

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: September 28, 2022

SCHOOL BOARD MEETING MINUTES

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Brian Angelone  
Joe Bossie  
Tamra Ham  
Kevin Bell

**ADMINISTRATION/STAFF PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Mark Pribbernow, Principal  
Bart King, Technical Support  
Paula King, Teacher Representative

**SCHOOL BOARD ABSENT:**

Jasmine Weeden  
Ashley Youngheim

**PUBLIC PRESENT:**

None

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 6:35 PM.

**Minutes:** Tamra Ham made a motion to approve the September 14, 2022 Public Hearing minutes as presented. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the hearing minutes. All Board members present were in favor and the motion carried.

Tamra Ham made a motion to approve the September 14, 2022 School Board meeting minutes as presented. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the meeting minutes. All Board members present were in favor and the motion carried.

**Correspondence:** None.

**Business Administrator's Report:** Debbie O'Connor asked that manifest be reviewed and signed.

Debbie O'Connor indicated that the DOE 25 and MS25 end of year reports were complete and require School Board member signatures.

Debbie O'Connor answered a question asked by community member, Paul Schirduan. Question: "What is the final year over year budget increase now that the budget is complete? It was one point something before amendments and I calculate about 5.1 percent as the final version (not including ESSR funds...also what is the increase including ESSR funds)"

Reply: The original general fund operating budget increase of the 2022-2023 budget vs. the 2021-2022 budget was 1.2%. This did not include any of the warrant articles which were subsequently passed at the annual meeting. Once warrant articles are passed, they are rolled up into the operating budget or other parts/funds (capital or trust).

The additional warrant articles included:

1. Warrant Article #6: Support Staff CBA = \$30,176. Once rolled up and included in the operating budget, the total increase over the prior year is 1.6%

2. Warrant Article #8: Flooring Article = \$140,000. Once rolled up and included in the capital budget, it is a slight decrease in the prior year. Prior year was \$154,000 in the capital fund that was spent on the roof.
3. Warrant Article #10: Special Ed Trust Fund Deposit. This was a one-time deposit (not from surplus) voted to be added to the Special Ed Trust Fund. Impact if included in the regular budget is 1.3% increase. This went into a trust fund and not part of the regular operating budget.

Debbie O'Connor also noted an ESSER fund summary was included with the reply to the community member and stated :The timing of the spending of the actual grant monies will have an impact on the cost per pupil analysis for that fiscal year's calculation. Changes in grants occur from year to year. They do not affect the tax rate but have an impact on the cost per pupil analysis calculated by the state.

Debbie O'Connor provided an update on the 2022-2023 budget to date regarding staffing: Over the past two school years, the teaching staff has been reduced by the equivalent of 1.5 full-time equivalent positions. This was done through attrition, including a retirement in 2020 and a teacher leaving the District. Position needs were reassessed and reassigned where possible. This resulted in a reduction of one full-time health position and ½ ADAPT counselor.

For the 2022-2023 school year budget, a reduction of ½ full time equivalent teacher was factored in. This was due to a retirement that was known by the District at the time. It was originally planned to reduce the budget by the ½ position.

Actually what has happened this new school year is: Retired teacher position planned for ½ reduction was filled by one full-time replacement. This was due to the needs of the schedule and requirements in the music classes. Additionally, the other certified music teacher picked up classes that were previously held by the Kanc connection/technology/yearbook teacher.

We reduced one Middle/High School Kanc connection/technology/yearbook teacher position. Filled the needs from this position with other teachers picking up the various classes (Kanc connection classes, High School technology, Middle School technology, and yearbook class.)

To sum it up, we have reduced staffing by two positions instead of the budgeted ½ position.

We had nine teachers leave and have replaced seven of them. Thus the reduction by two vs. our original budgeted reduction of ½ position.

We are still currently trying to fill one open PE/Health position and have been covering it with a long-term substitute.

**Superintendent's Report:** Superintendent McGann read her memo to the School Board: There was a Facilities Committee meeting at 6:00 prior to the Board meeting.

At a previous Board meeting, Paul Schirduan inquired regarding a Reading Program for the upper grades. In the upper grades, reading can look a little different than the elementary in that the students in the upper grades are reading to learn rather than learning to read. There are some students who are still at a level where they need extra support with basic reading skills. Those students receive the support necessary to become proficient readers at a level where critical thinking is necessary, as well as fluency level, and vocabulary development across all content areas. I have reached out to Mr. Schirduan with this information. Debbie O'Connor will be addressing Mr. Schirduan's question regarding the budget during the Business Administrator's report.

Do not forget, we have a School Board Goals meeting after the Board meeting. The previous goals are in the packet, as well as the Strategic Plan. The Strategic Plan and the goals should coincide. I will have some examples of goals for you to review. The current goals touch upon all the components of a school district. The Board could focus in on the Strategic Plan objectives. You do not want to have two completely different documents with different goals and direction.

The Wellness Committee met on September 15<sup>th</sup> a copy of the meeting minutes are included in the Board packet.

The Policy Committee minutes are also included in the packet as well as a number of policies for first reading and one policy for withdrawal. A vote will be needed to move these policies to second reading. The withdrawal will occur when the policies are approved after second reading.

The Technology Committee will be meeting on Wednesday, October 5<sup>th</sup> at 2:45.

The Professional Development Committee will be meeting on Thursday, October 13<sup>th</sup> at 2:45.

Risk Management will be scheduling a meeting soon.

I will have a Paraprofessional recommendation to make.

The Board will need to vote to retain 2.5% of fund balance.

The Administration contacted the District's attorney and the Department of Education. The attorney recommended not to move forward with the monies available through SB420 - The Extraordinary Needs Grant as the staff time and expense involved in accepting the funds as a grant essentially outweighs the amount received. Additionally, the \$9700 is insufficient for its intended use and outcome. Therefore the Administration recommends that the Board vote to opt-out of SB420 – the Extraordinary Needs Grant.

Prior to starting the budget process, the Administration is looking for guidance from the Board regarding the funding of field trips. In the past, the Board/Budget Committee had recommended the families pay for a portion of the admission fee. Also, in the past years, there have been times where the field trips were removed from the budget altogether (but added back in by voters). Currently, the parents are asked to pay a portion of the admission fee. Last spring a board member asked the District to pay the full cost of the field trips including transportation and admission fees. The Administration would like some guidance on how to budget for field trips moving forward and specifically for the upcoming budget season.

**Principal's Report:** Superintendent McGann read the Principal's report from Mark Pribbernow: "NWEA Testing has been completed. Teachers are starting to look at student data.

Search for a PE / Health Teacher continues.

Spirit week and Pep rally went well, teachers and students enjoy the themed weekdays.

We postponed the MHS evacuation drill due to inclement weather.

Our enrollment numbers are: Elementary School - 111, Middle School - 69, High School - 92 totaling = 272 students our largest class is 10th grade with 30 and smallest is 11th grade with 13.

We will be sending three teachers (Morris, Placey and Hagan) from the Middle/High School to the National Social Studies Conference in Philadelphia this December. We are excited to see what they will bring back with them.

Using a Title IV A grant the elementary school will be starting a Lego Robotics club.

**K-5 Lego Robotics Program Rationale:**

Promote the growth of students in programming, mathematical thinking, collaboration, and critical thinking skills by providing an authentic context while maintaining playful engagement.

Superintendent McGann noted there were staff meetings regarding the Strategic Plan held on Wednesday, September 14th.

Committees:

Wellness Committee: The Wellness Committee met on September 15<sup>th</sup> and the meeting minutes were included in the School Board packet.

Facilities Committee: Superintendent McGann noted the Facilities Committee met prior to the School Board meeting.

ES HVAC - Brian Angelone mentioned that the Elementary School HVAC will be fully online by October 7, 2022 and will be signed off on by manufacturer. Brian Angelone continued that there will be training on the HVAC's controls system.

MHS HVAC – Brian Angelone noted the engineering for the Middle/High School HVAC system is due by the end of October. Brian Angelone mentioned half the money for this HVAC project will be from ESSER grant funds and the other half will need to come from the District.

Dugout Fire – Brian Angelone mentioned the District is waiting for a response on the claim from the insurance company (Primex) regarding the dugout fire.

2024 Budget – Brian Angelone noted a flooring estimate is needed to see where to go with the 2024 capital expense budget.

SAFE Grant – Brian Angelone mentioned the SAFE grant went to the state and the District is now awaiting a response. Brian Angelone noted the SAFE grant includes replacements/changes to entryways, windows, and doors.

CIP – Brian Angelone mentioned work is continuing on the Capital Improvement Plan, estimates need to be gathered and entered into the plan's written format and priorities need to be set. Brian Angelone noted future maintenance/capital improvement projects include the intercom system at the Elementary School, connecting the two school buildings, and redoing the clock system to tie clocks into the High School clocks.

NHSBA Delegate Assembly: Tamra Ham asked if there was any input from the Board regarding the NHSBA resolutions for the Delegate Assembly? The Board agreed that Tamra Ham should vote on the resolutions as recommended by the NHSBA. Tamra Ham will represent the Lin-Wood School Board in person at the Delegate Assembly on Saturday, October 1 from 11:00 AM to 1:00 PM.

Funding Formula Committee: Kevin Bell and Tamra Ham noted the School Funding Formula Committee is still in discussion and are looking at the numbers collectively. The funding formula is currently a flat percentage split 65% from Lincoln and 35% from Woodstock.

Policy Committee: Tamra Ham noted the policies for first reading are based on new statutes that necessitated policy updates from the NHSBA.

**Tamra Ham made a motion to move policies BBB, BBBF, BEDH, DFGA, EBB, EBBD, EEA, EHB, IHBA, IHBG, IMBA, JFAM, JJA, JJJ, JJJ-R, JLCB, JLDB-R, JLCDA and JLDBB. 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.**

**Business Requiring Board Action:**

Staff Nominations, Recommendations, and Resignations: Superintendent McGann recommended Phoebe Hamori for a Paraprofessional position.

**Tamra Ham made a motion to approve the recommendation of Phoebe Hamori for a Paraprofessional 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.**

Retained Fund Balance: **Tamra Ham made a motion to approve the retention of 2.5 % of the fund balance up to \$150,000. Joe Bossie seconded the motion.** Discussion: Debbie O'Connor noted the retained fund balance is used for emergencies.

Debbie O'Connor continued that the District needs to ask the DOE for authorization to access the retained fund balance but no special District meeting is necessary. Jay Duguay asked what happens if the retained funds are not used? Debbie O'Connor answered that the retained funds are rolled back into the fund balance. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Extraordinary Needs Grant (SB420): **Tamra Ham made a motion to accept the Extraordinary Needs Grant (SB420). Joe Bossie seconded the motion.** Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were opposed and the motion failed.**

**New Business:**

Field Trips – 2023-2024 Budget Season: Debbie O'Connor noted that the first step in the 2023-2024 budget process will begin shortly with gathering the requested budget information from the teachers. Debbie O'Connor mentioned that guidance is needed from the Board on what portion of field trips should be included in the budgets. A number of questions and comments were raised including: What amount is the District collecting for school field trips? What is the admission fees for trips? How many students do not go on the field trips? Field trips should tie in with curriculum. The Board concluded that the teachers should include a full breakdown of field trip expenses in their requested budgets and the Board will look at what the budget amount will be and attempt to work it into the budget.

**Continuing Business:**

COVID-19: None.

ESSER Funds: None.

Strategic Plan: None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed Paula King. Paula King presented information from Dori Weeden indicating that two students were participating in an ELO (extended learning opportunity) with Sabourn Electric.

Community: None

Jay Duguay noted the Board would be having a goal setting work session after the meeting and would need to hold an executive session after the work session.

**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 7:34PM.**

Respectfully submitted,

Debbie O'Connor, Financial Manager