LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: September 10, 2025
SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:
Jay Duguay, Chairperson
Kevin Bell
Tamra Ham
Jasmine Weeden
Mandi Avery

SCHOOL BOARD ABSENT:
Casey Caulder
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

PUBLIC PRESENT REMOTELY:
Kristie Morris

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 6:34 PM.

Minutes:
- Jay Duguay noted the Public Hearing and School Board Meeting minutes of the August 20, 2025 were provided for review and barring any objections, the minutes will be approved by informed consent. Hearing no objections, the minutes were approved.

Communication:
- Jay Duguay mentioned he received an email from HealthTrust regarding their annual meeting.
- Jay Duguay mentioned an email was forwarded to all Board members from a parent. This will be discussed in non-public session.
- Jay Duguay mentioned a letter was received from Kristie Morris regarding retirement at the end of the 2025-2026 school year.
    - Dr. Steady noted this retirement will need to be voted on during business requiring Board action.

Reports:
Business Administrator's Report:
Debbie O'Connor reported:
- At the last Board meeting, a question was asked about the sub budget for this year. The total budget for subs is: $105,000. It is budgeted in two functions / departments in our budget. $75,000 in regular ed and $30,000 in special ed. The subs are for our teachers and paraprofessionals who are paid in those two areas.

  Actual spending:
  2022-23 = $110,221
  2023-24 = $78,261
  2024-25 = $110,961

  Last year we had some long-term subs due to positions that were not hired (PE) or changes in personnel at the end of the year. The actual salaries for the positions are budgeted in regular salaries, but the sub salaries are posted to the sub budget. If you pull out the long-term subs paid last year, the actual sub expenditure was $72,475.
    - Kevin Bell asked if long-term subs were paid at a different rate?
        - Debbie O'Connor answered yes, the long-term sub rate is dependent on education, certification and certification in subject area.
    - Tamra Ham asked if the retained fund balance could be used for additional (substitute) payroll costs?
        - Debbie O'Connor mentioned additional payroll costs usually have an offset in the budget such as the long-term substitute payroll from last year was offset by the PE position budgeted payroll that was not utilized as the position was not filled.
    - Jay Duguay asked if there were any concerns with payroll/budget at this time?

- Debbie O'Connor noted there were no concerns at this time.
- Debbie O'Connor noted she will speak about year-end financials and the retained fund balance at the September 24, 2025 School Board meeting.

Superintendent's Report:
Dr. Steady reported:
- There are some exciting things happening at the Middle School including STEM courses, cooking class, community service, woodworking and more.
- The first District newsletter was distributed through the school information system and appears on the District Website. The newsletters will be distributed monthly.
- Elementary School teachers are completing the two-year (approximately 100 hours) training in the LETRS literacy program. Teachers can receive grad credits for this training.
- The Strategic Plan is still on target for Board approval at the October 22, 2025 meeting.
- The initial support staff negotiations meeting will need to be scheduled potential dates were included in the Board packet.
- School Open House is Tuesday, September 16, 2025.
- Homecoming is Saturday, September 27, 2025.

Principal's Report:
Peter Stivali reported:
- The students are coming to terms with the electronic device policy and the administration is getting the support of the teachers with the enforcement of the policy.
- NWEA fall benchmark testing Is taking place.
- Fall athletics are underway.
- School Open House is Tuesday, September 16, 2025. Everyone will meet in the Middle/High School for a brief overview. There will be tables set up to explore information on school clubs and activities. A BBQ dinner will be served.
- The schools will begin holding fire drills and evacuation drills as needed per law.
- Senior College night has been postponed as there were only a few families signed-up.
- An update from Megan Houle on STEM programming was included in the Board packet. Mr. Stivali is working with Ms. Houle on presentations to the Board.
- Shawn Woods is doing a great job with his High School carpentry and small engines classes as well as working with Middle School students in the Tinker Lab.

Committees:
Policy Committee:
- Jay Duguay noted the Policy Committee met prior to the Board meeting.
- Tamra Ham noted additional policies will be moving forward to the Board at the next Board meeting.
- The Board discussed the policies up for readings.
    - Jay Duguay noted a number of the first reading policies are policies the Board had recently approved on an expedited bases now returning to the full reading process
    - Regarding policy IKFG-Career Exploration, Readiness, Pathways and Credentials, Jay Duguay had questions regarding how the District will be awarding the career readiness credential.
        - Dr Steady discussed the State's criteria for college and career readiness and expressed her thoughts that the State is not looking at enough factors when scoring Districts on this criteria.
        - Dr. Steady noted the District is using an interactive platform called Xello to track students' college and career pathways. This platform is endorsed by the NH Department of Education.
        - Dr. Steady mentioned she would check and work with Matt Manning on how the District plans to award the career readiness credentials.
    - Jay Duguay inquired if the changes include in IMDA-Patriotic Exercises were statutory?
        - Dr. Steady noted the changes are statutory (one of the 86 law changes effecting schools).
    - Kevin Bell noted there is a misspelling in the title of policy IJ-Instructional Resources and Instruction Resources Plan up for second reading.

Tamra Ham made a motion to move the policies listed under first reading on the agenda with the exception of IKFG to second reading. 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 unanimously.**

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 present were in favor and the motion carried unanimously.**

Tamra Ham made a motion to withdraw policy BBA-R. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

Business Requiring Board Action:
Staff Nominations, Recommendations and Resignations:

- Dr. Steady mentioned a letter was received from Kristie Morris regarding her retirement in June 2026 after the 2025-2026 school year. Mrs. Morris has been a great asset to the School District.

Tamra Ham made a motion to accept the retirement of Kristie Morris effective the end of the 2025-2026 school year with deep regret. 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 unanimously.**

- Jay Duguay expressed the Board's congratulations and serious gratitude to Mrs. Morris for her 28 years of service to the District.

New Business: None.

Continuing Business: None.

Recognition of Visitors/Public Participation:
Student: None.

Staff: None.

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. Mandi Avery, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; and Kevin Bell, YES. The Board entered non-public session at 7:02 PM.

Respectfully submitted,
Sharon Holt, SAU #68 Administrative Assistant

The Board members returned to the public meeting at 7:25 PM.

Tamra Ham made a motion to approve the parent request regarding a student which was discussed in non-public session pending compliance with policy JFAB. 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 unanimously.**

Tamra Ham made a motion to adjourn the School Board Meeting. 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 meeting adjourned at 7:28 PM.**

Respectfully submitted,
Jasmine Weeden, School Board Secretary