

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: December 10, 2025

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson

Tamra Ham

Kevin Bell

Casey Caulder

Joe Bossie

SCHOOL BOARD ABSENT:

Jasmine Weeden

Mandi Avery

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools

Debbie O'Connor, Financial Manager

Sharon Holt, SAU#68 Administrative Assistant

PUBLIC PRESENT:

Kyla Applegate Tewksbury

Nicholas Tewksbury

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 6:32 PM.

Minutes:

School Board Meeting minutes of November 12, 2025; Public Hearing and Non-Public Session minutes of December 3, 2025:

- An attendance error on the November 12, 2025 School Board meeting minutes was noted and hearing no additional changes or objections, the minutes for the School Board meeting of November 12, 2025 as well as the Public Hearing and Non-Public session of December 3, 2025 were approved by informed consent.

Communication:

- The North Country Education Services (NCES) newsletter and the Lincoln-Woodstock District newsletter were included in the Board packet.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- Representatives from *SchoolCare* met with interested staff members on December 1st regarding other healthcare insurance plans they offer. These plans would have lower premiums but higher deductibles/out of pocket costs for staff members depending on utilization by the member and their dependents. An additional meeting with *SchoolCare* will be scheduled. The District will also try to schedule a meeting with *HealthTrust* to discuss their health insurance plan options. The District will need to commit to an insurance provider by February 1st and have plans chosen by April 15th. Any changes in the premium costs to the District may not be available by the time the Warrant is ready but may be available by the annual District meeting.
 - Tamra Ham noted the Town of Lincoln has changed health insurance plans and covers 50% of employee deductibles.
 - Debbie O'Connor mentioned one of the SchoolCare plans discussed on December 1st funds the deductible, the other does not but offers a larger premium savings.
- The District applied for a NH Department of Education (NHDOE) SAFE grant under the category of outdoor cameras and monitoring systems. The District has received a SAFE grant in the past and may be lower on the list as the NHDOE tries to give these funds to schools that have not received monies in the past.
- The District is also applying for a "Lead Remediation Grant" from the NH Department of Environmental Services (NHDES) for an additional water bottle filling station in the High School. A motion is needed from the governing body (Board) to accept the funds and designate an authorized representative to sign on the Board's behalf. This is on the agenda later in the meeting.

Superintendent's Report:

Dr. Steady reported:

- The District was awarded a \$15,000 grant from the Granite United Way regarding substance abuse prevention. The grant funds will be used to focus on family engagement including tickets for families to participate in local activities, T-shirts and T-shirt design maker for messaging.
- Thanks to a small grant, the District was able to provide a total of 100 weekend food kits for families. The food kits included fresh vegetables and other perishable food items.
- Logan Placey and Shaun Hagan attended a National Social Studies conference in Washington, DC.
- The Strategic Plan is being rolled out to staff members. At the January staff meeting the discussion will focus on reviewing the Portrait of a Learner and Scope and Sequence.
- The Lin-Wood Support Staff Association (LWSSA) agreement will need to be re-ratified by the Board. This is on the agenda later in the meeting. The Board had ratified the agreement at the last Board meeting but the LWSSA had not completely finished the ratification on their end. Having the Board re-ratify will make sure the dates align and that there are no future complications.

Principal's Report:

- Jay Duguay noted a written report including past and upcoming school happenings was included in the School Board packet.
 - Tamra Ham mentioned the Just for Kids shopping event taking place on Friday, December 12th in the Elementary School MPR. Volunteers are needed to help set-up during the afternoon of Thursday, December 11th and to help with shopping and present wrapping on Friday.
 - Joe Bossie inquired as to a printed events/activities calendar relating to winter athletics but will check on the website.
 - Dr. Steady mentioned the athletic schedule is also included in the District newsletter.

Committees:

Wellness Committee:

- Jay Duguay noted the Wellness Committee minutes were included in the School Board packet.

Facilities Committee:

- Joe Bossie mentioned the Facilities Committee met prior to the Board meeting and discussed the Elementary School Flooring project. With the increase in the operating budget, the Facilities Committee suggests bringing forward just the initial and lowest cost phase of the project. This phase could be completed by either placing an article on the warrant or through the use of the Retained Fund Balance. This would include floor replacement in the offices along the main entry hallway with rubber tiles and the music room with carpet tiles.
 - Debbie O'Connor indicated there may also be Trust Fund monies available to be used toward this project.

Policy Committee:

- Jay Duguay mentioned the policies for review have no changes recommended.
 - Tamra Ham mentioned the Policy Committee has been working through putting eyes on older policies to determine current relevancy.
 - LA-Education Agency Relations Goals, a policy for review, was discussed. Section 2.b. seems to be an odd paragraph and hints at lobbying which is not allowed for School Districts.
 - Dr. Steady noted that School District's cannot lobby but the Superintendent can be authorized by the Board to testify relating to the District's experience.
 - It was determined that policy LA would be returned to the Policy Committee for further review and clarification.
- First reading policy KH-Public Solicitations in School was discussed. Jay Duguay expressed concerns that the language of the policy may prohibit things like the Book Fair, Just for Kids Shopping, Loon discount passes, etc.
 - It was determined that policy KH would be returned to the Policy Committee to soften the language in the policy.
- Jay Duguay inquired as to the removal of the line relating to the budget hearing in policy DBC-Budget Preparation?
 - Debbie O'Connor noted a budget hearing would be needed regardless of whether it was included in the policy as it is required by law.
 - Sharon Holt noted the budget hearing line is not included in the NH School Board Association's sample copy of policy DBC.

Tamra Ham made a motion to move the policies on the agenda under Policies for First Reading, with the exception of policy KH, to second reading. 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.

- The policies to withdraw were discussed and will be withdrawn at the next Board meeting as the withdrawal of a number of these policies relates to the acceptance of policies currently on first reading.

Business Requiring Board Action:

Staff Nominations, Recommendations and Resignations:

- Dr. Steady mentioned letters of resignation were received from Paraprofessional, Beth Bradley and Assistant Principal, Ashley Youngheim.

Tamra Ham made a motion to accept the resignation of Beth Bradley with regret. 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.

Tamra Ham made a motion to accept the resignation of Ashley Youngheim. 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.

Grant for Water Bottle Filling Station:

Tamra Ham made a motion to accept and expend the NH Department of Environment Service (NHDES) grant funds from the Drinking Water and Groundwater Trust Fund; enter into a grant agreement with NHDES and to identify and authorize Dr. Mary Steady, Superintendent to sign the grant documents on behalf of School Board. Joe Bossie seconded the motion. Discussion: It was clarified that the Drinking Water and Ground water Trust Fund was a NHDES Trust Fund not a District Trust Fund. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.

Ratify LWSAA Agreement:

Tamra Ham made a motion to re-ratify the Lin-Wood Support Staff Association (LWSSA) agreement as written. 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.

School Board Meeting Format:

- The School Board meeting format was discussed relating to live streaming via a virtual meeting platform, video recording of the meeting, audio recording of the meeting, and the posting online of any meeting recording.
 - Jay Duguay mentioned he would like to hold this discussion with the full Board present.
 - Tamra Ham expressed her apprehension with delaying the conversation further based on her concerns with transparency. She also noted that meeting recordings are viewed/listened to by community and staff members that were not able to attend the meeting.
 - Joe Bossie expressed safety concerns relating to live video recordings and posting of meetings online.
 - Kevin Bell suggested an audio/podcast type recording that is posted on the District website as the District moves forward with promoting the website as the place to go/source of truth relating to the District.
 - Debbie O'Connor noted she had spoken to her northern NH Business Administrator's group. The only District in the north country that offers a virtual meeting component to their Board meetings is Gorham. Gorham offers this option as they rotate the meeting location through a number of small towns within the that District.
 - Jay Duguay stated his opinion that the School Board meeting minutes are comprehensive and his feelings that nothing is missed.
 - The Board determined the January 14, 2026 School Board meeting will be audio recorded only. The full Board will discuss the meeting format including live streaming and recording as well as determine if recordings will be posted and if so, where. Relative policies will be provided to the Board members for this meeting.

New Business: None.

Continuing Business:

2026-2027 Budget:

- Jay Duguay mentioned the next School Board Budget work session would be held on Wednesday, December 17, 2025 at 6:30 PM in the Elementary MPR and asked if any department budget presentations would be expected?
 - Mary Steady mentioned no presentations are expected. She and Debbie O'Connor will get the answer from Trey Aldridge relating to the Board's question from the last work session1b about the firewall.
 - Debbie O'Connor mentioned the Board will need to discuss the addition of a School Tuition/Open Enrollment line item to the budget.

Recognition of Visitors/Public Participation:

Student: None.

Staff: None.

Community: Jay Duguay welcomed Nick and Kyla Tewksbury

- Nick Tewksbury raised concerns about not being able to hear the Board meeting well from the audience.
 - The Board discussed the possibility of turning off the fan in the Elementary MPR and moving the audience chairs closer to the Board members during the meetings.

Joe Bossie made a motion to adjourn the School Board Meeting. Casey Caulder 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 7:22PM.**

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant