

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: July 17, 2024

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Mandi Avery
Kevin Bell
Casey Caulder
Tamra Ham
Jasmine Weeden

SCHOOL BOARD MEMBERS ABSENT:

Joe Bossie

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Debbie O'Connor, Financial Manager
Sharon Holt, SAU#68 Administrative Assistant
Bart King, Technology Assistant
Heather Krill, Teacher Representative
Mark Houde, Director of Buildings and Grounds

PUBLIC PRESENT REMOTELY:

Paula Houde

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

School Board Chairperson, Jay Duguay called the meeting to order at 6:34 PM.

Minutes:

Tamra Ham made a motion to approve the School Board meeting minutes of June 26, 2024. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the minutes. All Board members were in favor and the motion carried unanimously.**

Communication:

- There was a North Country Education Services (NCES) newsletter included in the School Board packets. No additional correspondence was received.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The audit engagement letter needs to be signed by the Superintendent and School Board Chair relating to the 2023-2024 audit. Auditors will be at the SAU office on Monday, July 22nd to begin preparatory work for the main audit visit in October.
- Summer projects are well underway. Meetings with the SAFE grant projects manager, Cobb Hill, every two weeks. The Middle/High School windows and doors are 95% complete with just some trim work to finish up. The Elementary Entryway is set to begin next Monday, 7/26/2024. There has been a change order submitted for this portion of the project. When bidding the project, ADA auto-door closures were not included in the original bid but are necessary for the project. The auto-door closures were missed as there are none on the current doors and the project was bid to replace with like components. The cost of the auto-closures for the doors will be just over \$8400 above the original bid. Initially monies for this expense could be utilized from the general fund. Should the District find the budget tight at the end of the year, a Trust Fund hearing could be held to utilize Trust Fund monies instead.
 - Jay Duguay noted it was difficult to find a company to bid on the SAFE grant projects and the final bids were adjusted to fit the portions of the project that could be completed with the budget available.

Tamra Ham made a motion to approve the use of eight thousand, four hundred, eighty-three dollars and thirty-four cents (\$8483.34) from the general fund for ADA compliant auto-door openers for the Elementary School

entryway. Kevin Bell seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the expenditure. All Board members were in favor and the motion carried unanimously.**

- The Middle School flooring project should be completed by 7/25/2024. The floors have been prepped and are ready for the installation of the new flooring.
- DHI is working on the final installations for the Middle/High School HVAC project which includes air handlers in the math wing and middle school wing as well as necessary duct work in the middle school wing.
- Mark Houde has two estimates for a new tractor. This tractor expense was removed from the regular operating budget during the budgeting process in favor of utilizing the Equipment Trust Fund for the down payment and lease/purchase over 3-5 years for budgeting. Once the Board determines to move forward with the purchase, a trust fund public hearing will need to be scheduled relating to the down payment. The trust fund amount estimated to be utilized for the down payment is \$10,000. Initial numbers were sent to the municipal lease/finance company and final numbers will need to be sent once the Board makes a purchase decision. A municipal lease/finance company is being utilized to insure the correct language and rules regarding municipal budgeting is included in the lease.
 - Mark Houde noted the tractor purchase estimates are for a Bobcat L28. The Bobcat L28 has forks that are designed to pick-up weight, unlike the current tractor, and is small enough to fit under the canopy and around the doors. The Woodsville Bobcat quote is for \$56,825 and Dalton Mt. Motors for \$44,918. Additional to these quotes a sander would be need for \$5,000. Mr. Houde would like to move forward with the Dalton Mt. Motors quote of \$44,918 plus \$5,000 additional for the sander for a total of \$49,918. Both companies have offered \$7,000 for a trade-in of the current tractor (2016 Kioti). In a private sale the current tractor may get approximately \$10,000.

Board Discussion:

- Kevin Bell asked how long the quotes were good? Mark Houde noted the quotes are good for 30 days.
- Jay Duguay asked if the plan was to make this purchase in the near future? Mark Houde answered, yes, he would like to move forward with the purchase.
- Tamra Ham asked if the District could do without a tractor if the current tractor is sold prior to the arrival of a new tractor? Mark Houde answered yes, the District could do without the tractor for a short period.
- The Board members discussed trade vs. sale relating to the current tractor and determined to list the tractor for sale by sealed bid. Should no viable bids be received; the tractor will be traded. The tractor will be listed with a minimum bid of \$7,500; notification that the Board is allowed to refuse any or all bids; and a sealed bid due date prior to the next Board meeting.
- Jay Duguay noted a Trust Fund Public Hearing should be set for August 21st prior to the Board meeting.

Superintendent's Report:

Dr. Steady reported:

- Summer school options including extended school year, credit recovery, PE credit golf and hiking options, and STEM robotics camp are all winding down.
- A meeting was held with White Mountain Community College (WMCC) to see what dual enrollment would look like for the District. It may be possible for all Lin-Wood students to leave the District with an associate's degree.
- Most of the AP scores are in. The English and US History results are excellent, the Science scores need boosting, and the Math results have not yet been received.
- Members of the Administration team will be attending the School Law conference. A major change in Title IX policies is expected.
- A member of the Science staff attended AP camp this summer.
- Expected amendments to Ed 306 will impact classes and courses offered at Lin-Wood as courses required for graduation will change.
- The High School English Department continues to review the curriculum with Dr. Kenneth Logan from Plymouth State University.
- Literacy instructor, Dr. Carol Tolman will provide regular professional development to K-12 staff in all subject areas.
- Per direction from the Board, Dr. Steady will schedule School Board training with the NH School Board Association to go over Board meeting guidelines and rules.
- A copy of the past Board goals was included in the Board packet. The Board will need to schedule a goals meeting.

- During their retreat, the Administration team focused on developing district level goals that support the Strategic Plan and reviewing the past year's successes and areas for improvement. The Administration goals include focusing on what is competency based education; curriculum review including professional development and support; and strengthening communication throughout the schools.

Board Discussion:

- Tamra Ham expressed appreciation to Dr. Steady for her work with WMCC.
- Jasmine Weeden asked if students currently have access to college courses. Dr. Steady answered, yes however there is not current degree pathway.
- Dr. Steady mentioned grant opportunities are being explored to align funding for the WMCC program.

Principal's Report:

Dr. Steady reported:

- Mr. Stivali attended the Principal's Conference at the end of June.
- Dave Webster and Dr. Steady visited Cardigan Mountain School to observe their STEM program. A STEM advisory committee led by Mr. Webster will be established to determine what a K-12 STEM program might look like at Lin-Wood.
- Diana Pamplin and Sarah Beaudin visited the New Castle Elementary School, the smallest Elementary School in the state, to observe a multi-grade classroom.
- A K-12 Random Acts of Kindness focus will be implemented throughout the 2024-2025 school year through the Social Emotional Learning (SEL) team.
- Ashley Youngheim is bringing great energy to her new role as Assistant Principal.
- New Elementary School teachers will be attending Responsive Classroom training.
- Trey Aldridge is working on ways to address Artificial Intelligence (AI) concerns.
- There will be a training session held this summer on the *Clear Touch* panels. Additional *Clear Touch* panels were purchased using other grant funds.
- Data review with Demonstrated Success has been completed. The literacy team will continue to review data to inform instruction moving forward.
- The Attendance Committee will be reviewing policies and determine strategies to support families and students that may be at risk. Currently some schools daily attendance can be as low as 80% where 95% or higher would be ideal.

Board Discussion:

- Kevin Bell inquired about the District's absenteeism percentage? Dr. Steady mentioned she would pull the information from the student information system and report at a future meeting.
- Jasmine Weeden welcomed Dr. Steady and expressed appreciation to her for taking on the role of Superintendent.

Committee Reports:

Policy Committee:

- Tamra Ham noted: The policy committee met prior to the Board meeting. There will be a few policies on for first reading at the next Board meeting including policies IKF/IKF-R regarding High School Graduation Requirements. At the last Policy Committee meeting, Matt Manning had brought a recommendation to the Policy Committee to remove the .5 online course credit needed for graduation. This recommendation is based on the knowledge that students currently utilize a number of online services for course work including *Google Classroom*, etc. The total credits needed would not be changed as the .5 credit would be added to the required elective credits. Students, if they choose, would still be able to take an online course to fill the elective credit requirement. Although this policy will not be officially brought forward for first reading until the August Board meeting, with the student/parent handbook heading to print, a discussion is requested regarding the change and how the policy will appear in the handbook.

Board Discussion:

- Jasmine Weeden noted online course participation is more involved re: curriculum, time management, etc. than *Google Classroom* assignments.
- Jay Duguay inquired if making this change would have any effect on the incoming Junior and Senior Classes? Mary Steady noted the online course credit is hard to fill in a meaningful way. Students have

been granted the .5 credit based on participation in remote learning during COVID. Graduation requirements will be changing relating to the updated Ed 306. Classes that may be added include Personal Finance, Logic and Rhetoric, and Civics and Civility. High School student schedules have been structured in anticipation of these changes.

- The Board determined the .5 online course credit would be removed and .5 credit would be added to needed electives in the Student/Parent handbook. The policy will be on first reading in August with additional changes expected.
- Jay Duguay discussed concerns with policy ADC which is on second reading. The policy does not address nicotine pouches and the like.
 - The Board discussed and determined references in the policy to “liquid nicotine” be replaced with “nicotine products not prescribed as a nicotine cessation aid.”

Tamra Ham made a motion to approve policies ACE, ACF, ADB, ADC as amended, BGAA, CA, DID, DID-R, EEAB, GBCD-RG, IHBA, IHBA-R, JICD, JKAA, JRA, and KEE. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

Tamra Ham made a motion to withdraw policies AC-R and GBEC. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

- Facilities Committee minutes were included in the Board packet.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Dr. Steady nominated Nancy Bartlett as Director of Pupil Services.

Tamra Ham made a motion to accept the nomination of Nancy Bartlett for the Director of Pupil Services position. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

- The Board members welcomed Mrs. Bartlett back to Lin-Wood.
- Dr. Steady recommended Pamela Webster for the Custodian position.

Tamra Ham made a motion to accept the recommendation of Pamela Webster for the Custodian position. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

- Ms. Webster’s main location will be the Elementary School.

2024-2025 School Year Calendar Revision:

- Dr. Steady mentioned the number of school days in April 2025 were miscounted requiring that the last day of school for the 2024-2025 school year be moved from Thursday, June 12, 2025 to Friday, June 13, 2025.

Tamra Ham made a motion to change the last day of school on 2024-2025 School Year calendar to Friday, June 13, 2025. Jasmine Weeden seconded the motion. Discussion: Kevin Bell inquired if June 13th would be a half day? Dr. Steady confirmed June 13th would be an early dismissal day. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

2024-2025 Student Parent Handbook Approval:

Tamra Ham made a motion to approve the 2024-2025 Student/Parent Handbook including the staffing and policy amendments made throughout the meeting. Jasmine Weeden seconded the motion. Discussion: Kevin Bell mentioned the Handbook notation indicating school closures will be reported on WMUR and inquired if this was still done?

Dr. Steady answered yes, school closures are reported in the scroll on WMUR. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

New Business: None.

Continuing Business: None.

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed Heather Krill.

Heather Krill reported:

- The Girls and Boys of summer program wrapped up with a hike up Cannon and overnight at Lonesome Lake Hut. Thank you to Encore Thrift Shop for fundraising last year in support of this trip.
- Community Soccer nights are being held at 6:30 PM on Tuesdays and Thursdays on the front field. Over 25 people have participated each night over the first three nights.

Community: None.

Tamra Ham made a motion to adjourn the Board meeting. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the public meeting adjourned at 7:31 PM.**

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant