LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: August 28, 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 Annie Bahr, Techer Representative

Tammy Ham

Brian Angelone

Jasmine Weeden

**PUBLIC PRESENT**:

Mark Houde

Danielle Black

Jon Ham

**CALL TO ORDER**

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

**MINUTES**:

1. Minutes of July 17, 2019. Motion made by Vance Pickering, seconded by Brian Angelone. Tammy Ham abstained. All other school board members approved with corrections.
2. Minutes of July 31, 2019. Motion made by Vance Pickering, seconded by Joe Bossie. Tammy Ham abstained. All other school board members approved.
3. Non-Public Minutes of June 19, 2019. Motion made by Vance Pickering, seconded by Joe Bossie. All school board members approved.

**CORRESPONDENCE:**

1. A letter was received from Nancy Ingalls to thank the School Board for the card and gift presented to Nancy upon her retirement.

**REPORTS:**

1. **BUSINESS ADMINISTRATOR REPORT:**  
   Deb O’Connor reported that she was currently working on the 2018-2019 DOE 25 Year End Report and preparing for the audit in September. The School Board Audit Questionnaire is included in the packet.
2. **SUPERINTENDENT’S REPORT:** Superintendent McGann informed the School Board that NHSBA training information is included in the packet. If any School Board Members would like to attend trainings, please contact Jeanette. The NHSBA Delegate Assembly will be held on January 25, 2020. One representative from the School Board goes to listen to the resolutions that boards across the state have presented and vote on those resolutions.  
     
   Summer Projects are coming to an end. Mark Houde will give details. Final walk-through of the Science Room will take place tomorrow, August 29.  
     
   Teacher’s began Professional Development this week. Monday was new staff, Tuesday – Thursday for all teachers.  
     
   Federal funds for emergency safety project that were utilized for the Elem/HS vestibule project may have some money left over. This money will be utilized to purchase items for the Elementary School project. That project will take place Columbus Day weekend.  
     
   School begins next Tuesday, September 3rd.  
     
   Superintendent McGann has been in contact with Mark Dolan from NHSBA regarding Strategic Plan. It is anticipated to take 3 – 4 months. Two teachers have offered to be on committee. Community members will also be asked to participate.  
     
   A Non-Public session will be necessary to discuss a resignation.
3. **PRINCIPAL’S REPORT:**  
   Principal Pribbernow mentioned that Monday, August 26 was 9th Grade orientation. Several teachers gave tours to students.  
     
   New SAP, Carly Elkin, in place of Chad Steen. Principal Pribbernow will be meeting with Sean O’Brien next week.  
     
   Principal Pribbernow is recommending Peter Stivali for the 9th Grade Class Advisor. Peter was new to Lin-Wood last year and would like to be more involved with students this year.  
     
   A building leadership team meeting was held with leaders from last year. Working with data and determining how we run protocols, trying to better children’s academics overall.  
     
   Professional Development days are coming to an end but excited about wellness activities. Principal Pribbernow has not previously worked with a wellness committee that is so involved and community oriented.  
     
   Tammy Ham asked if there was a problem with transportation to the Charter School. Superintendent McGann stated that there is no problem as Lin-Wood is not scheduled to start until next week.  
     
   Matt Manning mentioned that the pre-season sports meetings with Mr. Loukes were good discussions on expectations of athletes, parents, etc. regarding representing Lin-Wood school and community. The turnout reflected that the school appreciated it.
4. **FACILITIES REPORT:**  
   Mark Houde provided details of summer projects.  
   1. Science Room walk through will take place tomorrow, August 29. There is a punch list for the room, but it will be usable.
   2. The entrance to the middle/high school building will be all set.
   3. Elementary school MPR floor should be done tomorrow.
   4. The MS science room has been put back together utilizing some of the items removed from Mr. Webster’s classroom prior to construction.
   5. Joe Bossie mentioned that the parking lots look nice.
   6. Fields have been treated. Mark Houde mentioned that he learned a lot from Mike Josslin regarding the fields. Tammy Ham mentioned that the fields look good.
   7. Eight leaks on the roof were fixed using white night to coat until the roof sections can be redone.
   8. Air handler for the science classroom is all in graphics. Can see airflow.
   9. Lights in the Elementary School parking lot have been fixed.
   10. Pole that was backed over will hopefully be fixed prior to the start of school.
   11. Joe Bossie asked if the trees had been cut done. Mark Houde responded that they had not yet.
   12. Katie Black worked on the flower beds as a part of community service volunteer work. She has put in more than 60 hours already. Deb O’Connor commented that the flower beds looked awesome.
   13. Kitchen – FBR board was put on the walls in the kitchen. A new garbage disposal is installed and working.
   14. Matt Manning stated that this summer was especially busy and thanked Mark Houde and his crew for the extra efforts and great work.
   15. Tammy Ham mentioned that she had noticed the top of a post was missing in the playground area. She asked if it would be possible to place a trash can near the basketball court. Mark Houde said that he would take responsibility for that.
5. **COMMITTEE REPORTS:**   
     
   A. Policy Committee – .  
     
   FIRST READING SECOND READING

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\*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)

B. Wellness Committee has met. There will be a resource fair on Back to School Night.

**COMMITTEE ASSIGNMENTS:** Several School Board Committee Assignments were left open after the resignation earlier this year. They will be filled as follows:

Technology – Jay Duguay

Risk Management – Tammy Ham

Strategic Plan – Tammy Ham, Jasmine Weeden, Joe Bossie

**BUSINESS REQUIRING BOARD ACTION:**

* 1. Staff Nominations, recommendations and Resignations – Bryanna Bennett will be the MS Girls Basketball Coach. She is currently a paraprofessional in the Partner Program classroom.
  2. Bus Contract – In April, 2019 the Fleet Manager left Lin-Wood. The position has been posted since that time but was unable to be filled. The current bus needs were put out to bid. Only Durham School Services submitted a bid. The contract was just finalized on August 28, 2019. Counsel has advised Board approves going into contract with Durham. The two part-time drivers can use the small bus for small runs as necessary.  
     The larger contract ends at the end of this school year and will be put out to bid including this small contract also.  
     Tammy Ham asked if this contract will be covered within the budget. Yes, it is covered by the current budget. Jay Duguay made a motion to approve the contract. Vance Pickering seconded the motion. The motion was approved by all School Board Members.
  3. Board Audit Questionnaire – Every year the School Board answers a questionnaire that is part of the Plodzik & Sanderson audit. A copy of the questionnaire was provided in the packet for each of the School Board members. Matt Manning read the questions out loud to get a group response to the questions.  
     Tammy Ham made a motion to allow the Chairperson of the School Board to sign the completed questionnaire. Joe Bossie seconded the motion. All School Board Members approved the motion.

**NEW BUSINESS:**

1. None.

**CONTINUING BUSINESS:**

1. School Sign – Mark Houde presented the quotes from the same two groups:  
   Watchfire can take the existing sign, remove rot, replace with panels, 29” x 8’3” one color for $13,230.  
   Stewart Signs can provide a sign that is similar to the new sign at Profile 4’ x 6’ full color with up to four lines of text for $10,750.  
     
   Tammy Ham asked if a sign permit had been obtained from Lincoln Town Hall. It had not yet been obtained. Tammy Ham provided a form to the school.  
     
   Matt Manning asked which trust fund should be used for this project – Equipment or Technology or if it could be split between the two funds. Matt Manning made a motion to have a trust fund hearing to spend money from the Equipment and Technology trust funds for this project. Jay Duguay seconded the motion. All School Board Members approved the motion.
2. Website Update – Superintendent McGann read an email received from Trey Aldridge regarding the status of the website update. Design process is ongoing, School-Insites is migrating information from the current website to a new template. The team at Lin-Wood has been meeting and working together on the process since May of this year. This is not a process that should be rushed. Currently have a site-map for the new site. This process is taking longer but will produce something that we will be proud to present to the public. After the School-Insites conversion is complete the process to start to rebuild and curate the content can begin.  
     
   Matt Manning mentioned that this is good news but that this process has been going on for a year and half and the School Board was told it would launch August 12th. If it doesn’t launch on October 1st maybe we need to go outside to get a web designer.  
     
   Jasmine Weeden asked who School-Insites is. They do not design the site. We pay them an annual fee for a template.  
     
   Matt Manning asked if the school lunch money and transactions can be seen yet. Not yet as we are still on old website, bit can be accessed.  
     
   Jay Duguay asked about mobile access. Trey said we should do this project in house and Jay found this surprising due to the amount of work on his plate. Jay feels it sounds like they’ve made significant progress. He is not as concerned about the timeline because he is aware of the amount of work involved.  
     
   Brian Angelone stated that no one knows what will happen at launch. Is it possible for the School Board to have pre-launch access to make sure it works properly.  
     
   Vance Pickering stated that he didn’t want it to seem that people are piling on regarding this subject.  
     
   Jay Duguay was concerned with the security aspect of the website. He feels before it goes live, we need to make sure there are no security risks. Superintendent McGann assured him that security is in place at this time.

**RECOGNITION OF VISITORS/PUBLIC PARTICIPATION:**1. Students - None  
  
2. Staff – None  
  
3. Community –  
  
Jon Ham asked what the hosting service cost for the website. The answer was not available at this time.  
Jon Ham asked if it would be possible to get an answer at the next School Board meeting. Yes.  
  
**NON-PUBLIC SESSION (RSA 91-A:3)** Matt Manning polled the School Board members at 7:39pm to go into a Non-Public Session:

Tammy Ham Yes

Joe Bossie Yes

Jasmine Weeden Yes

Brian Angelone Yes

Vance Pickering Yes

Jay Duguay Yes

**ADJOURNMENT**

Respectfully submitted,

Jeanette M. Fecteau, SAU Administrative Assistant