

Colebrook School Board Meeting Agenda

Date	11/19/2024		
Time	6:00 pm		
Location	Colebrook Library		
Chairperson	Tim Stevens		
School Board Members		Principal	SAU Members
Tim Stevens	Cayenne Amey	Kim Wheelock	Dana Hilliard
David Brooks	Julie Brunault	Assistant Principal	Bridget Cross -
Rhonda Lyons	Nate Lebel	Stephanie Cameron -	Chris Paquette
Robert Murphy		CTE Director	
		Emalie Hall -	
		Student Report	
		Sandra Minigell	
		Brodyn Cote	
Item	Subject		
1.	Roll Call and Pledge of Allegiance:		
2.	Agenda Adjustments:		
3.	Hearing of the Public: Motion to open and end hearing of the public (15 minutes)		
4.	Special Report:		
5.	Reading of the Minutes: Colebrook School Board Meeting Minutes of November 6, 2024		
6.	Principal Report – Kim Wheelock <ul style="list-style-type: none"> • Principal Update 		
7.	Superintendent’s Report: Dana Hilliard <ul style="list-style-type: none"> • November Superintendent Update • Review Colebrook Tax Rate 		
8.	Unfinished Business:		
9.	Other:		
10.	New Business:		
11.	Information:		
12.	Hearing of the Public: Motion to open and end hearing of the public (15 minutes)		
13.	Non-Public Session:		
14.	Meetings: <ul style="list-style-type: none"> • Colebrook School Board Public Hearing Tuesday, December 3, 2024, CAES Library at 6:00 pm – School Board Meeting Directly Follows • SAU School Board Meeting Thursday, December 12, 2024 Clarksville Town Hall 		
15.	Adjournment		

**Colebrook School Board
Meeting Minutes**

Date	11/06/2024
Time	6:00 pm – CAES Library
Location	Colebrook Academy & Elementary School library
Chairperson	Tim Stevens

Attendance

Attendance Legend: **P** - Present **E** - Excused **A**- Absent **R** - Remotely

School Board Members				Principal		SAU Members	
P	Nathan Lebel	P	Cayenne Amey	P	Kim Wheelock	P	Dana Hilliard
P	David Brooks	P	Julie Brunault		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons	P	Tim Stevens	P	Stephanie Cameron	P	Chris Paquette
P	Robert Murphy				CTE Director		
				P	Emalie Hall		
					Student Report		
				P	Sandra Mingell		
				P	Brodyn Cote		

Public in Attendance: Richard Cole Jr., April Hand, Edward Hand, Dawn Hall, Kathleen Lawton-Haynes, Kayla Kimball

Minutes

Item	Subject	Action
1.	Roll Call: The meeting was called to order by Chairman Tim Stevens at 6:00 pm and opened with the Pledge of Allegiance	
2.	Agenda Adjustments: <ul style="list-style-type: none"> ● Public Hearing and Annual School District Meeting Dates 	
3.	Hearing of the Public: At 6:01 pm the Chairman of the Board opened up the Hearing of the Public. There were no questions or concerns from the public. <u>C. Amey/D. Brooks:</u> Motion to end the public hearing at 6:02 pm	VOTE: Motion Carries
4.	Special Report – None	
5.	Reading of the Minutes: <u>D. Brooks/C. Amey:</u> Motion to accept the Colebrook School Board Meeting Minutes of October 22, 2024.	VOTE: Motion Carries

<p>6.</p>	<p>Principal Report – Kim Wheelock Principal Report – Kim asked if there were any questions regarding her report. Both varsity soccer teams made it to the playoffs this year. Great job to both of them. The Drama Club put on The Adams Family play at the Tillotson Center and did a great job. The Board is invited to join the Veterans Breakfast and assembly on Friday morning. Breakfast begins at 7:15 am and will be followed by the assembly.</p> <p>Student Report - Key Club had their annual Haunted Hallway and are now planning for their Christmas Season. Student Council had a good turnout for their Halloween. On the 5th they hosted a bake sale and had a very good profit and are now planning for the annual Thanksgiving Turkey Drive. The CAES Builders Club has picked a date for the annual pie sale which will be November 26th. All proceeds will go to the families in need of fuel. Also, they have partnered with the Little Things Flower Shop and are planning their second annual snack drive. David asked about vape detectors. Kim stated they are not big enough for the size of the rooms. She will be looking into this more.</p> <p>Guidance Report - Kim asked if anyone had questions regarding Brandi’s report. Today was <i>I Apply Day</i> for Seniors. They had 20 seniors that participated, which included help on essays or applications to any college that they want. They can apply free today from application fees.</p>	
<p>7.</p>	<p>CTE Director Report - Emalie Hall Emalie asked if anyone had questions regarding her report. There will be a monitoring from the state and she will be at CAES on November 18th. Working really hard to get all of the documentation that she will need. The Articulation Agreements from White Mountains Community College for culinary and auto have been updated. They are now good through 2026. David asked how the culinary classroom was coming along. Everything is going well. Nothing has been moved down from Pittsburg yet.</p>	

	<p>Homecoming Parade Procedure, IJOAA – Foreign and Domestic Overnight Travel Policy and IKF – High School Graduation Requirements as presented from the Policy Committee. The graduation requirements policy will be in effect for the incoming freshmen class.</p> <p>Discussed Policy GBEB – Staff Conduct. The Policy Committee has been reviewing this policy. Asked to have the board familiarize themselves with this policy and if they have any concerns to please notify the Superintendent so the Policy Committee can review again. We will email this policy out to the board.</p>	
11	Other - None	
12	New Business – None	
13	<p>Information – Notice of Intent to Acquire Easement – The Board Chair reviewed the letter that is going out to Colebrook residents who abut main street regarding the main street projects that will be starting in the spring. Need to obtain official easements from these residents prior to the work beginning.</p>	
14	<p>Hearing of the Public: The Board Chair opened the Hearing of the Public at 6:55 pm. The first question was regarding firemen and training. This was not addressed in this meeting. The next question was about the main street project and the sidewalks and once the project is complete will the sidewalks be put back to as good as they are now. Tim stated that yes, but this would be a state question. <u>D. Brooks/C. Amey</u> Motion to end the 15-minute public session at 6:55 pm.</p>	VOTE: Motion Carrie
15	<p>Non-Public Session – <u>D. Brooks/J. Brunault:</u> Motion to go into non-public session RSA 91-A:3, II(c) at 6:57 pm. Invited Superintendent and Principal Wheelock into the session. <u>D. Brooks/R. Murphy:</u> Motion to come out of non-public session at 7:21 pm. <u>C. Amey/J. Brunault:</u> Motion to seal the minutes of Non-Public session RSA 91-A:3, II(c)</p>	<p>VOTE: Motion Carries VOTE: Motion Carries VOTE: Motion Carries</p>

	<p><u>J. Brunault/C. Amey:</u> Motion to go into Non-public session RSA 91-A:3, II(a) at 7:22 pm. Invited Superintendent and Principal Wheelock into the session</p> <p><u>D. Brooks/J. Brunault:</u> Motion to come out of non-public session at 7:33pm</p> <p><u>D. Brooks/C. Amey:</u> Motion to seal the minutes of Non-Public session RSA 91-A:3, II(a)</p> <p><u>J. Brunault/D. Brooks:</u> Motion to go into non-public session RSA 91-A:3, II(i) at 7:34 pm</p> <p><u>C. Amey/J. Brunault:</u> Motion to come out of non-public session at 7:39 pm</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>
16.	<p>Meetings: Colebrook School Board Public Hearing Tuesday, December 3, 2024, CAES Library at 6:00 pm – School Board Meeting will Directly Follow SAU School Board Meeting Thursday, December 12, 2024 Clarksville Town Hall</p>	
17.	<p>Adjournment: <u>C. Amey/J. Brunault:</u> Motion to adjourn the meeting at 7:40 pm.</p>	<p>VOTE: Motion Carries</p>

Respectfully Submitted,
Billie Paquette



Superintendents update

Tuesday November 19th, 2024

Colebrook

Dana S. Hilliard

SAU Calendar: Policy IC:D states *“The school calendar will be developed by the Superintendent and submitted to the Board by April 30th each year. The Board should approve the final calendar by April 30th of each year”.*

So, we were able to get out of the block fast on this. The admin team met on Monday, below is a draft of the 2025-2026 school calendar. The proposed calendar aligns with the states recommended calendar with a few adjustments. I have included both calendars for you here this evening so we can ensure we align all the dates. **Again, this is just a draft and we are looking for your suggestions.**

- We have changed early release days from Fridays to Wednesday.
- We have built into the calendar three snow days.



2025-2026 School
Calendar With Pay Da



2025-2026 School
Calendar With Pay Da

Some upcoming meetings of interest:

- I will be attending the North County Educational Services Board of Directors meeting on 11/19 in Gorham
- An introductory/collaborative meeting will take place on 11/19 between Sarmad Saman President of White Mountains Community College and me.
- On Thursday 11/21 I will be hosting Steve Nilhas Superintendent of SAU 84 (Littleton) for lunch.

Budget Season: As we continue down the path for budget season just a friendly reminder that we DO want to hear from you. Our doors at the SAU are always open and Bridget and I are happy to sit down with you and field your questions, concerns or ideas. TEAM APPROACH.

HAPPY THANKSGIVING TO ALL






2024 \$34.97

Tax Rate Breakdown Colebrook

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$2,498,414	\$194,025,926	\$12.87
County	\$1,006,531	\$194,025,926	\$5.19
Local Education	\$2,861,241	\$194,025,926	\$14.75
State Education	\$383,885	\$177,814,926	\$2.16
Total	\$6,750,071		\$34.97

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Colebrook Village Fire	\$156,350	\$87,837,075	\$1.78
Total	\$156,350		\$1.78

Tax Commitment Calculation	
Total Municipal Tax Effort	\$6,750,071
War Service Credits	(\$21,825)
Village District Tax Effort	\$156,350
Total Property Tax Commitment	\$6,884,596

 Sam Greene Director of Municipal and Property Division New Hampshire Department of Revenue Administration	11/12/2024
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Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$5,445,277	
Net Revenues (Not Including Fund Balance)		(\$2,615,715)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		(\$380,099)
War Service Credits	\$21,825	
Special Adjustment	\$0	
Actual Overlay Used	\$27,126	
Net Required Local Tax Effort	\$2,498,414	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$1,006,531	
Net Required County Tax Effort	\$1,006,531	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$5,311,297	
Net Cooperative School Appropriations	\$0	
Net Education Grant		(\$2,066,171)
Locally Retained State Education Tax		(\$383,885)
Net Required Local Education Tax Effort	\$2,861,241	
State Education Tax	\$383,885	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$383,885	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$194,025,926	\$193,600,126
Total Assessment Valuation without Utilities	\$177,814,926	\$177,107,126
Commercial/Industrial Construction Exemption	\$0	\$0
Total Assessment Valuation with Utilities, Less Commercial/Industrial Construction Exemption	\$194,025,926	\$193,600,126

Village (MS-1V)

Description	Current Year
Colebrook Village Fire	\$87,837,075

Colebrook

Tax Commitment Verification

2024 Tax Commitment Verification - RSA 76:10 II	
Description	Amount
Total Property Tax Commitment	\$6,884,596
1/2% Amount	\$34,423
Acceptable High	\$6,919,019
Acceptable Low	\$6,850,173

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2024 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:	Date:
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Requirements for Semi-Annual Billing

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Colebrook	Total Tax Rate	Semi-Annual Tax Rate
Total 2024 Tax Rate	\$34.97	\$17.49

Associated Villages		
Colebrook Village Fire	\$1.78	\$0.89

Fund Balance Retention

Enterprise Funds and Current Year Bonds	\$680,993
General Fund Operating Expenses	\$9,015,941
Final Overlay	\$27,126

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality’s unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality’s stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that “...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.” [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.
 [2] Government Finance Officers Association (GFOA), (2015), *Best Practice: Fund Balance Guidelines for the General Fund*.
 [3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2024 Fund Balance Retention Guidelines: Colebrook	
Description	Amount
Current Amount Retained (10.00%)	\$901,594
17% Retained <i>(Maximum Recommended)</i>	\$1,532,710
10% Retained	\$901,594
8% Retained	\$721,275
5% Retained <i>(Minimum Recommended)</i>	\$450,797