LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: October 9, 2019

MEETING MINUTES

**SCHOOL BOARD PRESENT**: **ADMINISTRATION/STAFF PRESENT**:

Matt Manning, Chairperson Judith McGann, Ed.D., Superintendent of Schools

Jay Duguay, Vice-Chairperson Deb O’Connor, Financial Manager

Vance Pickering Mark Pribbernow, Principal

Joe Bossie Carol Smith, Teacher Representative

Brian Angelone

Tammy Ham

Jasmine Weeden

**PUBLIC PRESENT:**

Mark Houde

**CALL TO ORDER**

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

**PUBLIC FORUM / HEARING**

Use of monies from the Vehicle Trust Fund for the purchase of a van for the school. Mark Houde provided the School Board with information regarding some options for the purchase. 2018 Chevy Express van with 19,700 miles for $21,926. New 2020 Ford Transit for $35,990. Mark Houde asked the School Board for some direction as to whether they would prefer to purchase a used or new vehicle. Matt Manning said he would like the Administration to propose an amount they would like to spend. He would like the Administration to direct the School board on what they need. Brian Angelone mentioned that it may be better to get a new base model rather than a used vehicle off a lease with all the extras that aren’t needed. Matt Manning stated that Administration has been good stewards of the school systems money and can be trusted to purchase a decent vehicle. Jay Duguay made a motion to expend up to $30,000 from the Vehicle Trust Fund to purchase a van with up to 10 passengers. Brian Angelone seconded the motion. All School Board members approved the motion.

**ADJOURNMENT TO REGULAR SCHEDULED BOARD MEETING**

**CALL TO ORDER**

Matt Manning called the regular scheduled School Board meeting to order at 6:48 pm

**EDUCATIONAL FOCUS** – Dan Adams

The School Board moved down to the Kanc Connection room for a presentation by Dan Adams and his students.  Students assisting Dan Adams were: Forrest Govoni, Andrew Richardson, Pharra Duguay and Josh Craig. Dan Adams pointed out the control room that Mark Houde built this year.  New cameras and a switcher were purchased. A new computer was purchased this year. New tripods and lights and other incidental items have improved what they do.  Students then discussed what they do for a typical show. Andrew Richardson discussed the preparation for each show. Forrest Govoni discussed his role in the control room - making sure all videos are ready, that everything works, making sure everything has a good flow, etc.  Pharra Duguay just joined the crew in the last couple of weeks. Her first assignment was to do the weather. She did live weather and used the green screen to show a graphic of what the weather is going to be like. Matt Manning said she did a great job. Josh Craig described what it’s like to anchor.  He had to look over the scripts the day before to familiarize himself with the reading. Forrest Govoni then demonstrated what happens in the control room. The school has a Spectrum channel, 1301, and a YouTube Channel. Dan Adams does not want to abandon the cable channel, but it is rarely used. He would like Spectrum to give us a lower channel number so that people will view it.  He has discussed this with Trey Aldridge. Littleton has channel 2. He stressed again the channel was not abandoned but it is not supported and embraced the way he would like it to be. Lots of traffic on the YouTube Channel. His goal is to increase the number of students in his classes so that they can increase coverage of events. More people are dropping cable and going to Netflix, etc.  Dan is trying to navigate the best fit for the community. He is hoping for more community participation.  Upon board’s return to the meeting, Matt Manning commented on how good the program is and that Dan Adams has accomplished a lot.

**MINUTES**:

1. Minutes of September 25, 2019 Motion to approve minutes made by Brian Angelone, seconded by Jay Duguay. Tammy Ham and Jasmine Weeden abstained. All other school board members in attendance approved.
2. Non-Public Minutes of September 25, 2019 Motion to approve minutes made by Brian Angelone, seconded by Joe Bossie. Tammy Ham and Jasmine Weeden abstained. All school board members in attendance approved.

**CORRESPONDENCE:** Superintendent McGann has been receiving notices regarding the NHSBA Assembly meeting. School Board members who are interested in attending should notify the SAU office.

**REPORTS:**

1. **BUSINESS ADMINISTRATOR REPORT:**  
   Deb O’Connor reported that payroll manifests were being circulated for signatures. Year-End reports were distributed at the September 25th meeting for School Board members to review prior to discussion at the October 9th meeting. Jasmine Weeden and Tammy Ham did not receive these reports as they were not at the last meeting. Deb O’Connor told them that the reports could be picked up at the SAU office. Deb O’Connor noted the trends. The biggest trend is that costs are going up and enrollment is going down. This is resulting in a higher per pupil cost. The percentage of regular education costs is down while the percentage of special education is up. The School District has been doing things to keep costs down like utilizing the Partner Program classroom. Jasmine Weeden noted these are common themes. Deb O’Connor said it’s true all over the state but especially in the North Country. The 2020-2021 budget season is starting. Packets will be given to teachers shortly and will be reviewed by Administration at the end of the month.
2. **SUPERINTENDENT’S REPORT:** Superintendent McGann informed the School Board that the candidate for the Nurse position did not accept the position. Since the district has been unable to hire a nurse, Robert Wetherell will fill the position for three days a week and Terry Sabourn will fill the position for two days a week. This will be on a long-term substitute basis. The search for a full-time nurse will continue.   
   The permit for the school sign was received and the purchase order has been placed.  
   The teaching staff will be attending a professional development event in Berlin on Friday, October 11th to see Polly Bath. The paraprofessionals in the NECC classroom will be having training also on Friday. All other paraprofessionals were invited to attend the Polly Bath event.  
   The Administrative team will be meeting with Mark Dolan on October 16 from 10:00 am – 4:00 pm regarding the strategic plan.  
   Joe Bossie asked who has been handling the nurse duties. Superintendent McGann replied that it had been a collaborative effort with Vicki Iles dispersing medication to students as required. Brian Angelone and Tammy Ham asked that Vicki Iles be thanked.
3. **PRINCIPAL’S REPORT:**  
   Principal Pribbernow reported that K, 1 and 2 went to a conscious discipline training. Five teachers went to a state data conference to help analyze data. Assistant Principal Doyle and Ms. Iles attended an advanced trauma treatment training. Our social workers and counselors are bringing social emotional work to the classrooms. QPA – Quality Performance Assessments training on Thursday, October 10th. Lin-Wood is hosting the event. 35 people will take the training, 15 will be from Lin-Wood. There will be a lot of subs in, but measures are in place to keep kids on track. Interims were sent home to make sure they get into parents’ hands. Staff meetings this year are designed to develop a sense of community. Principal Pribbernow stated that our teachers have a wealth of knowledge and can share that knowledge. In the staff meeting held today, October 9, teachers had to analyze a teacher’s work and group members had to break that work down. This will be the focus for the next few months. Teachers do have questions, but the goal is to build a professional learning community.  
   There is an opportunity to do a fundraiser at McDonald’s. It would involve placing students’ work, kids’ messages to the community at the McDonald’s location in Lincoln. Principal Pribbernow and a few students would go to McDonald’s to accept the donation. This donation could be as much as 10% of the earnings for the weekend.  
   Principal Pribbernow raised a concern that there are not land-line phones in all the classrooms. There are emergency cell phones in the rooms but for daily communication the intercom is used. Privacy is an issue using the intercom.   
   Matt Manning asked when the Safety Committee meets.  
   Superintendent McGann replied that the Safety Committee meets in the Fall and the Spring. They have not met this fall but will be meeting shortly.   
   Matt Manning said that the School Board would be willing to look into getting phones.   
   Teachers currently go to the teacher’s room to call parents.
4. **COMMITTEE REPORTS:**   
     
   A. Policy Committee – The Policy Committee met prior to the school board meeting. Policies were reviewed during the meeting and will be recommended for First Reading at the next school board meeting. The policies listed below were reviewed at the September 25th meeting and are presented for first reading.  
     
   FIRST READING SECOND READING

|  |  |
| --- | --- |
| DAF-3 Procurement |  |
| DAF-4 Procurement – Additional Provisions Pertinent to Food Service Program |  |
| DJ – Purchasing |  |
| DJB – Purchasing Procedure |  |
| EBB/ADD – School Safety |  |
| EBBC – Emergency Care and First Aid |  |
| EBCA – Crisis Prevention and Emergency Response Plan |  |
| EBCB – Fire Drills |  |

\*Please note that Policies are available for your review in the SAU office and on our school page at [www.lin-wood.org](http://www.lin-wood.org)

Jay Duguay provided an outline of all the policies presented to the School Board for first reading. He also told the School Board that the Policy Committee had discussed policy JICJ-R – Grade 6-12 Responsible Use Agreement for Personal Electronic Devices during the Policy Committee meeting prior to the October 9th School Board meeting. Before the Policy Committee is ready to make a recommendation regarding this policy, they would like to hear the justifications for the changes. This policy change was asked for in writing by several of the Middle School teachers prior to the end of the previous school year. The Policy Committee requested additional information supporting the need for the policy change. Superintendent McGann stated that information would be collected. Matt Manning asked Jay Duguay if the issue with the policy was that it differentiated between HS and MS. Jay Duguay replied that they are all in the same building. Before we start making policies discriminating against the age of students, we should make some kind of determination that it is justified. Jay Duguay said the teachers have valid concerns about phones in school, but asked if the policy change, they are asking for is going to fix it.   
  
Matt Manning made a motion to accept DAF-3 and DAF-4 as presented. Tammy Ham seconded the motion. All School Board members in attendance approved the motion.  
  
Matt Manning made a motion that DJ, DJB, EBB/ADD, EBBC, EBCA and EBCB move to second reading. Tammy Ham seconded the motion. All School Board members in attendance approved the motion.

**BUSINESS REQUIRING BOARD ACTION:**

* 1. Staff Nominations, recommendations and Resignations – None

**NEW BUSINESS:**

1. School Property Disposal – Per the requirements of Policy DN, Superintendent McGann presented a list of items that the school would like to sell. This list included computers, bleachers, a piano, air compressor, and ice cream freezer. Deb O’Connor told that School Board that as in the past the sale would be advertised, and a day would be selected for interested people to bid on the items. Tammy Ham made a motion to allow the Administration to sell the items listed. Joe Bossie seconded the motion. All School Board members in attendance approved the motion.

**CONTINUING BUSINESS:**

1. Strategic Plan.

**RECOGNITION OF VISITORS/PUBLIC PARTICIPATION:**1. Students - None  
  
2. Staff – None  
  
3. Community – None

**ADJOURNMENT** 8:05 pm

Respectfully submitted,

Jeanette M. Fecteau, SAU Administrative Assistant