

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: April 8, 2026

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF/STUDENT PRESENT:

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

PUBLIC PRESENT: None

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

Superintendent, Dr. Mary Steady called the School Board meeting to order at 6:31 PM.

Dr. Steady noted the first thing on the agenda was the election of officers.

Election of Officers:

Tamra Ham made a motion seconded by Jasmine Weeden to nominate Jay Duguay as School Board Chairperson. Discussion: Jay Duguay agreed to accept the position of School Board Chairperson. **Dr. Steady called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Dr. Steady turned the meeting over to the newly re-elected School Board Chairperson, Jay Duguay.

Jay Duguay made a motion seconded by Kevin Bell to nominate Tamra Ham as School Board Vice-Chairperson. Discussion: Tamra Ham agreed to accept the position of School Board Vice-Chairperson. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion seconded by Joe Bossie to nominate Jasmine Weeden as School Board Secretary. Discussion: Jasmine Weeden agreed to accept the position of School Board Secretary. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Minutes:

- Jay Duguay noted there were meeting minutes from the March 11, 2026 Public Hearing; March 11, 2026 School Board Meeting; March 11, 2026 Non-Public Session; and March 17, 2026 Annual Meeting for approval.
 - Tamra Ham mentioned page four of the annual meeting minutes was blank due to a formatting error and the vote on Article 6 was to approve not table the Article.
- Hearing no further comments or objections, Jay Duguay noted all minutes from March 11, 2026 and March 17, 2026 were approved by unanimous consent with the changes to the Annual Meeting minutes as noted.

Communication:

- Dr. Steady noted the North Country Education Services (NCES) and School District newsletters were included in the Board packet.
- Jay Duguay noted the Board members received email communication regarding maintenance issues with the school fields. The email will be forwarded to Dr. Steady who will speak with Mark Houde.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The MS22: Report of Appropriations Voted needs to be signed by all board members, this needs to be submitted to the NH Department of Revenue with the annual meeting minutes.

- The District is working with Bry Fairbrother regarding the town ballfield agreement. The agreement was initially signed by the Town of Lincoln, Town of Woodstock and the school District in 2002 and talks primarily about the maintenance and usage of the field. The agreement indicated after 20 years it would need to be reviewed and a new agreement drawn-up and it has now been more than 20 years. Mark Houde, Matt Manning and Debbie O'Connor met with Bry about a month ago. Since then the ballfield agreement was brought up at a joint selectman's meeting and they told them this group would be working on the updates and will bring to all three parties soon. The biggest change in the usage is the Lin-Wood Girls Varsity softball field will be using the town ballfield this year. Maintenance has historically been done by the Town of Lincoln, but since the school is using it more, it was discussed that the school will maintain it during the school year and the town will maintain it during the summer months when the Town uses it for the recreation camp programs. The Town has also recently brought on the same company that has been doing field work for the school fields (Josselyn Sports Turf). There will be a draft available of the new agreement for the Board to review at the next Board meeting.
 - Joe Bossie asked if the MacKay family had been contacted regarding the front field.
 - Dr. Steady noted she had spoken to Matt Manning and Peter Stivali about this however, plans for field use have changed and will be discussed.
- Plans are being made for the SAU office move that will take place in mid-July. A new door entrance, including access and security system, and windows near the entrance and back office of the school's SAU wing will be added. Phones and computers will be tied back into the school. Mr. Houde's team is currently working on cleaning-out and painting the rooms not currently in use. Once rooms are cleaned out, items can begin to be moved over with a final move-in date of mid-July. The SAU's current space is under contract for sale and the SAU staff has been working with the new owner. Dr. Steady will be moving out of the back office of the SAU space sooner to allow access for the new owner.
- To clarify the 5% Retained Fund Balance, RSA 198:4-b, any school District can retain up to 5% of the year-end unassigned fund balance as long as a Warrant Article was passed by the District allowing it. Lin-Wood adopted the initial 2.5% law by Warrant Article in 2013 and then adopted the 5% retainage law in 2023 when it changed.

At the end of the 2024-25 school year, the District retained 5% or \$350,637. \$220,000 was used to pay for the SchoolCare assessment and another \$29,000 to purchase seven *ClearTouch* panels. In any given year, if a District has an unassigned fund balance at the end of the year, and vote to retain some per RSA 198:4-b and the funds are not used by the end of the fiscal year in which they were voted to be retained (i.e. 2025-26), that money gets calculated back into the new fund balance and is available for the Board to vote again to retain. It does not accumulate from year to year and must be spent prior to June 30 or it rolls into the next year's calculation. The amount is not treated as an encumbrance and is a "balance sheet" item, not a fund or account that can be saved from year to year. The District has had years where monies were retained but none of the retained funds were utilized. It is another tool, if available, to use if emergencies or unbudgeted items come up. Prior to 2013, schools could not retain anything and had to send all monies back to the towns.

There is approximately \$100,000 remaining of 2024-25 retained funds.

- Tamra Ham asked about the possibility of utilizing the remaining funds for the camera security system project and if an additional walkthrough quote has been received for the project?
 - Dr. Steady noted that Trey Aldridge has reached out regarding another quote on the security system and will be following-up. Additionally, pausing on this project for now as relooking at the original quote and the large recurring fees involved.
- Mandi Avery inquired about the possibility of utilizing the remaining funds for the doors needed for the SAU move?
 - Jay Duguay asked about SAU rent monies left in the budget to cover the cost of the move?
 - Debbie O'Connor noted the move and necessary building improvements will cost approximately \$30,000 to \$40,000 including the AC mini-splits as well as the doors and windows. To save in the budget, only about \$10,000 of the SAU rent monies was kept in the budget thinking to use Facilities Trust Fund monies for this expense. If the mini-splits, windows, doors, etc. for the SAU can be ordered and received prior to June, this may be a good use of some of the remaining retained funds with the remaining costs coming from the Facilities Trust Fund.

Superintendent's Report:

Dr. Steady reported:

- There is a new after-school program for 4th and 5th graders running on Mondays and Wednesdays. This new initiative called Lumberjack Learning Camp, has been put in place to strengthen students' executive function and academic habits through homework support, skill-building games and mentorship.
- A non-public session will be needed.

- A staff in-service day will take place on Friday, April 10th. Elementary staff will work on literacy. Middle/High School staff will have a variety of training and work session including Cybersecurity, CPR, Strategic Plan and NEASC accreditation.

Principal's Report:

Dr. Steady noted that a written Principal's report was provided in the School Board Packet.

Committees:

Jay Duguay noted no committee meetings were held prior to the meeting however minutes of the recent Wellness and Facilities committee meetings were included in the Board packet.

Business Requiring Board Action:

Board Organization:

Policies:

- Jay Duguay explained the Board Ethics Policy was included in the packet for review. Board members will need to complete the ethics policy sign-off noting they have reviewed and agree to abide by the ethics policy.

Committee Assignments:

- Jay Duguay explained there are two major committees that meet alternately for a ½ hour prior to Board meetings, the Policy Committee and the Facility Committee. The Facilities Committee meets with the Director of Buildings and Grounds, Mark Houde to discuss facilities needs, planning, and funding as well as the Capital Improvement Plan (CIP) relating to funding and planning for long-term larger facilities projects i.e., paving. The Policy Committee meets to review current policies and yearly recommended policy changes based on new legislation. The other Board Standing Committees meeting sporadically as needed. School District Committees require a Board member but meet only 2-4 times per school year.
 - The Board discussed the Technology committee.
 - Dr. Steady mentioned the Technology committee was discussed at the last Board organizational meeting and at that time the committee was kept active relating to the development of a new website. The new website is now online. Board committees need to be open to the public, noticed and minutes taken.

Tamra Ham made a motion seconded by Joe Bossie to dissolve the School District Technology Committee.

Discussion: Kevin Bell noted at past meetings of the Technology committee there was good discussion and representation but lacked a path forward. Kevin Bell additionally noted the while the new website is up and running, it does still have a number of pages missing content. Dr. Steady noted the Administration meets to discuss Technology needs and training. Training needs are also discussed with team leaders. Additionally, the website's curriculum page will soon include class syllabi for all classes encompassing the Portrait of Learner. Jay Duguay raised concerns regarding oversight of Technology, technology training, and spending. Kevin Bell noted more frequent updates from the internal school process regarding technology are needed. Dr. Steady noted she will work on formalizing the School's internal Technology Committee. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

- Tamra Ham inquired about the Joint Risk Management Committee?
 - Debbie O'Connor mentioned a Board member is not required by law or policy on the Joint Risk Management Committee.
 - Jay Duguay noted the Board had previously pared-down the number of committees it participated on.
- Mandi Avery inquired about the Advisory Committee voted on at the School District Meeting?
 - Dr. Steady expressed that the Advisory Committee would begin at the start of the new school year. Additional research needs to be gathered. Surveys will need to be populated and sent out.
 - Jay Duguay asked that the recruitment process for the Advisory Committee begin in the summer in order for the committee is ready to go at the start of the new school year.
 - Dr. Steady mentioned the process may begin in the summer but responsiveness may be slower at that time.
- The Board discussed committee assignments. Facilities: Mandi Avery, Kevin Bell and Joe Bossie. Policy: Mandi Avery, Tamra Ham and Tricia Lindow. Transportation: Joe Boss and Tamra Ham. Professional Staff Negotiations: Tamra Ham and Jasmine Weeden. Wellness: Jasmine Weeden, Emergency Management: Joe Bossie

Board Meeting Schedule:

- Jay Duguay noted the schedule mentions 'if needed' on the second scheduled meeting a number of months. If there is not enough business required of the Board, Dr. Steady will reach out to suggest cancelling that meeting.

Additionally, Board meetings become more frequent starting in December for budgeting season leading into the Annual School District meeting.

- Tricia Lindow asked what was needed if a Board member could not attend a meeting?
 - Jay Duguay noted that Board members need to reach out to himself and/or Dr. Steady to make them aware if there will be a missing Board member. This is needed to make sure a quorum of at least four Board members will be available for the meeting.
- Dr. Steady noted the plan at this time is to be able to skip the summer (July) Board meeting. The main focus of the past July meetings has been the approval of the Student/Parent handbook. The District will be taking care of the handbook in-house this year and hopes to have the handbook ready by June.
 - Joe Bossie noted if there is a July meeting, he will be out of town and not able to attend.

Staff Nominations, Recommendations and Resignations:

- Dr. Steady noted there were no resignations.
- Dr. Steady noted the Board would need to review and approve the yearly professional staff nominations.
 - The Board will discuss the nominations in Non-public Session and will return to public session to vote.

New Business:

Dr. Steady noted the diplomas are at the SAU office and require Board signatures.

Continuing Business: None.

Recognition of Visitors/Public Participation:

Student: None.

Staff: None.

Community: None.

Tamra Ham made a motion seconded by Joe Bossie to recess the regular Board meeting. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and Board meeting recessed at 7:22 PM.**

Jay Duguay called the regular School Board meeting back to order at 7:26 PM.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (b) the hiring of any person as a public employee and/or (c) the discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Kevin Bell, YES; Jay Duguay, YES; Tamra Ham, YES; Jasmine Weeden, YES; Tricia Lindow, YES; Mandi Avery, YES; and Joe Bossie, YES. The Board entered non-public session at 7:27 PM.

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 8:08 PM.

Tamra Ham made a motion seconded by Joe Bossie to accept the professional nominations as presented in non-public session. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion seconded by Joe Bossie to accept the spring coaches as presented in non-public session. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion seconded by Jasmine Weeden to approve the parental request for a non-resident student to attend Lin-Wood beginning in the 2026-2027 school year as presented in non-public session. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion seconded by Joe Bossie to approve the posting of the Director of Elementary Education position as discussed in non-public session. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

Tamra Ham made a motion seconded by Joe Bossie to adjourn the School Board Meeting. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the meeting adjourned at 8:11 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary