

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: September 23, 2020

MEETING MINUTES

SCHOOL BOARD PRESENT:

Matt Manning, Chairperson
Jay Duguay, Vice-Chairperson
Tamra Ham
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
Kristy Duris, Teacher Representative

SCHOOL BOARD ABSENT

Joe Bossie

PUBLIC PRESENT:

Mark Houde
Megan Woods

Paul Schirduan
Marcella Shamberger

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.

Minutes:

Approval of the School Board meeting minutes of September 9, 2020. **Tamra Ham made a motion to approve the minutes. Brian Angelone seconded the motion.** Tamra Ham suggested a clarification/amendment in the minutes under Public Request on page one from: "She has spoken to the Town of Lincoln and they requested that she reach out to the School." to "She has spoken to the Town of Lincoln and they requested that she reach out to this Board because the School owns the property." **All are in favor of approving minutes with the amended language and the motion was approved unanimously.**

Approval of the School Board non-public meeting minutes of September 9, 2020. **Tamra Ham made a motion to approve the minutes. Brian Angelone seconded the motion. All are in favor and the motion was approved unanimously.**

Public Request:

Matt Manning stated that Victoria Martin was not able to attend the meeting.

Correspondence:

Superintendent McGann stated no correspondence was received.

Reports:

Business Administrator's Report:

Debbie O'Connor mentioned that the auditors were in last week to complete the field work. The reports are not quite complete. They will be completed and brought to the next Board meeting. Approximately \$300,000 will be returned to the Towns after the 2.5% is retained. Debbie asked that Board Members sign the manifests and stated the DOE 25 and MS 25 also need signatures.

Matt Manning asked about unanticipated expenses. Debbie O'Connor mentioned that the School received \$69,000 in CARES ACT funding and all that and more has been spent on COVID related reopening expenses.

Superintendents Report:

Superintendent McGann spoke about the School Funding Formula. The past letter to the towns regarding the School funding Formula was included in the Board packet. Superintendent McGann noted that the Funding Formula is a long process and with current conditions it would be a difficult time to safely have large group meetings. Superintendent McGann suggested waiting a year to begin the Funding Formula process.

Superintendent McGann mentioned that negotiations are moving forward. Dates are being gathered to meet.

Superintendent McGann stated that a meeting of the Emergency Response Committee has been scheduled on Tuesday, October 6 at 9 AM. The meetings are generally held at 9 AM in the morning as safety personnel from both towns are involved. The meeting will be remote through Google Meet. A Technology Committee meeting has also been scheduled for 2:45 PM on Wednesday, October 14 in the Middle/High School MPR. This meeting is held after school as several teachers are involved. The Professional Development Committee is looking for new members and the hope is to schedule a meeting for the end of October. The meetings will be scheduled quarterly. The Professional Development plan is generally reviewed/revised every five years. Lin-Wood's plan expired in June 2020, but the State has no process to follow and no team at the DOE to review. No laws or rules have changed so the current plan will work for now.

Superintendent McGann noted that the Public Hearing for CARES ACT monies will be done at next Board meeting (October 14). Typically, this type of Public Hearing is not needed because of a general vote taken in April each year however, the State is asking for Districts to have a Public Hearing for the CARES ACT funds. Matt Manning asked if the Hearing would go over how the money was spent? Debbie O'Connor stated that a description of what the monies was used for is required by the State.

Tamra Ham suggested that Superintendent McGann write a letter to the Towns explaining that the School wishes to delay the Funding Formula process for a year. Jasmine Weeden stated that it makes sense to delay the Funding Formula Process. Matt Manning mentioned that the past District Meeting on the Funding Formula was the largest meeting he had ever attended. Tamra Ham stated she did not feel there would be any push back from the Towns on postponing the Funding Formula discussion but a letter from the Superintendent should be sent as a Lincoln community member had made the request for information.

Principal's Report:

Mark Pribbernow discussed enrollment. 20 new students enrolled. There are currently 18 students remote learning. This number includes both new and past enrollees. Eight students have withdrawn from the School. There is a total of 283 students: 86 High School, 74 Middle School and 123 Elementary School.

Mark Pribbernow mentioned that the difficulties with lunch have been resolved for the most part. Elementary and Middle are eating lunch in their classrooms with supervision. High School students are still eating in the Gym. Of the 86 High School students there are on average only 45/day that eat in the Gym. After 15 minutes of lunch the High School students are given the option to go outside. Still working on what lunch time will look like for the High School during the winter months.

Mark Pribbernow spoke about testing. State testing is mandated; 3rd-9th will take the NH SAS (based on the previous year's grade) for English language arts, math, and science. Also doing NWEA testing; normative data has changed a bit (some areas are lower, and some are higher). Data meetings will be held once some testing is complete. On October 14, the School will have SAT, PSAT, and another test for high school students. The goal is to have the High School students do this in a small group setting. Middle School students will do a "trial run" for distance learning on this day. It will be good to do this to see how distance learning will look. A letter will be sent to parents with this information, hopefully by the end of the week.

Planning and discussion for Elementary winter activities has begun. Mark Pribbernow would like to keep the winter activities such as skiing. Will need to check with Loon Mountain to find out what the process will be.

Mark Pribbernow stated an unplanned fire drill occurred this week. The Lincoln Fire Department pulled the alarm. The Middle/High School evacuation went well with a little confusion that may have resulted from the difference between Lin-Wood procedures and

the procedures at the last School where Mr. Pribbernow was employed. The Elementary School was complimented by the Lincoln PD.

Mark Pribbernow mentioned the first full staff meeting was held. They are looking at problems of practices using protocols. This may be a challenge but also a good reflective process.

Tamra Ham asked if any certain grades got hit hard with the 20 new enrollees? Mark Pribbernow said the 5th grade and 8th grade were hit the hardest. Mr. Pribbernow mentioned that there was good capacity in the 5th grades but that the 8th grade's spacing shrunk because the bodies are physically bigger. There is still adequate spacing in both grades. Matt Manning asked for confirmation that the 8th grade was already the biggest class? Mark Pribbernow said yes, with 32 students.

Committees:

Brian Angelone mentioned that the Facilities Committee met prior to the Board meeting. The roofing project was successful. 7800 square feet was covered for approximately \$65K. Brian said the roofing costs are generally closer to \$100K. There is only about 11,000 sq ft remaining to roof. The committee has asked Mark Houde to prepare to include the cost for the remainder of the roofing in the next budget. They also requested that Mark Houde check the life span of the current roofing sections to determine a schedule for future replacement. Tamra Ham asked if the remaining section to be roofed was all in one area? Brian Angelone answered that it was two sections that touch.

Brian Angelone discussed the piping project which is again in the hands of the State. The plans had been originally sent to the State in May. In July the State asked for more information. The plans were revised and re-submitted to the State on September 2. Brian suggests sending weekly emails to the State to check on progress.

Brian Angelone mentioned that the HVAC project had been put on the back burner but should be readdressed/reconsidered.

Brian Angelone stated that flooring should also be readdressed/reconsidered.

Brian Angelone reported that an engineer from TRANE visited the School to look at the ventilation in the Gym. The air system in the Gym is not as old as previously suggested and is designed differently than the older system had been. It is approximately 1.5 years old. TRANE had some recommendations but said the system is working within range.

Mark Houde mentioned that the School is on the list to be visited by engineers for air quality testing. Matt Manning asked if there was a date for the testing? It is frustrating to keep hearing "we are on the list". How does the scheduling work for air quality testing? Superintendent McGann stated that we are on the list for air quality testing with other School Districts. The engineers have not given a date when they will be able to provide the service. Tamra Ham mentioned that the Town had recently gone through air quality testing and the engineers could not give a date for the testing because they do not know how long each project will take. They generally call the next on the list once they know when the current project they are working on will be completed. Mark Houde said he would try to get a firmer answer from the engineers as to when the air quality testing can be done. Matt Manning said thank you and that he has a better understanding of the process.

Tamra Ham asked if the Facilities Committee could look at the paved School path. The stairs at the end path descend into the School parking lot which is a safety concern. Could the path be moved to come out at the stop sign at the Elementary parking? What would the cost be? Matt Manning noted that there is always an adult at the bottom of the stairs for drop off in the morning. Tamra mentioned that there is not necessarily an adult there at the end of the school day or after games. Community member Paul Schirduan commented that if looking at paths, the facilities committee should also look at the Elementary path. Tamra mentioned that the School only maintains the paved path.

Jay Duguay inquired about the piping project. Vance Pickering noted that every time the plan is submitted to the State, the State requests little changes/clarifications such as if the plan was to use "pea stone" or "pea gravel".

Jay Duguay inquired if a Capital Fund (CIP) should be created for future roofing? Debbie O'Connor stated a Capital Fund would need to be created before the Voters. Brian Angelone stated that in a perfect world, after the final 11,000 sq ft of roofing is done, the School would not have to think about roofing again for 15 years. Vance Pickering said we are all in agreement that the remaining 11,000 sq ft should be completed. Tamra Ham asked about the Elementary roof? Brian Angelone answered that Mark Houde would be putting together a roofing timeline and life expectancy.

Business Requiring Board Action:

Staff Recommendations/Nominations:

Deb Celino is recommended as a Bus Monitor/Lunch Support pending acceptance. The position is five hours per day and includes temperature taking on the bus in the mornings, light custodial work, and lunch delivery. Jasmine Weeden inquired about bus monitor at the end of the day. Tamra Ham mentioned that it has been difficult just finding an AM bus monitor. Matt Manning asked if this was for the Woodstock route and, if Ms. Celino does not take the position will the Woodstock route continue to operate without a bus monitor? Mark Pribbernow noted that he had left two messages for Ms. Celino and was waiting for a call back. Additionally, the Woodstock bus route would continue to be unmonitored until an employee is found. Mr. Pribbernow mentioned that on the last day he rode the bus, he informed the parents at the bus stops that the bus would not be monitored. Matt Manning asked if parents were being encouraged to take their child's temperature prior to the bus? Mark Pribbernow answered that parents are asked to not send their child to school if the child is not feeling well. Temperatures are being taken when the children arrive to school. Matt Manning stated that, should Ms. Celino not take the position, more formal communication should be sent to parents on the Woodstock bus route informing them that the bus will continue to be unmonitored. **Jay Duguay made a motion to accept the Bus Monitor recommendation pending acceptance. Tamra Ham Seconded. All are in favor and the motion was approved unanimously.**

Audit High School Science Room Bond:

Debbie O'Connor stated that the School had \$6103.89 remaining of the \$400K bond for the High School Science Room. Debbie stated there are two choices for the remaining funds: 1. The funds can be reappropriated to a like project or 2. The remaining funds can be used to offset debt payment. **Matt Manning made a motion to use the remaining \$6103.89 from the High School Science Room Bond to offset debt payment. Van Pickering seconded. All are in favor and the motion was approved unanimously.**

RSA 198:2 0-b CARES ACT:

Matt Manning mentioned that the Public Hearing for the CARES ACT monies would be held at the next BOARD meeting (October 14).

New Business:

None

Continuing Business

Denise Heredeen Right of Way:

Superintendent McGann mentioned that the Board has the power to license a Right of Way. In 2008 the Board granted a similar license. Superintendent McGann said she will have more information from the attorney at the next Board meeting (October 14). Jay Duguay mentioned concerns about three other properties in the area that may request the same. Jay asked if there was more information on what had happened in the past? The School would want to be consistent in the process, so everyone is treated the same. Superintendent McGann mentioned she has the past information with her for review. Matt Manning asked that the necessary information be scanned and sent to the Board prior to the next meeting.

Substitute Rates and Days:

Debbie O'Connor provided an updated list of Substitute pay rates from other School Districts. The updated information now includes the rates from Profile. Debbie also provided historical information on Substitute days used and monies spent. Vance Pickering mentioned it appears that in some previous years' monies spent has surpassed budget. This should be thought about and

addressed in future budgets. Tamra Ham asked if the school is on track with Substitute usage this year. Debbie O'Connor mentioned that she did not want to "jinx" the system.

Substitute Rates and Days:

Debbie O'Connor stated she would pass around the transaction and end of year reports regarding the Trust Funds.

COVID-19:

Matt Manning mentioned the COVID-19 general operation plan. Superintendent McGann stated the Reopening Plan has been updated and renamed the "Reopening/COVID-19 Operation Plan" as the School is now open. Superintendent McGann also mentioned there is a COVID-19 tab on the School website where all COVID-19 updates are posted including updates regarding sports/NHIAA.

Superintendent McGann mentioned that two tents were delivered from Abbott Rental in Littleton on Monday and are waiting the Fire Chief's approval. Tamra Ham mentioned the sides on the tent. Superintendent McGann said the sides are removable. Debbie O'Connor stated the sides would be removed when the School gets final approval from the Fire Chief. Tamra mentioned hearing of keeping one side on depending on wind direction. Jay Duguay said it is better to have the open air. Vance Pickering asked if there would be a schedule/sign-up system (like the outdoor classroom) set for tent usage? Mark Pribbernow stated yes, there will have to be. Vance Pickering asked if the School got a package deal that included tables and chairs as well? Superintendent McGann replied that it is just the tents. Matt Manning asked if tables and chairs could be provided under the tents? Superintendent McGann said that classes would bring chairs out. Matt Manning asked if the School could investigate the availability of tables and chairs that could be utilized at the tents? Superintendent McGann and Mark Houde will see what tables and chairs are available for this purpose.

Jay Duguay remarked that there was a great turn out at the soccer game. Mark Pribbernow stated that everyone did a nice job of spreading out. Matt Manning said it felt comfortable. Jasmine Weeden said there was a good turn out and everyone seemed happy. Mark Pribbernow said he had a 10th grader (non-athlete) speak to him for quite awhile at the game about how great it felt to see his classmates on the field and all the people in attendance. Matt Manning asked if the School would continue to use both fields? Mark Pribbernow said he believes so as it is what has been done in the past but would have to check with Aaron Loukes.

Recognition of Visitors/Public Participation:

Staff:

Matt Manning asked teacher representative, Kristy Duris, if she had any news from staff and how things were going so far this year? Have anxiety levels decreased now that School has been in session for a couple of weeks? Kristy said she thinks things are going well. She is impressed with the students (K-12). Kristy said anticipation of the unknown had increased anxiety but now that School is in session anxiety levels are down. New challenges appear regularly but Teachers are able to make decisions more rationally than emotionally now.

Community:

Marcella Shamberger mentioned concerns about the bus monitor situation; she did not know we didn't have one. She believes better communication is needed. She was also concerned with communication regarding the bus running late. The bus had been 27 minutes late, she drove her daughter to school and there were children still out waiting for the bus when she got back. Last year calls were received when the bus was running late. Mrs. Shamberger asked whose responsibility it was to notify the parents if the bus is running late? Superintendent McGann stated that the bus driver needs to notify the School and the School will notify the parents. Superintendent McGann said she will speak to the bus company.

Paul Schirduan suggested a bus tracker app for the School buses like companies such as *Uber* use. Paul Schirduan recommended paying Substitutes differently based on ability. Mr. Schirduan stated he has requested to be on the agenda for the next meeting (October 14) to discuss School testing. Matt Manning asked to wait to discuss the Subject until it is an agenda item and the Board has had time to review any information provided. Mr. Schirduan said he wanted to give a pre-view. Mr. Schirduan talked to the DOE and Amy Fram is not a fan of NWEA testing as it does not test science, but the School should. The School was a blue-ribbon

school in 2011 then went in to Comprehensive Support and Improvement Program. Mr. Schirduan doesn't know where the School is at this time but thinks that the School should be proactive and hire a company like Demonstrated Success. Demonstrated Success would evaluate the School to make sure the curriculum is right, etc. The cost would be about \$30K. Matt Manning asked that Mr. Schirduan send any information he has gathered to Superintendent McGann to be forwarded to the Board prior to the October 14 meeting.

Adjournment:

Jay Duguay motioned to adjourn. Tamra Ham seconded the motion. The motion was approved unanimously. The meeting adjourned at 7:40 pm.

Respectfully submitted,

Sharon Holt