

Lisbon Board Of Education  
Lisbon Regional School  
Lisbon, New Hampshire

April 13, 2022  
6:30 PM

## **MINUTES**

**PRESENT:** Chairman Owen Clark, Vice Chairman Bob Adams, Principal Jackie Daniels, Dan of Student Paula Frank, Superintendent Tari Thomas, Business Administrator Toni Butterfield, Board Members Arthur Boutin, Steve Sherry, Nina Brown, Scott Peterson, Mo Chandler, Tucker Clark, Cathy Colby

Public attendees: Roberta Homes, Darcy Ashe, Angelo Gonzalez, Destiny Drew, Serenity Hannon, Alexis Egnew

Prior to the call of order Arthur Boutin, Scott Peterson, and Cathy Colby were sworn into Lisbon Board of Education seats for 3-year terms.

Superintendent Tari Thomas called the meeting to order at 6:35 pm.

Superintendent Thomas asked for nominations/votes for Board Chair. Bob Adams nominated Owen Clark. There were no other nominations.

MOTION MADE BY BOARD MEMBER BOB ADAMS, SECONDED BY BOARD MEMBER STEVE SHERRY TO VOTE OWEN CLARK AS LISBON BOARD OF EDUCATION CHAIRMAN. ALL IN FAVOR. APPROVED.

Chairman Owen Clark called for nominations for Vice-Chairman and nominated Bob Adams. No other nominations were made.

MOTION MADE BY CHAIRMAN OWEN CLARK, SECONDED BY BOARD MEMBER STEVE SHERRY TO VOTE BOB ADAMS AS LISBON BOARD OF EDUCATION VICE-CHAIRMAN. ALL IN FAVOR. APPROVED.

## **ANNOUNCEMENTS AND GOOD NEWS:**

Principal Jackie Daniels shared the Education Foundation has funded a high school trip to NYC. Close to 70 students have signed up to participate in the trip. This will not be an overnight trip; students and chaperones will leave at 6 am on 2 coach busses and return around 2-3 am. While in NYC students will visit Ground Zero, a history museum, and the Broadway show Hamlet.

### **Public Input:**

Principal Jackie Daniels assisted the students of the senior class attending the meeting in asking permission from the board to schedule their senior trip during the school day of May 12th. Board members agreed students would not be penalized for missing school May 12th and attending their senior trip.

Darcy Ashe teacher at Lisbon Regional shared a proposal for a preschool. This preschool would be funded through Title One money and would run through a trial year this 2022/2023 school year. The Title One grant is particular on what the money is used for, those who oversee the grant on a larger level are pushing for Title One money to be used for preschool development. In the Title One grant right now there are leftover Title One Covid Money that will be expired and must be used. There is also a lump of money that is able to be rolled over to the next year. Darcy explained they plan to use the expiring money for purchasing materials, furniture, curriculums, etc. for the preschool and the rollover funds would be enough to cover the salary and benefits for the teacher they would hire for the program.

Board members and Darcy discussed the logistics of how the preschool would fit into the building and the current Title One programs. The preschool could be housed in the empty Kindergarten room. If in the future the kindergarten class is large enough to have two sections there will still be enough classrooms to accommodate as the Title One reading could be moved to a smaller room within the hallway. Title One teachers will still be able to provide services to both preschool and the other grades as well. Darcy explained she has done extensive research on developing a preschool program and has talked with many state departments to analyze the guidelines and make a program work within our school.

**MOTION MADE BY BOARD MEMBER STEVE SHERRY, SECONDED BY BOARD MEMBER SCOTT PETERSON TO APPROVE THE ONE-YEAR TRIAL OF A PRESCHOOL FUNDED THROUGH TITLE ONE. ALL IN FAVOR. APPROVED.**

**MOTION MADE BY BOARD MEMBER STEVE SHERRY TO APPROVE THE MARCH 16TH '21 BOARD MINUTES MARCH 16TH NON PUBLIC MINUTES, MARCH 16TH ANNUAL MINUTES, AND FEBRUARY 16TH BUDGET HEARING MINUTES, SECONDED BY BOARD MEMBER SCOTT PETERSON. ALL IN FAVOR. APPROVED.**

### **PRINCIPAL'S REPORT:**

Principal Jackie Daniels asked the board if they would begin allowing the at-home COVID tests. Board members discussed the current COVID numbers being low within the school and the process in which parents would submit proof of at-home COVID test results. Board member Nina Brown stated the at-home COVID tests can be inaccurate. A vote was taken.

MOTION MADE BY BOARD MEMBER MO CHANDER, SECONDED BY BOARD MEMBER STEVE SHERRY TO APPROVE THE ACCEPTANCE OF AT-HOME COVID TESTS. ROLL CALL. APPROVED.

Principal Jackie Daniels explained Mike McSheehan, through the Crotched Mountain Foundation grant that Laura Clark wrote, has been working with the staff and will continue working with staff. Principal Daniels continued they have been working with the full staff, and leadership team as well, to align our beliefs into a vision so we have a more comprehensive look at school improvement and what will be our top priorities. The first full staff meeting happened today to work on beliefs and will meet again in May and June. Laura is working on writing another grant worth over 300,000 over a 3 year period.

Principal Daniels explained the school has not been successful in having anyone currently certified to teach drivers education apply to the open driver's education position. Ben has looked at what some other options are and has talked to some of the companies in the Littleton/Woodsville area to see if they would have teachers who would take on our program and see if they would teach here and use their vehicles. The Truck Chris is using is going to need repairs and is wondering if it would make sense to trade in the truck and current driver's ed car (if we do not have our own driver's ed teacher next year) to get a better/newer plow truck. Chairman Clark asked why the truck is having many issues and suggested they not decide to do anything with the car until the school figures out what they're doing with drivers ed. Vice-Chairman Adams asked if the certification has to be had before a person begins teaching. Board members did not have a definitive answer. Chairman Clark added that Drivers ed is a hard thing to find in general as other schools have started contracting with outside companies as well. Traveling to another town for driver's ed may be a barrier for families in Lisbon it is beneficial to have it here at the school to offer our students. Board Member Mo Chandler asked if we can pay to help people get certified to teach? Chairman Clark, would hate to see the program go and added if we can at least get a contractual service that would be better than no program at all. Ben is working on discussing this idea with other companies. Board members decided to revisit the driver's ed issue.

Principal Daniels explained there was a petition to restart the recycling program at the school. The petition had 31 signatures from students and adults. Board members discussed what the transfer station is currently taking for recycling. Principal Daniels explained in the past there were green bins in every classroom and a group of students once a week would pick up the recycling from the rooms. Chris would then bring the recycling to the transfer station. Superintendent Thomas suggested the proposing group come back to the School Board with a proposal that has more information on the logistics of how the program would work.

#### **IMPORTANT DATES:**

April 19 - Floor Hockey Tournament - register a team by April 15  
April 25-29 - Spring vacation - no school

May 2-6 - Staff Appreciation Week  
 May 6 - Paradigm Shift - junior class - 1:00-2:30  
 May 9 - Senior Portfolios due  
 May 9-13 - 5th & 6th grade State testing  
 May 11 - NH State science test for juniors
 

- School Board Meeting - 5:30

 May 12 - Senior Day Trip  
 May 13 - Paradigm Shift - senior class - 11:00-12:30  
 May 16-19 - 7th & 8th grade State testing  
 May 16-18 - 4th grade State testing  
 May 19 - High School Trip to NYC (Funded by the Lisbon Education Foundation)  
 May 20 - Professional Development - no school  
 May 21 - High School Prom  
 May 24 - CLiF Family Night - all families welcome - 5:30-7:00  
 May 25 - GEAR UP Scholarship event for seniors - Concord, NH
 

- Grades 4&5 - Candlepin bowling field trip to Shelburne Falls, MA (Funded by LEF)
- Grade 6 field trip to Littleton Historical Society and movies in Lancaster

 May 26 - Grade 1 field trip to Montshire Museum
 

- Spring Elementary Music Concert - 6:30

 May 30 - Memorial Day - no school  
 June 7 - Kindergarten Celebration - 1:00  
 June 8 - Middle School Awards Assembly - 1:30
 

- School Board Meeting 5:30

 June 9 - MS/HS Spring Choral and Band Concert  
 June 9 & 10 - Kindergarten registration - call for an appointment  
 June 10 - High School Awards Assembly - 1:00  
 June 12 - Graduation of the class of 2022 - 2:00  
 June 14 - Last day of school (tentative) - 12:00  
 June 17-19 - Alumni Reunion

## **SUPERINTENDENT:**

Superintendent Thomas shared the April Superintendent Newsletter has gone out if anyone wants to check it out as there are pictures and sneak peeks from around the district. This will be going out at the end of the week to all parents and staff within the district.

Superintendent Thomas expressed Lisbon is on the ball and has very few priority policies to tackle. She added that she did an inventory of all five districts and what policies they have and did not have. Because she is leaving at the end of June she tried to distill it to priority policies which are policies districts are required to have by law. Lisbon only has a couple that still needs

to be done which will be done later on in this meeting's agenda. Shoutout to Jackie to have all policies online and accessible through the website.

Superintendent Thomas shared NHSBA has come out with a policy update that encapsulates legislative changes. NHSBA gives current information and goes through a comprehensive analysis. Superintendent Thomas encouraged board members to look through their emails to read up on the NHSBA updates.

Superintendent Thomas explained she, Kate, and some of the SAU staff met with Kate last week; topics of discussion with her were as follows: job description, organizational chart, evaluation templates for both admin and SAU staff, Boards' Annual/Monthly Agenda and Meeting Agenda template, Cliff Notes and Recap Notes for Administration, Entry Plan Report and Findings, COVID plan or Stronger Together Document, mentoring and induction options from Carl Ladd from NHSAA. Kate also met with Toni, Dawn in HR, and Stephanie Eastman of the Systems of Care Grant. Kate will be visiting the school on Monday.

## **FINANCIAL:**

Surplus/Deficit Report. Went over with a fine-tooth comb. There is a list of things we may be able to ESSER funds and looks like we will be looking in good shape to hit the \$400,000. The reason the end-of-year numbers were not coming out closer to predicted a few months ago was because certain items were showing in the wrong funding accounts/ funds; this has been corrected. We are currently not putting in any more purchase orders. It doesn't look like we will have to cut anything else or freeze the budget. Business Administrator Toni shared documents of the surplus/deficit report as well as a breakdown of ESSER funds.

Business Administrator Toni shared Food Service Contracts did not come in yet as it is back and forth as to whether there will be free lunch for all students or not. The companies have to do contracts for free lunch and contracts for not offering free lunch so it is taking a little longer for them to get the contracts finished.

Business Administrator Toni shared that an MS-22 will be sent via DocuSign for members to sign, however, first Toni is going to talk to the DRA and ask for a clear explanation of how this would work so board members can understand. Board members will revisit this after there is a better understanding in May of how this works. Board members decided to table to next month.

## **POLICY HANDBOOK:**

Superintendent Thomas shared there are two policies that must be looked at for approval. The policies are as follows:

GADA - Employment References GADA - Employment References  
JLDBB - Suicide Prevention JLDBB - Suicide Prevention

**MOTION MADE BY BOARD MEMBER STEVE SHERRY, SECONDED BY BOARD MEMBER ARTHUR BOUTIN TO APPROVE BOTH POLICIES GADA AND JLDBB FOR ALL READINGS. ALL IN FAVOR. APPROVED.**

**EXECUTIVE BOARD:**

Chairman Clark shared the Executive Board talked about policies, and how as SAU wide we need to get our budgets done sooner, but can't do that unless the numbers from SAU come sooner, also discussed requesting an organizational chart of how the SAU is being used.

**TRANSPORTATION:**

N/A

**NEGOTIATIONS (PROFESSIONAL STAFF):**

N/A

**NEGOTIATIONS (SUPPORT STAFF):**

N/A

**TECHNOLOGY:**

N/A

**BROWN FUND:**

N/A

**LISBON EDUCATION FOUNDATION:**

Board Member Scott Peterson shared that the Education Foundation is helping fund the NYC field trip for high school students. Board Member Peterson shared the school presented the proposal to the Education Foundation (coach bus costs, ticket prices, agenda with times, etc.).

**BUILDING AND GROUNDS:**

Vice-Chairman Adams shared the building and grounds report. As of 3/28, there is no asbestos present in the Multi-Purpose Room. Changed Filter. The elevator is getting stuck again. Got fixed. The oven motor came yesterday 4/12. Sent pictures of the roof to the representative on

3/10 and called the rep on 3/28 about the elementary roof. There are 50 linear feet of issues. 6 brush motor replaced on the floor sweeper and additional fees adding up to \$671.54 in repairs. Casella has increased their price by 6.15% to \$96.22 per month until gas prices go down. Stanley elevator repairs have come to \$516.42. All the posts in the playground that have not yet been replaced will be replaced for free. On 4/13 a major rebuild of the convection oven was decided. There needs to be a new blower motor, ignition module, and ignitor. ENE billed for service for the boilers coming to \$5344.90. Chris Leavitt called to dispute the bill and was able to get the final bill to \$3991.80 creating a savings of \$1353.10. An elevator smoke test is scheduled for 4/14. Sprinkler inspection is scheduled for 4/14. Waiting on a second quote for the science acid neutralizer. The first quote was \$2,800.

**BUDGET:**

N/A

**SCHOOL STAFFING NOTIFICATIONS AND APPROVALS:**

Superintendent Thomas shared Teacher Nominations are expected to be in March and Support Staff Nominations are expected to be in April.

Jackie will be providing the lists for the board.

Recommended Motion: to approve the slate of nominations for professional and support staff for 2022-2023

**MOTION MADE BY BOARD MEMBER ARTHUR BOUTIN TO GO INTO NON-PUBLIC SESSION PER RSA 91A:3,1,11 AT 7:55 PM UNDER THE RIGHT TO KNOW LAW TAKING PRINCIPAL DANIELS AND SUPERINTENDENT THOMAS. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE. MOTION CARRIED.**

**MOTION MADE BY BOARD MEMBER STEVE SHERRY TO RETURN TO PUBLIC SESSION AT 9:32 PM, SECONDED BY SCOTT PETERSON. ALL IN FAVOR. APPROVED.**

MOTION MADE BY BOARD MEMBER ARTHUR BOUTIN, SECONDED BY BOARD MEMBER NINA BROWN TO ACCEPT SLATED PROFESSIONAL AND SUPPORT STAFF NOMINATIONS. 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 STEVE SHERRY TO ADJOURN THE MEETING AT 9:38 PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully submitted,

Alexis Blowey  
Board Clerk