

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: August 23, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Tamra Ham, Vice-Chairperson

Kevin Bell

Casey Caulder

Jasmine Weeden

Ashley Youngheim

Joe Bossie

**SCHOOL BOARD ABSENT:**

Jay Duguay

**ADMINISTRATION/STAFF PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools

Jason Robert, Principal

Debbie O'Connor, Financial Manager

Sharon Holt, Assistant to the Superintendent

Heather Krill, Teacher Representative

Bart King, Technology Support

**PUBLIC PRESENT:**

Erin Bell

Mary Steady

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

**Call to Order:**

School Board Vice-Chair, Tamra Ham called the School Board meeting to order at 6:42 PM.

**Meeting Minutes:**

- Tamra Ham mentioned the School Board attendance section of the July 19,2023 meeting minutes needs to be updated as it has her present both in person and remotely.

**Jasmine Weeden made a motion to approve the July 19, 2023 School Board meeting minutes with amendment. Casey Caulder seconded the motion.** Discussion: Nothing additional. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Correspondence:**

- Superintendent McGann mentioned a copy of the NCES newsletter was included in the School Board packet. The NCES newsletter provided information on professional development that took place throughout the summer.

**Business Administrator's Report:**

- Debbie O'Connor thanked the Board members for signing the manifests.
- Debbie O'Connor noted she is currently working on yearend reports and getting ready for the audit.
- Debbie O'Connor mentioned the SAU office has gotten through most of the ordering process for the start of the school year.

**Superintendent's Report:**

- Superintendent McGann noted a summary of updated laws provided by the NHSBA was included in the School Board packet.
- Superintendent McGann mentioned the support staff association will be negotiating their contract this fall.
- Superintendent McGann noted the administration team worked on making sure school processes are in line with the Strategic Plan at their retreat this summer and will be moving forward on the Strategic Plan components with the staff.
- Superintendent McGann mentioned that new staff started working with their school mentors on Monday, 8/21 and teacher in-service days began on Tuesday, 8/22 and continue through Thursday, 8/24.
- Superintendent McGann noted the administration team will be working on an instructional time plan for inclement weather days to minimize the need to utilize end of school year snow days.
- Superintendent McGann announced the fall coaches:
  - Varsity Boys Soccer: Matt Manning-Interim Head Coach; Blair Weeden-Head Coach starting 9/11 and Max Dovohluk-Assistant Coach.

- Varsity Girls Soccer: Chris McClure-Head Coach and Heidi Corey, Geoff Krill, and Nathan Jenkins-Assistant Coaches.
- Middle School Boys Soccer: Adam Donati-Head Coach and Jim Martin-Assistant Coach.
- Middle School Girls Soccer: Heather Krill-Head Coach and Ryan Weeden-Assistant Coach.
- Cross Country: Sarah Beaudin-Head Coach.
- Field Prep: Aaron Loukes.
- Superintendent McGann noted committee meetings will be scheduled starting later in September.

**Principal's Report:**

- Jason Robert mentioned teacher in-service days are ongoing and it is nice to have the staff's energy back in the school.
- Jason Robert noted staff members participated in a variety of professional development opportunities throughout the summer.
- Jason Robert mentioned the administration team participated in a law conference this summer.
- Jason Robert expressed his appreciation for the work Mark Houde and the custodial crew did throughout the summer to get the buildings and grounds ready for the school year.
  - Joe Bossie noted the grounds look great.
- Jason Robert noted STEM camp was a great success and the hope is to hold the camp again next summer.
- Jason Robert mentioned Peter Stivali was at Fisher Cats stadium receiving a \$1000 donation from the NH Fisher Cats and Eversource for the Elementary School relating to the reading challenge.
- Jason Robert noted an anonymous donation of \$340 for the school lunch program was received from Flowers for Friends.
- Jason Robert mentioned the new banners around the parking lot were made possible by the support of the Booster Club.
- Jason Robert noted that school starts on Monday, 8/28.
- Superintendent McGann mentioned Open House will be held on 9/12 from 4:30 PM-6:00 PM. There will be a barbeque again this year and administration is asking for help from the Board with the grilling.
  - Jason Robert noted the Open House will begin in the Elementary School from 4:30 PM-5:30 PM then in the Middle/High School from 5:00 PM-6:00 PM.
- Superintendent McGann asked the Board members to participate in a school walkthrough at 6:00 PM prior to the next Board meeting on 9/13.

**Committees:** None.

**Business Requiring Board Action:**

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

- Superintendent McGann mentioned a resignation letter was received from the French and ESOL teacher, Leo Souza.

**Joe Bossie made a motion to approve the resignation of Leo Souza. 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.**

- Superintendent McGann recommended Michael Hamlin as a paraprofessional.

**Kevin Bell made a motion to approve the nomination of Michael Hamlin as a paraprofessional. Ashley Youngheim 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.**

- Superintendent McGann recommended Sayer Cronin as a paraprofessional.

**Joe Bossie made a motion to approve the nomination of Sayer Cronin as a paraprofessional. 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.**

- Superintendent McGann nominated Emilie Talpin as the Middle/High School French and ESOL teacher.

**Joe Bossie made a motion to approve the nomination of Emilie Talpin as the Middle/High School French and ESOL teacher. Kevin Bell 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.**

- Superintendent McGann nominated Faith Bossie as an Elementary School Special Education teacher.

**Jasmine Weeden made a motion to approve the nomination of Faith Bossie as an Elementary School Special Education teacher. Casey Caulder seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. Joe Bossie abstained. All other Board members present were in favor and the motion carried.**

#### Board Audit Questionnaire:

- Board members completed the Board Audit Questionnaire together, each Board member will email Sharon Holt the years of service and background information needed to complete question 16, and Sharon Holt will type the answers on the questionnaire form for Tamra Ham's signature.

#### Substitute Teacher Rate:

- Superintendent McGann recommended the substitute teacher rate be changed from \$90 per day to \$100 per day. Substitute teacher rates range from \$85 to \$125 per day around the north country.
- Debbie O'Connor mentioned the increase would keep Lin-Wood marketable and competitive.
- Kevin Bell asked about the difficulty in getting substitute teachers?
  - Jason Robert answered that it is challenging to find substitute teachers particularly during certain times of the year.
  - Debbie O'Connor noted that all Districts are finding it challenging to find substitute teachers.

**Joe Bossie made a motion to change the substitute teacher rate from \$90 per day to \$100 per day. 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.**

#### Suicide Prevention Plan:

- Superintendent McGann noted each District is required by law to have a Suicide Prevention Plan approved by the School Board.
- Erin Bell mentioned there is an RSA that requires Districts to have a Suicide Prevention Plan that includes prevention, intervention, and post-vention. Although Lin-Wood's Plan is just being adopted, the practices included in the plan are already in place. The Plan will need to be reviewed and approved by the Board every two years.
  - Jasmine Weeden noted the Suicide Prevention Plan is informative and thorough.
- Tamra Ham asked how the Plan information would be disseminated.
  - Mary Steady mentioned the Suicide Prevention Plan will be made available online.
  - Erin Bell noted the Suicide Prevention Plan contains important information for the full community including the kids.

**Jasmine Weeden made a motion to approve the Suicide Prevention Plan. 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.**

#### Local Foods for Schools Cooperative Agreement:

- Debbie O'Connor mentioned the District has the opportunity to accept a grant from the NH Department of Agriculture, Markets, and Foods (NH DAMF) relating to the Local Food for Schools program. The grant is for \$1192.86 and would be administrated through Café Services.

**Jasmine Weeden made a motion to accept the Local Food for Schools grant from the NH DAMF for \$1192.86 and authorize Debra O'Connor to enter into the contract on behalf of the District. Kevin Bell 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.**

#### Superintendent Evaluation:

- Superintendent McGann mentioned she will be sending the Board a copy of the evaluation template with a summary of the work she has done over the last year as it relates to the template prior to the next Board meeting.
- Tamra Ham asked if the Board members would prefer to work separately on the evaluation as was done the last few years or if it was preferred that an Executive Session be held to complete the evaluation together.
  - The Board members discussed and determined that an Executive Session would be held to complete the superintendent evaluation after the next School Board meeting.

**New Business:** None.

**Continuing Business:**

**ESSER Funds:** No current updates.

**Strategic Plan:** No current updates.

**Lin-Wood Medical Center Building:**

- Superintendent McGann noted the Lin-Wood Medical Center Building was put on the agenda to determine what direction the Board would like to move in as at the last meeting the possibility of creating a committee was discussed.
  - Jasmine Weeden noted that there did not seem to be any urgency on this as the building is still occupied with no set timeline for that to change.
  - Superintendent McGann mentioned the deed paperwork is available when needed.
- Tamra Ham mentioned the town of Lincoln will be donating a bench to commemorate Doctor Felgate's service to the people of the town. The plan is to permanently install the bench by the driveway in front of Lin-Wood Medical Center Building. Bringing this to the School Board's attention as the Medical Center Building is on School District property.
  - The Board discussed and had concerns with a permanent bench being installed in front of a building that could change hands in the future.
  - Tamra Ham mentioned she would look into the Town rethinking the installation to involve attaching the bench to a post instead of permanently installing the bench itself.

**Recognition of Visitors/Public Participation:**

**Student:** None

**Staff:** Tamra Ham welcomed Heather Krill.

- Heather Krill mentioned Thom Untersee got married over the summer.
  - Board members offered their congratulations to Mr. Untersee.
- Heather Krill noted Rebecca Steeves went to bird camp this summer and has been very excited to share her experience.
- Heather Krill mentioned she, Mrs. Morris, Mrs. Houde, and Ms. Witcher worked on the ELA curriculum for grades 6 – 12 throughout the summer.
- Heather Krill noted that 17 students (including three brand new students) participated in Freshman and new student orientation.

**Community:**

- Kevin Bell mentioned the almost total eclipse expected on April 8, 2024. The expectation is that there will be a large influx of people to town that day with traffic conditions similar to what is seen on Columbus Day weekend. Have there been considerations made to prep for the day regarding educational opportunities as well as with concerns in mind relating to student transportation with expected traffic conditions?
  - Tamra Ham mentioned the possibility of changing an in-service day.
  - Superintendent McGann mentioned the administration team will brainstorm ideas perhaps an early dismissal day.

**Non-Public Session:**

**Tamra Ham took a poll vote to enter non-public session based on RSA 91-A:3 c. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Tamra Ham, YES; Casey Caulder, YES and Kevin Bell, YES. The Board entered non-public session at 7:25 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

**Tamra Ham took a poll vote to exit non-public session. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Tamra Ham, YES; Casey Caulder, YES and Kevin Bell, YES. The Board returned to public session at 7:38 PM.**

Joe Bossie mentioned he had received a call from Nate Haynes regarding a broken sewer line when erecting the snack shack. Mr. Haynes was wondering if this would be the responsibility of the town or the school district? Tamra Ham confirmed the sewer line is the town's responsibility.

**Kevin Bell made a motion to adjourn the meeting. Tamra Ham seconded the motion. Discussion: None. Tamra Ham called a vote to approve the motion. All Board members present were in favor and the meeting adjourned at 7:40 PM.**

Respectfully submitted,  
Jasmine Weeden, School Board Secretary