currently being served. Board members discussed Littleton has the same food service, however, they get many more choices. Business Administrator Butterfield shared Fresh Picks suggests we raise the meal prices by 50 cents. Our school is currently charging far below what the state is suggesting. Board members agreed it wouldn't be unreasonable to raise meal prices. Business Administrator Butterfield shared this year's contract with Abbey Group will say we owe them money; this is because last year we had money in a fund balance of about \$60,000. Food contract if you make 150,000 in revenue you still have to pay for expenses such as the food. Most schools that have more than \$50,000 left in fund balance have to make a plan to spend it. We have had to make repairs to the kitchen that have been taken out of the building and grounds funds fund. Board members discussed taking repairs out of this food service balance and agreed if it is a repair that directly affects the food services then to take the money out of the fund balance. Board members suggested they talk with the Abbey Group to promote they serve better food to the kids by replicating what they are doing in Littleton, ask if they can bring back the salad bar as a daily choice, not run out of the main entree food option, not change the menu that is sent out. Business Administrator Butterfield shared Abbey Group is responsible for their own cooks and there has been a bit of turn over. Board members discussed if we should switch to Fresh Picks. Business Administrator Butterfield shared Fresh Picks is financially a bigger company. Business Administrator Butterfield will go over the school board's concerns with the Abbey Group.

Public Attendee Jesse Kochenderfer asked how much of the federal grant for feeding underprivileged kids would go toward this.. Principal Natti shared he has looked into getting more families to sign up for the free and reduced lunch covered by the federal grant, however, the federal numbers have changed. With this change in qualifying numbers, Lisbon has many low income families who do not qualify for the program. For the bulk of our community, if one parent works at the Wiremill their family will not financially qualify. There is legislation to change those numbers, but currently we are stuck where we are. Surrounding states are providing free lunch to all students.

## **VII. Committee Reports**

### **A. Building and Grounds**

Board Member Steve Sherry shared the Building and Grounds report. The elementary roof is still leaking. Chris is going to do the infrared scanning for the roof to find the leaks. Generator had preventative maintenance. Generators not running how it should; a tech will come in to run diagnostics. If it is a computer part it could be \$700. Boiler inspection happened today; it happens every two years. Steamer scaler pieces in kitchen replacement could be possibly paid through the food fund. Yearly oil tank inspection came and they found it to be all set. Elevator inspected went well. July work will come. Blown up water station in the gym has been replaced and ready to go. Emergency exit signs fixed to increase brightness. Chris went to kingswood high school and the food served there was much better than ours. Deadriver propane every six months inspection. Spring clean up outside was done and the town loader was borrowed to help pick up dirt. Adheara inspection done \$1300 each time every 3 years. Everyone has to be up to date on asbestos information as there are still two very small areas with it. HVAC preventative maintenance has been done. New motor, pulley and belt from the smoke incident was fixed.

### **B. Budget**

n/a

### **C. Executive Board**

During the last EBoard meeting the Leadership certification was discussed as well as the draft on the bullying protocol and the snowdays/last day of school discussion.

### **D. Negotiations with Professional Staff**

n/a

### **E. Negotiations with Support Staff**



n/a

#### **F. Transportation**

Board members discussed where the bus drivers from our current bus company will go since we are changing bus companies. Principal Natti shared that the current bus drivers may transfer to the bus company we are switching to. Board member Cathy Colby would like to keep the current bus driver on her children's route if possible.

#### **G. Technology**

n/a

#### **H. Brown Fund**

n/a

#### **I. Lisbon Educational Foundation**

n/a

### **VIII. Policy Handbook**

n/a

**MOTION MADE BY ARTHUR BOUTIN. NON-PUBLIC SESSION PER RSA 91A:3,1,11 AT 7:37 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 ARTHUR BOUTIN TO RETURN TO PUBLIC SESSION AT 8:59 PM. SECONDED BY BOARD MEMBER SCOTT PETERSON. ALL IN FAVOR. APPROVED.**

**MOTION MADE BY BOARD MEMBER OWEN CLARK TO ALLOW THE REQUESTED STUDENT TO CONTINUE THEIR ECONOMICS COURSE ONLINE AT HOME AS LONG AS THE STUDENT FINISHES THEIR PORTFOLIO REQUIREMENTS AND TAKE AN INCOMPLETE IN THEIR ACCOUNTING CLASS. IF THESE REQUIREMENTS ARE NOT MET THE STUDENT WILL RECEIVE A STATE DIPLOMA. SECONDED BY BOARD MEMBER ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

**THERE BEING NO ADDITIONAL BUSINESS TO COME BEFORE THE BOARD,  
MOTION MADE BY BOARD MEMBER NINA BROWN , 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