

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: October 26, 2022

SCHOOL BOARD MEETING MINUTES

School Board Present:

Jay Duguay, Chair
Tamra Ham
Kevin Bell
Joe Bossie
Brian Angelone
Ashley Youngheim

School Board Absent:

Jasmine Weeden

Administration/Staff Present:

Judith McGann, Superintendent
Mark Pribbernow,
Debbie O'Connor, Financial Manager
Sharon Holt, Assist to the Superintendent
Bart King, Technical Support
Shaun Hagan, Teacher Representative

Public Present:

Tony Drapeau
Heather Krill
Rebecca Steeves
Geoff Wilson

Denise Drapeau
Aaron Loukes
Hazel Wilson
Two Lincoln Police Officers

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

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

Minutes: Joe Bossie made a motion to approve the October 12, 2022 School Board meeting minutes as presented. Ashley Youngheim seconded the motion. Discussion: None. Jay Duguay called a vote to approve the meeting minutes. Tamra Ham and Brian Angelone abstained. All other Board members present were in favor and the motion carried.

Educational Focus/Girls and Boys of Summer: Heather Krill, Aaron Loukes, and Rebecca Steeves along with Hazel Wilson made a presentation on the Girls and Boys of Summer programs which are summer hiking programs for students in grades 7-12. A summer of 2022 slide show was also presented. The Boys of Summer program has been in place for eight years while the Girls of Summer program has been happening for 16 years. Rebecca Steeves mentioned the Girls and Boys do one hike together each year. Each year the Girls of Summer are assigned a book to read and those new to the program read the book *UP: A Mother and Daughter's Peak Bagging Adventure*. Heather Krill passed around a sample of the books the Girls have read over the years. Heather Krill noted the Girls also have time to write while out on most hikes. Heather Krill and Rebecca Steeves were happy to have the Girls overnight backpacking trip return this year with a hike of Lafayette and overnight at Liberty Springs campground. This year there were five participants in the Girls of Summer overnight hike and 6-12 participants on the day hikes. Heather Krill mentioned the Girls of Summer have talks about the essentials of hiking such as the need for proper clothing, water, and snacks. Ethical hiking was also discussed relating to the increase in use of hiking trails in the White Mountains and extra-large hiking groups out on the trails. The Boys of Summer had 2-7 participants on their day hikes but did not have an overnight hike this year as the participants were young and inexperienced hikers. This was the first year the Boys of Summer included Middle School aged participants. The Boys may not have had an overnight adventure this year but had a wonderful time eating pizza at Mirror Lake for their end of season celebration. The Boys have also read books in past summers and had campfire talks to discuss. Hazel Wilson noted the program was fun and it was cool to be able to spend time with the older kids. Superintendent McGann asked about a compilation of students' writings from throughout the summer? Heather Krill answered that a summer anthology had been done in the past but not over the last two years. The hope is to complete an anthology next year perhaps including multiple past years. Superintendent McGann asked about the Boys of Summer

campfire talks? Aaron Loukes noted while there has not been any reading by the Boys of Summer over the last two years, in the past each student would read a book about a male figure and share the stories during a campfire talk. The hope is that this will happen again in the future. Aaron Loukes mentioned there were many good talks during the hikes on a variety of subjects including college and after high school plans. Heather Krill mentioned a student participating in Boys of Summer said that the Boys of Summer changed his attitude on what kind of student he wanted to be and this student is now having a great sophomore year. The presenters thanked the Board for supporting these programs. Kevin Bell noted it was great that Lin-Wood students get to have this opportunity and experience.

Correspondence: Superintendent McGann noted there was correspondence received that will be discussed in non-public session.

Joe Bossie inquired about the email correspondence Jay Duguay had received before the previous meeting. Jay Duguay apologized that he had forgotten to forward the correspondence but will make sure that is done.

Business Administrator's Report:

- Debbie O'Connor mentioned it is tax rate setting season and she is working with NHDRA on estimated revenues.
- Debbie O'Connor noted this year the State will be providing a rebate of 7.5% of employer NH Retirement contributions for the teacher group. This will be \$47,000 in unexpected revenues for the Lincoln-Woodstock District. The funds will be processed to the Towns during tax rate setting based on the funding formula.
- Debbie O'Connor mentioned she had attended a NHSAA Best Practices Conference on School Operations, Finance & Business Leadership over the last two days. At one of the sessions the adequate education formula was discussed. This year all the towns in NH including towns like Lincoln that have never received adequate education grants will be receiving the one year Swept Reduction Hold Harmless Grant. Debbie O'Connor noted she will include more information on this grant in the Board packet for the next Board meeting.
- Jay Duguay asked Debbie O'Connor about the annual audit? Debbie O'Connor noted there are a few lingering items but that everything went well and a preliminary report should be provided soon.
- Debbie O'Connor mentioned the District will be having another audit in November. The Federal Compliance Audit regarding processes, procedures, and policies relating to Federal grants. The District had a similar audit in the spring regarding just the ESSER grants however, November's audit will focus on all Federal grants. Debbie O'Connor noted she has heard from other Districts that this audit is very thorough.

Superintendent's Report:

- Superintendent McGann mentioned a non-meeting to gather the Board's input and parameters on negotiations will be needed after the Board meeting. The next negotiations session is scheduled for Thursday, 10/27.
- Superintendent McGann noted that the Funding Formula Committee met on 10/19. Minutes of the meeting will be included in the next Board packet. Tamra Ham mentioned the committees has had a lot of discussion and a number of percentages have been discussed. The Selectman representative from Woodstock, Charyl Reardon has provided a number of great spreadsheets.
- Superintendent McGann mentioned the Wellness and Risk Management committees have also met over the last two weeks and those meeting minutes will also be included in the next Board packet.
- Superintendent McGann stated that the Professional Development committee will be meeting on 11/1 at 2:45 PM.
- Superintendent McGann noted the Elementary teachers are working on the analysis of student data utilizing standards and competencies. This is the project that was started with Demonstrated Success last year. The Middle School will be starting a similar process with Demonstrated Success soon.
- Superintendent McGann mentioned that American Education Week is 11/14 to 11/18. Superintendent McGann continued that parent conferences will also take place that week on Wednesday, 11/16.
- Superintendent McGann noted there will be a Veteran's Day Assembly on 11/10 beginning at 9:00 AM, all community Veterans and the public are welcome to attend.
- Superintendent McGann mentioned there are policies that will need to move to second reading and one policy to approve.

Principal's Report:

- Mark Pribbernow expressed his appreciation to the police department for their assistance during drop off time.
- Mark Pribbernow thanked the staff for their work not only academically with students but also their work with students on social and emotional development including respect for one another and communication.
- Mark Pribbernow invited School Board members to participate in American Education Week not only by providing a token of gratitude (Board members have provided baked goods in the past) but also by scheduling a visit to the school buildings to greet staff and students. Kevin Bell expressed his interest in this as did Joe Bossie and Tamra Ham. Tamra Ham mentioned having lunch with Elementary School students.
- Mark Pribbernow mentioned PSAT testing went well this past week. There were two students who did not participate in the testing.
- Mark Pribbernow noted that grades close on 11/10 and report cards will be distributed on 11/17 through ALMA. The MHS report cards will not be printed. Printed versions of Elementary report cards will be sent home.
- Mark Pribbernow mentioned the senior class will be presenting their senior class trip at that 11/16 School Board meeting.
- Mark Pribbernow asked that all students, staff, and visitors slow down in the school parking lots.

Joe Bossie asked about the parade of sirens held around Lincoln and Woodstock just before the School Board meeting. Tamara Ham noted this was because the 3rd and 4th as well as the 5th and 6th grade recreation soccer teams won the Halloween cup tournament. Kevin Bell elaborated mentioning the teams had won back to back tournaments as they had also won the Haverhill tournament the week before.

Committees:

Facilities Committee: Brian Angelone discussed the Facilities committee meeting which occurred prior to the School Board meeting:

- The replacement of the Elementary School intercom system as well the clocks throughout the Elementary school was discussed. The current intercom system is not functioning correctly/clearly. The new intercom system would be capable of tying both schools as well as the SAU together through the phone system allowing for emergency notifications and announcements to be made from any of these locations. The clocks will be tied into the wireless clock system utilized in the Middle/High School and all clocks in both schools will be on the same time. Brian Angelone noted the Facilities Committee suggests that these projects be funded from the Equipment Trust Fund and would be looking for up to \$24,000 from the Trust Fund for this purpose. Joe Bossie mentioned these improvements were recommended during the homeland security walkthrough this past June. A Trust Fund Public Hearing will be held prior to the next (11/16) School Board meeting with the hopes of the project being completed over the December holiday break.
- Brian Angelone provided an update on the Elementary HVAC system. There have been a few hiccups with the system including air in the lines causing temperature fluctuations in classrooms. These issues are being addressed. The installers will be in the area again on 10/28 to rebalance the system and train Mark Houde on the system's controls. Tamra Ham asked if there were any additional fees relating to the issue or training? Debbie O'Connor answered that there are no additional fees.
- Brian Angelone noted the Facilities committee is waiting for information on the Middle/High School HVAC project. Once the information is received it will be forwarded to the full School Board. If the information is received in time to review prior to the next School Board meeting, the engineer will be asked to join the meeting via Zoom to answer any questions. Tamra Ham noted an additional School Board meeting could be called with 24 hours' notice to meet with the engineer, if necessary, if the hope is to get this project to the District voters in March. Jay Duguay inquired as to the timeline to utilize ESSER grant funds for this project and if there were any other projects slated for these funds? Debbie O'Conner answered there are two ESSEER grants one with a deadline of 9/30/23 and the other with a deadline of 9/30/24. The ESSER grant with the 9/30/23 deadline is being utilized for learning loss and for engineering fees relating to the Middle/High School HVAC project. Debbie O'Connor indicated that monies above and beyond the

funds available through the 9/30/24 ESSER grant would be needed to complete this HVAC project and the District will need to be creative with other funding such as the use of funds from the Facilities Trust Fund and getting a bond. Debbie O'Connor noted it is important that the District not lose the ESSER grant funding.

- Brian Angelone mentioned, \$115,000 will be needed to complete the next portion of the Middle/High School Flooring project. Tamra Ham inquired as to the timeline on finishing the flooring project? Brian Angelone answered four years; two additional years for the Middle/High School and two years for the Elementary School. Shaun Hagan indicated that the teachers really appreciate the new flooring.

CIP Committee: Tamra Ham mentioned she met with Debbie O'Connor and Mark Houde to work on dates and figures for the CIP. Mark Houde has begun gathering some estimates. The committee will continue working on the parameters for the plan.

Policy Committee: Tamra Ham noted there are a number of policies to move forward and discussed a few policy edits:

- Tamra Ham mentioned in policy IHBAB, IEP should be Individualized Education "Plan" not "Program."
- In policy BGD, the Lin-Wood version of the policy includes the first line: " The Superintendent, with the advice of appropriate staff, shall develop administrative procedures to implement adopted policies." This line is not included in the NHSBA's sample policy version of BGD. Tamra Ham noted she thought the Lin-Wood version of policy BGD was good as it is but wanted the full Board's opinion. Kevin Bell expressed concerns with the language in the first line that indicates "appropriate staff" noting staff deemed as "appropriate" may be misinterpreted based on who is reading the policy. The Board discussed ways to reword the first line of Lin-Wood's version of BGD. Jay Duguay asked if the current wording of the policy had ever been an issue? Superintendent McGann answered there had not been any past issues.

Tamra Ham made a motion to leave the first line of the Lin-Wood version of policy BGD in place as written. Ashley Youngheim seconded the motion. Discussion: Nothing further. Jay Duguay called a vote to approve the motion. Kevin Bell abstained. All other Board members present were in favor and the motion carried.

- The Board discussed if policy BGD needed to be moved forward to second reading. It was determined that policy BGD did not need to be moved forward in the reading process but that there should be an indication that the policy was reviewed in October 2022.
- Tamra Ham addressed policy CCA (Administrative Succession Plan) noting that if adopted, this policy could tie the hands of the District. Tamra Ham indicated that succession information was in other policies and there was a District plan in place. Jay Duguay noted the District should have more than just an ad hoc succession plan. Jay Duguay indicated the language in policy CCA is simply directing the District to have a Succession Plan. Superintendent McGann mentioned there is a succession plan in place and the State would be contacted if a superintendent is needed on an emergency basis. Jay Duguay mentioned that the District should have a succession plan for known administration changes/retirements. Tamra Ham noted her concerns with the language relating to "media" in CCA. Jay Duguay noted he did not take the policy as being that specific. Jay Duguay noted he had served on the Board for a number of years and had not reviewed the current succession plan. Jay Duguay asked that a copy of the current succession plan and supporting policies be provided to the Board for review. Tamra Ham noted CCA could be reviewed again at the next Board meeting after copies of the current plan and other supporting policies are reviewed.

Tamra Ham made a motion to move policies EBCA, EBCD, IC, IHBA, IHBAB, IHBAC, IHBAM, JICA, JJA-R, KFA, KDA, CCA, CCB, CHB, DD, DGD, DIH, DJD, and DJG to second reading. 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.

Tamra Ham made a motion to approve policy EHAB. 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.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None.

New Business:

Public Gift Donation: Superintendent McGann mentioned the District is still waiting to receive the letter of intent, required per policies KCD and KCD-R, regarding the public gift donation. The public gift donation will appear again on the next School Board meeting agenda.

Continuing Business:

COVID-19: None

ESSER Funds: None

Strategic Plan: None

Board Goal Setting: Kevin Bell inquired as to a follow-up session regarding Board Goal setting? Jay Duguay noted the Board had a robust discussion about Board Goals at the last session and determined that more specific and measurable goals were needed. Joe Bossie noted the Board had asked for examples of goals utilized by other Districts. Superintendent McGann mentioned she had gathered a list of examples. Jay Duguay noted the Board could have a Goal Setting session after the 11/16 School Board meeting based on the length of the agenda.

Recognition of Visitors/Public Participation:

Student: None

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan noted he had received information from Kindergarten teachers, Diana Pamplin and Sarah Beaudin. The Kindergarten students participated in an ABC bootcamp learning 26 letters in 26 days. The students created paper vests containing items associated with their assigned letter and upon the completion of the bootcamp, the students (and staff) gave an ABC fashion show wearing their vests.
- Shaun Hagan mentioned he had proctored the PSAT testing. Mr. Hagan mentioned organizing the PSAT testing process was not easy but Matt Manning did an excellent job and the PSAT testing ran smoothly. Jay Duguay inquired as to when results would be received? Mark Pribbernow noted that PSAT testing is still taken with paper and pencil and results are not generally available until February or March.

Community: Jay Duguay welcomed Tony Drapeau.

- Tony Drapeau inquired as to correspondence he sent requesting a meeting with the School Board. Jay Duguay apologized for any confusion and noted it was the School Board's intention to discuss Mr. Drapeau's correspondence in non-public session that evening after the agenda items were completed. Jay Duguay asked if Mr. Drapeau would like to reschedule and Mr. Drapeau indicated the non-public session could move forward that evening as the matter was time sensitive.

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, AYE; Ashley Youngheim, AYE; Tamra Ham, AYE; Jay Duguay, AYE; Kevin Bell, AYE; Brian Angelone, AYE. The Board entered non-public session based on RSA 91-A:3 at 7:39 p.m.

Respectfully submitted,

Sharon Holt, Assistant to the Superintendent

The School Board meeting returned to Public Session at 8:42 PM

Tamra Ham made a motion to adjourn the meeting. 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 meeting adjourned at 8:43 PM.

Respectfully submitted,

Brian Angelone, School Board Secretary