

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: January 11, 2023

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Brian Angelone
Kevin Bell
Joe Bossie
Jasmine Weeden
Tamra Ham
Ashley Youngheim

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Debbie O'Connor, Financial Manager
Mark Pribbernow, Principal
Sharon Holt, Assistant to the Superintendent
Bart King, Technical Support
Shaun Hagan, Teacher Representative

PUBLIC PRESENT:

Paul Schirduan
Two Lincoln Police Officers

Jon Ham
Anthony Albanese – WMUR

PUBLIC PRESENT REMOTELY:

Sally Nicoll
BD
T. Sabourn
Kristyn Fadden
Rebecca
Chelsea
JP
WMUR-TV
Heather Krill
Guest
Deb Alden
Whitman

Sheila
Nancy
Sara Ford Walker
Cassie
IPhone
Steve
Amy
Tony Drapeau
Allyson Rokita
Matt Manning
Kyle Ford
Matt Dutilly

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

Meeting Call to Order:

School Board Chairperson, Jay Duguay called the School Board meeting to order at 6:30 PM.

Minutes:

Joe Bossie made a motion to approve the December 14, 2022 School Board meeting minutes as presented.

Tamra Ham seconded the motion. Discussion: Tamra Ham requested that in the community section, the reference to “the Rec Department” in the comment regarding covering the cost for children be changed to “the Friends of Recreation” for accuracy. All Board members are in favor of this amendment. **Jay Duguay called a vote to approve the meeting minutes as amended. All Board members were in favor and the motion carried.**

Correspondence:

- Superintendent McGann noted the North Country Education Services (NCES) newsletter was included in the Board packet which provides information on NCES services and upcoming professional development opportunities.

Business Administrator's Report:

- Debbie O'Connor mentioned that payroll manifests need to be reviewed and signed by Board members.

Superintendent's Report:

- Superintendent McGann mentioned she had included the list of upcoming New Hampshire School Board Association (NHSBA) training webinars in the Board packet however, the January 11th online seminar has been canceled. Board members interested in attending any of the training opportunities should reach out to Sharon.
 - Tamra Ham asked if the webinars were available to view after the fact? Superintendent McGann answered yes and noted again to reach out to Sharon.
- Superintendent McGann noted a main valve in the fire suppression system at the Elementary School failed which caused the dry valve and compressor to be replaced. This was a life safety issue where immediate action was needed. The cost of the repair was \$11,760 and everything is now in working order.
- Superintendent mentioned the February School Board meetings will be held two weeks in a row on February 8th and 15th. This is in order to accommodate the Budget Hearing on February 15th.

Principal's Report:

- Mark Pribbernow recognized the custodial crew and offered his appreciation for the great job the crew did over the holiday break getting the schools thoroughly cleaned.
- Mark Pribbernow mentioned Elementary mid-year local assessment Map testing is starting and the Elementary teachers are continuing with the work they began with Demonstrated Success including the analyzation of student writing samples.
- Mark Pribbernow noted the Middle/High School students are working with their advisory groups on MLK day activities including analyzing the "I Have a Dream Speech" and creating poems that celebrate diversity and inclusion. Teachers are planning additional activities to focus on inclusion and kindness within the community.
- Mark Pribbernow mentioned the Lego Robotics club is underway and the turn-out has been great. This club is being financed through a grant.
- Mark Pribbernow announced graduation will be held on June 9th. There are 27 seniors.
- Mark Pribbernow mentioned the Elementary winter activities program has started and the first week went well.
- Mark Pribbernow noted there is a new student teacher, Mary Cugno, working with Heather Krill.
- Mark Pribbernow expressed his congratulations to Katie Parent on the new addition to her family and noted Mrs. Parent's long-term sub, Emma Grffin is now working full-time.
 - The Board members expressed their congratulations to Mrs. Parent.
- Mark Pribbernow mentioned the new PE/Health teacher, Jared Gunter, will begin with the start of the new semester on January 30th. Mr. Gunter will be completing orientation and professional development the week before.
- Mark Pribbernow noted the Poetry Out Loud finals will be held on Wednesday, January 18th from 4:30 PM to 6 PM at the Woodstock Station.
- Mark Pribbernow mentioned the District is in need of Substitute Teachers.

Committees:

Emergency Response Committee:

- Superintendent McGann mentioned the security assessment relating to the Homeland Security Walkthrough this past June was received from the state. A meeting will be schedule with the Emergency Response committee.

Budget Work Sessions:

- Superintendent McGann noted the minutes for the Board budget work sessions were included in the Board packet.

Policy Committee:

- Tamra Ham mentioned the Policy Committee met prior to the Board meeting. A number of policies were reviewed and will be on for first meeting for the full Board at the next School Board meeting. The policies reviewed by the Committee this week mostly completes (there are still a few policies outstanding with other committees) the review of the Policy manual until new policy recommendations are received from the NHSBA upon changes in legislation.
- Tamra Ham noted there were a number of question brought forth at the last School Board meeting regarding policy GBEBE(Employment of Relatives) which is in second reading. This policy is an optional NHSBA policy and based on research and the small community size, the recommendation from Dr. McGann is that this policy not be approved.
- Tamra Ham mentioned there are a number of other policies on second reading for approval.

- Jay Duguay noted there was a numbering typo in policy GBJ-R (Personnel Records). Sharon Holt mentioned she had noticed the error and fixed it prior to printing the meeting packets.
- Jay Duguay mentioned the word 'of' is missing in policy GBK (Staff complaints and Grievances) in the second paragraph between 'violation' and 'Board.'
- Jay Duguay inquired if the change to policy GCK (Professional Staff Assignments and Transfers) which add the requirement of Board approval for the assignment or transfer of teachers (i.e. moving teachers to different grade levels) is necessary? This has been the duty of the Superintendent in the past. The Board discussed and agreed the change to policy GCK was unnecessary and the policy changes would not move forward for approval.
- Joe Bossie suggested the reference to 'teachers' in policy GBJ (Personnel Record) be changed to 'District's employee.' All Board members are in agreement.
- Joe Bossie inquired about the wording in policy GDO (Evaluation of Support Staff) relating to 'non-certified staff' as some support staff have certifications. Tamra Ham noted there is a separate policy relating to the evaluation of certified staff. Jay Duguay noted the District occasionally needs to hire teaching staff that is uncertified but qualified for the position based on available applicants. Jay Duguay asked which category these staff members would fall under? Superintendent McGann noted the qualified teaching staff members, when hired, would work through the NH DOE certification process beginning with a Statement of Eligibility (SOE) and be considered as and fall under the certified employee category.

Tamra Ham made a motion to approve policies DAF, GA, GBD/BHC, GBEA, GBEC, GBG, GBGD, GBGD-R, GBJ, GBJ-R, GBJA, GBK, GCG, GCO, GDB, GDJ, GDO, and GDQ. Jasmine Weeden seconded the motion. Discussion: Noting further. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

Tamra Ham made a motion to withdraw policies GBA, GBAB, GBA-R, GBCBA-R, GBEC-R. Jasmine Weeden seconded the motion. Discussion: Noting further. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

- Joe Bossie asked what happens with policy GBEBE? Tamra Ham noted it just goes away as it was not approved.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None

Middle/High School HVAC Bid:

- Debbie O'Connor noted the Board had received copies of the Middle/High School HVAC bid and additional information was included in the Board packet. The Board had discussed the bid at the previous School Board Budget Work Session.
- Tamra Ham asked if the engineers had seen and were okay with the bid. Debbie O'Connor answered in the affirmative.

Joe Bossie made a motion to accept the bid of \$1,362,712.21 for the HVAC upgrades at the Middle/High School pending the approval of the District voters. Brian Angelone seconded the motion. Discussion: Tamra Ham noted the motion should include the name of the contractor, Daniel Hebert, Inc. **Tamra Ham made an amendment to the motion to accept the bid of \$1,362,712.21 from Daniel Hebert, Inc. for the HVAC upgrades at the Middle/High School pending the approval of the District voters. Brian Angelone seconded the amendment.** Discussion: Nothing further. **Jay Duguay called a vote to approve the motion as amended. All Board members were in favor and the motion carried.**

LWEA 2023-2025 Contract:

- Superintendent McGann mentioned the Lin-Wood Education Association ratified the contract and the School Board now needs to vote to approve the contract.
- Debbie O'Connor noted she had handed out information to the Board regarding the teachers' salary increase included in the contract and how this increase impacts the budget.

- Tamra Ham mentioned there was a lot of collaboration between the Negotiations team members on both sides and the team did a great job. The salary increase is a big jump but similar jumps are being seen in every Town and District Statewide.
- Debbie O'Connor mentioned the starting salary was increased to be competitive and brings the starting salary in-line with other Districts.

Tamra Ham made a motion to approve the 2023-2025 Lin-Wood Education Association (LWEA) contract. 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.**

- Debbie O'Connor noted the salary information from the contract will appear on the Warrant for the District voters approval. After the District meeting, if approved, the Contract will be signed by both parties (School Board and LWEA representatives.)

2023-2024 Budget and Warrant Articles:

- Debbie O'Connor mentioned a copy of the Budget and preliminary Warrant Articles were handed out to the School Board members. The Board needs to go through the preliminary Warrant Articles and vote to approve.
- Tamra Ham asked which Board members had expiring terms? Jasmine Weeden and Brian Angelone noted their terms were expiring. Debbie O'Connor mentioned Tamra Ham's term was also expiring and the filing time period to declare candidacy is February 1st through February 10th. The Declaration of Candidacy time period will be posted.
- Debbie O'Connor mentioned preliminary Warrant Article 4 is the Bond Article and has a lot to it as there will be multiple funding sources for the Middle/High School HVAC project. The District is working with its attorney as well as the Bond attorney to determine if all income sources need to be recognized in the Article. The Municipal Bond Bank gave conservative quotes on the interest rate for 5 year as 4.75% and for 10 year as 5%. Bonds are available in five thousand dollar (\$5000) increments. The Board will vote on the Bond Article again at the Bond hearing and the hope is to have the accurate Article wording at that time.

PRELIMINARY ARTICLE 4 Shall the Lin-wood school district vote to raise and appropriate the sum of \$1,362,712 for the design, renovation and replacement of the MHS HVAC systems and to authorize the issuance of (\$430,000) of bonds or notes under and in compliance with the Municipal Finance Act, RSA 33:1 et seq as amended; to authorize the School Board to issue, negotiate, sell and deliver said bonds and notes and determine the rate of interest thereon and the maturity and other terms thereof; with the remaining balance of \$932,712 to come from the following sources:

1. \$535,564 from a federal ESSER Grant,
2. \$150,000 to come from the year end fund balance on June 30 available for transfer on July 1 and not from additional taxation,
3. \$100,000 from the School facilities Expendable Trust Fund established in 1999, which the School board has been appointed agents to expend, and
4. \$147,148 to come from general taxation;
and further authorize the School Board to apply for, obtain and accept federal, state, or other aid, if any, which may be available for said project, and to comply with all laws applicable to said project and to authorize the School Board to take any other action, or to pass any other vote relative thereto and to raise and appropriate the additional sum of (\$_____) for the first year's interest payment thereon? The School Board recommends this appropriation. (3/5/ballot vote required)

Brian Angelone made a motion to approve preliminary Warrant Article 4. Jasmine Weeden seconded the motion. Discussion: Kevin Bell asked for confirmation that the motion was to approve the Article as currently written. Jay Duguay answered yes, but this wording may change. Debbie O'Connor noted the Article wording may go to option two included in the handouts to the Board. Tamra Ham noted the wording of the Warrant Articles will be finalized at the Budget Hearing. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

PRELIMINARY ARTICLE 5. To see if the District will set the salaries of the School Board at \$1,000, the Vice Chairperson at \$1,250, the Chairperson at \$1,500, the Board Negotiation Team at \$150 per day, the Moderator at \$90 per meeting, the School District Clerk at \$250 per meeting, the Ballot Clerks at \$80 per meeting, the Supervisors of the Checklist at \$90 per meeting, and the School District Treasurer at \$4,180 per year. The money for this article is included in Article 6.

Brian Angelone made a motion to approve preliminary Warrant Article 5. 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.

PRELIMINARY ARTICLE 6. To see if the District will vote to raise and appropriate the School Board's recommended amount of eight million eight hundred twenty-nine thousand four hundred eighty-nine dollars (\$8,829,489) for the support of schools; for the salaries of school district officials, employees and agents, and for the payment of statutory obligations of the District, and to authorize the application against said appropriation such sums as are estimated to be received from state aid, together with other income; the School Board to certify to the Selectmen of each of the Towns of Lincoln and Woodstock, respectively, the balance to be raised by taxes by the Towns of Lincoln and Woodstock in accordance with the formula adopted by the Lincoln-Woodstock Cooperative School District; and the School Board further to certify to the Selectmen of each of the Towns of Lincoln and Woodstock the amount to be raised by taxation by each of said two towns. This article does not include appropriations contained in special or individual articles addressed separately.

Kevin Bell made a motion to approve preliminary Warrant Article 6. 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.

PRELIMINARY ARTICLE 7. To see if the School District will vote to approve the cost items included in the collective bargaining agreement reached between the Lincoln-Woodstock Cooperative School Board and Lin-Wood Education Association/NEA-New Hampshire which calls for the following increases in salaries and benefits over those paid in the prior fiscal year:

YEAR	ESTIMATED INCREASE
2023-2024	\$183,413
2024-2025	\$110,298

and further to raise and appropriate the sum of one hundred eighty-three thousand four hundred thirteen dollars (\$183,413) for the 2023-2024 fiscal year, such sum representing the additional cost attributable to the increase in salaries and benefits over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement. The School Board recommends this appropriation.

- Regarding preliminary Warrant Article 7 which relates to the LWEA contract, Debbie O'Connor noted the contract is a two year contract so both years need to be noticed in the Article but only the funds for the first year will be raised and appropriated, the following year will be included in the budget.

Tamra Ham made a motion to approve preliminary Warrant Article 7. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.

PRELIMINARY ARTICLE 8. Shall the District, if Article 7 is defeated, authorize the Lincoln-Woodstock Cooperative School Board to call one special meeting, at its option, to address Article 7 cost items only? (Majority Vote)

Tamra Ham made a motion to approve preliminary Warrant Article 8. Brian Angelone seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.

PRELIMINARY ARTICLE 9. To see if the District will vote to raise and appropriate the sum of sixty-thousand dollars (\$60,000) to be added to the Special Education Capital Reserve Fund. This sum represents the amount estimated to be received from state Special Education Aid from the prior year expenditures. The School Board recommends this appropriation.

- Regarding preliminary Warrant Article 9 which relates to the Special Education Capital Reserve Fund, Jay Duguay noted the funds referenced are from State Special Education Aid. Debbie O'Connor confirmed noting this Warrant Article would have no tax impact.

Tamra Ham made a motion to approve preliminary Warrant Article 9. Brian Angelone seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.

PRELIMINARY ARTICLE 10. To see if the District will vote to raise and appropriate sixty percent (60%) up to the amount of sixty thousand dollars (\$60,000) to be placed in the School Facilities Expendable Trust Fund, with said funds to come from the June 30, 2023, unassigned fund balance available for transfer on July 1, 2023. The School Board recommends this appropriation.

Tamra Ham made a motion to approve preliminary Warrant Article 10. Kevin Bell seconded the motion.

Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

PRELIMINARY ARTICLE 11. To see if the District will vote to raise and appropriate ten percent (30%) up to the amount of thirty thousand dollars (\$30,000) to be placed in the School Technology Expendable Trust Fund, with said funds to come from the June 30, 2023, unassigned fund balance available for transfer on July 1, 2023. The School Board recommends this appropriation.

Tamra Ham made a motion to approve preliminary Warrant Article 11. Kevin Bell seconded the motion.

Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

PRELIMINARY ARTICLE 12. To see if the District will vote to raise and appropriate ten percent (10%) up to the amount of ten thousand dollars (\$10,000) to be placed in the School Equipment Expendable Trust Fund, with said funds to come from the June 30, 2023, unassigned fund balance available for transfer on July 1, 2023. The School Board recommends this appropriation.

Tamra Ham made a motion to approve preliminary Warrant Article 12. 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.**

PRELIMINARY ARTICLE XX Shall the District adopt the revisions to RSA 198:4-b, II enacted in 2020, which allows the District to retain up to 5% of the District's net assessment in any year, allows the expenditure of any amount retained after the School Board first holds a public hearing, and further requires the School Board to include a report on the retained fund balance in its annual report to the District?

- Regarding the last unnumbered preliminary Warrant Article, Debbie O'Connor noted in 2013, the Lin-Wood School District adopted the law that allowed the District to retain up to 2.5% of the year end fund balance. At the time, the law dictated that retained funds could only be used for emergencies and required approval for that emergency use from the NH DOE. Since then, the law has changed and up to 5% of the fund balance can be retained. The law revision also allows for the funds to be used for necessary purposes after holding a Public Hearing without needing approval from the NH DOE. Documentation for the usage would still be required including inclusion in the Annual Report. The retainment of funds would happen yearly and the funds do not accumulate, unused funds are returned to the towns.

Tamra Ham made a motion to approve and make the unnumbered Article preliminary Warrant Article 13. Brian Angelone seconded the motion. Discussion: Joe Bossie asked if there is a down side to having the new retainment rule in place? Jay Duguay mentioned the retained funds would only be used in the case of an emergency and the new rules for use allow more flexibility in accessing the funds. Tamra Ham noted the Warrant Article just brings the District back in-line with the RSA which was updated in 2020. Debbie O'Connor mentioned if the retained funds are not used, the funds are returned to the Towns. Kevin Bell asked if the retained funds revision stays in place if approved? Debbie O'Connor answered yes, the revision would stay in place unless rescinded. Jay Duguay noted that the original 2.5% retainment of funds has been in place since 2013 and asked if the District has every used the retain funds? Debbie O'Connor mentioned, if approved for the Middle/High School HVAC project, this year would be the first time the District has accessed the retained funds. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

- Debbie O'Connor mentioned the tax rate impact for the budget and Warrant Articles was included in the handouts to the Board Members. Tax rate impact: The Budget, Article 6 would break down to 6¢ for Lincoln and 13¢ for Woodstock per thousand. The LWEA contract, Article 7 would break down to 10¢ for Lincoln and 22¢ for Woodstock per thousand. The Facilities funded portion of the Middle/High School HVAC project, Article 4 would break down to 8¢ for Lincoln and 18¢ for Woodstock per thousand. The Middle/High School HVAC project Bond,

Article 4 would break down to 5¢ for Lincoln and 12¢ for Woodstock per thousand for five years or to 3¢ for Lincoln and 8¢ for Woodstock per thousand for ten years.

- Brian Angelone asked about the Resource Officer and if a Warrant Article was necessary for this position? Debbie O'Connor answered the funds for the Resource Officer are included in the budget and no separate warrant article is necessary as the position would be considered a contracted service for the District. The Town of Lincoln will have a separate Warrant Article as the Resource Officer will be a new Town/Police Department position.

New Business: None

Continuing Business:

COVID-19: None

ESSER Funds:

- Superintendent McGann noted the latest ESSER use of funds plan was submitted to the State. This will need to be done yearly based on the timeline for use of the funds.

Strategic Plan: None

Bond Hearing:

- Superintendent McGann indicated that the Board would need to vote to approve the date of January 25, 2023 for the Bond Hearing.

Tamra Ham made a motion to approve the Bond Hearing date of January 25, 2023. 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.**

Recognition of Visitors/Public Participation:

Student: None

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan mentioned that Sally Nicoll and her fifth grade students have been working with the NH COOP Extension (UNH) to learn about food groups and nutrition.
- Mr. Hagan noted information from Paula King indicating that the first week of the Elementary winter activities program went well.
 - Jay Duguay noted this is the first year he has volunteered for the Elementary winter activities and had a great time. Mr. Duguay expressed his appreciation for the organization and coordination involved in the activities program.
- Shaun Hagan mentioned staff members have been mutually supportive over the last couple of weeks.

Community: Jay Duguay read from policy BEDH: "Consistent with RSA 189:74, I, and in the interest of protecting personally identifiable information ("PII") as well as other confidential information, comments (including complaints) regarding individual students, volunteers, or employees (other than the Superintendent) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in School Board policies KE and/or KEB" and noted no comments would be allowed that fall under that portion of policy BEDH (Public Participation at Board Meetings.) Mr. Duguay then recognized Paul Schirduan.

- Paul Schirduan noted he has three children that attend Lin-Wood.
 - Mr. Schirduan mentioned that NH is an at will employment state and no reason is necessary to terminate an employee.
 - Paul Schirduan noted a list of people with revoked educator credentials is available on the NH DOE website.
 - Mr. Schirduan brought attention to the NH Code of Ethics and Code of Conduct for education professionals and noted these are also available on the NH DOE website.
 - Paul Schirduan expressed concerns about student safety and support noting the State and local unions protect the teachers but no one protects the students and reminded the Board of their responsibility to the safety of the School and students.

Jay Duguay asked if there was anyone else that wished to speak and hearing none noted the Board would require a short non-public session but there would be no votes taken in public meeting after the non-public session. Tamra Ham noted

the public community members present were welcome to wait outside of the MPR until the conclusion of the non-public session.

Jay Duguay polled the School Board to go into non-public session per RSA 91-A:3 to discuss matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Kevin Bell, YES; Brian Angelone, YES. The Board entered non-public session based on RSA 91-A:3 at 7:21p.m.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent

The School Board meeting returned to Public Session at 7:45 PM.

Jasmine Weeden 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 were in favor and the meeting adjourned at 7:45 PM.

Respectfully submitted,
Brian Angelone, School Board Secretary