

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: March 12, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Tamra Ham, Vice-Chairperson  
Casey Caulder  
Jasmine Weeden  
Mandi Avery  
Joe Bossie

**SCHOOL BOARD ABSENT:**

Jay Duguay  
Kevin Bell

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools  
Debbie O'Connor, Financial Manager  
Sharon Holt, SAU#68 Administrative Assistant  
Bart King, Technical Support

**PUBLIC PRESENT**

Robert Wetherell  
Dori Weeden  
Heather Krill  
Julie Rand  
Ashley Youngheim  
Mark Houde  
Timothy Ball

Blair Weeden  
Members of the Class of 2026  
Paul King  
Trey Aldridge  
Paula Houde  
Michael O'Connor

**PUBLIC PRESENT REMOTELY:**

Krystin Fadden  
Judy McGann

Debbie O'Connor's Family Members  
Melissa Sabourn

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

School Board Vice-Chairperson, Tamra Ham called the School Board meeting to order at 6:30 PM.

**Special Recognition:**

Debbie O'Connor was presented with the state Business Administrator of the Year award! Congratulations were expressed to Mrs. O'Connor from the Board members, staff, friends, and family!

**Continuing Business:**

Tamra Ham requested that the Agenda be adjusted and Continuing Business – Warrant Article Assignments be moved up in the Agenda. There was no opposition to this adjustment.

**Warrant Article Assignments:**

Tamra Ham welcomed Robert Wetherell, School District Moderator.

The Warrant Article assignments for the annual meeting were discussed:

- Jay Duguay will be recognized to speak on the budget Article 6, as well as the trust fund/capital reserve Articles 10, 11, 12, and 13.
- Jay Duguay will be recognized to speak on Article 14 to provide recognitions.
- Jasmine Weeden will be recognized to speak on the Collective Bargaining Agreement Article 7.
- Joe Bossie will be recognized to speak on the Flooring Article 10.
- Tamra Ham will be prepared to make a motion for Article 4 to accept the reports as written in the Annual Report as well as to make a motion to restrict reconsideration of Articles 6 and 7 as necessary and to move to postpone indefinitely Article 8 should Article 7 pass.

- Robert Wetherell spoke about Article 3, a petition article he brought forward. This petition article, if it passes, will increase the term for the School District moderator from one year to two years which will align with the term of the Lincoln Town moderator. A School District moderator's term can be one year, two years or three years. This Article will be voted on via the Official Ballot.

#### **Senior Class Trip:**

Tamra Ham welcomed members of the Junior class (class of 2026) and their advisors Dori and Blair Weeden.

- The Junior class members presented proposals for their Senior class trip as well as past and planned future fundraising events. The class's first choice is Myrtle Beach which will cost approximately \$23,000 and the second choice is the Jersey Shore which will cost approximately \$16,000. The class currently has just under \$14,000. If the class goes to Myrtle Beach, it will be a fly away vacation and if to the Jersey Shore, they would drive in the Town vans. The Town vans have been reserved just in case and will be driven by drivers who have attended the necessary Primex training. The class is working with Adventure Student Travel regarding the class trip arrangements.

**Tamra Ham made a motion to approve the two possible choices for the class of 2026 senior class trip as presented. Joe Bossie seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

#### **Minutes:**

**Jasmine Weeden made a motion to approve the School Board Budget Hearing minutes of February 12, 2025 as presented. Casey Caulder seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Jasmine Weeden made a motion to approve the School Board meeting minutes of February 12, 2025 as presented. Joe Bossie seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Casey Caulder made a motion to approve the School Board non-public session minutes of February 12, 2025 as presented. Jasmine Weeden seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

#### **Communication:**

##### Correspondence:

- Tamra Ham noted the NCES newsletter was included in the School Board packet as well as information on Getting to Y.
  - Dr. Steady mentioned a photo of the Lin-Wood delegation was included in the Getting to Y information.

#### **Reports:**

##### Business Administrator's Report:

Debbie O'Connor reported:

- Will have write-ups available regarding the Warrant Articles at the town meeting. If Board members that are presenting the Warrant Articles have any questions they are asked to please reach out to Mrs. O'Connor prior to the meeting.
- The year to date budget vs. actual report was included in the School Board packet. Approximately 80% of the budget has been recognized at this point in the year. There were savings relating to position changes that were highlighted to the Board in the fall. The revenues from the Federal Forest Reserve are expected in April. A portion of the Strategic Plan process was funded this year which had not been budgeted.
- Board members are asked to review and sign manifests.

##### Superintendent's Report:

Dr. Steady reported:

- Teacher in-service day went well. Wellness and literacy were the Professional Development focuses for the day.
- The first Strategic Plan Community Planning Group (CPG) meeting was held and went well.

- A meeting was held with White Mountain Science, Inc. (WMSI) regarding a STEM makerspace and what that would look like at Lin-Wood. Two spaces were looked at, one in the Elementary off the Library, and the second utilizing the current small engines/industrial arts space as well as the computer repair/storage area (Bart King's office) in the Middle High School. Bart King's office will move to the current computer room.
- Important upcoming dates were provided to the Board members in the School Board packet memo from the Superintendent.

#### Principal's Report:

##### Dr. Steady reported:

- Winter Carnival went well and all grades were able to visit the Kanc Rec Center for Carnival activities. The High School snow sculpture and hallway decorations were fantastic. The senior class came in first place for the High School Winter Carnival competition.
- Lin-Wood participated in Read Across America. High School students participated in Book Buddies with Elementary students and grades K-12 participated in Drop Everything and Read (DEAR).
- Basketball Alumni Game took place on March 7<sup>th</sup>; The Band and Chorus will perform at the High School North Country Music Festival on March 13<sup>th</sup>; Dalton Lylyk is a State finalist for Poetry Out Loud, the State finals will be held on March 14<sup>th</sup> at the State House.; and the Middle and High School Band and Chorus will perform for Music in Our School Month (MIOSM) on March 25<sup>th</sup> with a morning concert for grades K-12 and an evening concert at 7:00 PM.

#### **Committees:**

##### Committee Reports:

##### Wellness Committee:

- Tamra Ham noted Wellness Committee minutes were included in the School Board packet.

##### Policy Committee:

- Tamara Ham mentioned the Policy Committee met prior to the Board meeting and there will be a number of policies on first reading at the next Board meeting.

**Joe Bossie made a motion to move the policies as presented on the Agenda to second reading. Casey Caulder seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Tamara Ham noted the Title IX policy, ACAC is being brought forward for emergency approval. The federal law had changed in the fall but has now reverted back. The policy currently in place does not align with current federal law. ACAC will also be on for first reading at the next Board meeting and will continue through the full reading process.

**Joe Bossie made a motion to approve policy ACAC as presented. Casey Caulder seconded the motion.**

Discussion: None. **Tamra Ham called a vote to approve the motion. Jasmine Weeden abstained. All other Board members present were in favor and the motion carried.**

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

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

- Dr. Steady mentioned a letter of resignation was received from Dan Adams effective March 3, 2025.

**Jasmine Weeden made a motion to accept the resignation of Dan Adams. Joe Bossie seconded the motion.**

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

- Dr. Steady mentioned Pamela Webster; Elementary custodian resigned effective March 3, 2025. No action is necessary from the Board.
  - Tamra Ham noted Ms. Webster did a great job and it is sad to see her go.

- Dr. Steady mentioned a letter of retirement was received from Paula King effective the end of this school year. The Board is asked to excuse Mrs. King's late notification and allow her to retire under Article XX parts C, D, and E of the LWEA Collective Bargaining Agreement. Mrs. King will continue in a part-time compacity next school year to mentor Special Education staff and support literacy training.
  - Tamra Ham confirmed only one other retirement relating to Article XX will take place at the end of this school year.
  - Tamra Ham noted the retirement was well deserved and asked if Mrs. King would still be teaching summer school this coming summer?
    - Dr. Steady mentioned she will look into if Mrs. King will teach summer school.
    - Bart King passed along a message from Paula King that she may teach summer school.

**Jasmine Weeden made a motion to accept the retirement of Paula King with regret. Joe Bossie seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Dr. Steady mentioned the Elementary School Counselor, Sydney Campbell, will be going out on maternity leave. The District will be looking for a long-term substitute to fill this position. No action is needed from the Board.
  - The Board members expressed their congratulations to Mrs. Campbell.
- Dr. Steady nominated Courtney Peabody for the Health/Physical Education position for the 2025-2026 school year. Ms. Peabody is currently one of the Plymouth State University (PSU) interns covering that position this school year.

**Jasmine Weeden made a motion to approve the nomination of Courtney Peabody for the Health/Physical Education position for the 2025-2026 school year. Joe Bossie seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Jasmine Weeden noted she has heard wonderful things about the work the PSU interns are doing this school year.
- Tamra Ham inquired as to filling the first grade teaching position for the 2025-2026 school year?
  - Dr. Steady noted the position is budgeted and discussed the need for paraeducators versus teacher in the class. Additionally, Elementary teachers will be doing a significant amount of Literacy training throughout next school year relating to the Literacy grant received.

#### Food Service Bid:

- Debbie O'Connor mentioned the food service management contract went out to bid. The contract is for five years with yearly renewals. The bidding processes is very specific utilizing a template provided by the NH DOE and following the District's DAF policy. Five inquiries were received from food services companies, two companies came for a site visit and ultimately one bid was received. The bid is from the District's current food service management company, Whitson's/Fresh Picks Café. The other company that participated in the site visit, Abbey Group reached out to let the District know they would not be bidding due to unforeseen circumstances.
- Debbie O'Connor passed around the Whitson's/Fresh Picks Café bid binder for Board review.
- Debbie O'Connor noted that she does not know what the District would do without a Food Service Management company because of the requirements and regulations involved in food service.
  - Tamra Ham inquired if the bid was competitive?
    - Debbie O'Connor noted the bid is basically the same cost as this year adjusting for participation.
- Debbie O'Connor recommended that the Board move forward with the bid received from Fresh Picks Café.

**Jasmine Weeden made a motion to accept the five year food service management contract bid from Fresh Picks Café. Joe Bossie seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**New Business:** None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: None.

Community: None.

**Joe Bossie made a motion to adjourn the Board meeting. Jasmine Weeden seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members were in favor and the public meeting adjourned at 7:25 PM.**

Respectfully submitted,  
Sharon Holt, SAU#68 Administrative Assistant