

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: September 13, 2023

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Tamra Ham
Jasmine Weeden
Joe Bossie
Kevin Bell – Remote (non-voting)

SCHOOL BOARD ABSENT:

Casey Caulder
Ashley Youngheim

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Jason Robert, Principal
Debbie O'Connor, Financial Manager
Sharon Holt, Assistant to the Superintendent
Shaun Hagan, Teacher Representative
Bart King, Technology Support
Dalton Lylyk, Student Representative

PUBLIC PRESENT REMOTELY:

Paula Houde
Sally Nicoll

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 6:05 PM and the Board members present went on a walkthrough of the school buildings. The Board members returned to the Elementary School MPR at 6:50 PM.

- Jay Duguay mentioned the Board had taken a tour of the schools focusing on viewing the new HVAC system components.
- Jay Duguay expressed his appreciation to Mark Houde for the tour and information provided.

Meeting Minutes:

Tamra Ham made a motion to approve the August 23, 2023 Public Hearing minutes as presented. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. Jay Duguay abstained. All other Board members present were in favor and the motion carried.**

Tamra Ham made a motion to approve the August 23, 2023 School Board meeting minutes as presented. Joe Bossie seconded the motion. Discussion: Tamra Ham expressed her appreciation to Sharon Holt for her work on the minutes. **Jay Duguay called a vote to approve the motion. Jay Duguay abstained. All other Board members present were in favor and the motion carried.**

Tamra Ham made a motion to approve the August 23, 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. Jay Duguay abstained. All other Board members present were in favor and the motion carried.**

Correspondence:

- Jay Duguay mentioned an email was received from Daniel Davenport from Daniel Hebert, Inc (the HVAC system contractor) noting there have been delays in the start-up of the updated HVAC system/boiler in the Middle/High School. The start-up is now scheduled for October 10, 2023.
 - The Board discussed the additional installation of the smaller hot water heater at the Middle/High School. The cost will be about \$800 and will come from the general operating budget.
- Superintendent McGann mentioned a copy of the NCES newsletter was included in the School Board packet.

Business Administrator's Report:

- Debbie O'Connor mentioned she has been working on the end of year reports for 2022-2023. The DOE25 and MS25 should be completed prior to the next Board meeting. Board members will be contacted and asked to come to the SAU office to sign the reports when they are complete.

- Debbie O'Connor noted the District had approved a warrant article at this past March's Annual School District meeting increasing the amount of the unassigned fund balance that can be retained from 2.5% to 5%. The Board will need to vote at the next Board meeting to retain these funds. The 5% looks to be approximately \$340,000.
 - Jay Duguay mentioned the Board will decide on the amount to retain up to the 5% and will vote at the next meeting.
 - Tamra Ham asked for clarification on what happens to the retained funds if they are not utilized? Debbie O'Connor mentioned last year's retained funds were utilized as they were included in the warrant article as part of the funding for the Middle/High School HVAC project. In general, unused retained funds do not build in anyway, if the funds are not utilized, they become part of the unassigned fund balance surplus and are returned to the Towns to offset taxes in the tax rate setting process. To utilize the retained funds moving forward, the School District will need to hold a Public Hearing.

Superintendent's Report:

- Superintendent McGann mentioned she was informed at a recent Superintendent's meeting that additional funds of up to \$100,000 per school will become available relating to safe school grants.
 - Debbie O'Connor noted the District will need to re-apply and get approved to be able to utilize these additional safe school grant funds.
 - Jay Duguay asked if the thoughts for the grant funds include finishing the larger scale entry vestibule project at the Elementary School? Debbie O'Connor answered the District will finish off the vestibule project if the grant is approved.
- Superintendent McGann mentioned the meeting schedule on September 26th regarding Ed Rules 306 has been cancelled. Board members will be informed if another Ed Rules information session is scheduled.
- Superintendent McGann noted the Brad Kidder Law Conference will be held on October 4th. Board members are welcome to attend. Superintendent McGann will be attending and will share the information learned/received with the Board.
- Superintendent McGann mentioned committee meetings are being scheduled and meeting dates and times will be forwarded to the necessary Board member committee representatives.
- Superintendent McGann asked that the members of the negotiation committee provide a couple of available dates to hold the first meeting to begin the Support Staff negotiation process. Tamra Ham and Jasmine Weeden noted they would provide Superintendent McGann some dates.
- Superintendent McGann mentioned the District will be purchasing additional radios for staff members use when they are outside the school with students. The cost will be \$7950 which will come from the general operating budget.
 - Jason Robert mentioned 12 additional radios will be purchased as well as some parts, including replacement batteries, for current radios.
 - Debbie O'Connor noted radio replacement and maintenance will be regularly included in future budgets.
- Superintendent McGann mentioned the Open House went well with great attendance and positive feedback.

Principal's Report:

- Jason Robert mentioned there has been a positive vibe throughout the schools. Teachers, students, staff are reestablishing routines and roles. The Senior class, 8th graders, and 5th graders are doing a great job setting the tones for each school and serving as positive role models.
- Jason Robert stated the Open House was fantastic, well attended and great feedback was received. The BBQ was again very popular and all supplies purchased were utilized. Thank you to Board member, Joe Bossie for manning the grill and helping with clean-up.
- Jason Robert noted the Save a Life tour will be visiting the school on Friday, September 15th. This presentation is in partnership with DHMC and is provided free to Districts through a grant. High School students will see a video and get to use a driving simulator to demonstrate the results of distracted driving.
 - Tamra Ham mentioned mock car crashes have been held at the school in the past. These mock car crashes are sometimes difficult for students to process at the time but have had positive long-term effects. Debbie O'Connor mentioned that these events were done around prom season in the past. Jason Robert noted he would look into what is available when prom season comes along.
- Jason Robert mentioned Rebecca Steeves has worked to partner with Hubbard Brook to develop a Middle School project based science program. The Middle Schoolers will spend some time at Hubbard Brook and researchers, etc. from Hubbard Brook will be presenting at the School.
- Jason Robert noted the beginning of the year benchmark assessments have begun.
- Jason Robert stated the student council and individual classes are getting ready for Homecoming on September 30th. The student council has decided to hold a Homecoming Dance on Friday, September 29th. Lin-Wood will play against Lisbon in the Homecoming games.

- Joe Bossie asked about the Cross Country team's meet schedule. Jason Robert answered he would provide a copy.
- Tamra Ham asked about staffing needs? Superintendent McGann answered the District is looking for one teacher and one paraprofessional.

Committees: None.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None.

New Business: None.

Continuing Business:

ESSER Funds: No updates.

Strategic Plan:

- Superintendent McGann mentioned the District is focusing closely on the components of the Strategic Plan.

Recognition of Visitors/Public Participation:

Student: Jay Duguay welcomed Dalton Lylyk.

- Dalton Lylyk mentioned the Middle and High School students will be going to Jean's Playhouse next week to see Shakespeare's *Much Ado About Nothing*.
- Dalton Lylyk mentioned spirit days will take place the week before Homecoming culminating in a pep rally and dance on Friday, September 29th. Homecoming is September 30th. Jay Duguay asked if the individual classes are ready with their Homecoming fundraisers. Dalton Lylyk answered, yes.

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan distributed and discussed a letter being sent to Lin-Wood families from Erin Bell and the counseling team regarding setting social-emotional goals within the school, for students, and for families.
- Shaun Hagan noted, on the request of students, Mrs. Halm and Mr. Robertson will be developing a math club.
- Shaun Hagan mentioned Mrs. Weeden is excited to announce two new ELO programs students are participating in this year. One student is participating in a program with Alba Architects and another is participating in a resort management program at Riverwalk. Mrs. Weeden would like to express her gratitude to Alba Architects and Riverwalk Resort.
- Shaun Hagan mentioned the school year has started smoothly with great communication.

Community:

- Superintendent McGann mentioned current enrollment numbers noting this information would be provided to the Board monthly. Current enrollment: Elementary:111 (six students less than last year), Middle School: 59 (2 students less than last year), High School: 76 (9 students less than last year). Tamra Ham noted there was only one birth recorded in the Lincoln Town Report for the birth year that will be entering kindergarten next year. Jay Duguay mentioned there are only about four children in the pre-school class at the Children's Center entering kindergarten next year.
- Tamra Ham mentioned the NCES newsletter notes the North Country Health Consortium has a new School Social Emotional Learning (SEL) Coordinator on staff for Coos and Northern Grafton counties. This new SEL Coordinator may be a great resource for Lin-Wood counseling staff if Lin-Wood is considered part of her service area. Superintendent McGann noted she would look into this to find out if Lin-Wood is included in the SEL Coordinator's service area.
- Tamra Ham mentioned HB 321 relating to the review of sealed non-public minutes every 10 years, the requirement to review past sealed minutes, and creating a policy regarding the review of sealed minutes. Minutes not reviewed within 10 years will be unsealed. Superintendent McGann noted the NHSBA is still working on the new policies and policy updates regarding recent changes in legislation. Jay Duguay mentioned in his time on the Board, he does not recall minutes being sealed. Tamra Ham and Joe Bossie noted minutes had been sealed in the past. Superintendent McGann mentioned she would look into past sealed non-public session minutes for review.
- Jay Duguay mentioned the Executive Session indicated on the agenda would be postponed until the next Board meeting with the hope that more Board members will be present at that time.

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 7:23 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent