

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: December 13, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

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

**SCHOOL BOARD ABSENT:**

Kevin Bell

**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  
Kristy Duris, Teacher Representative

**PUBLIC PRESENT:**

None

**PUBLIC PRESENT REMOTELY:**

Mark Houde

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

**Call to Order:**

School Board Chair, Jay Duguay called the School Board meeting to order at 6:32 PM.

**Meeting Minutes:**

**Jasmine Weeden made a motion to approve the November 15, 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 November 15, 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:**

- Superintendent McGann mentioned the NCES newsletter and the activities calendar were included in the School Board packets.

**Business Administrator's Report:**

- Debbie O'Connor mentioned there were manifests for Board member review and signature.
- Debbie O'Connor noted the next Board budget work session is Wednesday, December 20<sup>th</sup>. There will be a technology budget presentation during the session. Board members were asked to reach out if there are any questions prior to the work session.
- Debbie O'Connor mentioned School Board payments will be included in the next payroll and asked that Board members complete the necessary paperwork provided in the blue folders.

**Superintendent's Report:**

- Superintendent McGann mentioned the next School District Report Card will go out next week. There are just a few pieces of information needed to complete the report.
- Superintendent McGann noted there has been a significant fuel savings for the Middle/High School over this time last year.
  - Jay Duguay mentioned this was great news!
- Superintendent McGann mentioned the Technology Committee minutes were included in the School Board packets.
- Jay Duguay provided additional information regarding the savings in fuel consumption for the Middle/High School noting the fuel usage was cut almost in half. November 2022 saw 60.5 gallons of fuel oil used per day while there were only 33 gallons of fuel used per day in November 2023.

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

- Jason Robert mentioned the school counseling team attended the National Social Emotional Learning (SEL) Conference and were able to network with colleagues from all across the country. The team brought back great information and will be sharing with other staff members in the future for professional development.
- Jason Robert discussed the New England Association of Schools and Colleges (NEASC) accreditation process noting there have been a few changes to the process. The process still focuses on self-reflection but also identifies focus items for the school. The process overlaps the Strategic Plan and can drive the next steps in Strategic Planning. The NEASC liaison has met with the Lin-Wood steering committee as well as the full staff to share the changes to the process.
- Jason Robert noted the Elementary Professional Learning Community (PLC) is working on reviewing student performance data to determine math and literacy intervention strategies for students in need of support in different component areas.
- Jason Robert mentioned as part of an additional PLC model, Dan Adams is working with Elementary and Middle School teachers on technology integration needs. Mr. Adams is also working less formally with High School teachers.
- Jay Duguay offered congratulations to Director of Pupil Services, Mary Steady on earning her doctoral degree. Congratulations were echoed by all Board members to Dr. Steady.
  - Ashley Youngheim noted she would be interested in reading Dr. Steady's dissertation.

### **Committees:**

#### **Facilities Committee:**

- Joe Bossie noted the Middle/High School HVAC system project is continuing. Work on the vents in two science rooms and the library will be completed over the holiday break. The Middle School air handlers will be added in the summer.
- Joe Bossie mentioned an inspection was completed on the sprinkler heads in both the Elementary School and the Middle High School. Although there are no code violations, recommendations were made to replace the sprinkler heads due to age. Other maintenance recommendations for the system were also noted. Mark Houde is working on a schedule for completing the maintenance recommendations over a period of time and the costs associated for budgeting.
- Joe Bossie noted the Middle School classrooms' flooring is next to be replaced. Mark Houde is getting an additional flooring quote to determine the dollar amount that should be included in the Warrant Article.
- Joe Bossie mentioned a facilities use form was received relating to the use of the front fields on Columbus Day weekend. A similar event had been declined in the past because of the possible wear and tear placed on the field. No action is currently required on this request as the usage calendar for the District's field needs for soccer, etc. has not been determined.
  - Tamra Ham asked if the organization had applied to the Town of Lincoln for a permit to hold the event? Joe Bossie noted he did not believe so at this time as the organization was just looking for space to hold the event.

#### **Technology Committee:**

- Tamra Ham noted the Technology Committee minutes referenced possible training for students and staff on Google Classroom and asked that parents be included in the training.
  - Ashley Youngheim noted the Google Classroom had different platforms for different types of users and suggested tutorials be placed on the website relating to each platform.

### **Business Requiring Board Action:**

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

- Superintendent McGann mentioned a letter of resignation was received from Physical Education (PE)/Health teacher, Jared Gunter effective at the end of December.
  - Jasmine Weeden noted Mr. Gunter was well liked by the students.

**Tamra Ham made a motion to accept Jared Gunter's resignation with regret. 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 noted as a candidate was not readily available to replace for Mr. Gunter, an opportunity arose regarding a final semester Plymouth State University (PSU) student, Danielle Tzabari. Ms. Tzabari comes highly recommended by her professor at PSU and has completed a number of student teaching activities throughout the K-12 grade levels. Superintendent McGann made a recommendation for Danielle Tzabari as

substitute PE/Health teacher for January through June 2024. For support, Ms. Tzabari will receive weekly visits from her PSU professor and will be mentored by Mr. Loukes and Mrs. Duris.

**Tamra Ham made a motion to accept the recommendation of Danielle Tzabari as the substitute PE/Health teacher for January through June 2024. 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.**

- Jay Duguay mentioned it was great that the position could be filled quickly and welcomed Danielle Tzabari.
- Superintendent McGann noted there have been no applicants regarding the open Elementary school teacher position and recommended Tracey Brumlik for a part-time (3 day per week) position of Instructional Interventionist. As Instruction Interventionist, Mrs. Brumlik will work with students needing Title I support services. Mrs. Brumlik has a teaching degree but is not certified in New Hampshire.
  - The Board, Superintendent McGann, and Mr. Robert discussed Title I:
    - To utilizing Title I funding for a Title I teacher, the teacher must be a NH certified educator.
    - The Instructional Interventionist position will be paid for from the general budget.
    - Title I grant funds will be utilized for other approved activities and programs.
    - The Instructional Interventionist position is just temporary until a certified teacher is hired or until the end of the school year.

**Tamra Ham made a motion to accept the recommendation of Tracey Brumlik as Instructional Interventionist. Ashley Youngheim 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.**

**New Business:** None

**Continuing Business:**

Strategic Plan:

- Superintendent McGann mentioned the Strategic Plan is correlating with the NEASC accreditation process.

2024-2025 Budget:

- Noted previously, the next Board Budget work session is Wednesday, December 20th.

2024 Annual Meeting Timeline:

- Superintendent McGann discussed important Annual Meeting dates: Candidate Filing is January 31<sup>st</sup>-February 9<sup>th</sup>; Petition Articles are due February 12<sup>th</sup>; Budget Hearing is scheduled for February 14<sup>th</sup>; and the Annual Meeting will be held March 19<sup>th</sup>.
- Superintendent McGann noted the dates are formulated based on statutory requirements working backward from the scheduled Annual Meeting date.
- Jay Duguay noted he will be out of the country on February 14<sup>th</sup> and asked if it would be possible to change the date of the Budget Hearing as it is a very important meeting and he would like to attend.
  - Debbie O'Connor mentioned she would look into the possibility of rescheduling the Budget Hearing while keeping the necessary statutory timelines.

**Recognition of Visitors/Public Participation:**

Community: None.

Student: None

Staff: Jay Duguay welcomed Kristy Duris.

1. Kristy Duris provided updates from staff members.
  - From Heather Krill:
    1. Congratulations to Dalton Lylyk for winning the local Rotary Speech Competition last week at the Woodstock Station. Sarah Jolly placed second and will be the alternate. Liam Manning and Maha Awan were also finalists selected from the first round of 15 students held at school recently.
    2. The High School Poetry Out Loud classroom competitions will be held Thursday, Dec. 14.

3. The LWEA craft workshop took place today (Wednesday) after school. An extra special thank you to Shaun Hagan for cutting all of our wooden cookies for this year's craft and Alli Frobey for her craft guidance and leadership.
- From Jen Witcher:
    1. A group of seniors went down to Keene State for a tour of the campus - students met with Liz Calhoon who is the admissions director for our part of the state who was awesome. She gave them a lot of great information and took us on a great tour. Thank you to administration and Mr. Manning for supporting our seniors and making college tours possible.
  - From Courtney Donati:
    1. Ruth Doane from the Dental Program has been at school last week and this week doing dental screenings on students in K-12. Also, last week, staff from Lincoln Eye Care came to the Elementary School and performed vision screenings on students in K-5. We are lucky to have these services available to our students each year.
  - From Kristy Duris/Library:
    1. The Scholastic Book Fair was very successful this year.

**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 and Casey Caulder, YES. The Board entered non-public session at 7:02 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 and Casey Caulder, YES. The Board returned to public session at 7:20 PM.**

**Tamra Ham made a motion to adjourn the public 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 public meeting adjourned at 7:20 PM.**

Respectfully submitted,  
Jasmine Weeden, School Board Secretary