

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: February 8, 2023**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Kevin Bell  
Joe Bossie  
Jasmine Weeden  
Tamra Ham

**SCHOOL BOARD ABSENT:**

Ashley Youngheim  
Brian Angelone

**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 Support

**STUDENT REPRESENTATIVE:**

Rowan Brooks

**PUBLIC PRESENT:**

None

**PUBLIC PRESENT REMOTELY:**

Sally

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 6:30 PM.

**Minutes:**

**Tamra Ham made a motion to approve the January 25, 2023 School Board meeting minutes as presented. Joe Bossie seconded the motion.** Discussion: None. **Jay Duguay called a vote to approve the meeting minutes. All Board members present were in favor and the motion carried.**

**Tamra Ham made a motion to approve the January 25, 2023 Bond Hearing minutes as presented. Joe Bossie seconded the motion.** Discussion: None. **Jay Duguay called a vote to approve the Budget Hearing minutes. All Board members present were in favor and the motion carried.**

**Educational Focus-Student Assessments:**

- The Board members were provided a copy of the student assessment data from the Spring of 2022. Mark Pribbenow and Jason Robert presented the data and provided an overview on how to read the different charts and graphs. It was noted that the State SAS tests results are public and can be found on the State's iPlatform. The SAS testing focuses on achievement while the local MAP/NEWA testing measures achievement but also focuses on student growth. The local Map test results can be viewed for each individual student and can be used to determine and target where each student may need additional instructional help.
  - The Board had an in-depth discussion regarding the assessment data noting there was a lot of data to consider and review. The main focus of the discussion was on the importance of individual student growth vs. overall achievement and setting data goals to more easily identify what would be considered satisfactory student achievement and growth.

**Correspondence:**

- Superintendent McGann mentioned a letter was received from the Town of Lincoln regarding public comment sessions relating to the Skate Park.
  - Tamra Ham noted the Lincoln Board of Selectmen are trying to gain public input on the new proposed location for the Skate Park. The original planned location for the Skate Park is no longer viable due to environmental concerns that were raised during a study executed through a Brownfield grant. To keep the

original location of the Park additional Brownfield grants would be needed which will take a number of years. The Skate Park Committee currently has large grants that will expire if ground is not broken on the Skate Park this spring. With this in mind, the Town and Committee worked together on alternate locations for the Park looking at the Kanc Rec and the Community Center. The Community Center area was determined to be the most viable solution. The Town of Lincoln would like the Townspeople to be aware of this change and gather any comments.

- Jay Duguay noted the School District is technically an abutter to the new (Community Center) location because of the School path. Jay Duguay asked if any action was needed from the Board? Superintendent McGann answered the letter was just informative, no action is needed from the Board.
- Superintendent McGann stated a letter was received from the NH Department of Environmental Services relating to the Elementary School Underground Piping and Sump Closure from 2021. No further action is needed related to this tank.
  - Tamra Ham mentioned it was nice to finally have this project buttoned up.
- Superintendent McGann mentioned a letter was received by the Director of Pupil Services, Mary Steady notifying her of 100% compliance for the Lincoln-Woodstock Cooperative School District's 2022-2023 Indicator 13 Monitoring.
  - Tamra Ham noted Indicator 13 relates to students on an IEP aged 16 or older who are considered transitioning. The monitoring is done every six years.
- Superintendent McGann noted the February NCES newsletter was included in the Board packets. The newsletter focuses on Professional Development opportunities available to teachers. The teachers are aware of these opportunities.

#### **Business Administrator's Report:**

- Debbie O'Connor mentioned there were manifests needing Board member review and signatures.

#### **Superintendent's Report:**

- Superintendent McGann gave a reminder of important upcoming dates. Wednesday, February 15, 2023 at 6:30 PM is the Budget Hearing followed by a regular Board meeting. Filing dates for Candidates are February 1, 2023 through February 10, 2023. The SAU office will remain open until 5:00 PM on February 10<sup>th</sup>. The School District meeting will be held on Tuesday, March 21, 2023.
- In response to a question asked at the last Board meeting, Superintendent McGann noted the Elementary School has been utilizing the student management system (ALMA) for attendance and report cards.
  - Jason Robert mentioned the Elementary School parents do not yet have access to the ALMA parent portal where they would be able to download report cards electronically. Report cards have been printed and mailed. Parents should have access to the portal for Elementary School sometime in the fourth quarter of this school year.
  - Tamra Ham asked for confirmation that the parent portal and electronic report cards were already active for the Middle/High School? Mark Pribbernow answered yes and that the Elementary School process is taking longer because Elementary report cards are more cumbersome.
- In response to a question asked at the last Board meeting, Superintendent McGann mentioned the District has never offered scholarships for Driver's Education. There had been a State program in the past.
  - Debbie O'Connor mentioned the State Driver's Education Aid is no longer available.
  - Tamra Ham asked about the cost of Driver's Education? Jason Robert answered from \$750 to \$900 depending on the company. Rowan Brooks said \$850. Tamra Ham noted this is a lot of money for a lot of families and mentioned something should be able to be done to defray this cost without affecting the District's budget.
- Superintendent McGann mentioned there were Facilities Committee and Emergency Operations Committee meeting minutes included in the Board packets.
- Superintendent McGann noted the Professional Development Committee met and are reviewing the Professional Development Plan with updated programs, etc. utilized by the District. The State standards regarding Professional Development have not changed since 2020.
- Superintendent McGann mentioned the Emergency Operations Committee had reviewed the report recommendations from the NH Homeland Security walkthrough.
  - Tamra Ham asked if the Emergency Operations Committee had any additional recommendations? Superintendent McGann answered no, the Committee focused on Homeland Security's recommendations.
  - Superintendent McGann mentioned funds from the SAFE grants will be utilized to put a number of Homeland Security's recommendations in place.

### **Principal's Report:**

- Mark Pribbernow mentioned the MLK day cooperative advisory classrooms gave presentations on their interpretations of Martin Luther King's "I Have A Dream" speech. The presentations focused on equity, tolerance, and kindness.
- Mark Pribbernow noted there will be an in-service day on Monday, February 13<sup>th</sup>. The focus will be on the mandatory suicide prevention training.
- Mark Pribbernow mentioned the Kanc Classic ski race was excellent with a lot of local community support.
  - Kevin Bell noted the Kanc Classic was front page news in this week's edition of the *Littleton Courier*.
  - Jay Duguay mentioned he was able to attend the event. It was a lot of fun and there was a great turn-out.
- Mark Pribbernow noted there will be an author visit to the Elementary School in March. Eric Pinder from Berlin will be presenting to the students during the day with an evening event for adults/families.
- Mark Pribbernow mentioned a guest speaker, John Halligan will be on presenting Ryan's Story to students grades 5-12 on February 16<sup>th</sup> with an evening event for adults. Parents and community members are encouraged to attend the evening event which will also include local wellness vendors.
- Jason Robert explained Reading Across America is generally celebrated for a week in March but Lin-Wood will be celebrating all month. On March 1<sup>st</sup> there will be a K-5 celebration and assembly. Throughout the month older students will partner read in classrooms with the Elementary students. There will also be door decorating and other activities including inviting community readers to come in and read a book to a classroom. Invites to community readers are going out to community members, School Board members, members of the local police department, etc. There will also be a Family Literacy Night to promote the importance of reading.

### **Student Representative:** Jay Duguay welcomed Student Representative, Rowan Brooks.

- Rowan Brooks asked about additional opportunities for students to explore different Colleges and asked about other pre-college program such as the St. Paul's program. Ms. Brooks expressed interest in college visits and fairs as well as other programs like St. Paul's that prepare students for college.
  - Joe Bossie asked if there have been College Fairs? Mark Pribbernow noted there have been smaller fairs and visits from college representatives. White Mountain Community College will be visiting this month. Tamra Ham asked if these Fairs were open to all High School students/grades? Mark Pribbernow answered yes.
  - Jay Duguay asked about the possibility of taking students on college visits? Debbie O'Connor noted this had been done in the past, pre-COVID. Mark Pribbernow noted there was money in the budget for this including transportation, it was down to opportunities and scheduling.
  - Tamra Ham asked about the St. Paul's program and Jay Duguay asked if Rowan was interested in finding similar programs? Ms. Brooks answered the St. Paul's program was open to Sophomores and Juniors and the application process was fairly easy and straight-forward. Ms. Brooks would like to hear about the availability of similar programs.
  - Superintendent McGann encouraged Ms. Brooks to speak with the Guidance Counselor, Matt Manning for suggestions on programs and for help with any application processes.

### **Committees:**

#### **Policy Committee:**

- Jay Duguay mentioned there were a number of policies in second reading up for approval. At the previous meeting, a discussion was held on additional amendments to policy CFA. While information on the hiring committee was added to the policy, a further edit was suggested to strike the end of the last sentence of the second paragraph: "by the Superintendent and the Board." This sentence would then read, "All applications will be screened by the Superintendent and a number will be selected for interview." All Board members present were in favor of this additional amendment.

**Tamra Ham made a motion to approve policies BA, BCA, BCB, BDB, BDG, BEB, BEDA, BEDC, BEDD, BEDD-R, CB-R, CFA as amended, and GBEB. Jasmine Weeden seconded the motion.** Discussion: Noting further. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**Tamra Ham made a motion to withdraw policies BAA, BKF, CFC, and CFC-F. 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.**

## **Business Requiring Board Action:**

**Staff Nominations, Recommendations, and Resignations:** None

### **Approval of Staff Handbook:**

- Tamra Ham mentioned she had questioned a statement in the Staff Handbook referencing conduct points as this conduct system is no longer in use. Sharon Holt answered the conduct point reference had been removed from the attendance/tardiness section of the handbook.
- Tamra Ham noted her other question regarding the Handbook references to the use of ALMA for attendance and report cards had been answered previously in the meeting.

**Tamra Ham made a motion to approve the staff handbook. Jasmine Weeden seconded the motion.** Discussion: Nothing further. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

### **Approval of 2023-2024 School Year Calendar:**

- Jay Duguay mentioned the calendar starts with four days on and four days off easing into the School Year.
- Tamra Ham noted the June 12<sup>th</sup> scheduled last day of school was great!
- Tamra Ham asked if the Calendar matched other North Country schools for CTE programming, etc. Mark Pribbernow answered yes.

**Tamra Ham made a motion to approve the 2023-2024 School Year Calendar. Jasmine Weeden seconded the motion.** Discussion: Nothing further. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

### **New Business:**

- Superintendent McGann mentioned policy DN (School Properties Disposal Procedure) requires permission from the School Board for the disposal of obsolete items. The District has approximately 40 *Chromebooks* that are in good condition but are outdated enough to not be able to handle some of the programs necessary for schoolwork. The proposal for the disposal of these *Chromebooks* is to donate them to the local Senior Center, Ray Burton building in Woodstock, and the Lincoln Green. Students would then help train the senior citizens on how to use the *Chromebooks* as community service.
  - Tamra Ham noted this idea is great but would go against policy DN as the policy notes the disposition of obsolete items needs to be done according to priority actions with the first action being to sell the items to the highest bidder.
  - Tamra Ham mentioned the Board could still make the decision to move forward with the proposal now however, there should be a policy meeting to discuss and updated policy DN.

**Tamra Ham made a motion to move forward with the proposal to donate approximately 40 *Chromebooks* as presented. Joe Bossie seconded the motion.** Discussion: The Board discussed moving forward with the proposal prior to changing the policy. It was decided the policy should be reviewed and updated prior to making a decision on the *Chromebook* proposal. It was determined a Policy Committee meeting would take place prior to the February 15<sup>th</sup> Budget Hearing/Board meeting. **Tamra Ham withdrew her motion.**

- Jay Duguay noted this proposal would provide legitimate community service opportunities for students and asked for confirmation that community service was still a requirement of graduation? Mark Pribbernow answered yes, community service is a requirement of graduation.
  - Mark Pribbernow mentioned this community service idea for students training senior citizens on *Chromebook* use will need to be presented to the students.
- Superintendent McGann mentioned the two snow days that will need to be made up this school year. Currently the school year calendar has the last day of school as Thursday, June 15 with the addition of the two snow days that would make the last day of school Monday, June 19<sup>th</sup>. At times in the past, instead of adding days to the end of the school year calendar, the snow days have been made up by adding additional hours to the school day. Superintendent McGann presented a proposal to increase the school day by 1 ½ hours per day for three days per week (Tuesday, Wednesday, and Thursday) for two weeks at the end of March.
  - Tamra Ham asked if those two days could be waived for the students as was done last year? Superintendent McGann noted that was not possible because of the hours needed and the need to waive the two maintenance days for the students.

- Tamra Ham stated her concerns about adding time to the school day making it a long and tiring day for the kids noting she would not be in agreement to having three long school days in a row. Superintendent McGann mentioned the activities planned for the extra hours would be modified to keep the student's interest. Mark Pribbernow noted the timing and dates would sometimes coincide with the Elementary Robotics Club and other Stem activities and cooperative advisories would be planned.
- Jay Duguay also expressed concerns with the extra-long school days.
- Kevin Bell asked if there would be any consequences if parents picked up their kids early anyway? Mark Pribbernow answered no, it would be as would happen for any early release by parents for an appointment, etc., the kid(s) would just need to sign-out.
- Jasmine Weeden expressed concerns with student pick-up and disrupting parents' schedules as well as pick-up for the Rec after school program.
- Joe Bossie expressed concerns with the Partner Program agreement and the contracted staff working outside of contracted hours.
- Joe Bossie asked if the snow make-up days would affect the date of graduation? Superintendent McGann answered no, this was already allotted in the State calendar.
- Kevin Bell asked if this had been done in the past? Mark Pribbernow answered yes.
- Tamra Ham noted she was not in favor of having extended hours three days in a row for two weeks in row and suggested perhaps students could attend school on Friday, June 16<sup>th</sup> as a traditional snow make-up day and the second day could be made up by extending the school day one day per week for three weeks.
- Kevin Bell agreed with the idea of a traditional make-up day on Friday, June 16<sup>th</sup> and making up the other day with some type of special programming.
- Superintendent McGann noted alternate proposals for the snow make-up days would be discussed.

**Continuing Business:**

COVID-19: None

ESSER Funds: None

Strategic Plan: None

**2022-2023 Budget:**

- Superintendent McGann mentioned the Board would be provided the information necessary for presenting at next week's Budget Hearing.
- Debbie O'Connor mentioned if the Board would like any specific information for the Budget Hearing to please let her know.

**2021-2022 Board Audit Questionnaire:**

- Jay Duguay noted the school bus sale mentioned during the Board Audit Questionnaire discussion at the last Board meeting actually took place during the 2022-2023 fiscal year. The 2021-2022 Questionnaire was modified to exclude that information and the modify Questionnaire was signed. The school bus sale will be included on the 2022-2023 Board Audit Questionnaire.

**Recognition of Visitors/Public Participation:**

Staff: None present.

Community: None present.

**Tamra Ham made a motion to adjourn the School Board 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 meeting adjourned at 8:19 PM.**

Respectfully submitted,  
Sharon Holt, Assistant to the Superintendent, SAU#68