

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: September 14, 2022**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Brian Angelone  
Joe Bossie  
Ashley Youngheim  
Kevin Bell  
Jasmine Weeden  
Tamra Ham

**ADMINISTRATION/STAFF PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Mark Pribbernow, Principal  
Debbie O'Connor, Financial Manager  
Sharon Holt, Assistant to the Superintendent  
Bart King, Technical Support  
Trey Aldridge, Technology Director  
Aaron Loukes, Teacher Representative

**PUBLIC PRESENT:**

Melissa Sabourn, Remote  
Heather Krill, Remote

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

**Meeting Call to Order:** School Board Chairperson, Jay Duguay called the School Board meeting to order at 6:36 PM.

**Minutes:** Brian Angelone made a motion to approve the August 24, 2022 School Board meeting minutes as presented. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the meeting minutes. Tamra Ham abstained. All other Board members were in favor and the motion carried.

Jasmine Weeden made a motion to approve the August 24, 2022 Public Hearing meeting minutes as presented. Brian Angelone seconded the motion. Discussion: None. Jay Duguay called a vote to approve the Hearing minutes. Tamra Ham abstained. All other Board members were in favor and the motion carried.

Jasmine Weeden made a motion to approve the August 24, 2022 Non-Public session minutes as presented. Kevin Bell seconded the motion. Discussion: None. Jay Duguay called a vote to approve the session minutes. Tamra Ham abstained. All other Board members were in favor and the motion carried.

**Correspondence:** Superintendent McGann noted the latest NCEs newsletter was included in the Board packet.

Superintendent McGann mentioned the 2022 NHSBA Legislative Summary was included in the Board packet. Jay Duguay remarked that there was substantial new legislation. Superintendent McGann agreed, noting there was a lot of impact on School Districts.

**Business Administrator's Report:** Debbie O'Connor indicated that she was working on the end of year reports including the DOE25 and MS25. Mrs. O'Connor noted these reports will require Board signatures when complete.

Debbie O'Connor noted she is also working on DRA reports regarding tax rate setting. Mrs. O'Connor mentioned a Board vote will be needed at the next Board meeting regarding the 2.5% retention of funds.

Debbie O'Connor mentioned she had attended an online seminar regarding SB420 – Extraordinary Needs Grant. Mrs. O'Connor indicated that this would be a one-time grant for this year and in future years these monies will be rolled into adequacy funding. Debbie O'Connor mentioned the District has the potential to receive \$9788 through this grant. Mrs. O'Connor noted the alternative to accepting the Extraordinary Needs Grant would be for the money to be returned to the Woodstock tax payers. Debbie O'Connor mentioned, because this money is in relation to adequacy, the money would be returned to the Woodstock tax payers as Lincoln is a property rich town and receives no adequacy funding. Mrs. O'Connor noted this was new legislation set after adequacy was set for

the new year so the State structured this as a grant for the Districts; with the ability to opt-out if the grant is not feasible. Debbie O'Connor mentioned the Administration team is currently working on ideas to utilize the funds, however there are many steps to follow in accepting the grant including a possible School District Public Meeting. Kevin Bell noted NH School Districts need to accept or opt-out of this grant by September 30<sup>th</sup> but have until January to get a plan for fund use to the State. Debbie O'Connor noted the Board will need to decide to accept or opt out of the grant at the next Board meeting. Jay Duguay asked if a School District meeting will need to be held to accept the funds? Debbie O'Connor answered that Superintendent McGann is checking with the District's attorney as the District's by-laws allow for grant funds to be applied for/accepted without further action from the members of the District however, because this is a specific purpose grant, it is unclear if these funds would fall under that scenario. Tamra Ham noted that part of the grant process is to show student growth and achievement. Tamra Ham asked if there are consequences if there is no student growth and how is the growth measured; can results of student assessment currently in place be used? Superintendent McGann noted there would not be consequences for no student growth as long as the information was reported accurately and that, yes, as a start, the current student assessments could be used as a tool to report growth. Jay Duguay noted it would be up to the Administration to determine if it is worth the effort to accept the grant.

**Superintendent's Report:** Superintendent McGann noted the Funding Formula Committee meeting minutes were included in the Board packet and the next Funding Formula Committee meeting will take place at 6:00 PM on Wednesday, September 21<sup>st</sup>.

Superintendent McGann mentioned the Technology Committee will be working on the Cyber Security Plan and a Committee meeting will be scheduled soon.

Superintendent McGann noted the Cyber Security Plan as well as other District safety and security plans now need to be included in the District's Emergency Operations Plan (EOP). Superintendent McGann noted the new EOP template is almost completed and will be uploaded to the State when due.

Superintendent McGann mentioned the Wellness Committee meeting will be held at 2:45 PM on September 15<sup>th</sup>.

Superintendent McGann noted the Facilities Committee will meet prior to the next School Board meeting on September 28<sup>th</sup>.

Superintendent McGann mentioned the Negotiations Committee will meet on Monday, October 3<sup>rd</sup> at 3:00 PM. Superintendent McGann continued that this first meeting of the Negotiations Committee will be held to discuss ground rules and to schedule future meetings.

Jay Duguay noted there are a number of legislative changes regarding cyber security. Trey Aldridge noted these changes are being accounted for in the Cyber Security Plan updates. Mr. Aldridge noted all necessary testing and evaluation is being performed. Jay Duguay asked the cost of testing and evaluations. Trey Aldridge answered that testing is approximately \$500 and the evaluations approximately \$500-\$1000 and if items are found needing improvement, the testing/evaluation services provide paths to remedy the issues.

**Principal's Report:** Mark Pribbernow mentioned he has been impressed with the staff and students during the first weeks of school and noted both staff and students are working hard.

Mark Pribbernow expressed his appreciation to Billie Barnett and Peter Stivali for taking on extra duties in the guidance office. Mr. Pribbernow continued that the students are handling the transition in the guidance office well and have been meeting with Mr. Stivali on scheduling, etc.

Mark Pribbernow noted the newsletter should be going out by the end of the week.

Mark Pribbernow mentioned that local MAP assessments have begun.

Mark Pribbernow noted grades 8-12 participated in and enjoyed a walking field trip to Jean's Playhouse to see Henry V additionally the Henry V actors had visited the school to work with students.

Joe Bossie asked about the air handler project in the Elementary School? Mark Pribbernow answered the project was complete and the air handler is working. Mr. Pribbernow continued that a final check-list walkthrough will be completed soon.

Jay Duguay noted the School Open House (which took place just prior to the Board meeting) was enjoyable. Mark Pribbernow agreed and noted there was a great turn-out. Tamra Ham noted the scheduling for the Open House was confusing for some as the Open House was advertised from 4-6 but the hours were actually 4-5 for the Elementary and 5-6 for the Middle/High School. Kevin Bell noted the BBQ was a terrific addition and suggested that the Board help with the BBQ in the future in order to allow Administration more time to greet students, families, and community members.

Committees:

Policy Committee: Tamra Ham noted the Policy Committee met prior to the School Board meeting and there will be a number of policies for first reading at the September 28<sup>th</sup> Board meeting.

NHSBA: Superintendent McGann noted the NHSBA Delegate's Assembly is October 1, 2022 and Tamra Ham is the Lin-Wood School Board representative. Tamra Ham noted she is representing the Lin-Wood School Board as a whole. Tamra Ham asked that all Board members read the NHSBA resolutions and provide feedback for her to be able to discuss the resolutions and vote appropriately at the assembly meeting.

**Business Requiring Board Action:**

Staff Nominations, Recommendations, and Resignations: Superintendent McGann presented an extended maternity leave request from High School science teacher, Katie Parent beginning December 23, 2022 through the end of the 2022-2023 school year noting that Ms. Parent plans to return at the start of the 2023-2024 school year.

**Tamra Ham made a motion to approve the extended maternity leave requested by Katie Parent. Jasmine Weeden seconded the motion.** Discussion: Debbie O'Connor noted a long term sub will be needed. Mark Pribbernow mentioned the School had a good lead on a chemistry teacher who may be willing to take on the long term sub position. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.** The Board offered their Congratulations to Katie Parent!

Superintendent McGann nominated Matt Manning as the Middle/High School Guidance Counselor, Matt Manning has a bachelor's degree in sociology and a master's degree in business. Superintendent McGann noted that Mr. Manning will be going through the NH DOE Alt 4 plan starting with a statement of eligibility to get his school counselor certification. Jasmine Weeden asked if Alt 4 plans were always available for licensure through the DOE or if they were only available because of a shortage? Superintendent McGann noted there are a number of plans for licensure based on either local or state-wide shortages. Superintendent McGann continued that, with an Alt 4 plan, the licensee needs to have been hired for the position at a District prior to starting the process. Joe Bossie asked if the District will be losing their Athletic Director? Superintendent McGann answered no, as Mr. Manning will be able to handle both positions. Jasmine Weeden noted that Matt Manning has brought great energy to the Athletic Director position and will do the same for the Guidance position.

**Tamra Ham made a motion to accept the nomination of Matt Manning as the Middle/High School Guidance Counselor. Joe Bossie seconded the motion.** Discussion: Nothing further. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

**New Business:** None.

**Continuing Business:**

COVID-19: Nothing new at this time.

ESSER Funds: Superintendent McGann noted there will be a meeting scheduled with Yeaton Associates regarding the progress on plans for the Middle/High School air handling project.

Strategic Plan: Superintendent McGann mentioned that the Administration and Staff have been working closely with the Strategic Plan and are looking at grants to support the Plan.

Board Goal Setting Meeting: The School Board discussed goal setting work session dates. It was decided that the goal setting work session will be held immediately following the September 28<sup>th</sup> School Board meeting.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Jay Duguay welcomed teacher representative, Aaron Loukes. Mr. Loukes presented the information provided by staff members:

“From Mrs. Krill:

The MS girls soccer roster has 18 enthusiastic, hardworking young women who are excited to play soccer every chance they get. If you haven't seen them play yet, we should have a homecoming match either against Waterville Valley's coed team or an internal scrimmage against ourselves.

Also, the English department recently took our 8th-12th graders to Jean's Playhouse to see Henry the Fifth performed by the Shakespeare group Advice to the Players. Our audience participation was regarded as their best yet for the level of involvement our students played in the scenes requiring active and loud cheering. Go lumberjacks!

From Ms. Wilson- the current 6th grade students are KIND and supportive of each other! On a level that I have not seen before! Hooray!

From Mrs. Houde- I'd like to share that in my opinion based on what I've seen myself and heard from some of my colleagues, we are off to a very positive start. There seems to be an overall general feeling of positivity in the air, it's great to see all the smiles of students and staff, and the increase in communication in the ES is greatly appreciated. The fourth and fifth grade team has been working hard to establish our classroom communities as well as our team community. We are also working on smoothing transitions between classes and increasing organizational skills. The students seem up to the challenge and are working hard. Now that MAP is just about over, we are looking forward to delving deeper into our curriculums beginning next week.

Mr. Loukes- On October 12th Lin-Wood Elementary School will be participating in the International Walk and Roll to School Day. The High School Strength and Conditioning classes have been going well with a total of 19 students combined in both classes. There has been a lot of positive energy towards being fit. “

Aaron Loukes additionally added his agreement with Mrs. Houde's statements regarding the positive energy from students and staff for the start of this school year.

Jay Duguay inquired about the new gym apparatus? Debbie O'Connor noted the apparatus has been ordered and is ready to ship. Mrs. O'Connor continued that the shippers are now coordinating with the installers.

Mark Pribbernow noted the morning routine is going great with more students getting to eat breakfast. Mr. Pribbernow continued that the Middle/High School arrival time for breakfast was adjusted to be five minutes after Elementary School.

Superintendent McGann mentioned there will be a student School Board member. Superintendent McGann noted there is a specific process set up by RSA that will be followed in choosing the student member. Jay Duguay noted it is now a requirement that there be a student member of the School Board. Tamra Ham noted it is great that the High School students will be participating in an election process.

Community: None

**Tamra Ham made a motion to adjourn the meeting. Joe Bossie 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 7:11 PM.**

Respectfully submitted,

Sharon Holt, Assistant to the Superintendent