

Colebrook School Board Meeting Agenda

Date	02/20/2024		
Time	6:00 pm		
Location	Colebrook Academy & Elementary School Library		
Chairperson	Nathan Lebel		
School Board Members		Principal	Superintendent
Deb Greene	Tim Stevens	Kim Wheelock	Debra Taylor
Nathan Lebel	Brian Griffin	Ass't Principal	Business Admin.
Rhonda Lyons	Tanya Young	Stephanie Cameron	Bridget Cross
Robert Murphy		College Career & Technical Education Dir.	
		Tia Cloutier	
		Student Members	
		Jamie McLain	
		Sandra Minigell	
Item	Subject		
1.	Roll Call:		
2.	Agenda Adjustments:		
3.	Non-Public Session : <u>RSA 91-A :3 (c)</u>		
4.	Reading of the Minutes: <ul style="list-style-type: none"> • Colebrook School Board Meeting Minutes of February 6, 2024 • Colebrook School Board Public Hearing Minutes of February 6, 2024 		
5.	Special Report:		
6.	Hearing of the Public		
7.	School Administrator's Report: Kim Wheelock		
8.	North Point Career and Technical Education Center Report: Tia Cloutier		
9.	Superintendent's Report: Debra Taylor		
10.	Business Administrator's Report: Bridget Cross <ul style="list-style-type: none"> • Review Annual Meeting Presentation 		
11.	Colebrook Building Update: <ul style="list-style-type: none"> • Communication Update 		
12.	New Business: <ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ GBEB – Staff Conduct 		
13.	Information:		
14.	Hearing of the Public		
15.	Meetings: <ul style="list-style-type: none"> • Colebrook School Board Meeting, March 5, 2024 at 5:00 pm in Music Classroom • Colebrook School District Annual Meeting March 5, 2024 @ 6:00 pm CAES Gymnasium 		
16.	Adjournment		

Colebrook School Board Special Meeting Minutes

Date	2/6/2024
Time	5:30 pm
Location	Colebrook Academy & Elementary School library
Chairperson	Nathan Lebel

Attendance

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

School Board Members				Principal		SAU Members	
P	Nathan Lebel	P	Tim Stevens	P	Kim Wheelock	P	Debra Taylor
P	Deb Greene	P	Tanya Young		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons			E	Stephanie Cameron		
P	Robert Murphy				College Career & Technical Education Director		
				P	Tia Cloutier		
					Student Members		
				E	Jamie McLain		
				E	Sandra Minigell		
Public in Attendance: Numerous members of the public were present							

Minutes

Item	Subject	Action
1.	Roll Call: Nate called the meeting to order at 5:30 pm, all members of the board were present.	
2.	Agenda Adjustments: None	
3.	Hearing of the Public Nate opened the hearing of the public session at 5 :31 pm. R.Murphy/D.Greene Motion to close the hearing of the public session at 5 :45 pm.	VOTE: MOTION CARRIED
4.	Superintendent's Report – Debra Taylor Building Committee Recommendations and Approval Debra reviewed the recommendation of the Building Committee to include the building aid warrants on the School District Warrant in March pending receipt of donations by June 30, 2024.-	
5.	Hearing of the Public Nate opened the hearing of the public session at 5 :55 pm. R.Murphy/D.Greene Motion to close the hearing of the public session at	VOTE: MOTION CARRIED

	6 :10 pm.	
6.	New Business: D.Green/R.Murphy: Motion to approve the recommendation of the Building Committee and place two articles on the district warrant for March 5, 2024 to request voter approval of building aid with the remainder to be raised by donations at no cost to the taxpayers.	VOTE: MOTION CARRIED (One opposed)
7.	Information: None	
8.	Meetings: <ul style="list-style-type: none"> • Colebrook School Board Meeting February 20, 2024 @ 6:00 pm CAES Library 	
9.	Adjournment: T.Stevens/R.Murphy: Motion to adjourn the meeting at 6:18 pm.	VOTE: Motion Carried

Respectfully Submitted,
Debra J. Taylor
Superintendent

**Colebrook School Board
Public Hearing
Meeting Minutes**

Date	2/6/2024
Time	6:00 pm Public Hearing
Location	Colebrook Academy & Elementary School library
Chairperson	Nathan Label

Attendance

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

School Board Members		Principal		SAU Members			
P	Nathan Label	P	Robert Murphy	P	Kim Wheelock	P	Debra Taylor
P	Deb Greene	P	Tim Stevens		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons	P	Tanya Young	E	Stephanie Cameron		
					College Career & Technical Education Director		
				E	Tia Cloutier		
					Student Members		
				P	Jamie McLain		
				P	Sandra Minigell		
Public in Attendance: Large group of citizens attended the hearing							

Minutes

Item	Subject	Action
1.	<p>Public Hearing: To discuss the 2024/2025 school budget. The hearing was opened at 6:25 pm. Nate Label read the warrants and then provided a thorough review of the Colebrook School District Building Project and the proposed District Budget. He thanked Deborah Greene for her seven years of service on the school board as she will not be running for the position this spring. Highlights of the presentation are as follows: Building Project: Building Aid Articles are included on the warrant as recommended by the building committee and approved by the board in the prior Special Meeting at 5:30 pm. The School District has a unique opportunity to proceed with two articles for approval – Article 1 is for the renovation of the elementary school (required) and the addition of HS and CTE Classrooms and Labs (18000 SQFT). Article 1 asks voters to approve Building Aid in the amount of \$7,515,071. This article notes that the balance of the funds will need to be raised by donations by June 30, 2024, and if not, the article is null and void and with no effect. Article 2 will be voted on if Article 1 passes at the annual meeting. Article 2 is for the addition of the regulation sized gymnasium</p>	

(10,000 SQFT). Article 2 asks voters to approve Building Aid in the amount of \$2,102,630. This article notes that the balance of the funds will need to be raised by donations by June 30, 2024, and if not, Article 2 is null and void and with no effect.

There is no cost to taxpayers for the building project if these articles are approved.

Proposed School Budget

Budget drivers are increases in negotiated contracts, 25% increase in health insurance, special education costs, contractual increases in food service and bus transportation, increases in energy costs such as oil and electricity.

Decreases/Changes in the overall budget include one custodial position and one paraeducator position, one reduction in special education teacher position (currently unfilled) and one addition of a middle school math specialist for student support. The estimated tax rate was discussed, but the Board noted that the tax rate is not set until December 2024 and is dependent on state determination of the Town of Colebrook’s assessed property valuation(the town is up for re-evaluation this year) as well as actual enrollment and surplus from the prior year. All these figures will be available by December. In addition, the Board pointed out that the tax rate estimate is conservative and is routinely smaller than estimated.

Discussion ensued and the Board entertained questions from the audience.

2.	<p>Meetings:</p> <ul style="list-style-type: none"> • Colebrook School Board Meeting at 6:00 pm on Tuesday, February 20, 2024, in the CAES Library 	
3.	<p>Adjournment: R.Murphy/D.Greene: Motion to adjourn the public hearing at 7:10 pm.</p>	<p>VOTE: Motion Carried</p>

Respectfully Submitted,
Debra J. Taylor
Superintendent

Colebrook School Board Meeting Minutes

Date	2/6/2024
Time	6:00 pm –Colebrook School Board Public Hearing-School Board Meeting will directly follow
Location	Colebrook Academy & Elementary School library
Chairperson	Nathan Lebel

Attendance

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

School Board Members				Principal		SAU Members	
P	Nathan Lebel	P	Tim Stevens	P	Kim Wheelock	P	Debra Taylor
P	Deb Greene	P	Tanya Young		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons			E	Stephanie Cameron		
P	Robert Murphy				Student Members		
				E	Jamie McClain		
				E	Sandra Minigell		
<u>Public in Attendance:</u>							

Minutes

Item	Subject	Action
1.	Roll Call Chairman Nate Lebel called the meeting to order at 7:10 pm following the public hearing all members of the board were present.	
2.	Agenda Adjustments -None	
3.	Reading of the Minutes: R.Murphy/D.Greene: Motion to approve the Colebrook School Board meeting minutes of January 2, 2024	VOTE:MOTION CARRIED
4.	Special Report: Appoint new Board Member D.Greene/T.Young: Motion to approve Bryan Griffin as the new school board member through March 19, 2024.	VOTE:MOTION CARRIED (one opposed)
5.	Hearing of the Public (15 Minutes) The Board Chair opened the hearing of the public session at 7:35 pm. R.Murphy/T.Young: Motion to end the hearing of the public session at 8:05 pm.	VOTE: MOTION CARRIED
6.	Principal Report – Kim Wheelock February Report – Kim reviewed her report. Student Report – Students were not in attendance.	

7.	<p>North Point Career and Technical Education Center Report – Tia Cloutier February Report – Tia reviewed her report.</p>	
8.	<p>Superintendent’s Report – Debra Taylor February Report – Debra reviewed her report. D.Greene/R.Murphy: Motion to approve Todd Facey’s resignation effective June 30, 2024. R.Murphy/D.Greene: Motion to approve the \$40.00 donation from Francine Lehman to the Colebrook School District Facilities Expendable Trust Fund.</p>	<p>VOTE: MOTION CARRIED</p> <p>VOTE: MOTION CARRIED</p>
9.	<p>Business Manager’s Report – Bridget Cross</p> <p>D.Greene/R.Murphy: Motion to approve the Warrant Article and the Special Warrant Article as presented.</p> <p>D.Greene/R.Murphy : Motion to approve the 24/25 Budget as presented in the amount of \$8,297,229.00.</p> <p>R.Murphy/D.Greene : Motion to accept the Local Food for School Grant for \$3,026.33.</p> <p>D.Greene/T.Young: Motion to approve the quote from Hubert Co. for the food Serving Counter</p>	<p>VOTE: MOTION CARRIED (one opposed)</p> <p>VOTE: MOTION CARRIED (one opposed)</p> <p>VOTE: MOTION CARRIED</p> <p>VOTE: MOTION CARRIED</p>
10.	<p>Colebrook Building Update: Nathan Lebel Building Committee Meeting Update – Nate referenced the special meeting, and the addition of the building aid articles on the warrant.</p>	
11.	<p>New Business:</p> <p>R.Murphy/D.Greene: Motion to approve Board Policy BIA – New Board Member Orientation.</p> <p>D.Greene/T.Stevens: Motion to table Board Policy GBEB – Staff Conduct until the next meeting.</p>	<p>VOTE: MOTION CARRIED</p> <p>VOTE: MOTION CARRIED</p>
12.	<p>Information: None</p>	
13.	<p>Hearing of the Public (15 minutes) Nate opened the hearing of the public session at 8:18 pm.</p> <p>R.Murphy/D.Greene: Motion to end 15-minute public session at 8:30 pm.</p>	<p>VOTE: MOTION CARRIED</p>

	The Board took a brief recess.	
14.	<p>Non-Public Session: RSA 91-A: 3 (i) R.Murphy/D.Greene: Motion to leave public session and enter non-public session at 8:35 pm.</p> <p>R.Murphy/D.Greene: Motion to return to public session at 8:45 pm.</p> <p>T.Stevens/R.Murphy: Motion to seal the minutes of the nonpublic session due to the security matters discussed.</p> <p>T.Stevens/R.Murphy: Motion to implement additional safety measures.</p>	<p>VOTE: MOTION CARRIED</p> <p>VOTE: MOTION CARRIED</p> <p>VOTE: MOTION CARRIED</p>
15.	<p>Meetings:</p> <ul style="list-style-type: none"> • Colebrook School Board Meeting Tuesday, February 20, 2024, at 6:00 pm in the CAES Library 	
16.	<p>Adjournment:</p> <p>T.Stevens/R.Murphy: Motion to adjourn the meeting at 8:48 pm.</p>	<p>VOTE: MOTION CARRIED</p>

Respectfully Submitted,
Debra J. Taylor
Superintendent

STAFF CONDUCT

Category: R

See Also: Policy ACAA, GBEA, GBEAB & GBEBB

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Purpose

This policy provides all district staff and students with information about their role in protecting children from inappropriate conduct by adults and to ensure that contact and communication with students are conducted in a professional manner. For the purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers and contracted service providers.

D. Interactions between Staff and Students

The School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. Using their position to manipulate students for reasons that are prohibited by law. for inappropriate reasons.
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
7. Limit social networking sites to school-approved activities only
8. Communications unrelated to schoolwork or other legitimate school business are prohibited including online socializing, phone calls, texting, instant messaging, or use of any other telecommunications device.

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or his/her child visiting a student's home at the parent's invitation for a social or other event;
4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);
5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities Such as church or other events where there may be incidental social contact with students.)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Education, Department of Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

E. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party and located in the Policies link on the school district web site.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

N.H. Dept of Education, Code of Ethics for NH Educators

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 189:14-d, Termination of Employment

Colebrook School Board: Adopted – April 21, 2020

Pittsburg School Board: Adopted – May 11, 2020

Stewartstown School Board: Adopted – May 4, 2020

SAU 7 Board Policy Committee: January 11, 2024

Clarksville School District - February 12, 2024

Colebrook School District - February 20, 2024

Columbia School District: February 5, 2024

Pittsburg School District:: January 22, 2024

Stewartstown School District - February 5, 2024