LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: August 20, 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, Technology Assistant
Heather Krll, Teacher Representative

PUBLIC PRESENT:
Kathryn Wilson, 2Revolutions
Kathryn McClinton, 2Revolutions

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 6:37 PM.

Strategic Plan Draft: Jay Duguay welcomed the representatives from 2Revolutions.
Kathryn Wilson, 2Revolutions reported:

- The Board members were provided a copy of the Draft 3-year Strategic Plan in the School Board packets.
- The process in developing the Draft included gathering data through the empathy process (individualized meetings with groups of community members, staff members, administration, students, and Board members), surveys, and the work of the Community Planning Group (CPG). From the data, the CPG worked to develop the Portrait of a Learner which is a requirement of New England Association of Schools and Colleges (NEASC) accreditation and defines five skills for Lin-Wood graduates: Responsible Collaborator, Independent Learner, Effective Communicator, Critical Thinker, and Global Citizen. Additionally, three plan goals (Grow Our Learners, Grow Our Educators, and Grow Our Systems) as well as action steps and possible success indicators were determined. Project Based Learning (PBL) was a major focus of the CPG. The Board members were asked for input on the Plan Draft and strategies for reporting on the Plan goals.
    - Kevin Bell noted he was surprised to see the goal of Growing Our Systems and expressed concerns that it may be difficult to track and monitor the progress on this goal.
        - Jay Duguay mentioned successes reported on the Grow Our Learners and Grow Our Educators goals should be a good indicator of the success of the Growing Our Systems goal.
    - Jay Duguay expressed his thoughts on benchmarks, evaluations and setting a list of success indicators/things to target that are easily measurable.
    - Jay Duguay noted that monthly progress reports to the Board may not be efficient and reports two or so times per year should be sufficient.
    - Jay Duguay mentioned the implementation of the plan may require big changes and budgeting requirements will need to be considered.
    - Jay Duguay mentioned interdisciplinary project based learning units as they are not clearly defined in the Plan. Will graduates need to have a CTE or ELO credit or a senior project to target the interdisciplinary project based unit?
        - Dr. Steady noted there will need to be changes and teachers will need training on interdisciplinary rubrics and standards. Interdisciplinary units could start in a small area such as a Humanities Class (focusing on English Language Arts and Social Studies) and grow from there.
    - Kevin Bell mentioned the five skills defined for the Portrait of a Learner are strong. They will need to be made very present and visible and the expectations need to be evident to have creditability.
        - Dr. Steady mentioned the Portrait of a Learner skills will be included in the NEASC document, curriculum, etc.

- A survey will be sent out for stakeholders to provide additional feedback on the Strategic Plan Draft and the finalized content will be provided to the Board on October 22, 2025.

Minutes:

- Jay Duguay noted the minutes of the July 23, 2025 Board meeting as well as the August 13, 2025 special Board meeting need to be approved.

Tamra Ham made a motion to approve the School Board meeting minutes of July 23, 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.**

Tamra Ham made a motion to approve the School Board meeting minutes of August 13, 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.**

Communication:

- Jay Duguay mentioned the North Country Education Services (NCES) newsletter was received and included in the Board packet.
- Dr. Steady noted a letter of intent to bargain was received from the Support Staff union. A negotiations meeting will be scheduled in the fall.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The facilities crew did an amazing job on summer projects in an approximately 10 week time period. Annual maintenance projects such as painting, deep cleaning, gym floor refinishing, and tree removal/trimming were completed. The 8th year of the school flooring replacement project was done which included the math wing, library, family consumer science room and band room. The walk-in freezer evaporator and condenser was replaced as it had failed. Roofing repairs were completed under warranty to fix leak issues that had appeared in the Middle/High School roof this past winter. Maintenance projects will continue in September including replacing the access card readers for all exterior doors in the school buildings; replacing doors in the Elementary School multipurpose room; and completing fencing repairs.
- A Trust Fund Hearing will be needed prior to the next School Board meeting relating to use of monies from the Technology Trust Fund for *Clear Touch* displays. These displays were originally discussed during the budgeting process and the line item removed in favor of utilizing the Trust Funds for the purchase. The original budget discussion was around the purchase of seven *Clear Touch* panels for approximately $31,000.
- Administration met with Fresh Picks Café and the new Food Service Director, Darlene Stokowski to review meal times, the Elementary School Breakfast After the Bell program, menus, and the possible use of vegetables harvested from the hydroponic garden.
- Administration met with Durham Transportation Services for a beginning of year meeting. There has been an increase in students going to the CTE centers up north which now necessitates a larger bus requiring a driver with a CDL. Durham is working on a solution to this issue.
    - Dr. Steady noted there are 16 kids attending the CTE centers. The majority of these students are enrolled in classes relating to the health fields.

Superintendent's Report:

Dr. Steady reported:

- There were 86 bills relating to Public Schools passed by the NH Legislature. Staff training sessions around the legislative changes will be scheduled starting with the Parental Bill of Rights legislation.
- Literacy data was presented in the Board packets which shows literacy growth throughout the District particularly within the Elementary School. The District is working on one universal approach to teaching literacy. A grant was received for all Elementary teachers to be trained in the LETRS program.
- Administration held a three hour lunch retreat with Team Leaders on the schedule for the in-service days. The retreat was beneficial and another retreat with Team Leaders will be scheduled for mid-year.
- There will be a community screening of the movie *Hopeville* on Thursday night, August 21, 2025. The movie will be screened for staff members earlier in the day. The movie conveys the reasons behind the District's push for focusing on literacy.

Principal's Report:
Peter Stivali reported:

- There has been a smooth start to the teacher in-service days with some great conversations as well as excitement and anxiety about the new school year.
- The personal communication device policy has been shared with students and parents/guardians.
    - Jay Duguay asked if there was any feedback received on the policy?
        - Peter Stivali noted he had not received any feedback at that time.
        - Heather Krill mentioned she had received some feedback from students during Freshman orientation.
        - Tamra Ham noted she had received positive feedback from some parents.
- The attendance policy was sent to parent/guardians.
- Megan Houle is excited to begin the STEM program. The summer STEM camp went well and the hope is to build on that program now that Ms. Houle has taken on the STEM position.

<u>Committees</u>:
Facilities Committee:
Joe Bossie Reported:

- The District is applying for a grant for the replacement of the Elementary School windows. The grant is due September 26, 2025.
- The Facilities Committee did a walk-through of the schools and the new flooring looks great and really brightens things up.
- Mark Houde and his crew will be repairing the school fencing as the fencing contractor fell through again.
- An excavator was rented over the summer to complete some clean-up work on the outdoor classroom.
- The path railing will be replaced with a metal railing.
    - Tamra Ham asked about the railing replacement relative to the future realignment of the school path?
        - Joe Bossie noted the railing is being replaced due to safety concerns and will cost approximately $1,600 to replace.
- The emergency lights and surround cages are being replaced in the Middle/High School gym.
- The parking lot striping is behind this year but will happen this fall.
- Mark Houde will be looking into pricing for the Elementary School floor replacement.
- Suggest that a plan be established to water the fields for a while during the beginning of the summer in future. The fields were fertilized in the spring but are now parched with the lack of rain this summer and a watering plan may help with this in future.
- The Middle/High School roof leaks were caused by faulty lap joints. The repairs were done under warranty.
    - Debbie O'Connor noted the last three phases of roof replacement had faults.

Policy Committee:
Tamra Ham Reported:

- The policies for first reading are based on recommendations from the NH School Boards Association (NHSBA).
    - For policy IIB-Class Sizes the Policy Committee suggested keeping the previous language 'the District will strive to achieve' instead of the suggested language of 'is limited to.' The Committee also added PE and Library Media Classes to the exceptions referenced.
        - Jay Duguay suggested that STEM classes be included on the list of exceptions.
    - Regarding policy IHBI the Policy Committee recommended including a cap of $5,000 on special expenditures regarding student Alternative Learning Plans prior to Board approval.
        - Dr. Steady mentioned that in the past there has been little to no cost associated with Alternative Learning Plans however, these Plans are now becoming more robust.
- Kevn Bell mentioned there was a typo in policy BBBC. Under section C. Effective Date, at the start of the third sentence 'one' should be 'once.'
- Jay Duguay inquired if policy EHAG-Use Generative Artificial Intelligence was listed as a required policy by the NHSBA?
    - Dr. Steady noted policy EHAG is recommended by the NHSBA.

Tamra Ham made a motion to move the policies listed under first reading on the agenda to second reading. 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.**

- Kevin Bell noted there was missing language in policy DB-Annual Budget at the end of the second sentence of the third paragraph after the word 'the.'

- Tamra Ham noted the word 'schools' should follow the word 'the.'

Tamra Ham made a motion to approve the policies listed under second reading on the agenda. 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.**

Tamra Ham made a motion to withdraw the policies listed under policies to withdraw-second reading on the agenda. 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.**

Business Requiring Board Action:
Staff Nominations, Recommendations and Resignations: None.

Substitute Rate:
Debbie O'Connor Reported:

- The substitute teacher rate was last changed in 2023-2024 to $100/day. Local north country schools' substitute rates ranges from $85/day to $150/day. Schools paying $150/day still have difficulty finding substitutes. Looking at other north country rates as well as the minimum wage and the paraprofessional hourly starting rate of $18.50, the recommendation would be to increase the Lin-Wood substitute rate to $115/day. This would amount to $16.43 per hour. An increase was made in the substitute teacher budget line in this year's budget and would cover the recommend rate increase.
    - Jay Duguay inquired as to the budget?
        - Debbie O'Connor noted there was a $5,000 increase placed in the budget.
    - Kevin Bell inquired as to open staff positions at the school?
        - Mary Steady mentioned there is still an open Math position at the school. This position is being covered by the Middle School Math teacher and a few students are taking an AP class remotely. All other staff positions are filled.

Tamra Ham made a motion to approve the recommendation of one hundred fifteen dollars ($115) per day as the substitute teacher daily rate. Kevin Bell 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.**

New Business: None.

Continuing Business: None.

Recognition of Visitors/Public Participation:
Student: None.

Staff: Jay Duguay welcomed Heather Krill.
Heather Krill Reported:

- Freshman orientation was well attended with 16 of the 20 expected incoming Freshmen participating. A number of Sophomore students organized some team building games and the incoming Freshmen completed a scavenger hunt to find their lockers, classrooms, and teachers.
- The Booster Club is having a Pizza for the People fundraising event at Maple Haven Campground on August 31, 2025. Additionally, the Booster Club is holding a raffle drawing for a wood raffle. The wood is being provided by the downed trees on the school property. Thank you to adult Lumberjacks Spencer Kelly and Shawn Woods for bucking up the wood as well as Andrew Wilson and Bendan Ingalls for offering to do the wood splitting and to members of the soccer teams for loading the wood. These fundraisers are taking place to purchase warm-ups for the soccer teams. Raffle tickets are one for $10 or 3 for $20 and can be purchased from varsity soccer players. The winning raffle ticket will be drawn at the Pizza for the People event and wood will be delivered locally. Thank you as well to Andrea Caulder for her graphic design work on the advertisements and tickets.
- There will be a varsity soccer Jamboree all day on Saturday, August 23, 2025. The senior class will be handling concessions.

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 8:09 PM.**

Respectfully submitted,
Sharon Holt, SAU #68 Administrative Assistant