

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: October 25, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Casey Caulder  
Tamra Ham  
Jasmine Weeden  
Joe Bossie  
Ashley Youngheim

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Jason Robert, Principal  
Debbie O'Connor, Financial Manager  
Sharon Holt, Assistant to the Superintendent  
Bart King, Technology Support  
Rebecca Steeves, Teacher Representative

**PUBLIC PRESENT:**

None

**PUBLIC PRESENT REMOTELY:**

Paul (iPhone)	Kristyn
Sally Boyle Nicoll	Mark

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

**Call to Order:**

School Board Chair, Jay Duguay called the School Board meeting to order at 6:30 PM.

**Meeting Minutes:**

**Tamra Ham made a motion to approve the October 11, 2023 School Board meeting minutes as presented. Jasmine Weeden 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.**

**Tamra Ham made a motion to approve the October 11, 2023 School Board non-public session minutes as presented. Jasmine Weeden 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.**

**Correspondence:** None.

**Business Administrator's Report:**

- Debbie O'Connor mentioned the auditors had been onsite at the SAU office for the past three days. The audit onsite field work is now complete and went well. There are just a few items remaining that need to be tied up remotely.
- Debbie O'Connor noted the teachers have received their 2024-2025 budget request sheets. The budget requests are due back from the teachers next week. The requests will then be reviewed by the admin team and the draft budget will be ready for the Board at the end of November before the Thanksgiving break.

**Superintendent's Report:**

- Superintendent McGann mentioned she had attended an Assessment and Accountability Conference. The student information system provider, ALMA, presented on student assessment data being available to view within the ALMA system in the future and the ability for educators to utilize that data to guide instruction for individualized learning. Demonstrated Success presented on efficiently analyzing and utilizing the student data within the NH State Assessment System (NHSAS).
- Superintendent McGann noted the Lin-Wood girls varsity home soccer game took place at 3:00 PM. The game was well attended and Lin-Wood won. The game was originally scheduled for 4:00 PM.

- Superintendent McGann mentioned the latest round of SAFE grant funding will be available at the end of the week. Lin-Wood will be applying for these latest SAFE grant funds for each school based on the priority needs for the District.
  - Jay Duguay asked if the new SAFE grant funds could be used to finish projects that the previous grant only partially funded? Debbie O'Connor answered the previous SAFE grant funds only partially paid for approved projects due to the raise in construction costs. If the new application is approved, some of these additional grant funds will be utilized to continue working on prior projects.

### **Principal's Report:**

- Jason Robert noted the girls varsity soccer team won their home playoff game 5-0. The Elementary students sent the team to the back field with signs and cheers and the staff meeting scheduled was canceled/moved to the soccer field in honor of the team. The girls varsity soccer team will be playing again on Sunday (10/29/23) afternoon at Concord Christian Academy.
- Jason Robert mentioned Logan Placey will be attending an AI (Artificial Intelligence) tools workshop on how to use AI effectively with students/in the classroom.
- Jason Robert noted the Elementary students held an election to determine Lin-Wood's participant in the NH Kid Governor program. Each of the three 5<sup>th</sup> grade candidates put together a campaign and platform. The election process was followed including the use of Supervisors of the Checklist. Caleb Clermont was the winner and has submitted his statewide platform campaign video which will be voted on by students from all schools throughout the State that are participating in the NH Kid Governor program.
- Jason Robert mentioned the Kindergarten students completed their ABC bootcamp culminating in an ABC fashion show of the individual letter vests the students created. As there are more letters in the alphabet than Kindergarten students, staff members (including Mr. Robert) participated in the fashion show. This year's fashion show was attended by the students, staff members, and families.
- Jason Robert noted Lin-Wood will be hosting the Middle School Northern District Music Festival in the spring. Kristen Bushway spearheaded the hosting campaign initiative and she and Thom Untersee will be overseeing the Music Festival details.
- Jason Robert mentioned the 4<sup>th</sup> and 5<sup>th</sup> graders recently visited the Lincoln library and, while there, they were impressed with Emilie Talpin's digital photography display. Ms. Talpin (Lin-Wood's French teacher) then made a photography presentation to the 4<sup>th</sup> and 5<sup>th</sup> grade library media class and will be working with the class on a digital photography project along with Mrs. Duris and Mr. Adams.
  - Tamra Ham asked if the School will again offer a digital photography class? Jason Robert answered, as the District is small, elective classes such as digital photography are offered based on student interest.
- Jason Robert noted the Lin-Wood Cross Country team will be participating in the State meet on Saturday, 10/28/23 at Derryfield in Manchester. The Lin-Wood runners should start around 11:00 AM or 11:30 AM.

### **Committees:**

- Jay Duguay noted meeting minutes from the Emergency Response and Policy Committees were included in the Board packets. These meetings were discussed at the previous Board meeting.
  - Regarding the Emergency Response Committee minutes, Tamra Ham asked about the possibility of a reunification drill that includes parents? The possibility of a reunification drill involving parents was discussed and, with the logistics involved relating to students that are bussed to and from school as well as the need to keep students and staff locations secure, it was determined that it was more important to make sure that staff is drilled on their individual responsibilities during the reunification process than to include parents in the drill process.
  - Jason Robert mentioned that the reunification plan includes individual staff member responsibilities and these responsibilities were discussed prior to the reunification drill with students.

### **Facilities Committee:**

- Jay Duguay noted the Facilities Committee met prior to the Board meeting.
- Joe Bossie mentioned work on the heating issues in the Middle/High School, as well as the Elementary School, is continuing until the problems are resolved.
- Joe Bossie noted that Mark Houde had asked the Facilities Committee their thoughts on replacing the Middle School lockers. Mark Houde recommended replacing the lockers with caged/gym-style lockers for safety to allow for the visibility of each lockers' content.
  - Board members were asked their opinion on caged lockers versus closed lockers. Board members overwhelmingly preferred closed lockers for student privacy.
  - Ashley Youngheim noted lockers are allowed to be searched if necessary.

### Policy Committee:

- Jay Duguay mentioned the list of policies on first reading and asked if the policy changes/additions were based on recommendations from the NH School Board Association (NHSBA) or were there discretionary changes?
  - Tamra Ham mentioned the additions and changes to the policies were made based on recommendations of the NHSBA. This includes the rate updated in the crowdfunding policy, DFGA. However, in policy GBCD the Policy Committee recommends the word 'may' be changed to 'must' relating to the Superintendent informing the Board if recommending/nominating a person that had certain information appear on a criminal background check. Additionally, in policy BEDG regarding the review of sealed minutes, the NHSBA provided two possible wording options. The Policy Committee recommends option 1 as option 2 is very cumbersome.
  - Kevin Bell noted the title of policy DFGA, Crowd Funding includes a typo. Crowdfunding is one word and is included as single word throughout the remainder of the policy.
  - Jasmine Weeden noted the date meeting needs to be updated. The meeting took place on October 11<sup>th</sup>.
  - not October 10<sup>th</sup>.
  - Jay Duguay mentioned creating a Capital Improvement Plan (CIP) is a current Board goal. The NHSBA recommended changes to policy FA make a CIP a requirement.
    - Tamra Ham mentioned she, Superintendent McGann, and Debbie O'Connor recently met regarding the CIP and should have the Plan ready to bring to voters in the spring. Currently working on getting estimates and filling in the blanks.
  - Debbie O'Connor noted while the Auditors were here, she spoke with them about the comment on previous audits regarding policies being out of date noting the Lin-Wood Policy Committee and Board have worked hard and are currently up to date on policy changes.

**Tamra Ham made a motion to move policies ACN, BEDG, DFGA, EBCC, EHAB, FA, GBCD, IKL, JCA, JKAA, KCD, and JLDBB to second reading. Jasmine Weeden 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.**

### Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

**New Business:** None.

### Continuing Business:

Strategic Plan:

- Superintendent McGann noted the District is following the Strategic Plan.

### Recognition of Visitors/Public Participation:

Community/Board:

- Tamra Ham mentioned the \$310 invoice for the District to be members of the Chamber of Commerce and asked if this was necessary?
  - Debbie O'Connor mentioned Chamber membership allows the District and its staff to participate in business after hours and the VIP discount pass program.
  - Jay Duguay mentioned the School also works with other Chamber member businesses on student Experiential Learning Opportunity (ELO) programs.
- Tamra Ham noted the \$35 fee paid out to game managers and expressed her opinion that game managers were unnecessary.
  - The Board discussed the game manager position/staff presence at school sporting events and asked that a game manager job description be provided to the Board.
- Tamra Ham mentioned she had attended the NHSBA Delegate Assembly and everything the NHSBA supported passed however there were a number of amendments and amendments of amendments made.
- Tamra Ham congratulated the student members and advisors, including Doug Moorehead, of the Rotary Interact Club for receiving a volunteer service award at the Spirit of NH event.
  - Debbie O'Connor mentioned Doug Moorehead received an individual achievement award as well.
  - The Board offered their congratulations to Doug Moorehead, students, and other advisors of the Rotary Interact Club.

**Student:** None.

**Staff:** Jay Duguay welcomed Rebecca Steeves.

- From Mrs. Nicoll:
  - The 5th Grade ELA class has adopted a cow. Long story. Last year as 4th graders we had the absolutely wonderful experience of participating with other 4th graders in the state with the county days put on by NH Agriculture in conjunction with other state organizations. We, being part of Grafton, went to the Rocks Estate and got to experience many aspects of agriculture from recycling, solar power, maple syrup to 4H students demonstrating working with their cattle; and I am hopeful that this year's 4th grade will also get the opportunity to participate in this fantastic State Program. The students upon returning wanted a cow and asked Mr. Robert. They had several ideas about care etc. He still said, "No". So when the opportunity over the summer came to participate in the NH Dairy Council and NH Agriculture Program, Adopt a Cow, I jumped on it. They now "Have a Cow." We interact monthly through letters, videos, etc. There are lessons aligned to standards. Virtual tours and real tours that are available. The students are reading and learning about cows, etc. Our calf was born on Sept. 9, 2023. She is a Jersey heifer and weighed 52 pounds. She was 28 inches long. Her name is Celestial. Our host Farm is MacGlaflin Farm in Claremont, NH. Our host farmer is Julie. So far, we are having fun and looking forward to each experience.
  - NH Kid Governor: Caleb Clermont will be uploading his video campaign that the class has been working on. Hopefully, he will be one of the 7 selected for us to vote on November 7th! The kids all worked on the video to submit, and I would like to thank Kristy Duris and Dan Adams for helping today with the filming in a pinch with short notice!
  
- From Mrs. Weeden:
  - The Sophomore class has been collecting funds all week to support breast cancer awareness! All the funds raised at the end of the week will be donated to Metavivor in memory of Claire Bujeaud. We are grateful to the Lin-Wood Community support for Breast Cancer Research!
  
- From Ms. Witcher:
  - Some seniors visited Plymouth State University last Friday (9 out of 11). We took a tour of the campus, met with an admissions counselor, and had lunch at one of the dining halls. Our students were asked to bring their transcripts along, and Matt from admissions met with each senior individually at lunch and made "on the spot" decisions for admissions. They were all accepted to PSU! AND they were told which merit scholarship they would receive based on their GPA. The kids had a great time wandering the campus, seeing dorm rooms and academic halls, and checking out downtown. Even some seniors who thought they may or may not attend college were pretty inspired - it was truly an awesome day. Thank you to administration for allowing us to have this opportunity and Mr. Manning for setting it all up! We are trying to get down to Keene and NHTI next.
  
- From Mrs. Krill:
  - Middle school soccer wrapped up a very successful season last week culminating with an undefeated boys' record and a very positive finish for the girls as well. As coaches, we appreciated the sportsmanship of our families who always came out to cheer at our games.
  - English classes have begun the School's annual Poetry Out Loud and Rotary Speech traditions. This year's theme for the Rotary is to write a speech illustrating Hope in Our Schools.
  
- From Ms. Steeves:
  - Grade 8 has been working with staff from Hubbard Brook for the last month or so, setting up a research plot on campus, tagging trees, testing stream water and learning about the research done in the Experimental Forest. During the winter, they will visit us here on campus to share more research studies and lead activities about our local ecology. In the spring, we'll study the phenology of the spring season in the forest here and back at HB.
  - Grade 7 recently got a visit from a meteorologist at Mount Washington who treated each of them to a stylish backpack filled with weather-related gear - a remote thermometer, cloud & weather charts, and some Mt. Washington swag. She shared with them interesting things about life on the summit and the importance of the data that is being collected every hour of every day.
  - Thursday, 10/26/23, a group of 8th and 9th graders are going to the AMC Highland Center to finish up the UNH STEM Study we started last fall. The project was an effort to have students make STEM connections to various activities they already do and how those may have potential for career paths in their future.

**Non-Public Session:**

**Jay Duguay 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; Jay Duguay, YES; Casey Caulder, YES and Kevin Bell, YES. The Board entered non-public session at 7:08 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

**Jay Duguay took a poll vote to exit non-public session. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board returned to public session at 7:27 PM.**

**Tamra Ham made a motion to adjourn the public meeting to Executive Session in order to discuss the Superintendent evaluation. 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 public meeting adjourned at 7:28 PM.**

**The Board met in Executive Session from 7:29 PM to 8:25 PM.**

Respectfully submitted,  
Jasmine Weeden, School Board Secretary