LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: August 19, 2026
SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:
Jay Duguay, Chairperson
Mandi Avery
Kevin Bell
Joe Bossie
Tamra Ham
Jasmine Weeden

ADMINISTRATION/STAFF/STUDENT PRESENT:
Dr. Mary Steady, Superintendent of Schools
Peter Stivali, Principal
Dr. McKenzie Harrington, Business Administrator
Debbie O'Connor, Financial Manager
Sharon Holt, SAU#68 Administrative Assistant

SCHOOL BOARD ABSENT:
Tricia Lindow

PUBLIC PRESENT:
None

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 6:35 PM.

Minutes:
- Jay Duguay noted there were minutes from the June 10, 2026 School Board meeting and Non-Public Session for approval and inquired if there were any issues? Hearing none, Mr. Duguay mentioned the Board meeting and non-public session minutes of June 10, 2026 will be considered approved by unanimous consent.

Communication:
- Jay Duguay noted the NCES and District newsletters were provided to the Board.
- Jay Duguay mentioned he had received an intent to negotiate letter from the Lin-Wood Education Association (LWEA).
    - Dr. Steady noted the Negotiations Committee members, Tamra Ham and Jasmine Weeden, will need to put together some possible dates for a first meeting and Dr. Steady will reach out to the LWEA with those dates.
- Dr. Steady mentioned communication was received from the Lin-Wood Ambulance Service regarding the Lin-Wood Medical center.
    - Jay Duguay noted this is a larger discussion and should have public involvement i.e., a Board meeting agenda item. The deed notes as the land is owned by the School District, the Lin-Wood Medical center building would revert to the District if it were no longer in use as a medical office. The voters of the District would need to determine the next actions. The next School District meeting is scheduled for March, 2027.
        - The logistics of holding a special School District meeting were discussed. The meeting would need to be approved by the state and there are costs involved in holding the meeting such as the cost for the Moderator/Clerk/Election Workers, notices in newspapers, etc..
    - Kevin Bell suggested a separate School Board public forum relating to the Medical Center Building be held.
        - The Board discussed and will hold the public forum on Wednesday, September 23rd at 6:30 PM instead of the regular Board meeting that had been scheduled for that date.
            - Dr. Steady will work on information regarding the Medical Center Building, etc. to share out to the community prior to the forum. The SAU office/School will share the information through its regular processes and the information will also be sent to the Towns to be shared through their list serves as well.

Reports:
Business Administrator's Report:
Debbie O'Connor reported:

- Day to day financial operations have been transitioned to McKenzie Harrington.
- It has been a busy summer season at the SAU tasks completed include financial and payroll system rollovers and procurement of supplies for the new school year. Just under 200 purchase orders have been processed.
- At the close of the fiscal year, the District proactively encumbered $190,000 of the remaining fund balance dollars in anticipation of proposed legislation. The encumbered funds were used to address key District projects. These projects included Elementary School roof repairs as well as fire suppression system testing/repairs and architectural fees for the window replacement project, garage siding repairs, kitchen disposal replacement, truck bed repairs, front field sign clean-up, grounds maintenance, and SAU construction costs. Replacement tables and chairs and UFLI reading program materials were purchased. Additionally, new school building signage was purchased utilizing remaining NEASC budget funds.
- The facilities crew worked throughout the summer to complete projects. These projects included flower beds, classroom cleaning, Elementary School facia and brick work, painting, ceiling tile replacement and work required for the SAU move.
- The SAU relocation was completed. The cost estimate was $73,000 and the final cost was $72,541.42. This cost was split between the 2025 retained fund balance and the 2026 encumbered funds.
- Sprague Flooring completed the first stage of the Elementary Flooring replacement project. This was funded through the Faciliteis Trust Fund.
- A public hearing will be needed at the start of the next School Board meeting relating to the use of monies from the Equipment Trust Fund for the purchase of ovens for the Family Consumer Science (FCS) classroom.
- The Board generally does a walkthrough of the school buildings to view the summer facilities projects at the beginning of the first September Board meeting.

Superintendent's Report:

Dr. Steady reported:

- Congratulations to McKenzie Harrington (Dr. McKenzie Harrington) on successfully defending her dissertation.
- Administrative staff attended the School Law Conference. There were over 300 bills with 60 moved to law. Expect the NH School Board Association to be releasing new policies soon. There was an early release of the Bullying policy, JICK. The recommendation is that the policy be sent immediately for Board approval and then return to the full reading process. Policy JICK had also been updated this past spring.
- The Student-Family handbook will be moved to an electronic version only in response to frequently changing policies and to save on costs. The handbook can be printed for families upon request. The handbook acknowledgement page has been updated to note that policies are subject to change and the electronic version of the handbook as well as the online policies will be kept up to date.
    - Kevin Bell suggested that families be contacted when there are changes to the handbook or policies.
        - The Board discussed and the SAU/School will reach out to families when there are significant changes in the handbook or policies.
- The Verkada security camera was mentioned.
    - Jay Duguay noted Verkada and the letter requested from the Board will be discussed in non-public session as the discussion may contain protected information.
- The School District received an NHED grant for critical incident mapping. Mapping of the Lin-Wood campus has begun in partnership with the Critical Response Group.
- The School Resource Officer (SRO) MOU needs to be updated and modified relating to the comfort dog. This is the last year of the grant requirement regarding the SRO position and further discussion will be needed during budget season.
- The multiage/multigrade committee met for the first time in August. The committee is made up of seven members which is a nice size to work with. The next meeting will be on September 9th.
    - Tamra Ham asked about the make-up of committee.
        - Dr. Steady mentioned it is a nice mix of parents, teachers, and administrators.
- The AP test results were great. For three of the AP courses 100 % of students met the benchmark of achieving a 3 or higher. For two of the classes 88% of students met the benchmark (one student in each of these classes did not reach the benchmark). For the final course 25% of students met the benchmark.
- A written update on the Strategic Plan was provided to Board members.
- A list of fall coaches was provided to the Board members: Boys Varsity Soccer, Adam Donati, Head Coach; Girls Varsity Soccer, Heidi Corey, Head Coach, Geoff Krill, Assistant Coach, Ryan Weeden, Assistant Coach; Middle School Boys Soccer, Jim Martin, Head Coach, Joe Drapeau, Assistant Coach, Mike Vigneault, Assistant Coach; Middle School Girls Soccer, Vacant/TBD; Cross Country, Sydney Campbell, Head Coach, Sarah Beaudin, Assistant Coach.
- A list of important upcoming dates was provided to the Board.

- The Board discussed Policy vs. Facilities Committee meeting prior to the September 9th Board meeting. A Policy Committee meeting is currently scheduled. If it is determined that a Facilities Committee meeting is needed a change will be made to the schedule and noticed as appropriate.

Principal's Report:
Peter Stivali reported:

- The Lin-Wood Recreation Department utilized the school building this summer. It was nice to have the children's energy in the school building as summers are generally quiet.
  - Tamara Ham thanked the School District for hosting the Recreation Department this summer.
- School summer programing included High School credit recovery with David Webster, Jr., Elementary Extended School Year, a pickleball ELO for PE credit-thank you to Ron West of White Mountain Pickleball and Debbie O'Connor, and STEM camp lead by Megan Houle and Kristy Fadden in association with White Mountain Science Inc. (WMSI).
- Staff summer professional development included scope and sequence and assessment work with Ali Brown. Additionally, Jennifer Whitcher and Jessica Halm attended specialized AP Summer Institutes related to Literature and Statistics.
- Varsity fall athletic practices have begun and games begin on August 28, 2026. Additionally a soccer Jamboree will be held this coming weekend August 22nd and 23rd. Middle School practices and games will begin at the start of the school year.
- The Annual School Open House and BBQ will be held from 4:30 PM – 6:30 PM on September 15th.
- The cell phone policy, JICJ seemed to work well last year with few infractions. There were no infractions in the Elementary school, six infractions in the Middle School and 21 infractions in the High School. Most of the infractions came at the beginning of the school year.

<u>Committees</u>:
Policy Committee:
Tamra Ham Reported:

- The Policy Committee met prior to the Board meeting. There will be policies brought forward for first reading at the next Board meeting.
- There was a typo on the agenda, policy DAF-Administration of Federal Funds under 2nd reading on the agenda is actually on 1st reading.
  - Jay Duguay noted the policies on first reading seem to have changes required by statute.
    - Sharon Holt confirmed the policies on first reading are policies brought forward in the NH School Boards Association (NHSBA) spring policy update.

Tamara Ham made a motion seconded by Joe Bossie to move the policies noted on the agenda for first reading as well as policy DAF 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 unanimously.**

- Tamra Ham noted based on the NHSBA's recommendation the Bullying policy JICK is on 2nd reading for immediate approval. The policy was discussed at this evening's Policy Committee meeting and will return through the regular reading process at the next School Borad meeting.

Tamara Ham made a motion seconded by Joe Bossie to approve the policies noted on the agenda for second reading with the exception of policy DAF. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

<u>Business Requiring Board Action</u>:
Staff Nominations, Recommendations and Resignations:

- Dr. Steady mentioned letters of resignation were received from Courtney Peabody, PE/Health teacher and Dylan Madsen, paraeducator. Ms. Peabody will be moving home to Maine and teaching in that area. Mr. Madsen got a job in music production which is the field of his degree.

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

- Jay Duguay expressed appreciation to Ms. Peabody for her time with the District.

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

- Jay Duguay expressed appreciation to Ms. Peabody for her time with the District.

- Dr. Steady made a recommendation to hire Gage Brown as a paraeducator.

Tamra Ham made a motion seconded by Jasmine Weeden to approve the recommendation of Gage Brown as a paraeducator. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Policy JICJ-Unauthorized Communication Devices:

- Jay Duguay mentioned policy JICJ-Unauthorized Communication Devices requires annual review. The infraction update provided in Mr. Stivali's report was appreciated.
    - Mr. Stivali noted the move to the no device policy went smoothly overall. Parents were contacted after each infraction and they were all supportive. A reminder and copy of the policy were sent to families in the information packets sent out.
    - Dr. Steady noted she would reshare the communications from last year on social media as further reminder of the policy.
    - Jasmine Weeden mentioned she feels the transition to the no device policy went smoothly and heard no complaints. The repercussions in the policy seem appropriate.

Substitute Rates:

- Dr. Harrington recommended increasing the general substitute rate from $115 to $125 and the nurse substitute rate from $150 to $165. This increase is within the budget and does not fall above the starting hourly rate for paraeducators. Other SAU substitute rates were researched and Lin-Wood falls behind a number of those rate.
    - Tamra Ham inquired about establishing different substitute rates for paraeducators vs. teachers.
        - Debbie O'Connor noted that substitutes are often moved around during the day so may be covering both positions in a day.

Tamra Ham made a motion seconded by Jasmine Weeden to increase the general substitute rate from $115 to $125 and the nurse substitute rate from $150 to $165. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

Approve and Sign Letter to Verkada:

- Jay Duguay noted this will be discussed in non-public session and a vote taken after that discussion.

Board Audit Questionnaire:

- The School Board members completed the Board Audit questionnaire. Sharon Holt will reach out to Board member, Tricia Lindow for her bio information for the final question on the questionnaire. Mrs. Holt will then type up the Board responses and contact Board Chairperson, Jay Duguay for signature.

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; Jasmine Weeden, YES; Tamra Ham, YES; Jay Duguay, YES; and Kevin Bell, YES. The Board entered non-public session at 7:33 PM.

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 7:43 PM.

Tamra Ham made a motion seconded by Joe Bossie to sign the letter to Verkada. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried.**

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 7:44 PM.**

Respectfully submitted,
Jasmine Weeden, School Board Vice-Chairperson