

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: October 11, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

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

**SCHOOL BOARD ABSENT:**

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  
Shaun Hagan, Teacher Representative  
Dalton Lylyk, Student Representative

**PUBLIC PRESENT:**

Mark Houde

Paul Schirduan

**PUBLIC PRESENT REMOTELY:**

Paula  
Sally Nicoll

Rebecca

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 September 27, 2023 School Board meeting minutes as presented. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. Joe Bossie abstained. All other Board members present were in favor and the motion carried.**

**Correspondence:**

- Jay Duguay mentioned an invitation was received from the North Country Charter Academy for Board members to attend a 20<sup>th</sup> Anniversary celebration and fundraiser. Superintendent McGann will be attending.
- Jay Duguay noted a Right to Know request was received from a community member and is being addressed.
- Jay Duguay mentioned a copy of the latest NCES newsletter was provided to Board members.

**Business Administrator's Report:**

- Debbie O'Connor noted there are manifests needing Board member review and signatures.

**Superintendent's Report:**

- Superintendent McGann noted she had attended the Kidder Law Conference and there was great information provided on a number of topics. A list of topics was provided to the Board in the meeting packet.
- Superintendent McGann mentioned staff suicide prevention training was completed during the teacher in-service day on Friday, October 6<sup>th</sup>.
- Superintendent McGann mentioned a copy of the Fire and Safety Inspection report was provided to Board members in the meeting packet. There were no findings of note.
- Superintendent McGann mentioned the Facilities Committee minutes were included in the Board packets. The Facilities Committee meeting was discussed during the last Board meeting.

**Buildings and Grounds Report:**

- Mark Houde discussed the progress in getting the new Middle/High School boiler up and running and the heat throughout the school building working properly and regulated.
  - Jay Duguay asked if alerts on heating issues, etc. would be sent to Mr. Houde's phone?

- Mark Houde confirmed that would be the case. Mr. Houde and the Board discussed having another person receiving these alerts as well. Mark Houde noted the alert redundancy will be established within the District (perhaps Jason Robert) and the contractor, Trane, will also receive all alerts.
    - Jay Duguay inquired as to a service contract for the new Middle/High School (MHS) HVAC controls system?
      - Mark Houde mentioned the first year of service is included in the contract for the MHS HVAC system. As the first year of the Elementary School (ES) HVAC system installation has now come to an end, the service contract for the ES HVAC controls system is currently being negotiated.
  - Jay Duguay inquired as to if the estimated cost of \$39,000 - \$54,000 for a new maintenance garage included the concrete slab and site work, etc.?
    - Mark Houde noted he is researching costs for a new 40' x 60' metal structure (the current building is 40' x 40'). The estimated costs would not include the removal of the existing building, site work, or concrete slab; although the companies contact noted the estimated cost of \$39,000 - \$54,000 includes "installation". When a new structure is installed, additional site work is requested. This site work would include straightening the walkway as well as clearing to the left of the new structure with fencing around the cleared area providing additional storage space for equipment.

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

- Jason Robert noted off-site evacuation drills were held with the students in both the Elementary School and Middle/High School. These drills went well and an after action meeting was held between School Resource Officer Scrafford, Peter Stivali, and Mr. Robert to discuss the drills and what went well and where improvements could be made.
- Jason Robert mentioned the Teacher In-service Day on this past Friday, 10/9/2023 included the suicide prevention training. Additionally, Erin Bell provided training on the McKinney-Vento Act relating to homelessness; staff members participated in a variety of wellness activities; and individual schools broke out to work on school-wide projects. The High School teachers worked on finalizing the Program of Studies. The Middle School teachers worked on moving the Middle School students' student lead conferences to a digital format to reinforce and include the work being done with student portfolios created in ICT (Information and Communications Technology) classes. The Elementary School teachers worked on the rubrics begun when working with Demonstrated Success. The work with Demonstrated Success was done during the pandemic when it was necessary to work in smaller groups therefore the rubrics were grade level specific. The Elementary School teachers are now working on putting the rubrics together to show proficient level progression.
- Jason Robert noted the varsity girls soccer team is in a great position to either get a 1<sup>st</sup> round bye in the playoffs or host the playoff game.
- Joe Bossie asked about the Pittsburg cross-country meet?
  - Jason Robert noted this meet was re-scheduled to Thursday, October 12<sup>th</sup>.

### **Committees:**

#### **Emergency Response Committee:**

- Casey Caulder reviewed the Emergency Response Committee meeting that was held on Monday, October 2. The meeting was attended by a number of staff members as well as representatives from the Lincoln PD, Woodstock PD, Lin-Wood Ambulance Service, and Lincoln Fire Department. The Committee discussed security upgrades; SAFE grant money becoming available for additional upgrades; possible parental involvement in future off-site reunification plan trainings; the suicide prevention plan; Lin-Wood and community AEDs; basic command structure; and the ability to text 911 when call service is not available.
- Jay Duguay asked if the only outside AED box on school grounds was the one located on the rec building? Debbie O'Connor confirmed that was correct however, there are other outside AED boxes in various locations throughout the community.

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

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

- Superintendent McGann recommended Melissa Cabral for a Paraprofessional position.
  - Tamra Ham asked in which school Melissa Cabral would be working?
    - Superintendent McGann noted Ms. Cabral will be working in the Elementary School, which covers the position of the paraprofessional that just resigned. The District is still looking for one additional paraprofessional.

**Tamra Ham made a motion to accept the recommendation of Melissa Cabral 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.**

**New Business:** None.

**Continuing Business:**

Strategic Plan:

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

**Recognition of Visitors/Public Participation:**

Student: Jay Duguay welcomed Dalton Lylyk.

- Dalton Lylyk reviewed homecoming week activities.
- Dalton Lylyk mentioned the Interact Club will again be hosting a Trunk or Treat event at the Penguin Ski Club.

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan expressed his appreciation to Mark Houde and the contractors for working hard to get the new boiler online and the heat working.
- Shaun Hagan noted it was nice to have Officer Scrafford in the building and offered his thanks to all involved in the process of reestablishing the School Resource Officer position.
  - Board members agreed noting that Officer Scrafford seems to be a great fit for the District/position.

Community: Jay Duguay welcomed Paul Schirduan.

- Paul Schirduan reviewed a report relating to Demonstrated Success he had received from the District through a Right to Know request and expressed disappointment that not all reports were provided as the current year's report is not yet available. Mr. Schirduan expressed concerns on the money spent with Demonstrated success versus the results as they relate to increasing the student assessment scores.

Jay Duguay recognized Tamra Ham.

- Tamra Ham noted the Policy Committee is short on membership as the committee representations are currently only herself and Ashley Youngheim and, unfortunately, Ashley Youngheim is not able to make every meeting. The Policy Committee meeting was able to be held this evening thanks to Casey Caulder serving as an ad hoc member.
  - Joe Bossie volunteered to serve on the Policy Committee.
- Tamra Ham mentioned the NH School Board Association (NHSBA)'s annual Delegate Assembly is this coming Saturday, October 14<sup>th</sup>. Tamra Ham asked for input and guidance from Board members regarding the Proposed Resolutions. Sharon Holt will resend the proposed resolutions to all Board members for review.

Jay Duguay recognized Superintendent McGann.

- Superintendent McGann noted there was a NHSBA training webinar on the new and updated policies based on legislation changes. Sharon Holt will forward the slides from the webinar to all Board members.

Jay Duguay recognized Tamra Ham.

- Tamra Ham noted a non-meeting will be necessary after the non-public session to review information from the negotiations team regarding the meeting held with representatives from the Lin-Wood Support Staff Association.

**Non-Public Session:**

**Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 c. Joe Bossie, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES and Kevin Bell, YES. The Board entered non-public session at 7:04 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

**Jay Duguay took a poll vote to exit non-public session. Joe Bossie, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES and Kevin Bell, YES. The Board returned to public session at 7:18 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 7:18 PM.**

Respectfully submitted,  
Jasmine Weeden, School Board Secretary