

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: August 21, 2024**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson

Kevin Bell

Casey Caulder

Tamra Ham

Joe Bossie

**SCHOOL BOARD MEMBERS ABSENT:**

Mandi Avery

Jasmine Weeden

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools

Peter Stivali, Principal

Debbie O'Connor, Financial Manager

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 Multipurpose Room.

School Board Chairperson, Jay Duguay called the meeting to order at 6:38 PM.

**Continuing Business:**

**Old Tractor Sale:**

- Tamra Ham suggested moving the Tractor purchase agenda item to the first item of business. All Board members agreed.
- Jay Duguay confirmed with Debbie O'Connor regarding the recommended lease terms.
  - Debbie O'Connor answered five-years.

**Tamra Ham made a motion to approve the purchase of the BobCat L28 tractor from Dalton Mountain utilizing a five-year lease/purchase and to redistribute the bid listing notice for the old tractor. 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.**

- Tamra Ham noted the grounds looked great and thanked Mr. Houde and crew for their work on grounds clean-up.

**Minutes:**

**Tamra Ham made a motion to approve the School Board meeting minutes of July 17, 2024 as presented. Joe Bossie seconded the motion.** Discussion: Mary Steady asked that the reference to "ESSER grant funds" in the Principal's report be changed to "other grant funds" **Jay Duguay called a vote to approve the minutes as amended. All Board members were in favor and the motion carried unanimously.**

**Communication:**

- Jay Duguay mentioned he received a marketing notice regarding educational programming.
- Mary Steady noted the NCES newsletter was received and included in Board packets.

**Reports:**

**Business Administrator's Report:**

Debbie O'Connor reported:

- Still working on closing the 2023-24 books and state reports. Deadline is September 1.
- The trustees of the trust funds had recommended to move the School District's trust fund accounts to another account, with the NH Public Deposit Investment Pool. The interest income has been quite substantial since moving

those funds. The Woodstock Trustees of the trust funds manage the District's trust funds per the District articles of agreement.

- Summer projects are just about complete.
  - The SAFE Grant projects, which include windows/doors at the Middle/High school and the Elementary entryway are just about wrapped up. The windows and doors at the Middle/High School are complete and the Elementary glass and doors are installed. The entryway wiring is still lingering. New water absorbing flooring was installed in the entryway as well.
  - The Middle School flooring project is substantially completed. Mark Houde met with installer this week. There are two rooms that need to be addressed, the teacher's room and adjoining office. Faulty tiles will be replaced. The District will hold back payment on that part of the job.
  - DHI should have everything closed up by the end of this week for the MHS HVAC project. Trane is finalizing connections, the insulation is done, ceilings tiles need to be reinstalled once Trane is done. Balancing of the system will be performed by Trane over the next few weeks.
  - Middle School lockers are in.
  - The low ropes course that was purchased with Title IVA grant funds is installed. Mr. Loukes will be going to training. It will be used for PE classes and other class/group activities. It is located in the woods between the outdoor classroom and the "Cookie Trail."
  - The final touches and clean up inside and outside of the buildings are full steam ahead.
  - Mark and his crew have managed to get the buildings torn apart and put back together in a quick 10 weeks!

#### Superintendent's Report:

Dr. Steady reported:

- Attendance rates across all three schools stand at 93%. The aim is to have a 95% or higher attendance rate. An attendance committee has been established to work on this issue.
- This year a number of Lin-Wood Students are dually enrolled in Lin-Wood and community college.
- There were various training/professional development opportunities for staff members held throughout the summer. Thank you to Trey and Bart for arranging/holding the ClearTouch panel training. The training was appreciated by staff. Teachers and administrators are training on the new Branching Minds software which supports student interventions relating to NWEA scores, etc.
- Discussions are underway with Mary Ford regarding Lin-Wood being a site for the teacher prep meetings in relation to the NH Registered Educator Apprentice Program.
- Policy committee meeting minutes were included in the Board packet.
- Companies that work on Strategic Planning are being explored regarding the development of a user friendly, easy to read Strategic Plan for the District. Additional information will be provided to the Board regarding costs, etc. as soon as it becomes available. The current plan is a 5-year plan that expires in 2025 however, the new plan will not be completed before the current plan expires. Dr. Steady asked that the use of the current plan be extended.
- A transportation issue has arisen regarding athletic programs. A Transportation Committee meeting is needed as soon as possible to discuss and address the issues. Joe Bossie and Tamra Ham will work with Debbie O'Connor regarding the date and time to hold the meeting.
- A beginning of the year Food Service meeting was held with Fresh Picks Café. Fresh Picks Café is under new ownership, but no changes will be seen within Lin-Wood.
- Upcoming dates: New Staff Orientation-August 19, Staff In-Service-August 20-22, Students' First Day-August 26, Open House-September 10, Outdoor Expo-September 10 for students in grades 7-12, Board Facility Walkthrough-September 25 prior to the Board meeting.

#### Principal's Report:

Peter Stivali reported:

- Welcome back and new staff letters were sent out. In-service days are going well.
- Parent/Guardian packets were sent with information that will need to be completed and returned at the start of the school year. Attendance and cell phone policies were included. The School District will be following the cell phone policy and students will be required to relinquish or turn-off and put away cell phones at the beginning of each period.
- Open House will begin with an introductory meeting in the MHS gym. There will also be tables set up around the gym with stations to answer questions.

## **Committee Reports:**

- Jay Duguay noted the Policy Committee meeting minutes were included in the Board packet and confirmed there had been no additional committee meetings held since the last Board meeting.

## Policy Committee:

- Jay Duguay mentioned information was received from the NH School Board Association (NHSBA) regarding necessary policy updates relating to the changes in Title IX law. It is the recommendation of Dr. Steady and the NHSBA that these policy changes be approved without the traditional policy reading process. Once approved, the policies, particularly policy ACAC-Title IX Policy and Grievance Procedure, can be reviewed by the Policy Committee and any recommended District changes brought forward to the Board keeping in mind the policy is based on current statute.
- Jay Duguay mentioned policy CAN-Lactation Needs requires the Board to make a decision on the bottom of page one regarding whether or not to pay hourly employees during lactation periods.
  - Tamra Ham recommended option two which would be to pay hourly employees during lactation periods. All Board members were in agreement.
  - Tamra Ham noted an additional change needed to policy CAN. On page two of the policy, the reference to “nursing mothers” needs to be updated to “person with lactation” needs. All Board members were in agreement.

**Tamra Ham made a motion to approve policies AC, ACA, ACAC, ACAC-R, AC-R2, ACE, ACN, GBAM, AND IHBCA as discussed. 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.**

**Tamra Ham made a motion to withdraw policies ACAC-R, AC-E, and JIE. 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 noted there were policies for first reading. Policy IKF and IKF-R were discussed at the previous meeting relating to changing the .5 credit requirement for an online class to an additional elective. FAA includes updates based on statute.
- Tamra Ham questioned the wording in policy FAA #2 regarding “then unused” facilities.
  - Jay Duguay indicated the wording was correct.

**Tamra Ham made a motion to move policies FAA, IKF, and IKF-R 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 unanimously.**

## **Business Requiring Board Action:**

Staff Nominations, Recommendations, and Resignations:

- Dr. Steady recommended Dylan Madsen for a Para Professional position.

**Tamra Ham made a motion to accept the recommendation of Dylan Madsen for a Para Professional position. 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.**

- The Board members welcomed Mr. Madsen to Lin-Wood.
- Tamra Ham asked about any additional open positions.
  - Dr. Steady mentioned the only open position is the PE/Health position. This position will be filled by student interns that will be mentored by Kristy Duris and Aaron Loukes. There will be two students each are on track to graduate college in May. This internship will go towards their student teaching requirements.
- Dr. Steady and Peter Stivali mentioned the Administration will be working on fun activities for younger staff members to foster a positive environment and retain staff.
- Dr. Steady announced the fall coaches:
  - Boys Varsity Soccer: Blair Weeden, Head Coach; Adam Donati, Asst. Coach; Max Dovholuk, Asst. Coach
  - Girls Varsity Soccer: Heidi Corey, Head Coach; Geoff Krill, Asst. Coach
  - Cross Country: Sydney Campbell, Head Coach; Sarah Beaudin, Asst. Coach

- Middle School Boys Soccer: Jim Martin, Head Coach; Stuart Anderson, Asst. Coach
- Middle School Girls Soccer: Heather Krill, Head Coach; Ryan Weeden, Asst. Coach
- Dr. Steady mentioned there will be a Soccer Jamboree on Saturday, August 2024 for varsity teams.
- Tamra Ham asked about the date for Homecoming.
  - Peter Stivali stated he believes the date for Homecoming is September 28.

Board Audit Questionnaire:

- Jay Duguay noted the Board Audit Questionnaire is generally completed with the full Board present. Debbie O'Connor noted the Auditors will be here in October. The Board will look over the Questionnaire and it will be put on the agenda to be completed during the September 11, 2024 School Board meeting with the hope that more Board members will be present at that time.

**New Business:**

Set NHSBA General Governance/Effective Meeting Training Date:

- Dr. Steady will schedule School Board training with the NHSBA for September 11, 2024 from 5 PM to 7 PM. The Board meeting will begin at 7:10 PM following training session. A light dinner will be provided.

Set Special Policy Committee Meeting Date:

- Dr. Steady will have Sharon Holt reach out to the Policy Committee members to arrange the date of the next meeting.

Negotiations Date:

- Dr. Steady noted the School District's lawyer is available September 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> or 24<sup>th</sup> for the first negotiations meeting with the Lin-Wood Education Association (LWEA).
  - Tamra Ham is not available on September 19<sup>th</sup>.
  - Dr. Steady will bring the other dates forward to the LWEA representatives and will get the meeting scheduled.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed Heather Krill.

Heather Krill reported:

- PD has been great; the staff has appreciated the classroom time, and Molly Kennedy was energizing. Jack's lunches have been excellent.
- Grade 9 orientation was well attended. 20 of 24 on roster were present.
- Soccer teams and cross country appear to have full rosters of student athletes.
- Thank you to Kevin Bell and Casey Caulder for their efforts with the Skate Park. So exciting to finally see it come to fruition.

Community:

- Tamra Ham mentioned she would not be able to attend the NHSBA Delegate Assembly on October 19th.
  - Joe Bossie indicate that he would attend the Assembly.

**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 present were in favor and the**

Respectfully submitted,  
Debbie O'Connor, Financial Manager