

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**  
**SAU #68**  
**DATE: May 24, 2023**  
**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Joe Bossie  
Casey Caulder  
Tamra Ham

**SCHOOL BOARD ABSENT:**

Jasmine Weeden  
Ashley Youngheim

**PUBLIC PRESENT REMOTELY:**

Paula King  
Jerry Stringham  
Julie Rand  
Paula Houde

**ADMINISTRATION/STAFF PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Mark Pribbenow, Principal  
Debbie O'Connor, Financial Manager  
Heather Krill, Teacher Representative  
Sharon Holt, Assistant to the Superintendent  
Bart King, Technology Assistant

**STUDENT REPRESENTATIVE PRESENT:**

Destiny Salz

Sally Nicoll  
Kristyn Fadden  
Matt Manning  
SB

**PUBLIC PRESENT:**

Danielle Avery  
Charlie Clermont  
Roger Berube  
Jon Ham

Jeremy Avery  
Trinity Mitchell  
Jamie Berube  
Danielle McAfee

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

**Meeting Call to Order:**

School Board Chair, Jay Duguay called the School Board meeting to order at 6:38 PM.

**Minutes:**

**Tamra Ham made a motion to approve the May 10, 2023 School Board meeting minutes as presented. 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 unanimously.**

**Tamra Ham made a motion to approve the May 10, 2023 School Board non-public session minutes as presented. 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 unanimously.**

**Correspondence:** None.

**Business Administrator's Report:**

- Debbie O'Connor mentioned there were manifests available for Board member review and signatures.
- Debbie O'Connor noted the SAU staff is busy with end of fiscal year/beginning of fiscal year activities including open enrollment and getting budgets out to staff to begin the ordering process for next school year.
- Debbie O'Connor mentioned she recently attended the tri-state ASBO conference which included Business Administrators from ME, NH, and VT. The conference was excellent.
- Debbie O'Connor noted paperwork for the July bond sale, relating to the Middle/High School HVAC system, will be presented at the next Board meeting. The paperwork will require Board action at that meeting to fall within the necessary timelines in regards to the bond sale.

## **Superintendent's Report:**

- Superintendent McGann reminded Board members to stop into the SAU office to sign Diplomas if they have not already done so. Tamra Ham asked about the additional diploma to be signed? Superintendent McGann stated the Board members would be contacted when the additional diploma is received by the District.
- Superintendent McGann mentioned she had completed research relating to snow days and other District end of school dates. Most Districts are making up snow days. Littleton students have enough hours to compensate for snow days and will be getting out of school as scheduled however, Littleton teachers must continue to work for a total of 188 days. When working with school year calendars in hours there is a formula that must be followed. Things like breaks, lunch, passing/transition time between classes, home room, etc. as well as two hour delays, maintenance days, snow days, and early dismissals are not included in the students' daily or total hours. Without making up the three snow days, Lin-Wood students do not have enough hours to satisfy state requirements. Superintendent McGann mentioned some Districts have policies in place for remote learning in lieu of a portion of the total number of snow days. This and other snow day options may be something to discuss in the fall.
- Superintendent McGann noted she and the other administrators will be reviewing the District's website and looking at other Districts' sites and vendors. Tamra Ham asked if it were possible for the District to attain an .edu or .gov website as there are templates available for those types of website extensions and the rules for getting those extensions have recently changed. Superintendent McGann answered she would look into available website extensions.
- Superintendent McGann mentioned the Ice Cream Social put on by Mr. Untersee, the Lin-wood bands, and the Booster Club was a success. It was nice to have the Ice Cream Social back.
- Superintendent McGann noted the Elementary School Concert is on Thursday, June 1<sup>st</sup>.
- Superintendent McGann mentioned she and Mark Pribbernow will be attending the North Country Scholars recognition breakfast at White Mountain Regional High School on Thursday, May 25<sup>th</sup> to celebrate the local valedictorians and salutatorians.

## **Principal's Report:**

- Mark Pribbernow presented the Board with preliminary NH SAS assessment scores and expressed his appreciation to the teachers for their work with the students relating to assessments. It will be a number of months before the full scores are available with state-wide comparison ability. With SAS testing, students receiving a 3 or 4 are proficient or above proficient. Those receiving a 2 are at or approaching proficiency. 72% of middle school students received 3 or 4 for ELA testing. Elementary school average results are lower. 52% of both middle and elementary school students received a 3 or 4 for Math testing. Superintendent McGann noted the technology involved in taking the assessments can be difficult for students to manage at times. Jay Duguay asked what the assessment result expectation/target should be for a good school and what sort of gauge should be used to determine expectations? Tamra Ham noted testing result percentages may not be the most valid gauge of a school system as assessment results can vary depending upon the make-up of students in each class for instance some classes may have more students that are on IEPs than another classes or simply students that test better than others. Kevin Bell suggested that the assessment scores were not the sole gauge of a good school. Reports such as the post graduate survey can also be used as part of the metrics involved in determining the school's quality. Jay Duguay mentioned the Board will need to look at as many different data sources as possible and will need to find a way to interpret the data in abstract. Superintendent McGann noted the students will begin NWEA (MAP) testing which measures individual student growth while the results of the SAS testing is more of a look at the big picture. Heather Krill noted the SAS assessments combine ELA, reading, and writing in testing. These are very different skills. The NWEA/MAP tests each skill individually.
- Mark Pribbernow provided a list of dates for end of year activities noting the Lin-Wood Hall of Fame Induction returns this year and will be held during the sports banquet on June 5<sup>th</sup>. Tamra Ham mentioned it is great that the senior slideshow will be a different night from graduation to allow the slideshow to be as long as necessary.
  - May 25, 2023 NH Scholar Recognition: Valedictorian/Salutatorian
  - May 29, 2023 No School – Memorial Day
  - May 30-June 2, 2023 NWEA (MAP) Testing
  - June 1, 2023 Elementary Spring Concert (Doors open at 6 pm)
  - June 2, 2023 Bike to School Day
  - June 2, 2023 5-8 Step-up Dance (6:30 pm – 9 pm)
  - June 7, 2023 5<sup>th</sup> Grade Step-up
  - June 7, 2023 Senior Slideshow (Outside, 8 pm)
  - June 8, 2023 High School Awards Assembly
  - June 9, 2023 Grade 7 Field Trip (Cog Railway)
  - June 9, 2023 Graduation (Outside, 5 pm)
  - June 16, 2023 Elementary School Field Day
  - June 19, 2023 8<sup>th</sup> Grade Continuation

- June 20, 2023                      Middle School Field Day (Community field)
- June 20, 2023                      Last Day of School (Early Dismissal)

**Committees:**

**Facilities Committee:**

- Joe Bossie mentioned the Facilities Committee met prior to the Board meeting. The majority of the Middle/High School HVAC system will be completed this summer. The air handlers for the Middle School may be delayed but all necessary duct and electrical work will be completed and ready when the air handlers arrive. The HVAC system will be functional prior to the start of the new school year.
- Joe Bossie noted one partial bid has been received for the SAFE grant windows and doors projects. A full bid is expected from at least one other contract. Tamra Ham asked about the due date for bids? Debbie O'Connor mentioned the bid date has technically passed but the District would like to keep this bid process open to try to get at least one bid in for the full project. A bid or bids will need to be received by the next Board meeting. A signed contract is needed from a vendor by the end of June or the SAFE grant funds will need to be returned. Tamra Ham asked if vendors had been approached directly about the project. Debbie O'Connor confirmed that Mark Houde has been reaching out regularly to vendors.
- Joe Bossie mentioned Mark Houde and the committee will be working on a plan for tree removal including a walkthrough of the grounds to set priorities, develop a timeline, and determine budgeting needs.
- Joe Bossie noted summer maintenance projects include flower beds, brush trimming, repairs to the garage, and repair of the Elementary School fence. Mark Houde is currently getting quotes together for the fence repair. Mark Houde is also looking on costs to replace the garage with a metal building. Jay Duguay asked if the brush would be cleared along the school path? Joe Bossie indicated in the affirmative.

**Risk Management Committee:**

- Tamra Ham mentioned the Risk Management committee met on May 16<sup>th</sup> for an outside walkthrough of school grounds. Notes were provided to Mr. Robert and minutes will be available at the next Board meeting.

**Technology Committee:**

- Superintendent McGann mentioned there will be a Technology Committee meeting on Tuesday, May 30<sup>th</sup>.

**Business Requiring Board Action:**

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

- Superintendent McGann nominated Courtney Donati for the School Nurse position.

**Tamra Ham made a motion to approve the nomination of Courtney Donati for the School Nurse position. 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 unanimously.**

- Superintendent McGann nominated Peter Stivali for the Assistant Principal position.

**Tamra Ham made a motion to approve the nomination of Peter Stivali for the Assistant Principal position. 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 unanimously.**

- Superintendent McGann mentioned a resignation letter had been received from Peter Stivali regarding his High School Social Studies position effective the end of the 2022-2023 school year.

**Tamra Ham made a motion to approve the resignation of Peter Stivali from the High School Social Studies position effective the end of the 2022-2023 school year. 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 unanimously.**

- Tamra Ham asked about the other open positions? Superintendent McGann mentioned the Elementary Special Education Teacher and Middle School English Language Arts positions will remain posted until these positions are filled.

SRO MOU:

- Superintendent McGann mentioned the School Resource Officer (SRO) Memorandum of Understanding (MOU) was reviewed with the Lincoln Police Chief and changes were made to address Board member concerns. Tamra Ham and Jay Duguay agreed the concerns were addressed.

**Tamra Ham made a motion to approve School Resource Officer Memorandum of Understanding and authorize the Board Chairperson, Jay Duguay to sign the Memorandum of Understanding on behalf of the Board. 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 unanimously.**

- Superintendent McGann mentioned the plan is to begin interview candidates for the SRO next week. An administrator and teacher will be involved in the interview process. The SRO will be hired by the Lincoln Police Department and the School Board will be provided information regarding the candidate chosen after that time.

SAFE Grant Bids: Nothing further.

New Business: None.

Continuing Business:

ESSER Funds: None.

Strategic Plan: None.

Recognition of Visitors/Public Participation:

Student: Jay Duguay welcomed Destiny Salz.

- Destiny Salz mentioned she and eight other students attended suicide prevention training in Plymouth. Three Lin-Wood teachers as well as teachers and students from other Districts were also present. The training focused on recognizing signs and connecting with students/peers as well as how to teach this information to other students/peers. The training also made sure to emphasize the trainees were not counselors and should make sure necessary counselors/adults are made aware of any issues. The first in-school lesson to other students was held in the 10th grade health class. Students will be giving another lesson in an upcoming Middle School health class.
- Destiny Salz noted student council is planning spirit days for the week following graduation.
- Destiny Salz mentioned there were class fundraisers coming up including a car wash/bake sale at the School for the sophomore class on Saturday, May 27<sup>th</sup> and a Pizza for the People event for the Junior class on Tuesday, May 30<sup>th</sup> at the Woodstock Farmhouse.
- Destiny Salz expressed her enthusiasm for the CTE class she took part in this year in Littleton and suggested Lin-Wood schedule a tour of the CTE program for other interested students.

Staff: Jay Duguay welcomed Heather Krill.

- From Diana Pamplin and Aaron Loukes: "We recently held our elementary school Annual Kids Heart Challenge raising \$2,144.12 that went directly to the American Heart Association. There is a large display on the wall outside the elementary library and we encourage folks to come and take a look. Leading up to the event, students learned about healthy heart habits in their PE classes and all students in grades K-5 participated in the event that took place during the school day."
- Aaron Loukes also shared: "Next Friday, June 2nd is the annual Lin-Wood Bike to School Day. Students and families will meet at the Kanc Ski Area at 7:15 am and ride down Pollard Road to school." Heather Krill corrected the meeting time to 7:00 am with the biking to begin at 7:15 am.
- From Kristy Duris and Peter Stivali: "The senior class trip was amazing! They raced gokarts, jumped on trampolines, and played in the Ninja wipeout course at Supercharge on Friday afternoon. On Saturday, we opened Six Flags and they raced to do as many rides as possible before the lines grew. What fun they had- superman was a favorite! The class, as we hoped, came together and truly bonded like they haven't before. Before we left, the hotel complimented this group, stating it was one of the most respectful they have had. Thank you for your support and making this opportunity a reality."
- From Aaron Loukes and Heather Krill: "Both our Boys of Summer and Girls of Summer groups have met and are excited to kick off outdoor adventures this summer."
- The School Board members expressed their pride and appreciation to the Senior Class for the complement received by the hotel relating to the Senior Class trip.

Community: Jay Duguay reminded community members present about time limits and confidentiality relating to presentations at public meetings as per policy BEDH. Jay Duguay welcomed Trinity Mitchell.

- Trinity Mitchell read a letter expressing concerns about the District's handling of a personnel issue and noted her belief in Lin-Wood and her opinion that the District can do better.

**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 7:22 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent