

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: March 13, 2024

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Kevin Bell
Joe Bossie
Casey Caulder
Tamra Ham
Jasmine Weeden, arrived at 6:45 PM
Ashley Youngheim

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
Shaun Hagan, Teacher Representative

PUBLIC PRESENT:

Robert Wetherell

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

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

Meeting Minutes:

Tamra Ham made a motion to approve the February 14, 2024 Budget Hearing minutes as presented. Casey Caulder 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 February 14, 2024 School Board Meeting minutes as presented. Casey Caulder 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.**

Casey Caulder made a motion to approve the March 7, 2024 School Board Non-Public Session minutes as presented. Joe Bossie seconded the motion. Discussion: None. **Joe Bossie called a vote to approve the motion. Tamra Ham abstained, all other Board members present were in favor and the motion carried.**

Tamra Ham made a motion to approve the March 7, 2024 School Board Meeting minutes as presented. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. Tamra Ham abstained, all other Board members present were in favor and the motion carried.**

Annual School District Meeting:

Warrant Article Assignments:

- School District Moderator, Robert Wetherell discussed Warrant Article assignments with the Board members. Jay Duguay will speak regarding the budget Article 5 and will be prepared to answer questions regarding the salaries for officials Articles 4, and the Trust/Capital Reserve Articles 8 through 11. As members of the negotiating team, Jasmine Weeden or Tamra Ham will speak regarding the Support Staff Collective Bargaining Agreement Article 6. Tamra Ham will be prepared to make a motion to Table Article 7 if Article 6 passes and to motion to restrict reconsideration on Articles 5 and 6 if it is deemed necessary. Jay Duguay will plan to speak during other business Article 12.
- Robert Wetherell expressed his appreciation for the increase in election worker salaries included in Article 4.
 - Debbie O'Connor noted research was done in the local area regarding what towns and districts were paying election workers.
 - Superintendent McGann mentioned the election worker salaries have not been increased in over a decade.

Correspondence:

- Jay Duguay noted he had received communication from the Bryan Group relating to the timeline for the Superintendent Search Process. This information has been distributed to all School Board members. The timeline seems realistic. The first step in the process happening in Week 2 is the establishment of the Superintendent Search Committee.
 - The letters of interest received relating to the Superintendent Search Committee and the make-up of the committee were discussed.
 - Tamra Ham mentioned the Bryan Group had suggested parameters for Committee members including Town Selectmen and will reach out to the Towns to see if there is interest.
 - Jay Duguay mentioned the Committee would be 10-12 people and could have as many as three Board members.
 - Tamra Ham expressed interest in serving on the Committee.
- Superintendent McGann noted correspondence was included in the Board member packets (NCES newsletter and the activities calendar).

Business Administrator's Report:

- Debbie O'Connor mentioned copies of the Annual Report were provided to Board members. The SAU office has also created a budget flyer to handout at the Annual Meeting. A copy of the flyer was provided to Board members for review. The flyer is based on something similar from another district and includes information on the budget, school, and student assessments.
- Debbie O'Connor mentioned there were manifests available for Board member review and signature and asked that Board members visit the SAU office to sign manifests during the break between the Annual meeting and the next Board meeting which will be held on April 10th.
- Debbie O'Connor noted at the Lincoln Town Meeting, a townswoman, Tammy Dutilly, spoke highly of the School Resource Officer and thanked the Town, Police Department, and School Administration for reinstating this position.

Superintendent's Report:

- Superintendent McGann mentioned the Board had requested that a meeting be set prior to the Annual School District meeting. Dr. McGann asked the Board about timing for this meeting keeping in mind that a 30 minute public comment period needs to be allowed for (although the full 30 minutes may not be necessary). Additionally, the Annual Meeting dinner is at 5:30 PM, voting ends at 6:00 PM, and the School District meeting begins at 7:00 PM.
 - Jay Duguay noted a School Board meeting needs to be held prior to the Annual District meeting to determine the Superintendent Search committee. If the meeting is not held at this time, the start of the Superintendent Search process will be delayed until April when the new School Board convenes to hold the organizational meeting.
 - The School Board discussed the meeting and determined a School Board meeting time of 5:30 PM would be set for Tuesday, March 19, 2024. Jay Duguay asked that the SAU office post the meeting information, as necessary.
- Superintendent McGann noted a productive staff professional development day was held on Tuesday, March 12. The staff focused on Cyber Security Training and NEASC workgroups. There were also two guest speakers, Dr. Carol Tolman who is one of the creators of the LETRS literacy program, and an inspirational speaker, Adam White who presented on change and resilience.
- Superintendent McGann mentioned bid requests will be going out regarding the Middle School Flooring project.
- Superintendent McGann noted Kindergarten registration will be held on May 1st.
 - Tamra Ham asked about the number of students currently signed up for Kindergarten registration day. Jason Robert answered there are currently 10 children on the list.
- Superintendent McGann mentioned a meeting was held with Café Services and the Breakfast After the Bell program will begin on March 25th. This program has been successful in the past.

Principal's Report:

- Jason Robert mentioned at the State ski meet, McKenna Mack earned a place on the NH State team and participated at the Eastern High School Championship. The NH girls ski team took 1st place out of the 11 states that competed in the Championship.
- Jason Robert noted that Winter Carnival was a great success. The Elementary School students participated in indoor and outdoor activities; the Middle School students enjoyed their cardboard box sled race followed by a trip to the Kanc Rec Center; and the High School students participated in their regular activities such as hall decorating, etc. with the Junior class coming out on top this year.

- Tamra Ham asked if the Elementary School students would be heading to the Kanc Rec center for winter carnival as had been done in the past? Jason Robert mentioned there may be that opportunity in the future.
- Jason Robert expressed appreciation to Kristy Duris who has been providing CPR Certification and Re-Certification instruction to staff members. The District is lucky to have someone on staff that is certified in this area.
- Jason Robert noted the Elementary and Middle School students have been involved in the writing portion of NHSAS. This is earlier than usual as there are new prompts and the assessments will be hand-scored to calibrate.
- Jason Robert mentioned the Juniors will be taking the SATs on March 28th. Breakfast will be provided for the students and teachers will be making snacks as well.
- Jason Robert noted the Schools are celebrating Read Around the World throughout the month of March. This celebration will culminate with a Family Literacy Night at the end of the month.
- Jason Robert mentioned the Student Council has worked with Schools throughout the area and will be hosting a regional semi-formal dance.

Committees:

Facilities Committee:

- Joe Bossie noted the Facilities Committee met prior to the School Board meeting for an update on projects completed over the winter February vacation and projects slated for this summer.
 - Cobb Hill is ready to replace doors and windows as soon as school is out for the year.
 - The Middle/High School MPR air handler, which is located in the gymnasium, was replaced over the break. The air handler has a variable drive. An air handler located in a storage closet was also replaced. This air handler covers the center part of the building.
 - The Middle School flooring project will be going out to bid.
 - Debbie O'Connor noted the flooring bids will be due on April 8th prior to the April 10th Board meeting. A Public Hearing regarding use of retained balance funds for this project will then be held prior to the first Board meeting in May.
 - The fire extinguishers and kitchen were inspected during the winter vacation week. No issues were reported.
- Superintendent McGann mentioned committee meeting minutes for Risk Management (2/6), Technology (2/26), and Professional Development (3/4) were included in the School Board packets. The Professional Development Committee is working on updating the Professional Development Plan which when completed will be forwarded to the Board for approval and then to the NH Department of Education. This 5-year Plan will then need to be reviewed again in 2029.
- Superintendent McGann mentioned the Administration team is working with Erin Bell to complete the necessary notification template letters to be included with the Suicide Prevention and Response Plan.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann mentioned the spring coaches: MS Baseball – Stuart Anderson; MS Softball – Cat Goss and Sarah Kraus; HS Baseball – Mike Pogue, Kevin O'Brien, Dave Beaudin, and Matt Manning; and HS Softball – Vance Pickering. No Board action is necessary.

Continuing Business:

Strategic Plan:

- Superintendent McGann noted there continues to be a collaboration between the strategic plan and the NEASC process. Eventually there will just be one cohesive document.

New Business: None

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan provided information from Erin Bell relating to the screening of the film "Anxious Nation" to a group of High School students led by Kiley Clermont as part of Kiley's state officers project for FBLA. Appreciation was given to Jean's Playhouse for the space and to Kim Pickering for providing lunch.

- Shaun Hagan noted the Taste of the World cultural event will take place on May 29th. The contacts for this event are Dori Weeden and Kristy Duris.
- Shaun Hagan presented information from Rebecca Steeves relating to the Eclipse event to be held on Monday, 3/18 at 9:00 AM. Astrophysicist, Doug Arion will be presenting at the event.
- Shaun Hagan provided information from Jess Halm regarding the creation/recreation of the Lin-Wood Math Team. The Team participated in three of the five regional competitions this year as well as the 50th NH State Math Contest at NHTI in Concord.

Community: None.

Joe Bossie made a motion to adjourn the meeting. 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 meeting adjourned at 7:03 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent