

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: May 14, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson

Casey Caulder

Mandi Avery

Joe Bossie

**SCHOOL BOARD ABSENT:**

Kevin Bell

Tamra Ham

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

Jackie Wilson, Teacher Representative

**PUBLIC PRESENT REMOTELY:**

Melissa Sabourn

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 6:34 PM.

**Minutes:**

Jay Duguay mentioned there were three sets of minutes for approval.

- Joe Bossie noted an edit was needed in the Public Hearing minutes. He had attended the Public Hearing however; his name was missing from the School Board Present list.

**Joe Bossie made a motion to approve the Public Hearing minutes of April 23, 2025 with amendment to include Joe Bossie in School Board Present list. Casey Caulder 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.**

**Joe Bossie made a motion to approve the School Board Meeting minutes of April 23, 2025 as presented. Casey Caulder 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.**

**Joe Bossie made a motion to approve the Non-Public Session minutes of April 23, 2025 as presented. Casey Caulder 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.**

**Communication:**

Correspondence: None.

**Business Administrator's Report:**

Debbie O'Connor reported:

- There are payroll and accounts payable manifests available at the meeting for the Board members to review and sign.
- The District applied for and received an incentive grant for transportation aid for sending high school students to regional CTE centers at Littleton and White Mountain Regional. This grant allowed the District to go back for the past two years and get reimbursed for monies spent on transportation costs for our vocational education transportation. The District had received a minimal reimbursement annually from the state for this expense. The annual state reimbursement is based on a formula and takes into account the number of students going to the CTE centers. In 2022-2023 the District spent approximately \$54,000 in transportation costs and was reimbursed \$1,680 from the state. In 2023-2024 the District spent approximately \$55,700 and was reimbursed \$3,254 from the state. This grant allowed the District to apply for additional transportation aid monies outside of the annual

State reimbursements. In total the District received \$104,868 in transportation aid reimbursement. The money will go into our general fund and end up as year end fund balance which may be used in the annual retainage calculation. It may then be possible to move these monies to a Trust Fund with a Warrant Article at next year's Annual Meeting. This possibility will be discussed with District counsel when the Warrant is created and reviewed.

#### Superintendent's Report:

Dr. Steady reported:

- A meeting of the Strategic Plan Community Planning Group (CPG) was held virtually on May 5, 2025. An initial draft of the District strategic goals relating to the growth of students, staff, and systems was reviewed. A main point that emerged related to focusing on hands-on project based learning. The next meeting of the CPG will be held in person on June 3<sup>rd</sup>. Additionally, input on the Strategic Plan/goals will be gathered from the community this summer and from the staff and Board members at the beginning of next school year.
- A subcommittee of the CPG also met this week relating the creation of a Portrait of a Learner utilizing 21<sup>st</sup> Century learning language. This is a requirement of the New England Association of Schools and Colleges (NEASC) accreditation process.
- An update of important end of year dates was provided to the Board in the written Superintendent memo.

#### Principal's Report:

Peter Stivali reported:

- Lumberjack Launch was held on May 8<sup>th</sup> for incoming 9<sup>th</sup> graders and their families. This event provided information on school opportunities including early college/dual enrollment, ELOs, CTE centers, etc. The event was well attended and received.
  - Mandi Avery noted the Lumberjack Launch night was really informative and wished the full school had been invited to attend.
    - Mary Steady noted a different plan may be put in place for involvement in next year's event.
- Grade 6 had their annual trip to Boston to walk the Freedom Trail on May 9<sup>th</sup>.
- There will be a step-up dance for fifth graders and the middle schoolers on Friday, May 16<sup>th</sup>.
- High School Prom will be held on Saturday, May 17<sup>th</sup>.
- 8<sup>th</sup> grade will be taking their class trip to the Hulbert Outdoor Center May 19<sup>th</sup> – 21<sup>st</sup>.
- The Ice Cream Social will be held on May 22<sup>nd</sup>.
- The Elementary School concert will be held on May 29<sup>th</sup>.
- Bike to School Day will be May 30<sup>th</sup>. All wishing to participate will meet at the Kanc Rec Center.
  - Joe Bossie noted he had heard the Jean's Playhouse student production of The Lion, The Witch and The Wardrobe was wonderful.
    - Debbie O'Connor noted attendance for the production was great.
    - Peter Stivali mentioned a number of students from Lin-Wood participated in the production.

#### **Committees:**

##### Committee Reports:

Facilities Committee: Joe Bossie Reported:

- Two bids (EdgePro and Sprague) were received relating to the completion of the middle/high school flooring project. There was a significant difference in the bids with EdgePro's bid coming in significantly higher than the bid from Sprague. The two bids were compared and the project specifications are the same in both bids. The District used EdgePro most recently for flooring projects but has used Sprague in the past. The Facilities Committee recommends that the Board move forward with the bid from Sprague.

**Joe Bossie made a motion to accept the middle/high school flooring bid from Sprague totaling one-hundred thirty-seven thousand, one hundred nineteen dollars and fifty-one cents (\$137,119.51). Casey Caulder 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.**

- Summer facilities projects will include fencing repairs at an approximate cost of \$6,000; tree work completed by Boutin of Benton, NH; field maintenance completed by the same contractor as the past couple of years; and the

shed at the bottom of the path between the schools will be resided and the door location will be changed to make the shed more easily accessible.

- A request was received from the Athletic Department to honor Danny O'Brien with a plaque on the home baseball dugout. Per policy, this request needed to be brought to the Facilities Committee for recommendation to the Board.

**Joe Bossie made a motion to approve the request to honor Danny O'Brien with a plaque on the home baseball dugout. Casey Caulder 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.**

Policy Committee:

- Jay Duguay noted based on the recommendation of counsel, the policies on second reading should move forward for approval.

**Casey Caulder made a motion to approved policies AC, ACA, and ACF. 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:

- Dr. Steady mentioned a letter of resignation was received from Library Assistant; Melissa Sabourn effective the end of the current school year.

**Joe Bossie made a motion to approve the resignation of Melissa Sabourn with regret. Casey Caulder 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.**

- Jay Duguay thanked Melissa Sabourn for her years of service to the District and wished her well in the future.

##### Goal Setting Meeting:

- Jay Duguay noted the Board Goal Setting meeting scheduled for May 28, 2025 will be postponed due to the family engagement night scheduled for that evening. The Board will discuss rescheduling at a future meeting when more Board members are present.

##### Wellness Committee – Triennial Assessment:

- Debbie O'Connor noted the Wellness Committee has been active this year. As a requirement of the Wellness policy and the National School Lunch Program (NSLP) a review of the wellness goals must be done every three years. A subcommittee of the Wellness Committee was formed to complete the review/assessment utilizing the Wellness Triennial Assessment Form. The School Board representative to the Wellness Committee, Jasmine Weeden, participated in the subcommittee. The Wellness Triennial Assessment Form was included in the Board packet for review and will be posted on the School District Website.
  - Jay Duguay mentioned if any Board member has questions regarding the Wellness Triennial Assessment Form, it can be added to a future agenda for Jasmine Weeden to respond/discuss.

##### Teacher Request for Their Child to Attend Lin-Wood 2025-2026:

- Dr. Steady noted a request was received from a teacher relating to their child attending Lin-Wood for the 2025-2026. This request was included in the Board packet. Per policy JECBB these requests are handled by the Superintendent in collaboration with the School Board.
  - The School Board members had no objections to the request received from a teacher regarding their child's 2025-2026 attendance at Lin-Wood.

#### Lunch Pricing:

- Debbie O'Connor mentioned each year the District receives the Paid Lunch Equity (PLE) Toolkit from the state to determine the price of meal prices for students. Since the District's foodservice runs at a deficit, it is determined each year that meal prices will need to increase. Typically the District cannot increase by more than 10¢ per year for each meal cost (breakfast or lunch) per school level (Elementary or Middle/High), regardless the Toolkit needs to be completed each year to analyze District meal pricing per the National School Lunch Program guidelines. The goal is to have the regular price charged for a meal plus the regular federal reimbursement rate to equal the free federal reimbursement rate. If it is lower, the District needs to increase meal prices. If it is higher, no price increase is necessary. Based on the analysis, the recommendation is to increase the lunch prices for Elementary and Middle High School lunches by 10¢ each and keep the breakfast prices as they are. This would have Elementary School lunch increase to \$3.20 from \$3.10; the Middle/High School lunch would increase to \$3.45 from \$3.35. Elementary breakfast would remain at \$2.10 and Middle/High School breakfast would remain at \$2.35.
  - Jay Duguay asked if the price increase would provide additional revenues?
    - Debbie O'Connor answered probably not much increase in revenues will be expected but the increase will keep the District in line with regulations.

**Joe Bossie made a motion to approve the increase of the Elementary student lunch price from \$3.10 to \$3.20 and the Middle/High student lunch price from \$3.35 to \$3.45. Casey Caulder 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.**

Flooring: Previously discussed.

**New Business:** None

**Continuing Business:** None

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed Jackie Wilson.

Jackie Wilson reported:

- From Heather Krill: Mrs. Krill's advisory students have planted loads of sunflowers and perennial wildflowers, including lupines, to assist in the community skate park beautification project later in May.

Kindergarten and sophomore English classes, who have collaborated throughout the year as book buddies, wrote and performed poems about spring using sensory details in honor of April being National Poetry Month. They presented to the first and second grade and then down in the Middle/High School building in front of assorted staff and students during period 1.

- From Kristie Morris and Jackie Wilson: Grade 6 had a fantastic trip walking the Freedom Trail and enjoying treats in Quincy Market. It was cold and windy but the rain pretty much held off until the bus ride home.

Many thanks to Mrs. Morris for teaching our students everything they already knew about the Revolutionary War period and for organizing the trip. They impressed the tour guide with their knowledge! Thanks also to parent chaperones and Mr. Cronin for helping to shepherd the students around, and to Mrs. Donati for preparing student forms, medications and first aid kits.

- From Jackie Wilson: Appreciation was expressed for the NHEE and VEE as well as WMSI for providing loans and rental of project supplies. Thanks to the support of these programs students were able to learn about electricity as well as velocity and acceleration.

Community: None.

**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; Jay Duguay, YES; and Casey Caulder, YES. The Board entered non-public session at 7:03 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

The Board returned to the public meeting at 7:17 PM.

**Joe Bossie made a motion to adjourn the School Board meeting. Casey Caulder 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 7:17PM.**

Respectfully submitted,  
Jay Duguay, School Board Chairperson

DRAFT