

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: June 28, 2023

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Joe Bossie
Casey Caulder
Kevin Bell
Jasmine Weeden

SCHOOL BOARD PRESENT:

Ashley Youngheim
Tamra Ham

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Debbie O'Connor, Financial Manager
Sharon Holt, Assistant to the Superintendent
Bart King, Technology Assistant

PUBLIC PRESENT REMOTELY:

Paula Houde

Mark Houde

PUBLIC PRESENT:

None

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

Meeting Call to Order:

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

Minutes:

Joe Bossie made a motion to approve the June 14, 2023 School Board meeting minutes as presented. Casey Caulder seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. Kevin Bell abstained. All other Board members present were in favor and the motion carried.**

Joe Bossie made a motion to approve the June 14, 2023 School Board non-public session minutes as presented. Casey Caulder 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:

- Jay Duguay mentioned a letter had been received from the LinWood Ambulance Service requesting a conversation with the Board regarding the land and building currently occupied by the Lin-Wood Medical Center. It was suggested that Superintendent McGann reach out to the Ambulance Service with an invitation to be included on the agenda at the next School Board meeting on July 19, 2023.

Business Administrator's Report:

- Debbie O'Connor mentioned the SAU office is open and continues to complete necessary transactions throughout the summer including payroll and accounts payable. Board members are asked to come to the SAU office to sign manifests and/or respond to approve manifests by email. Those that approve manifests by email will be asked to sign the manifests at the next Board meeting. The email approval process had been discussed and agreed upon by the Board last summer.
- Debbie O'Connor noted the final contracts with Cobb Hill regarding the SAFE grant windows and doors projects have been signed and sent to the DOE. Cobb Hill has been great to work with and will complete as much of the work as possible based on priorities within the monetary restraints of the grants. Cobb Hill will begin ordering supplies now as lead times for materials continue to be long. The work will begin next June which will fall into the grant timeline as, within that timeline, work must be completed by December 2024. As Cobb Hill will be utilizing a subcontractor to complete the job, the concern is that labor costs may increase prior to the work beginning in June 2024. The thought is that this increase in labor costs can be included in the 2024-2025 budget. The other consideration is the storage location of the pre-ordered materials. The hope is that the contractor will be able to

store the materials. If not, the District may need to rent a storage trailer and purchase Builder's Risk Insurance. The insurance is being researched with Primex. Jay Duguay asked if there is an estimate on the labor cost increase, such as 5%? Debbie O'Connor answered a 5% increase in labor is the estimate.

Superintendent's Report:

- Superintendent McGann mentioned Jean's Playhouse will be performing Wizard of Oz in concert June 6th – 9th in the school's back field.
- Superintendent McGann noted advertising is continuing for open positions.
 - Superintendent McGann expressed concerns about losing potential candidates because of the time between Board meetings during the summer months for making nominations and the fact that School Districts are all competing for the same candidates. The Board and Superintendent McGann discussed the issue. The Board can schedule a brief meeting or meetings to handle nominations if necessary and Superintendent McGann will reach out to the District's attorney to determine if remote meetings or any other options are available.
- Superintendent McGann mentioned the ELA curriculum will be reviewed and revised this summer.
- Superintendent McGann noted Middle/High School summer school/credit recovery has begun and the Elementary extended school year including the Partner Program will begin on July 5th.
- Superintendent McGann mentioned the Girls of Summer and Boys of Summer programs have begun and activities are planned throughout the summer.
- Superintendent McGann noted there was a copy of the North Country Education Services (NCES) newsletter and the 2023 Senior Exit Survey included in the Board packet for review.

Committees:

Facilities Committee:

- Joe Bossie mentioned the Facilities Committee met for a walkthrough prior to the Board meeting. The garage is in poor condition with inadequate space for the needs. Mark Houde is looking for approval to move ahead with getting cost estimates to replace the building with a metal building. The thought is to also rework the grounds around the building at that time to realign the path to the crosswalk. The Board agreed that Mark Houde should begin researching costs for replacing the garage and completing the necessary ground work.
- Joe Bossie noted through the contract with Cobb Hill relating to the SAFE grant, the outside windows and doors in the Middle/High School will be replaced as well as the inside doors in the High School and some inside doors in the Middle School.
- Joe Bossie mentioned the Committee discussed the flooring sections needing to be replaced to finish the flooring project.
- Joe Bossie noted that a tree removal service has been contracted at an hourly rate. The tree removal will take place a little at a time beginning with the area around the outside classroom.
- Jay Duguay mentioned the school's landscaping is looking good.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None.

Administration Loyalty Longevity Retirement Plan:

- Superintendent McGann noted a copy of the Administration Loyalty Longevity Retirement Plan was included in the Board packet indicating proposed updates to the payment benefit tiers. This update is requested to coincide with changes made to the Teacher's CBA beginning 7/1/2023. Jasmine Weeden mentioned these changes were highlighted during negotiations. Jay Duguay inquired as to the fiscal impact relating to the changes? Jasmine Weeden noted that there would be no fiscal impact unless an Administrator met the full-time service years requirements upon retirement.

Jasmine Weeden made a motion to approve the change to the payment benefit tiers of the Administration Loyalty-Longevity Retirement Plan as presented to reflect the changes made in the teacher's CBA. Joe Bossie 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.**

School Board Goals:

- Jay Duguay mentioned the latest draft (draft 3) of the School Board Goals included in the Board packet indicates the changes discussed at the last meeting relating to the 'Self-direction and Empowerment' Goal. The previous

draft included language that could have been interpreted as encouraging Board members to lobby for legislation individually instead of as a full Board.

- Jasmine Weeden asked if the first couple of words in the 'Citizenship' Goal be changed from "Enhance participation" to "Participate" in order for the Action Plans to align more clearly with the Goal. The Board discussed and agreed that the 'Citizenship' Goal would be changed to "Participate in the School Community."

Joe Bossie made a motion to approve the 2023-2024 Board Goals with the change to the Citizenship Goal as discussed. Jasmine Weeden seconded the motion. Discussion: Kevin Bell asked if the 'Self Direction and Empowerment' Goal referencing "Board member roles" should be reworded to better align with the Action Plans? The Board discussed and agreed no change was necessary to the language of the 'Self Direction and Empowerment' Goal. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Student/Parent Handbook:

- Superintendent McGann noted a copy of the 2023-2024 Student/Parent Handbook was included in the packet noting the only changes that may still be needed include only final schedule adjustments and the addition of any new staff members.
- Superintendent McGann mentioned that a message was received from Board member, Tamra Ham with two suggested changes to the Student/Parent Handbook.
 - The first suggested change is on page 44 under the 'Sign-in and Out' section. The suggestion is to remove or enforce the wording in parentheses in the first sentence "(or parents/guardians of elementary students)." The Board members discussed this suggestion noting that the section is enforced. Although elementary students physically sign-in and out themselves, a parent or guardian is always present during the sign-out process. The Board decided no change is necessary to the language in the 'Sign-in and Out' section.
 - The second suggested change is on page 45 relating to 'Textbooks and Materials' section. The suggestion is to change "the student" in the last sentence to "the student's parent/guardian" as the parent/guardian would have the ultimate responsibility of paying for the lost or damaged item. The Board members discussed this suggestion and noted the current wording allows for the student to take ownership in the responsibility of keeping school materials in good condition. Parents/guardians reading this statement will understand the ultimate responsibility of paying for damage items falls to the parent/guardian. The Board decided no change is necessary to the 'Textbooks and Materials' section.
- Kevin Bell asked for clarification about the 'Skateboards and the Like' section on page 44 in regards to walking bicycles, etc. while on school property. The Board discussed and determined that for clarity "while on school property" will be changed to "while in school parking lots and crosswalks."

Joe Bossie made a motion to approve the 2023-2024 Student/Parent Handbook with the change to the 'Skateboards and the Like' section as noted and allowing for any final changes to the schedule and staff list as discussed. Kevin Bell 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.**

New Business: None.

Continuing Business:

ESSER Funds:

- Superintendent McGann mentioned the ESSER Funded Middle/High School HVAC system project is in process.

Strategic Plan: N/A

Recognition of Visitors/Public Participation:

Student: None

Staff: None

Community: None

Jasmine Weeden made a motion to adjourn the meeting. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the meeting adjourned at 7:21 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent