

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: November 12, 2025**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Tamra Ham, Vice-Chairperson  
Kevin Bell  
Casey Caulder  
Jasmine Weeden  
Joe Bossie

**SCHOOL BOARD ABSENT:**

Jay Duguay  
Mandi Avery

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

Dr. Mary Steady, Superintendent of Schools  
Debbie O'Connor, Financial Manager  
Sharon Holt, SAU#68 Administrative Assistant  
Heather Krill, Teacher Representative

**PUBLIC PRESENT:**

Matt Manning, School Counselor/Athletic Director      Officer Elizabeth Scrafford, School Resource Officer  
Evan Bujeaud, Senior Class Representative

The School Board meeting was held in the Elementary School Multipurpose Room.

School Board Vice-Chairperson, Tamra Ham called the School Board meeting to order at 6:30 PM.

**Minutes:**

School Board Meeting and Non-Public Session October 22, 2025:

- Tamra Ham noted a small grammatical error in the first bullet point under the Superintendent's Report of the October 22<sup>nd</sup> School Board meeting minutes, 'replace' should be 'replaced.' Hearing no additional changes or objections, the minutes for the School Board meeting and Non-Public session of October 22, 2025 were approved by informed consent.

**Presentations:**

Athletics Budget: Tamra Ham welcomed Matt Manning.

Matt Manning reported:

- The increase proposed in the Athletics Budget is approximately 50% above the budget from 2022-2023. The major factors in the increase are transportation costs, New Hampshire Interscholastic Athletic Association (NHIAA) rates for officials, and coaches stipends. The costs for consumables such as uniforms and equipment has also risen.
- Also included in the budget are a multi-sport net system and a digital scoreboard. The net system is a 20' high system that would be put in place to catch balls from going into the street on Connector Road and from going onto other fields. The digital scoreboard would be for the back athletic field.
- A few athletic expense are split between the District's budget and the Booster Club. These include the varsity jackets and the rental of the lights for 'Soccer Under the Lights.'
- The softball team will be playing on the recreation field this season.
- An athletic facilities improvement plan has been developed with the Booster Club. This included the "Lumberyard" signage that sprung up this fall. The athletic facilities improvement plan is being funded through jamboree fees.
- Appreciation for the School Board and the support of the community was expressed.
  - Tamra Ham noted without the scoreboard and net system; the budget increase is in-line, only about \$2,000 above the current year. Would it be possible to utilize the Trust Funds for one or both of these purchases?
    - Debbie O'Connor noted the Equipment Trust Fund has approximately \$18,000.
    - Mary Steady suggested the use of portion of the 5% retained fund to purchase the net system.
  - Tamra Ham mentioned the future plans to relocate the soccer field further into what is currently the wooded area and suggested keeping this in mind when positioning the scoreboard.
  - Kevin Bell inquired who would run the scoreboard?
    - Matt Manning mentioned that students would run the scoreboard.

- Joe Bossie expressed concerns about the move of the softball team to the recreation field. The front field is a memorial field for Karina McKay. He suggested that the McKay family be contacted directly about this change.
  - Dr. Steady noted she would work on a plan with Mr. Manning on how to best reach-out to the McKay family and will communicate the plan to the Board.
- Tamra Ham mentioned the agreement with the Town regarding the recreation field.
  - Debbie O'Connor noted the twenty- year agreement has expired and per the language in the agreement, a meeting needs to be scheduled with the Town regarding an updated agreement/future plans.

Senior Class Trip: Tamra Ham welcomed Evan Bujeaud.

Evan Bujeaud reported:

- The senior class will be taking a trip to Myrtle Beach. There will be 12 students and three adult chaperones (Dori Weeden, Blair Weeden, and Kristy Duris). A \$15,000 deposit has been placed on the trip and the class currently has enough money to cover the trip. The class has one additional fundraiser to come (Chaotic Wrestling) to be held in January, 2026. Additional monies raised will go toward student spending money and the class gift. The class will travel to and from the airport via the Town of Lincoln vans but are still looking for van drivers. Transportation to the resort (The Strand Boutique Resort) and activities during the trip will be through a coach company. Trip activities include a beach day, catamaran/dolphin cruise, Top Golf, and time on the Myrtle Beach boardwalk.
  - The Board had no objections to the senior class's plans, noting the trip sounded fun, and wished them well in their travels.

#### **Communication:**

- The North Country Education Services (NCES) newsletter was included in the Board packet.

#### **Reports:**

##### **Business Administrator's Report:**

Debbie O'Connor reported:

- The new doors to the foyer for the Elementary School multipurpose room are on order.
- A check in the amount of \$250 was received from the American Legion Auxiliary for healthy snacks. This is a generous yearly donation. The school nurse, Courtney Donati, purchases and distributes the snacks as needed. Mrs. Donati will be sending a thank you note to the Auxiliary for this donation.
- The Administration team is currently reviewing the individual department and grade level budget requests. Mrs. O'Connor and Thom Untersee attended the *School/Care* annual meeting. The District will be seeing a 25% increase in the health insurance premiums. A list of the last nine year's health insurance increases/decreases was provided to the Board members. These past increases/decreases ranged from -5.9% - 12.8%. With an insurance risk pool such as *School/Care*, Districts and Towns share in the good years as well as the bad years. The hope is to have the full budget binders for the Board members ready by Thanksgiving break. The first Board budget work session will be held at 6:30 PM on Wednesday, December 3, 2025 in the Elementary School multipurpose room.
- The building housing the SAU office is going through some changes. The monthly lease amount recently increased by 50% from \$1,197 per month to \$1,795 per month. With the uncertainty of what is happening at the building, the Administration team would like to explore other possible locations for the SAU office space including reaching out to the Linwood Ambulance/Linwood Medical Association to see if there may be usable office space available in the Linwood Medical building. This building and currently holds a dentist office. The building is located on District property and according to the deed, the building would be returned to the District once it stops being utilized as a medical office. As long as there are no major renovations needed in the Linwood Medical building's office space, it may be safe with no major costs need for the SAU office to move in. In future, use of the full building may require some significant investments such as HVAC, roofing, flooring, etc.
- The District received the invoice for the healthcare assessment from School Care totaling \$219,447.06. It was discussed by the Board previously to utilize the retained fund balance to cover the cost of the invoice. The invoice needs to be paid by December 31, 2025 or the District will incur significant late fees. A Public Hearing will need to be held related to the use of the retained fund balance. Additionally, at this time, the Administration would recommend utilizing the retained fund balance for additional *ClearTouch* interactive display boards as well as the multi-sport next system as discussed earlier in tonight's meeting.
  - The Board discussed and agreed to have the Public Hearing scheduled for December 3, 2025 at 6:30 PM prior to the first Board budget work session. This will allow ample time to get the health assessment invoice paid timely.
  - Dr. Steady noted an additional Public Hearing may be needed relating to the remainder of the retained fund balance use later in the fiscal year if additional needs are recognized.

## **Superintendent's Report:**

Dr. Steady reported:

- The November District newsletter was included in the Board packet.
- The Elementary School and Middle School Robotics Clubs are going well with strong participation. Thank you to Megan Houle and Kristyn Fadden for their continued dedication to these programs.
- The District is utilizing a small grant to purchase perishable food items for weekend food kits for families. The food kits are available for pick-up on Friday afternoons at either of the school buildings. The food kits will be available for at least five weeks depending on funds available. Leftover food kits are being donated to the local food pantry.
- Next week (November 17- November 21, 2025) is American Education Week. Board members are asked to help provide snacks for the staff on Thursday, November 20<sup>th</sup>. Snacks can be dropped off at the schools or SAU office on Thursday morning.
- School Resource Officer Scrafford is looking to get a trained therapy comfort dog for the school.

- Tamra Ham welcomed Officer Scrafford.

Officer Scrafford reported:

- Therapy dogs are now referred to as facility dogs.
- Working with Paws With A Cause out of Michigan. The Cost will be approximately \$10,000 which will be raised through fundraising and donations.
- The facility dog idea has been discussed with and approved by the Lincoln Chief of Police and Town Manager.
- Lincoln PD would own the dog and pay for vet costs, etc.
- The dog will be trained here on site.
- Unlike traditional police dogs, facility dogs do not require any special accommodations for transportation.
- The dog would be at school for student emotional support but may also be utilized for peer support for first responders as well as travel for support of minors during child court interactions or Child Advocacy Center (CAC) interviews.
- School and Police Department policies will need to be reviewed.
  - Kevin Bell inquired if other schools have facility dog programs?
    - Dr. Steady noted there are facility dog programs in the southern part of the State. There is research available on the positive impact of comfort dogs.
  - The Board indicated their support of a facility dog at Lin-Wood.
  - Jasmine Weeden suggested that the positive impact research be included with any fundraising promotions.

## **Principal's Report:**

Dr. Steady reported:

- The Elementary Halloween parade took place on Halloween day and is always a great time and well supported by the local business. Due to the inclement weather this year's event took place in the school buildings.
- Financial Aid Night, sponsored by *Granite Edvance*, for senior students and their families was held on November 5<sup>th</sup>.
- The soccer teams had a great season! The boys varsity soccer team lost in the first round of the Division IV playoffs while the girls varsity team made it to the final four where they lost a well-played game in overtime. Thank you to the community for their support of our teams.
- The senior class had a successful fundraiser for *Metavivor* in memory of Claire Bujeaud.
- Members of the Granite State Challenge team participated in the first test to determine if they would compete on television. The team was awarded the wild-card slot.
- Students and staff have been participating in a school after-school sports programs including open-gym volleyball and a Pickleball Club. Thank you to White Mountain Pickleball for hosting the Pickleball Club.
- Elementary School Banking has begun. This is sponsored by Union Bank and FBLA members supported by their advisor, Kristy Duris work as tellers.
- The Veteran's Day Assembly honoring local veterans went well. Thank you to Paula Houde for organizing this great annual event.

## **Superintendent's Report continued:**

Dr. Steady reported the list of winter coaches:

- Varsity Boys Basketball: Max Leblanc and Vance Pickering; Varsity Girls Basketball: Courtney Peabody, Katie Parent, Jess Halm; Middle School Boys' Basketball: Matt Manning; Ski Team: Aaron Loukes, Marcus Corey, Jeff

Clermont, Keegan Rice, Bailey Clermont, and Kim Pinkham. Additionally three Loon Race Team Coaches will be volunteering they are Joe Peznola, Brett Marquis and Jesse Answer.

#### **Committees:**

- Tamra Ham noted the Policy Committee met prior to the Board meeting and there will be policies brought forward at the next School Board meeting.

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

Staff Nominations, Recommendations and Resignations: None.

Adopt Strategic Plan:

- Dr. Steady mentioned the updated copy of the Strategic Plan was included in the Board packet. The plan was presented at the last Board meeting.

**Joe Bossie made a motion to adopt the Strategic Plan as presented. Kevin Bell seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Ratify LWSAA Agreement:

- Dr. Steady noted the Lin-Wood Support Staff has ratified the LWSSA agreement on their end. There are no changes since the Board held its last non-meeting to discuss the agreement.

**Jasmine Weeden made a motion to ratify the Lin-Wood Support Staff Association (LWSSA) agreement. Joe Bossie seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Debbie O'Connor noted the next steps is for the cost items of the LWSSA agreement to be put on the Warrant and be voted on at the School District annual meeting.

School District Clerk:

- Dr. Steady mentioned Sharon Holt has agreed to be the School District Clerk if appointed.

**Joe Bossie made a motion to appoint Sharon Holt as School District Clerk. Casey Caulder seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- The Board expressed their appreciation to Sharon Holt for continuing to take on this position.

#### **New Business:**

School Board Meeting Format:

- Tamra Ham had concerns that the current Board meeting was determined to be held with no virtual meeting or recording without any previous discussion by the Board.
  - Dr. Steady noted that she and Board Chairperson, Jay Duguay had a telephone discussion prior to the meeting and it was determined that the meeting would be held without the virtual component. This was due to safety concerns raised by Board member, Joe Bossie.
- The Board discussed the Board meeting format relative to the virtual meeting component and video recording and posting of the meeting. Discussion points included:
  - Joe Bossie noted minutes of the meeting are the true legal record of the meeting. Additionally, current use of the virtual component to the meetings is minimal and views of posted meetings is also minimal. He would be okay with voice recording meetings for the purpose of review for minute taking.
  - Tamra Ham noted transparency to the public is important and she would not advocate for less transparency.
  - Jasmine Weeden agreed transparency is important but does not necessarily require broadcasting of meetings.
  - Kevin Bell determined three items for discussion regarding the concerns include: meetings held live on a virtual meeting platform; meetings being video recorded; and meetings being video recorded and posted. Additionally, relating to transparency, Board budget and other work session have not had a virtual meeting or recording component
  - Jasmine Weeden asked Dr. Steady what other school boards do?

- Dr. Steady noted that other school boards do a range of things but most do not go to the extent Lin-Wood does.

**Tamra Ham made a motion to hold Lin-Wood School Board meetings with a virtual meeting (Zoom). Jasmine Weeden seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. Tamra Ham, Aye. Jasmine Weeden, Joe Bossie and Casey Caulder, Nay. Kevin Bell, Abstain. The motion failed.**

- The Board would like to discuss this further and asked that it be included on the next Board meeting agenda referencing three items: 1. Meetings held live on a virtual meeting platform e.g., Zoom. 2. Meetings being video recorded. 3. Meetings being video recorded and posted.
- The Board determined the next Board meeting on December 10, 2025 will be held without a virtual meeting component or recording.

**Continuing Business:** None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: Tamra Ham welcomed Heather Krill.

Heather Krill reported:

- From Dori Weeden: Due to the generosity of the Lincoln-Woodstock community, the Class of 2026 will be sending \$1379.75 to Metavivor, in memory of Claire Bujeaud! THANK YOU for making this our BEST year ever! This is AWESOME!
- From Dave Webster: Granite State Challenge team including Evan, Kai, Chuck, Maisie, and Hazel completed their first 100 question trivia test on a recent Sunday field trip to Plymouth Regional High School. The team learned today that they made the wild card entrance and will compete against Fall Mountain.
- From Paula Houde: Lin-Wood Honors Veterans-A testament to our community's respect for Veterans, Lin-Wood's annual Veterans Day Assembly occurred on Friday, November 7, 2025. The assembly saw approximately 30 Veterans being honored by our Lumberjack community. Students from grades 5-12 gave special readings; the Middle and High School chorus graced the event with their beautiful voices with a performance of Marches of the Armed Forces; the High School band added to the ceremony with a performance of "A Celebration of Taps", the 5th graders created cards inspired by the main compositional elements of our iconic American Flag and second graders created cards to give the Veterans as they exited the gym. Guest speaker Joe Evans recognized the 250th birthday of the Marine Corps, shared his Army experience, and spoke about the role of women in the military. The Lin-Wood family takes Veterans Day very seriously. We believe our Veterans deserve a program of honor, respect, and love.
- From Aaron Loukes: The Lin-Wood Pickleball Club has been meeting the past two weeks at White Mountain Pickleball Club (WMPC). It has been going really well and Ron West, the owner of WMPC, has been extremely generous to our school providing instruction and court time for our students. Several staff have also been participating as well. We are extremely fortunate to have this opportunity.
- Jess Halm shared: The Math Club (with 8 students) headed to their first meet today. The team had fun and did well.

Community: None.

**Tamra Ham made a motion to adjourn the School Board Meeting. Joe Bossie seconded the motion.** Discussion: None. **Tamra Ham called a vote to approve the motion. All Board members were in favor and the meeting adjourned at 7:48 PM.**

Respectfully submitted,  
Sharon Holt, SAU#68 Administrative Assistant