

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: October 23, 2024**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jasmine Weeden, Secretary  
Mandi Avery  
Kevin Bell  
Joe Bossie

**SCHOOL BOARD ABSENT:**

Jay Duguay  
Casey Caulder  
Tamra Ham

**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  
Kristy Duris, Teacher Representative  
Mark Houde, Director of Buildings and Grounds

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

School Board Secretary, Jasmine Weeden called the School Board meeting to order at 6:32 PM.

**Minutes:**

**Jasmine Weeden asked the Board members for comments or questions relating to the September 25, 2024 Public Hearing and School Board Meeting minutes and, hearing none, the School Board members approved the minutes by general consent.**

**Communication:**

- Dr. Steady mentioned the North Country Education Services (NCES) newsletter was received.

**Reports:**

**Business Administrator's Report:**

Debbie O'Connor reported:

- This District received a check for two hundred fifty dollars (\$250.00) from the American Legion Auxiliary for "Healthy Snacks for Hungry Children." The Auxiliary has been doing this for many years. The School nurse, Courtney Donati, has handled the purchasing of the snacks and will use them as needed for students. Mrs. Donati also followed up with a thank you note to the Auxiliary.
- The auditors were here the week of October 15-18, 2024 and finished most of the necessary field work. The auditors are now just following up on a few items and once complete, the District will receive the preliminary reports.
- There is a new "Mandatory Report of School Expenditures" as a result of HB1265. This mandatory report takes effective July 1, 2025 and is very prescriptive in what needs to be reported, including the size paper it needs to be reported on (two pages size 18" x 24"), the title of the report ("Mandatory Report to Voters on School Expenses"), and shall contain three line graphs and one table. It will include average cost per pupil over the previous 10 years, average teacher salary over the previous 10 years, administrators' salaries over the previous 10 years, and top administrators salaries, including current salaries of the four highest-paid administrators employed by the District or corresponding SAU. It must be posted at least seven days prior to the School District annual meeting. This report has been discussed during the north country NH Association of School Business Officials (NHASBO) meetings and the north country association will be working with the state-wide NHASBO executive board (Mrs. O'Connor is the north country representative to the board) to hopefully develop a template that all Districts can use. A lot of this information is currently available on the DOE website under their data collection information.

- An additional bill, HB185 (RSA 32:5-d), requires a “disclosure of State Funding Received”. HB185 requires all municipalities and school governing bodies to post on their website within 30 days the amount of funds received from the state either by allocation or grant. For Lin-wood this report will primarily include the federal grants received by the schools via allocations from the state. Also any education funding or adequacy grants. This required reporting was effective September 24, 2024. This information has been posted on the School District’s website and will be updated every 30 days or as funds are received. The reporting structure under bill, HB185 is not as defined as HB1265 so Districts’ presentations of the information on the Districts’ websites is based on each District’s interpretation of the bill.
- 2023-2024 financial reports were provided to Board members and will be discussed at the next School Board meeting.

Superintendent’s Report:

Dr. Steady reported:

- Sharon Holt reviewed approximately 40 different School District websites for navigation, accessibility, and engagement and narrowed the list to 5-10 sites in order for the School District to explore a new website contractor. This resulted in a meeting being scheduled with *Finalsite* to discuss the possibility of redesigning the District’s website. *Finalsite* has worked with a number of NH School Districts and Colleges. Additionally, the District currently uses *Finalsite* for some communication services as *Finalsite* correlates with the District’s student information system (ALMA). Dr. Steady will reach out to the Technology Committee Board representative, Kevin Bell, for input as this project moves forward. Thank you to Mrs. Holt for her preliminary work on this project.
- There is one student representing the Lin-Wood School District in NHIAA gymnastics. The cost associated is \$150.00.
- The Emergency Response Committee met on October 1, 2024 additionally, the School District committee members have met to understand their responsibilities and have successfully completed FEMA training on the “Introduction to Incident Command”. The School District committee members will now move on to the second phase of FEMA training relating to initial response procedures. Thank you to Officer Scrafford for spearheading this effort.
- Two Special Education indicators from last year’s District data have received the highest standard of 100% compliance. Thank you to the Special Education staff for a job well done.
- The Policy Committee met prior to the School Board meeting.
- Mark Houde will be offering an update on the Elementary School Fire Suppression System.

Mark Houde reported:

- Relating to the leak at the Elementary School at the beginning of the school year, on October 7, 2024 Hampshire Fire performed a camera scope and pressure tested the fire suppression system. The system was found to be in good condition.
- The building’s exterior sprinkler heads will be replaced this spring as planned maintenance.
  - Kevin Bell inquired as to annual fire suppression system testing? Mark Houde answered the system is tested annually.
  - Joe Bossie noted that sprinkler heads need to be replaced every so often. Mark Houde mentioned sprinkler heads need to be replaced every seven years.

Dr. Steady reported:

- The Literacy and STEM teams will be presenting at the next Board meeting.
- Dr. Steady attended the Kidder Law Conference. The conference addressed HB1314 relating to the notification of course materials. A meeting was held with impacted staff members to address their responsibilities regarding necessary course material notifications.
- Three staff members attended a conferences on STEM project-based learning. The District will be looking into creating a Fab Lab or Maker’s Space. Additionally, the District is working on making tools purchased by the District accessible to all grade levels not simply High School learners.

- Erin Bell and Sydney Campbell will be joining the North Country Social Emotional Learning group and Jess Halm will be participating in the Math Learning Community in conjunction with the Community College System of NH.

**Principal's Report:**

Peter Stivali reported:

- Sydney Campbell took the fourth and fifth graders to a low ropes course at the Upper Valley Stewardship Center in Pike, NH. The students enjoyed working on team building activities during this yearly trip.
- Jen Whicher and Heather Krill took the Middle and High School to Jean's Playhouse to see Shakespeare's The Tempest. This was to be a "walking" field trip but, as it was raining, Mr. Manning shuttled the majority of students over in the School's minivan while a few preferred to still walk. The reports on this field trip were positive.
- Homecoming on September 28<sup>th</sup> was a success with great weather and an amazing turn-out. Students and parents enjoyed the bonfire in the evening. Concessions for the bonfire were handled by the Student Council with Mr. Manning behind the grill. Looking into possibly changing the bonfire to the night before as a kick-off type event in the future.
- Soccer under the lights was held on Friday, October 18<sup>th</sup> and Saturday, October 19<sup>th</sup> and the games were fantastic with a lot of support and excitement from the community. The senior class had a successful night fundraising by handling the concessions. Hopefully, this event can continue in the future.
- Mr. Stivali, Megan Houle, and Jackie Wilson attended a STEM conference in Cincinnati. The conference was based upon a certified STEM school and focused on engaging students through project based learning. Ms. Houle and Ms. Wilson will present more on this conference during the November School Board meeting.
- October is Breast Cancer Awareness month. The class of 2026 will be fundraising for METAVIVOR during the week of October 28<sup>th</sup> to November 1<sup>st</sup>.
- FBLA will be distributing red ribbons to wear during Red Ribbon Week (October 23<sup>rd</sup> – October 31<sup>st</sup>) which promotes keeping kids drug free.
- Joe Bossie noted that Soccer under the lights was a great event but expressed concerns regarding the School's support of the Cross Country athletes. Mr. Bossie encouraged the School to do more to celebrate these athletes and hold a home meet in which the athletes can run in front of a home crowd. Mr. Stivali replied that he had spoken to Sarah Beaudin, one of the cross country coaches, and asked about a cross country aspect to homecoming and was informed that logistically it was not possible as Lin-Wood's cross country course passes through the soccer fields. Mr. Stivali mentioned he would look into why there was not a regular cross country meet held at Lin-Wood this season. Debbie O'Connor noted the Cross Country team's senior athletes were recognized and celebrated at the Booster Club's Senior Night.

**Committee Reports:**

Jasmine Weeden reported:

- The Facilities Committee meeting minutes and Emergency Response Committee meeting minutes were included in the Board Packet.
- The Policy Committee met prior to the Board meeting and there will be a number of policies on first reading at the next Board meeting. Additionally, the Policy Committee approved minor revisions regarding updates to legal references in policies ADC (Tobacco Product Ban) and ACAC (Title IX Policy and Grievance Procedure).

**Business Requiring Board Action:**

Staff Nominations, Recommendations, and Resignations: None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jasmine Weeden welcomed Kristy Duris.

Kristy Duris reported:

- From Diana Pamplin and Sarah Beaudin –
  - The kindergarten class hosted their third annual ABC Bootcamp Fashion Show last week. ABC Bootcamp focuses children's learning on one letter each day for 26 days. They learned the shape of the letter, the

sound and how to write it. It is a wonderful way to introduce the children to letters and early literacy learning at school. Stop by the hallway outside the Kindergarten classrooms to see their circle charts of pictures that begin with each letter and the students' fashion show vests.

- From Jess Halm –
  - Mrs. Halm traveled with three students to Belmont High School last Wednesday to compete in the first of five regional math meets. The math club just got off the ground last year, but things did not get underway until December. This is the first year getting to participate in all five regional meets and the state meet in March. Appreciation was expressed for support of the math club.
- From Aaron Loukes –
  - On October 9th, the District participated in the International Walk and Roll to School Day. Over 50 people participated in the annual event. Special thanks to the Lincoln Police Department for their support with the event. Participants traveled from the Kanc recreation area down Pollard Road to the School.
- From Katie Parent –
  - Mrs. Parent attended the NH Science Teacher Association Fall Conference last Thursday where she attended sessions about strategies of engaging multi-language learners in science, a session on Biofabrication from BioFabUSA. The Keynote speaker was from the UNH Olson Center talking about advancements in science manufacturing, and the last session was about stem cells and regeneration. Appreciation was expressed for supporting Mrs. Parent's attendance at this local conference.
- From Sarah Kraus -
  - Students in the Middle School activities club are doing a hat fundraiser this week to collect money for Hurricane Helene relief efforts. Students and staff can pay a dollar a day to wear a hat at school each day or contribute a flat donation. Many students and staff members have participated in this fundraiser already and hopefully the participation continues throughout the remainder of the week.
- From Kristy Duris –
  - Katie Parent, Jess Halm, Jackie Wilson and Mrs. Duris attended a three session series about (Artificial Intelligence) AI and education with Bill Church through NCES. This focused on basics of AI, such as how it works and how it can be used, pros and cons, etc.
  - Mrs. Duris also attended a Media Literacy Symposium at Plymouth State University (PSU last Friday. This focused on how to implement media literacy skills into your teaching and why it is now a foundational skill. Mrs. Duris would like to invite students to participate in this topic in addition to all library skills.
  - The health and physical education PSU students, Julia and Courtney, have been working hard in all of their classes, building relationships as well as creating engaging lessons and assignments. Aaron and Mrs. Duris check-in daily with them and they are positive and ready to learn more.
  - The library staff members are getting ready for an author visit (Jim Petipas) and the book fair. Both of these events will take place in November.
  - Most Extended Learning Opportunities (ELO)'s are underway.

Community: Jasmine Weeden welcomed Kevin Bell.

- Kevin Bell expressed his appreciation to those involved in the opening of the Lin-Wood Skate Park specifically Debbie O'Connor, Tamra Ham, and Casey Caulder.

**Joe Bossie made a motion to adjourn the Board meeting. Kevin Bell seconded the motion.** Discussion: None.  
**Jasmine Weeden called a vote to approve the motion. All Board members were in favor and the meeting adjourned at 7:01 PM.**

Respectfully submitted,  
Sharon Holt, SAU#68 Administrative Assistant