

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: January 22, 2025

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Kevin Bell
Casey Caulder
Mandi Avery
Tamra Ham
Joe Bossie
Jasmine Weeden

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Peter Stivali, Principal
Debbie O'Connor, Financial Manager
Sharon Holt, SAU#68 Administrative Assistant
Rebecca Steeves, Teacher Representative
Bart King, Technical Support

PUBLIC PRESENT REMOTELY:

Paula Houde

Krystin Fadden

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

School Board Chairperson, Jay Duguay called the School Board meeting to order at 6:32 PM.

Minutes:

Tamra Ham made a motion to approve the School Board meeting minutes of January 8, 2025 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.

Communication:

Correspondence: None.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- Manifests are available at the meeting to be reviewed and signed by the Board members.

Superintendent's Report:

Dr. Steady reported:

- Elementary teachers will have professional development sessions with Maureen Watson on February 4th and 5th.
- Information on the Strategic Plan Community Planning Group was provided to Board members in the meeting packets and is available on the School District website.
- Sharon Holt has worked on some reconfiguring of the School District website in preparation for the migration to the new website.
- Important upcoming dates were included on the Superintendent Memo in the School Board meeting packets.
- At this time, by graduation, the senior class will have earned a total of 306 college credits. These credits are available to transfer to schools within the University System of New Hampshire. The 306 college credits amounts would be a savings for students of approximately \$144,000 at UNH, \$139,000 at PSU, or \$66,000 at Lakes Region College. Split evenly that would be approximately \$7,500 per student (although, this is not how the credits are split as each student has earned a varying amount of credits). This is the first year the District has been pushing the dual credit program and hope these numbers go up for future classes.
 - Kevin Bell asked if it is possible that these students could earn even more credits? Dr. Steady noted yes, if a student or students took an eight-week course more credits could be earned however, this is the known information through the end of this school year for this year's graduating class. Matt Manning will start tracking information on dual enrollment and credits earned regularly.

Principal's Report:

Peter Stivali reported:

- Lin-Wood Poetry Out Loud championship was held at the Woodstock Station. The event was well attended with one of the largest turn-outs remembered. Elementary and Middle School students warmed-up the crowd prior to the High School competitors. High School competitors included: Blake Mosman, Sara Jolly, Teegan Bocher, Briar Clark, Maha Awan, Dalton Lylyk, and Maisie Anderson. Dalton Lylyk was the first place winner of the event with Sarah Jolly as alternate. Both students will head to the Concord State House for the regional finals. The date for the regional finals has not been set but will be provided to the Board members when known.
- Grade 6-12 mixed collaborative advisories worked on activities around MLK, Jr. in honor of Martin Luther King, Jr. Civil Rights Day.
- The Middle School held a tropical dance last Friday night. The event was well attended and the students had a great time and were very energized.
- 2025 Graduation will take place on Friday, June 6, 2025 with the last day of school for other students currently on Friday, June 13, 2025.
 - Tamra Ham inquired as to the date for 8th grade continuation noting in the past, Continuation was held on the Monday following graduation and graduation decorations were re-used for this event. Mr. Stivali noted the date has not been set for the 2025 8th grade Continuation.

Committees:

Committee Reports:

- Jay Duguay mentioned Wellness Committee and Policy Committee minutes were included in the Board packets.

Facilities Committee:

Joe Bossie Reported:

- The Facilities Committee met prior to the Board meeting. The committee discussed the Warrant Article to finish the flooring in the middle/high school; window replacements in the Elementary School (180); maintenance needed on the Elementary HVAC system to flush the pipes; and the CIP which will be placed on an agenda for Tamra Ham to review. Relating to the Window project, unfortunately the NHEC does not feel the project would provide enough energy savings so the NHEC grant is not available. The District is looking into other grant opportunities. The last quote the district received relating to the replacement of the Elementary school windows as a few years ago and it was going to be approximately \$80,000 at that time.
 - Jay Duguay asked for clarification on the CIP agenda item, will this be on the Board agenda or Facilities Committee agenda? Tamra Ham noted the CIP will be on the next School Board Agenda.
 - The Board discussed the Warrant Article relating to the flooring regarding if there was a need for a separate Warrant Article to cover half of the flooring project should the initial Article for the full project fail. The Board determined this would not be necessary as a motion could be made from the floor to amend the amount in the Article if necessary. The amendment would need to be made prior to the vote on the Article.
 - The Board discussed the Elementary window replacement project. Debbie O'Connor noted the District plans to apply for a SEED (School Energy Efficiency Development) grant for the window project. This grant usually opens around March and window projects are eligible. The District previously applied for a SEED grant relating to the Elementary HVAC system but did not receive the grant. Other options would be to break the project down into parts and use trust funds to complete over time or utilized the retained fund balance. However, at the last Board Budget Work Session, the Board had discussed using the retained fund balance for emergency purposes. Tamra Ham mentioned increasing the Facilities Trust Fund warrant article to \$100,000 from the end of year unassigned fund balance in case funds are needed for a matching grant.

Community Planning Group:

- Kevin Bell inquired as to the Strategic Plan Community Planning Group?
 - Dr. Steady noted that some applications have been received to be part of the group. Board members are encouraged to apply as well as to pass the information along to others. 2Revolutions will make the final

decision on the Planning Group membership to try to have balance and full representation on the committee. There will be one meeting of the group per month through June. The first and last meetings will be live and the others virtual. The planning group will work together to draft a plan. The plan will be reviewed by the community and Board then the committee will revise the plan based on that input.

- The Board discussed the Community Planning Group. It is important to have School Board representation within the group. Jasmine Weeden noted the Strategic Planning process is very interesting.

Policy Committee:

- Tamra Ham noted the policy committee minutes were in the packet.

Tamra Ham made a motion to move policies BBBF, DAF, EBCA, EBCH, EH, EH-R, GBGBA, IC, IGE, IHAM, JJIB, JLCJA, JLF, and JLP. 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.**

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations: None

LWEA 2025-2027 Contract:

Tamra Ham and Jasmine Weeden reported:

- The changes in the LWEA contract including increase in salaries; 1% shift in insurance share cost; stipend increase for coaches, etc.; and changing the requirement for teachers to attend two evening activities to three evening activities each school year. This will allow for more professional development time. Additionally, the non-resident employee tuition waiver will remain as a policy and will not become part of the union contract.
 - Tamra Ham noted the changes in the contract terms are a sign of the times and allows the District to be competitive and fair.

Tamra Ham made a motion to approve the two-year Lin-Wood Education Association (LWEA) contract as proposed. 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.**

2025-2026 Budget:

- Jay Duguay noted the Budget needs to be approved.
 - Debbie O'Connor mentioned a copy of the updated budget and draft warrant articles were provided to the Board members. The overall budget increase for 2025-2026 over the current year's budget is 2.5% including grants and food service which are offset. The general fund increase is 1.8%. Relating to the warrant articles, Article 5 is the Budget article; Article 6 is the teacher's contract which notices both years of the contract but includes to raise and appropriate the funds for just the first year; Article 7 is in place and only comes into play if Article 6 is defeated; Article 8 is in relation to the flooring project; and Articles 9-12 relate to the Capital Reserve and Trust Funds.
 - The Board discussed the trust fund Warrant Articles. Tamra Ham suggested that the Article relating to the Facilities Trust Fund be increased to \$100,000 and the Technology Trust Funds to \$50,000. These amounts could then be increased each year to save for Capital projects which would limit the need for bonds in the future. The monies referenced in the Trust Fund warrant articles come from the unassigned fund balance at the end of the fiscal year and do not affect tax rates. Jay Duguay inquired as to the percentages referenced in the Articles, would they remain the same with the increases referenced? Debbie O'Connor mentioned she would look at the percentages to keep the ratios the same. Jay Duguay noted the Trust Funds are not as specific to projects as Town Capital Reserve Funds are. The Board determined to increase the monies referenced in the Facilities and Technologies Trust Funds.

Tamra Ham made a motion to increase Warrant Article #10 to one hundred thousand dollars (\$100,000). Joe Bossie seconded the motion. Discussion: Kevin Bell commented that he wanted to be sure the Board was able to be crystal clear with the community about the reasoning behind these increases. **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 increase Warrant Article #11 to fifty thousand dollars (\$50,000). 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.**

Tamra Ham made a motion to approve the Warrant as amended. 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.**

- Debbie O'Connor noted each Warrant Article would be approved individually at the Budget Hearing.
- Debbie O'Connor mentioned the tax rate impact per thousand for each town.
- Jay Duguay mentioned the Budget Hearing will be the next step. This will be followed by the Board meeting for final approval of the budget based on any public comment received.
 - Debbie O'Connor noted the Budget Hearing will be at 6:30 PM on Wednesday, February 12, 2025. The Warrant will need to be posted after the final approval.

Kinsman Scholarship Trust Fund:

Debbie O'Connor reported:

- The District has two Private Trust Funds for scholarships that were set up with the school that are held by the Trustees of the Trust Funds. Currently, the Funds in the school private trust funds are, The Kinsman Scholarship and the Sargent Memorial Scholarship. During graduation, the students earn the scholarships. Once they have met the requirements for the money, the scholarship fund releases the money to the students/schools that was awarded at graduation.
- Regarding the Kinsman award, the student needs to attend at least one semester of college before they can receive the money and show proof that they are enrolled in the next semester of college. Aidan Clermont, class of 2024 awardee of the Kinsman Scholarship has presented his paperwork and is requesting the money be paid to Keene State College on his account. A motion will be needed to pay \$1,000 from the Kinsman Scholarship Trust Fund for Aidan Clermont/Keene State College.

Tamra Ham made a motion to pay one thousand dollars (\$1,000) from the Kinsman Scholarship Trust Fund to the account of Aidan Clermont at Keene State College. 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.**

Sargent Family Scholarship Trust Fund:

- Debbie O'Connor noted, for the Upper Pemigewasset Historical Society/Sargent Family award, the student also needs to attend at least one semester of college before they can receive the money and show proof that they are enrolled in the next semester of college. Jishnu Patel, class of 2024 awardee of the Upper Pemigewasset Historical Society/Sargent Family scholarship has presented his paperwork and is requesting the money be paid to the Mass College of Pharmacy and Health Sciences on his account. A motion will be needed to pay \$250 from the Upper Pemigewasset Historical Society/Sargent Family Trust Fund for Jishnu Patel/Mass College of Pharmacy and Health Sciences.

Tamra Ham made a motion to pay two hundred fifty dollars (\$250) from the Upper Pemigewasset Historical Society/Sargent Family Scholarship Trust Fund to the account of Jishnu Patel at Mass College of Pharmacy and Health Sciences. 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.**

- Joe Bossie expressed appreciation to these students for a job well done!

New Business:

2025-2026 School Calendar:

- Dr. Steady and Peter Stivali noted the calendar coincides with the other schools in the north country although some schools are taking a full two weeks' vacation over the winter holiday period. A longer holiday break would require additional days in June at the end of the school year. Administration looked at four scenarios for draft calendars which was narrowed down to two. The two drafts were then brought to the LWEA, the calendar presented is the calendar that was mutually agreed upon.

- Joe Bossie asked if the calendar aligned with past year's? Jay Duguay noted generally the only differences are in the winter holiday break and beginning and end dates based on the calendar year.
- Tamra Ham asked about the two week holiday vacation option? Dr. Steady mentioned both vacation options were presented to the LWEA, this is the calendar chosen.

Tamra Ham made a motion to approve the 2025-2026 School Year Calendar 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.**

Continuing Business: None.

Recognition of Visitors/Public Participation:

Student: None.

Staff:

Rebecca Steeves reported:

From Courtney Donati:

- Dr. Tseng from Lincoln Eye Care came to school on November 19th and completed vision screenings at the Elementary School for approximately 75 students. Lincoln Eye Care offers this service each year for Lin-Wood Elementary Students.

From Rebecca Steeves:

- Lin-Wood is raising eastern brook trout! This program is through NH Fish & Game as part of the national Trout in the Classroom program. Lin-Wood received over 200 eggs from the New Hampton hatchery which are growing in a classroom tank, and will be released into the Pemi River across the street in March or April. The kids are excitedly checking on them daily, and some are moving around already!
- To begin term three, Kristy Duris and Rebecca Steeves will be using drones in their classrooms that were provided and are supported by Take Flight, a free adaptable school curriculum program made up of six missions or modules developed by Learning Scientists at CAST, the organization that founded Universal Design for Learning (UDL), funded by the National Science Foundation. Through Take Flight, the District will have access to the curriculum, tools and resources needed to integrate drones into the STEM curriculum to help students develop STEM skills and increase their motivation to pursue STEM careers. Take Flight provides the drones, all materials needed, and support throughout the program. Kristy Duris will be working with fifth graders on this program and Rebecca Steeves with eighth graders.

From the ELA department:

- Fourteen elementary students, sixteen middle school students, and eight high school students participated in Poetry Out Loud (POL) last week at the Woodstock Station. Dalton Lylyk will be moving on to Regionals and Sarah Jolly is Lin-Wood's alternate. Appreciation was expressed to all that attended and to Peggy Rice/The Woodstock Station for hosting.
 - Jay Duguay expressed his appreciation for the POL event and mentioned he was impressed!
 - Joe Bossie noted that Poetry Out Loud event is a great event and the kids are great and very brave!

From the MLK, Jr. committee:

- 6-12 students worked in collaborative multi-grade advisory groups for the District's MLK, Jr experiences based on Dr. King's speech to junior high students in Philadelphia called "What is in your life's blueprint." Be sure to check out Blueprint Blvd. across from the Middle/High School guidance office.

Community: None.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (c) The discussion of matters that are likely to adversely affect the reputation of a person other than a member of the school board. Joe Bossie, YES; Mandi Avery, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; Casey Caulder, YES; and Kevin Bell, YES. The Board entered non-public session at 7:36 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent

The Board returned to the public meeting at 7:53 PM. No additional action was taken.

Tamra Ham made a motion to adjourn the Board meeting. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the public meeting adjourned at 7:53 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary.