

Lisbon Board of Education
Lisbon Regional School
Lisbon, New Hampshire

April 10, 2019
TIME: Immediately following public hearing
6:00 pm

MINUTES

PRESENT: Chairman Bob Adams, Principal Jackie Daniels, Dean of Students Paula Frank, Superintendent Pierre Couture, Business Administrator Kristin Franklin, Board Members Arthur Boutin, Scott Peterson, Lori Williams, Nina Brown, Owen Clark, Mike King and Amber Wright.

Superintendent Couture opened the public hearing at 6:00pm.

This hearing is to notify the public the school will be borrowing \$80-90k in reimbursement anticipation notes for special education costs at an interest rate of 3-3.25% to later generate revenue to offset taxes. The school will be reimbursed from Special Education Aid (formally CAT aid) by the Federal government. We are required to have this hearing in case there are any questions. There were no questions.

REORGANIZATION OF SCHOOL BOARD

Superintendent Couture asked the board for a nomination for a School Board Chair:
ROBERT ADAMS NOMINATED OWEN CLARK AS CHAIR, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

OWEN CLARK NOMINATED ROBERT ADAMS AS VICE-CHAIR. SECONDED BY BY NINA BROWN. ALL IN FAVOR. APPROVED.

Lori Williams was sworn in by Superintendent Couture at his office to replace Jim Trudell as the new Lyman resident to sit on the Lisbon Regional School Board. Scott Peterson was sworn in to replace Rochelle Cacio's seat on the board for the town of Lisbon.

PUBLIC INPUT

There was no public input. Five students attended the meeting to fulfill their civic participation requirement for graduation. Public attendance: Aydra Langmaid (Grade 11), Michael Langmaid (Grade 10), Mason Langmaid (Grade 9), Destiny Robinson (Grade 11), Clarissa Robinson (Grade 9).

APPROVAL OF MINUTES OF THE MARCH 20, 2019 MEETING

MOTION MADE BY OWEN CLARK TO APPROVE THE MARCH 2019 MINUTES, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

APPROVAL OF BILLS: FINANCIAL

Business Administrator Kristin Franklin reviewed the Lisbon Regional School monthly surplus/deficit statement. As of April 10, 2019 the projected year-end budget surplus (deficit) is \$60,870 and the projected year end unrestricted fund balance is \$12,893. The estimate for the clerestories for the roof is included in the surplus/deficit statement. A discussion ensued about pulling money from the capital reserve fund to pay for the special education tuition overages with the understanding the account would be replenished once Special Education Aid (formally CAT aid) is paid back to the school. Kristin stated she would check the legalities of the transfer of funds with the Department of Revenue and also check to see if the board has to take action before a certain date. A question was asked about the increase in costs on the surplus/deficit statement from the last month's statement. Kristin later provided an explanation that the approximate \$125k increase was due to the fact encumbrances are usually expected to equal expenditures and last month more monies were encumbered than estimated due to an unexpected \$153k special education tuition charge.

GENERAL INFORMATION

A part-time employee at the SAU office resigned. Ann Huddleston and Dawn Aldrich felt they could absorb the duties for Lisbon's payroll. Kristin informed the board the SAU office is looking at purchasing an automated time-clock system that would feed directly into the payroll system. Having this system would be less labor intensive and would be more accurate. The SAU would front the money for the setup of the new system and then the schools would absorb the annual costs.

BOARD COMMITTEE ASSIGNMENTS: BUILDING AND GROUNDS

On March 25, 2019 Chris reported the hot water heater was leaking. The tank changeover started on March 28, 2019. Two tanks on the second floor were placed in pans with drains. Complete assembly for Roof top Unit 2 circulator pump and motor cost \$3,000. On March 25, 2019, Roof top Unit 1A motor-to pump coupling failed and was repaired on March 27, 2019. The plow truck had an oil change and tire rotation. The cost for an elementary floor overlay is \$3,708.21 for a skim coat, new base, cover, and all transitions. The estimate for the Multi-purpose room (same as above) is \$5, 143.53. The MPR will not be retiled this year. A new mailroom door was ordered. The library doors are not unlocking. A faucet is leaking in Room 188. A new switch for the holding oven was installed on April 3, 2019. Chris secured pricing for a new heating element for the holding oven totaling \$1,300 plus freight. On April 8, 2019 the new hot water system was up and running-continuing to fine tune the mixing valve. The oil boiler failed sometime between Saturday night and Sunday, April 7, 2019. The loop temperature dropped; groove lock fittings leaked on the new boiler and ruined the circuit board. On April 8, 2019 1,000 gallons of oil was ordered-level in the tank is 1,400. On April 9, 2019 a contractor insulated all of the pipes on the new hot water system. Chris asked the supervisor about marking the pipes for direction, supply, return, cold, hot, etc. The elevator state inspection was performed on April 9, 2019 and passed inspection.

BUDGET

No report

POLICY HANDBOOK

Policy EHAB - Data Governance & Security had its first reading

EXECUTIVE BOARD

The SAU Executive Board meeting is May 1, 2019 at 6:00 pm in the AHEAD conference room at 262 Cottage Street, Littleton, NH.

NEGOTIATIONS (PROFESSIONAL STAFF)

No report

NEGOTIATIONS (SUPPORT STAFF)

No report

STEERING COMMITTEE

No report

TRANSPORTATION

No report

TECHNOLOGY

No report

BROWN FUND

No report

LISBON EDUCATION FOUNDATION

Met Wednesday, March 27, 2019 to review and award funds to applicants.

PRINCIPAL'S REPORT

Principal Daniels reported we have completed the third quarter of the year and the end of the year is a busy time for both staff and students. Seniors are awaiting college acceptance letters and financial aid packages. Colleges that the seniors have been accepted to so far include: UNH, PSU, Keene, NHTI, and LRCC. They are working on scholarship applications and finalizing their senior project presentations for April 15-16, 2019. LRS is in the running for a scholarship contest sponsored by NHHEAF. We currently rank highest in the state as one of the top schools with 75% or more of our seniors who applied and were accepted to colleges through the "I am College Bound/I Applied" campaign. Grades 3-8 have been or will be involved with taking state assessments through the middle of May. All grades are tested in English language arts and mathematics. Grades 5, 8, and 11 will also be tested in science. The junior class took the SAT as their state assessment on March 27, 2019.

Paula Frank, Dean of Students, presented the third quarter discipline report for the board.

UPCOMING EVENTS:

April 10-12 – Molar Express

April 10 – Hampstead Players 1:00-2:00

- 6:00 School Board meeting
- April 11–13 – All State Music Festival in Concord, NH (Destiny Fullerton qualified)
- April 13 – Lions Club Spring Dinner
 - Middle School Film Festival 3:00-4:30
- April 15 & 16 – Senior Project Presentations
- April 17 & 18 – Grade 5 and 6 Revolutionary War Plays 9:30 and 12:30
- April 18 – Class Meetings 10:20-10:50
- April 19 – Gamesters Field Trip 7:30-5:00
 - Middle School Rewards trip 12:15-2:30
- April 22-26 – April Vacation
- April 30 – Career Fair at Bretton Woods Ski Area 9:00-12:30 for high school
 - NED Show for grades K-6 1:30-2:15
- May 2 – Early Release 12:00
- May 3 – 6:00 Middle School Spring Fling dance
- May 4 – 8:00-post-concert Middle School Northern Districts Music Festival at Lin-Wood
- May 6 & 7 – Sophomore Project presentations
- May 8 – 6:00 School Board Meeting
- May 10 – Grades 5 and 6 field trip to Boston to walk the Freedom Trail
- May 11 – Spay Clinic sponsored by the CHAT Club
- May 16 – 7:00 Spring Concert featuring middle school and high school choruses and instrumental groups
- May 17 – Professional Development Day to calibrate scoring on common assessments and Choose Love presentation by Scarlett Lewis

SUPERINTENDENT’S REPORT

Superintendent Couture asked for nominations for Support Staff and a motion to accept the list and approve.

MOTION MADE BY AMBER WRIGHT TO ACCEPT THE NOMINATIONS FOR SUPPORT STAFF, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

Superintendent Couture asked for a motion to accept the resignation of two staff resignations: Michelle Jackson on April 12; Joseph Orlando April 19.

MOTION MADE BY ARTHUR BOUTIN TO ACCEPT THE RESIGNATIONS OF MICHELLE JACKSON AND JOSEPH ORLANDO, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

Superintendent Couture informed the board that the Board Chair will now have to read and sign general assurances from federal government for Title grants and any federal programs. Both the Superintendent and Board Chair have to initial and sign the documents.

Superintendent Couture was sent a new policy about Data Governance and Security Policy EHAB. A data security team is being formed with representative from Lisbon on the team. All websites and programs will need to be vetted and approved by the Technology Education Coordinator/team in each district. The SAU is contracting with a law firm to do the vetting at \$1

per student. The biggest impact for teachers is that they will not be able to go home, find a great website and then use it the next day. All websites will need to be vetted. Teachers need to send the IT coordinator in each school a list of websites they use. The idea behind the policy is to protect our students online. Superintendent Couture asked for a motion for the first reading of this new policy.

MOTION MADE BY MIKE KING TO APPROVE FIRST READING OF POLICY EHAB, SECONDED BY AMBER WRIGHT. ALL IN FAVOR. APPROVED.

The superintendent wrapped up the meeting by reminding the board about the Executive Board Meeting on May 1, 2019. Superintendent Couture has arranged for a presenter about the new Code of Conduct Code of Ethics for teachers. At end of the meeting the board welcomed the two new board members, Scott Peterson and Lori Williams. Board Chair Owen Clark asked for a motion to adjourn the meeting.

There being no additional business to come before the Board, **MOTION MADE BY ROBERT ADAMS TO ADJOURN THE MEETING, SECONDED BY NINA BROWN AT 6:41PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully submitted,

Paula Frank, Dean of Students