

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: September 25, 2024**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Mandi Avery  
Kevin Bell  
Joe Bossie  
Casey Caulder  
Tamra Ham  
Jasmine Weeden

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools  
Peter Stivali, Principal  
Debbie O'Connor, Financial Manager  
Bart King, Technology Assistant  
Rebecca Steeves, Teacher Representative

**PUBLIC PRESENT REMOTELY:**

Paula Houde  
Kristie Morris

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

At 6:00 PM, the School Board members took a facilities walkthrough of the School buildings.

School Board Chairperson, Jay Duguay called the regular School Board meeting to order at 7:10 PM.

**Minutes:**

**Jay Duguay asked the Board members for comments or questions relating to the September 11, 2024 School Board Meeting minutes and, hearing none, the School Board members approved the minutes by general consent.**

**Communication:** None.

**Reports:**

**Business Administrator's Report:**

Debbie O'Connor reported:

- The DOE-25, end of year financial reports, are complete and need to be signed.
- The Board needs to decide on and approve the retention of up to 5% of the unassigned fund balance. Retained funds could be used for flooring and window projects.

**Tamra Ham made a motion to approve the retention of 5% of the 2023-2024 unassigned fund balance for a total retention of three hundred ninety-nine thousand, seven hundred fifty dollars and twenty-five cents (\$399,750.25). 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 unanimously.**

**Superintendent's Report:**

Dr. Steady reported:

- Holiday names were updated on the School year calendar per RSA 288:1 and 288:4.
- Heather Krill is working through the curriculum review process. ELA curriculum will be reviewed first with the hope for a comprehensive K-12 curriculum by the end of the year. Review of the science curriculum will follow ELA.
- Homecoming is Saturday, September 28<sup>th</sup>.
- There will be an Emergency Operation Plan Meeting on Tuesday, October 1, 2024 at 9:00 AM.
- The October 11<sup>th</sup> in-service day will focus on literacy. Additionally, the Elementary School teachers spent time working on literacy with Maureen Watson for two days this past week.

### Strategic Plan:

Dr. Steady reported:

- A quote was received regarding the Strategic Plan process with an estimated cost of approximately thirty thousand dollars (\$30,000) over two years. The cost is higher than expected. Although the company mentioned they will work to lower the cost for the District, other options will be researched as well.

### Principal's Report:

Peter Stivali reported:

- Middle and High School students went to the Lancaster Fairgrounds to participate in the Career Expo. The Expo was a great and informative experience for the students.
- Dan Adams and students produced the first Kanc Connection episode of the year.
- Per a suggestion from the 4<sup>th</sup> and 5<sup>th</sup> grade teachers, grades 4 and 5 will be using the same grading system as the middle school this year. The feedback from parents has been positive.
- Next week will be spirit week culminating in homecoming on Saturday, September 28<sup>th</sup>. There will be a bonfire from 7 PM to 10 PM on the 28<sup>th</sup>.
- The first college fair is on Thursday, September 26<sup>th</sup>, additionally students in grades 6-12 will be going to see Shakespeare's *The Tempest* on the 26<sup>th</sup> at Jean's Playhouse.
- Jen Witcher took members of the senior class to visit Plymouth State University on Tuesday, September 24<sup>th</sup>.

### **Committee Reports:**

#### Facilities Committee:

Joe Bossie reported:

- The facilities committee discussed fencing repairs, the generator shed, Elementary School windows, an Architect and Civil Engineer for the garage update, flooring for the Middle/High School, and the camera scoping of the Elementary School sprinkler system.

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

Staff Nominations, Recommendations, and Resignations: None.

#### Committees:

- Dr. Steady mentioned the committees were reviewed to determine if a Board member was required to participate on each committee per RSA or School Board Policy. Any meeting with Board representation is considered a public meeting and the meeting needs to be posted and minutes taken.
  - The Board members discussed and felt that there should be a School Board representative on the Emergency Response Committee and the Technology committee. A School Board representative is not needed on the Food Service committee, the Lin-Wood Coalition for Health Communities, or the Risk Management committee provided the Risk Management committee has equal representation of employees and administration. Additionally, policy GCI will be brought to the Policy committee for review regarding the requirement of Board representation on the Professional Development committee and the requirement for Board representation for the Sick Bank committee will be discussed during negotiations.

#### Board Meetings:

- The Board members discussed the possibility of decreasing the number of Board meetings. It was determined that the Board meeting schedule would remain as is but Dr. Steady can cancel a meeting if there is a lack of business requiring Board action and the meeting is not necessary. Policy and Facilities committee meetings can be held as scheduled or as needed.

#### Tractor Sale:

- A Bid was received from Jacob Morris to purchase the Kioti tractor at above the asking price.

**Tamra Ham made a motion to approve the bid from Jacob Morris for seven thousand, five hundred, twenty-nine dollars and ninety-nine cents (\$7,529.99) to purchase the 2016 Kioti tractor. 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 unanimously.**

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed Rebecca Steeves.

Rebecca Steeves reported:

- From Kristy Duris –
  - From the library: The elementary library is now “genrified!” The students are pulling more books off the shelves, finding different kinds of books, and also finding what they are looking for faster. The library staff are excited about the change.
  - From the Health desk: Middle School health class recently finished up the Mental Health and Communication unit; they created Middle/High resource flyers and positive affirmations that are posted around the Middle/High School building.
  - Middle School coding: The Middle School students are resilient; the class is venturing into a new language of coding and it is getting difficult, however, most have made it through 14 of the 17 lessons of the “Accelerated Intro in CS” program.
  - ELO: There are four students taking advantage of the amazing program. Community partners include Loon, The Jack, QuikLoc, and hopefully South Peak (still working on this one).
  - The PSU student teachers are doing well with the High School Health and Physical Education classes. They will start teaching some Middle School health classes this month as well.
- From the English Department –
  - On Wednesday, September 25<sup>th</sup> some Middle/High School students participated in a theater workshop in preparation for the performance of Shakespeare's *Tempest* at Jean's Playhouse on September 26<sup>th</sup>. All students in grades 6-12 will walk over to see the show by Advice to the Players. Thank you for supporting field trip opportunities!

Community: None.

**Tamra Ham made a motion to adjourn the Board meeting. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the meeting adjourned at 7:51 PM.**

Respectfully submitted,  
Debbie O'Connor, Financial Manager