

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: October 14, 2020

MEETING MINUTES

SCHOOL BOARD PRESENT:

Matt Manning, Chairperson
Jay Duguay, Vice-Chairperson
Joe Bossie
Jasmine Weeden
Brian Angelone
Vance Pickering

ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools
Mark Pribbernow, Principal
Debbie O'Connor, Business Administrator
Sharon Holt, Assistant to the Superintendent
Rebecca Steeves, Teacher Representative

SCHOOL BOARD ABSENT

Tamra Ham

PUBLIC PRESENT:

Sheila Rich
Alan Rich
Abbi Rich
Paul Schirduan
Megan Woods

The meeting was held in the Middle/High School Multi-Purpose Room

Call to Order: Matt Manning called the meeting to order at 6:30 pm.

Public Hearing:

The Public Hearing per RSA 198:2 0-b to accept the CARES ACT grant monies was opened. **Vance Pickering made a motion to accept and expend the CARES ACT grant monies per RSA 198:2 0-b. Matt Manning seconded the motion.** Debbie O'Connor reviewed the CARES Act Grant. The School received \$69,863 in grant monies. These monies and more have been allocated and spent to cover COVID related expenses including the cost of additional staffing, PPE, technology, etc. Although the original monies have all been allocated, all COVID related expenses continue to be tracked with the hope that the State will provide additional grant monies. Currently any COVID related expenses that were not able to be included in the grant have had to come from the general operating fund. Matt Manning inquired if there were any questions from the community. There were none. **A vote was called, all were in favor and the motion was approved.**

Minutes:

Approval of the School Board meeting minutes of September 23, 2020. **Vance Pickering made a motion to approve the minutes. Jay Duguay seconded the motion. Matt Manning, Jay Duguay, Jasmine Weeden, Brian Angelone and Vance Pickering voted in favor, Joe Bossie abstained, and the motion was approved.**

Public Request:

Paul Schirduan discussed the State's Comprehensive Support & Improvement Program and Demonstrated Success. Mr. Schirduan had provided several documents to the Board prior to the meeting relating to test scores and the company Demonstrated Success. Matt Manning welcomed Mr. Schirduan and thanked him for the advance documents. Mr. Schirduan is concerned about low test scores in the Elementary School and the Elementary School's ranking. Per SchoolDigger.com the Lin-Wood Elementary School is ranked 192 out of 232, close to the bottom 15%. Schools in the lowest 5% in NH are included in the State's Comprehensive Support & Improvement Program which Lin-Wood has been in the past. Mr. Schirduan reached out to the State to find out if Schools could

voluntarily join the program and the State said they cannot afford to have all schools in this program. The State recommends that Schools privately contract the services. There are two contractors utilized/recommended by the State, Demonstrated Success and WestEd. Mr. Schirduan reached out to Demonstrated Success and they provided a quote for services and other materials as well as noting that they would be happy to come to make a presentation to the Board. Demonstrated Success would be willing to tailor a program to the School's needs. Mr. Schirduan thinks that cost of a program provided by Demonstrated Success would be covered in the School's budget and that the School would get their money's worth. Jasmine Weeden said she appreciated Mr. Schirduan's time and presentation, the School Board would have to look in to it further and, should there be a desire to move forward, would need to speak with other Schools that have contracted with Demonstrated Success. Joe Bossie asked if there is a desire to move forward, would the School need to send out the program contract to bid to both available companies? Matt Manning said yes, the policy would need to be followed and the contract would need to be sent to bid. Matt Manning thanked Mr. Schirduan for his timely presentation and noted that the School is always looking for ways to improve. Matt Manning noted that the High School is rated 9th in the State and that the School and the students are doing well as the children grow and move through the school system. Mr. Schirduan asked when the full current fall test scores would be available? Superintendent McGann noted that the NWEA scores are usually back quickly. Mark Pribbernow said the SAS scores take longer but some have come in. Superintendent McGann said that the scores are generally reported on at a Board meeting in January. Jay Duguay asked if the scores would be provided to the Board in the same format received in the past. Superintendent McGann indicated that they would be.

Correspondence:

Superintendent McGann noted that an email was received from Tamra Ham regarding children being returned to class when ill. The email also referenced an *WMUR* article titled "State health officials stress need for children with symptoms to be tested for COVID-19."

Reports:

Business Administrator's Report:

Debbie O'Connor mentioned that the Board received copies of the 2019-2020 end of year reports in their packet. There are left over monies in the General Fund that will be returned to the Towns. The left-over monies are due to the pandemic resulting in a shortened School year. Expenses such as salaries and benefits continued and were, as in the past, the biggest expenses but budget items such as spring sports did not occur. There was \$537K left over, \$100K will go to the trust funds, \$150K will be retained and \$287K will be returned to the Towns during the State tax rate setting process. The School can retain up to 2.5% of unassigned funds because of the policy approval received a couple of years ago relating to the retaining law. The retained funds require State approval to use. Because of COVID the State is allowing schools without a retaining policy to retain funds by providing a letter to the State. The Food Service Fund income was down (\$39K compared to \$60K) because of COVID. We had applied for a waiver and were able to provide meals to students for free in the spring. This waiver continues and students are still receiving free meals. \$100K will be deposited in to the various Trust Funds. If there are any questions with the end of year reports please let Debbie know. The Budget process for 2021-2022 has started. The teachers need to have budgets to Admin in November. The budget will go to the Board in December. NH Retirement rates are going up quite a bit for employers. Employers and employees contribute to the fund. The employer contribution for teachers is going up from 17.8 % to 21% and for all other employees from 11.17% to 14%. With these new rates, based on current salaries, that would be about a \$107K increase in the budget with no other changes. Employees contribute 7%. Joe Bossie asked if the monies were returned to the employee upon retirement? Debbie answered that the retirement benefit is distributed based on a defined formula.

Superintendents Report:

Superintendent McGann mentioned that the Policy Committee met right before the Board Meeting. The Negotiation Committee will have its first session on October 22. A non-meeting will be needed after tonight's Board Meeting to discuss anything that the Board would like brought to the Negotiations Committee. Superintendent McGann noted that the tents are in place, have now received the needed authorizations, and are usable. The tents will be up through the beginning of November. Superintendent McGann noted that the Budget Committee will meet tomorrow night, Thursday, October 15, 2020 for an organizational meeting. The SAU office will not be at the meeting. The first Budget Committee meeting with the SAU office will take place at the beginning

of November. Joe Bossie mentioned that Budget Committee Members are still needed. Superintendent McGann said that there are currently only three Budget Committee members plus the Board member representative and there are four vacant spots. Matt Manning asked how long it had been since there was a complete Budget Committee? Vance Pickering noted that it had been years. Superintendent McGann mentioned that the budget process has begun. Superintendent McGann noted that a Safety Committee meeting was held. The Emergency Response Plan and COVID Operation Plan were discussed. Committee Members brought forth some good observations and ideas. The Technology Committee meeting was delayed, they will now meet on Thursday, 10/29 at 2:45 PM. The Facilities Committee meeting minutes were included in the packets. Brian Angelone had previously reported on the meeting. The Professional Development Committee will meet on Tuesday, October 20 at 2:45 PM. Matt Manning is the Board representative for the PD Committee. Superintendent McGann stated that there was a copy of the High School Master Schedule in the packet with class sizes. Superintendent McGann noted that the Pipe Project is still in the State's hands and that Mechanical Services will be at the School sometime in December to complete the Air Quality test. Superintendent McGann will be reaching back out to the State with a reminder regarding the Pipe Project. Joe Bossie asked if the School was still getting fined for the lack of progress on the Pipe Project? Brian Angelone answered that the State had said that the School could be fined but that has not happened.

Principal's Report:

Mark Pribbernow reported that there are currently 288 (85 HS/74 MS/ 129 ES) students including 25 new students. Of the new students eight are Middle/High School and 17 are Elementary. The largest classes are 10th grade with 26 students, 8th grade with 36 students and 5th grade with 26 students. The students have been adjusting smoothly. They are wearing their masks but still require reminders to social distance. Mr. Pribbernow noted that the School is fully staffed with Bus Monitors and now the Part-Time Custodian. Help is still needed with remote learning as the number of distance learners has increased. Distance learners have increased from five to 20. The distance learners are included in the 288 count. Mark Pribbernow mentioned the Middle School had a scheduled remote learning day while the High School had testing. Some of the Middle Schoolers did very well with the remote learning schedule and some did not. Discussions on expectations regarding remote learning will be had. One parent made note to Mr. Pribbernow that the remote learning went well. There was adequate time for the class work and his/her child "had fun". Mr. Pribbernow stated the SAT and PSAT testing went well but he is not sure how long it will be to receive the results as the test were taken with paper and pencil. Mark Pribbernow noted his appreciation for the Staff and Students as overall things are working smoothly. Superintendent McGann mentioned that the HS Interact Club along with their advisors, Doug Moorhead, Eunice Bartlett, and Candy Long provided picnic tables for students to use outside. Matt Manning noted his appreciation to the Rotary and Interact Club. Joe Bossie asked if there was enough space available in the School/Classrooms for social distancing with the new students enrolled? Mark Pribbernow replied that there were no issues. Jasmine Weeden noted her appreciation regarding the efforts to test distance learning. She mentioned that it is a good learning experience for the future as a lot of college courses are now completed online. Mr. Pribbernow mentioned that the School requires students to have one online class credit to graduate. Matt Manning inquired if there would be waivers for that credit for current students as the pandemic has students learning online. Mark Pribbernow stated that he and Shawn Quinn are working on how that will work.

Committees:

Jay Duguay reported that the Policy Committee met prior to the Board meeting and that a number of policies were reviewed. Six policies will be presented for first reading at the October 28th Board meeting. Copies of the policies will be sent to the Board prior to the meeting.

Business Requiring Board Action:

Staff Recommendations/Nominations:

Mike Hartnett is recommended as a Part-Time Custodian. The position is for four hours per night. **Jay Duguay made a motion to accept Mike Harnett as Part-Time Custodian for four hours per night. Joe Bossie Seconded. All are in favor and the motion was approved unanimously.**

Lynn Murray was nominated as School Nurse. The vote was delayed until the end of the meeting as Jay Duguay requested a non-public session per RSA 91-A:3 to discuss information that is likely to adversely affect the reputation of a person other than a member of the School Board.

New Business:

None

Continuing Business

Denise Heredeem Right of Way:

Superintendent McGann stated there is a copy of a deed in the packet. Superintendent mentioned that she had spoken to Lincoln Town Selectman, OJ Robinson. OJ stated that Mrs. Heredeem's lot was the only double lot in the area. There are three other lots that are all single lots and would have access to School Street. Jay Duguay stated that upon a conversation with Superintendent McGann and the School Attorney, the easement granted by the School Board in 2007 to the Town for the turnaround should have gone through a District vote. Past residents needing access to the area have been given a license by the School Board. In the license agreement it notes that the license is revokable by the School Board. Unsure if that is what Mrs. Heredeem would want but to grant an easement it would need to go through the District. Matt Manning noted that the Board could grant a license. Vance Pickering noted that he would be hesitant to vote on a license unless Mrs. Heredeem fully understands that it is revokable. Jay Duguay agreed and recommended that a copy of the revokable wording in a past agreement be shared with Mrs. Heredeem. Matt Manning also agreed that there needs to be an education component for Mrs. Heredeem and that she needs to be aware that the precedent was set regarding licenses. Jay Duguay said that would be consistent with the guidelines from the School attorney. Jay Duguay asked that Superintendent McGann readdress the original Easement Deed to the Town of Lincoln with the School attorney to see if the attorney recommends that the original deed be addressed on a District Warrant Article this year.

COVID-19:

Matt Manning noted that the COVID-19 section had accidentally been left off the agenda but will be addressed at each meeting. Superintendent McGann noted that the COVID-19 tab on the website is continually being updated as new information is received from NHDHHS. A poster relating to when to stay home and get tested was placed on the tab and included in the School newsletter. The poster is simple but explains "new/unexplained" symptoms. The NHDHHS and Dr. Chen recommend that the medical records of school children include documentation from the children's doctors on preexisting medical conditions. Superintendent McGann noted that all parents are called when a child is sent to see the nurse. Parents have been informed that if a child is not feeling well, they should be kept home. Jasmine Weeden noted that it is easier for the parents to just keep the child home for one or two days to see if symptoms are improving than having the child sent home and have to get tested or wait 14 days. Matt Manning noted that Convenient MD in Littleton now has rapid testing. With tests back in 20 minutes or so. Brian Angelone noted that Plymouth Pediatric also has rapid testing. Matt Manning recommended that all rapid testing site locations be noted on the COVID-19 website tab. Superintendent McGann stated that there will be a test remote learning day for the Elementary School on November 3. Paul Schirduan noted that was election day and asked if that date could be reconsidered. Superintendent McGann noted that the Admin team is developing a new "Distance Learning Facilitator" position to oversee students that are remote learning. Jasmine Weeden noted that she had heard other schools had developed similar positions with good results and thought it was a good idea. Matt Manning asked if it would be someone in house or outside? Mark Pribbernow noted that the position would be posted in house then outside. The person in the position would facilitate between students, teachers, and parents, monitor PLATO, provide individual lessons when necessary, etc. The growth in remote learners has becoming overwhelming for Mr. Quinn on top of his other duties. Jay Duguay addressed the email correspondence from Tamra Ham. He noted that there have been complaints from community members that students have not been sent home when they have developed new symptoms to the extent that NHDHHS has gotten involved. It does not appear that the send home policy is being followed. Superintendent McGann noted that children with new symptoms are being sent home. The nurse calls their parents and has called DHHS with questions and to ask for recommendations. Jasmine Weeden had concerns about reacting to hearsay and noted that her child was sent home with a belly ache. Matt Manning noted that specific circumstances cannot be discussed. Jay Duguay said the School needs to follow the policy, err on the side of caution, and send children home. Joe Bossie asked if the nurse was documenting when children are sent to her office? Superintendent McGann noted that everything is being documented.

Matt Manning thought that the remote learning day for the Elementary School was a good idea but agreed that November 3, Election Day may not be the best day and asked that another date be chosen. Joe Bossie asked if the Partner Program children would still go to school? Superintendent McGann said that they would. Jay Duguay asked how long the Partner Program has been going? Superintendent McGann answered three years. Jay Duguay requested that the Partner Program be added to a future Board agenda for review.

Recognition of Visitors/Public Participation:

Student: None

Staff: Jasmine Weeden congratulated Rebecca Steeves on her years of service and noted her appreciation. Teacher Representative, Rebecca Steeves read a letter from the music department and showed a sample of the new 3D-printed flute mask. "The Music Department continues to work at getting to a point where students may safely learn and create music together. We remain very cautious but will adjust as we learn more about the airflow of the spaces we are in and what is the best practice for each group. That said, Mr. Untersee, and a few parent volunteers, have put together bell covers for wind instruments. We have also purchased face masks which allow players to put the mouthpiece through a slit in the mask. The most challenging instrument to work with is the Flute. Mr. Untersee researched and acquired a plan for and the rights to reproduce a "Flute Mask". With the collaboration of Mr. Webster, members of the Computer Programming Class have 3D printed a workable model. The benefit of the design is it allows the player to blow the flute in the natural manner with the aerosol staying within the "mask". Many of the other options, commercial or DIY for flute have simply redirected the airflow and ultimately, aerosol around some form of shield. It takes close to a full school day to print the parts for each mask. Mr. Untersee must then adjust and assemble each piece. As of today, two have been assembled. Sincerely, Thom Untersee and Barbara Burhoe"

Community: None

Matt Manning polled the Board to enter in the Non-Public Session per RSA 91-A:3 to discuss matters that are likely to adversely affect the reputation of a person other than a member of the School Board. Brian Angelone, Vance Pickering, Matt Manning, Jasmine Weeden, Jay Duguay and Joe Bossie voted in the affirmative and the Board went in to non-public session at 7:43 pm.

Respectfully submitted,

Sharon Holt

The School Board returned to public session at 8:21 pm.

Lynn Murray is nominated as School Nurse. **Matt Manning made a motion to accept Lynn Murray for the School Nurse position. Vance Pickering seconded the motion. Joe Bossie, Jay Duguay, and Jasmine Weeden abstained. Brian Angelone, Matt Manning, and Vance Pickering voted to accept. The motion was approved.**

Adjournment:

The meeting adjourned 8:30 pm.

Respectfully submitted,

Brian Angelone, Board Secretary