LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: October 23, 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 Kristy Duris, Teacher Representative

Brian Angelone

Tammy Ham

Jasmine Weeden

**PUBLIC PRESENT:**

Sheila Rich

Mark Houde

Trey Aldridge  
Charmaine Chau  
Jade Fitzgerald

**CALL TO ORDER**

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

**EDUCATIONAL FOCUS** – Trey Aldridge – Status of Website Updates

A project timeline was passed out. Reviewed revised timeline. Tentative launch date is by Thanksgiving break. New framework is being developed. Needs to be vetted as process takes place. An outline of the new sitemap was shown. A comparison of the old site to the new site was provided. Questions regarding calendar and mobile devices. Dan Adams willing to administer site as the district moves forward.

**MINUTES**:

1. Minutes of October 9, 2019 Motion to approve minutes made by Jay Duguay, seconded by Tammy Ham. Vance Pickering abstained. All other school board members in attendance approved.

**CORRESPONDENCE:** None.

**REPORTS:**

1. **BUSINESS ADMINISTRATOR REPORT:**  
   Deb O’Connor reported that payroll manifests were being circulated for signatures. A 2019 Dodge Grand Caravan with 17,000 miles was purchased for school use. The cost of the purchase was $23,000. Deb O’Connor is currently working to try to sell the old bus.
2. **SUPERINTENDENT’S REPORT:** Superintendent McGann informed the School Board that last week’s power outage was challenging but it all worked out.   
   A copy of the high school schedule and class numbers is in the blue folders.  
   Budget process is in order, with teachers currently working on their budgets. They will be reviewed by the Administration in November.   
   The School Nurse position has been filled by Terry Sabourn (2 days per week) and Robert Wetherell (3 days per week).The position is still posted until a full time person is hired.  
   Superintendent McGann attended a Medicare reimbursement meeting last week and will attend another meeting via telephone this week. Last year we received $92,000 in Medicaid revenue The Administration will continue to look at different options. Some districts are dropping their revenue projections; school districts have to find medical doctor to oversee and give order for services on a weekly basis. No one can or wants to pay for that. Tammy Ham suggested that maybe a physician’s assistant could come in once a week. Superintendent McGann replied that could be tricky with IEP issues and educational component. Superintendent McGann said it will also be asked what happens with all the money that is available but not accessed because of lack of doctor’s orders. Brian Angelone asked if we are lowering our budget. Superintendent McGann said we lowered the revenue estimate, not the budget. Decisions at state level about this will be made in February. This change is currently in effect, but the question is will it change in the future. Tammy Ham asked if we can ask parents to get doctor’s order. Superintendent McGann responded that it’s a privacy issue with some things but we are looking into it.   
   The Administration team met regarding the strategic plan last week, but it is not completed. The team worked on role of technology, pathways of learning, students’ and teachers’ roles in education.
3. **PRINCIPAL’S REPORT:**  
   Principal Pribbernow told the School Board that charitable endeavors are impressive here at Lin-Wood (metavivor, coat drive, etc.) The kids want to give which is refreshing and seen as a positive.  
   Sports update – The boys are making a playoff push and are working well together, and spirit is growing. The girls have been struggling but they are growing as well.  
   Everyone handled the power outage / school cancellation well.  
   QPA was well attended and it’s a lot of work. The next QPA meeting is on November 7th.  
   The district went to Polly Bath training and Principal Pribbernow’s take away is that we need to consider planning for social skills as well as academic skills. He suggested that we can use advisories for some of this.  
   Upcoming events - There will be a dance next Friday, Veteran’s Day celebrations will be held on November 8th and work with McDonald’s to showcase a Lin-Wood exhibit to help us earn some money and meet with the public, create an exhibit of what we do.  
   Matt Manning commented that the community is impressed by the Administration’s presence at sporting events. Facebook was extremely helpful with power outage and getting the word out.  
   Jay Duguay asked about the power outage and the voice messaging systems – Was it down? No one could log in from their phones. Assistant Principal Doyle had to call the 1-800 number because there was no other access. Trey Aldridge said the company is updating the server and process so that shouldn’t happen again.
4. **COMMITTEE REPORTS:**   
     
   A. Policy Committee –  
     
   FIRST READING SECOND READING

|  |  |
| --- | --- |
| EBCC – Bomb Threats | DJ – Purchasing |
| EBCE – School Closing | 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)

Matt Manning made a motion to move EBCC to second reading. Joe Bossie seconded the motion. All School Board members approved the motion.  
EBCE will be kept in first reading. There will be a change made to the policy prior to it being reviewed again.

Matt Manning made a motion to approve the following policies in second reading – DJ, EBB/ADD, EBBC, EBCA, EBCB. Joe Bossie seconded the motion. All School Board members approved the motion. DJB will be held at second reading while Deb O’Connor looks at the dollar value mentioned in the policy to suggest a more realistic dollar value.

B. Facilities – Mark Houde is moving forward with getting solid numbers for roofing project. It will probably be about $100,000. The District may cut back on flooring projects so that the roof projects can be done. Wayne Fillion did a walk through and is working on the Elementary heating project so we can put it out to bid. The Elementary roof damage from roof rakes is estimated at $28,000. Mark is putting together information for the insurance company.  
The kiln in the art area is old and Ms. Frobey must stay with the kiln until it’s done which takes a long time. Mark Houde has found a new kiln for $3,500.  
A cooler in the kitchen is broken, to repair would be $2,000. A brand new one would cost $2,900.  
The Facilities Committee recommends that both of these items could be purchased out of the Equipment Trust Fund.  
Mark Houde has reached out to the Electric Coop about adding some solar panels to help offset costs and they gave him a list of contractors that do that sort of thing. This could be helpful and worth looking into.  
Elementary vestibule improvements were done. The Administration is looking at any extra money left from the upgrade to go towards the remainder of Elementary project.  
Matt Manning made a motion to hold a trust fund hearing at the next School Board meeting for the purchase of the new kiln and air cooler. Van Pickering seconded the motion. All School Board members approved the motion.

**BUSINESS REQUIRING BOARD ACTION:**

* 1. Staff Nominations, recommendations and Resignations – None

**NEW BUSINESS:**

1. Matt Manning reminded the School Board to go to the Administration first regarding any matters, give them time to address issues before going to outside agencies (police, fire).

**CONTINUING BUSINESS:**

1. Senior Class Trip – Class of 2020 – Charmaine Chau, Class President and Jade Fitzgerald, Vice President presented the plan for the Senior Class Trip. 16 out of 23 students will be going. There will be three chaperones – Sheila Rich, Kim Pickering and Doug Moorehead. The trip will be four days to New York City. They have worked with Plymouth Travel regarding picking activities and arranging for a charter bus. The trip will take place during April break (April 27 – May 1). Tammy Ham made a motion to accept the trip proposal as presented. Joe Bossie seconded the motion. All School Board members approved the motion.  
   Tammy Ham made a motion to accept Sheila Rich, Kim Pickering and Doug Moorehead as the chaperones. Joe Bossie seconded the motion. All School Board members approved the motion.
2. Strategic Plan – discussed earlier in Superintendent report.

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

Kristy Duris reported on the following:  
  
Katie Parent – Lizzy Drew is a winner of the first round of the Chemical and Engineering News in Pictures of Chromatography contest. She submitted a photograph of her work on Chromatography from Chemistry class. She will be moving into round 2, which will be announced in December.

Melissa Sabourn and Kim Pickering – Today FBLA is attending the Fall Leadership Workshop in Manchester. Among the workshops and Keynote speakers, we received the Gold Seal Chapter Award our members earned from last year. We are one of six chapters statewide to receive this award. Our chapter started the year, last year with the goal of becoming a Gold Seal Chapter and worked really hard to achieve it. We are very proud of their hard work.

Aaron Loukes – October 9th was Walk to School day and it was a success. Over 50 people participated in this annual event. Special thanks to Lincoln Police Department for assisting with traffic and Marcus Corey for providing warm beverages at the start. Middle School boys and girls soccer teams finished off successful seasons and most recently played in the Haverhill Soccer tournament. Both teams advanced to the second round. Today are the last regular season soccer games at Profile. It looks like the boys team will make the playoffs and play away next Wednesday. The Cross-Country team is competing in their State meet at Derryfield Park in Manchester this Saturday.  
  
3. Community – None  
  
  
**NON-PUBLIC SESSION (RSA 91-A:3, II** - Matters relating to the preparation and carrying out of emergency functions**)** – Matt Manning polled the School Board to go into non-public. Tammy Ham made a motion to go into non-public. Jasmine Weeden seconded the motion.

**ADJOURNMENT** 7:37 pm

Respectfully submitted,

Jeanette M. Fecteau, SAU Administrative Assistant