

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: January 10, 2024**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

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

**SCHOOL BOARD ABSENT:**

Tamra Ham  
Ashley Youngheim

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Jason Robert, Principal  
Sharon Holt, Assistant to the Superintendent  
Bart King, Technology Assistant  
Rebecca Steeves, Teacher Representative  
Trey Aldridge, Technology Director  
Dan Adams, Digital Learning Specialist

**PUBLIC PRESENT:**

None

**PUBLIC PRESENT REMOTELY:**

Mark Houde

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

**Call to Order:**

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

**Educational Focus – Robotics Presentation:**

- Superintendent McGann noted the robotics presentation is being postponed and will be rescheduled.
- Jason Robert handed out curriculum on the Robotics program. The Board members will keep this information to refer to when the presentation is rescheduled.

**Educational Focus – Technology Budget Presentation:** Jay Duguay welcomed Trey Aldridge.

- Trey Aldridge discussed the 2024-2025 proposed technology budget. The budget remains pretty stable year over year with inflation/increases in service cost playing a factor such as the increase seen with Website hosting and Student Information System provider fees. Negotiations to limit these increases are made with vendors. Class sizes also play a factor for instance 30 laptops were needed for this year's junior class while next year there will only be 15 laptops purchased. Additional budgeted items include *Chromebooks*, *Google Core Management & Security Key*, and *Cyber Cloud Storage and Recovery services*.
- Trey Aldridge noted the largest single project cost in the current year (2023-2024) was the upgrade to the Elementary School Wi-Fi system. This project was ultimately financed through the Technology Trust fund account. The largest projects/items in 2024-2025 budget are relating to the replacement of aging equipment including updating the Firewall/Edge Security Devices. Security is of the utmost importance and two of these devices will provide redundancy in case one goes down. The other major replacement will be the Core Switch which distributes services throughout the network. These items need to be replaced every 7-10 years.
- Trey Aldridge mentioned the District currently has three *Clear Touch* interactive displays. There has been great interest in the use of the *Clear Touch* displays. The District plans to purchase eight additional displays in 2024-2025, five from the general fund and an additional three displays utilizing a grants funds. (Thank you to Mary Steady for researching grant opportunities.) The administration has researched which teachers utilize the interactive displays most often and are looking for staff interested in attending a 3-day intense training on the *Clear Touch* displays. These staff members will then serve as trainers in a train the trainers approach. Training will also be available for the *Clear Touch Snowflake* software. Additional technology training and auditing is included in the budget as well.

- Kevin Bell inquired if the Clear Touch displays were utilized K-12. Trey Aldridge answered in the affirmative noting the current displays are on carts.
- Kevin Bell asked about the process to terminate equipment? Trey Aldridge mentioned the life of the *Chromebooks* is two years as there are not updates available after that time. In the past, the Board discussed the possibility of students taking ownership of the laptops upon graduation. Which would be a good idea and suggested that there be no cost to the students. The laptops are generally originally purchased by the District off-lease. With the 1 to 1 student device policy, after the students have used the laptops for their junior and senior years, many times the laptops are not in good condition when the students graduate. Kevin Bell mentioned a policy allowing student to take ownership upon graduation may encourage students to take better care of the laptops. Jay Duguay mentioned the school property disposal policy was recently updated to allow the Board more flexibility but a policy specific to the laptops should be developed.
- Jay Duguay asked if a portion of the training and auditing funds were utilized for Phishing audits? Trey Aldridge answered yes and the district staff has done very well with just a 3% open rate.
- Joe Bossie asked if there was anything additional needing to be added to the budget? Trey Aldridge noted there is always more that could be done particularly in regards to security.
- Trey Aldridge noted he provided a handout to the Board relating to AI (Artificial Intelligence) and encouraged the Board to develop a comprehensive policy regarding AI.
- Trey Aldridge mentioned AI is a major focus of the Technology Committee this year. The Committee is also working on the District's future technology vision.

Jay Duguay welcomed Dan Adams.

- Dan Adams discussed the responsibilities of his position including teaching ICT (Information Communication Technology) classes and serving as the District's Digital Learning Specialist (previously referred to as Technology Integration). Classes he teaches include ICT for each grade level in Middle School, a High School Kanc Connection/Graphic Design class, and a 10<sup>th</sup> grade ICT class which builds on the materials covered in the Middle School years. The Digital Learning Specialist portion of the position revolves around working with classroom teachers to reduce anxiety relating to incorporating new technology into classrooms and provide training on technology.
  - Kevin Bell asked if Mr. Adams was providing training to staff members relating to the Clear Touch displays. Dan Adams answered yes and the staff members that have tried the displays want one. Kevin Bell asked if the students were being encouraged to utilize the Clear Touch displays for presentations, etc.? Dan Adams answered that students had tried the display in his classroom but more needs to be done to incorporate the displays as a tool for students. Trey Aldridge mentioned that the teachers need to have a comfort level with the displays first. Jay Duguay mentioned the process in place for the integration of the Clear Touch displays seems to be a deliberate and targeted approach; gaining feedback, getting people trained, etc.
- Jay Duguay asked about the number of students in the High School Kanc Connection/Graphic Design class and asked about the large budget item requested for that class? Dan Adams mentioned there are currently four students in the Kanc Connection/Graphic Design class. The hope is this is a rebuilding year. There has been some interest from the 8<sup>th</sup> graders as they produced the first ever Middle School edition of the Kanc Connection. The item requested is a TriCaster which is used to provide special effects, virtual sets, etc. in videos. The current TriCaster works on Windows 7 and is near the end of its life expectancy.

#### **Meeting Minutes:**

**Jasmine Weeden made a motion to approve the December 13, 2023 School Board meeting minutes as presented. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. Kevin Bell Abstained. All other Board members present were in favor and the motion carried unanimously.**

**Jasmine Weeden made a motion to approve the December 13, 2023 School Board non-public session minutes as presented. Joe Bossie seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. Kevin Bell Abstained. All other Board members present were in favor and the motion carried unanimously.**

### Correspondence:

- Superintendent McGann mentioned the NCES newsletter and the activities calendar were included in the School Board packet. The NCES newsletter provides information on how the organization supports the North Country Districts including providing resources relating to the April 8<sup>th</sup> eclipse and training opportunities.

### Business Administrator's Report:

- Superintendent McGann noted there were manifest for Board member review and signatures.
- Superintendent McGann mentioned copies of the 2024-2025 debt/bond payments including principal and interest was provided to the Board members.

### Superintendent's Report:

- Superintendent McGann noted the Board will be provided the proposed 2024-2025 school year calendar at the next Board meeting. Prior to this, the calendar will be reviewed by Administration and the Lin-Wood Education Association. The north country Superintendents spent a number of meetings working on getting the CTE programs calendars to coincide with the other Districts' calendars as students were missing program days because the calendars did not align.
- Superintendent McGann mentioned there is legislation being brought forward to have a school holiday on April 8<sup>th</sup> for the eclipse. As this is uncertain, the administration is recommending students be released at 1:00 PM that day in order for students to be home prior to the start of the eclipse. There will be school centered events/activities leading up to the eclipse. The events are being spearheaded by Rebecca Steeves. Ms. Steeves has eclipse glasses for students and staff. Superintendent McGann asked that the Board vote to officially authorize the April 8<sup>th</sup> early release.
  - Kevin Bell expressed concerns about the buses being able to get through traffic at that time. Superintendent McGann there should not be an issue with the buses noting that by then, the hope is people will be where they are planning to be to view the eclipse.
  - Kevin Bell asked if the Board votes to move forward with the 1:00 PM dismissal now, would it still be possible to change the calendar again if the school holiday legislation goes through? Jay Duguay answered yes, the Board will be able to make additional changes.

**Jasmine Weeden made a motion to update the 2023-2024 School Year calendar to include a 1:00 PM dismissal time on April 8, 2024 for the eclipse. 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.**

- Superintendent McGann mentioned at the January 24<sup>th</sup> Board meeting Mary Steady will be presenting an update on LETRS and the spring 2023 student data will be presented.
- Superintendent McGann noted a letter was sent to the Lin-Wood Teachers Association stating the Board's decision to remain with the current snow day make-up schedule.
  - Jay Duguay mentioned he had received communication from the Teachers Association acknowledging this letter.
- Superintendent McGann gave a reminder to the Board that the School Board Candidate Filing period is January 31<sup>st</sup> through February 9<sup>th</sup>. Jay Duguay's and Ashley Youngheim's terms are expiring. The important upcoming dates section will remain on the Superintendent's memos to the Board.

### Principal's Report:

- Jason Robert mentioned the Elementary staff has been working on grade span interventions and identifying students that may need additional support with literacy and math.
- Jason Robert noted the Poetry Out Loud showcase is in progress will a round being held on Thursday, January 11th during advisory. The finals will be held at the Woodstock Station on Thursday, January 18<sup>th</sup>.
- Jason Robert mentioned Lin-Wood Alumni returned to the School prior to the holiday break for a Life after Lin-Wood event. The returning students presented to the current junior and senior class members as well as staff members on college and the workplace after graduation. Thank you to all the alumni for taking the time to participate in this event.
- The Elementary Winter Activities Program started last week. The first week went very well with great support from Loon, Lin-Wood Staff and volunteers. Thank you to all.
  - Jay Duguay expressed his appreciation to staff and volunteers for all that goes into the winter activities program. Jason Robert mentioned out of the 113 students participating in winter activities 102 are skiing or snowboarding this year. The remainder are participating in winter activities around the school. This past week the activity was a scavenger hunt.

### Committees:

- Superintendent McGann mentioned the Technology Committee meeting that had been scheduled for Monday, January 8<sup>th</sup> has been moved to Tuesday, January 16<sup>th</sup> at 2:45 PM.

### Business Requiring Board Action:

#### Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann noted a letter of resignation was received from the French teacher, Emilie Talpin effective February 23<sup>rd</sup>. The position has been posted.
  - Jasmine Weeden mentioned Ms. Talpin was well liked by the students.
  - Kevin Bell asked how many positions were currently posted? Jason Robert mentioned, aside from the French position, there is currently a Paraprofessional position posted as well as Substitute teaching positions. The Elementary position posting has been taken down and will be reviewed for next year.

**Joe Bossie made a motion to approve the resignation of Emilie Talpin effective February 23, 2024. Jasmine Weeden seconded the motion.** Discussion: Board members expressed appreciation for Ms. Talpin's time at Lin-Wood. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

#### Kinsman Scholarship Trust:

- Superintendent McGann asked that the Board vote to release \$1000 from the Kinsman Scholarship Trust Fund for Cameron Manning/Plymouth State University (PSU). This scholarship was previously awarded to Cameron this past June.

**Jasmine Weeden made a motion to approve the release of one thousand dollars (\$1000) from the Kinsman Scholarship Trust Fund to Cameron Manning/Plymouth State University. 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.**

#### New Business: None.

### Continuing Business:

#### Strategic Plan:

- Superintendent McGann noted the District is continuing to move forward with the Strategic Plan components. The Plan is a five-year plan and will need to be revisited next school year. The NH School Boards Association can be contracted to assist with the Strategic Plan process.

#### 2024-2025 Budget:

#### Budget Hearing Date:

- Superintendent McGann mentioned the Budget Hearing is currently scheduled for February 14, 2024. The Hearing could be moved to February 21<sup>st</sup> but this would be cutting it close to get the Warrant to the Littleton Courier by February 23<sup>rd</sup>.
  - Jay Duguay noted he will be out of town on the February 14<sup>th</sup> however, Tamra Ham has mentioned she would be comfortable presenting the budget at the Hearing. Mr. Duguay suggested the Budget Hearing remain on the 14<sup>th</sup>. There was no objection to this from the other Board members and the Budget Hearing will be held on February 14, 2024.

#### Use of Retained Fund Balance:

- Jay Duguay mentioned there was correspondence received from Attorney Graham with the determination that the Retained Fund Balance monies could be used for the flooring project. The flooring is an ongoing non-controversial project and it seems like a good use of the fund. The Board members were in agreement to move forward with the process to utilize the Retained Fund Balance for the flooring project and therefore, there will be no Warrant article needed for the flooring project.

#### Budget Recap with Adjustments:

- Superintendent McGann noted a line item copy of the budget recap with adjustments as well as before and after budgets were provided to the Board members. The Board members were additionally provided a copy of the current Trust Fund balances. The recap information shows the suggested adjustments made to bring the increase in the budget before debt/fund transfers down from 2.4% to 1.6%.
  - Jay Duguay mentioned the Board had discussed these changes during the Budget Work Sessions and they reflect the Boards identification of items that may be purchased through the use of Trust Funds.
  - Jay Duguay noted the Board includes known recurring expenses in the budget and saves the use of Trust Funds for other expenses.

- Jay Duguay suggested the Firewall upgrades be placed on the Capital Improvement Plan.
- Jasmine Weeden mentioned a lot of thoughtful discussion went into making the budget adjustments/Trust Fund decisions.
- Joe Bossie mentioned the suggested budget is responsible.

**Jasmine Weeden made a motion to approve the general fund before debt/fund transfers budget number of \$8,560,424.** Discussion: Judy McGann mentioned the budget number presented by the Financial Manager was \$8,560,425. **Jay Duguay amended the motion to update the general fund before debt/fund transfers budget number to \$8,560,425. Jay Duguay called a vote to approve the amendment. All Board members present were in favor and the amendment was approved.**

**Amended Motion: To approve the general fund before debt/fund transfers budget number of \$8,560,425. Jay Duguay called a vote to approve the amended motion. All Board members present were in favor and the amended motion was approved.**

- Superintendent McGann mentioned the Board needed to determine the up to dollar amounts relating to the Trust Funds for the Warrant Articles.
  - The Board discussed and determined to move forward with the numbers as presented the previous year.

**Joe Bossie made a motion to include \$60,000 to the Special Ed Capital Reserve account on the Warrant. 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.**

**Joe Bossie made a motion to include 60% up to \$60,000 for the Facilities Trust Fund account on the Warrant. 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 motion carried unanimously.**

**Joe Bossie made a motion to include 10% up to \$10,000 for the Equipment Trust Fund account on the Warrant. Kevin Bell 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.**

**Kevin Bell made a motion to include 30% up to \$30,000 for the Technology Trust Fund account on the Warrant. 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 motion carried unanimously.**

- Jay Duguay mentioned the Vehicle and Energy Trust Funds were not funded the previous year and there are significant funds in the Vehicle Trust Fund.

**Recognition of Visitors/Public Participation:**

**Community:** None.

**Student:** None.

**Staff:** Jay Duguay welcomed Rebecca Steeves.

- Rebecca Steeves relayed information from Jen Witcher and Heather Krill relating to the Poetry Out Loud competition. The competition is held annually at Lin-Wood. The classroom competitions were held in December. The calibration round will take place at school on Thursday, January 11<sup>th</sup>. The finals will be held at the Woodstock Station on Thursday, January 18<sup>th</sup> beginning at 4:30 PM. Lin-Wood families and friends are welcome to attend.

**Jasmine Weeden made a motion to adjourn the public meeting. 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 public meeting adjourned at 7:53 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent