

Colebrook School Board Meeting Minutes

Date	4/15/2025
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		
				E	Brodyn Cote		
Public in Attendance: Lisa Brooks, Christine Sullivan, Terrence Rosi, Dawn Hall & Kathi Lawton-Haynes							

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: No Adjustments	
3.	Hearing of the Public: The Chairman opened the hearing of the public at 6:01 pm. <u>D. Brooks/J. Brunault:</u> Motion to end 15-minute public session at 6:02 pm.	VOTE: Motion Carries
4.	Reading of the Minutes – J. Brunault/D. Brooks: Motion to approve the minutes of April 1, 2025, with corrections.	VOTE: Motion Carries
5.	Kim Wheelock – Principal – No Report	
6.	Dana Hilliard – Superintendent Report – April Update – Discussed the budget analysis and the recommendations that could be tackled for improvements to the school. This does include some	

	<p>money that could go back to the taxpayers. Will discuss more in non-public. There is nothing that absolutely needs action this evening. We do have a capital improvement plan so when unexpected funds do come in, we can review the list and see what can/needs to be done. We bring these projects to you as the board, so you can decide the direction we need to go in.</p> <p>Dana will be in Littleton next week for the North Country Superintendent meeting and Thursday down in Conway as part of the Granite State Leadership Academy. Kim and Dana both completed the Granite State Leadership Academy and received their licenses in Superintendency.</p>	
8.	<p>Bridget Cross: Business Manager</p> <p><u>C. Amey/J. Brunault:</u> Motion to approve the Certificate of Authority for State of NH Agriculture Department for the Chairman of the Board to give the Superintendent the authority to enter into the grant agreement.</p> <p><u>D. Brooks/R. Murphy:</u> Motion to approve the Food Service Contract from Abbey Group for the 2025-2026 school year. The proposed budget for this is \$188,472.95 which includes a maximum subsidy of \$46,671.96.</p> <p><u>R. Bagley/C. Amey:</u> Motion to approve General Assurances. These are required for the schools to receive any Federal funding. David asked if all the policies were up to date and if we were in compliance with all the regulations and policies. Bridget stated that the Policy Committee did kick back the Procurement Policy so her and Dana will be reviewing it as there have been changes that will become in effect in July of 2025 which will need to be put into the policy.</p> <p>Bridget reviewed the budget analysis. The amount that we do not anticipate in expending is \$910,000, additional revenues are \$211,000. The retained amount that we didn't have to spend this year was \$141,000. We had encumbered last year from that budget, but had to pay them in the expenditures this year was \$65,000. We received some funding for the insurance claim for the SAU damage to the building of \$2,800. The amount that you didn't expend and told the voters we would set aside is \$790,000 of the total surplus and the number if you wish to retain is \$140,000 which Bridget recommends for next year as well. This gives an additional fund balance left over of \$401,000.</p> <p>Bridget provided a breakdown of the revenues that came up to the amount of \$211,000. We will need to go into non-public to discuss the options of what can be done.</p> <p>David brought up several line items that are over budget and said that if they see they are going to go over budget they need to notify the school board. Bridget explained that the former Director had told teachers not to budget anything for some of these programs. Bridget also explained that when she reviews the requisitions, she looks at the their total budget for the program and if they still have money in another line they can borrow from there.</p> <p>The Severance Benefit for the SAP Counselor and SEL. (Tabled Discussion)</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>

9.	Unfinished Business:	
10.	<p>New Business – Graduation Date – We had some conflicts with NHIAA and the graduation date. Graduation has been moved to June 3rd which does keep us still in compliance. Kim has called all the graduating senior’s parents. The June meeting is scheduled for June 3rd so we are seeking a new date for that. We could have one meeting in June which will be the 17th. Kim stated that she will be calling the members of the board that need to sign the diplomas and will have them come in to sign them. The board was all in agreement with the one meeting in June on the 17th.</p>	
10.	<p>Hearing of the Public: The board chair opened the hearing of the public at 6:24 pm Christine Sullivan spoke that she thought the grinders and the upgrade to the system was feasible. But she is questioning \$14,000 for a washer and dryer. Bridget and Emilie explained that is the complete hook-up of the washer and dryer. Which includes going through concrete and duct work. There is a lot of work that needs to be done. This will be in the room off of the culinary room where there is a life skills program. Dana cautioned the public that when looking at lists of items that need to be done to not jump to far ahead as some of these things can change quite often. Some things that could come up are grants or people may donate items to projects which will reduce the amount we pay for these projects. The board is just getting to look at this list now and Dana has stated that these items do not require action at this meeting. The board needs to digest these, and we will continue to work on different avenues to approach for these projects. Christine is asking about a list that was made in 2023 of things that needed to be done. Dana stated that he was not here in 2023 so he cannot comment on that unless something from that list lands on his desk now. Tim stated that there are some bigger issues that have come up since that list they need to address first but that they can review that list and compare it to this new list. <u>C. Amey/J. Brunault:</u> Motion to end 15-minute public session at 6:31 pm.</p>	VOTE:
11.	<p>Non-Public Session – <u>C. Amey/J. Brunault:</u> Motion to go into non-public session RSA 91-A: 3 II (i) at 6:32 pm. Superintendent Hilliard, Bridget Cross and Principal Wheelock, Chris Paquette and Emilie Hall were asked to stay for the non-public session. <u>C. Amey/R. Bagley:</u> Motion to come out of non-public session at 7:25pm <u>D. Brooks/R. Bagley:</u> Motion to move ahead with the three proposals discussed in non-public session RSA 91-A: 3 II (i) <u>R. Lyons/C. Amey:</u> Motion to go into non-public session RSA 91-A: 3 II (b) at 7:26 pm. Superintendent Hilliard, Bridget Cross and Principal Wheelock, Chris Paquette and Emilie Hall were asked to stay for the non-public session.</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>

	<p><u>C. Amey/J. Brunault:</u> Motion to come out of non-public session at 7:29pm</p> <p><u>C. Amey/R. Bagley:</u> Motion to approve the kindergarten teacher discussed in non-public session RSA 91-A: 3 II (b)</p> <p><u>R. Murphy/C. Amey:</u> Motion to go into non-public session RSA 91-A: 3 II (c) at 7:30 pm. Superintendent Hilliard, Bridget Cross and Principal Wheelock, Chris Paquette and Emilie Hall 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 7:33pm</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>
12.	<p>Meetings: Colebrook School Board Meeting Tuesday, May 6, 2025 @ 6:00 pm CAES Library</p>	
13.	<p>Adjournment: <u>C. Amey/D. Brooks:</u> Motion to adjourn the meeting at 7:34pm.</p>	<p>VOTE: Motion Carries</p>

Respectfully Submitted,
Billie Paquette

Board Adopted: May 6, 2025