

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: May 22, 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:

Judith McGann, Ed.D., Superintendent of Schools
Sharon Holt, Assistant to the Superintendent
Bart King, Technology Support
Jackie Wilson, Teacher Representative

PUBLIC PRESENT:

Megan Doherty

Kristen Mansharamani

PUBLIC PRESENT REMOTELY:

Nora Behrens
Dave Webster

Paula Houde
Kristyn Fadden

The School Board meeting was held in the Elementary School MPR.

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

Minutes:

Tamra Ham made a motion to approve the Public Hearing minutes of May 8, 2024. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the minutes. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion to approve the School Board meeting minutes of May 8, 2024. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the minutes. All Board members were in favor and the motion carried unanimously.**

Educational Focus: Jay Duguay welcomed Jackie Wilson.

NELMS:

- Jackie Wilson spoke about the New England League of Middle Schools (NELMS) conference which was held in Springfield, MA for two days in March. The Middle School team including Ms. Wilson, Kristie Morris, Paula Houde, Logan Placey, Rebecca Steeves, Sarah Kraus, and Cat Goss were able to attend the conference. This allowed the Middle School team to have an opportunity to have time together to get to know one another outside the classroom and they had a great time together. Each Middle School teacher participated in six different educational sessions throughout the conferences. Notable sessions included: Middle School Advisories, Implementing Mindfulness in Middle School, Best Practices in Middle School Instructional Strategies, Empowering Beliefs, The Adolescent Brain; Understanding Development and How that Affects Your Classroom, Contagious Fun-Forgetting to be Afraid in Math Class, and News Literacy.
 - Tamra Ham asked how the students did while the teachers were away? Jackie Wilson noted everything went smoothly however, there were small indications that the students experienced some anxiety.

Communication:

Correspondence: None.

Reports:

Business Administrator's Report:

- Jay Duguay noted Board members received a written report from Debbie O'Connor regarding the use of Trust Funds for various projects and equipment purchases. These projects and purchases were discussed during the

Budget Work Sessions and removed from the general budget with the intention of utilizing the Trust Funds. None of the items are big ticket. A Trust Fund hearing could be held prior to the June 12th Board meeting for one or multiple items as needed.

- Superintendent McGann mentioned a copy of the current year Budget vs. Actual report was provided to Board members. This report is presented to the Board members at various times during the year. The current report presented is as of May 1, 2024.

Superintendent's Report:

- Superintendent McGann mentioned some upcoming dates:
 - The Ice Cream Social will be held on Thursday, May 23rd. Ice Cream and snacks will be served beginning at 6:30 PM and the concert begins at 7:00 PM.
 - The Booster Club recognition ceremony will be held at Jean's Playhouse on Monday, June 3rd. Middle School recognition begins at 4:00 PM and High School at 5:15 PM.
 - High School Graduation will be held on Friday, June 7th at 5:00 PM in the High School gymnasium.
 - 8th Grade Continuation will take place on Tuesday, June 11th in the High School gymnasium beginning at 5:30 PM.
 - The last day of school will be Thursday, June 13th. Students will be dismissed early at 11:45 AM.
- Superintendent McGann noted summer sessions have been scheduled:
 - High School credit recovery will be held June 17th through August 1st.
 - Extended School Year (ESY) programming will be held four days per week from July 1st to August 1st.
 - Tamra Ham asked about student transportation from the Rec program? Superintendent McGann mentioned transportation would be available.
 - Elementary STEM enrichment camps will take place for two weeks July 8th-July 12th and July 15th-July 19th.

Principal's Report: None.

- Tamra Ham inquired as to when Mr. Stivali would begin attending the School Board meetings? Dr. McGann mentioned Peter Stivali would attend the next Board meeting in June.

Committees:

Committee Reports:

Policy Committee:

- Jay Duguay mentioned there were a number of policies to move forward to second reading. These policies seem to require just minor changes.
- Tamra Ham mentioned the policy requiring the most in the way of updating is the Building Use policy. Sharon Holt noted the changes to the Building Use policy and form are being recommended to make the language between the policy and the form agree and to simplify the form.
- Regarding policy, GBGBA-Use of Automated External Defibrillator (AED)'s, Kevin Bell asked how many staff members were trained in AED use? Superintendent McGann mentioned most staff members have been trained and certification/recertification class opportunities are scheduled regularly. Tamra Ham mentioned AED training is included in first aid training.

Tamra Ham made a motion to move policies DK, EBCB, EBCG, EH, EHAA, GBCD, GBGA, GBGFA, GDB-R, IHBBA-R1, IHBBA-R2, IJNDB, JBAA-R2, JGB-R, JLC, JLCD-R, JLCE, JLCG, JLIE, KDC, KF, and KF-R to second reading. Jasmine Weeden seconded the motion. Discussion: Jay Duguay noted there was a typo on the agenda. The AED policy appears as policy GBGFA instead of the correct policy coding, GBGBA and the motion was made using the incorrect policy coding. **Tamra Ham made an amendment to her motion to change the reference of policy GBGFA to GBGBA. Jasmine Weeden seconded the amendment. Amended motion: To move policies DK, EBCB, EBCG, EH, EHAA, GBCD, GBGA, GBGBA, GDB-R, IHBBA-R1, IHBBA-R2, IJNDB, JBAA-R2, JGB-R, JLC, JLCD-R, JLCE, JLCG, JLIE, KDC, KF, and KF-R to second reading. Jay Duguay called a vote to approve the amended motion. All Board members were in favor and the motion carried unanimously.**

- Jay Duguay mentioned the policies to be withdrawn will be handled at the next Board meeting when the other policies are moved for approval.

Facilities Committee:

- Joe Bossie mentioned the Facilities Committee met prior to the School Board meeting. The committee discussed the purchase of a new tractor and asked that Mark Houde provide at least one additional quote. The Middle School flooring project as well as the SAFE grant windows and doors project will begin on June 17th. The Middle/High School HVAC project will be completed this summer. Mr. Russ Bradshaw and Mr. Shaun Hagan will be helping with custodial and grounds needs throughout the summer. The committee additionally discussed the future garage replacement project.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann nominated Emma Doubman for the 4th grade Elementary teaching position. Ms. Daubman was interviewed by Peter Stivali as well as the staff members that will be working most closely with this position. Ms. Daubman has not had the opportunity to visit and tour the school so has not yet made a final decision to accept the position. The Administration should be hearing from her by Thursday, May 23rd about her decision but, with the next Board meeting not scheduled until June 12th, Superintendent McGann thought it best to make the nomination now and not take the chance on losing this qualified candidate to another school.

Tamra Ham made a motion to accept the nomination of Emma Doubman for the 4th grade Elementary teaching position contingent on Ms. Daubman's acceptance of the position. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

- Superintendent McGann noted the Board received a letter from School District Treasurer, Sandy Dovholuk regarding the appointment of Sharon Holt as Deputy Treasurer.

Tamra Ham made a motion to confirm the appointment of Sharon Holt as School District Deputy Treasurer. Jasmine Weeden seconded the motion. Discussion: The Board members conferred with Sharon Holt on the Deputy Treasurer appointment. Sharon Holt agreed to the appointment. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

- Superintendent McGann mentioned a copy of the investment policy, DFA was included in the School Board packet. This policy needs to be reviewed each year but no action is necessary if no changes are recommended.
 - The Board members reviewed policy DFA.
 - After conferring among Board members, Jay Duguay noted no changes were recommended to policy DFA at this time.

New Business: None.

Continuing Business:

Strategic Plan:

- Superintendent McGann noted the Strategic Plan and New England Association of Schools and Colleges (NEASC) accreditation process continue to be correlating nicely.
 - Jay Duguay asked when the report was expected back from the recent NEASC visit? Superintendent McGann noted the report should be back within three to four weeks and will be utilized to develop an improvement plan as the next step in the process.

Superintendent Search: Jay Duguay welcomed Kristen Mansharamani, Chairperson of the Superintendent Search Committee.

- Kristen Mansharamani mentioned information was received by the committee from six candidates for the Superintendent position. From the six, the committee decided to move forward to the short interview process with four of the candidates. One of the four candidates was looking for only a part-time or interim position. Of the

remaining three candidates, two were stand-outs to the committee, meeting the criteria originally developed through the committee and community survey process. The committee as well as Nora Behrens from The Bryan Group is now asking for guidance from the Board on how to proceed based on three options:

- A. Move forward with a long interview for each of the two candidates. The long interview takes approximately four hours per candidate and involves discussion on individual elements in the candidates' resumes. The long interview is usually utilized to further narrow down a large field of candidates. With only two candidates, the Search Committee might move forward with this option only to still have two candidates to bring forward to the Board.
- B. Turn the two candidates over to the Board to interview.
- C. Present the candidate that is supported by the majority of the committee members, but not unanimously, to the Board for ratification.

Based on communication received, option C would not be the option recommended by Nora Behrens.

- Jasmine Weeden mentioned she is not in favor of option C.
- Tamra Ham mentioned not doing the long interviews would circumvent the full process.
- Joe Bossie mentioned he would like a discussion in non-public session.
- Jay Duguay welcomed Superintendent Search Committee member, Meghan Doherty.
 - Megan Doherty mentioned she is the parent of a sixth grade student and has been on many interview and search committees mostly regarding academic administration and faculty positions. The Bryan Group interview process is more rigorous than any she has previously experienced. The committee has put many hours into this process. The short interview process was an in depth 1.5 to 2-hour process including guided storytelling with multiple interruptions that showed how the candidates would handle stressful circumstances. Each interview was followed by a wrap-up of 45 minutes to an hour among the committee members.
- Kevin Bell asked if the candidate scoring sheets would be provided to the Board members? Kristen Mansharamani noted the scoring sheets would not be given to the Board however, Nora Behrens would provide an overview of each candidate.
- Jasmine Weeden thanked Mrs. Doherty and Mrs. Mansharamani for their time and noted the short interview process seems as though it was a rigorous extensive process.
- Jay Duguay noted the Board will meet in non-public session and present a decision on how to move forward to Nora Behrens of The Bryan Group.

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed Jackie Wilson.

- Ms. Wilson presented the following information:
 - From Julie Rand: First grade got their books back from the publishers. We dedicated our book to Dan Adams for helping our students create backgrounds on the I-Pad. We will donate one to our library, the Lincoln Library, and the Woodstock Library.
 - From Rebecca Steeves, Cat Goss, and Aaron Loukes: All 24 grade 8 students came home today from 3 days at the Hulbert Outdoor Center. They participated in many team building activities, archery, a night walk, an exploration hike (which included sheltering in a low treehouse during a thunderstorm), delicious meals, campfire games, lots of outside time and even some tennis! They also challenged themselves on a multi-sided climbing tower, low elements, high bridges, and a 40-foot tall zipline, which most of them did! The Hulbert staff and facility were yet again amazing! The kids really worked through some physical and mental challenges, expanding their comfort zones in many directions. They also worked with and supported each other in new ways which was awesome to see. Thank you to the administration and school board for providing this opportunity for growth and adventure to our students.
 - From Kristie Morris and Jackie Wilson: Grade 5 students came to the MS for Step Up Day today. It was great to meet next year's class! We loved their questions and enthusiasm. They entered with jitters but seem to have left feeling confident and excited.

Community: None.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (c) The discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board and (b) The hiring of any person as a public employee. Kevin Bell, YES; Casey Caulder, YES; Jay Duguay, YES; Tamra Ham, YES; Jasmine Weeden, YES; Mandi Avery, YES; and Joe Bossie, YES. The Board entered non-public session at 7:31 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent

The Board returned to the public meeting at 8:05 PM. No additional action was taken.

Kevin Bell made a motion to adjourn the Board meeting. Casey Caulder seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the public meeting adjourned at 8:05 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary