

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: September 27, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Casey Caulder  
Tamra Ham  
Jasmine Weeden  
Ashley Youngheim

**SCHOOL BOARD ABSENT:**

Joe Bossie

**ADMINISTRATION/STAFF PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Jason Robert, Principal  
Debbie O'Connor, Financial Manager  
Bart King, Technology Support  
Jackie Wilson, Teacher Representative

**PUBLIC PRESENT:**

Sheila Rich  
Jishnu Patel

Aidan Clermont  
Rafie Awan

**PUBLIC PRESENT REMOTELY:**

Paula

The School Board meeting was held in the Elementary School Multipurpose Room.

**Call to Order:**

School Board Chair, Jay Duguay called the School Board meeting to order at 6:30 PM.

**Meeting Minutes:**

**Tamra Ham made a motion to approve the September 13, 2023 School Board meeting minutes as presented. Ashley Youngheim seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. Kevin Bell and Casey Caulder abstained. All other Board members present were in favor and the motion carried.**

**Educational Focus:**

**Class of 2024 Senior Class Trip:**

- Three students, Aidan Clermont, Jishu Patel and Rafie Awan accompanied by their class advisor, Sheila Rich, presented the class of 2024's senior class trip idea to visit New York City. An itinerary was provided. 10 out of 11 students will attend with two chaperones (1 male/1 female).

**Tamra Ham made a motion to approve up to a three night, four day trip for the class of 2024 to New York City without the need for the use of a travel agency. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Correspondence:** None.

**Business Administrator's Report:**

- Debbie O'Connor discussed the end of Fiscal Year 2022-2023 financial reports including the Summary of General Fund Major Revenues and Expenses, Food Service Fund Summary, Trust Fund Summary, and the 2022-2023 School District Profile vs. 2021-2022 School District Profile. Copies of these reports were provided to Board members.
- Debbie O'Connor mentioned \$640,000 of the unassigned fund balance will go back to the taxpayers during the tax rate setting process. Over \$500,000 of the 2022-2023 fund balance was staffing due to unfilled or changes in positions last year.

**Superintendent's Report:**

- Superintendent McGann discussed her written report, which was provided to Board members, including:

- Student assessment scores embargoed until October 4 to allow time for Districts to review. The assessment information will be shared with the Board and public once it has been verified.
- Grounds and building maintenance continues and the fields are looking great.
- School Building access was address in relationship to Board policy KI.
- Work continues on the goals and objectives of the Strategic Plan. Professional Learning communities (PLCs) are working on the analysis of students' work and the direction of teaching strategies for students to better understand concepts being taught.
- NHSAS (State test) modulars are open for use in October. Each modular focuses on a specific skill and are considered practice assessments. These modulars allow students to become familiar with the testing and give teachers an idea of what concepts students are not understanding.
- The budget process has begun. Teachers are creating their budgets for the 2024-2025 school year and Administration is looking at enrollment projections/decreasing enrollment to guide the budgeting processing.

### **Principal's Report:**

- Jason Robert discussed the written Principal's report which was provided to Board members, including:
  - Grades 4 and 5 participated in a team building/leadership outdoor program at the Upper Valley Stewardship Center in Pike, NH.
  - High School students had a chance to participate in the Save a Life Tour with video and simulator training. Pre and post participation student survey results were shared with Board members.
  - Board members are encouraged to attend Homecoming on Saturday, September 30.
  - Board members are encouraged to attend Walk/Roll (wheelchair) to School Day on Wednesday, October 4. Meet at the Common Man in Lincoln at 7:00 AM.
- Jason Robert gave a shout-out to the office staff for their work in gathering the necessary beginning of year paperwork from students and parents/guardians.

### **Committees:**

#### **Facilities Committee:**

- The Facilities Committee met prior to the School Board meeting and discussed the 2024-2025 Budget:
  - Middle School Flooring project. Traditionally flooring has been budgeted around \$100,000 per year for this multi-year project with cost for roofing additionally budgeted. With the roofing project completed for now, the cost estimate for flooring is approximately, \$159,000. This is the number that will be used for the flooring budget.
  - Mark Houde is working on estimates to replace the maintenance garage building and complete the necessary site work that will be involved.
- The Facilities Committee discussed the Capital Improvement Plan (CIP) in general additionally, Mark Houde would like to add a tractor and field enlargement to the CIP.

### **Business Requiring Board Action:**

#### **Staff Nominations, Recommendations, and Resignations:**

- Superintendent McGann mentioned a letter of resignation effective October 6<sup>th</sup> was received from Cheryl St. Croix, Paraprofessional.

**Jasmine Weeden made a motion to accept the resignation of Cheryl St. Croix as of October 6, 2023 with regret. Ashley Youngheim seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

#### **5% Retained Fund Balance:**

**Tamra Ham made a motion to retain up to 5% or \$340,000 for the retained fund balance. Jasmine Weeden seconded the motion. Discussion: Tamra Ham suggested that information relating to the unassigned fund balance be shared with the community at each Town's annual meeting. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**New Business:** None.

### **Continuing Business:**

#### **Strategic Plan:**

- Superintendent McGann noted teachers are planning to use the NHSAS modulars with students this year. Jason Robert mentioned the writing assessment piece is separate from reading for spring testing.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed Jackie Wilson.

- Jackie Wilson shared updates from staff members:
  - *From Heather Krill:*
    - Thank you for field trips! The middle high school students all attended a performance of "Much Ado about Nothing" over at Jean's Playhouse on Thursday. The theater group, Advice to the Players, also offers a workshop for students prior to their performance to enhance their understanding of Shakespeare. Middle school students participated in a performance workshop last week, in addition to a group of freshmen and seniors in ELA classrooms.
    - The process of signing up (and/or renewing) every student for library cards at the Lincoln Public Library has begun. This allows them to access the statewide library services, especially for e-books which are growing more popular.
    - It was awesome to see so many students and staff volunteering over at the Highland Games in support of the Booster Club.
  - *From Jen Whitcher and Student Council:*
    - Participation in high school spirit week has been at an all-time high. Monday was American pride (red, white, and blue day), Tuesday was dress like a celebrity, and Wednesday was Barbie vs. Ken day. There was lots of pink in the high school today. Tomorrow is "Rhyme without Reason" (find a partner and dress up as two things that rhyme and have nothing to do with one another). And Friday is Lin-Wood Pride/Colors day. To kick off homecoming weekend, there will be a Pep Rally Friday afternoon to celebrate the fall MS and HS teams. There will be a semi-formal homecoming dance for HS students on Friday night at 7 PM. Come and see all the kids dressed up!
- Jackie Wilson mentioned that Dylan Robie of Stadium Custom Kicks will be at Linwood this Friday to talk with the whole MS, the MS Fashion Club, and HS students about how he developed his artistry and passion for sports into a very successful career.

Community:

- Tamra Ham asked that the path out to the athletic fields, behind the dugout, and the shed on the baseball field be cleaned up. Additionally, the brush along the path coming from School Street needs to be trimmed back.
- Kevin Bell mentioned the Drug Fee School Zone sign is not grammatically correct. This can be temporarily fixed with tape or a sharpie.

**Tamra Ham made a motion to adjourn the public meeting. Jasmine Weeden seconded the motion.** Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the public meeting adjourned at 7:36 PM.**

Respectfully submitted,  
Debbie O'Connor, Financial Manager