

**LINCOLN-WOODSTOCK  
COOPERATIVE SCHOOL DISTRICT  
Annual School District Meeting Minutes  
March 19, 2024**

The Annual Meeting of the Lincoln-Woodstock Cooperative School District was held Tuesday, March 19, 2024, at Lin-Wood Public School in the Middle/High School multipurpose room and gymnasium. The Moderator, Robert Wetherell presented the ballot box, confirmed with the School District Clerk, Ballot Clerks, and Supervisors of the Checklist in the room that the ballot box was empty, stated that absentee ballots would be announced as early as 4:00 PM, and declared the polls open at 2:00 PM.

The Ballot Clerks were:

For the Town of Lincoln:

- Kristyn Daigle-Brophy
- Patti Jo Ouellette

For the Town of Woodstock:

- Cheryl Bourassa
- Sherry Hoover

The Supervisors of the Checklist were:

For the Town of Lincoln:

- Susan Chenard
- Nancy Cunning

For the Town of Woodstock:

- Stanley (Lee) Freeman
- Helen Jones
- Faith Desjardins

At 6:01 p.m. Moderator Robert Wetherell declared the polls closed.

The Moderator called the business portion of the meeting to order at 7:00 p.m.

Approximately 70 people were in attendance.

Moderator, Robert Wetherell welcomed attendees: “Good evening, I call the annual meeting to order at 7:00 PM. This is not a public meeting. It is a meeting of the registered voters of Lincoln and Woodstock. I encourage you to ask questions and make comments. Thank you to the facilities department for setting up.”

The Moderator lead the meeting attendees in the Pledge of Allegiance

Moderator, Robert Wetherell presented the moderator’s rules for the meeting: “All cell phones should be turned to silent. Each participant will treat every other participant with respect and courtesy. The moderator will not allow personal attacks or inappropriate language. Anyone wishing to address the meeting will use the microphone and first be recognized by the moderator. Speakers will begin by stating their name. All other speakers will be considered out of order. I will allow non-voters to speak, however please identify yourself as a non-voter. While allowed to speak, you are forbidden from voting. The initial presentations on articles will be limited to ten minutes, all speakers in debate will be limited to three minutes (including a warning at one minute remaining). Time to be determined by the moderator. All new speakers who desire to speak will be given a chance to do so before one is given a second opportunity on the same issue. Each Article needs a motion and a second in order to discuss it. Only one amendment to a motion will be allowed on the floor at any one time. No amendment to an amendment will be allowed; such proposals will be dealt with as subsequent amendments after the first amendment has been voted

upon. All amendments will be submitted in writing to the moderator. The subject of the original article must be addressed in the amendment and it cannot be a negative amendment. The moderator can be overruled by a majority of the meeting. State statues do govern legal procedures not listed here.”

The Moderator announced the following results of the afternoon voting:  
Number of ballots cast: **119**

**Article 01:** To choose, by non-partisan ballot, a moderator for the ensuing year.

**Robert Wetherell** **116 (elected)**

**Article 02:** To choose, by non-partisan ballot, two members of the School Board for a three-year term ending in 2027.

<b>Mandi Avery</b>	<b>103 (elected)</b>
<b>Jay Duguay</b>	<b>106 (elected)</b>
Paul H. Schirduan	18 (not elected)
Xi	1 (not elected)

**Article 03:** To hear all reports of Agents, Auditors, Committees or Officers chosen, and pass any vote relating thereto.

**Tamra Ham made a motion, seconded by Jay Duguay, to approve all reports as written.**

Discussion: None.

**The Moderator called for a voice vote to approve all reports as written. Motion passed by a unanimous affirmative voice vote.**

**Article 04:** 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 Moderator at \$200 per meeting, the School District Clerk at \$250 per meeting, the Ballot Clerks at \$160 per meeting, the Supervisors of the Checklist at \$180 per meeting, and the School District Treasurer at \$4,500 per year. The money for this article is included in Article 5.

**Tamra Ham made a motion, seconded by Jay Duguay, to approve Article 4 as written.**

Discussion: None.

**The Moderator called for a voice vote to approve Article 4 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 05:** To see if the District will vote to raise and appropriate the School Board's recommended amount of nine million three hundred thirty-five thousand nine hundred ninety-one dollars (\$9,335,991) 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. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 5 as written.**

Discussion: The Moderator recognized School Board Chair, Jay Duguay: Jay Duguay expressed his gratitude to all those who were in attendance at the meeting and explained the budget process. The Board review process begins at the end of the calendar year with teachers presenting budget requests to administration in the fall. Administration then reviews those requests and makes edits and adjustments. The budget is then brought to the Board where each line item is reviewed and the Board makes further adjustments including determining if any expenses can be covered by use of trust fund monies or some other means. In the 2024-2025 budget presented, the most significant area of increase over the current year's budget is related to salary and benefits including an increase in health insurance premiums and the second year of the teacher's Collective Bargaining Agreement (CBA). There is a 1.6% increase in the 2024-2025 operating budget compared to the current year's budget.

Jay Duguay additionally expressed his appreciation to the voters for their support in passing the Bond article during the 2023 Annual Meeting. The passing of this article allowed the School District to replace the HVAC system in the Middle/High School. The updated system is now up and running and the fuel usage has diminished by approximately 50% and, even taking into account the warm winter, allowed the Board to budget a decrease in fuel costs. The updated HVAC system has also provided students and staff with better air quality.

**The Moderator called for a voice vote to approve Article 5 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 06:** To see if the 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 Support Staff 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
2024-2025	\$141,456
2025-2026	\$ 38,303

and further to raise and appropriate the sum of one hundred forty-one thousand four hundred fifty-six dollars (\$141,456) for the 2024-2025 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those that would be paid at current staffing levels. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 6 as written.**

Discussion: The Moderator recognized School Board member, Jasmine Weeden: Jasmine Weeden noted she and Board member, Tamra Ham served as the Board representatives during the negotiations process. The process was a positive and collaborative experience. The Support Staff Collective Bargaining Agreement (CBA) covers about 15 positions including paraprofessionals and school-based administrative assistants. The CBA is a two year contract. The changes included in the updated CBA include an increase in starting salaries bringing the starting salary for a paraprofessional from \$13.50 to \$17.50 and an administrative assistant from \$15.50 to \$19.50; there will be an insurance by-out option for staff members not participating in the School District's health insurance coverage; an additional holiday, Juneteenth, was added for year-round staff members; and the waiting period was removed for staff to receive paid school-year holidays. The tax impact is .07/\$1000 valuation for Lincoln and .17/\$1000 valuation for Woodstock.

**The Moderator called for a voice vote to approve Article 6 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 07:** Shall the District, if Article 6 is defeated, authorize the Lincoln-Woodstock Cooperative School Board to call one special meeting, at its option, to address Article 6 cost items only? (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to table Article 7.**

Discussion: Moderator, Robert Wetherell explained as Article 6 passed, Article 7 is unnecessary. Laying Article 7 on the table means the Article is removed from discussion and will not be voted upon.

**The Moderator called for a voice vote to table Article 7. Motion passed by a unanimous affirmative voice vote.**

**Article 08:** 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 (created in 1998, amended in 2021). 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. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 8 as written.**

Discussion: None.

**The Moderator called for a voice vote to approve Article 8 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 9:** 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 (created in 1999), with said funds to come from the June 30, 2024, unassigned fund balance available for transfer on July 1, 2024. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 9 as written.**

Discussion: None.

**The Moderator called for a voice vote to approve Article 9 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 10:** To see if the District will vote to raise and appropriate thirty percent (30%) up to the amount of thirty thousand dollars (\$30,000) to be placed in the School Technology Expendable Trust Fund (created in 1999), with said funds to come from the June 30, 2024, unassigned fund balance available for transfer on July 1, 2024. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 10 as written.**

Discussion: None.

**The Moderator called for a voice vote to approve Article 10 as written. Motion passed by a unanimous affirmative voice vote.**

**Article 11:** 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 (created in 1999), with said funds to come from the June 30, 2024, unassigned fund balance available for transfer on July 1, 2024. The School Board recommends this appropriation. (Majority vote required)

**Tamra Ham made a motion, seconded by Jay Duguay to approve Article 11 as written.**

Discussion: None.

**The Moderator called for a voice vote to approve Article 11 as written. Motion passed by a unanimous affirmative voice vote.**

Approved: April 10, 2024

**Article 12:** To transact any other business that may legally come before said meeting.

The Moderator recognized community member, Helen Jones. Helen Jones asked for a total student enrollment count for the District as well as the enrollment count for the current Kindergarten class. School Board member Tamra Ham noted there were 250 students currently enrolled. Principal Jason Robert mentioned there were 18 students in the current Kindergarten class.

Helen Jones asked what the School Board's plans were regarding the decreasing District enrollments. The Moderator recognized School Board Chair, Jay Duguay. Jay Duguay mentioned the Board discusses the decrease in enrollment regularly and hopes that the towns are moving forward in making meaningful progress in creating local affordable housing options. The problem in decreasing enrollments is being seen statewide. The Board has been working on reducing school staff by not filling positions through attrition e.g., retirements, etc. Additionally, staff members are also being encouraged to hold certifications in multiple subject areas to allow creativity in scheduling. However, only so much can be done because of state law requirements regarding what subjects/courses must be included in the school curriculum. Ideas relating to decreasing enrollments will be a discussion point in the superintendent search process.

The Moderator recognized School Board Chair, Jay Duguay. Jay Duguay acknowledged Ashley Youngheim and thanked her for her dedicated service as a School Board member for the past three years noting the insight Mrs. Youngheim brought to the Board as an educator herself was invaluable.

Jay Duguay acknowledged Dr. Judith McGann and thanked her for her 13 years of service as Superintendent to the Lincoln-Woodstock Cooperative School District and expressed appreciation for all Dr. McGann has done for the towns, schools, students, and staff members of the Lin-Wood community. Dr. McGann will be retiring at the end of the 2023-2024 school year.

**Tamra Ham made a motion, seconded by Joe Bossie to dissolve the meeting.**

Discussion: Moderator, Robert Wetherell explained a motion to dissolve indicates the meeting has clearly ended and no further business will be conducted.

**The Moderator called for a voice vote. Motion passed by a unanimous affirmative voice vote and the meeting dissolved at 7:19 PM.**

Respectfully Submitted,

Sharon Holt  
School District Clerk