

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: June 11, 2025

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF/STUDENT PRESENT:

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

PUBLIC PRESENT:

David Webster, Jr.
Katie Scambio
Marcella Shamberger
Rosie Wright

Danny Halloran
Maya Scambio
Anika Wright
Raylynne Shamberger

PUBLIC PRESENT REMOTELY:

Kristyn 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 6:33 PM.

Minutes:

Jay Duguay mentioned the May 14, 2025 School Board minutes and non-public session minutes were provided for approval. **Hearing no objections from Board members, the minutes were approved by consent.**

EarlyAct: Jay Duguay welcomed Jasmine Weeden and the EarlyAct student officers.

- Jasmine Weeden explained EarlyAct is a Rotary program for students in 3rd-5th grade. There was 60% participation in the EarlyAct program for students in 3rd-5th grade. Interact is the next level student Rotary program and includes students in 7th-12th grades. Students in 6th grade are a bit in limbo but may volunteer for Interact to determine if the program is something they want to be part of in the future.
- The EarlyAct student officers presented on their projects (School, Community, International). School project: Recycling at the Elementary School. In future there are plans to partner with Staples to increase the items able to be recycled and earn points toward supplies purchases; Community – helped with clean-up and beautification at the Lin-Wood Skate Park; and International: Support Interact's 2026 trip to Belize.
 - The Board expressed their appreciation for the work done by the EarlyAct students and advisors.

Student/Teacher Presentation: Jay Duguay welcomed David Webster and Danny Halloran

- Mr. Webster and graduated senior, Danny Halloran presented on Danny's exciting Independent Study project. The Independent Study project aligned with standards and was graded. During the 2024-2025 school year Danny created an ROV (Remotely Operated Underwater Vehicle). Parts for the ROV were designed and created in the Lin-Wood science lab utilizing the school's 3D printer and *GlowForge* laser cutter. The ROV required 200 lines of computer coding which was whittled down from 600 lines of coding. The test launch of the ROV took place at the Mansion Hill pool with the help of Mr. Stivali and additional students. The hope is that these additional students will move forward with the ROV project in future years. Appreciation was expressed to Mr. & Mrs. O'Connor, Mansion Hill Condominium Association, the Board, and Administration for supporting this Independent Study.
 - The Board expressed their appreciation to Mr. Webster and pride in Danny Halloran and this project.
 - Jay Duguay noted this is a step forward in the District's move toward project based learning.
 - Dr. Steady mentioned, with the addition of the STEM teacher, Megan Houle, the District plans for Ms. Houle to begin Elementary and Middle School students' STEM interest and learning and for Mr. Webster

to continue the process through High School. A focus of the Lin-Wood STEM program will be individualized learning for students.

- Dr. Steady noted that she and Mr. Stivali paid another visit to the STEM lab at Cardigan Mountain School to research and reinforce ideas for the Lin-Wood STEM lab and STEM programming.
- Dr. Steady additionally mentioned the hope to have more of these type of student presentations at future Board meetings.
 - Tamra Ham inquired about a Student Representative for the Board.
 - Dr. Steady noted, Mr. Stivali will be working on student representation at Board meetings and what this will look like. As students' tend to be busy with other objectives, i.e., studies, athletics, etc., there may not be one single student representative. The Board agenda may need to be rearranged to have a student or students present at the beginning which would allow them to leave after their presentation or to stay for the full meeting if they prefer.

Communication:

Correspondence:

- Dr. Steady noted the NCES newsletter was included in the School Board packets as well as a letter of appreciation from Dori Weeden relating to her dual certification as an ESOL educator.
 - Tamra Ham read Mrs. Weeden's letter aloud into the minutes. (Letter attached).
 - The Board expressed their appreciation to Mrs. Weeden for her dedication and the effort that went into receiving this dual certification.
- Dr. Steady mentioned she had received communication from former principal Dr. Braman as well as a copy of the book he wrote about his wife. If anyone wishes to borrow the book, it will be available at the SAU office.

Business Administrator's Report:

Debbie O'Connor reported:

- Transportation Aid will be discussed later in the agenda.
- The audit engagement letter from Plodzik & Sanderson has been received and requires signatures from the Board chairperson and Superintendent.
 - Jay Duguay inquired as to repeated use of Plodzik & Sanderson for District audits?
 - Debbie O'Connor answered that there are few companies that provide full auditing services and it is very difficult to engage other audit service providers.
- The District received \$55,127 in Federal Forest Revenue in May. This is one of the larger revenues the District receives that does not come from local taxpayers, federal grants or state revenues. When the tax rates are set each fall, this revenue is reported on the MS24 or estimated revenues form. The figure to put on the form is received from the Dept of Revenue and the hope each spring is that the funds are received at those totals. The figure budgeted last fall was \$52,000. Schools/Towns that are located within the National Forest lands receive this money and it is managed by the US Forest Service. There was an email that recently went out reporting that many districts received less than what was forecasted last fall, resulting in revenue shortfalls.
- While reviewing the 2024-25 budget as the year is winding down, there are a few function lines that have gone over budget. Overall the District has not overspent the bottom line budget, but spending was higher in some areas of the budget.

Regarding Special Education, there were a couple of small unexpected and unbudgeted out of district special education costs that were reviewed with the Board earlier in the year. Additionally, there is one out of district placement that was budgeted however, the actual cost of the placement was a little higher than originally budgeted. The Special Education Capital Reserve will need to be utilized to cover the balance of the placement cost. The District files for Special Education Aid from the State each year. This Aid is used to replenish the Capital Reserve Account the following year.

SAU Services are over in the SAU line, primarily due to the Strategic Plan expense that was discussed earlier in the year. When changes in the positions were reviewed last fall for budget vs. actual, at the time we realized about \$80,000 in salaries & benefits savings. It was determined that this savings would cover the cost of \$60,000 for the strategic plan this year. The strategic plan was charged to the SAU services budget line, while the savings in salaries & benefits are scattered throughout the budget areas.

Facilities is approximate \$70,000 over budget. This is due to many factors including: HS Sprinkler Deficiencies = \$2,170; ES Pipe Issue = \$5000; MS Hallway Lighting = \$4,078; ES Floor Entryway = \$3,120; New Garage Site Plan/Study = \$4,000; Electricity = \$20,000 higher than budget (This was a budgeting error. The budget was based on the prior year expenditures which included some one time credits from the electric company); Oil Tanks-This

year is a compliance audit year. These audits take place every 3-5 years. The costs were not budgeted and have manifested in the last couple of weeks. The total expense so far is \$15,000, including \$10,000 spill bucket repairs, \$5,000 in other compliance issues like Precision Line Tightness Testing for the Single Wall ES Tank, Cathodic Protection Testing, Integrity Tightness Testing, and replacement of an inoperable power bulb on Veeder Root on the HS Tank.

Last summer's SAFE Grant Project required some work order changes relating to the MHS Window/Doors = \$9,590 and for the ES Entryway = \$8,483.34. These changes were discussed at the July 17, 2024 School Board meeting. It was mentioned at that time, should the budget be tight, the District could hold a trust fund hearing at the end of the year to cover these cost from the Facilities Trust Fund.

Even though the District is over budget in certain areas, the bottom line has not been overspent due to lower expenditures in other areas (like the changes in staffing). A lot of plusses and minuses, but the budget is consistently monitored especially when the District has unusual or extraordinary expenses.

- The Board discussed and inquired about the Trust Fund Warrant Articles attached to the unassigned fund balance as well as retained funds?
 - Debbie O'Connor mentioned although the budget is tight, there should be monies available to support the Trust Funds per the Warrant Articles and funds available to be retained.

Superintendent's Report:

Dr. Steady reported:

- Dr. Steady attended the North Country Charter Academy (NCCA) graduation which was held at the Mountain View Grand. There were four graduates from Lin-Wood. Appreciation was expressed to the Board and community for supporting this alternative education opportunity for students by purchasing the necessary slots at the Charter School and for providing the transportation services for the students heading north.
- The Board received a copy of the Chemical Hygiene Plan (CHP). In speaking with other Districts, they are not nearly as far along in the CHP creation and implementation process. Appreciation was expressed to Katie Parent for keeping the CHP committee, including Dr. Steady, Debbie O'Connor, Mary Houde, and Sharon Holt on track in the preparation of this Plan. No action is needed from the Board.
- The new website is still on track for July 1, 2025. Appreciation was expressed to Sharon Holt for her assistance in keeping this process organized.
- Dr. Steady and Peter Stivali will not be available for the scheduled June 25, 2025 School Board meeting as the Superintendents' and Principals' conferences will be taking place at that time.
 - The Board determined that no school Board meeting will be held on June 25, 2025.
- The Strategic Plan Community Planning Group (CPG) met in person on June 3, 2025. The meeting was held to provide feedback on the draft Portrait of a Learner and prioritize 40 hunches. This prioritization aims to narrow down the hunches into manageable strategies and indicators of success. The Strategic Plan contractor, 2 Revolutions, will now complete the additional work to transform these into a draft plan, this plan will then be reviewed by the staff, community and Board.
 - Kevin Bell mentioned he had listened to the podcast meeting wrap-up which was great. It was an innovative way to test artificial intelligence (AI) technology and to allow others to hear and digest the information from the meeting.
 - Dr. Steady noted the podcast creation was something she had learned during the professional development trip to *Google* over spring break. The meeting wrap-up was a perfect way to try out the technology. Trey Aldridge has now vetted and provided access to *Google Gemini* AI to all staff members.
- District Summer programming will include ESY, MHS summer school, golf, boys and girls of summer, IMPACT and STEM/Robotics.
- White Mountain Science, Inc. (WMSI) has recognized Lin-Wood efforts with STEM programming by gifting the District with a used laser cutter which is another tool that will be included in the STEM lab.
- The Administrative Retreat will be held July 16 and July 17, 2025. There is a Board meeting currently scheduled for July 16, 2025. Suggest moving this meeting to July 23, 2025. The Student/Parent handbook will be on the agenda for approval.

- The Board had no objection to this schedule change. The next Board meeting will be Wednesday, July 23, 2025.
- A suggestion was made to hold the Board Goal Setting Work Session on Wednesday, September 24, 2025.
 - The Board had no objection to the Goal Setting Work Session date of September 24, 2025. The Work Session will be held before or after the scheduled School Board meeting if there is any business requiring Board action at that scheduled meeting.
- The Board members were provided a written list of upcoming important dates in the Superintendent's memo these dates include New Staff Orientation, August 18, 2025; Staff Return, August 19, 2025; and First Day of School, August 25, 2025.

Principal's Report:

Peter Stivali reported:

- The schools had a very successful field trip season.
- The varsity softball and baseball teams made it to the first-round playoff games. Each team had a great season.
- The Lin-Wood Booster Club held their Athletic Awards night. This was a great night for the kids.
- Field day for the Elementary School will be held on Thursday, June 12, 2025 and for Middle School on Friday, June 13, 2025. This is always exciting days for the kids.
- The District said goodbye to the Seniors on June 6, 2025 and will say hello to the new 9th graders when the Grade 8 student have their Continuation on Thursday night, June 12, 2025.
- Students will be released at 11:45 am on the last day of school, Friday, June 13, 2025.
 - Tamra Ham asked about the amount of money provided in scholarships to students from the senior class at graduation?
 - Peter Stivali noted, due to the generosity of the community, there was approximately \$73,000 provided in scholarships presented at graduation. Dr. Steady and Debbie O'Connor are working on an article to publicize the District's appreciation of this generosity.

Committees:

Committee Reports:

- Jay Duguay noted Facilities Committee meeting minutes were included in the Board packet. The Facilities Committee meeting was discussed at the previous Board meeting.
- Tamra Ham mentioned the Policy Committee met prior to the current Board meeting. There will be a number of policies for review, first reading, and withdrawal on the agenda for the next School Board meeting.

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Dr. Steady mentioned letters of resignation were received from Paraprofessionals, Sayre Cronin and Cheryl Peltak. Both may substitute teach next year when available. Additionally, Jack Marshall, Food Service Director will be retiring. Retirement celebrations were held for Mr. Marshall after the Middle/High School awards ceremony and during school lunch periods and a banner was signed for him by staff and students.

Tamra Ham made a motion to accept the resignations of Sayre Cronin and Cheryl Peltak with regret. 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.**

- The Board members thanked Mr. Cronin, Mrs. Peltak, and Jack Marshall for their service to the District.
- Dr. Steady mentioned a math teacher and paraprofessional interviews have taken place but there are no candidates to bring forward at this time. The District has a plan in place if staff positions remain unfilled.

Special Education Capital Reserve:

- Debbie O'Connor mentioned there is a need to move \$60,000 from the Special Education Capital Reserve Fund to cover the expenses mentioned earlier in the Business Administrator's report. Because the Special Education fund is a Capital Reserve Fund, no public hearing is necessary as long as an agenda item is noticed.
 - Tamra Ham asked if the \$60,000 is roughly the amount that will be received in Special Education Aid from the State?

- Debbie O'Connor indicated that yes, \$60,000 is the approximate amount of the Special Education Aid expected.

Tamra Ham made a motion to move sixty thousand dollars (\$60,000) from the Special Education Capital Reserve Fund to the General Fund to cover special education costs. 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.**

Transportation Aid:

- Debbie O'Connor mentioned the District applied for and received a CTE incentive grant for transportation aid for sending high schools to regional CTE centers. The District was able to go back for the past two years and get reimbursed for monies spent on transportation costs for vocational education transportation. The receives a minimal reimbursement each year for this expense from the state. In 2022-23 the District spent approximately \$54,000 in transportation costs/contract and were reimbursed \$1,680 from the state. In 2023-24 the District spent approximately \$55,700 and were reimbursed \$3,254. The annual state reimbursement is based on a formula and takes into account the number of students going to CTE centers each year. In total the District received \$104,868 in transportation aid reimbursement. The money will go into our general fund and end up as year end fund balance which may be used in the annual retainage calculation. After discussion with other local business administrators, a Board vote is needed to accept the transportation aid as unanticipated revenue.

Tamra Ham made a motion to accept the transportation aid grant of one hundred four thousand, eight hundred sixty-eight dollars (\$104,868.00) for prior years' vocational transportation expenses and to recognize it as unanticipated revenue for 2024-25. 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.**

July Meeting Date: Previously discussed.

Goal Setting Meeting Date: Previously discussed.

New Business: None

Continuing Business: None

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed Rebecca Steeves.

Rebecca Steeves reported:

- From Diana Pamplin and Sarah Beaudin:
The Kindergarten class has spent the last month investigating ocean creatures. Did you know the wingspan of the largest manta ray is 29 feet? Did you know a shark's bumpy scales are called dermal denticles? Did you know a sea star pre-tastes food with its rays? Well, the kindergarteners know these facts and many, many more. They used this learning to inspire and instruct their informational writing skills. Please take a few minutes to walk down the hall tonight and look at the walls outside of the Kindergarten rooms. They are very proud of their learning! Thank you!
- From Rebecca Steeves:
Grade 8 had a fun and active 3-day camping trip in May at Hulbert Outdoor Center in VT. The fan favorites were ziplining, the climbing elements, canoeing, and archery. The food was delicious, their staff was great, and the weather and bugs were kind to the group. The group was able to bond and continue to find their independence as well as their cooperative skills as they embark on high school. Thank you for supporting this trip!

Grade 7 spent yesterday atop Mt. Washington to experience the summit weather and get a tour of the Observatory. The group rode up on The Cog and were joined by staff from the Observatory to take measurements of temperature and air pressure as we ascended the mountain. It was a positive experience for

the students - "climbing" NH's highest peak to walk in the clouds, some getting over a fear of heights while others were intrigued by the mechanics of the train. Thank you again for allowing us to have this trip!

A handful of grade 7 students also chose to participate in the 1st Annual State Middle School State Science Fair at NHTI last month. Students designed and conducted their own experiments which included testing different fuels in a Stirling engine, finding out if different citrus juices can make invisible ink, and learning about why different colors absorb sunlight differently. We had a couple of second place finishers in the Chemistry, and Physics & Electronics categories - congratulations to Mackenzie Tousignant & Juniper Wright, and Charlie Wishart & Henry Martin, respectively. I am proud of our students and the work they put into their projects, answering questions from 5-6 judges, and representing Lin-Wood well alongside students from science academies. Hopefully, we will have more students participate next year!

Community: None.

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 were in favor and the meeting adjourned at 7:38 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent

5/30/25

Dear Administration and members of the Lin-Wood School Board,

I want to thank the administration and the school board for supporting me through the Teacher Education Conversion program for ESOL with NHTI. After 24 years of teaching Spanish, I did not think I would be attaining another certification. When Dr. Steady approached me back in December of 2023, with the recommendation of getting my ESOL certification, I was hesitant to add this graduate program to my already busy life. One of the highlights of going through this certification is being able to work with students of all ages. It has been amazing to work with students in our K-12 community. After some time of not having an established ESOL program at Lin-Wood, I am happy to report Lin-Wood has a certified ESOL teacher and another one on the way! Thank you again for supporting me on this journey. It has been a positive experience, and I am grateful for the support in furthering my education and profession.

With gratitude,

Dori Weeden
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Spanish Teacher/ESOL
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