

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: DECEMBER 3, 2025
5% RETAINED FUND BALANCE PUBLIC HEARING MINUTES

SCHOOL BOARD PRESENT:

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

SCHOOL BOARD ABSENT:

Casey Caulder

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Peter Stivali, Principal
Debbie O'Connor, Financial Manager
Sharon Holt, SAU #68 Administrative Assistant

PUBLIC PRESENT:

None

The Public Hearing was held in the Elementary School Multipurpose Room.

School Board Chairperson, Jay Duguay called the 5% Retained Fund Balance Public Hearing to order at 6:31 PM.

Jay Duguay commented that the Public Hearing was being held to gather public comment on the use of monies from the 5% Retained Fund Balance for the payment of the *SchoolCare* (healthcare) Contribution Assessment invoice; purchase of additional *ClearTouch* educational interactive touch-screen panels; and multi-sport backdrop/net systems.

Jay Duguay mentioned the *SchoolCare* Contribution Assessment has been discussed at a number of previous Board meetings and asked for additional information regarding the *ClearTouch* panels and multi-sport backdrop/net systems.

- Dr. Steady noted seven additional *ClearTouch* panels are being requested to be purchased through the Retained Fund Balance. Five additional panels are included in the budget. Using the Retained Fund Balance for these seven panels instead of budgeting for all twelve would alleviate that line in the budget.
- Dr. Steady mentioned the multi-sport net system would be used to prevent balls transferring between the back athletic fields and from entering Connector Road. The softball teams will be using the recreation field beginning this spring. Utilizing the Retained Fund Balance to purchase the net systems would allow for these systems to be utilized this spring athletic season and would also alleviate the athletic budget.
 - Debbie O'Connor noted the net system was discussed at the last Board meeting when Matt Manning presented the draft 2026-2027 athletics budget. When Mr. Manning presented the budget, a quote for two net systems was provided. The quote of \$20,219.97 provided to the Board members this evening is for three net systems.

Jay Duguay noted the healthcare (*SchoolCare*) assessment invoice is large and unexpected, which he feels is a true intent for the use of the 5% Retained Fund Balance, as an emergency fund. The other items are the type of items that are generally put in the budget for District vote.

- Debbie O'Connor mentioned the only other time the District utilized the Retained Fund Balance was for a flooring project.

SchoolCare Contribution Assessment Discussion: None

Multi-Sport Net System Discussion:

- Joe Bossie asked if three quotes were received for the net systems?
 - Debbie O'Connor noted the quote received is from Game One, which is the vendor the District generally uses for athletic equipment and supplies. Matt Manning will be asked to work on two additional quotes.

- Kevin Bell asked about the portability of the net systems and the possible use at the front field?
- Joe Bossie inquired if the net systems would be left up year-round?
 - Peter Stivali noted he had information from Matt Manning. The net systems are portable in some respects, the nets and poles can be removed however, the pole sleeves remain in the ground. Additional pole sleeves would be needed to allow one of the systems to be moved from the back field to the front field. During the off seasons, the nets could be removed and stored in the dug-out shed and the poles could be stored away in the garage or another location as space allowed.
- Joe Bossie noted that the Board has not had the opportunity to review the full budget and expressed concerns that there may be items in the budget that may be more pressing for use of Retained Fund Balance monies.
 - Debbie O'Connor noted the most pressing item for the use of the Retained Fund Balance monies, is the health insurance (*SchoolCare*) assessment invoice.
- Dr. Steady noted purchasing the net systems through the use of the Retained Fund Balance would allow the systems to be placed and in-use this spring otherwise the expense would be put in the budget.
- Debbie O'Connor noted there had been discussion at the last Board meeting about the use of the Equipment Trust Fund for the net systems however, there is not enough in the Trust Fund for the purchase. There may be enough in the Equipment Trust Fund to cover the cost of the other larger purchase discussed during that meeting, an electronic Score Board.
- Joe Bossie asked if the Board votes now to use the Retained Fund Balance monies for the net system, would the funds be required to be used for this purpose?
 - Debbie O'Connor answered, yes, once voted on, the funds would need to be used for the voted purpose.
- Joe Bossie asked to what date does the District have to utilize the monies in the 5% Retained Fund Balance?
 - Debbie O'Connor answered, through the end of June.
- Dr. Steady noted the purchase of the net system could be paused for now while the budget is being reviewed, etc. and another 5% Retained Fund Balance could be scheduled in the future, if needed.
 - Debbie O'Connor noted because the net systems were included on the agenda for this Retained Fund Balance Hearing they are not currently included in the 2026-2027 draft budget.

ClearTouch Panels Discussion:

- Dr. Steady noted the District utilizes the same vendor (Pro AV Systems in Chelmsford MA) for the purchase of the *ClearTouch* panels. Three quotes had been gathered when the original panels were ordered.
- Kevin Bell asked if the Retained Fund Balance were used for the *ClearTouch* panels, would the panels be in place and be utilized in the classrooms by January or February?
- Jay Duguay asked if adoption of the use of the *ClearTouch* panels is broad across the schools?
 - Dr. Steady indicated the current *ClearTouch* panels have been adopted into the classrooms and are being utilized regularly including for uses not originally intended such as the remote AP class. Additionally, a number of District staff members have been trained on the panels and offer training to others in a train the trainer approach. Purchasing additional panels with the Retained Fund Balance monies would allow them to be utilized this school year.
- Tamra Ham asked if the 12 *ClearTouch* panels requested through the Retained Fund Balance (7) and the 2026-2027 budget (5), would fill the needs of the District?
 - Dr. Steady answered if not meeting the full need, it would be close.
- Debbie O'Connor noted five *ClearTouch* panels were purchased using the Technology Trust Fund this past October. The remaining panels were purchased through grants.
 - Kevin Bell asked if any grant monies are currently available to purchase *ClearTouch* panels?
 - Dr. Steady noted it may be possible to purchase one panel through the Title I grant.
- Kevin Bell noted Jay Duguay's comment regarding the larger emergency purpose use of the Retained Fund Balance was relevant but expressed that the purchase of the *ClearTouch* panels is like an infrastructure upgrade.
 - Dr. Steady noted each panel's life expectancy is approximately 10 years. Staggering the purchase of the panels will also stagger the replacement costs over time.
- Tamra Ham expressed that she would like to see the *ClearTouch* panels utilized this school year.
- Mandi Avery noted the shipping cost was not included in the quote provided for the seven panels and inquired as to an estimated shipping cost?

- Debbie O'Connor mentioned the shipping cost for the five panels purchased in October was approximately \$1200 so the estimated shipping would be between \$1200-\$1500.
- Dr. Steady noted the cost for the panels themselves has been going down over the years the District has been purchasing them. The shipping costs have increased.

There were no members of the public present at the Public Hearing to provide comment.

Tamra Ham made a motion to approve and expend two hundred nineteen thousand, four hundred forty-seven dollars and six cents (\$219,447.06) from the 5% Retained Fund Balance to pay the SchoolCare Contribution Assessment invoice. 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 motion carried unanimously.

Tamra Ham made a motion to approve and expend up to twenty-nine thousand dollars (\$29,000.00) from the 5% Retained Fund Balance for seven (7) *ClearTouch* panels/classroom media hubs including shipping. 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 motion carried unanimously.

The Board discussed and agreed to table the Multi-Sport Backstop/Net System. This may be revisited after the full budget is reviewed and another 5% Retained Fund Balance public hearing held if necessary.

Joe Bossie made a motion to adjourn the Public Hearing. Tamra Ham seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the Public Hearing adjourned at 6:55 PM.

Tamra Ham made a motion to enter Non-Public Session. Joe Bossie seconded the motion. Discussion: 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. Joe Bossie, YES; Mandi Avery, YES; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; and Kevin Bell, YES. The Board entered non-public session at 6:56 PM.

Respectfully submitted,
Sharon Holt, SAU #68 Administrative Assistant

The Board members returned to public session at 7:12 PM and began the Board Budget Work Session.

Respectfully submitted,
Jasmine Weeden, School Board Secretary