

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: May 13, 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
Heather Krill, Teacher Representative

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 6:50 PM.

Minutes:

- Jay Duguay noted there were minutes from the April 22, 2026 School Board meeting and Non-Public Session for approval.
 - Kevin Bell inquired as to the motions in the April 22, 2026 School Board meeting minutes. Most note "all board members" were in favor while the final motion notes "all Board members present" were in favor. Should these be consistent? Not all Board members were in attendance at the April 22, 2026 meeting.
 - Sharon Holt noted she generally writes motions as "all Board members present" when not all board members are in attendance at the meeting.
 - The Board members discussed and agreed the minutes should reflect "all board members present."
- Jay Duguay inquired if there were any other items relating to the Board meeting and non-public session minutes and hearing none, mentioned with the change noted to the Board meeting minutes, the Board meeting and non-public session minutes of April 22, 2026 will be considered approved by unanimous consent.

Communication:

- Jay Duguay noted the NCES and District newsletters were provided to the Board.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The management discussion and analysis report was included in the Board packet. This report is part of the audit and reflects statements created at the District fund level reports to governmental reporting statements. The report also includes a discussion of district activities written by the District's BA/Financial Manager. This gives a nice recap of District activities but, since the audit report is for yearend June 30, 2025, it is from the prior year. The final printed and bound audit report for fiscal yearend 2025 should be received sometime next week. The final audit generally includes a letter to the Board.
 - Jay Duguay inquired about the statement in the analysis report which refers to the Financial Reporting for Pensions.
 - Debbie O'Connor mentioned this statement needs to be placed on the final audit statements. Every couple of years there is an additional expense to the audit for actuary reporting on the District's plan contributions for the NH Retirement System pension.
- The Elementary Fire Suppression System compressor let go over vacation week. A leaking pipe was found and repaired.
 - Joe Bossie noted the compressor continues cycling in the Elementary MPR so there may still be an issue with the system's pressure switch or another leak.
 - Dr. Steady and Debbie O'Connor noted they will make sure to inform Mark Houde of these concerns.
 - Tamara Ham inquired about the need to replace the Fire Suppression system/sprinkler heads?
 - Joe Bossie mentioned it is suggested to replace sprinkler heads as frequently as yearly however that is cost prohibitive, as it would also be to replace the full system. Currently it is best to just

regularly monitor for the changes in the sound of the compressor and when an anomaly is heard, contact for maintenance to find any leakage as soon as possible.

Superintendent's Report:

Dr. Steady reported:

- The New England Association of Schools and Colleges (NEASC) accreditation visit went well. NEASC has eight foundation elements that they say schools should have to be successful. Most schools do not reach all eight. When the NEASC team visited two years ago Lin-Wood reached five out of eight. This year Lin-Wood has reached seven out of eight. Rarely do schools make progress in the two years between visits. The final element relates to curriculum and we are partially finished. The Portrait of a Learner Rubrics are done and the syllabi are almost completed. Syllabi should be on the website at the end of the school year. The NEASC team was pleased to hear Lin-Wood used the findings from the NEASC self-reflection report from two years ago to develop the District's strategic plan which set the vision for teachers. NEASC has asked to share Lin-Wood's strategic plan story as a best practice model. As a next step, Lin-Wood will receive a report from NEASC which Lin-Wood will have a chance to review and send back. There will be a finding on the report relating to rigor as some classrooms had high rigor and others were not matching the same rigor. Rigor will be addressed across all classrooms.
- The SAT scores were received. 8 out of 12 students that had taken the PSATs had an increase of about 78 points between their PSAT score and SAT score. Three students had already had high scores and one student stayed the same. This shows a great testament to the SAT prep course held this year.
- The District received a transportation grant of just over \$51,000. As this grant money is for reimbursement of costs associated with transportation to CTE centers, it can only be used for transportation costs. So, the money will roll into the District's calculation of the unassigned fund balance at the end of the fiscal year.
- An invite to join the multi-age/multi-grade advisory committee will go out next week.
- Billie Barnett would like to know if a Board member will be attending graduation to assist with the distribution of diplomas?
 - Jay Duguay will be attending graduation and will assist with diplomas.

Principal's Report:

Dr. Steady reported:

- Elementary students participated in the annual Kids Heart challenge.
- The afterschool robotics club led by Kristyn Fadden and Megan Houle completed their third and final session of the school year.
- The Senior class had fun and a lot of beach time on their class trip to Myrtle Beach during April break.
- A High School wellness day was held the Friday prior to April break. Students participated in wellness activities as well as school grounds and community clean-up.
- Business school majors from Plymouth State University (PSU) gave a presentation to the High School students.
- An afterschool running club headed up by Sydney Campbell, Sarah Beaudin, and Emma Doubman is taking place for students in grades 3-5.
 - Jay Duguay noted the running club seems to be well attended.

Committees:

- Jay Duguay mentioned minutes from the Wellness Committee and Facilities Committee meetings were provided to the Board.
- Tamra Ham noted the Policy Committee met prior to the Board meeting and there will be policies for Board review and first reading at the next School Board meeting.

Business Requiring Board Action:

Staff Nominations, Recommendations and Resignations:

- Dr. Steady mentioned a resignation letter was received from fourth grade teacher, Emma Doubman, effective the end of this school year.

Tamra Ham made a motion seconded by Jasmine Weeden to accept the resignation of Emma Doubman with regret. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

- Jay Duguay expressed appreciation to Ms. Doubman for her time at the District and dedication to its students.

Tamra Ham made a motion seconded by Jasmine Weeden to approve the nomination of Matt Manning as the Director of Elementary Education. Discussion: Kevin Bell asked when this position would be effective? Dr. Steady

noted as of July 1, 2026 as Mr. Manning has responsibilities for his current position he needs to complete prior to the full transition. Mr. Manning will continue through the end of this school year as the Interim Director of Elementary Education. **Jay Duguay called a vote to approve the motion. Joe Bossie abstained. All other Board members were in favor and the motion carried.**

- Jay Duguay inquired about potential training opportunities for Mr. Manning?
 - Dr. Steady mentioned that Mr. Manning has applied for the Granite State Leadership Academy. Katie Parent may also be applying for this program.

New Business: None.

Continuing Business: None.

Recognition of Visitors/Public Participation:

Student: None.

Staff:

Heather Krill reported:

- From Kristie Morris: The 6th graders had a fantastic trip to Boston on Friday, May 8th. The weather was perfect, the guide was fantastic, and the students were engaged and attentive. Something new about this important time in our American History was learned by all. Students also had an opportunity to enjoy foods from Quincy Market and check out the shops in Faneuil Hall. Thank you for supporting this trip for the past 20+ years. It has been a highlight of the 6th graders' year.
- From Paula Houde: In March, after the 7th graders completed the novel, *The Cay* and 8th graders finished reading *The Giver*. The 7th and 8th grade students completed STEM challenge activities. Fun fact about the 7th grade challenge...Mr. Houde brought in a leaf blower for the students to test their structures. Needless to say, that was a lot of fun (and all held up)!
- From Courtney Donati: Lin-Wood Ambulance Service members came to school on the April 10th in-service day to do CPR training for Lin-Wood staff. There were 18 Lin-Wood staff members that attended this training. Thank you to Lin-Wood Ambulance for agreeing to do this training and to Lin-Wood Administration for allowing the training to take place on an in-service day.
- From Kristen Bushway and Thom Untersee: This past Saturday, 11 Members of the Middle School Band and Chorus participated in the NHMEA North Country Middle School Music Festival held at Plymouth Regional High School. The students joined other musicians from schools ranging from Wolfeboro to Colebrook. They began rehearsing bright and early, culminating in a very successful performance in the afternoon. Congratulations to all of the musicians for having the willingness to do what they love and courage to share it with others.
- From Heather Krill and Jen Whitcher: Kai Mansharamani will speak at the Rotary's northern division district championships on June 13th in Quebec, Canada. The last person to do so was Meagan Shamberger in 2009.

Community:

- Joe Bossie expressed his disappointment, as well as the disappointment of the mother of the child for which the front field is named, in how the discontinuance of the use of the front field was handled.

Jay Duguay took a poll vote to enter non-public session based on RSA 91-A:3 II (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 7:17 PM.

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 7:52 PM.

Joe Bossie 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 were in favor and the meeting adjourned at 7:52 PM.

Respectfully submitted,
Jasmine Weeden, School Board Vice-Chairperson