

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: June 10, 2026

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

ADMINISTRATION/STAFF/STUDENT PRESENT:

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

SCHOOL BOARD ABSENT:

Jasmine Weeden

PUBLIC PRESENT:

Jeff Spielberg	Faith Desjardins	Gary Casinghino
Stephen Tower	Ken Chapman	Jon Bouffard

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 6:00 PM.

Jay Dugay, with the agreement of the Board, adjusted the agenda and welcomed the representatives from the Linwood Ambulance Service.

Linwood Ambulance Service:

Jeff Spielberg, Treasurer of the Board of Trustees for the Linwood Ambulance Service presented:

- The Linwood Medical Center doing business as Linwood Ambulance Service is a non-profit 501(c)3 founded in 1969 and incorporated in 1972 to provide medical care in the Lincoln-Woodstock area. Linwood Ambulance Service provides primary ambulance response for Lincoln and Woodstock as well as community and professional training, inter-facility ambulance transfers, AED maintenance, and in-home 'mobile integrated healthcare.'
- The Linwood Medical Center owns the ambulance service building in North Woodstock and the medical center building located at the end of the School's driveway at 115 Main Street in Lincoln. The construction on Lincoln building was completed in 1974 and was funded largely under the federal Hill-Burton Act. Hill-Burton construction came with restrictions which included a 20 year restriction of facility use for intended medical purposes with this use restriction included in the deed. Obligations and reporting on these restrictions for the Linwood Medical Center building ended in the 1990s.
- The Linwood Medical Center was constructed on property owned by the Lincoln-Woodstock Cooperative School District and a restriction reverter clause was placed in the deed indicating, when the building ceased being used as a medical clinic, the parcel would revert back to the Lincoln-Woodstock Cooperative School District. This reverter clause may be partially attributed to Hill-Burton Act restrictions.
- The last Linwood Medical Center full-time tenant has left tenancy and only a part-time tenant remains. The building is in disrepair and costly to run and a significant liability to the mission of the Linwood Ambulance Service.
- The Linwood Ambulance Service would like to work with the School District on disposition options for the building. Based on the monthly cost of keeping the building, the Linwood Ambulance Service would like to move forward with solutions on the disposition of the building as soon as possible.
- Disposition options include removal of the deed restrictions to allow for the sale of the building; negotiated transfer to the School District; rental of the building to medical providers; or sale to another medical organizations. There are hurdles to renting or selling the building as the building has seen few updates since its original construction and requires costly repairs. Also the building houses old medical records requiring proper disposal or dissemination and an x-ray machine which will require proper radiation mitigation. Additionally, Littleton Regional Hospital has constructed a modern building for medical purposes in the area which has room for growth and Mid-

State Health rents other space in the area. The Linwood Ambulance Service would like to gain some income from the disposition of the building with an equitable split negotiated with the District.

- School Board discussion:
 - Any removal of deed restrictions would require a full District meeting. The School District meeting is held yearly in March but special meetings are possible based on State requirements and regulations.
 - Letting the reverter clause payout would require no action from the full District as the clause is in the current deed.
 - The School is in need of a new garage and storage space.
 - The School Board asked that the Linwood Ambulance Service get a realtor assessment of the building's worth.
 - Communication between the Linwood Ambulance Service and the Lin-Wood School Board will be facilitated through Dr. Steady.

Representatives from the Linwood Ambulance Service departed the meeting.

- Additional School Board discussion:
 - The community supports both the Linwood Ambulance Service and the School District. The issue is the land and the potential of losing control over the occupants of the property. If the property is sold, control on the first purchasers of the property may be possible but future sales of the property would be out of the control of the School District.

Dr. Steady introduced and welcomed the new Business Administrator, McKenzie Harrington.

Minutes:

- Jay Duguay noted there were minutes from the May 13 and May 19, 2026 School Board meetings and Non-Public Sessions as well as the May 13, 2026 Public Hearing for approval.
 - Tamra Ham asked that on page three under the community section of the May 13, 2026 School Board meeting minutes, the word 'front' be included prior to the word 'field'.
- Jay Duguay inquired if there were any other items relating to the Board meeting, Public Hearing, and non-public session minutes and hearing none; noted, with the change noted to the May 13th Board meeting minutes, all minutes of May 13 and May 19, 2026 are to be considered approved by unanimous consent.

Communication:

- Dr. Steady noted the NCES newsletters was provided to the Board.
- Dr. Steady mentioned additional communication received and provided to the Board includes: an email from Meg Haase relating to the Linwood Ambulance Service appearing on the School Board agenda; a copy of a letter from the Linwood Ambulance Service Board or Trustees regarding the Linwood Medical Center Building; and a memo from the School District's attorney relative to School funding legislation.
- Jay Duguay noted an additional letter was received relating to the 2024-2025 audit.
 - Debbie O'Connor mentioned the audit was discussed at the last meeting and the letter is the annual letter from the auditors to the School Board. A full copy of the audit is available here at the meeting for Board review and is located at the SAU office.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The District received its National Forest Service revenue of approximately \$62,000. This was originally estimated to be in the mid-fifty thousand dollar range. This is budgeted each year based on the estimated revenue numbers received from the NH Department of Revenue and is factored into tax rate setting. The money is town specific for Lincoln and Woodstock and essentially reduces the amount each town pays for their share of the budget to the District. These are federal funds distributed to counties containing the White Mountain National Forest based on acreage and historical timber distribution.
- Currently working on the fiscal year rollover including setting up the new payroll year which requires precision as salaries and benefits are approximately 70% of the budget. Additionally ordering for next school year is beginning with a goal of having most orders entered by mid-July to have items here prior to the start of school. This is approximately 200 orders.
- Final payrolls and bills are being processed for the current fiscal year. Estimating the unassigned fund balance at approximately \$400,000. This includes the \$50,000 of unexpected funds received from the CTE transportation grant. Based on the District's current ability to retain funds, the maximum that the District would be allowed to

retain is \$464,000 if available. But, based on the communication from the School District attorney relating to potential new financial legislation, this could be zeroed out. The financial legislation would remove the ability of the District to retain funds, additionally the base rate for a tax cap would be dependent on funds utilized by the District by the close of the current fiscal year.

- Concerns were expressed regarding future emergency funding needs of the District, such as the large health insurance assessment received this year, should this potential financial legislation become law. Additional concerns were raised for future budgets relating to the base tax cap rate.
- Jay Duguay inquired if there are items that the current unassigned funds could be utilized for prior to the close of the fiscal year to not lose potential funding in future budgets relating to the base tax cap rate?
 - Dr. Steady noted Administration will be working on utilizing the current year's unassigned funds. Ideas for these funds include backing items out of grants and looking at the list of items that was brainstormed regarding the use of the current year's budget funds available to see if these items are necessary and can be purchased.

Superintendent's Report:

Dr. Steady reported:

- Congratulations to Matt Manning and Katie Parent on their acceptance into the three-year Granite State Leadership Academy (GSLA) program.
- Jen Witcher and Jess Halm will be attending the Advanced Placement (AP) Summer Institute. A formal professional development plan requirement is currently being developed for any teacher interested in teaching AP courses in the future.
- The sign-up sheet of the multi-age/multi-grade advisory committee has been sent out. There has been some, but not a lot of, interest please sign-up if you would like to be on the committee. With the current sign-ups, it will be a small but meaningful group.
- The course syllabi and Portrait of a Learner rubrics are all available on the website. This has been an incredible amount of work done by consensus among staff members, Administration, and the curriculum consultant. Congratulations to the staff for getting this accomplished along with NEASC work, LETRS and other new programming. Scope and sequence will be the next focus.
- Updates to the Strategic Plan will be made after the school year concludes.
- Jay Duguay will need to sign the grant assurances.
- Student summer programming will include ESY, Middle/High School summer school, pickleball, boys and girls of summer, and STEM/Robotics.
- Staff summer programming will include AP training, collaboration on scope and sequence development, and K-5 *Arts and Letters* (updated *Wit and Wisdom* curriculum) training.
- The District has received an additional \$8,000 grant for STEM K-12 and a feeler is out on another grant to create a STEM lab.
 - Jay Duguay expressed his appreciation for the work that has been done on curriculum as staff is utilized to cover gaps, moved in positions, etc. it ensures continuity and consistency and provides a clear path for staff.
 - Kevin Bell asked if the curriculum work, etc. will be communicated to families?
 - Dr. Steady indicated that it would and the communication would be ongoing.

Principal's Report:

- Dr. Steady noted Mr. Stivali was not present at the meeting as he welcomed his first grandchild today.
 - The Board members expressed their congratulations to Mr. Stivali.
- A written report regarding the school's recent and upcoming events and activities was provided to the Board.
 - Tamra Ham asked about the shift on the date of 8th Grade Continuation from the Monday following High School Graduation. When scheduled on the Monday in the past, continuation was able to use the decorations and set-up left from graduation.
 - Dr. Steady noted this is based on recommendations from teachers as holding continuation too soon prior to the last official date of the school year has the students shifting into summer mode early and/or not attending the last days of school.
 - Tamra Ham expressed appreciation for the generosity of the community giving over \$65,000 in scholarships to graduating seniors.
 - Dr. Steady also expressed her appreciation for this generosity and noted it was a very nice graduation and the students' speeches were well done.

Committees:

- Joe Bossie mentioned the Facilities Committee met prior to the Board meeting. SAU relocation: The doors and windows for the SAU relocation have been ordered, a contractor is still needed to complete the construction. The security key pad has been installed. The A/C and electrical work is ongoing. SEED grant: The grant funding notification has been received regarding the Elementary Window project. The project will take place next summer with request for bids going out this fall. The fund came in at \$10,000 less than then the requested funding. Monies from the Facilities Trust fund may be requested for any shortfalls in funding. Other projects: The Elementary flooring project will begin July 27th after the end of summer school. Cliff Boutin will work on tree trimming concentrating around the fields and playground. Morris Brothers Landscaping will be doing a complete school property exterior clean-up. Marvel signs will be refurbishing the sign for the memorial field.
- Tamra Ham noted the Policy Committee met prior to the Board meeting. There will be policies from the NH School Board Association's spring policy update on for first reading at the next School Board meeting.
- Minutes from the Menu Planning Committee, Joint Loss Management Committee, and Policy Committee were provided to the Board.
 - Tamra Ham noted the Meal Planning Committee minutes were very entertaining.
 - Debbie O'Connor noted the Meal Planning Committee has food service, student and teacher representatives and the students are very active in the committee and excited to participate. The Committee is a requirement of the Wellness policy and meets twice per year.
- Jay Duguay noted there were policies on the agenda for review and first reading. If no recommendations are made from the Board, the bottom of each of the policies for review will be noted as reviewed with the current date.
 - Dr. Steady noted policies for first reading include the support staff policy, GDB-R which notes changes to align with the update in the support staff CBA and JH, the attendance policy which has changes recommended by the District attendance committee.

Tamra Ham made a motion seconded by Joe Bossie to move the policies on first reading GBEBB, JH, JICH, LA and GDB-R to second reading. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Tamra Ham noted the policies to be withdrawn will be handled after second reading.

Business Requiring Board Action:

Staff Nominations, Recommendations and Resignations:

- Dr. Steady nominated Sayre Cronin as Lead Behavioral Specialist. As the partner program went through some changes, Mr. Cronin had been working in this capacity at the end of this school year and will continue to receive BCBA support and training from New England Center for Children (NECC) next year.
 - Tamra Ham noted the changes in the program are working.

Tamra Ham made a motion seconded by Joe Bossie to approve the nomination of Sayre Cronin as Lead Behavioral Specialist. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Dr. Steady nominated Ellen Boucher as Middle/High School Counselor. Ms. Boucher is certified as a school counselor in both NH and MA.

Tamra Ham made a motion seconded by Tricia Lindow to approve the nomination of Ellen Boucher as Middle/High School Counselor. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Dr. Steady nominated Zoe Smith as Elementary Educator. Ms. Smith will replace Emma Doubman as an Elementary Educator although teacher grade levels have not been fully assigned.

Tamra Ham made a motion seconded by Joe Bossie to approve the nomination of Zoe Smith as Elementary Educator. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

- Dr. Steady nominated Olivia Drapeau as a Paraprofessional. Mrs. Drapeau has a bachelor's degree and will be a high-level para with potential for growth.

Tamra Ham made a motion seconded by Tricia Lindow to approve the recommendation of Olivia Drapeau as a Paraprofessional. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

2026-2027 Student-Family Handbook:

- Discussed that the red and crossed out items in the Student-Family Handbook would be removed. This was to indicate major changes for Board review.
- Dr. Steady noted Sharon Holt has worked on getting the Handbook into a .pdf format and it will not be published through a publishing company this year. This will allow the Handbook to be a living document where items such as staff members and policies can be more easily updated.
 - Tamra Ham inquired as to the duplication of .5 credit for Rhetoric and Logic on page 18 relating to graduation requirements?
 - Dr. Steady noted Rhetoric and Logic credit is earned through other classes and reached out to Matt Manning for clarification. Mr. Manning responded the duplicate was an error, only .5 credit of Rhetoric and Logic is needed. The other .5 credit should be included with electives.
 - Jay Duguay inquired as to the number of Kindergarteners currently registered for the 2026-2027 school year?
 - Dr. Steady mentioned there were 13 children registered and generally 4-5 more are gained over the summer.
 - Tamra Ham inquired about the playground rules changes on page 37?
 - Dr. Steady noted this was a significant conversation at the Handbook review meeting. The K-5 insert in the Handbook is more for Parents/Guardians to read, interpret, and have needed information. It is unlikely K-5 students are reading the information themselves. Specific rules were removed in favor of simply saying that the playground equipment needs to be used safely and as intended. At times, the more specific rules were being taken too literally by adults on the playground.

Tamra Ham made a motion seconded by Tricia Lindow to approve the Student-Family handbook with the change to the graduation requirements as noted. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Special Education Capital Reserve Fund:

- The Board will not be moving forward with this agenda item at this time.

New Scholarship Fund:

- Debbie O'Connor noted she has been in contact with someone that is wishing to gift funds for a scholarship. There is a policy to follow for this process and the necessary paperwork still needs to be completed. Once the process has been completed, a private trust fund will need to be established. There are currently two other private scholarship Trust Funds established with the school, the Kinsman and the Sargent Family these are managed by the Woodstock Trustees of the Trust Fund along with the District's other Trust Funds and Capital Reserve Fund.

Superintendent Approval to Hire Paraprofessional Positions:

- Dr. Steady noted there were three open budgeted Paraprofessional positions. With the acceptance of Olivia Drapeau, there are two open positions. Based on current needs, the District plans to hire for one of these two positions. This may change with student movement, etc. As the hope is to not have a School Board meeting until August 19, 2026, Dr. Steady asked the Board for one-time permission to hire necessary Paraprofessional positions should an appropriate candidate apply. The final approval would then be made at the August School Board meeting.

Tamra Ham made a motion seconded by Joe Bossie to provide one-time authorization to Dr. Steady to hire Paraprofessional positions for the 2026-2027 school year. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Reports:

Business Administrator's Report Continued:

- Debbie O'Connor noted the SAU Administrative Offices continue to do business throughout the summer. Payroll and accounts payables continue to be run on alternate weeks. Payroll and accounts payable manifests require Board approval for the release of checks. Board members are encouraged to approve manifests by email and/or stop at the SAU office to sign off on manifests directly.
 - Dr. Steady and McKenzie Harrington noted plans for electronic signature options in the future.

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 (c) the discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Joe Bossie, YES; Mandi Avery, YES; Tricia Lindow, YES; Tamra Ham, YES; Jay Duguay, YES; and Kevin Bell, YES. The Board entered non-public session at 8:17 PM.

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 8:48 PM.

Tamra Ham made a motion seconded by Joe Bossie to adjourn the public 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 8:49 PM.

Respectfully submitted,
Tamra Ham, School Board Vice-Chairperson