

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: September 9, 2026

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

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

Tamra Ham

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 6:33 PM.

Minutes:

Jay Duguay noted there were minutes from the August 19, 2026 Public Hearing, School Board meeting and Non-Public Session for approval and inquired if there were any issues? Hearing none, Mr. Duguay mentioned the Public Hearing, Board meeting, and non-public session minutes of August 19, 2026 were considered approved by unanimous consent.

Communication: None.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The fiscal year 2025-2026 DOE 25 and MS 25 end of year financial reports required by the NH Department of Revenue and NH Department of Education are completed and require School Board signatures.
- A verbal and written summary of the 2025-2026 financial reports was provided to the School Board members. The reports included information on the general fund including revenues and expenses. The largest revenues for the District come from local appropriation and enhanced state education tax. Under expenses there were savings in salaries and benefits. A portion of this savings was utilized for a curriculum coach to help with the schoolwide curriculum projects and the New England Association of Schools and Colleges (NEASC) accreditation process. (Found under contracted services in the financial reports.) The repairs and maintenance building/grounds was over budget due to a number of unexpected building maintenance issues (leaks, etc.). Additional financial reports discussed included the food service summary, report of trust funds/capital reserve funds, and year over year School District Profile. It is required that we provide meals for students. The food service fund never breaks even and a transfer is done at the end of the year from the general fund. For 2025-2026 the budgeted amount for the transfer was \$50,000 but the actual came in at approximately \$70,000. Additionally, per policy, no student can be denied a meal even when their account balance is negative although they cannot purchase a la carte items on a negative balance. This year the food service debt was \$6,000. The District continues to work on ways to decrease the food service debt including regular balance reporting to families and assistance provided to complete free and reduced paperwork.
 - Dr. Steady noted, in future the District will be moving to electronic registrations where there will be a mandatory box for families to complete to indicated if they have completed the free and reduced paperwork, need assistance with the paperwork, or will not be completing the paperwork/ineligible.
 - Debbie O'Connor noted other New England states offer free lunches for all students paid by each State.
 - Jay Duguay inquired if other grant funding was still dependent upon free and reduced numbers?
 - Dr. Steady answered yes, federal Title funding amounts are determined by District free and reduced rates. Lin-Wood is working on an intense outreach to families to get the free and reduced

paperwork completed. Additionally, free and reduced paperwork will be available at Open House with assistance available to complete the process. Some Districts require that 100% of registration paperwork be returned whether applying for free and reduced or not.

- Dr. Harrington mentioned a drop off in free and reduced numbers is common in High Schooled aged children throughout the State.

Superintendent's Report:

Dr. Steady reported:

- The District received a Robotics grant which will support students attending the robotics competition.
- New signage for the school campus has been ordered. This includes new signage for the Middle/High school building, SAU office, and a directional sign to indicate building and back field location. The direction sign will be placed prior to the entrance of the Elementary school parking lot.
- The Karina MacKay Memorial Sign in the front field has been refurbished.
- The District has received a STEM Vision Grant. As part of this grant, staff members from the Elementary and Middle/High school will visit an innovative school District outside of Boston on September 23rd.
- Information on the Linwood Medical Center building was provided to board members. This information will be distributed to the community prior to the School Board Public Forum scheduled for September 23rd at 6:30 PM. Board members were encouraged to review and provide feedback on the information.
- The Negotiations Team meeting tentatively scheduled for September 18th will need to be rescheduled. Waiting to hear from District counsel regarding possible dates.
- Progress updates on the Strategic Plan will be highlighted in the monthly newsletter.
- Each teacher will be implementing two project based learning (PBL) assessment units into their curriculum this academic year. The target deadlines are December and May.
- The school Open House is scheduled for September 15th from 4:30 PM – 6:30 PM. Along with the BBQ this year will feature an ice cream truck which will be paid for by a grant.

Principal's Report:

Peter Stivali reported:

- It has been a successful start to the school year which included a welcome breakfast for new staff members, three days of in-service and professional development for staff, Kindergarten orientation, and Freshmen/New Student orientation.
- The Varsity and Middle School athletic schedules have begun.
- A home Cross Country meet will kick-off Homecoming weekend. The meet will be held the afternoon of Friday, September 25th. Homecoming soccer games will be held on Saturday, September 26th. Classes will be doing fundraisers throughout the day.
 - Dr. Steady noted that Cross Country meets are scheduled differently, not through NHIAA.
- Fall bus evacuations were completed and went smoothly. This must be done twice per year.
- MAP testing has begun in all schools.
- The Strathallan School form Scotland will give a pipes and drums performance to Lin-Wood students on Thursday, September 17th prior to their performance at the Highland Games.

Committees:

Policy Committee:

Jay Duguay mentioned written minutes of the August 19, 2026 Policy Committee meeting were provided to the Board members.

Facilities Committee:

Joe Bossie Reported:

- The Facilities Committee met prior to the School Board meeting. The Committee discussed completed summer projects including refurbishment of the Karina McKay Memorial Sign, a spring clean-up of the grounds (Morris Brothers Landscaping), tree clearing around the playground and parking lot, the SAU move, the kitchen grease-trap cleaning, classroom moving, painting and cleaning, snow break and roof fascia repair at the Elementary School.
- Siding and roofing work is scheduled to begin on the garage.
- There is a leak in the school shop's skylight. This will be scheduled to be repaired.
- Board discussion will be needed relating to roof replacement and the next phase of flooring replacement for the Elementary School. A portion of the roof (SAU wing) was missed in the roof replacement project and the flooring replacement will include the second scheduled phase for the Elementary School. These projects could be funded through a warrant article or the Facilities Trust Fund.

- Jay Duguay expressed concerns about waiting to replace the roof if there is an emergency need such as leaking, etc.
 - Joe Bossie was unsure of the urgency of the roof replacement. This will be discussed with Mark Houde.
- Mark Houde will be meeting with Stuart Anderson relating to the next steps in the SEED grant supported Elementary School window replacement project.
- The District received a grant for school property mapping relating to Emergency Services.
- A Board walkthrough of summer projects will be held at the start of next month's Board meeting.

Jay Duguay mentioned there were policies on the agenda for First Reading, Second Reading, and Withdrawal and inquired regarding policy JICK (Bullying Prevention-Pupil Safety and Prevention) on first reading as there were no marked changes indicated on the written copy of the policy provided to the Board members.

- Sharon Holt explained policy JICK was brought to the Policy Committee at the August 19, 2026 meeting where it was discussed. Per the recommendation of the NH School Boards Association (NHSBA) it was also brought directly forward to the School Board on that same night for emergency approval. The policy as approved on August 19th is now being brought forward through the full reading process.
- Jay Duguay noted this was his recollection as well. Bringing the policy back through the full reading process at this time allows the Board members to further review and suggest local changes to the policy if necessary. The policy changes provided in August were provided by the NHSBA based on new statute.

Jasmine Weeden made a motion seconded by Joe Bossie to move the policies noted on the agenda for first reading which include DFA, GBEF-R, GADA, JICK, GBEED, and JJJ 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.

Joe Bossie inquired about JICK also being referenced under Withdrawal First Reading.

- Sharon Holt explained there was a typo on the agenda. The form for withdrawal should be labeled JICK-R (Bullying Investigation Form).
- Mary Steady noted that forms are internal procedural documents that should not be included in the policy manual. Forms change regularly to align with current law. JICK-R is outdated and we expect to receive an updated form that follows current law.

Jasmine Weeden made a motion seconded by Joe Bossie to withdraw form JICK-R-Bullying Investigation Form. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.

Jasmine Weeden made a motion seconded by Joe Bossie to approve the policies noted on the agenda for second reading 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.

Jay Duguay noted there is a policy on for Withdrawal Second Reading, EEAA (Recording Media. This policy is being replaced by the newly revised policy ECAF (Surveillance or Any other Audio or Video Recording by the District or District Personnel) approved with the second reading policies.

Jasmine Weeden made a motion seconded by Joe Bossie to withdraw policy EEAA-Recording Media. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.

Business Requiring Board Action:

Staff Nominations, Recommendations and Resignations: None.

Jay Duguay inquired about open positions and if there was any luck in getting interns to cover the Physical Education (PE) position?

- Dr. Steady noted the PE/Health position remains open. The position is temporarily covered and interns are not currently available. A couple of resumes have come in recently. Other open positions include one Paraprofessional and a part-time custodian.

Scholarship Fund Donation:

Debbie O'Connor noted a \$10,000 donation was received from Dave and Helen Rodgers to establish a scholarship fund. Per policy, a Board vote is needed to accept the donation and create a private Trust Fund to hold the funds. The scholarship fund would then be administered like the other two scholarships held in private trust funds based on the

criteria provided. To expend the funds after awarded and requirements attained, a Board agenda item would be noticed, and a Board vote held.

Jasmine Weeden made a motion seconded by Tricia Lindow to accept the sum of ten thousand dollars (\$10,000) and deposit those funds in a private trust fund for the creation of the David & Helen Rodger Scholarship Trust with funds to be dispersed as outlined in the documentation provided. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

The Board members expressed their appreciation to Dave and Helen Rodgers for their continued generosity to the District and its students.

Retained Fund Balance:

Debbie O'Connor provided history regarding fund balance retention. Based on current law and District vote, up to 5% of the current year's net assessment can be retained from the unassigned general fund balance. To utilize these funds a noticed public hearing must be held and the usage information must be noted in the District's annual report. The retained fund balance is not a Trust Fund. It is a balance sheet transfer item. Even with the ability to retain funds it is recommended that the school District continue to make deposits into the Trust Funds for emergency and large purchases and to lower the need to borrow funds. Last year the District retained the full amount available because notice had been received to expect a large healthcare assessment from SchoolCare. As well as the approximately \$220,000 SchoolCare assessment, the District utilized last year's retained funds to purchase ClearTouch panels and for expenses related to the SAU move. The maximum that could be retained this year is approximately \$460,000, however, the District only has approximately \$440,000 available for retention. Some years the District has retained funds and not utilized those funds. While in other years it has been necessary to utilize the retained funds. Whatever is retained and unused is included in the unassigned fund balance the following year. Would recommend retaining \$350,000 and returning some funds to the towns to offset tax rate increases, however, there is some pending legislation that will affect District budgeting.

- Dr. Steady and Dr. Harrington explained HB1300 and HB564. A portion of HB1300 relates to a question that will be placed on the ballot in each town during this November's election relating to placing a tax cap of school District budgets. This question would return to the ballot during the November election in 2028 as well. There has been a lawsuit filed in reference to tax cap question. Additionally the bills reference secondary SAU budgets with HB1300 including a 6% cap on SAU budgets. The definition of the SAU budget differs in each bill and also conflicts with the RSA. A timeline for the secondary SAU budget is also mentioned. The timeline noted indicates an SAU budget would have to be presented to the Board in October and a budget hearing held in December for the SAU budget only. The SAU budget would then need to be included on the warrant. The traditional budget hearing for the remainder of the budget would still need to be held and the remaining Annual meeting schedule followed. As the bills are intertwined and conflicting, Districts are waiting for guidance from legal counsel.
 - The bills were discussed and concerns raised on the ability to meet the 6% cap on the SAU budget. With a small school District we still need to provide all services of a larger District (economy of scale). The Board members additionally found it concerning that having the tax cap question on the November ballot eliminates the ability for the Board to be able to speak to this as they would in a public Annual meeting setting.
 - Kevin Bell suggested that language be drafted which could be read into the minutes at the next Board meeting regarding how these bills/a tax cap would affect Lin-Wood.
- Retaining \$350,000 vs. the full available amount from the 2025-2026 unassigned fund balance (approximately \$440,000) was discussed.

Jasmine Weeden made a motion seconded by Joe Bossie to retain the full amount available from the 2025-2026 unassigned fund balance. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the motion carried unanimously.**

Staff PD/Evaluation Plan:

Dr. Steady mentioned the staff PD/Evaluation Plan needs to be approved by the Board. In the past a PD plan needed to be submitted to the NH Department of Education. That is no longer the case. The District's evaluation plan was difficult to understand and utilized the 2017 Danielson Model however; the Danielson Model was rewritten in 2022. The Draft plan presented aligns with the District Strategic Plan and includes evaluation for project based learning. Team leaders provided input for this plan and the Union was notified and asked for feedback. The Draft plan will include a hyperlink to the instructions for the PD and evaluation portal. This portal is not named in the Draft as it may change. In the past the District used two portals, one to complete PD and the other for PD approval and evaluation. There will now be only one portal.

Jasmine Weeden made a motion seconded by Tricia Lindow to approve the PD/Evaluation Plan 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.

New Business: None.

Continuing Business: None.

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed teacher representative Kristy Duris.

Kristy Duris reported:

- From Jessica Halm: Lin-Wood is hosting the first Lakes Region Math Meet of the year on Wednesday, October 7th. We will likely have over 100 mathletes from seven other schools in attendance.
- From Jackie Wilson: While some middle school students are very disappointed to not have cooking, woodworking or life skills this year, grade 7 STEM is off to a great start and I imagine that is also true for grades 6 and 8 STEM classes.

Community: Jay Duguay acknowledged Jasmine Weeden.

Jasmine Weeden expressed concerns about the way the shelter in place notice was worded at the Elementary school relating to the DHART school field landing. The messaging caused anxiety in some students.

- Dr. Steady noted she would research how the notice was delivered and will work on specific scripting as the helicopter utilizes the field a few times each year.
- Mandi Avery inquired about an all call to alert families of the DHART landing?
 - Dr. Steady noted that has not been the general practice.
 - Jay Duguay mentioned if an all call is sent to families the messaging must be very clear.

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; Jasmine Weeden, YES; Jay Duguay, YES; and Kevin Bell, YES. The Board entered non-public session at 8:11 PM.

Respectfully submitted,
Sharon Holt, SAU#68 Administrative Assistant

The Board members returned to the public meeting at 8:23 PM.

Joe Bossie made a motion seconded by Mandi Avery 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 8:23 PM.

Respectfully submitted,
Jasmine Weeden, School Board Secretary