

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD**

**SAU #68**

**DATE: April 22, 2026**

**SCHOOL BOARD MEETING MINUTES**

**SCHOOL BOARD PRESENT:**

Jay Duguay, Chairperson  
Mandi Avery  
Joe Bossie  
Tamra Ham  
Tricia Lindow

**SCHOOL BOARD ABSENT:**

Kevin Bell  
Jasmine Weeden

**ADMINISTRATION/STAFF/STUDENT PRESENT:**

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

**PUBLIC PRESENT:**

Kristie Morris  
Maisie Anderson  
Cathrin Goss  
Kaylen Kiviniemi

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 6:31 PM.

**Minutes:**

- Jay Duguay noted there were meeting minutes from the April 8, 2026 School Board meeting; April 8, 2026 Public Hearing; and April 8, 2026 Non-Public Session for approval.
  - Mandi Avery mentioned Jasmine Weeden's name is spelled incorrectly at the end of the School Board meeting minutes
  - Tamra Ham mentioned in the fifth paragraph of the Public Hearing minutes the three flooring phases for the Elementary flooring project were referenced as phases and stages. These should all be referenced as phases for consistency.

**Tamra Ham made a motion seconded by Joe Bossie to approve all April 8, 2026 minutes with modifications as noted. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

**2027 Senior Class Trip:**

Junior Class Members Maisie Anderson and Kaylen Kiviniemi presented:

- The class of 2027 plans to take a 5 day-4 night trip to Disney either April 26, 2027-April 30, 2027 or April 23, 2027-April 27, 2027, depending on costs of flights. They are working with a travel agent, Kingdom Travel out of Campton, NH and transportation to and from the airport and events while in Florida would be included.
- All 13 members of the class of 2027 are planning to attend with three chaperones including Mrs. Kristie Morris, Ms. Cathrin Goss, and a male chaperone to be determined.
- The class's first option would be to stay in a Disney Resort with a meal plan included. This option would cost approximately \$36,650. The second option would be to stay at a hotel off Disney property for approximately \$27,950 which would not have a meal plan included.
- The class still needs to work on transportation to/from Lincoln to/from the airport perhaps utilizing the Town of Lincoln vans.
  - Tricia Lindow and Tammy Ham offered additional vans that may be available as well.
- The class has currently fundraised about \$28,000 which covers the second option but additional fundraising is planned to try to get to the first choice option. Additional fundraising opportunities include a bake sale and car wash towards the end of this school year; Homecoming 2026, Under the Lights Soccer Tournament Middle School and High School; two additional fundraisers to be determined; and 2026-2027 basketball concessions if necessary. The class will stop fundraising activities once they have enough money for the first choice class trip and graduation expenses.
  - Jay Duguay asked if the class would be participating in Disney's senior night?

- Kristie Morris noted that Disney no longer does a senior night. The class will be enjoying Disney as regular guests. Additionally, only three members of this class has previously been on an airplane.
- Kristie Morris mentioned she plans to continue as a class advisor for the class next year after her retirement at the end of this school year.

**Tamra Ham made a motion seconded by Joe Bossie to approve either trip for the class of 2027 as presented. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

#### **Communication:**

- Dr. Steady mentioned communication was received that will need to be discussed in non-public session.

#### **Reports:**

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

Debbie O'Connor reported:

- Open enrollment and benefits will take place after vacation. Additionally, end of year items such as closing out the budgets and ordering for 2025-26 will take place as well as the ordering for 2026-2027.
- There are manifests for Board review and signature. These include last week's accounts payable as well as payroll and accounts payable from this week as the SAU office will be closed next week for vacation.

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

Dr. Steady reported:

- New England Association of Schools and Colleges (NEASC) will be onsite for the Decennial visit May 5<sup>th</sup> and 6<sup>th</sup>. Staff members have been preparing for this visit. The visit will happen over two days and the NEASC team will speak with staff and students. They will also observe classrooms, review curriculum documents, and review the information prepared by the staff. It is a good exercise in reflecting on what the District has done. Once the visit is complete, another report will be received back from NEASC with further action. This will be exciting to share along with the Strategic Plan update.
- Teacher Appreciation week is May 4-8, 2026. School Board members are asked to provide snack treats for staff members on Tuesday, May 5<sup>th</sup>. These can be dropped at the SAU office or the school. Lunch will be provided for staff members on Wednesday, May 6<sup>th</sup>.
- Matt Manning proctored the SAT which finished up today. Mr. Manning felt the students took the test more seriously and used all their accommodations if needed. Mr. Manning believed this was due to the work Katie Parent did in the SAT prep class and wanted to thank Mrs. Parent and the students for their hard work. Dr. Steady expressed her pride in the work that came out of the SAT prep course.
- There are no resignations to report. Support staff and para educator recommendations will be discussed in non-public session.
- There are a number of other items needing Board action on the agenda.
- Many events are upcoming:
  - Elementary School Literacy Night on 5/7/2026.
  - Taste the World on 5/15/26, an event where family members make meaningful dishes, provide the recipes and the dishes are shared with the students as a cultural experience.
  - Ice Cream Social on 5/21/2026.
  - Middle School Step-up Dance on 5/22/2026.
  - Elementary Spring Concert on 5/28/2026.
  - High School Prom on 5/30/2026.

##### **Principal's Report:**

Peter Stivali reported:

- Lin-Wood student, Wyatt Weeden, was showcased on WMUR's All Star Student Athlete segment.
- Lin-Wood students, Wyatt Weeden and Evan Bujeaud, accompanied by Matt Manning, attended the NHIAA Scholar Athlete ceremony in Concord. Student athletes must have at least a 3.7 GPA and have participated in two varsity sports to be eligible for this honor.
- A second PTA Scholastic Book Fair was held in early April.
- Students highlighted the work they have been doing throughout the year at Student Led Conferences on April 9<sup>th</sup>.
- The Middle School held their semiformal at the Community Center on April 10<sup>th</sup>.
- Megan Houle took three 4<sup>th</sup> graders and three 5<sup>th</sup> graders to compete at the True Robotics competition on April 11<sup>th</sup>. 14 schools participated in this event. After overcoming some obstacles Lin-Wood took first place in the

autonomous control competition and second place with the controller. The Robotics team also provided a demonstration at Lin-Wood.

- EarlyAct held a food drive for the Lin-Wood Food Pantry during the week of April 13<sup>th</sup>.
  - Tamra Ham mentioned EarlyAct also took a field trip over the Food Pantry to see how it works.
- Staff members from UpAcademy visited the Middle/High School to promote their Theatrical Education and Training program.
- Student, Kai Mansharamani competed in the District Rotary competition in Northern VT. He came in second place and will be competing in Quebec in June.
- The Junior Class held the Penny Social this past weekend. Thank you to Tamra Ham for her help with this event.
  - Tamra Ham mentioned there were not a lot of people that attended but the class still made over \$3,000.

#### **Committees:**

Joe Bossie noted there was a Facilities Committee meeting held prior to the Board meeting.

- Debbie O'Connor mentioned the SAU relocation will cost about \$45,000 for the needed construction and the purchase of windows, doors, A/C mini-splits, etc. The hope is to utilize the Retained Fund Balance for whatever purchases can be made with funds expended by June 30<sup>th</sup>. Approximately \$10,000 was left in the SAU budget for rent. A portion of those monies as well as the Facilities Trust Fund can be utilized for any remaining relocation costs.
  - Jay Duguay mentioned the possible use of FY2026 Retained Funds if necessary as well.
- Joe Bossie mentioned the letter received from Mr. Donati relating to the school fields. Trimming will be done around the fields but additional funding to level the fields is not available.
  - Debbie O'Connor mentioned the District has an ongoing contract with Josselyns for field maintenance. Joselyn does repair any found divots in the field, etc.
- Jay Duguay mentioned the worn trim on the Elementary building.
  - Joe Bossie mentioned this is on the maintenance list and hopefully some work will be done this summer. Additionally, the roof snow-guard fell off the back of the building this winter and some roofing damage was found. Mark Houde will be reaching out to Melanson to assess and repair the damage.

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

Staff Nominations, Recommendations and Resignations:

- Dr. Steady noted the Board would need to review and approve the yearly support staff and para educator recommendations.
  - The Board will discuss the recommendations in Non-Public Session and will return to public session to vote.

Annual Review of Policy DFA:

- The Board reviewed the Investment policy DFA and found no changes needed at this time.

Meal Prices and Food Service Management Contract Annual Renewal:

Debbie O'Connor explained:

- Since the food service program is partially funded by federal funds, the annual federal guidelines for meal pricing and contract renewals for food service programs need to be followed. Based on the Federal Guidelines, a \$0.10 per meal increase across all levels is recommended, including Elementary breakfast and lunch meal prices and Middle and High school meal prices. This will keep the food service program within the federal guidelines. Since the food service program runs at a deficit, it is determined each year that meal prices will need to increase. It will not close the gap of the deficit in the District's annual food service operation. But the guidelines only allow an increase in prices of \$0.10 per year, which is what has been done for many years and keeps the pricing affordable for families. The District's food service fund is not self-funding.

Current Free and Reduced Rates: ES = 37%, MS = 30% HS = 17% District 29%

There is a federal Toolkit that needs to be completed each year to analyze District meal pricing per the National School Lunch Program guidelines. The goal is to have the regular price charged for a meal plus the regular federal reimbursement rate to equal the free federal reimbursement rate. If it is lower, the District needs to increase meal prices. If it is higher, no price increase is necessary.

Regular Lunch Federal Reimbursement Rate = \$.44 ( $3.45 + .44 = 3.89$ ) ( $\$3.89 < \$4.29$ )

Reduced Lunch Federal Reimbursement Rate = \$.49

Free Lunch Federal Reimbursement Rate = \$.69

Regular Breakfast Reimbursement Rate = \$.43 ( $2.35 + .43 = 2.78$ ) ( $\$2.78 < \$2.94$ )

Reduced Breakfast Reimbursement Rate = \$2.94

Free Breakfast Reimbursement Rate = \$2.97

Based on the tool kit and the guidelines it is recommended that our prices change as follows: Elementary Lunch goes from \$3.20 to \$3.30 and Elementary Breakfast from \$2.10 to \$2.20. Middle and High School lunches increase from \$3.45 to \$3.55 and breakfast prices change from \$2.35 to \$2.45.

The new prices are also reflected in the annual renewal of the District's Food Service Management Contract (FSMC) with FreshPicks Café. Last year the District entered a contract beginning July 1, 2025, subject to four annual renewals. Therefore the District only goes out to bid for food service management contracts every five years.

Each year meal prices need to be updated and approved along with approving the annual contract renewal with the food service management company per the DOE and federal guidelines.

**Tamra Ham made a motion seconded by Mandi Avery to approve the 2026-2027 meal prices.** 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 seconded by Joe Bossie to approve the annual renewal of the Food Service Management Contract with Fresh Picks Café.** Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

Ball Field Agreement:

Debbie O'Connor explained:

- A copy of the ball field agreement was provided to the Board members. The original ball field agreement relating to the Town field constructed on School property was dated in 2002. Section 4 noted the agreement would be reviewed in 20 years. Debbie O'Connor met with Matt Manning, Mark Houde, and Bry Fairbrother from the Rec. Department to review. The School has been using this field more often. The updates to the agreement propose that the Towns take care of the field during the summer months for the recreation program use and the School will take care of the field during the school year. The other proposed change is to have the agreement reviewed every five years.
  - The Board discussed use of the bathrooms in the concession stand building.
    - Tamra Ham noted all coaches should have a key to the building for this purpose.
  - The Board discussed removing the port-a-potties.
    - It was determined that these are necessary particularly for older spectators not able to make the walk to the concession stand.
      - Dr. Steady will look into getting port-a-potties serviced more regularly.
  - Tricia Lindow asked about bases for the front field for the Recreation softball practices.
    - Dr. Steady reached out to Matt Manning and the Recreation department will be delivering bases for the front field.
  - The Board discussed watering the fields to get ahead of any drought situations this summer.
- Tamra Ham mentioned one of the signature lines of the Agreement will need to be changed from Town of Lincoln to Town of Woodstock.

**Tamra Ham made a motion seconded by Joe Bossie to approve the ball field agreement with the Town of Woodstock and Town of Lincoln with the modifications as discussed.** Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

Retained Fund Balance:

- The Board discussed scheduling a Public Hearing regarding use of the Retained Fund Balance for SAU relocation expenses and the multi-sport safety net system. The Public Hearing will be scheduled prior to the next (May 13, 2026) School Board meeting.

Grants 2026-2027:

**Tamra Ham made a motion seconded by Tricia Lindow to give the Superintendent and/or designee permission to seek, obtain, and expend any available funding to support or supplement the District's programs via grants.** Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

**New Business:** None.

**Continuing Business:** None.

**Recognition of Visitors/Public Participation:**

Student: None.

Staff: None.

Community: None.

**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 7:24 PM.**

Respectfully submitted,  
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 7:42 PM.

**Tamra Ham made a motion seconded by Joe Bossie to accept the support staff and para educator recommendations as presented in non-public session. 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 seconded by Tricia Lindow 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 7:43 PM.**

Respectfully submitted,  
Tamra Ham, School Board Vice-Chairperson