

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: September 24, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

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

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools  
Peter Stivali, Principal  
Debbie O'Connor, Financial Manager  
Bart King, Technology Assistant

**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 6:30 PM.

**Minutes:**

- Hearing no objections, the minutes for the Public Hearing, School Board Meeting, and Non-Public Session of September 10, 2025 were approved by informed consent. Joe Bossie and Casey Caulder abstained.

**Communication:**

- A letter of intent to retire was received from Debbie O'Connor. This will require Board action at the appropriate time in the agenda.
- An event invitation was received from Communities for Alcohol and Drug-Free Youth (CADY). Joe Bossie will attend.
- The North Country Education Services (NCES) newsletter was included in the Board packet.

**Reports:**

**Business Administrator's Report:**

Debbie O'Connor reported:

- The end of year 2024-2025 fiscal reports and current Trust Fund balances were provided to the Board members and discussed.
- There are two reports requiring Board member signatures that need to be sent to the state. The DOE 25 goes to the Department of Education and the MS25 goes to the Department of Revenue.
- There is a fund balance of approximately \$510,000 remaining from the 2024-2025 fiscal year. \$160,000 of this balance will be moved into the District Trust Funds per the Warrant Articles voted at the District annual meeting. This leaves an unassigned fund balance of approximately \$350,000. The retained fund balance is on the agenda for Board action. The District can retain up to 5% of the net assessed value of the year's budget which would be approximately \$414,000. There is not that much available however, the District could retain up to the full approximately \$350,000 that is remaining.
  - The Board inquired if there have been past years when no monies were returned to the towns?
    - Mrs. O'Connor noted there had been years where no monies were returned and the District was not able to fund the trust funds.
  - The Board discussed the SchoolCare healthcare pool deficit. As a SchoolCare member, the District will be invoiced in October for around \$200,000 which will be due in January, 2026 to cover the District's portion of the deficit. The Board discussed possibly using the retained fund balance to cover this unbudgeted expense.

## **Superintendent's Report:**

Dr. Steady reported:

- There will be a home cross-country meet on October 1<sup>st</sup>. There will be a barbecue and special recognition ceremony for the senior athletes. Thank you to Joe Bossie, Matt Manning and coaching staff for making this meet happen.
- Mark Houde, Debbie O'Connor, and Dr. Steady did a walkthrough of all the school memorials and made a plan for their upkeep.
- The District has submitted for a few additional grants this year.
  - Megan Houle submitted a robotics grant which the District was awarded in the amount of \$9,272. These monies will go to purchase more motherboards for Legos as well as the cost to send students to a competition.
  - Katie Parent has applied for a chemical safety grant to bolster the District's chemical safety protocols.
  - Debbie O'Connor will be submitting a grant for the Elementary window replacement project.
  - Additionally grants will be submitted for additional school bubblers and a school salad bar.
- Allie Brown has been hired as a consultant to assist with NEASC accreditation, curriculum alignment and inclusion of the Portrait of a Learner into the District's curriculum. Two staff members are additionally working on curriculum.
- A draft copy of the District's safety plan was provided to the Board members.
- All High School and Middle School science teachers were trained in Flinn scientific chemical safety and all middle and high school students took the student scientific chemical safety course and successfully passed.
- The Strategic Plan is still on track to be presented to the Board on October 22<sup>nd</sup>.
- Homecoming will be Saturday, September 27<sup>th</sup>.

## **Principal's Report:**

Peter Stivali reported:

- The open house on September 16<sup>th</sup> was a success with a nice turnout. Megan Houle showcased a number of STEM activities.
- Thank you to Billie Barnett for a successful school picture day.
- Matt Manning is currently finishing up with the IMPACT testing for student athletes. This memory and cognitive test helps set a baseline to be used if a student is suspected of having a concussion.
- Jen Whitcher and Matt Manning took a group of junior and senior students on a field trip to Plymouth State University. The District is grateful for the use of the Lincoln town vans which makes trips like this possible.
- Heather Krill and Jen Whitcher took their students on a walking field trip to the Lincoln Library to renew their library cards.
- There will be 14 or so colleges represented at the High School's mini college fair on Thursday, September 25<sup>th</sup>.
  - The Board inquired as to military recruiters?
    - Mr. Stivali noted military recruiters usually arrange a time to come set-up a table in the Middle/High School multipurpose room during a high school lunch period.
- It is Homecoming week and there will be a pep rally and dance sponsored by student council on Friday, September 26<sup>th</sup> with homecoming on Saturday, September 27<sup>th</sup>.
- Permission slips have been sent home regarding a field trip for 6<sup>th</sup> to 12<sup>th</sup> graders on October 17<sup>th</sup>. The field trip will be to UNH's Discovery Center for Ocean Discovery. This will offer students a chance to explore things like ocean floor mapping and water quality for marine life.

## **Committees:**

Facilities Committee:

- The Facilities Committee met prior to the Board meeting. There is nothing specific to report from that meeting to the Board members at this time.

Policy Committee:

- The Policy Committee met prior to the September 10<sup>th</sup> School Board meeting. There are policies for review, first reading, second reading and withdrawal.
  - A full District policy review was a suggestion that came out of one of the audits. They were discussed at the policy meeting to determine alignment with NH School Board Association (NHSBA) sample policies and there are no conflicts between policies. No changes were recommended by the committee for the policies under review. Once reviewed by the full Board, these policies will then be marked as reviewed this year.
    - It was suggested that 'of the' be added prior to the word District in the second sentence of policy JRB-Confidential Student Information.

- Dr. Steady met with Matt Manning regarding the question raised at the last meeting relating to policy IKFG-Career Exploration, Readiness, Pathways, and Credential. The District is using Xello. The Xello program aligns with State standards. Teachers, students and parents will have access to the Xello account. Mr. Manning created pass/fail lessons in Xello which will appear on transcripts as College and Career Readiness. Additionally, Mr. Manning has created a couple of other credit earning learning pathway opportunities. The District is starting this program with the High School Students now but the hope is to start these programs at the middle school level (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) in the future.
  - Information on the Xello lessons was distributed to the Board members.
- The Board discussed the remainder of the first reading policy updates which were mainly grammatical however, policy JHC-Student Early Release Precautions was updated per the current NHSBA recommendations with minor additional changes recommended by the Policy Committee.
- Policy JICI-Dangerous Weapons on School Property, was reviewed by the Policy Committee and not brought forward for first reading as Dr. Steady wanted to further review the policy and get a legal opinion, if necessary, prior to making any changes.

**Tamra Ham made a motion to move the policies listed under policies for 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.**

- The policies to withdraw-first reading were discussed. The first reading withdrawal policies are being removed because the information is duplicated in other policies and these policies are no longer necessary. It was determined that the withdraw-first reading policies could be withdrawn without further readings.

**Tamra Ham made a motion to withdraw the policies listed under policies to withdraw-first 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.**

- The Board discussed the policies for second reading. This were discussed at the last School Board meeting. A minor change was made to policy IKF-HS Graduation Requirements and a number of these policies had been approved over the summer in an expedited process for inclusion in the Student/Parent Handbook.

**Tamra Ham made a motion to approve the policies listed under policies for 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.**

- The Board discussed the second reading policies to withdraw. The withdrawal of these policies was contingent on the approval of the second reading policies.

**Tamra Ham made a motion to withdraw the policies listed under policies to withdraw-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.**

#### **Business Requiring Board Action:**

Staff Nominations, Recommendations and Resignations:

- The letter of retirement received from Debbie O'Connor was discussed. The Board expressed their deepest appreciation to Mrs. O'Connor for her 25 years of service and willingness to help the District with the transition.

**Tamra Ham made a motion to accept the retirement of Debbie O'Connor effective September 2026 with deep regret. 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.**

- The Board again expressed their appreciation for Mrs. O'Connor's years of service and offered congratulations on her retirement.

Retained Fund Balance:

- The Board discussed and determined with the unbudgeted invoice expected from SchoolCare regarding health insurance, the best course of action would be to retain the full amount of the fund balance available.

**Tamra Ham made a motion to retain the full balance available of three hundred, fifty thousand, six hundred thirty-seven dollars and fourteen cents (\$350,637.14). 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.**

**New Business:** None.

**Continuing Business:** None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: None.

Community:

Jay Duguay welcomed Kevin Bell:

- Kevin Bell expressed the appreciation of Loon Mountain for the use of the School parking lots for the Highland Games weekend.

Jay Duguay welcomed Tamra Ham:

- Tamra Ham noted that Shannon Robinson is celebrating 25 years of service at the Lin-Wood Community Childcare Center and encourage those that may see her to offer congratulations on this achievement.

**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 7:35 PM.**

Respectfully submitted,  
Debbie O'Connor, Financial Manager