

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: April 5, 2023

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Mark Pribbenow, Principal
Jason Robert, Assistant Principal
Debbie O'Connor, Financial Manager
Sharon Holt Assistant to the Superintendent

PUBLIC PRESENT REMOTELY:

Heather Krill
Paula Houde

Daniel Adams

PUBLIC PRESENT:

Jon Ham

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

Meeting Call to Order:

Superintendent Judith McGann called the School Board meeting to order at 6:30 PM.

Board Officers:

- Tamra Ham and Joe Bossie nominated Jay Duguay for School Board Chairperson. Jay Duguay accepted the nomination.

Joe Bossie made a motion to appoint Jay Duguay as School Board Chairperson. Kevin Bell seconded the motion.

Discussion: None. **Superintendent McGann called a vote to approve the motion. All Board members were in favor and the motion carried.**

- Superintendent McGann turned the meeting over to the School Board Chairperson, Jay Duguay.
- Jay Duguay nominated Tamra Ham for School Board Vice-Chairperson. Tamra Ham accepted the nomination.

Jay Duguay made a motion to appoint Tamra Ham as School Board Vice-Chairperson. Kevin Bell seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

- The Board Secretary position was discussed. Tamra Ham nominated Jasmine Weeden for School Board Secretary. Jasmine Weeden accepted the nomination.

Tamra Ham made a motion to appoint Jasmine Weeden as School Board Secretary. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

Minutes:

Tamra Ham made a motion to approve the March 8, 2023 School Board meeting minutes. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the Board meeting minutes. All Board members were in favor and the motion carried.**

Tamra Ham made a motion to approve the March 21, 2023 Annual Meeting minutes. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the Annual Meeting minutes. All Board members were in favor and the motion carried.**

- Tamra Ham thanked Sharon Holt for her work on the minutes noting they were well done. Jay Duguay agreed mentioning the minutes were very thorough.

Correspondence:

- Superintendent McGann mentioned the latest NCEs newsletter was included in the School Board packet.

Business Administrator's Report:

- Debbie O'Connor noted there were manifest requiring School Board members' review and signature. Casey Caulder had stopped in the SAU office and the manifest accounting process was explained to him.
- Debbie O'Connor mentioned the MS 27 also requires Board member signatures. This is the report of appropriations approved at the Annual Meeting and will be sent to the NH Department of Revenue Administration (NH DRA).
- Debbie O'Connor noted the process is moving forward on the projects to be financed through the SAFE grant. There will be a projects walkthrough with contractors on Thursday, April 6th with bids due the first week in May prior to the May 10th Board meeting. The SAFE grant funds need to be encumbered by June 30, 2023 and expended by the end of 2023. Jay Duguay asked for confirmation that these projects were relating to school safety and that the Elementary entry vestibule is included in the projects? Debbie O'Connor confirmed.
- Debbie O'Connor mentioned she had been looking into a bank loan for the Middle/High School HVAC project but bank finance rates are still high. The benefit to bank financing is the ability to pre-pay on the loan. The Bond Bank rates are considerably lower and the Bond would just be for five years. Tamra Ham noted utilizing bank financing would also allow for borrowing in phases. Debbie O'Connor mentioned the next Bond sale is in July and a commitment on project financing would be required prior to July.
- Debbie O'Connor noted the lunch contract and pricing would be presented at the next School Board meeting.
- Debbie O'Connor mentioned the District had locked in oil and electric rates at a savings over what had been budgeted.

Superintendent's Report:

- Superintendent McGann noted with the addition of the three snow days, the last day of school for staff and students will be June 20th. High School graduation will be held on June 9th. 8th grade continuation will take place on June 19th. Tamra Ham mentioned 8th grade continuation has been held on the Monday following graduation in the past to allow for the utilization of graduation decorations and to lighten the work load of the custodians. Mark Pribbernow mentioned the senior class voted to hold graduation outside if the weather is good. The decorations are not that hard to put up or take down, they come down easily. Additionally, the kids do not show up to school after the continuation ceremony is held. Superintendent McGann mentioned the addition of the three snow days extended the time between graduation and continuation.
- Superintendent McGann mentioned Board member contact information was included in the Board packet, please make sure this information is correct. Board information will be sent to District email addresses. A text will be sent letting Board members know to check email in cases where the information is time-sensitive. Tamra Ham mentioned her District email is still not working correctly, when she has been able to log-in, it has been empty. Joe Bossie mentioned he does not receive emails sent from Jay Duguay's District email address. Superintendent McGann noted she would look into the Board member email issues with the Tech Director, Trey Aldridge.
- Superintendent McGann noted information on Board Roles and Responsibilities was additionally included in the Board packet, please reach out to her with questions.
- Superintendent McGann mentioned training is available via the NH School Board Association (NHSBA) through webinars. Please contact Sharon Holt if you would like to attend training that requires a fee and she will handle the sign-up and payment.

Principal's Report:

- Mark Pribbernow noted Presentations of Learning will take place on April 19th and the majority of parents for Middle and High School students have signed-up. The Elementary School will be handling the Presentations of Learning a bit differently with additional dates and times.
- Mark Pribbernow recognized Lin-Wood's NH Student-Athletes: Shanna Drapeau, Brady Morris, Kohen Supple, Cam Claremont, Cameron Manning, Anna Harvey, and Dylan Modzelewski. To qualify for this award students must be a high school senior with a B+ or equivalent grade point average through high school and must letter and be currently active in at least two NHIAA recognized sports. The Board offered their congratulations to the Student-Athletes.

- Mark Pribbernow mentioned Assistant Principal, Jason Robert has been applying for and getting a number of grants including a \$25,000 Literacy Grant and a \$18,000 Beyond School Enrichment Grant for summer STEM and programming/robotics programs for grades K-2 & 3-6.
- Mark Pribbernow invited the Board to participate in the cultural awareness “Tasting the World Festival” to be held in the Elementary School MPR celebrating the different cultures within the Lin-Wood community. There has been great public response and commitment to this new Festival.
- Jason Robert mentioned the Literacy Night was well received with approximately 100 people in attendance including students, parents, and younger siblings. NH author, Eric Pinder gave a great presentation to the students during the day and was on hand in the evening. Older students read to younger students in small groups throughout the evening.
- Jason Robert noted the Literacy Grant received is meant to build a cultural focus on Literacy throughout the community and the school will be partnering with the Lincoln Library and Moosilauke Library in Woodstock. The grant is from the Children’s Literacy Foundation in VT and Lin-Wood is one of only five schools to receive the Grant in NH. Among other things, the Grant will provide kids with 10 books throughout the year, writing workshops, and literacy nights.

Committees:

Policy Committee:

- Jay Duguay discussed the two policies up for approval and explained the policy reading process. Policy DN is being changed to allow the Board choices in the disposal for District materials that may not be appropriate for school purposes any longer but still have use. Policy IHBAAA requires a small update for the age range to match current statute.

Tamra Ham made a motion to approve policies DN and IHBAAA. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.

Business Requiring Board Action:

Board Organization:

- Jay Duguay mentioned the Board members were provided a copy of the Board Ethics policy. He asked that Board members review the policy, sign the policy acknowledgement, and turn the acknowledgement in to him for signature.
- The Board discussed committee assignments:
 - Facilities: Kevin Bell, Joe Bossie, Casey Caulder
 - Policy: Tamra Ham, Ashley Youngheim
 - Transportation: Joe Bossie, Tamra Ham
 - Negotiations (Support Staff): Tamra Ham, Jasmine Weeden
 - NHSBA Representative: Tamra Ham
 - Professional Development: Ashley Youngheim
 - Technology: Kevin Bell
 - Risk Management: Tamra Ham
 - Lin-Wood Coalition for Healthy Communities: Jasmine Weeden
 - Food Service: Tamra Ham
 - Sick Bank: Jasmine Weeden, Joe Bossie
 - Wellness: Jasmine Weeden
 - Emergency Management: Casey Caulder
- Superintendent McGann noted the Board meeting schedule for the year was included in the Board packet. This schedule will be posted on the website but can be changed.
- Jay Duguay discussed the Board Goal Setting Work Session. From past meetings it appears Board members would like to create more specific and measurable goals. To get that done it does not appear that just one Work Session would be enough. Superintendent McGann noted there will not be much in the way of policies for review until September. The Board may consider using the time scheduled before the first Board meeting of the month for Goal Work Sessions. Jay Duguay agreed and the first Board Goal Setting Work Session will be held at 5:30 PM prior to the Board meeting on May 10th. Sharon Holt was asked to provide a reminder when sending out the Board packets prior to the May 10th meeting.

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann distributed a list of certified staff for nomination. It was determined a non-public session would be needed to discuss the list.

Donation of Chromebooks:

Tamra Ham made a motion to approve the proposal to donate the outdated Chromebooks to the senior housing at the Lincoln Green, Ray Burton Center, and Community Center. Kevin Bell seconded the motion. Discussion: Jay Duguay asked for a reminder of the donation plan. Superintendent McGann noted the outdated *Chromebooks* will be stripped, cleaned, and donated to the Senior living and community Centers. Students will be asked to volunteer to teach the Seniors how to use the *Chromebooks* as community service. Jay Duguay asked approximately how many *Chromebooks* were available for donation? Debbie O'Connor answered approximately 40. Joe Bossie asked if the Centers would be asked what they would like prior to the donation? Debbie O'Connor mentioned the donations would be based on need. Jay Duguay recalled the *Chromebooks* no longer meet security requirements for the school but are still in good condition. Jay Duguay suggested alternate wording for the motion. **Tamra Ham amended her motion seconded by Keven Bell to give Administration the authorization to donate the obsolete Chromebooks to the Lincoln Green, Ray Burton Center, and Community Center as they see fit. Jay Duguay called a vote to approve the amendment. All Board members were in favor and the amendment carried. Jay Duguay called a vote to approve the amended motion. All Board members were in favor and the motion carried.**

New Business:

Jean's Playhouse Use of Back Field:

- Mark Pribbernow noted the District received a request from Jean's Playhouse to utilize the Lin-Wood back field for their outdoor production of the *Wizard of Oz*. Generally the outdoor productions are held at Loon but there will be construction happening this year. There would not be a big stage and audience members would bring their own chairs. This would be a good way to give back to them for working with the District on the reunification plan. Tamra Ham asked about the production dates and if it would be for just one year. Debbie O'Connor noted the dates will be July 6-8, 2023 returning to Loon the following year. Kevin Bell mentioned there is a rain date of July 9 and set-up would be required prior. Joe Bossie inquired as to the District's liability? Debbie O'Connor mentioned Jean's Playhouse would provide insurance. Kevin Bell asked about food and beverage. Mark Pribbernow noted the option to provide food and beverage would be offered to high school student grade levels for fundraising. There will be no alcohol served.

Tamra Ham made a motion to allow Jean's Playhouse to utilize the back field for one year July 5-9, 2023 for their outdoor play. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

- Tamra Ham noted Jean's Playhouse is good to the District allowing such things as Poetry Out Loud to be held in the Theatre and students to attend plays. Mark Pribbernow mentioned Jean's Playhouse is looking into providing students with discounted rates to the outdoor production.

Continuing Business:

SRO:

- Superintendent McGann noted the Memorandum of Understanding (MOU) regarding the School Resource Officer (SRO) position is currently being reviewed by the attorney. Tamra Ham confirmed that the MOU was being reviewed by both the School District and Town attorneys. Jay Duguay asked if the Board would have the opportunity to review the MOU as well? Superintendent McGann confirmed the Board will have an opportunity to review. The hiring/interview process for the SRO was discussed. The Board, Administration, community, and students will have a hand in the hiring process in as much as is allowable within the Police Union specifications.

ESSER Funds:

- Debbie O'Connor mentioned a meeting was held with Daniel Hebert Inc. (DHI) regarding the Middle/High School HVAC project. Because of the lead times for some of the parts the project will not be fully completed by the end of the summer. The HVAC system will be fully functional by the start of the school year but the ventilation units will not be in place on the roof. The worst-case scenario is that the project will not be fully complete until the summer of 2024. Kevin Bell asked if the delay in project completion would affect the funding? Debbie O'Connor answered the project will still fall within the Grant timelines. A portion of the funding must be utilized by September 2023 but the majority does not need to be fully expended until September 2024. The majority of the project will be completed by the end of this summer. Jay Duguay noted complications in timelines was expected.

Strategic Plan:

- Superintendent McGann mentioned work will be done on the ELA and Math curriculums for grades K-12 this summer.

Recognition of Visitors/Public Participation:

Staff: None

Student: None

Community:

- Jasmine Weeden inquired about a typo on the 2023-2024 School Year Calendar relating to Labor Day weekend. Snow days and possible Calendar adjustments were discussed. The typo will be fixed and the remainder of the Calendar will remain as approved in February.
- Mark Pribbernow mentioned there will be a student presentation at the next Board meeting.
- Tamra Ham noted Warrant Article 5, pertaining to the salary for the Board Negotiating Team, should be removed in the future. In the past the Negotiating Team had spent a full day or days on negotiations with the Unions. This is now done an hour or two at a time over a few afternoons. Debbie O'Connor mentioned she had made herself a reminder to remove Article 5 from next year's Warrant.
- Tamra Ham expressed her appreciation to Debbie O'Connor for the advance preparation and information provided for the Annual Meeting.
- Tamra Ham mentioned there were 11 children from the Childcare Center heading to Kindergarten next year. Jason Robert noted the District currently has 14 children signed up for Kindergarten Registration May 11th and 12th.
- Jay Duguay welcomed Jon Ham. Jon Ham expressed concerns with the rattling in the heat system in the Elementary MPR as well as concerns with the Middle/High School Gym Floor. The Elementary HVAC system was renovated at a large cost and there should be no rattle in the heating system. A mat covering was purchased for the MHS Gym floor and is not being utilized, additionally the floor and gym area are not being respected, the floor appeared dirty during the Annual Meeting and signs around the room were falling off the walls. Superintendent McGann mentioned she believes the Gym mat covering had become a trip hazard and additional finishing had been added to protect the Gym floor. She will speak to Mark Houde Director of Buildings and Grounds about both items and would report back to the Board. Joe Bossie noted the heat system in the Elementary MPR had not been replaced during the Elementary HVAC renovations and that it sounds like something is loose. A visit from Mechanical Services may be necessary.

Jay Duguay polled the School Board to go into non-public session per RSA 91-A:3 to discuss matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; Kevin Bell, YES. The Board entered non-public session based on RSA 91-A:3 at 7:30 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent, SAU #68

The School Board meeting returned to Public Session at 7:53 PM.

Tamra Ham made a motion to approve the certified staff nomination list as presented. Casey Caulder seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. Kevin Bell recused himself. All other Board members were in favor and the motion carried.

Tamra Ham made a motion to adjourn the public 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 7:54 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary