

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: February 12, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Casey Caulder  
Mandi Avery  
Tamra Ham  
Joe Bossie  
Jasmine Weeden

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools  
Peter Stivali, Principal  
Debbie O'Connor, Financial Manager  
Sharon Holt, SAU#68 Administrative Assistant  
Bart King, Technical Support

**PUBLIC PRESENT**

Paul Schirduan

**PUBLIC PRESENT REMOTELY:**

Sally Nicoll

Krystin Fadden

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

School Board Chairperson, Jay Duguay called the School Board meeting to order at 6:42 PM.

**2025-2026 Budget and Warrant:**

Jay Duguay suggested that the Board members approve the School District Warrant for the 2025 Annual meeting to start the Board meeting. All Board members were in agreement.

- Debbie O'Connor noted there is an Article by Petition on the Warrant. The Draft Warrant provided to the Board members includes this article as number 13. Based on advice from School District Counsel, this article will move to Article 3 and the articles following on the Warrant will be renumbered.
- Debbie O'Connor mentioned once the Warrant is approved it will be entered into the DRA website and then, all Board members will need to come to the SAU office to sign the Warrant in order for it to be posted timely.
- Tamra Ham inquired if, when approving the Warrant Articles, should the updated numbering be referenced in the motions? All were in agreement to utilize the updated numbering for Warrant Articles.

ARTICLE 5. To see if the District will set the salaries of the School Board at \$1,000, the Vice Chairperson at \$1,250, the Chairperson at \$1,500, the Moderator at \$200 per meeting, the School District Clerk at \$250 per meeting, the Ballot Clerks at \$160 per meeting, the Supervisors of the Checklist at \$180 per meeting, and the School District Treasurer at \$4,725 per year. The money for this article is included in Article 6.

**Tamra Ham made a motion to approve Warrant Article 5 relating to School District officer salaries. 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.**

ARTICLE 6. To see if the District will vote to raise and appropriate the School Board's recommended amount of nine million six hundred thirty-six thousand two hundred forty dollars (\$9,636,240) for the support of schools; for the salaries of school district officials, employees and agents, and for the payment of statutory obligations of the District, and to authorize the application against said appropriation such sums as are estimated to be received from state aid, together with other income; the School Board to certify to the Selectmen of each of the Towns of Lincoln and Woodstock, respectively, the balance to be raised by taxes by the Towns of Lincoln and Woodstock in accordance with the formula adopted by the Lincoln-Woodstock Cooperative School District; and the School Board further to certify to the Selectmen of each of the Towns of Lincoln and Woodstock the amount to be raised by taxation by each of said two towns.

This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 6 relating to the School District budget. 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.**

ARTICLE 7. To see if the District will vote to approve the cost items included in the collective bargaining agreement reached between the Lincoln-Woodstock Cooperative School Board and Lin-Wood Education Association/NEA-New Hampshire which calls for the following increases in salaries and benefits over those paid in the prior fiscal year:

<u>YEAR</u>	<u>ESTIMATED INCREASE</u>
2025-2026	\$206,281
2026-2027	\$191,016

and further to raise and appropriate the sum of two hundred six thousand two hundred eighty-one dollars (\$206,281) for the 2025-2026 fiscal year, such sum representing the additional cost attributable to the increase in salaries and benefits over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 7 relating to the teacher's union contract. 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.**

ARTICLE 9. To see if the District will vote to raise and appropriate the sum of two hundred nine thousand four dollars (\$209,004) for the flooring replacement project, including the Lin-Wood High School Humanities/Math wing classrooms, Band Room, Middle High School Library, and the Family Consumer Science Room, as part of a multi-year phased project. This is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 V. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 9 relating to the flooring project. 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.**

ARTICLE 10. To see if the District will vote to raise and appropriate the sum of sixty-thousand dollars (\$60,000) to be added to the Special Education Capital Reserve Fund (created in 1998, amended in 2021). This sum represents the amount estimated to be received from state Special Education Aid from the prior year expenditures. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 10 relating to the Special Education Capital Reserve Fund. 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.**

ARTICLE 11. To see if the District will vote to raise and appropriate sixty-three percent (63%), up to the amount of one hundred thousand dollars (\$100,000), of the June 30, 2025 unassigned fund balance available for transfer on July 1, 2025, and place that amount in the School District Facilities Expendable Trust Fund (created in 1999). The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 11 relating to the Facilities Expendable Trust Fund. 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.**

ARTICLE 12. To see if the District will vote to raise and appropriate thirty-one percent (31%), up to the amount of fifty thousand dollars (\$50,000), of the June 30, 2025 unassigned fund balance available for transfer on July 1, 2025, and place that amount in the School District Technology Expendable Trust Fund (created in 1999). The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 12 relating to the Technology Expendable Trust Fund. 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.**

ARTICLE 13. To see if the District will vote to raise and appropriate six percent (6%), up to the amount of ten thousand dollars (\$10,000), of the June 30, 2025 unassigned fund balance available for transfer on July 1, 2025, and place that amount in the School District Equipment Expendable Trust Fund (created in 1999). The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion to approve Warrant Article 13 relating to the Equipment Expendable Trust Fund. 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.**

### **Educational Focus:**

#### Assessment Data:

A copy of the Data presentation was provided to the School Board members and public meeting attendees.

- Peter Stivali presented assessment data from the 2024-2025 School Year including NHSAS data from spring 2024, local Map testing (NWEA) data, SAT scores, AP data, and Tier level information reports from Branching Minds. Branching Minds is the program the District has begun utilizing to gather information and provide data to support academic interventions that may be needed by individual students.
  - Dr. Steady noted that with small class sizes, a single student's assessment score could move the District's assessment results in one direction or another for instance, relating to NHSAS, the District has a 54% for ELA proficiency which puts the Lin-Wood District in the Middle 50% for all Districts in New Hampshire. A proficiency score of 56% moves a District to the top 25%, with Lin-Wood class sizes the difference between the reported 54% and 56% could be as little as one student as one student is equal to 7-10% of the total.
  - Mr. Stivali reported that Lin-Wood is exceeding the NH State average for NHSAS testing in both ELA and Math proficiency however, Science proficiency is below the State average.
    - Joe Bossie inquired as to the low science scores?
      - Peter Stivali mentioned the District is working on revamping the science curriculum.
      - Dr. Steady noted the District is working on an audit of curriculum which began this year with ELA and science. Heather Krill has been working on this project which began by gathering syllabi for K-12 classes. Regarding the science curriculum, the goal is to ensure the curriculum aligns with next generation science standards.
  - Jay Duguay inquired about NHSAS State average proficiencies versus the State target proficiencies.
    - Dr. Steady noted the State takes an educated guess as to where they hope the State's average will be which becomes the target. Once the testing is completed, the actual averages are computed.
  - Mr. Stivali noted High School assessments scores are for 11<sup>th</sup> graders only and are gathered through SATs for ELA and Math and NHSAS for Science.
  - Mr. Stivali and Dr. Steady noted the Middle School overall proficiency percentages are good as the Middle School does a good job with practice testing.
  - Dr. Steady noted the SAT scores are at about the national average.
  - The Data presentation slide deck was discussed. The slide deck will be updated to include school level headings as well as to correct the information on the NHSAS proficiency Data Compare to NH State Average slides.
  - Branching Minds and the tier level and tier movement reports were discussed. Elementary students have been making positive movement between tiers.
  - Two Lin-Wood teachers now have intern certifications as ESOL instructors and they are in the process of becoming fully certified. This year, for the first time the District was able to administer the ESOL ACCESS test. In the past, the District hired an outside contractor to administer the test.

## **Minutes:**

**Tamra Ham made a motion to approve the School Board Public Hearing minutes of January 22, 2025 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 School Board meeting minutes of January 22, 2025 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 School Board non-public session minutes of January 22, 2025 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.**

## **Communication:**

### Correspondence:

- Mary Steady noted the NCES newsletter was included in the School Board packet.

## **Reports:**

### Business Administrator's Report:

Debbie O'Connor reported:

- Debbie O'Connor mentioned she would be messaging the Board members by Friday regarding signing the Warrant.

### Superintendent's Report:

Dr. Steady reported:

- Maureen Watson will be visiting the elementary school on February 18<sup>th</sup> and 19<sup>th</sup> to continue the literacy instruction with the elementary staff. This program aligns with the literacy grant recently received.
- There was a good number of applications received regarding the Strategic Plan Committee. 2Revolutions is currently reviewing the applications and will need to make cuts as there were more applications received than committee positions available.
- Relating to the President's Executive Orders, the District has a plan in place regarding the process should a visit be received in relation to immigration. The District does not collect information on immigration relating to students. The plan should a visit be received is that the front office will contact Mr. Stivali who will reach out to Dr. Steady. Dr. Steady in turn will contact School District Counsel. Access to the school will not be to anyone until all appropriate steps have been followed. School District Counsel provided a very detailed and formal process that can be followed, Dr. Steady will make sure necessary staff is trained should the Board direct her to follow the formal process.

Regarding Federal grants, there are staffing position included in the District's IDEA and TITLE I grants. These grants are mandated by Federal law and would be included in the exceptions from a funding freeze. There are 1.5 Full Time Equivalent positions funded through these two grants.

Title IX regulations have reverted back to the 2020 regulations. Necessary staff members have received training on the 2020 regulations and will be ready to respond based on these regulations. The Title IX and related policies will be updated as soon as the information is received from the NH School Board Association.

The NH School Board Association policy related to Transgender Students in Sports has been reviewed by the Districts attorney. Should concerns arise, the District will consult with District Counsel.

- A list of important upcoming dates was included in the Superintendent memo. The Annual District meeting is March 18, 2025.

### Principal's Report:

Peter Stivali reported:

- The Boys and Girls varsity ski teams had a great season! The Boys came in first place at their State meet and the Girls were runners-up at their State meet. Wyatt Weeden took Gold in the Giant Slalom and Carver Krill took Bronze in the Slalom. Makenna Mack scored two medals, a Silver in the Giant Slalom and a Bronze in the Slalom. Makenna Mack, Meredith Sabourn, Hazel Wilson, Wyatt Weeden, Kai Mansharamani, Andrew Morris, Lucas Truong, and Carver Krill will be skiing in the Meet of Champions. Additionally, the Middle School ski team were runners-up at the Co-Ed Red Parka Challenge with Greta Krill coming in first overall and Jessie Corey coming in second.
- The Elementary winter activities program had a successful year. The program is held each week in January.
  - Tamra Ham asked about extending the program to six or eight weeks as had been done in the past?
    - Peter Stivali noted that Loon Mountain had mentioned the possibility of extending the program and the District will be looking into the possibility of an extension for next year.
- Winter carnival is next week. There will be no issue with snow for snow sculptures this year however, Loon Mountain and Caulder Construction were on hand to provide snow from Loon if that had been necessary.
- The 100<sup>th</sup> day of school was successfully celebrated.
- The PSU student teacher interns invited a PSU student ambassador representing Morgan's Message to present in the High School health class about mental health issues relating to athletes.
- Appreciation was expressed to the Ski Team coaches.
- The next round of Poetry Out Loud will be held on February 13 from 6-8 PM at the Silver Cultural Arts Center in Plymouth. Lin-Wood's representative is Dalton Lylyk. The winner will move on to present at the State House. The date for the State House round will be provided as soon as it is known.

### **Committees:**

#### Committee Reports:

Policy Committee:

- Tamra Ham noted the policy committee met prior to the Board meeting and there will be three policies on for first reading at the next school board meeting.
- Jay Duguay mentioned there were a number of policies that were on second reading for approval and noted he had a question regarding Policy GBGBA relating to training necessary for use of an AED.
  - The Board discussed the second bullet point of GBGBA relating to the need for trained personnel to use an AED. The Board determined that requiring only specifically trained personnel to use an AED may limit the use of the AED in an emergency. AEDs can be used by a lay people as the device will not shock unless the machine detects a shockable heart rhythm. The person using the AED and District would be covered by the Good Samaritan statute if the AED were used with best intentions.
  - Dr. Steady noted the SAU office will reach out to the NH School Board Association to determine if the language regarding trained personnel is required and the reasoning.

**Tamra Ham made a motion to approve policies as presented with the exception of policy GBGBA. 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:

- Dr. Steady noted a letter of retirement was received from Bobbi Donahue effective at the end of the current school year.

**Tamra Ham made a motion to accept the resignation of Bobbi Donahue with regret. 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.**

## **New Business:**

### School Electronic Sign:

- Kevin Bell expressed concerns with the repeated no sledding message on the school sign and suggested that the sign be used to provide positive information about the District/school.
  - Mary Steady and Peter Stivali noted the sign will be addressed. Visitors from out of town sometimes do not realize the front field is part of a public school with classes in session and sledding will be a significant issue next week during the Massachusetts vacation week.
- Tamra Ham noted she appreciates the activities calendar list being included in the Board packets but had noticed the Alumni Games on March 7, 2025 was missing from the list.

## **Continuing Business:**

### Capital Improvement Plan:

- Tamra Ham mentioned that Debbie O'Connor had done an amazing job with putting together the District Capital Improvement Plan (CIP). The District CIP was modeled after the Town of Lincoln's plan. The CIP is a great budgeting tool and the goal with the CIP is to minimize the need to Bond large projects. The CIP is a working document, changes and adjustments can and will be made regularly. The CIP will need to be reviewed at least annually. A CIP committee will need to be established and should include at least one member of the Facilities Committee or the CIP could simply become the responsibility of the Facilities Committee itself. The majority of the monies to fund the CIP will come through the unassigned fund balance although directed Warrant articles can be made to raise and appropriate funds. Funding should be reviewed and addressed each year during the Budget cycle.
  - Debbie O'Connor noted the CIP is a great planning tool.
  - Jasmine Weeden mentioned the CIP is educational and offers transparency to the District.
  - Jay Duguay noted the CIP will allow the District to be proactive with a savings plan and appreciates all the work that went into the creation of the CIP.

## **Recognition of Visitors/Public Participation:**

Student: None.

Staff: None.

Community: Jay Duguay recognized community member, Paul Schirduan.

Paul Schirduan, a parent to three Lin-Wood students, commented:

- He is a Trustee of the Trust Funds for the Town of Lincoln and the Town is receiving a 3% - 4.5% interest yield in their Trust Funds.
- Expressed his appreciation that AP scores were included in the assessment data presentation and that 4<sup>th</sup> and 5<sup>th</sup> grades at Lin-Wood are now being graded.
- Expressed concerns on the 7<sup>th</sup> Grade ELA assessment score trend noting the scores were a statistical anomaly and suggested that this be looked into.

**Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (c) The discussion of matters that are likely to adversely affect the reputation of a person other than a member of the school board. Joe Bossie, YES; Mandi Avery, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board entered non-public session at 8:15 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

The Board returned to the public meeting at 8:19 PM. No additional action was taken.

**Jasmine Weeden made a motion to adjourn the Board meeting. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the public meeting adjourned at 8:19 PM.**

Respectfully submitted,  
Jasmine Weeden, School Board Secretary