

Lisbon Board Of Education
Lisbon Regional School
Lisbon, New Hampshire

August 8, 2018
6:00 PM

MINUTES

PRESENT: Vice Chairman Owen Clark, Principal Jackie Daniels, Superintendent Pierre Couture, Business Administrator Kristen Franklin, Board Members Arthur Boutin, Rochelle Cacio, Nina Brown, Steve Sherry, Jim Trudell.

Vice Chairman Clark called the meeting to order at 6:03 pm.

No public input.

MOTION MADE BY JIM TRUDELL TO ACCEPT THE JUNE 2018 MINUTES, SECONDED BY STEVE SHERRY. ALL IN FAVOR. APPROVED.

FINANCIAL:

Manifests were passed around and signed.

Kristen has the engagement letter for the auditor.

JIM TRUDELL MADE A MOTION TO APPROVE THE ENGAGEMENT LETTER FOR THE FINANCIAL AUDIT, SECONDED BY STEVE SHERRY. ALL IN FAVOR. APPROVED.

JIM TRUDELL MADE A MOTION TO NOT PROCEED WITH HIRING AN ACTUARY, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

The estimate of the fun balance coming into the year is a work in progress. We are working on final numbers from the food service company. We did not plan on coming into this school year with any fun balance, so this is good news.

So far Abbey Group has been good to work with.

We have good news!! Three years ago an order was put into the cable company (Time Warner) to discontinue service - it never happened. The service was never stopped. This mistake was discovered last December. We have a check for a little over \$43,000 of unanticipated revenue! We will hold a meeting to notify townspeople that we are receiving a check of unanticipated revenue. We need to notify of any monies over \$5,000.

In terms of the roof project - Kristen passed around a couple of pages of photos for the board members to look at. The architect seems happy with the project, however Chris has some concerns with work that has been done.

BUILDING AND GROUNDS:

The roof project is about 50% finished. Next Monday Chris and someone else are going down to Nottingham to buy 15 more desks- they are giving a \$200 donation toward buying the desks. The new maintenance truck would not start, so the dealership replaced the starter. The cabinet heater in the main entrance needs a motor (noisy for classroom next to it) - at the same time service the A/C unit. The heat is short cycling. A one inch copper line had to be fixed outside of the office - It is complete. The hot water circulator pump and motor were replaced. The bleachers are coming together. The leak to the gym floor was fixed on 8/5/18. The bird issue

with the rooftop ductwork: painted it a different color, added 3 owls up there and covered the old duct work with roof membrane.

BUDGET:

No Report

POLICY HANDBOOK:

JCA- Assignment policy - fixed the wording to meet the new laws.

IMBA distance education - the manual said all students are required to take an online class, we changed it to recommend not required.

IKA- We copied the assessment procedures from the student handbook. It still had the A, B, C grading scale.

IHAM - goes along with IGE it states in both specifically that parents have to opt in for their student to attend the sex education class. If a parent does not do this 2 week prior to the class starting, the teacher will have to find something else for the student to work on during that class.

IHAK- added additional things that civics classes have to teach.

IHBCA- added wording to the policy.

MOTION MADE BY STEVE SHERRY TO ACCEPT THE FIRST READING OF THE POLICY HANDBOOK, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

EXECUTIVE BOARD:

No Report

NEGOTIATIONS (PROFESSIONAL STAFF):

No Report

NEGOTIATIONS (SUPPORT STAFF):

No Report

STEERING COMMITTEE:

Will be meeting

TRANSPORTATION:

No Report

TECHNOLOGY:

No Report

BROWN FUND:

No Report

LISBON EDUCATION FOUNDATION:

No Report

PRINCIPAL'S REPORT:

There has been a lot of work going on in the building. The new roof is being installed as well as the new bleachers. New carpets have been installed in the office area. Tile has been installed in rooms 101 and 103.

A team of teachers and administration are working on a presentation for the middle and high school students to teach them what to do in an emergency. Guest speakers may be part of the presentation and we will also plan for a parent information meeting to let the public know what we are doing to keep their children safe.

Mrs. Frank and Mrs. Daniels have been working on updates to the student handbook as well as developing a faculty handbook. Changes in the student handbook are highlighted in yellow to make them easy to see.

The Elementary teachers will be piloting two new reading programs during the next year. Three years ago they piloted a new math program and we have seen positive results from the consistency of everyone using the same program and following it with fidelity. The current reading program is very old and few teachers are using any parts of the program. We are finding that there could be better continuity in reading skills between grades if all teachers had a common program to follow. We will look at a possible adoption of a new reading program for the 2019-2020 school year.

We made some revisions to the 2018-19 Lisbon Regional School Student Handbook. The Attendance Policy- Page 11 - we changed the attendance policy so that now parents will be allowed to excuse their child for 4 days per semester for unexcused days (no medical note). After 6 unexcused days the parents will be called in for a meeting with Principals Daniels. After 8 unexcused days the parents will be called in to meet with Principal Daniels and the truancy officer. Discipline - Page 13 - we added some wording on discipline infractions to make it a bit more clear. Student Automobile use- Page 24 - We outlined being unsafe with cars in the parking lot. There will now be separate student parking and faculty parking. We are still deciding if we will have parking stickers or a mirror hanger to put in our vehicles for parking. Guidelines for placing posters and flyers on school grounds- Page 29- We added guidelines for placing posters and flyers on school grounds. This came up by student suggestion - that we add wording as to what can be hung in the school. Student Transportation- Page 34- We added that there are video cameras on the busses.

Mrs. Daniels is excited for the new year to begin and for the students to get back in the building. It looks like we will be welcoming a number of new families to Lisbon.

MOTION MADE BY ARTHUR BOUTIN TO ACCEPT THE 2018-19 STUDENT HANDBOOK, SECONDED BY STEVE SHERRY. ALL IN FAVOR. APPROVED.

Mike McKeever went to Principal Daniels to express his interest in buying some of the old tools that have not been used in the last seven years. If allowed to buy them the monies made will go into the Launch account or the Robotics account. Vice Chairman Owen Clark said to have Mr. McKeever make a list of the tools that he is interested in and submit it to the board. Superintendent Couture said if it is a significant amount, we should let the taxpayers see it first.

UPCOMING EVENTS:

August 22 and 23 - Staff Development Days

August 27 - First day of school for students

August 3 and September 3 - No school - Labor Day Weekend

SUPERINTENDENT:

We received Mike McIntyre's resignation. He will be retiring due to health complications.

MOTION MADE BY JIM TRUDELL TO ACCEPT THE RESIGNATION OF MIDDLE SCHOOL SOCIAL STUDIES TEACHER MIKE MCINTYRE, SECONDED BY ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.

We are hiring a new elementary teacher - William Fisk. William is excited to start teaching at Lisbon.

MOTION MADE BY STEVE SHERRY TO ACCEPT THE NOMINATION OF ELEMENTARY TEACHER WILLIAM FISK, SECONDED BY ROCHELLE CACIO. ALL IN FAVOR. APPROVED. We have a nomination of Jim Pelletier to be the middle school girls soccer coach..

MOTION MADE BY STEVE SHERRY TO ACCEPT THE NOMINATION OF JIM PELLETIER FOR THE MIDDLE SCHOOL GIRLS SOCCER COACH POSITION, SECONDED BY JIM TRUDELL. ALL IN FAVOR. APPROVED.

We are looking to hire a teacher for middle school social studies. We are also looking for a long term Kindergarten substitute.

MOTION MADE BY JIM TRUDELL TO TO ALLOW PRINCIPAL DANIELS AND SUPERINTENDENT COUTURE TO HIRE A MIDDLE SCHOOL SOCIAL STUDIES TEACHER AND A LONG TERM SUBSTITUTE FOR KINDERGARTEN WITHOUT FIRST GOING TO THE BOARD, SECONDED BY ROCHELLE CACIO. ALL IN FAVOR. APPROVED.

MOTION MADE BY ROCHELLE CACIO, SECONDED BY NINA BROWN TO GO INTO NON-PUBLIC SESSION PER RSA 91A:3,1,11 at 6:34 PM UNDER THE RIGHT TO KNOW LAW TAKING PRINCIPAL DANIELS AND SUPERINTENDENT COUTURE. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE. MOTION CARRIED.

MOTION MADE BY NINA BROWN, SECONDED BY STEVE SHERRY TO COME OUT OF NON PUBLIC AND RETURN TO PUBLIC SESSION AT 6:39 PM.

MOTION MADE BY NINA BROWN, SECONDED BY STEVE SHERRY TO NOT APPROVE THE REQUEST FOR NON-UNION SUPPORT STAFF TO JOIN THE PARAEDUCATOR UNION, AS DISCUSSED IN NON PUBLIC. ALL IN FAVOR. APPROVED.

There being no further business to come before the board, MOTION MADE BY NINA BROWN, SECONDED BY STEVE SHERRY TO ADJOURN AT 6:40 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Amanda Bailey
Board Clerk