

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: July 19, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Casey Caulder  
Jasmine Weeden  
Ashley Youngheim

**SCHOOL BOARD ABSENT:**

Joe Bossie

**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  
Rebecca Steeves, Teacher Representative

**PUBLIC/BOARD PRESENT REMOTELY:**

THam iPhone

**PUBLIC PRESENT:**

Jon Ham Chief Dave Tauber  
Meg Haase

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:**

**Jasmine Weeden made a motion to approve the June 28, 2023 School Board meeting minutes as presented. 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.**

**Community-Linwood Medical Center/Linwood Ambulance:** Jay Duguay welcomed Chief David Tauber.

- Chief Tauber spoke about the Linwood Medical Center building located on School District land. This building is 50 years old and reaching the end of life. The building is owned by the Linwood Medical Center a non-profit organization established in 1972 to bring medical services into the Lincoln area. The building is currently occupied by four tenants that are each independent entities. A full-time medical office and a part-time dental office are the main tenants with the Visiting Nurse Association and White Mountain Mental Health both out of Littleton, NH each renting an office but not receiving patients in the space. The deed for the land on which the Medical Center building is located notes that the building will revert to the School District should it no longer be used as a medical facility. The current medical office has attempted to get a new physician to take over the practice when the current physician retires but has not had any luck and with new medical practices from Littleton and Plymouth coming into the area it may not be possible. The building currently supports itself with the four tenants but without a fulltime medical tenant, this would no longer be the case and the building needs work beyond what current rents support. There is no current timeline for the retirement of the current physician, however the Board of Directors for the Linwood Medical Center wanted to reach out to the School Board to make sure that they were aware of the revert clause in the deed and open a dialogue.
- Jay Duguay asked if Linwood Medical Center/Linwood Ambulance Service had any plans to use the building after the medical practice leaves? Chief Tauber answered no. The building's garages will no longer support the size of current apparatus. The Ambulance Service has been located in their new building in North Woodstock for 17 years.
- Debbie O'Connor asked about renovations needed for the building? Dave Tauber answered the Linwood Medical Center Board had an architect look at the building when the thought was to renovate and it is known what has been done to the building and what needs to be done. The building was originally constructed using Hill Burton Federal Grant Funds but this grant no longer exists. The School District may need to complete their own assessment of the building.

- Jay Duguay suggested the Linwood Medical Center building be added to a future School Board agenda and perhaps a committee be created to look into next actions.

**Correspondence:** None.

**Business Administrator's Report:**

- Debbie O'Connor noted the Bond Sale relating to the Middle/High School HVAC system bond took place on 7/12/2023. The final bond interest rate is 3.26% which is well below bank interest rates and also below the cap rate of 3.5%. There is Bond paperwork requiring Board members' signatures.
- Debbie O'Connor mentioned a Trust Fund hearing will be set up for the next Board meeting. This hearing will cover needs from the Technology and Facilities Trust Funds. The Technology Trust Fund will be utilized for the Elementary School Wi-Fi upgrades which was discussed during the Budget process. The Facilities Trust Fund will be utilized as one of the payment sources for the Middle/High School HVAC project.

**Superintendent's Report:**

- Superintendent McGann mentioned the final Board Goals were included in the School Board packets.
- Superintendent McGann noted there were no current committee reports. A Professional Development (PD) committee meeting will be held in the fall.
- Superintendent McGann mentioned that summer facilities projects are moving forward.
- Superintendent McGann noted that summer school is in progress. The students also have access to the New England Disabled Sports (NEDS) program at Loon which involves outdoor activities and trips.
- Superintendent McGann mentioned the District now has a School Resource Officer (SRO), Betsy Scrafford. She and Officer Meier will be attending SRO training. Officer Meier will serve as a backup for Officer Scrafford if necessary.
- Superintendent McGann noted the Principal's report was provided to Board members in writing and details ongoing summer projects.
- Superintendent McGann mentioned the latest District Report Card was also provided to the Board members.

**Principal's Report:** None.

**Committees:** None.

**Business Requiring Board Action:**

**Staff Nominations, Recommendations, and Resignations:**

- Superintendent McGann nominated Camryn Burr as a High School Social Studies teacher. Ms. Burr is newly graduated from college and will be on step one. She was interviewed for the position by Jason Robert, Shaun Hagan, and Peter Stivali.

**Jasmine Weeden made a motion to approve the nomination of Camryn Burr as a High School Social Studies teacher. Kevin Bell seconded the motion.** Discussion: Jay Duguay asked to view the nominee's resume? Superintendent McGann mentioned the resume information will be presented to the Board. Kevin Bell asked for confirmation of the interview team? Superintendent McGann confirmed the interview team was Jason Robert, Shaun Hagan, and Peter Stivali. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**2021-2022 Audit:**

- Debbie O'Connor noted hard copies of the 2021-2022 audit completed by Plodzik & Sanderson are available for review. The Board members were also provided with a Board Member management findings letter. The physical (field) audit was held in October to review data integrity. Additional schedules and reports were then sent to the Auditors for review as they were requested. From this information the Auditors create necessary statements and reports. This process took longer than normal as Plodzik & Sanderson had issues with staffing like most other businesses in the country, however the auditors were in communication with the District throughout the process.
- Debbie O'Connor mentioned the audit management findings notes a few repeat issues particularly in regards to the Student Activities account. Student Activities accounts are highly audited. The issues found are due to changes in Lin-Wood School office staff. The current Middle/High school office administrative assistant has received necessary training and is doing well with handling the Student Activities account.
- Debbie O'Connor noted an important thing to look at regarding the audit management findings is the number of journal entries needed. Only a couple of journal entries were needed for the District accounting and those were related to the Balance sheet.

2022-2023 Audit Engagement Letter:

- Debbie O'Connor mentioned the Board received a copy of the 2022-2023 Audit Engagement letter. Jay Duguay asked if a Board vote was needed to engage Plodzik & Sanderson for the audit? Debbie O'Connor answered yes as the Audit Engagement Letter requires a Board member's signature.
- Kevin Bell asked how the audit firm is chosen? Debbie O'Connor mentioned there are only certain firms in NH that handle audits and those firms are not taking new customers. Although the Plodzik & Sanderson firm completes the District's audit each year, the auditors themselves are different.
- Debbie O'Connor noted a main focus of the audit is to look at the District's process and procedures as well as whether or not District policies are being followed.

**Jasmine Weeden made a motion to approve retaining Plodzik & Sanderson, P.A. to perform the 2023-2024 School District financial audit. Kevin Bell seconded the motion.** Discussion: Nothing further. **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: No current updates.

Strategic Plan:

- Superintendent McGann mentioned the Administration held their retreat recently with discussions focusing on moving forward with the Strategic Plan components.

Recognition of Visitors/Public Participation:

Student: None

Staff: Jay Duguay welcomed Rebecca Steeves.

- Rebecca Steeves mentioned that the Girls and Boys of summer programs have been going well. The Boys and Girls of summer programs recently teamed up to hike Hedgehog. The Boys of Summer will be doing their overnight at Lafayette Campground next week. The following week, the Girls of Summer will be doing an overnight at Lonesome Lake Hut thanks to a donation from a local Pizza for the People event followed by an overnight at Lafayette Campground.
- Rebecca Steeves expressed her appreciation to the Board and Administration for supporting the Girls and Boys of Summer programs.

Community: Jay Duguay welcomed Jon Ham.

- Jon Ham noted he had attended the meeting as he was interested in the discussion on the Linwood Medical Center building.

**Jasmine Weeden made a motion to adjourn the meeting. 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 meeting adjourned at 7:00 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent