

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: April 10, 2024
SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF/STUDENT PRESENT:

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

PUBLIC PRESENT:

Rebecca Manning
Melissa Sabourn
Kaitlyn Clermont
Mackenna Mack
Kristen Mansharamani
Mark Houde

Meredith Sabourn
Abigail Harvey
Kiley Clermont
Paul Schirduan
Jason Cohen

PUBLIC PRESENT REMOTELY:

Nora Behrens
Tony Drapeau

David Webster
Kristyn Fadden

The School Board Meeting was held in the Elementary School MPR.

Superintendent Judith McGann, called the meeting to order at 6:30 PM.

Election of Officers:

Superintendent McGann asked for nominations regarding the School Board Chairperson position.

Joe Bossie made a motion to nominate Jay Duguay as School Board Chairperson. Tamra Ham seconded the motion. Discussion: Jay Duguay agreed to take on the position. **Superintendent McGann called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Jay Duguay asked for nominations regarding the School Board Vice-Chairperson position.

Jay Duguay made a motion to nominate Tamra Ham as School Board Vice-Chairperson. Joe Bossie seconded the motion. Discussion: Tamra Ham agreed to take on the position. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Jay Duguay asked for nominations regarding the School Board Secretary position.

Jay Duguay made a motion to nominate Jasmine Weeden as School Board Secretary. Joe Bossie seconded the motion. Discussion: Jasmine Weeden agreed to take on the position. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Meeting Minutes:

Tamra Ham made a motion to approve the March 13, 2024 School Board meeting minutes as presented. 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 unanimously.**

Tamra Ham made a motion to approve the March 19, 2024 School Board Meeting minutes as presented. Kevin Bell 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 unanimously.**

Tamra Ham made a motion to approve the March 19, 2024 Annual School District Meeting minutes as presented. Jasmine Weeden 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 unanimously.**

Educational Focus:

Class of 2025 Senior Class Trip:

- The officers of the class of 2025 (Mackenna Mack, Abigail Harvey, Meredith Sabourn, Kiley Clermont, and Kaitlyn Clermont) gave a thorough *PowerPoint* presentation on two proposals for the class of 2025 senior class trip. It is the class's hope to be chosen to be eligible to purchase Grad Bash tickets for Universal Studios in Orlando, FL. If so, the class would like to take a 5 day 4 night trip to Orlando for their senior class trip with an estimated cost of \$56,000. If the class is not chosen for Universal Grad Bash tickets, the class presented a second alternate proposal to visit Myrtle Beach for 5 days and 4 nights at a cost of approximately \$42,000. The class has currently raised approximately \$33,000 and have estimated to raise at least an additional \$16,000 on fundraisers throughout the remainder of their junior year and beginning of their senior year.
 - Jasmine Weeden noted the amount raised by the class of 2025 is impressive and asked about the discrepancy in cost between the estimated fundraising revenues (\$49,000) and the cost of the Orlando trip (\$56,000)? The students noted their estimated trip costs may be high as flights, etc. may be less expensive than estimated and they hope to raise more than the estimated \$16,000 in fundraising. They also have thought of a possible per student contribution but hope to avoid this necessity.
 - Tamra Ham asked about the number of students that plan to participate in the class trip? The students noted they were unsure at this time however, there are 27 members of the class and they believe 25 class members may participate in the trip.
 - Kevin Bell asked how the possible locations were chosen? The class advisors (Rebecca Manning and Melissa Sabourn) answered, the class is working with a travel agency, Adventure Student Travel to make the necessary arrangements for the trip.
 - Jasmine Weeden asked about the number of chaperones? The class advisors answered there would be 5-6 chaperones.

Tamra Ham made a motion to approve the 2025 Class trip proposals 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 unanimously.**

- Jay Duguay mentioned the Class of 2025's presentation was well done, ambitious and thorough!

Correspondence:

- Jay Duguay mentioned a letter was received from the Auditors regarding the 2022-2023 audit, there were no significant findings.
- Jay Duguay mentioned the NCES newsletter was additionally in the School Board packet.
- Superintendent McGann mentioned an abutter's letter was received from the Town of Lincoln Planning Board.
 - Tamra Ham noted the abutter's letter relates to extra rental units above the garage of the Red Doors Inn on Pollard Road in Lincoln. The Planning Board meeting coincided with the School Board meeting, April 10, 2024.

Superintendent's Report:

- Superintendent McGann mentioned there were a number of specific School Board related items included in the School Board Packet. The items included a number of School Board policies, including the Ethics Policy. Board members are asked to sign off on the Ethics Policy and contact the SAU with any policy questions. School Board members were asked to review the Board member contact information provided and provide any changes needed to the SAU office. Board members were reminded that the School District email address provided will be utilized for communication to the Board as this keeps the information within the School District's system in case of a Right to Know request. A School Board meeting schedule was provided but is subject to change.
- Superintendent McGann mentioned the NH School Board Association (NHSBA) offers a number of training webinars. Board members will receive information directly from NHSBA to School District email addresses.
- Superintendent McGann presented information from Thom Untersee noting the Lin-Wood Band and Chorus accompanied by Mr. Untersee and Mrs. Kristen Bushway participated in the North Country Music Festival on March 20th at Littleton High School. This was the first time the Festival had taken place in a number of years due to Covid.
- Superintendent McGann presented information from Dr. Mary Steady noting the School District received its yearly review from the NH Department of Education, Bureau of Special Education Support assessing the implementation of IDEA standards. The School District passed the review with excellence.

Business Administrator's Report:

- Debbie O'Connor mentioned there were a number of manifests needing Board member review and signatures.
- Debbie O'Connor noted the MS-22 also needs Board member signatures. This is a report of the appropriations approved at the annual School District meeting. This report will be sent to the NH Department of Revenue Administration along with a copy of the annual meeting minutes.
- Debbie O'Connor expressed appreciation for the Class of 2025's use of a travel agency to plan their class trip. The use of a travel agency is required by policy for trips of more than a couple of nights. Use of a travel agency makes the trip planning smoother on the District's end.
- Debbie O'Connor mentioned the Audit letter received by the Board held only one comment. The comment related to an old entry in QuickBooks regarding the Student Activities account. This entry issue has been corrected. Student Activity funds which include class and organization funds are heavily audited. Kim LaMotte is doing a great job administering the Student Activities account! Copies of the full audit are available at the SAU office or can be sent to Board members by email.

Superintendent's Report Continued:

- Superintendent McGann mentioned Diplomas are available in the SAU office and require Board member signatures.
- Superintendent McGann mentioned because of continued construction at Loon Mountain, Jean's Playhouse is requesting to utilize the Elementary or Recreation field for outdoor concert performances on July 5th, 6th, and 7th. The field will be needed beginning on July 3rd for set-up and rehearsals. The Playhouse had utilized the school's back field last year but most of the concert dates were rained out. The Elementary field or Recreation field will be more convenient to the building, power, etc. than the back field. Representatives from Jean's Playhouse will tour to see what field will best fit their needs. If the Recreation field is chosen, the representatives will reach out to the Recreation department for permission and to see if it would be possible to utilize the concession stand.
 - Kevin Bell asked who would be providing the concessions? Debbie O'Connor noted last year School clubs and organizations provided the concessions and the same opportunity will be given to these organizations this year.

Tamra Ham made a motion to allow Jean's Playhouse to utilize the Elementary Field or the Recreation Field, with further permission from the Recreation Department, for the concert performances and set-up as requested. Joe Bossie seconded the motion. Discussion: Jay Duguay asked if there was an adverse impact to the field after last year's concerts? Mark Houde answered there was no impact and the crew from Jean's Playhouse cleaned up the area nicely. Kevin Bell asked about expected attendance? Debbie O'Connor noted approximately 150 people per performance and attendees bring their own chairs. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

Principal's Report:

- Jason Robert mentioned the regional dance organized by the Student Council went well. 65-70 student from Lin-Wood and other area schools attended.
- Jason Robert noted Lin-Wood will be hosting the Northern District Music Festival on May 4th. Students from the north country and lakes region schools will be participating to learn music together with a concert in the afternoon.

- Jay Duguay asked how many schools would be participating? Jason Robert answered there will be about 15-20 schools participating but not all members of each school's band/chorus will participate.
- Jason Robert mentioned Lin-Wood's month-long Read Across America celebration was a success culminating in a well-attended Literacy Night at the end of March. Approximately 75-100 people representing 25-30 families attended the event. Storyteller Duncan McDougall performed at Literacy Night and each child, infant to age 18, were able to take home a couple of books for their personal libraries.
- Jason Robert noted Breakfast After the Bell has returned to the Elementary School. This has provided an increase in the Lin-Wood breakfast program revenue and participation. Approximately 12-13 students had been having breakfast in the cafeteria now approximately 35 students are participating in breakfast. Thank you to Jack Marshall, Sheila Rich, and the classroom staff for making this program work.

Committees:

- Superintendent McGann mentioned Facilities Committee and PD Minutes were included in the School Board packet.
- Superintendent McGann noted the Policy Committee will meet at 5:30 PM prior to the next School Board meeting on Wednesday, May 8th. The Technology Committee will meet on Monday, April 15th at 2:45 PM.

Business Requiring Board Action:

Board Organization:

- Jay Duguay noted Board members will be signing off on the Ethics policy.
- Jay Duguay mentioned the Board Standing Committees: Facilities, Policy, Transportation, Negotiations, and NHSBA Representative as well as the School District Committees: Professional Development, Technology, Risk Management, Lin-Wood Coalition for Health Communities, Food Service, Sick Bank, Wellness, and Emergency Management.
 - Superintendent McGann mentioned the School District Committees generally meet afterschool starting at 2:45 PM.
 - The Board discussed committee membership assignments:
 - Facilities: Kevin Bell, Joe Bossie, and Casey Caulder
 - Policy: Mandi Avery, Tamra Ham, Jasmine Weeden
 - Transportation: Joe Bossie, Tamra Ham
 - Negotiations: Tamra Ham, Jasmine Weeden
 - NHSBA Representative: Tamra Ham
 - Professional Development: Mandi Avery
 - Technology: Kevin Bell
 - Risk Management: Tamra Ham
 - Lin-Wood Coalition for Healthy Communities: Jasmine Weeden
 - Food Service: Tamra Ham
 - Sick Bank: Joe Bossie, Jasmine Weeden
 - Wellness: Jasmine Weeden
 - Emergency Management: Casey Caulder

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann noted a letter of resignation was received from Principal, Jason Robert effective June 30, 2024.

Tamra Ham made a motion to approve the resignation of Jason Robert with regret. Joe Bossie seconded the motion. Discussion: Board members noted their understanding for Mr. Robert's decision to move to his local area District and expressed their appreciation for Mr. Robert's dedication to the position and community involvement during his time at Lin-Wood. Jason Robert expressed his appreciation for the support. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Superintendent McGann noted a letter of resignation was received from Social Studies teacher, Camryn Burr effective June 30, 2024.

Tamra Ham made a motion to approve the resignation of Camryn Burr with regret. Jasmine Weeden 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.**

- Superintendent McGann noted a letter of resignation was received from Elementary School teacher, Emily White effective June 30, 2024.

Tamra Ham made a motion to approve the resignation of Emily White with regret. 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.**

- Jay Duguay expressed appreciation to Camryn Burr and Emily White for their service to the District.
- Tamra Ham asked if these three open positions would be posted?
 - Superintendent McGann answered the Principal and Elementary teaching positions would be posted. The administration is working on an alternate plan for the High School Social Studies position.
- Superintendent McGann presented the Board members with a list of professional staff nominated for the 2024-2025 school year.

Tamra Ham made a motion to approve the list of professional staff nominations as presented. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. Kevin Bell and Joe Bossie abstained, all other Board members present were in favor and the motion carried.**

Historical Society & Sargent Family Scholarship:

- Debbie O'Connor explained the Historical Society & Sargent Family Scholarship are part of a private trust fund and, to release the funds, the scholarship must be included as a Board agenda item. The \$250 scholarship was awarded to Emma Avery at graduation in June of 2023. The Board will need to vote to release the Historical Society & Sargent Family Scholarship funds to Emma Avery/Plymouth State University.

Tamra Ham made a motion to approve the release payment of two hundred fifty dollars (\$250) from the Historical Society & Sargent Family Scholarship Trust Fund to Emma Avery/Plymouth State University. 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.**

Flooring Bids:

- Mark Houde mentioned as well as being posted, the flooring bid request information was sent to three companies directly. Only one company provided a quote. The quote came from EdgePro, which is the company the District has utilized in the past. The flooring will be replaced with Nora NTX System flooring and will cost approximately \$158,000. The portion of the flooring to be replaced is the Middle School wing including offices in that wing and the flooring in the Resource Officer's office down the hall to the science rooms. After this year's flooring replacement is complete, the only flooring left to be replaced in the Middle/High School will be in the Humanities wing and library.
- Debbie O'Connor noted after the flooring bid is approved, a public hearing is needed regarding the use of funds from the retained fund balance to complete the project. The public hearing will be held prior to the May 8th School Board meeting.
 - Tamra Ham mentioned the floor cost noted in the quote did not increase as much as she would have thought.
 - Jay Duguay noted the cost has increased as in years' past the cost was approximately \$120,000.
 - Joe Bossie asked how many years the District has been working on the flooring replacement project? Mark Houde answered, approximately 8 years with time off in between.
 - Tamra Ham asked how much money was in the retained fund balance? Debbie O'Connor answered, \$340,000.

Tamra Ham made a motion to approve the EdgePro flooring replacement quote as presented. 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 unanimously.**

School Lunch Contract for 2024-2025/School Lunch Prices:

- Debbie O'Connor mentioned the District is in the final year of a five year Food Service contract with Café Services/Fresh Picks Café. The five-year contract requires yearly renewals and breakfast/lunch prices need to be

set each year. The Fresh Picks Café portion of Café Services was recently sold to Whitsons Culinary group. The District will not see any changes in staff, etc. relating to this sale. The lunch cost reimbursed by the government for free meals is \$3.85, Lin-Wood's current lunch prices are \$3.00 for elementary school and \$3.25 middle/high school. The ultimate objective would be to see lunch prices reach the \$3.85 threshold reimbursed by the government but it is understood that large jumps in meal prices are unreasonable. It is required that meal prices increase at least 10 cents each year to move toward the \$3.85 threshold. The recommendation is to raise the meal prices from 10 to 25 cents this year. The income received each year through meal purchases and government reimbursements does not cover the full cost of the Food Service program. The balance of the Food Service program costs not covered is subsidized by the District. The amount of the program needing to be subsidized has grown throughout the years. Two sample yearly Food Service contract renewals were presented to the board; the first shows no increase in meals cost and estimates a \$55,977 subsidy from the District, the second shows a 25 cent increase to all meals and estimates a \$52,377 subsidy from the District.

- Kevin Bell inquired about the difference in meals costs between elementary school and middle/high school? Debbie O'Connor noted there are more choices offered at the middle/high school level and the portion sizes are larger.
- Tamra Ham recommended that meal costs be increased by the 10 cent minimum and additional funds needed for subsidy be found in another location aside from feeding the students.
- Keven Bell asked if the increased participation in breakfast has helped in decreasing the subsidy? Debbie O'Connor answered, yes, every bit helps.

Tamra Ham made a motion to increase all meals by 10 cents. 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 unanimously.

- Jay Duguay mentioned he would stop by the SAU to sign the Food Service Contract renewal.

Continuing Business:

Strategic Plan: Nothing additional at this time.

Superintendent Search:

- Jay Duguay noted he had spoken with Nora Behrens at The Bryan Group and a few questions are left to be answered before the Superintendent employment posting is ready to be released. The questions include whether the position will be full time or part time, certification, when the position would begin, and the salary range.
 - The Board discussed and determined the position, because of the responsibilities required of the superintendent and changes to the NH Retirement program making it more difficult for retirees to continue to work limited hours, will be listed as full-time starting July 1, 2024 with a salary range of \$105,000-\$120,000 with a standard benefits package additionally, a successful applicant would hold a NH Superintendent Certification or hold the qualifications to be certified including at least a master's degree.
- Jay Duguay noted the initial application deadline for the Superintendent position will be May 10, 2024 however, this date may be moved out.
- Jay Duguay mentioned the survey to the public has gone out. The Bryan Group would also like to send the survey to High School juniors and seniors. There are specific guidelines that need to be followed regarding sending non-academic surveys to students.
 - Jason Robert mentioned, to include students in non-academic surveys, the parents need to be contacted and the aggregate survey results need to be shared with the Board.
 - Jay Duguay noted he will work with Mr. Robert in coordinating sending the survey to High School juniors and seniors.
 - Kevin Bell expressed concerns that the survey was posted on the School District's Facebook page as this may encourage participation in the survey from unqualified individuals outside the community. Tamra Ham mentioned The Bryan Group has safe guards in place to weed out surveys from IP addresses outside the region.
 - Jay Duguay mentioned The Bryan Group is looking for as much input as possible from stakeholders.
- Jay Duguay welcomed Kristen Mansharamani, chairperson of the Superintendent Search Committee.
 - Kristen Mansharamani mentioned the term of the Superintendent position is additionally needed for the posting.
 - Kristen Mansharamani gave an overview of the discussion during the first Superintendent Search Committee. The committee discussed the criteria the District would be looking for in a Superintendent. The criteria was narrowed down to three major categories including: Creative Demographics (focusing on items such as challenges in enrollments and staffing); Academic Achievement (focusing on items such as assessment data and curriculum best practices); and Community Involvement (including Extended

Learning Opportunities). The committee also discussed the interview process which will be conducted by the Bryan Group using a specific rubric. The interviews will begin as soon as possible. Additional items were brought up at the committee that were outside the scope of the committee.

- The Board discussed the term length of the Superintendent position. Concerns were raised relating to longer terms in the event that the Superintendent is not a good fit for Lin-Wood. It was determined language regarding early contract release could be addressed within the individual's contract. Kevin Bell suggested a three year term based on the time and cost invested in the search process and to show commitment to the chosen candidate. Kristen Mansharamani agreed, a three year term sounds more professional and shows a long-term serious commitment on both sides.
- Jay Duguay welcomed Paul Schirduan community member and member of the Superintendent Search Committee.
 - Paul Schirduan mentioned he had spoken to a number of individuals including the Superintendent of the Profile School District, Kate Segal as well as the NH Commissioner of Education, Frank Edelblut regarding alternatives to hiring a Superintendent. Per NH RSA 194 C:5 (a) school districts are not required to have a superintendent as the superintendent services can be fulfilled by one or more administrative personal working full or part-time or by an outside contractor. Mr. Schirduan suggested that with declining enrollments, etc. as well as to provide a decrease in the budget, perhaps it was time to think outside the box relating to the superintendent replacement including possibly having the Financial Manager take over the Superintendent duties; rearrange the structure of the District to keep grades K-6 at the elementary school and tuition the upper middle school and high school students to Profile School; having an open enrollment option; have a school within a school; or providing a reduced school year for students performing well.
 - Joe Bossie mentioned although Mr. Schirduan brought up a number of these items during the Superintendent Search Committee meeting, the Committee redirected and limited the conversation to the focus of the committee which is the hiring of a Superintendent.

New Business: None

Recognition of Visitors/Public Participation:

Student: None.

Staff:

- Jay Duguay welcomed Kristy Duris.
 - Kristy Duris shared information from Katie Parent: Lin-Wood's Osceola Chapter of the National Honor Society held an induction ceremony today, Wednesday, April 10, 2024. Three students who are outstanding in the areas of scholarship, leadership, service, and character were inducted. The students are Sarah Jolly, Ryder McAfee, and Gabriella Ronconi. Please congratulate these students on their achievements!
 - Kristy Duris mentioned Reading Across America (RAA) month was a success. RAA programs in the Middle/High School included match staff with favorite book title contest, creating bookmarks, morning reading by students and staff, and daily silent reading for 20 minutes. Programs at the Elementary School included Literacy night, a book "March Madness" bracket, dress up days, and morning readings by staff and students.
 - Kristy Duris shared information from Paula Houde: The middle school team attended the New England League of Middle Schools (NELMS) Conference in Springfield, MA, at the end of March. Aside from sessions on instructional strategies, there were a wide variety of topics to choose from, including mindfulness, self-care, equity, understanding the adolescent brain, and developing a robust advisory program. We spent two days bonding, learning, rejuvenating, and having fun. Thank you to Admin, the board, and our students for supporting us with this excellent opportunity. We greatly appreciate being able to attend such a worthwhile event.

Community:

- Jay Duguay welcomed Kristen Mansharamani.
 - Kristen Mansharamani mentioned her son, who has been in private school, will be attending Lin-Wood in the fall. As a parent she is excited for this change because of the Lin-Wood community, support by the community for the school, the advantages of Lin-Wood's small class sizes, and academic standards. The decision to enroll her son would have to be rethought if Lin-Wood were to combine with another District as it would serve to undo what makes the Lin-Wood community what it is.

- Jay Duguay welcomed Jason Cohen.
 - Jason Cohen expressed his support for Lin-Wood, the Lin-Wood community, and public education in general noting that Lin-Wood school is at the center of the community. Mr. Cohen noted the larger need in the community of affordable public housing needs to be addressed. Mr. Cohen expressed concerns about a member of the Superintendent Search Committee working against the goal of hiring a Superintendent.
 - Paul Schirduan took offense to Mr. Cohen's comment.
 - Tamra Ham noted that Mr. Schirduan had simply made a comment at the Superintendent Search Committee meeting. He was asked at that time to bring the information to the School Board and the meeting was quickly refocused on the goal of the committee, hiring a Superintendent.
 - Kristen Mansharamani noted it is good to have a diverse committee membership.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II c. Joe Bossie, YES; Mandi Avery, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board entered non-public session at 8:15 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent

The Board returned to public session at 8:39 PM. No further discussion was held.

Joe Bossie made a motion to adjourn the public meeting. Tamra Ham 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 8:40 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary