LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: June 19, 2019

MEETING MINUTES

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

Matt Manning, Chairperson Judith McGann, Superintendent of Schools

Vance Pickering Deb O’Connor, Financial Manager

Jasmine Weeden

Joe Bossie

Brian Angelone

**PUBLIC PRESENT**:

Jon Ham

Bonnie Ham

Tamra Ham

Renee Blood

Patrick Griffin

Bonnie Stevens

Mark Houde

**CALL TO ORDER**

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

**PUBLIC HEARING**

Use of monies from Facilities Expendable Trust Fund for the following:

 Engineering Services for Elementary Heating System.

Brian Angelone requested up to $30,000 from the Facilities Expendable Trust Fund to hire Yeaton Associates to move forward with the engineering study for the Elementary Heating System to replace the oil tanks.

Matt Manning asked if the public had any questions. No questions were asked.

Matt Manning made a motion to approve spending up to $30,000 from the Facilities Expendable Trust Fund for the engineering study for the Elementary Heating System. Joe Bossie seconded the motion. All School Board members in attendance voted to approve the motion.

**ADJOURNMENT TO REGULAR SCHEDULED SCHOOL BOARD MEETING**

**CALL TO ORDER**
Matt Manning called to order the School Board meeting at 6:40 pm.

**ED FOCUS**

Mark Dolan and Atty Barrett Christina from NHSBA, School Board Strategic Plan Presentation – Mark Dolan is a former School Board member from District 44. Mark Dolan has provided this type of strategic plan assistance to New Hampshire districts for the last 15 years.

The Strategic Plan set priorities. Manageable, affordable and understandable plan.

Collaborative, visual and strength-based strategic planning process. A four (4) month process that engages all stakeholders and stimulates open dialogue, encourages innovative thinking, and leads to an evaluation of the best options to include in the plan. Two (2) – three (3) meetings per month.

A Strategic Planning Committee should be formed to do most of the work. It would have ten (10) – twelve (12) members that consist of School Board members, the Superintendent, School Leadership, Teachers, Parents, Students and Community.

* Develop the Strategic Plan
* Decide on best method to gather community input
	+ Lead discussions in Community Forums
* Decide on the most important areas to address in the plan (with leadership input)
* Create a Vision Statement

S.O.A.R. process focuses on:

* Strengths: What are we doing well?
* Opportunities: What are our best possible future opportunities?
* Aspirations: What do we care deeply about?
* Results: How will we know we are succeeding?

Building on the S.O.A.R. exercise:

* Create a compelling vision for the school district
* Focus on the five (5) year time horizon
* Be creative, think big.

Creating Goals and Strategies:

* Start to bridge the gap between your desired vision and current reality
* Determine your Strategic Focus areas
* Write Goal statements for each area
* Set S.M.A.R.T. strategies for each goal

S.M.A.R.T. Strategies

* Specific (clear and explicit)
* Measurable (so anyone can determine if the goal has been accomplished)
* Attainable (realistic and within the school’s span of control)
* Relevant (directly related to identified need)
* Time-bound (with a beginning, interim benchmarks, and an end)

Set one (1), two (2), and three (3) year strategies. Reassess after three (3) years.

Goals do not have time measures. Goals are year in / year out.

The Road Ahead:

* Creating the Final Plan for Board Approval
* Committee work is complete
* School Leadership

	+ Identify who is responsible for each goal in the Plan
	+ Assign responsibilities for monitoring the Plan
	+ Communicate the Plan
	+ Implement the Plan
	+ Periodically Review progress

Key Points to Remember:

* The process can be more effective in creating the change you desire than the plan itself
* The content of the plan must be clearly understood and accepted
* Strategic Planning is not an isolated, one-time event
* The Strategic Plan is “the” plan for the District

Dynamic Plan – not concreate. Review after one year for possible refinement, etc.

Joe Bossie asked if the process had a realistic success rate. Mark Dolan replied that the success rate has to do with the turnover of School Board, Superintendent, etc.

Barrett Christina mentioned that in order to keep focus on the Strategic Plan it should appear on the School Board agenda for every meeting.

Vance Pickering asked if Mark Dolan would be there for the community listening session.

Mark Dolan responded Yes, he would facilitate those meetings.

Superintendent McGann will be the point person for the start of this process.

**MINUTES**:

1. Minutes of June 5, 2019 –motion was made to approve the minutes of June 5, 2019 by Vance Pickering. The motion was seconded by Joe Bossie. Brian Angelone abstained. All other School Board members in attendance voted to approve the motion.
2. Non-Public Minutes of May 22, 2019 – motion was made to approve the non-public minutes of May 22, 2019 by Vance Pickering. The motion was seconded by Brian Angelone. All School Board members in attendance voted to approve the motion.
3. Non-Public Minutes of June 5, 2019 – motion was made to approve the non-public minutes of June 5, 2019 by Vance Pickering. The motion was seconded by Joe Bossie. Brain Angelone abstained. All other School Board members in attendance voted to approve the motion.

**CORRESPONDENCE:**

1. None.

**REPORTS:**

1. **BUSINESS ADMINISTRATOR REPORT:**
Deb O’Connor reported that manifests were being circulated for signature. Currently working to close out the 2018 – 2019 finances and begin the process of set up for the 2019 – 2020 school year.
2. **SUPERINTENDENT’S REPORT:**
Superintendent McGann informed the School Board that the NCES newsletter was included in their packet.

Polly Bath will be making a presentation at the North Country Regional Professional Development Conference on October 11th. Due to a grant, members of the Lin-Wood staff will all be able to attend this conference for reduced cost of $1,500. The presentation will discuss social emotional learning.

North Country Scholars were recognized on May 21st at the WMRHS. Congratulations to Samantha Tower and Dakota Smith.

Graduation and Continuation were very successful. Feedback regarding the split of awards and graduation has been positive. This change was made at the request of the students.

Student and Faculty handbooks will be available for School Board approval upon completion.

Construction will begin next week. Vendor pre-construction meeting took place this week. Plans were reviewed with the Fire Chief regarding which classrooms would be safe to utilize during construction.

Some writing from Mrs. Krill’s students are included in the School Board packet.

Also enclosed in the School Board packet is a progress report including the activities that ADAPT has been involved in with the students.

The pests in the school kitchen have been taken care of.

Class schedule will be reviewed. High School and Middle School will be going back to a seven (7) period a day schedule. Vance Pickering asked if the survey drove the change. Superintendent McGann responded that the survey was considered during the discussion regarding the change.

A request for bid will be issued for the transportation services needed for the vocational transportation. The fleet manager position has been posted but there has not been any interest at this time. Joe Bossie asked the number of positions that needed to be filled. Superintendent McGann responded one (1) full time fleet manager. Any other needs could be filled by additional part-time employee when necessary.
3. **PRINCIPAL’S REPORT:**
Information included in the Superintendent’s report.
4. **COMMITTEE REPORTS:**

A. Policy Committee – .

FIRST READING SECOND READING

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| --- | --- |
| GADA – Employment References and Verification |  |
| GBEC – Drug-Free Workplace & Drug-Free Schools |  |
| GBED – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds |  |
| JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds |  |
| JCA – Change of School or Assignment – Best Interests |  |
| JEC – Change of School or Assignment – Manifest Educational Hardship |  |

\*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)

Matt Manning made a motion to move the above listed policies to second reading. Vance Pickering seconded the motion. All School Board members in attendance voted to approve the motion.

Superintendent McGann mentioned that she would be presenting an updated policy regarding cell phone usage for Middle School students shortly. It will be emailed to Policy Committee members for review.

B. Technology Committee – Meeting notes will be available at the next School Board meeting.

**BUSINESS REQUIRING BOARD ACTION:**

* 1. Staff Nominations, recommendations and Resignations –
	Superintendent McGann recommended Aaron Loukes for the position of Athletic Director.
	Vance Pickering made a motion to accept the recommendation of Aaron Loukes for Athletic Director.
	Jasmine Weeden seconded the motion. All School Board members in attendance approved the motion.

	Superintendent McGann recommended Bryanna Bennett for the position of Paraprofessional in the Elementary School. Vance Pickering made a motion to accept the recommendation of Bryanna Bennett for Paraprofessional. Jasmine Weeden seconded the motion. All School Board members in attendance approved the motion.

	Joe Bossie asked if Lin-Wood still needed to hire more Paraprofessionals for the next school year. Superintendent McGann confirmed that there were still Paraprofessional openings.

	Superintendent McGann nominated Beth Vignone for the position of Kindergarten Teacher. Beth Vignone is a Step 1. Vance Pickering made a motion to accept the nomination of Beth Vignone for the position of Kindergarten Teacher. Joe Bossie seconded the motion. All School Board members in attendance approved the motion.
	2. School Board Member Candidate Selection – Two (2) letters of interest were received for the current opening for School Board member. These letters were from Tamra Ham and Karen Blake. Joe Bossie requested that they discuss the opening during a non-public session.
	3. Budget Committee Request – Patrick Griffin requested that the attorney fees incurred by the Budget Committee during the past budget process be paid by the School Committee. Patrick Griffin stated that these fees were incurred when the Budget Committee did not receive documents they requested from the Administration.

	Vance Pickering asked if the Budget Committee had contacted the attorney that is utilized by the school district. Patrick Griffin replied no, that they felt it was a conflict of interest.

	The Budget Committee legal fees are for four (4) hours of legal consultation in the amount of $1,146.75.

	Matt Manning requested copies of the information Patrick Griffin had with him. Patrick Griffin stated that those were his only copy. He will make copies for the School Board to review.

	Brian Angelone asked if fear of collusion was the reason the Budget Committee did not contact the district’s attorney.

	Patrick Griffin stated that they ran out of time to get the information needed for the budget process.

	Jonathan Ham stated that they were forced to go through the Right To Know law to obtain some items from the Administration.

	Brian Angelone asked why the Budget Committee was asking for reimbursement now and why they hadn’t asked for it sooner. Brian reiterated that if the Budget Committee knew it would need the fees paid in January, why are they asking for the fees six (6) months later.

	Patrick Griffin stated that he knows the Superintendent had told Tony Drapeau. Patrick Griffin went on to state that the School Board is stuck with these people for the next few years.

	Matt Manning told the Budget Committee that the School Board would need to see all back-up materials and asked that they please make their request in writing.

	Vance Pickering requested the official report for the School District’s attorney.

**NEW BUSINESS:**

1. None.

**CONTINUING BUSINESS:**

1. Website – Vance Pickering requested that in the fall the School Board receive a report on the website update.

**RECOGNITION OF VISITORS/PUBLIC PARTICIPATION:**1. Students - None

2. Staff –

3. Community –

 Tamra Ham stated that graduation was fantastic and local donors gave Lin-Wood students $53,900
 in scholarships. She felt it would have been nice for those donors to see graduation since scholarships
 were awarded at a separate ceremony. However, she also stated that she loved the shorter graduation.

 Bonnie Ham stated that it was such a shame that the process sunk to the level it did. She stated that there
 was no participation from the School Board or Superintendent.

 Vance Pickering mentioned that the scheduling was unfortunate, and in the past had been coordinated with all
 people participating and not just set by the Budget Committee.

 Bonnie Ham hopes that everyone can work together moving forward. She also mentioned that the Budget
 Committee couldn’t get data on spending and everyone would have to make sure that doesn’t happen again.

 Renee Blood stated that there was no where to go but up. Onward and upward.

 Joe Bossie said let’s just work together.

**NON-PUBLIC SESSION (RSA 91-A:3)** Discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board. The School Board was polled at 7:35 pm on whether they should go into a Non-Public Session

Joe Bossie Yes

Vance Pickering Yes

Jasmine Weeden Yes

Brian Angelone Yes

Matt Manning Yes

**ADJOURNMENT –**

 Respectfully submitted,

 Jeanette M. Fecteau, SAU Administrative Assistant