

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: July 23, 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
Sharon Holt, SAU#68 Administrative Assistant
Bart King, Technical Support

PUBLIC PRESENT REMOTELY:

Mark Houde

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 Board Meeting Minutes of June 11, 2025 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.**

Correspondence:

- Jay Duguay noted there was a North Country Education Services (NCES) newsletter included in the Board packets. Additionally, correspondence was received from Paula King thanking the Board for their retirement gift to her.

Business Administrator's Report:

Dr. Steady reported:

- A written Business Administrator's report from Debbie O'Connor was presented to the Board members.
- New financial laws have been enacted mostly regarding items that need to be included in warrant articles. Items like cost per pupil and test scores as well as tax rates for multi-year articles need to be included in warrant articles. Additionally House Bill 1265, in effect for the upcoming school meeting cycle includes information on what financial information needs to be reported (cost per pupil, salaries for teachers and salaries for administrators) as well as specifics on how it must be reported including paper size and posting locations. The NH Association of School Business Officials (NHASBO) is working on a uniform template for all Districts.
- Summer Facilities update:
The cleaning and general building/grounds maintenance projects including trees maintenance and the gym floor refinishing are coming along. A few teachers and paraprofessionals are helping with building and maintenance projects this summer.
 - Joe Bossie noted the tree work looks great!

The Flooring Project should be completed soon.

The walk-in freezer condenser coil is having issues and needs to be repaired. Per a quote from Wicked Cool Mechanical, the cost to repair is \$13,892 while a full freezer unit replacement would be approximately \$40,000. The repair needs to be done as soon as possible. Due to the immediate need of the repair, the recommendation at this time is to utilize the general fund as a regular maintenance repair and consider using the trust funds and

hold a trust fund hearing at a later date. Have reached out to the State to see if any grants are available but there are none at this time.

- Tamra Ham inquired as to the condition of the freezer box itself.
 - Joe Bossie noted the freezer is not that old and the exterior box should be in good shape.
- Joe Bossie mentioned the District has a contract for routine maintenance and had concerns about the dirt and debris in the condenser coil.

There were two roof leaks in the Middle/High School over the winter. Melanson has been in working with Mr. Houde and will be fixing the issues this summer. The repairs will be covered under warranty.

- Tamra Ham inquired if there were any damages caused by the leaks?
 - Dr. Steady noted no significant damage was done. Only a bit of paperwork was damaged.

A Trust Fund Public Hearing will be needed. The door access card readers need to be replaced. The current system encryption security is outdated and compromised. The recommendation is to complete this update now utilizing funds from the Facilities Trust Fund and plan a full system replacement in 7-8 years. To upgrade the card readers the cost will be just under \$10,000 while a full system replacement is at least \$30,000. A current quote of \$8,550 was received to replace the card system and Mr. Aldridge is working on getting additional quotes. Both the door card system and the walk-in freezer are on the CIP. Either the Facilities or Equipment Trust Fund could be used for the walk-in freezer. A Trust Fund Public Hearing for both of these items can be scheduled on August 20, 2025 prior to the Board meeting.

- Yearend audit reports and schedules are being completed and orders are being placed for the new school year.

Superintendent's Report:

Dr. Steady reported:

- There are a number of Legislative changes forthcoming:
Based on a new State law a district-wide ban on cell phone use will be implemented from bell to bell. A policy is required and must be noted in student/parent handbooks. A messaging plan to the community is in progress.
 - Jay Duguay expressed concerns about the loop holes in this law and the lack of wording on enforcement. Additionally, the law references the necessity of stakeholder involvement in the development of policy.
 - Dr. Steady noted the timing on the roll-out of these laws is not allowing for the Board to work through the full policy development and review process.

Under new State legislation relating to Education Freedom Accounts (EFAs), for an EFA student to enroll in public school classes, the School Board must declare itself an "Education Service Provider" to charge tuition to families receiving EFA funding. This requires Board access and is not recommended at this time. As the law is not clearly defined, it is recommended that the District wait to see how this is working with other Districts however, if universal vouchers come about, the District may not have a choice.

- The Board discussed and no action was taken to move the District forward as an "Education Service Provider" at this time.

The Parental Rights Law affirms parents' fundamental rights in directing their child's upbringing, education, health care, and mental health. It is required that the District adopt policies regarding the Parental Bill of Rights and that this policy be included in annual reports and handbooks.

Constitution Day is September 17th. Districts are required to dedicate a period during the week of September 17th to Patriotic Exercises.

Dr. Steady will be attending a 2-Day School Law conference that will provide more information on the legislative changes

- AP Test Scores for Social Studies and Biology have been released. All students that took the social studies AP test achieved scores of 3, 4, or 5. The freshman and sophomores who took these courses were among the highest scoring.
- The new School District Website has launched. Thank you to Sharon Holt for spearheading this project.
- The District will be distributing monthly newsletters this year that will highlight key events and upcoming activities. This newsletter will be distributed to families, posted on social media, and made available on the District's website.
- The District is reintroducing welding, small engines and woodworking this year as part of the STEM program.
 - Jay Duguay inquired as to who would be teaching these programs?
 - Dr. Steady noted Shawn Woods will be teaching these programs. Mr. Woods will be working with Megan Houle in the STEM program. Ms. Houle and Mr. Woods will be working on the curriculum and lesson plans together.
- A draft of the Strategic Plan will be presented to the Board on Wednesday, August 20, 2025. Time will need to be set aside at the August 20th Board meeting for a Board work session to provide feedback on the draft to 2Rev. Additionally, on August 20th, there will be community sessions, teacher/staff sessions, and an administration session to gather feedback on the draft. The Strategic Plan remains on track for Board approval in October 2025.
- The District will be offering two screenings of the movie *Hopeville* on August 21, 2025 in the Middle/High School gym. A daytime screening for staff and an evening screen for parents and the community. Movie refreshments will be served at the community screening. *Hopeville* provides insight on the why behind the big push on literacy being made in the Elementary school.
- A written list of fall sports coaches was provided to the Board members:
 Boys Varsity Soccer: Blair Weeden, Head Coach; Adam Donati, Asst. Coach; Max Dovoluk, Asst. Coach
 Girls Varsity Soccer: Heidi Corey, Head Coach; Geoff Krill, Asst. Coach
 MS Boys Soccer: Jim Martin, Head Coach
 MS Girls Soccer: Courtney Peabody, Head Coach
 Cross Country: VACANT

Principal's Report:

Dr. Steady reported:

- There have been no applicants for the vacant High School Math position since the end of the school year. The District will continue to advertise for this position however, there are a total of 21 schools advertising open math positions on School Spring and/or NH Ed Jobs. The plan B for covering this position is to have the three students taking AP Calculus, take the class with Gorham High School remotely through the MOU with the north country schools. Gorham's bell schedule aligns with Lin-Wood's. The other Math classes will be absorbed by Jess Halm and Sarah Kraus.
- Mr. Stivali and Mrs. Youngheim attended the NH Association of School Principals' conference in June.
- All students who attended the High School summer school program completed their requirements.
- ESY is going well and continues through July 24, 2025.
- STEM camp will be held the first two weeks in August.
- A number of students also participated in the IMPACCT program this summer. These students got paid \$75 per week to participate. The IMPACCT program provides resume writing services, credit recovery, job skills, and ELO experiences.

Committees:

Committee Reports:

- Tamra Ham noted the Policy Committee met prior to the Board meeting. There are policies needed for the Handbook that need immediate attention by the Board and additional policies will be brought to the Board for first reading at the next Board meeting.
- Jay Duguay mentioned there are a number of policies on the agenda including those for review, first reading and those needed for the Parent/Student Handbook.

- Policies for Review: Sharon Holt noted the auditors recommended that all financial policies be reviewed every 3 – 5 years. The list of policies under the policies for review section of the agenda have been brought to the Policy Committee and no changes to these policies were recommended by the committee. Dr. Steady noted, if the Board has no changes to these policies, a new “reviewed” date will be added to the bottom of each policy.
 - The Board had no recommend changes to the policies for review. These policies will be noted as reviewed on July 23, 2025.
- Tamra Ham discussed the policies on the agenda for first reading and suggested:
 - a. Policy DB, include the words “consideration and” in the first sentence of the third paragraph. “The superintendent will be responsible for preparing and presenting to the Board for consideration and adoption....”
 - b. Policy DK, include the word “to” in the first sentence. “All salaries and supplements paid to regular staff members...”

Tamra Ham made a motion to move the policies listed under the policies for first reading section of the agenda to second reading with changes as noted. 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.

- Dr. Steady mentioned there has been considerable changes in legislation that requires new and updated to policies. The policies listed under the Handbook Policies on the agenda are being brought to the Board for immediate approval as they are required to appear in Parent/Student handbooks. These policies will then be brought through the full reading and approval process for further review.
 - The Board discussed the policies under the Handbook Policies section of the agenda:
 - Policy AB is based on new State legislation regarding the Parental Bill of Rights. This Bill of Rights needs to be included in handbooks and in the annual report. For the most part, these items are things the District already does.
 - Jay Duguay expressed concerns with the language regarding gifted programs. Would the adoption of this policy require that the District develop a gifted program?
 - Dr. Steady noted there is nothing in State law that requires Districts to have a gifted program.
 - Policy IHBH relating to Extended Learning Opportunities (ELOs) includes new language relating to achievement of competencies relating to ELOs.
 - Dr. Steady noted State laws refer to competency based education. District ELOs participation increased last year and should continue to increase.
 - Policy JLCF relating to Wellness:
 - Jay Duguay noted recess cannot be withheld as a consequence for a student’s actions.
 - Tamra Ham mentioned if a student’s actions may cause harm to the student or others, this may effect access to recess.
 - Kevin Bell had concerns with the use of the word “All” at the start of the fifth paragraph before “food and beverages available on the school campus...”
 - Dr. Steady noted the “food and beverages available on the school campus...” language is directed toward vending machines but noted the word “All” could be removed.
 - The Board determined to remove the word “All” at the start of the fifth paragraph of policy JLCF.
 - Policy JICJ relating to the District cell phone and electronic communication device ban. Sample policy provided by the New Hampshire School Board Association (NHSBA) was brought forward and discussed. Board members were unable to find the exact language of the law online that was signed by the Governor. There was a Senate Bill and House Bill and the language was different between the two.

- Jay Duguay again noted concerns about the language in the statute including the lack of definition of electronic communication devices and lack of guidance on consequences for students. However, the language is clear that the cell phone and electronic device ban policy needs to be developed with the input of stakeholders.
 - The SAU office will reach out to the NHSBA to get the exact language of the statute and provide it to the Board members
 - A special School Board meeting will be scheduled for August 13, 2025 relating to the development of policy JICJ. This meeting will be posted and the information will be provided to teachers and parents. Copies of the statute as well as copies of the NHSBA sample policy JICJ will be provided to teachers and parents and will be posted online. At the meeting stakeholders will be provided a time to provide input on the policy. The Board members will then have a work session to develop the policy.
 - Policy JICJ will not be included in the Student/Parent Handbook but will be referenced as under development. Additionally, a note will be placed in Student/Parent Handbook referencing the bell to bell cell phone/electronic device ban.
- Policies to withdraw will move forward for withdrawal at the next Board meeting.

Tamra Ham made a motion to approve the policies under the handbook policies for reading section of the agenda with the exception of policy JICJ and with changes as noted. 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:

- Dr. Steady recommended Savannah Rich and Sayre Cronin for paraprofessional positions.

Tamra Ham made a motion to approve the recommendations of Sayre Cronin and Savannah Rich for Paraprofessional positions. 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.**

- Dr. Steady recommended Shawn Woods for a dual position of Lab Specialist for two periods per school day and night-time custodian supervisor. This is a full time position, during school vacation weeks and the summer, the position will be fully custodial.

Tamra Ham made a motion to approve the recommendations of Shawn Woods for the Lab Specialist/Custodian Supervisor position. Joe Bossie seconded the motion. Discussion: Joe Bossie inquired if this was a working custodian position? Dr. Steady confirmed the Custodian Supervisor position is a working custodian position. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried.**

- Tamra Ham asked if the District was fully staffed aside from the Math teacher position?
 - Dr. Steady noted the District has not posted the Library Assistant position at this time based on the changes in District finances relating to the loss of some Federal Grant income. The District is working to get a better handle on library usage and develop library self-check-out practices.

Parent/Student Handbook:

Tamra Ham made a motion to approve the Student/Parent handbook with the changes regarding the cell phone ban as noted. Jasmine Weeden seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. Joe Bossie abstained. All other Board members were in favor and the motion carried.**

- The Board discussed printing needs and other online options for the Student/Parent handbook in future.

Board Member Questionnaire - Audit:

- The Board completed the Audit Board Member Questionnaire together.
 - Sharon Holt will type up the Board member responses on the Questionnaire and reach out to Jay Duguay when the document is ready for signature.

Foreign Exchange Student:

- Jay Duguay mentioned a request was received from the Lincoln-Woodstock Rotary Club regarding a foreign exchange student they are planning to sponsor. The student will be hosted by Tamra Ham. The information on the student was reviewed and Mr. Duguay directed Dr. Steady to move forward with the process of allowing the foreign exchange student's enrollment in Lin-Wood as the request was time-sensitive in regards to the student's Visa process. The foreign exchange student policy requires that the Board vote to approve the enrollment of foreign exchange students.
 - Dr. Steady noted the foreign exchange student policy needs some work and will be brought forward to the policy committee at a future meeting.

Jasmine Weeden made a motion to approve the application of the foreign exchange student, Youn-Jeonghun for enrollment in Lin-Wood Public School for the 2025-2026 academic year. Joe Bossie seconded the motion.

Discussion: Joe Bossie inquired about the visa status and tuition for this student. Dr. Steady mentioned the student will have a J-1 visa. Tamra Ham noted any tuition would be handled by Rotary. **Jay Duguay called a vote to approve the motion. Tamra Ham abstained. All other Board members were in favor and the motion carried.**

New Business: None

Continuing Business: None

Recognition of Visitors/Public Participation:

Student: None.

Staff: None.

Community: Jay Duguay recognized Kevin Bell.

- Kevin Bell mentioned he was asked to speak at St. Paul's School Advanced Studies program. While there, it was great to see three Lin-Wood students participating in the Advanced Studies program.
 - The Board members expressed their congratulations to the Lin-Wood students participating in the St. Paul's program.

Joe Bossie made a motion to adjourn the School Board meeting. Tamra Ham 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 8:12 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent