

**Colebrook School Board
Meeting Minutes**

Date	5/6/2025
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	Tim Stevens	P	Cayenne Amey	P	Kim Wheelock	P	Dana Hilliard
P	David Brooks	P	Julie Brunault		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons	P	Rick Bagley	E	Stephanie Cameron	P	Chris Paquette
P	Robert Murphy				CTE Director		
				P	Emilie Hall		
					Student Report		
				E	Sandra Minigell		
				P	Brodyn Cote		

Public in Attendance: Lisa Brooks, Christine Sullivan, Theresa Deuschle, Dawn Hall, Terrence Rosi, Richard Cole Jr.

Minutes

Item	Subject	Action
1.	Roll Call: The meeting was called to order by Chairman Tim Stevens at 6:06 pm and opened with the Pledge of Allegiance	
	Public Hearing – To accept and expend the funds from the Local Foods Farm to School Grant for \$10,000, funds from the Special Olympics for \$500 to implement a unified event, program or sport in conjunction with Special Olympics and their guidelines, and to deposit \$2,030.26 into the Building Expendable Trust Fund from the easement from the town for maintenance, repairs and care of the Colebrook School District buildings.	
2.	Agenda Adjustments: RSA 91-A:3, II (i)	VOTE: Motion Carries
3.	Hearing of the Public: The Chairman of the Board opened the hearing of the public at 6:06 pm. Theresa Deuschle brought up a conversation from last meeting regarding the budget and how it is allowed to borrow from a different line item when funds are needed. She stated that she did not realize so much transferring of funds happened. Also, she discussed the list of items that is needed for the	

	<p>culinary room and feels that the entire list of needed items should have been presented at the beginning when the culinary room was first presented.</p> <p><u>J. Brunault/D. Brooks:</u> Motion to end 15-minute public session at 6:09 pm.</p>	VOTE: Motion Carries
4.	<p>Reading of the Minutes – J. Brunault/C. Amey: Motion to approve the minutes of April 15, 2025, as presented. The Board Chair is asking if a board member requests a change to the minutes to please present them to the board, so they are aware of what they are approving. David asked to have the public hearing information removed from the minutes as that did not happen.</p>	VOTE: Motion Carries
5.	<p>Kim Wheelock – Principal – Student Report – The student report was passed out by Brodyn. He reviewed his report of the upcoming events at CAES.</p> <p>May Report – Kim would like to add a couple of items to her report that was in the board packet. On May 16th there will be Kindergarten registration and also on the 16th the Army National Guard will be at Colebrook and students from Pittsburg, Stratford, Stewartstown and Canaan have all been invited to this event. This week is Teacher Appreciation Week. There are a lot of fun activities planned for the staff this week. The board asked Kim to pass onto the teachers how much they are appreciated by the board members. David asked Kim if the student CPR Course could be scheduled at the beginning of the year instead of at the end. This will be mentioned to the school nurse who schedules this.</p>	
6.	<p>Emilie Hall – CTE Director May Report - Emilie reviewed her report and spoke about the trip to Allenstown and the experience it provided for students. This event was very well attended. She is working on the scheduling and numbers for the CTE classes. The classes are filling up and two will have waiting lists. Dana spoke about the CTE Director position moving to a full time position and how critical this position is. This position ensures that we are gearing students towards pathways of success for their future and also building upon these programs.</p>	

<p>7.</p>	<p>Dana Hilliard – Superintendent Report – May Report – May is a very busy month. There is excitement about what has been accomplished this year and even more so as we ensure that our students get the best possible experience. Forecasting for summer and next year has already begun. Teacher Appreciation Week is this week. Dana thanked all the teachers at CAES and talked about the impact teachers have on students and how they help shape the paths of each of their lives. Dana talked about a couple different conferences that are coming up at NHTI. The North Country Superintendents met prior to vacation and the Commissioner came to that meeting as well. He mentioned the discussions going on currently with Title IV and Title VI. He will keep the board informed as these items progress through the court systems. Diplomas – Discussion on graduating students from a sending district should have that particular boards chair sign their diplomas along with the Colebrook School District Board Chair. This is common practice for sending districts. The board members were in favor of starting this practice. The SAU Office will reach out to the School Districts to see if they would like to sign the diplomas. D. Brooks/C. Amey: Motion to approve the SAU Office reaching out to the sending districts to see if they would want to sign the diplomas and be at the ceremony to hand the diplomas out. Nominations for the 2025/2026 school year will be discussed in non-public.</p>	<p>VOTE: Motion Carries</p>
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8.	<p>Bridget Cross: Business Manager</p> <p>J. Brunault/C. Amey: Motion to accept the Local Foods Farm to School Grant for \$10,000.</p> <p>C. Amey/J. Brunault: Motion to approve the Special Olympics Grant for \$500.00 Discussion ensued around what exactly this grant supports and if accepting this grant would in the future, after this \$500 is gone, become an expense to CAES to continue the teams/activities created by this grant. Those in favor of the motion say aye Those opposed say no Bridget asked the board if the Special Olympics \$500 Grant funds should be returned to Special Olympics and the decision was yes.</p> <p>C. Amey/D. Brooks: Motion to approve the deposit of \$2,030.26 into the Building Expendable Trust Fund.</p> <p>J. Brunault/C. Amey: Motion to approve the quote of \$3,350 for the GASB 75</p> <p>C. Amey/J. Brunault: Motion to approve the \$20,524.27 HMH Science Proposal</p> <p>The Board Chair brought the Special Olympics Grant up again to see if any board members who voted no may have changed their minds on keeping the grant funds. The Board Chair and the Superintendent both spoke to returning grant funds and how this could be viewed. Dana recognized the no votes concerns that this could lead to a commitment in the future that would require funding to be added into the budget. Dana did state that if this program was successful that he would inquire in future years about keeping this program alive. He also mentioned that they would look into more grant opportunities to help fund this program.</p> <p>C. Amey/J. Brunault: Motion to accept the \$500 grant from Special Olympics. These funds are a one-time use and are not in the current budget or the upcoming budget.</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Split vote the motion does not pass (R. Murphy did not vote)</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: 6 Yes 1 No (R. Lyons)</p>
9.	<p>Unfinished Business: Approve the Severance Benefit for SAP & SEL (Tabled Discussion)</p>	
	<p>New Business – The Board Chair brought up that he has been approached by a gentleman who is part of Camp Resilience which is a camp for veterans with PTSD, First Responders and Families of these individuals. He let Tim know that he will be doing a run across the state in October which will begin at the Canadian Border. He is looking for interested individuals who he may be able to talk with along the way. Would there be students who may be interested in this event that may want to hand out water or prepare foods. He will be running 22 miles a day until he gets to the Massachusetts Border. Kim will bring this to her staff and see what they want to do.</p>	

	<p><u>C. Amey/R. Murphy:</u> Motion to approve the list below of policies approved by SAU Policy Committee October 29, 2024, and Joint SAU Board on November 14, 2024</p> <ul style="list-style-type: none"> o BBBF – Student Members of the School Board o DAGF – Administration of Federal Grants o EBCA – Crisis Prevention and Emergency Response Plans o EBCH – Chemical Safety and Chemical hygiene Plan o IC – School Year and School Year Calendar <p>Discussion: David brought up Policy DAGF Administration of Federal Grants and is questioning if the jobs are being put out to bid to receive competitive bids. He would like to review the procurement methods. Bridget pointed out that this policy is for Federal Grants so there is not much that can be done for Federal Grants. Bridget reminded them that the local policy can be reviewed for bidding as well.</p> <p>David brought up in policy DAGF page 19 the amount should be \$10,000. This change will be made prior to posting the policy on the website.</p>	<p>VOTE: Motion Carries</p>
<p>10.</p>	<p>Hearing of the Public: The Board Chair opened the hearing of the public at 7:25 pm Richard Cole asked about the CPR Courses and if a certificate was awarded to the students? Kim will verify but believes that they did receive certificates. He then brought up the cost of \$7,000 for propane and was asking if this cost included anything other than propane. Theresa Deuschle spoke about the Special Olympics and offered to volunteer if anything was needed for this. She is very thankful that the board reconsidered their vote on the Special Olympics Grant. David asked about the gym floor as he was approached by a coach that there are issues with certain areas of the floor. The Building Committee should be looking into this. Dana stated that this has been an ongoing discussion on how to address this problem. Bridget has reached out to the company that did the revarnishing which has caused the issue and they say this is normal. The Facility Director has been monitoring this issue as well.</p> <p><u>C. Amey/R. Murphy:</u> Motion to end 15-minute public session at 7:38 pm.</p>	<p>VOTE: Motion Carries</p>
<p>11.</p>	<p>Non-Public Session – <u>C. Amey/D. Brooks:</u> Motion to go into non-public session RSA 91-A: 3 II (i) at 7:39 pm. Superintendent Hilliard, Bridget Cross, Emilie Hall, Chris Paquette and Principal Wheelock were asked to stay for the non-public session.</p>	<p>VOTE: Motion Carries</p>

	<p><u>C. Amey/J. Brunault:</u> Motion to come out of non-public session at 8:08 pm</p> <p><u>C. Amey/R. Bagley:</u> Motion to approve the projects discussed in non-public session RSA 91-A:3 II (i) with a cost up to \$245,000.00</p> <p><u>D. Brooks/C. Amey:</u> Motion to go into non-public session RSA 91-A: 3 II (b) at 8:10 pm. Superintendent Hilliard, Bridget Cross, Emilie Hall, Chris Paquette and Principal Wheelock were asked to stay for the non-public session.</p> <p><u>C. Amey/J. Brunault:</u> Motion to come out of non-public session at 8:15 pm</p> <p><u>D. Brooks/C. Amey:</u> Motion to accept and hire the candidate discussed in non-public session RSA 91-A:3 II (b)</p>	<p>VOTE: Motion Carries</p>
12.	<p>Meetings: Colebrook School Board Meeting Tuesday, May 20, 2025 @ 6:00 pm CAES Library</p>	
13.	<p>Adjournment: <u>C. Amey/J. Brunault:</u> Motion to adjourn the meeting at 8:16 pm.</p>	<p>VOTE: Motion Carries</p>

Respectfully Submitted,
Billie Paquette

Board Adopted: May 20, 2025