

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: November 16, 2022

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Brian Angelone
Kevin Bell
Joe Bossie
Jasmine Weeden
Ashley Youngheim
Tamra Ham

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Debbie O'Connor, Financial Manager
Mark Pribbernow, Principal
Sharon Holt, Assistant to the Superintendent
Bart King, Technical Support
Mark Houde, Director of Buildings and Grounds – Via ZOOM
Kristy Duris, Teacher Representative

PUBLIC PRESENT:

Rick Baker
Chief Chad Morris
Madison Heitz
Charyl Reardon
Jon Ham
Keith DeMoura – Via Zoom

Deputy Chief Scott McKinley
Brady Morris
Denise Drapeau
James Spanos
Jim Vear – Via Zoom

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 6:32 PM.

Minutes: Brian Angelone made a motion to approve the October 26, 2022 School Board meeting minutes as presented. Tamra Ham seconded the motion. Discussion: None. Jay Duguay called a vote to approve the meeting minutes. Jasmine Weeden abstained. All other Board members were in favor and the motion carried.

Brian Angelone made a motion to approve the October 26, 2022 Non-Public Session minutes as presented. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the meeting minutes. Jasmine Weeden abstained. All other Board members were in favor and the motion carried.

Educational Focus:

2023 Senior Class Trip:

- Senior Class members Madison Heitz and Brady Morris spoke about the planned Senior Class trip by Coach bus to Supercharged Entertainment and Six Flags in western Massachusetts. The class will leave the morning of 5/12/2023 and return on 5/14/2023. The cost is approximately \$14,264 (fourteen thousand, two hundred sixty-four dollars), There is currently \$11,810 (eleven thousand, eight hundred ten dollars) in the senior class account with additional fundraisers upcoming.
- Jasmine Weeden asked how many senior class members are planning to attend? Denise Drapeau answered, there are 25 students in the senior class and 23 are currently interested in attending, a few of the 23 are maybes.

Jasmine Weeden made a motion to approve the 2023 senior class trip as presented. Joe Bossie 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.

School Resource Officer (SRO):

- The Lincoln Police Chief, Chad Morris presented information regarding the addition of a School Resource Officer (SRO). The Lincoln Police Department has been awarded a COPS grant from the US Department of Justice. One of only three departments in the state to receive the grant. The grant will partially fund a School Resource Officer for three years with the Town/School District agreeing to fund the position for at least a fourth year. The grant will fund the SRO's salary and benefits at 75 % the first year, 50% the second year, and 25% the third year. The remainder of the cost for the SRO's salary and benefits will be split between the Town of Lincoln and the School District. There is a 48 day window to accept the grant and there are currently 12 days left in that timeframe. A memorandum of understanding (MOU) will be drafted between the Town of Lincoln Police Department and the School District clearly defining the roles and responsibilities of the SRO as well as the terms of the contract. The SRO will not be in place to take over at the School but will service as a resource and a relationship builder between the Department and the District. The SRO would serve as a deterrent for bad behaviors/situations and mitigate response time should a situation arise where police response time becomes a component crucial to the safety of students and staff.
- Kevin Bell asked if approved, when would the SRO position begin? Chief Morris answered, there is a five year window to open the grant, the plan would be to start the position in September 2023 dependent upon the restrictions placed with municipal and school district budgeting (budgets going before the voters in March).
- A question was raised as to what would happen if the Budgets failed to pass during the Town and School District annual meetings in March? Chief Morris noted the grant would need to be returned if the program could not be funded/implemented within five years.
- Tamra Ham noted the position was overwhelmingly supported by the community in the past. Kevin Bell asked about the past history of the SRO position? Tamra Ham noted the SRO position/officers were well liked in the past however, there were issues administratively. Chief Morris noted the past administrative issues will not be a factor with a very clearly defined MOU.
- Brian Angelone asked if there was any interest in the position from current officers within the Department? Chief Morris answered that he may have someone however, the SRO will need to be someone that is a good fit with the School. Chief Morris noted the position will be posted internally per union regulations and that he is open to a hiring Committee that includes members from the community and School District Administration/School Board.
- Joe Bossie noted the SRO position is short money for the safety and security the position offers. Joe Bossie asked if there were any concerns from the School District Administration? Superintendent McGann answered, there are no concerns on the part of the Administration and having the SRO position was helpful in the past.

Brian Angelone made a motion to authorize the School District Administration to move forward with entering into a Memorandum of Understanding (MOU) with the Town of Lincoln and Lincoln Police Department to accept the COPS grant and reestablish the School Resource Officer (SRO) position contingent on the budget passing at the Annual School District meeting in March 2023. Joe Bossie seconded the motion. Discussion: Tamra Ham assisted in the wording of the motion. Debbie O'Connor mentioned the SRO will be considered a contracted service by the School District. Tamra Ham noted the SRO will be a year-round position although the School is not open year round. Chief Morris noted such circumstances will be covered in the MOU. **Jay Duguay called a vote to approve motion. All Board members were in favor and the motion carried unanimously.**

Correspondence:

- Superintendent McGann mentioned the North Country Education Services (NCES) Newsletter, the Lin-Wood Newsletter, a list of upcoming activities, and the American Education Week flyer were included in the School Board packet.
- Superintendent McGann noted the Scholastic Book Fair was happening this week.

Business Administrator's Report:

- Debbie O'Connor mentioned the first 2022-2023 Board Budget Work Session is scheduled for Wednesday, December 7, 2022. The Board will be emailed when the budget binders are ready.
- Debbie O'Connor noted the District had a NHDOE Federal Compliance Audit earlier in the week. The audit went well and covered things such as procurement, time and effort, etc. relating to Federal Grants. Tamra Ham asked if the audit was as rigorous as expected? Debbie O'Connor answered that the audit was not too bad as a lot of District's information was sent to the auditors ahead of time. Tamra Ham thanked Debbie for her work on the audit.
- Debbie O'Connor explained the adequate education funding information included in the School Board's packet. Generally, because the Town of Lincoln has the ability to raise more money through the Statewide Education Property Tax (SWEPT) than the cost of an adequate education per the State formula, Lincoln does not receive an Adequate Education Grant. The Town of Woodstock does generally receive an Adequate Education Grant funds. This year, there is a new one-year "SWEPT Hold Harmless" grant that every Town in the State, including Lincoln, will receive. The Adequate Education Grant and "SWEPT Hold Harmless Grant" affect the Towns tax rate setting figures. Because of the one-year SWEPT Hold Harmless Grant, taxpayers should see a decrease in the education portion of their tax bills this year. Next year, the rates will increase again when the one-year grant goes away. Jay Duguay noted these grants only affect the Town's tax rate setting; the School District budget will look normal.

Superintendent's Report:

- Superintendent McGann noted the copy of the Succession Plan requested at the last School Board meeting was included in the School Board packet. Superintendent McGann mentioned, in terms of the policy manual, the Succession Plan would be the 'R' procedure to accompany the policy. Tamra Ham asked what is meant by "if the absent is longer" statement in the Succession Plan? What is the timeline for a longer absence? Superintendent McGann answered, this would be up to the School Board to determine if the estimated length of absence is long enough to warrant an interim replacement.
- Superintendent McGann mentioned the other items in her report will be discussed throughout the agenda.

Principal's Report:

- Mark Pribbernow noted that November is Gratitude Month and students and staff are being encouraged to participate. Mr. Pribbernow thanked the School Board members for their service to the Lin-Wood community.
- Mark Pribbernow mentioned the District had a fantastic Veteran's Day celebration with participants coming from as far away as Alaska.
- Mark Pribbernow noted the band and chorus concert was held the previous night and everyone did an excellent job.
- Mark Pribbernow mentioned the parent/teacher conferences went well.
- Mark Pribbernow noted the report cards would be going out the following day. The Elementary School report cards would be paper and the Middle/High School report cards would be electronic through ALMA.
- Mark Pribbernow mentioned that Kim LaMotte did a wonderful job on the Lin-Wood Newsletter.
- Mark Pribbernow noted he was in the process of checking references for the High School Science long term substitute teacher so that position will be filled. Tamra Ham asked why the substitute teacher was needed? Mark Pribbernow answered, the long term substitute is to cover the teacher going out on maternity leave. The leave was previously approved by the Board.
- Mark Pribbernow wished the Granite State Challenge team good luck at their competition coming up over the weekend.
- Mark Pribbernow noted the District is heading into a new sports and academic season.

Committees:

Negotiations:

- Superintendent McGann noted negotiations are moving forward.
- Tamra Ham mentioned a non-meeting will be needed after the current meeting for the Board to be caught-up on negotiations.

Policy Committee:

- Tamra Ham noted the Policy Committee met prior to the School Board meeting and there will be a number of policies on first reading for the December School Board meeting as well as a number of withdrawals.
- Tamra Ham mentioned there are only 20 or so policies left to review in the full policy manual. Superintendent McGann mentioned, once the full review is complete, policies will next need to be reviewed when policy updates are received from the NH School Boards Association (NHSBA).
- Tamra Ham mentioned there are a number of policies to be approved at the current meeting.

Tamra Ham made a motion to approve 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. Jasmine Weeden seconded the motion. Discussion: Jay Duguay mentioned at the previous Board meeting, the Board discussed if policy CCA (Administrative Succession Plan) was necessary. Tamra Ham noted with the Succession Plan provided in the Board packet, she was okay with both the Plan and Policy CCA being in place. Joe Bossie mentioned he had not reviewed the policies. **Jay Duguay called a vote to approve the motion. Joe Bossie abstained. All other Board members were in favor and the motion carried.**

Facilities Committee:

MHS HVAC Presentation: Jim Vear and Keith DeMoura from Yeaton M.E.P Inc. joined the meeting via ZOOM.

- Jim Vear explained plans have been provided to the School Board regarding the Middle/High School (MHS) HVAC upgrades project to be partially funded by ESSER grant funds. This project will improve the air quality and performance of the HVAC equipment in the MHS. The existing equipment is 40-50 years old and there is a lack of controls to operate the equipment efficiently. The plan is to gut the existing boiler room and replace the old single boiler with two smaller boilers that will also heat the hot water in the school building. Having two boilers will allow for redundancy should one of the boilers fail for any reason. In the plan, the unit ventilators will be replaced in the library and science wing and a ventilator will be installed on the roof for the Middle School wing. Additionally, new controls will be installed that will integrate with the Elementary School controls. In short, the MHS HVAC upgrades project will upgrade the ventilation to provide better air quality, improve performance, and upgrade the controls of the system.
- Keith DeMoura mentioned Mark Houde has been an integral part of the process in determining the needs for the project.
- Jim Vear noted a draft copy of the invitation to bid was also provided to the Board. The draft notes a mandatory walkthrough for project bidders as well as outlining the terms and timeline for the bidding process. The draft notes the walkthrough on December 1st, contractor questions due by December 12th, and sealed bids due by December 15th.
- Joe Bossie asked if the project covered the whole MHS building? Jim Vear answered, the project does not cover the kitchen equipment or the air handlers in the MPR and Gym as those are all newer equipment. Jay Duguay asked how much of the equipment would be reused? Jim Vear answered, about 45% replacement and if not replaced, the equipment will be updated and serviced. Joe Bossie asked if there will be one set of controls for both the Elementary School and the MHS buildings? Mark Houde answered he will be able to look at the controls for both buildings at the same time. Jay Duguay asked if the existing underground storage tanks will be utilized? Jim Vear answered, yes.
- Jay Duguay expressed concerns with keynotes on the copy of the plans provided and if the plans would be understandable to contractors. It was determined that the keynotes were correct and presented in a way that contractors would understand however, Jim Vear mentioned he could clean up the keynotes a bit on the plans.
- Jay Duguay asked about the projected energy savings with the upgrades as proposed? Jim Vear noted the energy savings was not part of the contracted service with Yeaton at this time. Jay Duguay noted that project energy savings/efficiency will be a key question posed by members of the public. Mark Houde noted the main focus should be the updated ventilation and getting fresh air into the building more efficiently providing a healthier environment

for staff and students. Debbie O'Connor noted it can be assumed that there will be energy savings and better efficiency with updated modern equipment but research can be done.

- Jay Duguay asked if the cut pneumatic lines will stay in place? Jim Vear answered, the goal is to minimize general construction work so, pneumatic lines within walls, etc. will be left in place. Joe Bossie mentioned some of the pneumatic lines are actually set in block.
- Jay Duguay recognized Jon Ham. Jon Ham expressed concerns about heating hot water by a large boiler in the summer when the school is not open. Mark Houde mentioned there are small electric hot water heaters for the baths and in the custodial closet for use in the summer.
- The timeline for bidding and the full project was discussed. The ESSER funds must be utilized by September 2024. Debbie O'Connor noted about ½ of the project can be funded by the ESSER grant and the other ½ needs to be funded by another source. The District is applying for another grant but a bond may be needed. If a bond is needed, a bond hearing will have to be held in January. Joe Bossie asked about an efficiency study. Kevin Bell noted an efficiency study can be exercised while the project is out to bid.
- Debbie O'Connor mentioned the bid acceptance will need to be contingent on any additional funding needed being approved by the taxpayers. Jim Vear noted there may be issues with lead time on parts/equipment if orders cannot begin until after the annual District meeting in March. Jay Duguay noted the Board will not be able to authorize the contractor to make purchases until the funding is approved. Brian Angelone asked if the equipment lead times were long for all equipment or are the general HVAC parts and boilers more readily available? Jim Vear answered, the market is fluid right now but the contractor could get the infrastructure installed and ready to connect other parts as they are delivered. Tamra Ham noted based on the timeline, the contract could be awarded contingent on funding, at the first Board meeting in January.

Brian Angelone made a motion to approve the draft invitation to bid based on the plans provided and move forward with the bidding process for the Middle/High School HVAC upgrades project. Tamra Ham seconded the motion. Discussion: Nothing further. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann mentioned:
 - The Boys Varsity Basketball Coaches will be Matt Manning, Vance Pickering, and Max Dovoluk.
 - The Girls Varsity Basketball Coaches will be Dana Gagnon and Bryanna Fairbrother.
 - The Boys Middle School Basketball Coach is Jen Whitman.
 - The Girls Middle School Basketball Coach is Mandi Avery.
 - The Ski Team Coaches will be Aaron Loukes, Marcus Corey, Kim Pinkham, Jeff Clermont, and Keegan Rice.
- Superintendent McGann mentioned Emma Griffin is the name of the Long Term Substitute for High School Science. Ms. Griffin will start in early December to shadow the teacher before substituting full time after the December holiday break.
- Superintendent McGann noted a letter of interest was received from Sharon Holt regarding the School District Clerk position. Should Mrs. Holt be appointed as School District Clerk, a member of the Board will need to swear her in.

Tamra Ham made a motion to appoint Sharon Holt as the Lincoln-Woodstock School District Clerk. Joe Bossie 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.

- The School Board thanked Sharon Holt for taking on the School District Clerk position.

New Business:

Apportionment Funding Formula:

- Jay Duguay mentioned the Board representatives to the Funding Formula Committee are Kevin Bell and Jasmine Weeden.
- Jasmine Weeden mentioned the minutes from the last two Funding Formula Committee meetings were included in the Board packet. The Committee was provided a lot of historical information and sample apportionment funding formulas. Charyl Reardon, Selectman representative from the Town of Woodstock, provided a spreadsheet with a number of scenarios for different taxpayers based on different funding formula parameters. The Committee was having good discussions and both towns were working together and thinking of the taxpayers first. At the last Funding Formula Committee meeting the conversation began to unravel. A vote was taken on a formula at the last meeting and Jasmine Weeden mentioned she abstained not realizing her abstention would allow the motion to pass. Jasmine Weeden noted she is in favor of the formula being more equitable for all taxpayers but wanted further discussion and was not necessarily in favor of the formula that passed. Jasmine Weeden would suggest that the Board not move forward with bringing the formula to the full District at this time.
- Kevin Bell noted the Funding Formula Committee members were provided with a lot of analysis of options for funding formulas and how each option would affect each family/tax payer. The Funding Formula Committee also looked at other Cooperative School Districts in the State however, Lin-Wood is unique. The Committee looked at formulas to make taxes more equitable per family/tax payer. The funding formula proposal in the motion that passed at the Committee meeting is the most equitable to each tax payer. Kevin Bell mentioned the Committee members have had time to look at all the information provided and encouraged the Board to take the time to look at it themselves.
- Kevin Bell mentioned that Debbie O'Connor and Superintendent McGann were great assets to the process. Tamra Ham expressed her appreciation for the other members of the Committee and thanked Charyl Reardon and Rick Baker for attending the School Board meeting.
- Charyl Reardon mentioned the School Board has done an excellent job in maintaining the School District's budget. Based on the budget required to fund the school, the spreadsheets looked at funding formula scenarios and how each formula would affect taxpayers of similar demographics in each town with properties of similar valuation. The spreadsheets included examples of a couple, a family home (family of four), and a younger family. As the valuation in Lincoln is always higher, the most comparable scenario is the family home.
- Kevin Bell noted the Average Daily Membership (ADM) of the District has been pretty equal over the last 10 years, only varying slightly one way or the other. Tamra Ham agreed, noting the ADM has been close to a 50/50 split.
- Kevin Bell mentioned the formula that passed at the Committee level was formula #9 on the spreadsheets (30% ADM + 70% valuation.) Tamra Ham noted the current funding formula is a 65%/35% straight split (no ADM or property valuation factors.)
- The Board discussed the business and residential growth of both towns and how that growth would affect a funding formula that relies on property valuations as a factor. The Board also discussed State funding and if/how State funding is factored into the scenarios. The Board asked Charyl Reardon if she would add to her spreadsheet to include future growth/increased property valuation. Charyl Reardon agreed and mentioned she would reach out to Debbie O'Connor for additional information.
- The Board discussed the RSA indicating Cooperative School Districts could not change their funding formula more than every five years.
 - If the funding formula is not brought to the taxpayers, it can be discussed again at any time and will remain the current 65%/35% split.
 - If the funding formula is brought to the taxpayers in a warrant article at the annual District meeting, and the warrant article passes, the funding formula will change and could not change again for five years. If the warrant article failed, the funding formula will remain at the current straight 65%/35% split and the formula could be discussed and brought forward again in less than five years.
- The Board discussed past funding formulas used by the District. Jasmine Weeden asked that the funding formula's historical information be provided to the full Board.
- The Board agreed that more information is needed and the Board members not included in the Funding Formula Committee need more time to review all of the information provided. Jay Duguay asked that the funding formula be included on the next School Board meeting agenda.

Continuing Business:

COVID-19: None

ESSER Funds: None

Strategic Plan: None

Public Gift Donation:

- Superintendent McGann mentioned a letter was received from Paul Rand regarding the donation of a computerized telescope valued at \$800.00 (eight hundred dollars).

Tamra Ham made a motion to accept the Celestron computerized telescope from Don and Lynda Sanders brought forth by Paul Rand with gratitude. Brian Angelone seconded the motion. Discussion: Tamra Ham asked if accepted, would the District need to budget for the maintenance of the telescope? Debbie O'Connor answered in the affirmative. The Board asked audience member, Rick Baker, to comment on the telescope maintenance based on his experience. Mr. Baker said the cost to maintain the telescope would be minimal and should the controls break, it would not be cost effective to make repairs. **Jay Duguay called a vote to approve the motion. Joe Bossie abstained. All other Board members were in favor and the motion carried.**

Recognition of Visitors/Public Participation:

Student: None

Staff: Jay Duguay welcomed Kristy Duris.

- Kristy Duris gave an update from the English Department: Lin-Wood's HS English Department Rotary Speech topics have changed this year to include diversity, equity, and inclusion. Students will all give speeches in individual English classes, but then can choose whether or not to enter the competition for a \$200 prize on December 1st. Top winners will speak at the Rotary meeting at 7 am on Dec. 7. Lin-Wood's Poetry Out Loud school championship date has been set for Jan. 18 at 4:30 PM at the Woodstock Station. Thank you to Scott and Peggy Rice for hosting the 14th season of Poetry Out Loud and to all of the school and community judges-- and, lastly, thank you to the students for their valiant public speaking endeavors.

Community: Jay Duguay welcomed Jon Ham.

- Jon Ham asked why the mats were not being used to protect the floor in the Middle/High School gymnasium during events? Jon Ham mentioned the mats were expensive. Superintendent McGann mentioned she would look into the gym floor mats.
- Jon Ham mentioned the School walkways need attention when there is winter weather. Tamra Ham noted the school path was slippery with the snow earlier in the day.
- Jon Ham mentioned, as a Lincoln tax payer, he did not agree with the apportionment funding formula suggested to be brought forth by the Funding Formula Committee.

Board Goal Setting: Kevin Bell noted the current meeting was running late however, the Board still needs to have a follow-up goal setting work session. Kevin Bell asked that the goal setting work session be added at the end of the next Board meeting.

Tamra Ham reminded the Board that a non-meeting was needed after the current meeting for the Board to be caught-up on negotiations.

Tamra Ham made a motion to adjourn the meeting. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the meeting adjourned at 8:52 PM.**

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent