

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: January 24, 2024

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Kevin Bell
Casey Caulder
Jasmine Weeden
Joe Bossie
Ashley Youngheim

SCHOOL BOARD ABSENT:

Tamra Ham

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

PUBLIC PRESENT:

Mary Steady, Director of Pupil Services
Paula King, Elementary Special Ed. Teacher

Kristyn Fadden, Title I/Elementary Teacher

PUBLIC PRESENT REMOTELY:

Shaun Hagan, Teacher Representative

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

Call to Order:

School Board Secretary, Jasmine Weeden called the School Board meeting to order at 6:33 PM.

Educational Focus – Spring 2023 Student Assessment Data:

- Superintendent McGann and Jason Robert presented and the Board members discussed the student assessment data from the spring of 2023 including data on the NHSAS testing, the local NWEA assessments, and the SATs.
 - NHSAS and NWEA are both based on the common core standards.
 - In general, the District's students are performing above or on-par with the NH state average relating to NHSAS testing. Science scores appear low but are still in-line with how the students in other Districts are performing.
 - NHSAS growth reports are available for ELA and Math however, there are no science growth reports available as science testing is not done in consecutive years. Students only take NHSAS science assessments in 5th, 8th and 11th grade.
 - The local NWEA assessments focus more on individual student's growth and help administration and staff focus on individual students' needs for supports, interventions, etc.
 - NWEA assessments are adaptive which means the test will get easier or harder based on the student's answers.
 - It is more difficult to put NWEA assessments results into perspective as, although NWEA assessments are used by Districts throughout the country, there are no comparison reports between Districts available. However, there is a District Achievement by Grade level report that can be run. This report is fairly new and only three years of data is available but could be used to compare District data year over year. It also gives a better picture of student growth.
 - The District receives detailed diagnostic reports on each student and a summary report is provided to parents and guardians.
- Jason Robert mentioned that these assessments do not give a full picture of the students of the District, they represent just a certain day in the students' journey. A student could be having a really good day that day or a really bad day.

- Superintendent McGann noted that each assessment is different as well. A student may do well in a subject on one assessment but poorly on another because of the way the questions are worded or, the way the test is given. A good example is the dip showing in NWEA growth scores for the third grade. In second grade the assessments are read aloud to the students however, the third graders need to read the test questions on their own for the first time.

Educational Focus – Literacy Leadership Team/LETRS:

- Mary Steady discussed the Lin-Wood Literacy Leadership Team and the LETRS program. LETRS is a professional development program which relates to the science of teaching reading and involves seven cogs of a good literacy program. A Literacy Team was established and is looking at how literacy is embedded throughout all areas of education throughout the school. The Team completed the LETRS school self-assessment which provided great dialog amongst the Team members as to how each component in the assessment scored. A copy of the assessment was provided to the Board members. The self-assessment will be redone in the spring to see how the program is progressing.
 - Paula King and Kristyn Fadden provided insights on the professional development portion of the LETRS program and how it has provided tools and strategies to target literacy interventions.
 - The LETRS professional development program is free to NH educators through a grant from the DOE. It is a two year program that involves 10-15 hours per month including online training, workbooks, and two live 3-hour courses.
 - The program dives into how the English language works for instance, no words in English end in a v or a j. There is always an e after a v at the end of a word; give, love, etc. and to make the j sound at the end of a word dge is used.
 - LETRS is not a curriculum but the information can be used with any curriculum.
- Mary Steady mentioned the District received a grant to continue work with Demonstrated Success. Grants were also approved to provide Drivers Education Scholarships to 10 students and to send 50 students to a music festival in Springfield, MA.

Meeting Minutes:

Jasmine Weeden made a motion to approve the January 10, 2024 School Board meeting minutes 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.**

Correspondence:

- Superintendent McGann mentioned an abutters letter was received from the Town of Lincoln relating to a proposed development above Mansion Hill Drive. There is a Town of Lincoln Planning Board meeting relating to the proposed development scheduled for February 14th.

Business Administrator's Report:

- Debbie O'Connor noted there were manifest for Board member review and signatures.
- Debbie O'Connor mentioned the School District received a \$10,000 supply chain assistance grant for food service. The grant helps cover the rising cost of foods relating to supply chain shortages and the need to replace items with higher-cost substitutes.

Superintendent's Report:

- Superintendent McGann mentioned the Superintendent's report would be handled throughout the agenda.

Principal's Report:

- Jason Robert expressed appreciation for the \$500 donation received from KS Market to be utilized for the math and science programs.
 - Jason Robert sent a formal letter of appreciation to KS Market for this donation.
- Jason Robert mentioned the students and staff have begun working on winter carnival which will be held the week prior to February vacation.
- Jason Robert noted, weather permitting, Friday, January 26th is the final scheduled week for the Elementary winter activities/skiing/snowboarding program. Thank you for a job well done to the staff, volunteers, and *Loon Mountain* for a successful ski/snowboard and activities program. Students not participating in skiing or snowboarding took part in other activities such as sledding, scavenger hunts, and Yoga at *Live a Little Fitness*.
- Jason Robert expressed appreciation for Mark Houde and crew for their work getting the school, parking areas and walkways ready to go each day.

- Jason Robert noted there has been a number of illnesses running through the buildings and expressed appreciation for Sheila Rich's work scheduling substitutes and the staff's willingness to be flexible and provide coverage as needed.

Committees:

Facilities Committee:

- Joe Bossie mentioned a property use application was received from the Great New England Craft & Artisan Shows requesting the use of the front field for Columbus Day weekend.
 - The Board discussed the application noting a similar application was denied in the past and this Craft Show looks more extensive than the previous applicant's Craft Fair.
 - Concern was expressed by Board members relating to the potential for damage to the field caused by tents and large amounts of foot traffic particularly if it were to rain that weekend. The District puts a significant amount of money in to the care and condition of the school's fields each year.
 - Local revenues were discussed with the Board noting Columbus Day weekend is the busiest weekend of the year for the local area.
 - It was noted there may still be a couple of weeks left in the soccer season at that time.

Joe Bossie made a motion to approve the application from Great New England Craft & Artisan Shows for the use of the front field. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were opposed and the motion was defeated unanimously.**

- Joe Bossie noted the Facilities Committee also discussed:
 - The continuation of the Middle/High School HVAC project with the installation of three air vent units over the December holiday week. The MPR air vent unit, located in the gym, will be replaced over the February vacation period.
 - An invitation to bid will be sent and posted relating to the flooring project. Once the bidding process is complete a public hearing will need to be held to access the monies necessary for the project from the retained fund balance.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None.

2024-2025 School District Calendar:

- Superintendent McGann mentioned the Board members were provided copies of the draft 2024-2025 School Year Calendar. This calendar is very similar to the current year's calendar. The calendar was discussed with the Lin-Wood Education Association and suggestions were made however, it was necessary for the calendar to remain as presented as it closely coincides with the other North Country Schools' and CTE programs' calendars. The North Country Superintendents had worked with the CTE programs to get the calendars more closely aligned and with a start date before Labor Day so students enrolled in CTE were missing fewer program days.
 - The Board discussed the calendar particularly the long December holiday break and the possibility of having an early dismissal day on the Friday before the break. Superintendent McGann mentioned the December holiday break was scheduled per the suggested school year calendar from the NH DOE with the students having two school days the week of the return from break. The Board determined the suggested December holiday break was long enough without the addition of an early dismissal the day prior to the break and the loss of additional time may be an issue if the need arose to transfer the calendar to hours to meet DOE minimum requirements. An early release before break may be discussed again in future years when the holiday break is not as long.
 - The possible 2025 graduation date of June 6th and 8th grade Continuation date of June 10th was discussed.

Jasmine Weeden made a motion to approve the 2024-2025 School Year Calendar 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.**

Continuing Business:

Strategic Plan:

- Superintendent McGann noted the District Strategic Plan's components continue to align with the NEASC accreditation process.

2024-2025 Budget:

- Debbie O'Connor mentioned the Board members received a two-page summary of the proposed operating budget of \$8,560,425 noting the 1.6% increase over the current year's budget.

Warrant:

- Debbie O'Connor noted the Board members received a draft warrant which needs a vote to be approved to bring forward at the budget hearing. After the budget hearing the Board will vote again to finalize the warrant for the annual meeting to be held on Tuesday, March 19th.
- Debbie O'Connor noted the warrant has been reviewed by the School District's attorney and is being reviewed by the NH Department of Revenue.
- Debbie O'Connor discussed individual warrant articles:
 - Article 4 is a notice to District voters of the salaries for District officer positions. This warrant includes an increase in salaries for the Moderator, the Supervisors of the Checklist, and the Ballot Clerks. The salaries including increases are included in Article 5.
 - Article 5 is the total District budget including gross appropriations (operating budget plus grants, food service, etc.). The other funds (grants and food service) have revenue offsets, not affecting the tax rates.
 - Article 6 is the Support Staff contract. The contract is for two years so both years need to be noticed in the warrant however, the vote is for the first year's increase.
 - Article 7 relates to the Board being allowed to call a special meeting if Article 6 is defeated.
 - The Board questioned if Article 7 should end in a question mark. Debbie O'Connor will check on the correct punctuation.
 - Article 8 is relating to the contribution to the Special Education Capital Reserve Fund and constitutes the approximate amount received from state Special Education Aid. If this is not done, those funds would roll over to the unassigned fund balance at the end of the year.
 - Articles 9-11 relate to funding the Trust Funds as discussed at the last Board meeting. Based on new requirements from the NH Department of Revenue, the District's attorney recommends including the creation date of each Trust Fund, including the Special Education Capital Reserve Fund, in the related warrant article.
- Debbie O'Connor mentioned petition articles are due by Monday, February 12th.

Joe Bossie made a motion to approve the Warrant as presented with changes as noted to include the dates of creation for Trust Funds. 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.

New Business:

- Jay Duguay discussed the padding in the Elementary School MPR as a child was injured during a youth basketball game. Is the padding of significant thickness? Is the length of padding on the wall sufficient?
 - Superintendent McGann and Debbie O'Connor will reach out to Primex for guidance and an inspection if necessary.

Recognition of Visitors/Public Participation:

Community: None.

Student: None.

Staff:

- Jason Robert presented staff information provided by Shaun Hagan from the English department. Congratulations to all on another successful year of Poetry Out Loud! Dalton Lylyk moves on to the regional finals to be held at Plymouth State University. Blake Mosman is the alternate. Congratulations to Dalton, Blake, and all the Middle and High School participants. Thank you to the District, the band, Mr. Untersee, and to the Woodstock Station/Rice Family. This has been 15 years in the making.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 c. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, 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

Jay Duguay took a poll vote to exit non-public session. Joe Bossie, YES; Ashley Youngheim, YES; Jasmine Weeden, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board returned to the public meeting at 8:33 PM.

Joe Bossie made a motion to adjourn the public 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 public meeting adjourned at 8:33 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary