

# LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

## SAU #68

**DATE: October 28, 2020**

### MEETING MINUTES

#### SCHOOL BOARD PRESENT:

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

#### ADMINISTRATION/STAFF PRESENT:

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

#### PUBLIC PRESENT:

Megan Woods  
Mark Houde  
Paul Schirduan  
Jonathan Ham

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 October 14, 2020. **Brian Angelone made a motion to approve the minutes. Vance Pickering seconded the motion. Matt Manning, Jay Duguay, Joe Bossie, Brian Angelone and Vance Pickering voted in favor, Tamra Ham abstained, and the motion was approved.** Jasmine Weeden was not present for the vote.

Approval of the Non-Public meeting minutes of October 14, 2020. **Vance Pickering made a motion to approve the minutes. Joe Bossie seconded the motion. Matt Manning, Jay Duguay, Joe Bossie, Brian Angelone and Vance Pickering voted in favor, Tamra Ham abstained, and the motion was approved.** Jasmine Weeden was not present for the vote.

Approval of the School Board meeting minutes of October 26, 2020. **Vance Pickering made a motion to approve the minutes. Brian Angelone seconded the motion. Matt Manning, Joe Bossie, Brian Angelone and Vance Pickering voted in favor, Jay Duguay and Tamra Ham abstained, and the motion was approved.** Jasmine Weeden was not present for the vote.

Matt Manning opened the meeting by congratulating the Boys and Girls soccer teams on their first-round play-off games and wished them luck in future games. The Girls will play Moultonborough tomorrow. The Boys next game is to be determined.

#### **Correspondence:**

Matt Manning mentioned this conversation would be held in non-public session.

#### **Reports:**

##### Business Administrator's Report:

Debbie O'Connor asked that all Board members sign the manifests. The School was approved for additional CARES Act funding. The funding is \$200/student based on the number of students that were enrolled on October 1, 2019. This will amount to approximately \$50K. These funds may be managed through the NHDOE Grant's Management System, but more information will be provided at a Zoom meeting on Friday. The year to date budget verses expense report was included in the Board packets. We are about ¼ of the

way through the year and the report gives a snapshot of where we are to date. The report is set-up like the MS25 report to the State.

#### Superintendent's Report:

Superintendent McGann mentioned that the Facilities Committee met prior to the Board meeting. Superintendent McGann said that the remote learning practice day for the Elementary School for grades 2-5 has been moved to November 12. The High School grades 9-12 will also have a remote learning practice day on November 12. Superintendent McGann noted that the NHIAA COVID Guidance document mentioned in the memo was in the packet for the October 26<sup>th</sup> meeting. Superintendent McGann mentioned that the first Negotiations Committee meeting was held on the 22<sup>nd</sup> and went well. The Budget Committee met on October 15<sup>th</sup>. The minutes are in the packet. The next Budget Committee meeting will be held on November 16<sup>th</sup>. This will be the first Budget Committee meeting that Superintendent McGann and Debbie O'Connor will attend. They will go over the end of year reports, etc. This information needs to be presented to the Board first. Now that that has happened it can be brought to the Budget Committee. Budget Committee meetings generally begin in November. Superintendent McGann noted that there will be a virtual Veteran's Day event with details to come. The Policy Committee meeting minutes are in the packet as are the Professional Development Committee minutes. Superintendent McGann mentioned that a notice regarding the School's Process for COVID Symptoms as well as a CDC infographic on HIPAA and FERPA are included in the packet. HIPAA and FERPA relate to confidentiality. The COVID process and CDC infographic were reviewed with Staff.

#### Principal's Report:

Mark Pribbernow noted that the first quarter grades have closed. Report cards as well as NWEA test results that have been received will be sent to parents by mail. The NH SAS testing is still ongoing. The testing should be completed by the end of next week. The school is using a module system and not the interim system for the testing. The module system allows the ability to regularly repeat modules on specific subjects. For instance, if a class is working on integers in math, they can repeat that module as necessary. We are training the Elementary and Middle School teachers on how the testing data can be utilized. Mr. Pribbernow mentioned that the Distance Learning Facilitator position has been posted and we have received a great response from the local area and far away. This position is becoming increasingly important as the number of remote learners grows. Mr. Pribbernow stated that grades K and 1 will not be participating in the remote learning day as they have not had the technology available or been instructed on its use. Kindergarteners will begin using *iPad* soon with apps based on instructional material used in the current classroom curriculum. Mr. Pribbernow is hopeful that the letter to parents regarding the practice remote learning day will be ready to include in the mailing with the report cards. Mr. Pribbernow offered his congratulations to the sports teams. Mr. Pribbernow gave a hats-off to the teachers and students for their efforts in maintaining COVID policies. Some parents have been frustrated with how stringent the School has been in sending children home because of the inconvenience. It is inconvenient but necessary to keep the School open. Mr. Pribbernow expressed that the School community is beginning to feel more like the pre-COVID community. Mr. Pribbernow noted that there are 25 new students since the beginning of the year with 20 students distance learning. There are a total of 287 students as one student left. The eighth grade continues to be the largest class with 32 students. The fifth grade is the largest in the elementary school with 26 students.

Matt Manning thanked Mr. Pribbernow for recognizing the staff and students. Things are not always perfect, but the School is getting the job done and keeping the students in School.

Joe Bossie asked if the Distance Learning Facilitator position would continue if the School needs to go to full remote learning? Mark Pribbernow noted that yes, the position would need to continue. Most of the students that are currently remote learning are doing some work through *Google Classroom*, but most of their work is through a different platform, *PLATO*. Additionally, if the School needed to go to full remote learning it would only be for a few days at a time while the School is sanitized. This is what has been happening in other districts.

Tamra Ham asked for clarification regarding the 20 students distance learning. Are all the distance learning students new to the school? Mr. Pribbernow answered that the 20 distance learners are a combination of new and old students.

## Committees:

### Policy Committee:

Jay Duguay discussed the policies up for first reading. The audit found gaps in our policies that need to be addressed. DGA was a full re-write changing the "Check Writing Services" police to "Authorized Signatures." Policy DGA references policy EHAC. Policy EHAC provides a framework for the allowance of electronic signatures including tracking the signatures and documents. Policy DK changed from a very basic policy to become more descriptive. The Committee had discussed and made changes to the activities fund's authorized signers. Policies IFA, IHAM and IHBI are all policies required by law to either be added or edited. IFA relates to the instructional needs of each student. IHAM relates to parents' rights regarding Health and Sexual Education instruction. The changes required for policy IHAM clarify existing law. Policy IHBI is in regards to developing alternative learning plans. When discussing IHBI, the committee removed the outdated language, "highly qualified teacher."

**Matt Manning made a motion to move policies DGA, EHAC, DK, IFA, IHAM and IHBI to second reading. Tamra Ham seconded the motion.** Tamra Ham noted a typo in the 4<sup>th</sup> paragraph of policy IHAM an 'of' should be 'or.' Relating to policy DK, Tamra Ham asked if RSA 41: 29-a regarding Deputy Treasurers had been adopted? If not, this will need to be done. Tamra Ham asked in regards to section C of policy EHAC, are pre-school children considered "enrolled" or should the policy be amended to include wording regarding pre-school children? Paula King noted that all pre-school children are assigned a State SASID# and electronic signatures are allowed on the paperwork for pre-school children through the State's system. Tamra Ham - so, pre-school children are considered "enrolled." **Matt Manning asked for a vote on the motion with the noted correction to policy IHAM. All are in favor and the motion was approved unanimously.**

### Facilities Committee:

Brian Angelone reported on the piping project. The piping project has been approved by the State. Mr. Angelone is currently not in favor of moving forward with the piping project. Mr. Angelone would like the tabled Warrant Article regarding the Elementary heating/HVAC system to be readdressed at this year's District meeting. This Warrant Article for the Elementary school has already been written and was tabled because of COVID. If the Warrant Article is approved at the District meeting, the piping project becomes unnecessary. Mr. Angelone is asking that the Board give permission for Administration to reach out to Bob Bishop at the State to explain the Warrant Article and ask about postponing the piping project until after the District meeting. Tamra Ham inquired about including the High School system in the Warrant Article. Would there be a significant savings in doing both? Brian Angelone answered that the cost to the voters would be significantly more to include both systems. Vance Pickering noted that at this time, the Facilities Committee, only wants permission for Administration to reach out to Bob Bishop at the State. The school currently has the funding for the piping project but needs to know if it must be done or if it can wait until after the District meeting. Matt Manning asked if it would be better to wait for the report from the company that is coming in December to do the air quality testing before moving forward? Is air quality in the same system with heat? Mark Houde answered that they are not really the same system. A plan for both (Elementary and Middle/High) systems has been done and it would be double the cost and would require additional engineering costs. Tamra Ham relayed concerns that there may be questions from District Members about the cost to get both systems done now. She has concerns that the voters have not seen the numbers and that the School needs to give the numbers to the voters. Jay Duguay recalled that there has been exploration of different plans over the last five years. Brian Angelone mentioned that the School should move forward with something. Joe Bossie and Vance Pickering reminded everyone that the Board was being asked if it was okay to have Administration reach out to Bob Bishop at the State. Matt Manning noted that the Board needed to do their due diligence. Tamra Ham mentioned that there are COVID related grants available for buildings wanting to add heating with air handling. Jay Duguay asked if this would be the time to put in a higher quality air handling system to put the Schools in a better position should something like COVID happen in the future. Move to a Merv13 system. Brian Angelone noted that we have a current air handling system that is working and has been inspected. Mr. Angelone mentioned an engineering quote from Wayne Fillion regarding air handling. Jay Duguay reviewed the quote and noted that it would be an extra \$9000 in engineering costs. Matt Manning asked that the engineering proposal from Wayne Fillion be included in the next Board packet.

Brian Angelone noted that the Facilities Committee and Mark Houde are getting numbers together for the additional roofing needed. For flooring, the Committee is looking to move forward with what was tabled last year. Joe Bossie asked if the roofing was done last year? Brian Angelone replied that roofing had been done but there is still a section that needs to be completed. Technically two connecting sections. Mr. Angelone noted that the Committee touched on the Master Plan and will be doing research on dishwashers to purchase or possibly lease. Tamra Ham asked if the Facilities Committee had looked in to realigning the School path. Brian Angelone answer that the Committee is looking in to a redesign of the parking lot which would include the path. Mr. Angelone noted that the children exiting the path go in different directions once they reach the parking lot. He noted his thanks to the local police and the teachers for staging someone in this area. Mr. Angelone noted that the area will need to be monitored to see what system would work best, moving the crosswalk(s), roping off areas, etc. Vance Pickering noted that this is all still in the discussion phase.

### **Business Requiring Board Action:**

#### **Staff Recommendations/Nominations:**

Superintendent McGann notified the Board that Matt Manning will be the High School Basketball Coach and Aaron Loukes will be coaching the Alpine Ski Team.

### **New Business:**

#### **Winter Sports:**

Superintendent McGann mentioned that no guidance had yet been received from the NHIAA regarding indoor winter sports (basketball) and spectators. The North Country area is looking to come up with a consistent plan for all communities regarding spectators. Matt Manning noted that the NHIAA would not provide guidance on spectators, that would be up to each School district. Joe Bossie noted that each school would have a different type of gymnasium with different air handling. Jay Duguay asked if the plan was to play more local teams as the Soccer teams had done? Matt Manning answered yes, in general they would play regional north country teams, but if the team makes it in to the playoffs, some further travel may be required, for instance to Moultonborough. The policy on spectators will need to be determined. Mark Pribbernow noted that personally, he would like to have no spectators, although his mind could be changed. Having no spectators would keep to the school's current policy of limiting outside visitor access to the School. Mr. Pribbernow noted that the Kanc Connection could be utilized to broadcast the games. Mr. Pribbernow noted that he would be uncomfortable with spectators sitting behind the students/players. Joe Bossie noted, if spectators were allowed, additional cleaning would be necessary by the custodians including the rest rooms. Vance Pickering mentioned that additional staffing may also be necessary to monitor the door and stands. The sports programs are for the kids and the School wants to make it as safe as possible for them. Joe Bossie asked if the Kanc Connection broadcast would be live? Mark Pribbernow answered yes. Mark Pribbernow noted that, should spectators not be allowed in general, exceptions could be made for special occasions such as senior night. Matt Manning noted that he would like the opportunity for parents to see their children play, that the Lin-Wood area is still currently in good shape. Perhaps for the home team only, two assigned spectators from the same household could be allotted per player/student for each game. A roster could be set up at the entry with a sign-in sheet for contact tracing. Mr. Manning mentioned that the School is trying to make the school year as normal as possible for the kids. Mark Pribbernow noted that they will be gathering details of what the other north country schools will be doing and that he will discuss this with the Athletic Director, Aaron Loukes to get Aaron's input and feedback. Tamra Ham asked if the Elementary School will be allowing rec sports in the gym/multipurpose room? Mark Pribbernow noted that the Elementary multipurpose room is being utilized for classroom space and for lunches. Vance Pickering mentioned that the benches used during sports in the Elementary school do not allow room for spacing/social distancing. If rec sports are allowed, 3<sup>rd</sup> and 4<sup>th</sup> graders would not be able to drive/come by themselves making spectators necessary to some extent. Tamra Ham mentioned that no out of town teams would be coming, the Lin-Wood students would play themselves. Mark Pribbernow stated that there hadn't been many conversations on rec sports yet and that more discussion is needed. Joe Bossie noted that Mark Houde should be in on the discussions.

### **Continuing Business**

#### **Denise Heredeen Right of Way:**

Matt Manning mentioned that this discussion would be held in non-public session.

### COVID-19:

Tamra Ham noted that Holderness and Plymouth had moved to remote learning. Would Lin-Wood go remote for just one COVID case? Vance Pickering noted that these schools have had a hard time cohorting. Superintendent McGann mentioned that developing cohorts was a recommendation from NHDHHS which would allow just the students in the cohort to be sent home if there was a member of the cohort that had tested positive. Superintendent McGann noted that the cohort concept sounded good but was not truly realistic as some students need to move around a bit particularly in the Middle and High Schools. Tamra Ham mentioned that the Schools with positive cases were closing for three days. Mark Pribbernow noted that it is more appropriate to close the School and go remote to allow time for deep cleaning and contact tracing. It would be best to go remote for the safety of the students, the "just in case factor." Jay Duguay had heard that Plymouth Schools were not requiring masks. Brian Angelone noted that the town of Plymouth has a mask ordinance. Jay Duguay stated that requiring masks in the School is the decent position to take. Mark Pribbernow noted that the NHDHHS is not providing much direction.

### Strategic Plan:

Matt Manning asked about the Strategic Plan. Superintendent McGann noted that she has postponed meetings on the Strategic Plan until the spring and that the meetings may require a different/virtual format.

### Funding Formula:

Tamra Ham believes Administration should have received a reply to the request to delay the funding formula discussion from the Town of Lincoln. She asked if there had been any response from the Town of Woodstock? Superintendent McGann noted she had received a reply from Lincoln but was not expecting a reply from Woodstock because of the way the letter to the towns had been written.

### Recognition of Visitors/Public Participation:

Student: None

### Staff:

Paula King had nothing to report from the staff. Matt Manning noted that it was nice to see Paula at the meeting.

### Community:

Megan Woods asked for confirmation that grades K and 1 would not be participating in the remote learning practice day. Mark Pribbernow noted that K and 1 would not participate as they do not have the necessary electronic devices or training at this time. Superintendent McGann noted that the Partner Program students will also remain in School on the practice remote learning day. Jay Duguay asked if there was a remote learning practice day planned for K and 1 once the necessary devices and training have been received? Mr. Pribbernow noted that would be pertinent once the devices are received.

Paul Schirduan asked if there had been any progress with CSI and the Demonstrated Success proposal? The Department of Education recommended approach for underperforming schools not eligible to participate in the CSI program is to use a recommended contractor to provide the services. Has the School reached out to Demonstrated Success or gotten a quote from WestEd? Matt Manning noted that at the last meeting the decision was to wait until the next testing data was received. Mark Pribbernow mentioned that the current round of testing has not been completed and not all the results have been received. Superintendent McGann noted that the test result data is usually available and reviewed in January. Mr. Schirduan believes that January would be a crazy long time to wait and unnecessary. Mr. Schirduan noted that there has been at least five years of low performance in the primary grades. We know we can do better because things improve in Middle and High School, but we are not doing anything. What is the plan with the test scores and how can we improve? It is imperative that we move forward. Matt Manning noted Mr. Schirduan's passion. It is in the hands of the Administration. We do not qualify for the DOE's CSI plan. Paul Schirduan mentioned the DOE recommendation to pay out of pocket approximately \$30,000 for the services, the primary school is in the lowest 15%.

**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, and for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Joe Bossie, Matt Manning, Brian Angelone, Jasmine Weeden, Tamra Ham, Vance Pickering, and Jay Duguay, voted in the affirmative and the Board went in to non-public session at 7:45 pm.**

Respectfully submitted,

Sharon Holt, Administrative Assistant to the Superintendent

The School Board returned to public session at 8:17 pm.

**Jay Duguay made a motion to put the Town of Lincoln's Pleasant Street Easement Deed to the voters at the 2021 District Meeting. Brian Angelone seconded the motion. Matt Manning called a poll vote. Joe Bossie, Matt Manning, Brian Angelone, Jasmine Weeden, Tamra Ham, Vance Pickering, and Jay Duguay, all voted in the affirmative and the motion was passed unanimously.**

Adjournment: The meeting adjourned 8:20 pm.

Respectfully submitted,

Judith McGann Ed. D., Superintendent