

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: November 15, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

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

**SCHOOL BOARD ABSENT:**

Tamra Ham  
Jasmine Weeden

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Judith McGann, Ed.D., Superintendent of Schools  
Debbie O'Connor, Financial Manager  
Sharon Holt, Assistant to the Superintendent  
Bart King, Technology Support  
Shaun Hagan, Teacher Representative  
Dalton Lylyk, Student Representative

**PUBLIC PRESENT:**

None

**PUBLIC PRESENT REMOTELY:**

Paula Houde Kristyn Fadden

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.

**Meeting Minutes:**

**Joe Bossie made a motion to approve the October 25, 2023 School Board meeting minutes as presented. 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 approve the October 25, 2023 School Board non-public session minutes as presented. 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.**

**Educational Focus – NEASC:**

- Superintendent McGann noted the New England Association of Schools and Colleges (NEASC) accreditation process is completed every 10 years. Lin-Wood last went through the process in 2014 during that time the cost was approximately \$20,000. Because of the expected increase in costs, \$25,000 will be included in the 2024-2025 budget for this process. The process includes a site visit during which time, the School District will need to find accommodations and provide meals for the visiting team. The visiting team analyzes the infrastructure of the School District using set standards. More detailed information will be provided to the Board during the Board Budget Work Sessions.
  - Kevin Bell asked if this accreditation process was required? Superintendent McGann answered, the process is not required but it is beneficial to keep awareness of the requirements and standards. Ashley Youngheim noted she has worked on both sides of the NEASC accreditation process and the process is worth the effort.

**Correspondence:**

- Jay Duguay mentioned he had received correspondence from the North Country Charter Academy relating to their 20<sup>th</sup> anniversary celebration and raffle.

- Superintendent McGann mentioned the NCEA newsletter was included in the School Board packet and correspondence was received from the Lin-Wood Education Association which will need to be discussed in non-public session.

**Business Administrator's Report:**

- Debbie O'Connor discussed the upcoming 2024-2025 budget process. The Board budget work sessions begin the first week of December and the budget binders will be ready to be picked up next week prior to the Thanksgiving holiday break. Budget items of note include the \$25,000 for the NEASC accreditation process and the health insurance increase of 8%. This health insurance cost increase was less than last year's rate of increase and much better than a number of other Districts that are looking at increase percentages in the high teens.
- Debbie O'Connor discussed the fiscal year to date financial report and presented copies of the report to the Board members.

**Superintendent's Report:**

- Superintendent McGann provided copies of the Game Manager job responsibilities to the Board members as requested at the last meeting.
- Superintendent McGann presented the winter coaches to the Board members:
  - Varsity Ski: Aaron Loukes, Head Coach; Jeff Clermont, Asst. Coach; Keegan Rice, Asst. Coach and Bailey Clermont, Volunteer Asst. Coach.
  - Middle School Ski: Marcus Corey, Head Coach; Aaron Loukes, Asst. Coach and Kim Pinkham, Asst. Coach.
  - Varsity Boys Basketball: Matt Manning, Head Coach and Vance Pickering, Asst. Coach.
  - Varsity Girls Basketball: Dana Gagnon, Head Coach and Brianna Fairbrother, Asst. Coach.
  - Middle School Boys Basketball: Stuart Anderson, Head Coach and Max LeBlanc, Asst. Coach.
  - Middle School Girls Basketball: Max Dovohluk, Head Coach and Tom Matthais (Canvanese), Asst. Coach.
- Superintendent McGann mentioned the Middle and High School bands and choruses presented their fall concert on Tuesday, November 14<sup>th</sup>. The performances were great!
- Superintendent McGann mentioned she attended the 20<sup>th</sup> anniversary celebration for the North Country Charter Academy. It was a wonderful evening with attendees that were integral to the creation of the Academy.
- Superintendent McGann noted the Veteran's Day celebration was a great success!

**Principal's Report:**

- Jay Duguay mentioned a written Principal's report was included in the School Board packet.

**Committees:**

- Jay Duguay noted meeting minutes for the Risk Management, Facilities, Wellness, and Professional Development committees were included in the School Board packet.
  - Superintendent McGann mentioned Technology Committee minutes would be included in the next School Board meeting packet.
- Jay Duguay mentioned there were a number of policies on second reading for approval. These policies will bring the policy manual up to date with recent changes in legislation.
  - Joe Bossie inquired as to the private room noted in policy ACN – Nursing Mothers Accommodations relating to any facilities/budget needs to accommodate the specific room requirements mentioned in the policy? Superintendent McGann noted, although it may not be the same room in each instance, there are spaces available in both schools that will meet the necessary requirements. Jay Duguay mentioned the schools are each small enough that any room would meet the distance requirements in the policy.
  - Kevin Bell inquired as to the Board approving the content language of the Suicide Prevention Plan as noted in policy JLDBB – Suicide Prevention and Response? The Suicide Prevention Plan was approved by the Board in August 2023.
  - Kevin Bell inquired about the Superintendent's determination regarding evacuation of the school buildings in relationship to incidents and incident threats? Superintendent McGann noted the administrators at the schools are not awaiting approval to evacuate the building in response to a threat or incident. Evacuation is the standard response to most types of incidents and threats. Additionally, the appropriate emergency response providers are contacted as soon as possible (fire, police, or EMS) and it is their responsibility to determine next steps including reentry into the building.

**Joe Bossie made a motion to approve policies ACN, BEDG, DFGA, EBCC, EHAB, FA, GBCD, IKL, JCA, JKAA, KCD, and JLDBB to second reading. Ashley Youngheim 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.**

**Business Requiring Board Action:**

**Staff Nominations, Recommendations, and Resignations:**

- Superintendent McGann noted there were no new recommendations or nominations at this time.
  - Kevin Bell inquired as to open positions? Debbie O'Connor mentioned there are still two vacancies one for an Elementary School teacher and the other for a Paraprofessional.
  - Jay Duguay inquired as to whether or not these positions were still posted? Debbie O'Connor noted the positions are still actively posted on Edjobs and Indeed.

**School District Clerk Appointment:**

- Jay Duguay mentioned that Sharon Holt has agreed to again hold the position of School District Clerk if appointed.

**Kevin Bell made a motion to appoint Sharon Holt as School District Clerk. 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.**

- Jay Duguay thanked Sharon Holt for taking on the responsibility of School District Clerk and will oversee her Oath of Office after the meeting.

**LWSSA 2024-2026 Contract:**

- Jay Duguay mentioned a Board vote was needed to approve the Lin-Wood Support Staff Association (LWSSA) 2024-2026 contract.
  - Debbie O'Connor mentioned the contract would increase \$141,000 in the first year to cover bringing up the starting wages and subsequent tiers to reflect an average current local starting wage. The wage increase also includes the associated FICA and retirement costs. Additionally, in the past, the support staff's paid holidays were based on a scale relating to length of service to the District. The LWSSA contract changes allow for support staff to receive pay for all holidays during the individual staff member's contract year. The second year increase is \$38,000 which includes a modest increase in wages including FICA and retirement costs.
  - Jay Duguay asked for confirmation that there were no language changes in the LWSSA contract? Debbie O'Connor confirmed there were no language changes.

**Joe Bossie made a motion to approve the 2024-2026 Lin-Wood Support Staff Association (LWSSA) Contract. 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.**

- Debbie O'Connor noted the Lin-Wood Support Staff contract will appear on the Warrant as a separate Article and will roll into the full budget if passed.
- Joe Bossie expressed his appreciation for all the work done for the District by the Support Staff. Other Board members concurred.

**Kinsman Scholarship Trust:**

- Superintendent McGann asked that the Board vote to release \$1000 from the Kinsman Scholarship Trust Fund for Kristopher Boris/Southern NH University (SNHU). This scholarship was previously awarded to Kristopher. A Board vote is required for the funds to be released however; no public hearing is necessary as the Kinsman Scholarship Trust Fund is a private Trust Fund.

**Joe Bossie made a motion to approve the release of one thousand dollars (\$1000) from the Kinsman Scholarship Trust Fund to Kristopher Boris/Southern NH University. Ashley Youngheim 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.**

**SAFE Grant:**

- Debbie O'Connor noted the District has completed the 2023 SAFE Grant application and approval from the Board is needed to complete the process.

**Joe Bossie made a motion to approve the Lincoln-Woodstock Cooperative School District application for the 2023 SAFE grant. Ashley Youngheim 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.**

- Debbie O'Connor mentioned the 2023 SAFE grant funds will not be awarded until January, February, or March of 2024.

**New Business:**

**2024-2025 Budget Schedule:**

- Jay Duguay reviewed the budget schedule provided to the Board. Board budget Work Sessions will begin on December 6, 2023. The Budget Hearing will take place on February 14, 2024.
  - Debbie O'Connor noted that timelines for the Budget Hearing, etc. are dictated by the School District Annual Meeting date.

**Continuing Business:**

**Strategic Plan:**

- Superintendent McGann noted the District is continuing to integrate the Strategic Plan components throughout District programs.

**Recognition of Visitors/Public Participation:**

**Community:** None.

**Student:** Jay Duguay welcomed Dalton Lylyk.

- Dalton Lylyk noted that the first quarter grades closed and went well.
- Dalton Lylyk mentioned he and other students attend the Y Conference in Plymouth to review data received from the Youth Risk Behavior Surveys and learn strategies to effect positive change within the School District.
- Dalton Lylyk mentioned as a result of participating in the Y Conference, he and Destiny Salz were encouraged to submit applications to become part of the Governor's Youth Advisory Council (GYAC). The Council helps to prevent youth substance misuse.
- Dalton Lylyk noted the Rotary Speech contest process begins on Thursday, November 16. Five student representatives will be chosen from the School to present to the Rotary at the Woodstock Inn. The speech subject is "How to Increase Hope in School".
- Dalton Lylyk mentioned there is a food drive at the School this week.
- Dalton Lylyk noted Poetry Out Loud is beginning soon.
- Jay Duguay asked for additional information about the Youth Behavioral Risk Survey and the Y Conference? Dalton Lylyk mentioned the survey is completed by students throughout the country. The Survey is confidential and dives into personal questions, such as drug use, and students are asked to complete the survey honestly. The Y Conference involved students from Lin-Wood, Interlakes, and Plymouth and only aggregate data was shared to review. The students involved learned intervention strategies to bring back to their individual schools.
- Joe Bossie asked Dalton to express appreciation from the area Veterans for the wonderful job the students did with readings, speeches, songs, etc. during the Veteran's Day assembly.

**Staff:** Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan presented information from Erin Bell regarding the School District's Choose Love Initiative. The first pillar of this initiative is Courage. The second pillar is Gratitude. Families are encouraged to join in with this initiative.
- Shaun Hagan presented information from Paula Houde regarding the Veteran's Day assembly. This Lin-Wood event is a favorite for many. 33 veterans attended the event this year with others unable to attend due to illness and the weather. The students did an amazing job with presentations, escorting veterans, making flags as gifts, and helping people in from the parking lot. Appreciation was expressed to staff members for all their assistance with the various elements of the event.
- Shaun Hagan presented information from Paula Houde regarding the Middle School community service activities.
- Shaun Hagan presented information from Paula Houde giving a shout-out to Chris Goodbout for the great projects students have been creating in his class.
- Shaun Hagan expressed his thoughts and appreciation for the support of the Veteran's Day assembly. It is a unique event to Lin-Wood.

- Joe Bossie expressed his appreciation to Daniel Adams for filming the Veteran's Day assembly live for those to see at home that were unable to attend in person.

**Non-Public Session:**

**Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 c. Kevin Bell, YES; Casey Caulder, YES; Jay Duguay, YES; Ashley Youngheim, YES and Joe Bossie, YES. The Board entered non-public session at 7:08 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent

**Jay Duguay took a poll vote to exit non-public session. Kevin Bell, YES; Casey Caulder, YES; Jay Duguay, YES; Ashley Youngheim, YES and Joe Bossie, YES. The Board returned to public session at 7:31 PM.**

**Joe Bossie made a motion to adjourn the public meeting. Ashley Youngheim 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 7:31 PM.**

Respectfully submitted,  
Dr. Judith McGann, Superintendent