

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: April 9, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Casey Caulder  
Mandi Avery  
Tamra Ham  
Joe Bossie

**SCHOOL BOARD ABSENT:**

Jasmine Weeden

**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

**PUBLIC PRESENT REMOTELY:**

Krystin Fadden

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

Superintendent, Mary Steady called the School Board meeting to order at 6:30 PM.

Dr. Steady called for a nomination for School Board Chairperson.

**Tamra Ham made a motion to nominate Jay Duguay as School Board Chairperson. Joe Bossie seconded the motion.** Discussion: None. **Dr. Steady called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Dr. Steady turned the meeting over to School Board Chairperson, Jay Duguay. Jay Duguay called for a nomination for School Board Vice-Chairperson.

**Joe Bossie made a motion to nominate Tamra Ham as School Board Vice-Chairperson. Casey Caulder 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.**

Jay Duguay called for a nomination for School Board Secretary.

**Tamra Ham made a motion to nominate Jasmine Weeden as School Board Secretary. Joe Bossie seconded the motion.** Discussion: Jay Duguay noted although Jasmine Weeden is not present at this meeting, communication was received from her that she would accept a nomination for School Board Secretary. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Minutes:**

**Tamra Ham made a motion to approve the School Board meeting minutes of March 12, 2025 as presented. Joe Bossie seconded the motion.** Discussion: Kevin Bell noted the second "School Board Present" in the minutes should be "School Board Absent." **Jay Duguay called a vote to approve the motion with the change to the minutes as indicated. All Board members present were in favor and the motion carried.**

**Tamra Ham made a motion to approve the Annual School District meeting minutes of March 18, 2025 as presented. 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.**

**Communication:**Correspondence:

- Jay Duguay noted he had received email communication from the NH School Funding Fairness Project. This email will be forward to Sharon Holt who will then forward to all Board members.
- Jay Duguay mentioned two separate pieces of communication were received relating to students. This communication will be discussed during non-public session.
- Mary Steady noted the NCES newsletter was included in the School Board packet.

**Reports:**Business Administrator's Report:

Debbie O'Connor reported:

- The flooring project is out to bid. The bids are due back prior to the next School Board meeting. An agenda item will be placed on the April 23, 2025 Board meeting agenda to award the bid and finalize the flooring contract.
  - Joe Bossie inquired about the flooring bid process versus the amount included in the Warrant Article? Debbie O'Connor noted the amount in the Warrant Article was an estimate. The District still needs to go through the bidding process. If the bids come in higher than the amount included in the Warrant Article, the project may need to be adjusted.
- The SAU office is preparing for the new year with finalizing contracts, including the new lunch prices for the upcoming year. Lunch pricing will be put on the agenda for the April 23, 2025 Board meeting.
- Open enrollment for staff benefits is starting soon, this is the time when staff members can make annual changes to their benefits effective in the new fiscal year.
- A request was received from Matt Manning to purchase the baseball pitching machine so it can be used this baseball season. The pitching machine was removed from the 2025-2026 operating budget with the intention to fund it from the equipment trust fund. A Public Hearing will be scheduled at the start of the next meeting in April to approve the trust fund expenditure. The lowest price quoted is currently \$3,159.98.
  - The Board discussed the possibility of scheduling a Public Hearing sooner however, this will not work because of posting requirements. The Hearing notice needs to be posted in a newspaper seven days prior to the Hearing.
- The 2023-2024 final audit letter was included in the Board packet. Copies of the full audit are available for review at the meeting or at the SAU office. An electronic copy is also available. A copy of the management discussion and analysis report was also included in the Board packet. There were no significant findings within the audit however, a couple of policies need to be reviewed and updated. The policies will be provided to Sharon Holt for an upcoming Policy Committee meeting.
- The MS22 is completed and requires Board member signatures. The MS22 is a report of the appropriations voted on at the Annual School District meeting.

Superintendent's Report:

Dr. Steady reported:

- Thank you to the Board, community and staff for the dedication and hard work throughout the budget development process.
- Thank you to the Town of Lincoln for their continued partnership and the use of the town vans. The use of the vans has allowed students to attend college visits and other off-campus events, enriching their educational experiences.
- The elementary staff completed their final day of professional development with Maureen Watson. It has been exciting to see staff members utilizing the assessment tools learned through Ms. Watson and Dr. Tolman to determine targeted next steps for students. This has strengthened instructional practices across the District.
- The next Strategic Plan Community Planning Group (CPG) meeting will take place virtually on April 15, 2025 from 4 PM to 6 PM. A subgroup of the CPG will be meeting to review the District's articulated 21<sup>st</sup> Learning Expectations. The District's accreditation process through New England Association of Schools and Colleges (NEASC) requires that these Expectations be developed into a Portrait of a Learner.
- The former Computer and Technology Educator position has been reimagined into a STEM (Science, Technology, Engineering, and Math) Educator role to align with the District's vision for expanding and enriching STEM programs. The STEM committee has worked on a job description for this role making the position more

hands-on/project-based-learning focused. The Educator in this role will also partner with parents/community members on providing opportunities, such as wood working and small engines, for students. As the current technical education room is beside the computer workshop (Bart King's office), the computer workshop will become the STEM space and Mr. King will move across the hall. This will allow the STEM educator to have easier access to the STEM space and the technical education room.

- Jay Duguay asked about the Kanc Connection video production class? Dr. Steady noted the Kanc Connection/video production class will continue and will be held in the new STEM space (Mr. King's current room) where there is a green-screen. The class will continue to be taught by the current instructor who is also a paraprofessional.
- Bart King additionally explained that his current office was the original video production classroom and has the green screen background. The classroom now being utilized for video production only has a curtain for a backdrop.
- The NEASC growth plans were submitted. Work remains to be done by the District regarding curriculum development and instructional practices.
- Dr. Steady presented on the District's literacy program initiatives during a discussion session following the screening of *Hopeville* in Gorham on April 7<sup>th</sup>. The District is working on getting a screening of *Hopeville* at Lin-Wood during the teacher in-service days prior to the start of next school year.
- Information regarding "Lumberjack Launch" was provided in the Board packets. This new program for rising freshman and 8<sup>th</sup> graders and their families will take place on May 8<sup>th</sup>. Invitations were sent to parents on April 9<sup>th</sup>.
- Students presentations of learning take place in the afternoon on April 10<sup>th</sup> and the morning of April 11<sup>th</sup>. There is no school for students on Friday, April 11<sup>th</sup> and teachers will be leaving at noon that day.
- Dave Webster is publishing a High School science newsletter. A copy of the latest newsletter was presented to the Board members.

#### Principal's Report:

Peter Stivali reported:

- Rebecca Steeves took students to an observatory in Twin Mountain. The use of the Town of Lincoln's vans made this trip and similar trips possible for the District's students.
- Novel Engineering night was held on March 19<sup>th</sup> as part of the District's STEM initiative. Those that participated were engaged in the activities and had a great time.
- Author, Ty Gagne visited the Middle/High School and spoke with students on April 1<sup>st</sup>.
- Quarter 3 grades closed on April 3<sup>rd</sup>.
- Student Led conferences will be held on April 10<sup>th</sup> from 3 PM – 6 PM and April 11<sup>th</sup> from 8 AM to 12 PM.
- The District's second Scholastic Book Fair of the year is this week, April 7<sup>th</sup> to 11<sup>th</sup>. This is a fundraiser for the PTA.
- The Middle School semi-formal dance will be held this Friday night, April 11<sup>th</sup> at the Community Center.
- Students in grades 7-12 will be attending NH Forest Career Day on April 17<sup>th</sup> with Mr. Manning.
- The 2024-2025 National Honor Society (NHS) induction ceremony was held on March 26<sup>th</sup>. Congratulations of Abby Harvey, Mackenna Mack, Edna Dutilly, Wyatt Weeden, Asha Ivester, and Kiley Clermont on their inductions.
- Congratulation to the District's Scholar Athletes: Dylan Blood, Mason Clark, Kate Clermont, Kiley Clermont, Brynne Drapeau, Abby Havey, Asha Ivester, and Mackenna Mack. To receive this distinction, students must have a B+ average and participate in at least two varsity spots yearly.
- Congratulations to Kristy Duris for receiving the 2025 NHSL Virtual School Library of the Year Award.
  - Board members expressed their congratulations to the NHS and Scholar Athlete students as well as Mrs. Duris for their achievements.

#### **Committees:**

##### Committee Reports:

Policy Committee:

- Jay Duguay mentioned Policy Committee minutes were including in the Board packets.

- Tamra Ham inquired as to policy GBGBA-Use of Automated External Defibrillator(s) (AEDs) as her notes indicated that it should be on the list for first reading?
  - Sharon Holt apologized, noting policy GBGBA should have been included on the list for first reading. It was included in the Board packets however was forgotten on the list appearing on the agenda. It has previously been on first reading but was returned to the Policy Committee relating to a question raised at a Board meeting regarding Authorized Users AEDs. Upon reaching out to the NH School Board Association (NHSBA) alternate language was provided for the District to use in the Authorized User section of the policy. This new language will actually also appear in a future NHSBA policy release as alternate language for policy GBGBA.
- The Board and Dr. Steady discussed first reading policies AC, ACA and ACF as well as ACAC. These policies were changed back to language used in the 2020 based on a reversion of Title IV.
  - Regarding policy ACA-Discrimination and Harassment Grievance Procedure, the Board asked Dr. Steady to reach out to the NHSBA and District Counsel, if necessary, regarding reasoning behind the exclusion of review of a factual findings under the Level III appeal section and the possibility of adding this language to the policy.
  - Regarding policies AC-Non Discrimination-Equal Opportunity and ACF-Food and Nutrition Services-Anti-Discrimination and Civil Rights Complaints, the Board asked Dr. Steady to reach out to the NHSBA and District Counsel, if necessary, regarding keeping the definition of sex in the USDA Nondiscrimination Statement sections of these policies to include gender identity and sexual orientation based on State law.
  - Regarding policy ACAC, the Board asked if the changes were based on statute. Dr. Steady noted they were based on the return to the 2020 language relating to Title IX and asked that policy ACAC move forward for the Grievance Procedure referenced in the policy to be in place.
- Jay Duguay asked if the Wellness policy and procedure on for second reading (JLCF and JLCF-R) were NHSBA policies?
  - Sharon Holt noted the NHSBA provided a recommended update to the Wellness policy JLCF a number of years ago. As the District policy was in good shape no changes were made to the policy at that time however the Wellness committee had it on their radar to review the District's policies in comparison to the NHSBA's recommended policy JLCF. The Wellness committee reviewed all versions of the policy and procedure as a full committee and a sub-committee (Jasmine Weeden, Debbie O'Connor, and Sharon Holt) was formed to merge the current Lin-Wood policy and procedure with language from the NHSBA version of the policy. The policy and procedure presented to the Policy Committee and the Board is the results of work of the Wellness committee and sub-committee.

**Tamra Ham made a motion to approve policies GCG, JLCF, and JLCF-R. 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.**

**Tamra Ham made a motion to move policies ACAC, AC-R2, GBAM, JECBB, and GBGBA to second reading. 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.**

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

#### Board Organization:

#### Board Policies:

- Jay Duguay noted a number of Board related policies were included in the Board packets for review and reminded the Board members to review the Board Ethics policy and sign the policy sign-off notification.

#### Committee Assignment:

- The Board members discussed committee assignments and determined that assignments would remain as in the previous year additionally the Facilities committee will take on the responsibility of the Capital Improvement Plan (CIP). Facilities/CIP: Kevin Bell, Joe Bossie, and Casey Caulder. Policy: Tamra Ham, Jasmine Weeden, and Mandi Avery. Transportation: Joe Bossie and Tamra Ham. Support Staff Negotiations: Tamra Ham and Jasmine Weeden. NHSBA Representative: Tamra Ham, Joe Bossie (alternate). Technology: Kevin Bell. Wellness: Jasmine Weeden. Emergency Management: Casey Caulder.

Board Meeting Schedule:

- The Board members had no changes to the Draft schedule presented.

Set Goad Setting Meeting Date:

- The Board members discussed and will utilize the second meeting date in May, May 28<sup>th</sup> for the Board Goal Setting session. This date could additionally be noticed as a regular short Board meeting should it be determined that any business requiring Board action is needed.

**Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (b) the hiring of any person as a public employee and (c) the discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Joe Bossie, YES; Mandi Avery, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board entered non-public session at 7:40 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

The Board returned to the public meeting at 8:13 PM.

**Business Requiring Board Action Continued:**

Staff Nominations, Recommendations, and Resignations:

- Dr. Steady presented a list of current professional staff members for renomination.

**Jay Duguay made a motion to approve the staff nomination list as presented. 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.**

Dr. Steady presented the list of spring coaches. Varsity Baseball: Co Head Coaches: Kevin O'Brien and Mike Pogue, Assistant Coach: Dave Beaudin; JV Baseball / Varsity Assistant: Matt Manning; Middle School Baseball: Head Coach: Stuart Anderson; Varsity Softball: Head Coach: Vance Pickering Assistant Coach: Betsy Scrafford Assistant Coach: Jim Peltak. There will be no Middle School girls softball this year as there were not enough girls. The Middle School girls will join the varsity team and play junior varsity games.

**New Business:** None

**Continuing Business:** None

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: None.

Community: None

**Mandi Avery made a motion to adjourn the Board 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 public meeting adjourned at 8:19 PM.**

Respectfully submitted,  
Tamra Ham, School Board Vice-Chairperson