

Lisbon Board Of Education  
Lisbon Regional School  
Lisbon, New Hampshire

January 8, 2020  
5:30 PM

## **MINUTES**

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

Chairman Clark called the meeting to order at: 5:30 pm.

**Public attendees:** Stuart Anderson - Alba Architects

Stuart attended the meeting to discuss the new building plans. The existing building has about 2,000 square feet on the first floor and about the same on the second floor, so that's about 4,000 usable square feet. Due to codes and such the basement and attic were not deemed usable. They (Alba Architects) understand that there will be a preschool program and a special education program in this building. There are a lot of standards that we have to meet because it is an educational facility. Effectively today we need about 7,300 sq. ft. of space to make all of our programs work. The current building would have to be stripped back to a bare bones structure because of current structural requirements. It would be stripped out and then built back up - new electrical, new plumbing, new walls, new systems, new finishes, everything would have to be re-done. There are some inherent issues if we try to use the current building - it being a two story building for starters, we would need an elevator and that is a cost in itself. It will be about \$1.9 million to renovate the existing building and \$1.6 million to demolish the current Annex building and build a brand new one story building. Arthur Boutin asked that if in twenty years we wanted to build a second floor on top of the new building would we be able to. Stuart said yes, absolutely it would be feasible. The veneer siding would give us the best longevity.

**MOTION MADE BY NINA BROWN TO MOVE FORWARD WITH THE NEW BUILDING PROJECT SECONDED BY MIKE KING. ALL IN FAVOR. APPROVED.**

**MOTION MADE BY STEVE SHERRY TO ACCEPT THE DECEMBER 2019 MINUTES SECONDED BY ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

### **FINANCIAL:**

Manifasts were passed around and signed. We were able to close up the budget gap a bit. Jackie was able to finish paying one teachers pay through a Title One Grant. Right now we are looking at \$147,293 projected year end unrestricted fund balance. We are looking about \$100,000 for the new windows. It was suggested that we do a warrant article to do the new window project. The teacher CBA was ratified by the board and the Lisbon Teachers Association. The window warrant article will be skipped if the article to put \$393,000 into the building fund passes. We

will need a warrant article to have a discussion regarding possible new building. We will also need a warrant article to close the Technology Capital Reserve Fund which has had a balance of \$55.68 for at least 2 1/2 years.

Warrant articles to present at the Annual Meeting:

- **New elementary windows (Window Project)**
- **Hire an SRO (School Resource Officer)**
- **Teacher CBA (collective bargaining agreement)**
- **Put the adequacy aid payment into the building maintenance capital reserve fund**
- **Close the technology capital reserve fund (\$55.68)**

**MOTION MADE BY STEVE SHERRY TO APPROVE ALL OF THE WARRANT ARTICLES, SECONDED BY ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.**

**MOTION MADE BY NINA BROWN TO CHANGE THE SCHOOL BOARDS ADDRESS WITH MASCOMA BANK TO THE SAU OFFICE INSTEAD OF THE SCHOOL, SECONDED BY STEVE SHERRY. ALL IN FAVOR. APPROVED.**

#### **BUILDING AND GROUNDS:**

The propane boilers failed because the failure of the circulator pumps. The bearing assembly and seals were replaced. The oil boiler could not keep up when the propane boilers failed. The two quotes for the elementary window project are: \$79,000 and \$102,000. The company that gave us the \$102,000 quote is coming back in to give us new pricing with similar windows to the first company, that way we can compare each quote more evenly. The fascia painting in the elementary wing will cost \$3,150.

#### **BUDGET:**

We were able to cut one “upcoming” elementary position. We have 20 students in Kindergarten with possibly two retentions, so that will leave 18 students moving up to first grade. That will bring us down to one first grade and allow one of those teachers to do third or fourth grade, since we will need two thirds and two fourth grades next school year. Most of the budget increase is special education. We had a 22.6% increase in special education last year and a 21% increase this year. The increase in budget is all special education and building maintenance that has been deferred for so many years.

**MOTION MADE BY NINA BROWN TO ACCEPT THE BUDGET, SECONDED BY MIKE KING. ALL IN FAVOR. APPROVED.**

#### **POLICY HANDBOOK:**

We have a policy committee - they can meet with Principal Daniels to go over the policies.

**EXECUTIVE BOARD:**

The E Board met last night. They talked about the superintendent evaluations and voted. We pay \$225 for Superintendent Couture to attend the Littleton Rotary Club meetings to get scholarships. Chairman Clark said that this is money well spent.

**NEGOTIATIONS (PROFESSIONAL STAFF):**

Our attorney is looking over all of the language.

**NEGOTIATIONS (SUPPORT STAFF):**

No Report

**TRANSPORTATION:**

No Report

**TECHNOLOGY:**

No Report

**BROWN FUND:**

The students that are bringing in their grades are getting their scholarship checks.

**LISBON EDUCATION FOUNDATION:**

January 22nd will be the next meeting.

**PRINCIPAL'S REPORT:**

The communication surveys will be sent out to parents or guardians next week. We will send them through email, put it out on social media and we will have hard copies available. Hopefully we will have a good response. The Wellness Committee will meet in the New Year to review our policies and practices.

The music department received a check in the amount \$1,800 for music and voice programs. The check was sent to us through the David M. Brooks Music Fund.

MOTION MADE BY NINA BROWN TO ACCEPT AND APPROPRIATE THE \$1,800 CHECK, SECONDED BY ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.

**IMPORTANT DATES:**

**January 8 – High School Staff Meeting 2:45**

**- School Board Meeting – 5:30**

**January 13 - Advisory Meetings 10:50-11:15**

**- New teacher meeting 2:45**

**- The Role of the Paraprofessional in Trauma Sensitive Schools – 3:30-6:30**

**January 15 - Elem staff meeting 2:45**

**January 16 - HS Class meetings 1:00-1:20**

**January 20 - Civil Rights Day - no school**

**January 24 - Quarter 2/Semester 1 ends**

**January 27 - Semester 2/Quarter 3 begins**

**February 3 - The Role of the Paraprofessional in Trauma Sensitive Schools – 3:30-6:30**

**SUPERINTENDENT:**

We have two retirement letters tonight:

Robin Lubguban has been here since 2002. She will work through next school year (2020-2021) and retire at the end of the year.

Alfred McVetty will retire at the end of this school year. He will continue teaching drivers education.

MOTION MADE BY NINA BROWN TO ACCEPT THE RETIREMENTS OF ROBIN LUBGUBAN AND ALFRED MCVETTY, SECONDED BY STEVE SHERRY. ALL IN FAVOR. APPROVED.

MOTION MADE BY NINA BROWN TO ALLOW ALFRED MCVETTY TO CONTINUE TEACHING DRIVER'S EDUCATION, SECONDED BY ARTHUR BOUTIN. ALL IN FAVOR. APPROVED.

We have a couple of board members up for renewal. They can stop into the SAU office to fill out paperwork.

MOTION MADE BY VICE CHAIRMAN BOB ADAMS TO ENTER INTO NON-PUBLIC SESSION PER NH RSA 91A:3, 1, II; SECONDED BY NINA BROWN. ALL IN FAVOR. FOLLOWING A ROLL CALL VOTE.

Roll call taken and non-public session entered into at 6:52 p.m.  
A personnel matter was discussed.

MOTION MADE BY ARTHUR BOUTIN TO EXIT NON PUBLIC SESSION, SECONDED BY NINA BROWN. ALL IN FAVOR. APPROVED.

Roll call taken and non-public session exited at 6:55 pm.

There being no additional business to come before the Board, MOTION MADE BY NINA BROWN, SECONDED BY STEVE SHERRY TO ADJOURN THE MEETING AT 6:57 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Amanda Bailey  
Board Clerk

