**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**
**SAU #68**
**DATE: January 14, 2026**
**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**
Jay Duguay, Chairperson
Mandi Avery
Jasmine Weeden
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

**SCHOOL BOARD ABSENT:**
Tamra Ham
Kevin Bell

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:**
**Joe Bossie made a motion to approve the School Board meeting minutes of December 10, 2025. Casey Caulder seconded the motion.** Discussion: None. **Jay Duguay called a vote to approve the motion. Jasmine Weeden abstained. All other Board members present were in favor and the motion carried.**

**Communication:**
- Dr. Steady noted the North Country Education Services (NCES) newsletter was included in the Board packet.
- Dr. Steady mentioned there was an invitation to the 2026 North Country Schools Summit included in the Board packet. The Summit will be held in Gorham on January 27, 2026.
    - The Board discussed and Dr. Steady and Jay Duguay will plan to attend if their schedules allow.
- Jay Duguay noted he received communication from the two absent Board members regarding a later agenda item.

**Reports**:
**Business Administrator's Report:**
Debbie O'Connor reported:
- There has been some confusion as the original network security device replacement request that was included in the 2025-2026 budget at $6,000 for the "Sonicwall Firewall Edge Device", and subsequently removed to be accessed from the technology trust fund at a later date. During the 2026-2027 budget process, an updated request was put in for $7,000 for the cost of the next-generation firewall security device. During the most recent budget work sessions, it has also been removed from the operating budget to be accessed from the technology trust fund at a later date. Trey Aldridge is awaiting a possible grant from the Atom Group, an affiliate of Primex Risk Management services, for a next-generation firewall device at no cost to NH school Districts. If the District gets the grant, the "Sonicwall Firewall Edge Device" will be covered. If the grant is not received, it is likely that the technology trust fund will need to be accessed for this expenditure. In the meantime, a more immediate need has been identified for the District's back up and disaster recovery posture to ensure a timely recovery process if the worst case scenario were to occur. It is the Scale Computing Backup & Recovery Node system for $9,427 which is not in the current year budget. It will serve to improve the District's cybersecurity defense. A public hearing would be needed to pay for this expense through the Technology Trust Fund. The Hearing could be scheduled for the beginning of the next school board meeting to expend up to $9,427 for the Scale Computing Backup & Recovery Node system from the Technology Trust Fund. Trey Aldridge could attend the Public Hearing to explain further.
    - The Board discussed the conversation held when Mr. Aldridge presented the technology budget during the 2025-2026 budget process. Jay Duguay recalled, at the time, Mr. Aldridge presented moving away from an in-house firewall/ security service to an online-subscription based service (5-year subscription) with a smaller up-front fee to upgrade some hardware. Clarification is needed on the subscription service and how it works with/differs from the firewall device and computing back-up and recovery nodule currently being presented.

        - Prior to a Public Hearing being scheduled more information is need from Mr. Aldridge. It was determined that Trey Aldridge will be put on the next Board agenda to provide additional details and clarification on the District's cybersecurity systems (firewall/security/back-up and recovery) and recommendations.
    - Mandi Avery inquired about insurance coverage for Cybersecurity incidents?
        - Dr. Steady noted the District has a Cybersecurity Plan in place that was developed with the assistance of Primex, the District's insurance carrier.
        - Debbie O'Connor will look into what is covered by the District's Cybersecurity insurance.

**Superintendent's Report:**
Dr. Steady reported:

- Thank you to John Laskarzewski for the generous donation of three drill bits for the school shop.
- The January District newsletter was provided in the Board packets.
- The Suicide Prevention Plan was provided in the Board packet for Board review. The Plan needs to be reviewed by the Board every two years.
    - Joe Bossie inquired as to changes in the Plan?
        - Dr. Steady noted there have been no significant changes.
    - Jay Duguay inquired as to the necessary staff-member suicide prevention and response training requirements?
        - Dr. Steady mentioned the District uses a system called Vector Training for necessary yearly trainings including suicide response and prevention. Vector is an online training platform. Some time is provided to staff members during the opening in-service days to complete the training and/or it can be finished up during other open time periods. Administration can easily monitor who has completed the training via the logs in Vector. Custodians were provided in-person training on sexual harassment and suicide prevention and response.
    - Jay Duguay inquired as to the District's Suicide Prevention and Response Coordinator?
        - Dr. Steady noted Erin Bell is the Coordinator.
- The District will be applying for a Transportation Grant. This application will be submitted on Thursday, January 15, 2026.
- A $300 donation was received from the Café Lafayette for the Lumberjack pantry through a fundraiser they had going when guests purchased gift cards.
- Middle school students submitted poetry pieces into a contest to be published in a book. Congratulations to Amber Harris and Sophia Lebel, who is no longer with the District, for their works being published. Thank you to Mrs. Paula Houde for bringing this opportunity to the attention of District students.
- A list of important upcoming dates was included in the Superintendent's memo to the Board.

**Principal's Report:**
Peter Stivali gave a report on recent school activities:

- Student dental cleanings took place in early December
- Futsol takes place on Sundays from 9-12 pm in the Middle/High School gymnasium through April. Jen Whitman runs this program.
- Scholastic Book Fair was held in December and included a late afternoon cookies and crafts event this year. Kristy Duris had a fantastic turnout for this annual event. Sales were positive, and the money raised will go to our PTSA.
- The Friends of Recreation Just for Kids Shopping event held in the Elementary School on December 11th was a hit. Students, staff, and community volunteers wrapped gifts and assisted students with their purchases.
- The Middle School students had a dance in the Middle/High School gymnasium prior to the holiday break.
- Grades 5-12 attended the annual Christmas Carol at Jean's Playhouse.
- Granite State challenge Coach David Webster Jr. and Lin-Wood's brilliant team members – Captain Maisie Anderson, Kai Mansharamani, Evan Bujeaud, and Charles Poitras, along with alternates Hazel Wilson and Willa Clark had a great showing and missed being on the show by one question.
- On December 19th graduates returned to Lin-Wood to provide insight to current students on college and life experiences after Lin-Wood.
- Jen Whitcher and Student Council led a pep rally on December 19th, to kick off winter athletics, introducing teams, music, and competitive games.
- The Town of Woodstock hosted a pizza party for Lin-Wood students to say thank you for their participation in the Annual Holiday Parade. Students created floats, which were displayed along the parade route.
- On January 9th Lin-Wood's Elementary School kicked off its annual Winter Activities at Loon and around the Lin-Wood campus. Elementary Students choose to go to Loon to ski and snowboard or stay on campus to enjoy the

outdoors with sledding and games. Sarah Beaudin is doing a great job organizing the Winter Activities program this year. Thank you to Loon Mountain for their cooperation with this program. The program is scheduled for five weeks this year.

- Joe Bossie inquired as to the next date for Poetry Out Loud?
  - Dr. Steady mentioned the Poetry Out Loud finals will be held on Tuesday, January 20, 2026 at 4:30 PM at the Woodstock Station. The snow date is Wednesday, January 21st.

**Committees:**

- Jay Duguay noted the Facilities Committee minutes were included in the Board packet.
- The Joint Loss Management Committee minutes were also included in the Board packet.

Policy Committee:

- Jasmine Weeden noted the Policy Committee met prior to the Board meeting and there will be a number of policies on first reading at the next School Board meeting.
- Jay Duguay mentioned there are a number of policies on second reading for approval.
  - Jay Duguay expressed concerns with policy JICH-Drug and Alcohol Use by Students in regards to disciplinary actions relating to drug use/possession compared to alcohol use/position in school. There are specific consequences outlined in State statute regarding controlled substances (drugs) however, the consequences regarding alcohol are not as clear. Immediate reporting to law enforcement for alcohol use may not be the most appropriate course. Additionally, specific procedures need to be followed relating to special education students.
  - Dr. Steady mentioned holding back on the approval of JICH and she will look into the procedures and consequences for alcohol use vs. drug use offenses on school property as well as special education, 504, etc. procedures related to school related drug or alcohol offenses. Alcohol and drug related offenses may need to be separated in the policy.

**Jasmine Weeden made a motion to approve policies DBC, DJB, DJF, JICI, JJF, JJF-R, KA, KCB, KD, KDC, KD-R, and KLG. 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.**

- Jay Duguay noted policy JFCH-Alcohol Use on School Property will not be withdrawn until updates to policy JICH-Drug and Alcohol Use by Students have been approved.

**Jasmine Weeden made a motion to withdraw policies IJO, KED, KHB-R, and LD. 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.**

**Business Requiring Board Action:**

Staff Nominations, Recommendations and Resignations:

- Dr. Steady recommended Alyson Lomme as a part-time paraprofessional to replace the paraprofessional that resigned in December. Ms. Lomme was a student teacher in the Kindergarten room at the beginning of the school year.

**Joe Bossie made a motion to accept the recommendation of Alyson Lomme as a part-time paraprofessional. 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.**

Kinsman Scholarship Trust Fund:

- Debbie O'Connor noted the District has two Private Trust Funds for scholarships that were set up with the school and are held by the Trustees of the Trust Funds. Currently, the Funds in the school private trust funds are, The Kinsman Scholarship and the Sargent Memorial Scholarship. During graduation, the students earn the scholarships. Once they have met the requirements of the scholarship, the scholarship fund releases the money to the students/schools for whichever scholarship was awarded at graduation. Regarding the Kinsman award, the student needs to attend at least one semester of college before they can receive the money and show proof that they are enrolled in the next semester of college. Liam Manning, class of 2025 awardee of the Kinsman Scholarship has presented his paperwork and is requesting the money be paid to him. A motion will be needed to pay $1,000 from the Kinsman Scholarship Trust Fund for Liam Manning for his attendance and enrollment at Plymouth State University.

**Jasmine Weeden made a motion to approve the payment of one thousand dollars ($1,000.00) from the Kinsman Scholarship Trust Fund to 2025 scholarship recipient, Liam Manning for his attendance at Plymouth State University. 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.**

Ski Team Trailer Donation:

- Debbie O'Connor noted the Sabourn family would like to officially donate the ski trailer to the District. The trailer is currently valued at $5,000. Per policy KCD/KCD-R a motion is needed from the Board to accept gifts of $2,500 or more. The trailer will become the property of the District and the District will then receive the necessary paperwork from the Sabourns to register the trailer.
    - Jay Duguay noted the ski trailer has been a huge help with organizing the ski team gear.

**Joe Bossie made a motion to accept the generous donation of the ski trailer from the Sabourn family. Casey Caulder 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 Board expressed their appreciation to the Sabourn family for this donation.
- Dr. Steady noted a thank you card will be sent to the Sabourn family on behalf of the District. Lin-Wood thank you note cards have been created and will be utilized for gifts and donations.

Open Enrollment Letter:

- Dr. Steady mentioned a number of school District Boards and Superintendents are signing on to a letter regarding open enrollment (RSA 194-D) and the loss of local control. A copy of the letter was included in the Board packet.
    - Jay Duguay noted this letter is in relation to the Warrant Article north country schools will be placing on their Warrants stating Districts that are open enrollment Districts will put zero percent (0%) of the student population eligible for enrollment outside of the District. This is due to the need for the District to have a policy on open enrollment and if the District has no policy in place on open enrollment, the policy of the receiving District will prevail. Open enrollment may end up being a profit center for receiving schools.
    - Jay Duguay expressed concerns with signing onto this letter as it feels like a political stance and may not follow District policies prohibiting political advisory or lobbying.
    - Jay Duguay noted the Warrant Article can be explained at the Annual Meeting.
    - Dr. Steady mentioned the Lakes Region schools had an MOU in place that students could attend schools of their choice within the region. No students took advantage of this as the students wanted to be with their peers.
    - Jay Dugay mentioned the letter may be worthwhile to do on an individual basis based on policy.
        - The Board determined the letter will be placed on the agenda for the next School Board meeting and any relevant District policies will be provided to Board members.

School Board Meeting Format:

- Jay Duguay mentioned he had received communication from Tamra Ham and Kevin Bell regarding the School Board meeting format. Both would like the conversation and decision about the School Board meeting format to continue at this meeting without them. Tamra Ham sent communication supporting live streaming video of the meetings and posting the video recordings online. Kevin Bell sent communication indicating the value in live streaming video but that the recording does not need to be posted or saved as he is comfortable with the minutes as they are the official record of the meeting.
- Jay Duguay noted that transparency is important however, he finds less value in live streaming the Board meetings. Audio recordings of the meeting could keep everyone up to date and on the same page. Board meeting audio recordings could be placed on the District's website or be made available upon request.
- Joe Bossie expressed his agreement with Jay Duguay's opinion on audio recordings and noted he would not be opposed to live streaming the School District annual meeting.
- Jay Duguay mentioned policy BEDC on Quorums allows Board members to participate at meetings electronically as long as there is a quorum of the Board physically present (unless under an emergency situation) and votes are taken by roll call. Participation can be through telephone or through *Zoom,* etc.
    - Dr. Steady expressed concerns with the equity of the Board being able to participate through *Zoom* but local stakeholders not being allowed.
        - Board participation through *Zoom* would be audio only. The remote Board member would be able to be heard at the meeting location and be part of the audio recording. Votes would be taken by roll call.

**Jay Duguay made a motion for proceeding from now, the regular School Board meetings will be audio recorded and the recording placed on the School District website and made available upon request. Jasmine Weeden seconded the motion.** Discussion: The Board discussed that this will be the procedure for regular Board meetings only. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

**New Business:** None.

**Continuing Business:**
2026-2027 Budget:

- Debbie O'Connor noted she provided the Board members with minutes from the last Board budget work session as well as an updated copy of the Budget summary. $99,000 has been removed from the budget from where it originally started.
- Dr. Steady mentioned the SAU office rent increased significantly this year. The lease is up in October. There are a number of empty classrooms at the Middle/High School. With some renovations (construction of a wall/door, A/C, etc.), the SAU office may be able to move to the Middle/High School building. If the Board would like to pursue moving the SAU to the Middle/High School building, the SAU office rent and utilities monies budgeted could be removed from the 2026-2027 budget and the Facilities Trust Fund could be used for necessary building renovations or the monies could be kept in the budget to cover the renovations.
    - Debbie O'Connor mentioned the SAU office rent would go up another 3% as of November 1, 2026.
    - Debbie O'Connor noted funds would need to be kept in the 2026-2027 budget to cover the rent and utilites for the SAU office until the lease ends. Approximately $18,000 could be removed from the budget.
    - The Board discussed and believed it is worthwhile to pursue moving the SAU office to the Middle/High School building.
    - Joe Bossie inquired as to contacting the fire marshal regarding changing the use of the classrooms to office space?
        - Dr. Steady indicated that she would reach out to the fire marshal.
    - Jay Duguay asked about the possibility of utilizing the Retained Fund balance for the necessary building renovations?
        - Debbie O'Connor will double check if monies from the Retained Fund balance needs to be utilized by June 30th or if it can be allocated for use after July 1st.
    - Jay Duguay indicated the rent and utilities monies (approximately $18,000) for the SAU office should be removed from the 2026-2027 budget and ether the Retained Fund balance or Facilities Trust Fund utilized for necessary renovations.
    - Dr. Steady noted the move will be discussed with affected staff members.
- Debbie O'Connor provided a copy of the draft Warrant Articles to the Board members and noted the Board will need to give a preliminary vote on the Warrant Articles including the budget at the next School Board meeting. Tax impact will need to be added to the Warrant Articles.
    - The Board discussed proposed Article 12 relating to open enrollment and determined to note in the Warrant Article that one student per school (Elementary, Middle, High) could be admitted to Lin-Wood under open enrollment and 0% for the resident student population would be eligible to seek enrollment outside of the District.
        - Jay Duguay inquired if the language and student numbers in the Warrant Article was consistent among North Country schools?
            - Dr. Steady answered, yes. Other schools are noting 0% for residents students enrollment outside the District and one to two students allowed to enroll under open enrollment.
    - The Board discussed Article 13 relating to an Advisory Committee on ideas to address declining enrollments and increased operational costs of the District. The date for the recommendations will be made available to the District will be updated to January 1, 2027.
        - Jay Duguay clarified based on the timeline of establishing the Advisory Committee, committee reporting, etc., any recommendations from the committee would be considered for the 2028-2029 budget.

**Recognition of Visitors/Public Participation:**
Student: None.
Staff: None.
Community: None.

**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 present were in favor and the meeting adjourned at 8:14 PM.**

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant