

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68**

DATE: April 19, 2023

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Mark Pribbenow, Principal
Jason Robert, Assistant Principal
Debbie O'Connor, Financial Manager
Sharon Holt, Assistant to the Superintendent
Bart King, Technology Assistant

PUBLIC PRESENT REMOTELY:

Erin Bell

Mark Houde

PUBLIC PRESENT:

Megan Woods
Andrea Caulder
Tony Drapeau
Sally Nicoll
Kristyn Fadden
6 Students

Shaun Woods
Madeline Zukowski
Geoff Wilson
Paula Houde
Megan Houle

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

Meeting Call to Order:

School Board Chair, Jay Duguay called the School Board meeting to order at 6:31 PM.

Minutes:

Tamra Ham made a motion to approve the April 5, 2023 School Board meeting minutes as presented. Jasmine Weeden 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.**

Tamra Ham made a motion to approve the April 5, 2023 Non-Public Session minutes as presented. 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.**

Educational Focus:

Middle School YLTA – GaGa Pit:

- Madeline Zukowski and two Middle School students presented a proposal to construct a GaGa Pit as an additional activity for Middle School recess.

Elementary Students' Robotics Presentation:

- Four students from the Elementary Robotics Club as well as their teachers, Megan Houle and Kristyn Fadden, gave a presentation on their robotics project. The Robotics Club is open to all Elementary School students with separate sessions for students in grades K-2 and 3-5.

Correspondence:

- Superintendent McGann mentioned the 2021 Post Graduate Survey was included in the School Board packet. This survey is given to students a year or so after graduation and the survey company attempts to contact and gain responses from as many students in that class as possible.

Business Administrator's Report:

- Debbie O'Connor noted there were payroll and A/P manifest requiring School Board members' review and signature.

Superintendent's Report:

- Superintendent McGann noted current open positions have been posted. Resumes are due in by May 5, 2023 and interviews will follow.
- Superintendent McGann asked Board members to assist the Admin Team with providing lunch for staff members on Wednesday, May 10, 2023 during Teacher Appreciation week. Looking for crock pot items (soups, etc., salads, and desserts.)

Principal's Report:

- Mark Pribbernow mentioned the Student Led Conferences/Presentations of Learning went wonderfully with 100% participation for the Elementary students and for the majority of the Middle/High School students. The presentations were well received and the kids did great! Appreciation was expressed for all the students and community/family members involved.
- Mark Pribbernow noted the Class of 2023 Valedictorian is Shanna Drapeau and Salutatorian is Madison Heitz. Congratulations was offered to both students.

Committees:

Facilities Committee:

- Joe Bossie mentioned a bearing was causing the rattle in the Elementary MPR heating. The bearing was replaced by Mechanical Services during their biannual maintenance visit.
- Joe Bossie stated it has been difficult to find an electrician to work on the flickering lights in the Elementary MPR but Tom Sabourn has now agreed to take on the project and will get the work completed as time allows. The lights were retro fitted to LEDs in 2013 and had a five year guarantee.
- Joe Bossie noted the timeline for the arrival of parts for the MHS HVAC project is looking better and at least the majority of the work should be completed and the system functioning prior to the start of the new School Year.
- Joe Bossie mentioned one bid has been received relating to the windows and doors project for the windows only. Joe Bossie and Casey Caulder will forward the project specifications to their contacts to try to find a contractor willing to bid and take on the project. In order to not lose the grant funds, a contract is needed by the end of June to allocate the funds and the funds need to be spent by the end of 2024.
- Joe Bossie noted the gym floor mat was not in use because it is a trip hazard/liability. There have been a few community member injuries relating to the mat. The floor is repaired and rescreened/reburnished each year. Mark Houde will be replacing the feet on tables and chairs to keep them from scratching the floor. The Board members discussed the history, past usage, and liability of the mat. The Board decided the mat would not be used regularly because of the liability but will be kept in case it is needed to cover the floor for a maintenance or other project. The Board may look into other floor covering options in the future.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Superintendent McGann mentioned a letter of resignation was received from Mark Pribbernow.

Tamra Ham made a motion to accept the resignation of Mark Pribbernow effective at the end of the 2022-2023 school year with regret. Joe Bossie seconded the motion. Discussion: Jay Duguay expressed appreciation on behalf of the District for Mr. Pribbernow's work the last few years during some challenging times. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

School Lunch Contract/2023-2024 School Lunch Prices:

- Debbie O'Connor mentioned the 2023-2024 Food Service Contract with Fresh Picks Café (Café Services) has been received and the information has been presented to the Board. The Contract needs to be approved by the Board as it needs to be renewed with the State each year. Since the end of COVID waivers allowing all students to eat free, there has been a decrease in food service program participation. The projected subsidy (amount the District pays) for the contract will be approximately \$54,000 an increase of about \$8000 over the current year. The increase is due to increased food and labor costs. The District has applied for and received a Supply Chain Assistance (SCA) Grant to help defray some of the increased food costs. The first round of the SCA Grant

received last year totaled \$9900, an additional \$10,000 was received for the second round of the Grant, and the District has applied for the third round of the Grant. The 2023-2024 food service contract includes a recommendation to increase meal prices: Elementary Lunch 10¢ increase (\$2.90 to \$3.00); Middle and High School Lunch 25¢ increase (\$3.00 to \$3.25); Adult Lunch 25¢ increase (\$4.00 to \$4.25); Elementary, Middle, and High School Breakfast 25¢ increase (\$1.75 to \$2.00 Elementary and \$2.00 to \$2.25 Middle and High School); and Adult Breakfast 25¢ increase (\$2.75 to \$3.00).

Tamra Ham made a motion to accept the 2023-2024 lunch contract and lunch prices as presented. Jasmine Weeden 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.**

Grant Assurances 2023-2024:

- Superintendent McGann noted the Grant Assurances have been presented to the Board and a motion is needed regarding Grants as indicated on the agenda.

Tamra Ham made a motion for the School Board to give the Superintendent and/or designee permission to seek, obtain, and expend any available funding to support or supplement the District's programs via grants. Jasmine Weeden 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.**

New Business:

- Jason Robert noted he had provided Board members with copies of a press release relating to the receipt of the \$25,000 Literacy Grant from the Children's Literacy Foundation. This will be sent to Salmon Press to run in the Littleton Courier after vacation.

Continuing Business:

ESSER Funds:

- Superintendent McGann noted the Middle/High School HVAC project is on schedule and preliminary work will begin the week prior to the end of the school year.

Strategic Plan:

- Superintendent McGann mentioned activities throughout the School are focusing on items included in the Strategic Plan. Jay Duguay mentioned the student led conferences were an item included in the Strategic Plan and were a great success. Mark Pribbernow mentioned, in the Strategic Plan a full roll out of the student led conferences was not scheduled until 2024, the conferences are a year ahead of schedule.

Recognition of Visitors/Public Participation:

Staff: None

Student: None

Community: Jay Duguay welcomed Tony Drapeau.

- Tony Drapeau expressed concerns that a resignation received was not handled appropriately by the Board in accordance with policy GCQC. There was no approval of the resignation by Board vote as all other resignations have been handled in the recent past including the resignation accepted at the current Board meeting.

Jasmine Weeden 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 7:20 PM.**

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent