

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: August 13, 2025

SPECIAL SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

SCHOOL BOARD ABSENT:

Kevin Bell

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Peter Stivali, Principal
Sharon Holt, SAU#68 Administrative Assistant
Bart King, Technical Support

PUBLIC PRESENT REMOTELY:

Mark Houde Charyl Reardon
Annie Anderson Adam Donati

PUBLIC PRESENT:

Michelle Guilbeault	Allan Guilbeault	Jim Walsh	David Webster, Jr.
Robert Nelson	Debbie Celino	Kristyn Fadden	Rebecca Manning
Matt Manning	Blair Weeden	Dori Weeden	Debbie O'Connor
Megan Woods	Marcella Shamberger	Jackie Wilson	Heather Krill
Jen Whitman	Tammy Dutilly		

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 6:31 PM.

Jay Duguay explained the purpose of the special school board meeting was to gain stakeholder input regarding the creation of the policy now required by NH State statute relating to the ban of cell phones and other personal electronic communication devices. This new statute requires a ban on cell phones and other personal electronic communication devices during the school day from opening bell to dismissal bell with exceptions for medical and specific learning needs. The statute does not define a personal electronic communication device nor how the policy should be enforced or what consequences students would face should they not abide by the policy. The Board would like input from stakeholders regarding these three issues identified (personal electronic communication device definition, policy enforcement and consequences) as well as any other issues relating to the statute and policy stakeholders would like to bring forward. The hope with this meeting is to craft a policy that is best for the school.

Jay Duguay opened the floor to public participation and Board members and community members present held an open conversation. Issues and ideas expressed during the conversation included:

- Concerns were raised regarding students' safety during an emergency situation and their ability to communicate with family members during emergencies.
 - The School has a good and practiced safety plan and has direct communication with the local police department as well as one-touch contact capabilities to the police department in the event of an emergency.
- The need for the electronic communication device policy and plan developed to be managed consistently and from the top down for all grade levels. Additionally, that all students are treated equally.
 - A sample policy (JICJ) from the NH School Boards Association (NHSBA) was provided with the meeting information sent to the Board and parents/guardians as a reference and starting point for policy development.

- The possibility of all students' electronic communication devices being locked up in pouches or bags at the beginning of the school day and unlocked at the end of the school day versus students being allowed to have their devices in their backpacks or lockers was discussed.
 - Magnetic, lockable cell phone pouches and boxes were discussed.
 - Concerns for District and teacher liability was discussed regarding the confiscation of devices.
- Consequences discussed included a tiered approach (Student can have phone in backpack/locker but if found using would for example: 1. Have the phone confiscated and locked up for the day. 2. Have the phone confiscated and locked up for multiple days. 3. Have to have their parent/guardian pick up the phone.) Additional consequences suggested included detention and suspension.
 - Concerns were expressed about suspension as a consequence as students would then be missing school/learning days.
- Changes to the policy once developed was discussed.
 - School Board policy amendments not relating to state statute can be made as needed.
 - School Board policies are reviewed regularly and are amended through a process that includes two readings referenced on School Board meeting agendas.
- The importance of education on the reasoning and data supporting the cell phone ban law was discussed.
 - The cell phone ban policy and plan are being put into place based on a new state statute requiring a bell to bell ban for all school districts statewide.
 - Data suggests that cell phones are a distraction to education and can lead to conflict among students.
- The ability to create teachable moments for students around obeying the law was discussed.
- Concerns were raised regarding student backpack or phone searches.
 - Searches of personal property such as backpacks and phones are generally only conducted for larger offenses for example, the suspicion of illegal drugs, etc. and would only be conducted in conjunction with the local police department.
- Concerns were raised related to the need for a student to have access to a specific type of laptop computer or electronic device for a project or individualized learning.
 - The District has in the past and plans to continue to provide necessary devices and if needed, extended internet access capabilities for students' individualized learning and projects. Additionally, the STEM lab will be on its own internet connection to allow access to necessary AI tools, etc.
- The personal electronic communication device definition was discussed and should include items such as smart watches and earbuds (Bluetooth connected devices).

Jay Duguay closed the public comment period at 8:20 PM.

The School Board held a policy development work session utilizing input from the public discussion, additional Board member discussion, and the NHSBA sample policy JICJ-Unauthorized Communication Devices.

- Sample policy JICJ Section A. Purpose: In the second paragraph include any other wireless or Bluetooth connected devices to the definition of personal communication devices.
- Sample policy JICJ Section B. Restrictions: At the end of the first paragraph, include field trips in the list of items included as part of the school day. In the first sentence of the second paragraph remove field trips and change school day to school.
- Sample policy JICJ Section D. Consequences and Violations: Remove the first paragraph relating audio, video and pictures. Under consequences for violations include:
 - First Offense: Warning and confiscation of the device for the remainder of the school day and parents/guardian will be notified.
 - Second Offense: The personal communication device will be confiscated. The student's parent/guardian will be notified and must pick up the device from the principal or superintendent's office.
 - Subsequent Offenses: The personal communication device will be confiscated. The student's parent/guardian will be notified and must pick up the device from the principal or superintendent's office. The Code of Conduct will be implemented up to and including the student not being allowed to bring personal communication device to school.
- Sample policy JICJ Section E. Review: Change to read: This policy will be reviewed annually.

Jay Duguay noted the Administration will need to utilize their discretion as to how the communication of and education on this policy will be presented to stakeholders including parents and staff. Additionally the Administration will need to use their discretion on the process for consequences that involve the confiscation of student devices.

- Mary Steady noted Administration has been working on a communication roll-out plan for this policy which includes communication through email via the student information system (ALMA), social media posts, a podcast, and the website.
- Mary Steady noted the preference that students lock-up their own devices therefore, Administration will work on purchasing locking cell phone pouches.

Tamra Ham made a motion to adopt NHSBA sample policy JICJ as amended. 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.**

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 8:57 PM.**

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent