

## Colebrook School Board Meeting Agenda

<b>Date</b>	6/17/2025		
<b>Time</b>	6:00 pm School Board Meeting		
<b>Location</b>	CAES Library		
<b>Chairperson</b>	Tim Stevens		
<b>School Board Members</b>		<b>Principal</b>	<b>SAU Members</b>
Tim Stevens	Cayenne Amey	Kim Wheelock	Dana Hilliard
David Brooks	Julie Brunault	<b>Assistant Principal</b>	Bridget Cross
Rhonda Lyons	Rick Bagley	Stephanie Cameron -	Chris Paquette
Robert Murphy		<b>CTE Director</b>	
		Emilie Hall -	
<b>Item</b>	<b>Subject</b>		
1.	<b>Roll Call and Pledge of Allegiance:</b>		
2.	<b>Agenda Adjustments:</b>		
3.	<b>Hearing of the Public:</b> Motion to open and end hearing of the public (15 minutes)		
4.	<b>Reading of the Minutes:</b> Colebrook School Board Meeting Minutes of May 20, 2025		
5.	<b>Kim Wheelock – Principal</b> <ul style="list-style-type: none"> <li>June Report</li> </ul>		
6.	<b>Emilie Hall - CTE Director Report</b> <ul style="list-style-type: none"> <li>June Report/Update on NH Restaurant Grant</li> <li>CTE Agreement</li> </ul>		
7.	<b>Dana Hilliard – Superintendent</b> <ul style="list-style-type: none"> <li>June Superintendent Report</li> <li>Approve AD and Coaches Nominations</li> </ul>		
8.	<b>Bridget Cross – Business Manager</b> <ul style="list-style-type: none"> <li>Review Colebrook Projects/Items with Fund Balance</li> <li>Approve Control Technologies Service Agreement</li> <li>Approve VT Recreational Fencing Quote</li> <li>Approve Josselyn Quote for Field Maintenance</li> </ul>		
9.	<b>Unfinished Business:</b> <ul style="list-style-type: none"> <li>Review/Approve Board Meeting Calendar</li> <li>Approve Severance Benefit for SAP &amp; SEL (Tabled Discussion)</li> </ul>		
10.	<b>New Business:</b> <ul style="list-style-type: none"> <li><b>Policies:</b> <ul style="list-style-type: none"> <li>Approve Policies: (Approved by SAU Policy Committee 10/29/24 &amp; SAU Joint Board 11/14/24) <ul style="list-style-type: none"> <li>GBGBA (Employees) – Use of Automated External Defibrillator(s)</li> <li>IGE - Parental Objections to Specific Course Material</li> </ul> </li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>▪ IHAM – Health Education and Exemption Form Instruction</li> <li>▪ JLCEA (Students) – Use of Automated External Defibrillator (s)</li> <li>• Approve Policy IKF – High School Graduation Requirements</li> <li>• Approve Policy JICC – Student Conduct on School Buses &amp; Matrix – Approved 1-16-25 SAU Policy Committee &amp; 1-30-25 SAU Joint School Board</li> <li>• Rescind JICC-R – Student Rules and Conduct on the School Bus - Approved 1-16-25 SAU Policy Committee &amp; 1-30-25 SAU Joint School Board (Replace with Matrix)</li> </ul>
11.	<b>Hearing of the Public:</b> Motion to open and end hearing of the public (15 minutes)
12.	<b>Non-Public Session:</b> RSA 91-A:3, II (a) RSA 91-A:3, II (b) RSA 91-A3, II (c)
13.	<b>Meetings:</b> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting Tuesday, August 5, 2025 @ 6:00 pm CAES Library</li> </ul>
14.	<b>Adjournment</b>

## Colebrook School Board Meeting Minutes

<b>Date</b>	5/20/2025
<b>Time</b>	6:00 pm – CAES Library
<b>Location</b>	Colebrook Academy & Elementary School library
<b>Chairperson</b>	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		<b>Asst. Principal</b>	E	Bridget Cross
P	Rhonda Lyons	P	Rick Bagley	E	Stephanie Cameron	P	Chris Paquette
P	Robert Murphy				<b>CTE Director</b>		
				E	Emilie Hall		
					<b>Student Report</b>		
				E	Sandra Minigell		
				E	Brodyn Cote		
<b>Public in Attendance:</b> Ryan Eames, Christine Sullivan, Theresa Deuschle, Lisa Brooks, 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: Approval of: <ul style="list-style-type: none"> <li>Line Striping Quote</li> <li>Washer &amp; Dryer Hookup</li> <li>\$500 Donation</li> </ul> Non-public RSA 91-A:3, II (b)	
3.	<b>Hearing of the Public:</b> Chairman opened hearing of the public at 6:01 pm  <b><u>J. Brunault/R. Lyons:</u></b> Motion to end 15-minute public session at 6:02 pm.	<b>VOTE:</b> Motion Carries
4.	<b>Reading of the Minutes –</b> <b><u>D. Brooks/J. Brunault:</u></b> Motion to approve the minutes of May 6, 2025 as presented.	<b>VOTE:</b> Motion Carries
5.	<b>Kim Wheelock – Principal</b> No Report	

6.	<b>Emilie Hall</b> – CTE Director No Report	
7.	<p><b>Dana Hilliard</b> – Superintendent Report May Update – Dana thanked all teachers for their hard work. We just celebrated Teacher and Staff Appreciation Week. Dana was able to deliver gifts to all employees at each school.</p> <p>_____/_____: Motion to approve the Colebrook School Board Meeting Calendar as presented – David brought up that he would like to have no meetings in the month of July. He also brought up the vote for approving Christmas Eve and the day after Christmas off for the SAU Office at a Joint Board Meeting last year. Dana will review the minutes and bring the information back to the next meeting.</p> <p>Dana stated that in the packet was a letter with some suggestions from a teacher. This is for the board members to review.</p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to accept the \$500 donation from the family of Rosalie Hawes. Would like to use the funds to purchase a podium that would have a plaque in her honor on it. David suggested using boards from the bleachers that are being removed to build the podium. Move any remaining funds into the Title I Program</p> <p>New Teacher Nominations – Discuss in Non-public</p> <p>Non-resident enrollment application – Discuss in Non-public</p> <p><b><u>D. Brooks/C. Amey:</u></b> Motion to approve the line striping quote for the school parking lot for \$3,900.00 from Peter’s Line Striping LLC</p> <p><b><u>C. Amey/R. Murphy:</u></b> Motion to approve the quote from Tardif Heating &amp; Mechanical for the washer and dryer hook up for \$2,358.24 pending approval of the grant. Rhonda brought up that there is a washer and dryer room already within the school. However, access to this room is through the kitchen which cannot happen due to safety concerns. Julie is asking if the purchase of the washer and dryer has happened yet. Dana explained that this will all happen pending the approval of the grant.</p> <p>Dana wanted to bring up the grant from the Special Olympics that was voted on at the last meeting. He wanted to be sure that the public understood that the board is here to look out for the students and the taxpayers. They ask the hard questions as that’s what they are elected to do. The board is made up of fine individuals who do a great job at looking out for the school system and the community.</p> <p>David asked at the next meeting if Bridget could give a rundown of what is left</p>	<p><b>VOTE:</b> Tabled till next meeting</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p>

	<p>in the Culinary Grant. Also, any update on getting a gas range and removing the electric range.</p> <p>Dana wanted to mention and thank Salem High School as they have given dishware and various items to the Colebrook CTE Program as their program is ending. Dana will be going to Salem to pick all of the items up at the end of the week and transport it to Colebrook.</p>	
8.	<p><b>Bridget Cross:</b> Business Manager</p> <p>None</p>	
9.	<p><b>Unfinished Business:</b></p> <p>Approve Severance Benefit for SAP &amp; SEL (Tabled Discussion)</p>	
10.	<p><b>New Business –</b></p>	
10.	<p><b>Hearing of the Public:</b></p> <p>The Chairman opened the hearing of the public at 6:23 pm.</p> <p><b><u>D. Brooks/J. Brunault:</u></b> Motion to end 15-minute public session at 6:23 pm.</p>	<p><b>VOTE:</b> Motion Carries</p>
11.	<p><b>Non-Public Session –</b></p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to go into non-public session RSA 91-A: 3 II (b) at 6:24 pm.</p> <p>Superintendent Hilliard, Chris Paquette and Principal Wheelock were asked to stay for the non-public session.</p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to come out of non-public session at 6:36pm</p> <p><b><u>C. Amey/D. Brooks:</u></b> Motion made to accept the teacher nomination made in non-public.</p>	<p><b>VOTE:</b> Approved by Unanimous Roll Call Vote</p> <p><b>VOTE:</b> Approved by Unanimous Roll Call Vote</p> <p><b>VOTE:</b> Motion Carries</p>
12.	<p><b>Meetings:</b></p> <p>Colebrook School Board Hearing Tuesday, June 17, 2025 @ 5:00 pm</p> <p>Colebrook School Board Meeting Tuesday, June 17, 2025 @ 6:00 pm CAES Library</p>	
13.	<p><b>Adjournment:</b></p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to adjourn the meeting at 6:38 pm.</p>	<p><b>VOTE:</b> Motion Carries</p>

Respectfully Submitted,  
Billie Paquette

# Principal Board Report

June 17, 2025

K. Wheelock



## Enrollment

PreK	12	9 <sup>th</sup>	17
K	21	10 <sup>th</sup>	22
1 <sup>st</sup>	17	11 <sup>th</sup>	28
2 <sup>nd</sup>	16	12 <sup>th</sup>	27
3 <sup>rd</sup>	15	Total CA	94
4 <sup>th</sup>	22	Combined Total; 6/11/25 272	
5 <sup>th</sup>	19		
6 <sup>th</sup>	15		
7 <sup>th</sup>	21		
8 <sup>th</sup>	20		
Total CES	178		

## School News/Updates

June 12<sup>th</sup> – Student Early Release and teacher last day

June 16<sup>th</sup> – Admin Day at Tillotson

June 17<sup>th</sup> – Columbia Board Meeting 5:15

June 17<sup>th</sup> – Colebrook School Board Meeting 6:00

June 17<sup>th</sup> – 19<sup>th</sup> Design Studio Professional Development for SAU 7 teachers

Summer Tasks:

<b>Planning for beginning of year 2025-2026 School Year</b>
<b>Task:</b>
Develop 2025-2026 Leadership Team
Create meeting dates for Leadership Team
Nomination form for CIA & Leadership Team
Flex time schedule for 504/IEP needs
Master Schedule

<b>Elementary Students scheduled in ALMA for next year</b>
<b>High School Students scheduled in ALMA for next year</b>
<b>Create Daily Principal Agenda</b>
<b>Get IT schedule in Colebrook for 25/26 SY</b>
<b>Create walk-through teacher form</b>
<b>Meeting schedules for all team meetings</b>
<b>Meeting schedules for PLCs</b>
<b>25-26 AM &amp; PM Duty Schedule</b>
<b>Elementary lunch and recess duty coverage</b>
<b>Draft of Para/Sped Schedule</b>
<b>Create CPI Training Schedule</b>
<b>Kindergarten Camp</b>
<b>Popcicles with the Principals</b>
<b>Chalk the Walk parents and student council</b>
<b>Create Daily Custodian Bathroom check-off form</b>
<b>Staff Handbook revisions</b>
<b>Student Handbook revisions</b>
<b>Grading and Program of Studies Updates</b>
<b>Welcome Back Letter to families</b>
<b>Boivin Schedule Back-to-school BBQ Friday</b>
<b>Update Health Forms for first day packets</b>
<b>Uodate website for all teacher materials/handbooks/forms</b>
<b>Staff roster with room #s, ext</b>
<b>NHIAA form for soccer due August 12th</b>
<b>Club offerings handout- first Friday of School Wide Meeting w/ new evaluation form</b>
<b>PD outline for 25-26</b>
<b>Plan back to school PD - CPI &amp; ALICE</b>
<b>25-26 Staff Meeting Schedule</b>
<b>Staff Return Date Activity</b>
<b>Student Return Date Activity</b>
<b>Reset locker combos as needed</b>
<b>Assign and manage locker distribution</b>

Technology and forms ready for Distribution
Bell schedule programmed into system
Marquee Messages
Update emergency binders/tree
Plan and Run through 1st day of school logistics
Reveiw and update Safety Plan
School Achievement Plan, Rubrics, Teams
Set up Lesson Plan templates
Freshman Orientation
Board Report to Billie 7/31 by noon
New Teacher Mentors Planning
New Staff Orientation Planning

<b>NH SAS, STARR, AIMSWEB</b>
<b>Task:</b>
25-26 Assessment Calendar
DOE assurances
Testing Letters to Parents/Exemption Forms
Proctor Training

<b>Hiring for 25-26 SY</b>
<b>Hiring:</b>
High School Science
5th / 6th ELA & Social Studies
High School History
Kindergarten
Kindergarten
Middle School Science Teacher
Special Educator



<b>Administrative Summer Tasks</b>
Submit EOY Reporting to state via Index/Alma
Begin entering purchase req's for all the general supplies orders
Put a copy of the report card/transcript in the official student folder.
File all student paperwork in active folders including assessment information.
Update all ALMA start forms for the 2025-2026 school year; ask Chris about this.
Make copies of all forms in the file cabinet that are used by staff.
Update the Teacher and Staff Directory*
Update Phone Extensions including SAU*
Print the updated 25-26 Staff Handbook*
Print the updated 25-26 Student Handbook*
Once Stephanie prints, include CAES Emergency Management Flowchart*
Copy floor plan*
Update the classroom door names (Renee)
Copy of NH Code of Ethics*
Items with an asterisk* go into first day folders for all staff members.
Entering new students and confirming all new student paperwork is present
Purchase Orders (placing, receiving, checking off in Tyler Systems-scanning checked off paper copy to Adrianna & filing in binder)
Delivering to rooms items that arrive
Sorting through student paper files and moving to next grade file drawer
Transfers of students leaving district
Student Driver Privilege form(s)
Organizing current inventory of supply closet

## **June 2025 CTE Director report**

May 5th- Emailed with Rothenberg regarding new certifications needed for new staff. Met with Steve Learned regarding the culinary program.

May 6th- Purchase orders completed for culinary. Emailed Chris H to set up a meeting to obtain quotes for the culinary classroom (meeting 5/7). Coordinating with Salem school district to pick up kitchenware/dishes.

May 7- met with Steve and Chris to review culinary classroom setup for next year. Reviewing what the classroom needs in order to eventually become a commercial kitchen space so that the program will be self-sufficient and self-funding.

May 12th- prep for regional advisory board meeting

May 14th- Met with Steve learned, review culinary program, supplies we have vs what we need to procure this summer.

May 21st- regional advisory board meeting (notes are attached)

May 29th- Attended NH Scholars ceremony at White Mtns to present an award to our CTE student of the year Jackie Champagne.

6/2- Class night, presented awards to students who completed their respective CTE programs

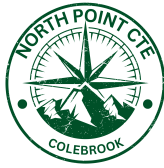
6/3- Met with Diane from the state regarding licensing requirements

6/5- Received a load of donated items from culinary at White Mtns high school

6/6- work on dash grant application for culinary program

6/10- met with Bridget and Dana to revise Regional agreement

Much of the time in May and June has been spent working with teachers to get programs ready for next year. This means meeting with both teachers who are new and teachers who are leaving to ensure that programs stay running smoothly after they depart. I have also been meeting with Steve R and the state to make sure that all of our teachers have the correct license. I have also coordinated with the Salem school district to accept some of their items from culinary and also computers and a 3-d printer. Some items have been delivered, and the rest will be picked up next week. Also working to coordinate with Pittsburg to get the items from the culinary classroom such as the tables and chairs transported to our culinary room here.



**North Point Regional Advisory Meeting**  
**24/25 School Year**  
**Agenda**  
**May 21st, 2025**  
**6:00 pm**  
**CAES Cafeteria**



- **Welcome/Introductions:**

Attendance: Emilie Hall, Ryan Ouimette, Kim Wheelock, Brian Laperle, Robin Scott, Steve Learned, Britni Haley

- **Automotive report/discussion with Ryan**

Update- what are they doing in the shop? Ryan- building the program is the goal, allowing students to learn basics, learn how to use the lift, tire changes, repetition, next year plan classroom time, more time for each topic. Use google classroom. Ryan had NHADA training, observed Scott Mayotte at SST last week, very beneficial. Ryan took notes on his observation. Auto is capped at 6, full for next year, waiting list. Needs to setup PAC meeting soon.

Things Brian would like to see- tire change, tire repair (flat), oil change, learn how to fix tires, looking the car over, being able to identify components of the car, courtesy inspections. Brian says limit of 3 students, need consistency with the scheduling, blocks of time would be better. Lets work on getting students to the shop for bigger chunks of time, aka have them come up for the afternoon 12-3. Jan, feb, march are quieter months, 3rd quarter. Idea of having them not be there in the third quarter.

- **CTE program updates**

- **Health sciences**
- **Culinary** - Steve's updates need a commercial kitchen, need the commercial hood. Programs need to help fund themselves (catering for clubs, school functions, sports banquets). Need money, promote the programs.
- **Education**
- **Hospitality**
- **Information Technology**

- **Program Advisory Committee Reports**

- **Comments and/or questions**

- Pop up events in local kitchens, possibly breakfast. Black Bear has a new owner, could reach out. Work with hospitality to market, possibly cater next year's sports banquet. Open house, parent teacher conference nights, in service days (talk to Jen M), literacy nights, pies at thanksgiving, possibilities to raise money. Reach out to Taylor Brown. Community garden possibly donate. Chris Brady CJ EJ- reach out. Involve the community.
- Replace Steve Learned for next year- new chef or owner of Black Bear ( WBL)

- Country club as a possibility (condition of the kitchen TBD), function hall, banquets.
- Academy- old equipment possibility- check with Carl
- Colby Commons- meals on wheels- Teri Ladd
- Monadnock church kitchen- might work for events
- CAES NH Food bank distribution weekly 6 weeks in the summer

Surplus concord nh

Restaurant marketplace, facebook marketplace,

First week of October- for the next meeting , brian gone 4th -11th

- **Conclude**



## Superintendents Report

Tuesday June 17th, 2025

Colebrook

Dana S. Hilliard

**Across the Line:** We did it, yes and I do mean WE! Another successful year in the books. It takes a village or in this case 5 towns to ensure our students can reach their goals and define success throughout the year. Thanks to all of you, for ALL you have done throughout the year. The sacrifices we make, in the name of the next generation, ensure that the circle of learning and advancement of society continues.

Take a little time to breathe, relax and celebrate. Soon, the call to the start line will echo, and we will be prepared to start the race and journey again.

**Houston, We Have Lift Off:** The best keep secret in NH is no longer a secret. On Tuesday Governor Kelly Ayotte announced the nomination of her pick for Commissioner of Education. Caitlin Davis has a 15-year tenure span with the Department of Education. We look forward to seeing how the process unfolds.

<https://www.wmur.com/article/new-hampshire-department-education-caitlin-davis/65025683>

**State Budget 101:** The legislature continues their negotiations to finalize a state budget. While we are approaching the end of the process, this is where the real last-minute deals are struck to bring to formation a document all can agree on. Once a government teacher, always a government teacher. Here is a good article that outlines the process of how the state budget is formed and moves through the process.

<https://newhampshirebulletin.com/2025/06/09/the-governor-house-and-senate-each-created-a-budget-for-nh-now-they-must-agree-on-one/?emci=b5ff0846-b944-f011-8f7c-6045bdf8e9c&emdi=18dd00e3-2045-f011-8f7c-6045bdf8e9c&ceid=150437>

<https://indepthnh.org/2025/06/05/nh-senate-passes-15-7-billion-budget-without-support-from-democrats/>

**Messy, Messy:** Our friend from “Under the Dome” offers his opinion on what he is observing on the dismantling of our public school system.

<https://indepthnh.org/2025/06/07/distant-dome-willfully-and-knowingly-making-a-mess-of-public-education/>

**Summer Mode:** The last week of school means The Weekly 7 will be going into summer mode. No worries you will still be receiving it each Friday (Minus the holidays here and there). The format will change to summer

**Winning Partnerships:** Another great meeting with Sarmad Saman, President of White Mountains Community College discussing moving forward with strengthening the partnership with SAU 7. We are moving forward with finalizing details that would bring further college credit opportunities to our students and adult education courses. The courses would give our teaching staff opportunities to instruct during after school and during the evening hours. This will be a great opportunity for all that live in the greater SAU 7, cutting down on having to travel to Berlin to further their education.

**Signed and Delivered:** Governor Ayotte on Tuesday signed legislation into law expending “Education Freedom Accounts” and creating a “Parents Bill of Rights”.

<https://indepthnh.org/2025/06/10/ayotte-signs-parental-bill-of-rights-and-expands-education-freedom-accounts/>

**Sneak Peak:** Our transferable skills are the basis for a student’s academic and lifelong success. Here is the link to our new video!

<https://drive.google.com/file/d/1z4EoWOcUj6Iw7nJ-wPZ5Khwa1YSBN7YE/view?usp=sharing>



## **SERVICE AGREEMENT**

**Colebrook Elementary  
27 Dumont Street Colebrook NH 03576**

**DATE  
Wednesday, May 28, 2025**

**CONTRACT NUMBER  
22404912**



**Customer:** Colebrook Elementary  
Bridget Cross  
27 Dumont Street Colebrook NH 03576

**Services to be provided at the following location:**  
27 Dumont Street Colebrook NH 03576

Control Technologies, Inc. agrees to provide the services described in the attached in accordance with the following terms and conditions:

Service Agreement shall begin on: **Tuesday, July 1, 2025**

Service Agreement shall continue for: **3 Years**

Contract Amount: **\$ 25,326** includes any applicable sales tax

Invoices will be issued: **Annual**

The Invoice amount will be: **\$ 8,442.00**

Contract Amount Per Year: **\$ 8,442** includes any applicable sales tax

After the initial term, either party may terminate this agreement upon thirty days written notice prior to the anniversary date of the agreement. In addition, the contract is subject to the attached general conditions of the service agreement.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by Control Technologies Inc. This agreement supersedes all prior presentations and agreements not incorporated herein. This proposal is valid for 30 days.

Submitted for:  
**Control Technologies, Inc.**

This agreement is accepted by:  
**Colebrook Elementary**

\_\_\_\_\_  
Signature

Tara Watt  
\_\_\_\_\_  
Name

Sales Engineer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Bridget Cross  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*Signing this document acknowledges that all pages have been read completely and the terms of the agreement are understood by the customer to the fullest.**



Control Technologies Inc. (CTI) will perform usual and customary scheduled maintenance on mechanical/control system(s) that are outlined within this agreement during normal CTI working hours, excluding holidays, unless otherwise stated. Repairs and/or Emergency/Unscheduled Services will be provided as outlined below. Materials (filters, belts, batteries and/or misc. replacement parts/materials) are not included in the scheduled maintenance unless specified within this contract. For an additional fee, CTI can provide service and/or repairs to the equipment that is not covered in this agreement and will be billed at the following preferred rates and may require a purchase order

### **Additional Cost Savings**

Preferred Labor Rates

Travel Time - billed at preferred labor rate, portal to portal

Material - 10% off List

I. SCHEDULED MAINTENANCE - Each piece of covered equipment receives an inspection and thorough preventive maintenance routine as appropriate. In addition, periodic tests and adjustments are made. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed to keep equipment operating at peak level by specially trained technicians. Maintenance intervals will be determined by our experience, manufacturers' recommendations, usage, location and run-time intervals unless otherwise noted. An e-service report will be completed after each call and provided to the customer along with a duplicate record will be maintained at Control Technologies Inc.

II. REPAIRS - If in the course of our scheduled maintenance, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the Customer will be advised of the repair. Subject to approval by an authorized agent of the customer, work will be performed on a preferred time and material basis.

"Repair" shall mean the restoration of equipment or material so that it may be utilized effectively for its design purpose. Repair may be accomplished by; overhaul, reprocessing or replacement of constituent parts or material that have deteriorated by action of the elements or by usage, and which have not been corrected through usual and customary scheduled maintenance.

III. REMOTE SUPPORT - If during the Contract term questions arise about your control system during normal business, the office staff time – including on-line remote support - to assist you with set point manipulation, schedule adjustments and/or basic understanding of the Sequences of Operations is included within this contract. If the requested service involves a program change and/or modification to the existing Sequence of Operations or the issue requires an after-hours remote service call, the time to assist, reprogram and/or check out the new sequence will be billed at our current remote support billing rate. If the contract is all mechanical or self-directed, remote support is excluded in the contract.

## Appendix A: Terms and Conditions

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described in this agreement.
2. **This agreement assumes the systems covered to be in maintainable condition.** If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. **It is agreed that the customer shall provide safe access** to all equipment that is to be maintained. If customer is unable to grant safe access, and CTI attempts to service equipment twice within the service interval, the outlined tasks will be considered complete for that service year.
4. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Control Technologies Inc. shall be permitted to start and stop all primary equipment incidentals to the operation of the mechanical system.
5. If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Control Technologies Inc., at its sole option, reserves the right to terminate or re-negotiate this agreement based on the condition of the system after the changes have been made.
6. It is agreed that the contract price shall be adjusted yearly; such adjustments shall be consistent with current labor and material costs. This agreement may be terminated after its initial term on the anniversary of its effective date by either party by giving written notice a minimum of 30 days prior to the anniversary date.
7. Control Technologies Inc. shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Control Technologies Inc. agents, employees or subcontractors.
8. Control Technologies Inc. and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Control Technologies Inc. impractical: strikes, fires, war, late or non-delivery by suppliers of Control Technologies Inc., and all other contingencies beyond the reasonable control of Control Technologies Inc.. Under no circumstances shall Control Technologies Inc. be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, and impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Control Technologies Inc.'s liability exceed the purchase price paid under this contract.
9. The Customer shall pay Control Technologies Inc., in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Control Technologies Inc..
10. It is agreed that the customer shall assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes.

11. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
12. The customer is responsible for the indoor air quality of their facility.
13. In the event Control Technologies Inc. is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Control Technologies Inc.'s control, the customer shall reimburse Control Technologies Inc. for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
14. If equipment becomes non-repairable due to unavailability of replacement parts, Control Technologies Inc., at its option, may remove the equipment from the contract and will not be required to maintain or service such equipment as a part of this agreement. However, Control Technologies Inc. will assist the owner in replacing the equipment at prevailing service rates.
15. The customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as ductwork, boiler shell and tubes, boiler refractory and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
16. Control Technologies Inc. reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.
17. The customer is responsible for disposal of all materials that arise as result of the usual and customary servicing and maintenance or repair; such as metal, compressors, motors, oil, refrigerant, filters, belts, etc.

# Maintenance Schedule

## Appendix B

Unit	Quantity	1) Spring	2) Summer	3) Fall	4) Winter	Annual
VAV Controller	10			VAV FCU Over-View		
RTAC - Controller	6			PM		
RTAC	6	Cooling Clean Coil Filter Change		Filter Change		
Blower Coil Controller	8			PM		
Hot Water Controller	1			Hot Water System		
HRU Controller	4			PM		
HRU	4	Cooling Clean Coil Filter Change		Filter Change		
Unit Ventilator	2	PM Clean Coil Filter Change		Filter Change		
Mini Split	1	PM Clean Coil				

<b>Field Controller</b>		<b>Field Controller Checks Performed: 0</b>	
<b>Visit: See Seasonal Schedule</b>		<b>Visit Checks Performed: 0</b>	
<b>Task List: PM</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	Verify communication with network Check all wire connections and tighten as required Verify equipment cycles, on/off; heating; cooling; ETC Ensure controller program is backed up on CTI server		
<b>Task List: VAV FCU Over-View</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	Verify devices are properly communicating on the graphics Check for reasonable sensor readings Check damper position relative to CFM reading and setpoint Identify any issues that need to be addressed with a follow up visit		
<b>Task List: Hot Water System</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	Verify devices are properly communicating on the graphics Check for reasonable sensor readings Check Boiler Operation Verify Pump operation Verify heat exchanger operation if applicable Check Valves, Sensors, and Meters as applicable Identify any issues that need to be addressed with a follow up visit		

Rooftop Unit		Rooftop Unit Checks Performed: 0	
Visit: See Seasonal Schedule		Visit Checks Performed: 0	
Task List: Cooling			
Action	User / Notes	Time Stamp	
<p>Check motors, replace or repair as required per contract or customer</p> <p>Check belts, replace as required per contract or customer</p> <p>Shut unit down, remove condenser fan guard, inspect condenser fan blade looking for cracks around the rivets.</p> <p>Check for side-to-side play in the motor or rough bearings, check fan blade tight on shaft</p> <p>Grease fan bearings as applicable.</p> <p>Verify free cooling is functional. Call for 1st stage cooling with enthalpy setting calling for free cooling. Check minimum position when cooling isn't called</p> <p>Call 1st stage cooling, turn enthalpy control down to call the compressor, record compressor current, record nameplate current. After the compressor has run a while, measure delta T across evaporator coil</p> <p>Call 2nd stage cooling, if applicable, record compressor current and nameplate current. After the compressor has run a while, measure delta T across the evaporator coil</p> <p>Check cooling valve operation</p> <p>Check cooling lockout T-stat operation, note its setting. Should not be less than 40 deg.</p> <p>Check electrical connections in electrical cabinet. Tug on stakon terminals, particularly pressure switches on compressors</p> <p>Check electrical connections on the compressors looking for burning or discolored insulation</p> <p>Measure and record supply fan amps, record nameplate amps for comparison</p> <p>Check compressor crank case heaters if so equipped. Some</p>			

<b>Energy Recovery Unit/Heat Recovery Unit/Heat Recovery Unit Checks Performed: 0</b>			
<b>Visit: See Seasonal Schedule</b>		<b>Visit Checks Performed: 0</b>	
<b>Task List: Cooling</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	<p>Check outside air and return air filters, replace or clean as required per contract</p> <p>Check belts and sheaves (if belt driven), replace belts as required by contract or customer</p> <p>Check motor and fan bearings for excessive noise or wear</p> <p>Verify that sheaves, fan wheels and bearings are securely locked to shaft(s)</p> <p>Lubricate motor/shaft bearings per manufacturer's recommendations, check motor mounts</p> <p>Lubricate/adjust damper and linkage as necessary</p> <p>Check face &amp; bypass and/or recirculation damper and exhaust damper operation</p> <p>Check outside air damper operation and clean air intake pre-filter screen</p> <p>Check fan operation and advise if fan needs cleaning</p> <p>Check and clean drains/traps/drain pans. Add condensate pan treatment.</p> <p>Check filter advancing mechanism if applicable</p> <p>Inspect cooling coils. Report on if cleaning/straightening fins is needed.</p> <p>Check cooling valve operation</p> <p>Inspect heat recovery surface. Advise if cleaning is needed.</p> <p>Check operation and condition of heat wheel drive system if applicable</p> <p>Check and record actual and nameplate motor amperage and voltage</p> <p>Check for loose wires and tighten electrical connections</p> <p>Check control/safeties settings and operation, including low limit (if applicable)</p>		

<b>Unit Ventilator</b>		<b>Unit Ventilator Checks Performed: 0</b>	
<b>Visit: See Seasonal Schedule</b>		<b>Visit Checks Performed: 0</b>	
<b>Task List: PM</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	Check and clean fan assemblies, grilles, coil, and unit interior Check filters, replace or wash as required per contract or customer Lubricate motor/shaft bearings per manufacturer's recommendations, check motor mounts Check, lubricate, adjust dampers and linkages as necessary Clean air intake screen Check and adjust discharge/mixed air controller as necessary Check unit and auxiliary equipment operation Check and clean drains/traps/drain pans. Add condensate pan treatment. Check control/safeties settings and operation, including low limit (if applicable) Check sequence of operation, auto and hand as applicable Check heating valve operation Check cooling valve operation Inspect heat recovery surface; Advise if cleaning is needed		



<b>Ductless Split - Cooling Only</b>		<b>Ductless Split - Cooling Only Checks Performed: 0</b>	
<b>Visit: See Seasonal Schedule</b>		<b>Visit Checks Performed: 0</b>	
<b>Task List: PM</b>			
	<b>Action</b>	<b>User / Notes</b>	<b>Time Stamp</b>
	Inspect for visual signs of refrigerant leakage Inspect coil. Clean/straighten as needed Verify that the air filter protecting this coil is clean Clean drain pan, trap, piping and condensate pumps, add condensate pan treatment Verify normal operation of condensate pump (if present) Clean air filters Inspect evaporator and condenser coils. Clean as necessary Record maximum temp drop/rise across inside and outside coils Record the setpoints as found and as left (if changed) Record operating and nameplate amps and volts for compressor and fan Check electrical panel for loose wires Check crankcase heater on compressor if present Replace batteries in handheld remote		

General		General Checks Performed: 0	
Visit: See Seasonal Schedule		Visit Checks Performed: 0	
Task List: Clean Coil			
	Action	User / Notes	Time Stamp
	Inspect coil. Clean/straighten as needed Check and clean drains/traps/drain pans. Add condensate pan treatment Record operating refrigerant pressures/temps		
Task List: Filter Change			
	Action	User / Notes	Time Stamp
	Open access panels and all filter access doors Remove existing filter and dispose of at customer site Date and initial the end of each of the filter with a permanent marker so they are visible after the filter is installed Install new filters. Pay attention to airflow and that the filter is installed in the correct orientation.		

# Colebrook School District School Board Calendar

## Meeting Time: 6:00 pm CAES Library



Holiday / No School



No School / Offices Open



Colebrook School Board Meeting

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
July 4: Independence Day							August 29: Labor Day Holiday							September 1: Labor Day						
October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
							Nov. 11: Veterans Day							December 24-January 2: Holiday Recess						
							November 26-28: Thanksgiving Recess							December 25: Christmas Day						
January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3								1	2	3	4	5	6	7
4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14
11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28
25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31				
January 1: New Year's Day							February 23 to 27 Winter Recess													
January 19: Martin Luther King, Jr. Civil Rights Day																				
April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													
April 27 to May 1: Spring Recess							May 25: Memorial Day													

Colebrook School Board Approved:

# Policies

NHSBA Fall 2024 Policy Update

Approved by

SAU Policy Committee

October 29, 2024

And

SAU Joint Board

November 14, 2024

- GBGBA – Use of Automated External Defibrillator(s) (Employees)
- IGE – Parental Objections to Specific Course Material
- IHAM – Health Education and Exemption from Instruction
- JLCEA – Use of Automated External Defibrillator(s) (Students)

**Policy GBGBA (Employees): Use of Automated External Defibrillator(s)**    **Status: ADOPTED**

**Original Adopted Date:** 09/01/2003 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

Related Policies: JLCEA & KFD

**Category: Priority / Required By Law**

The Board authorizes the use of Automatic External Defibrillators (AED) in emergency situations. The use, administration, and maintenance of the AED is subject to the following conditions:

- 1. **Location of the AEDs:** The Superintendent, building principal and school nurse shall select and approve the locations for the AEDs. At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.
- 2. **Authorized Employees/Training of Users:** AEDs will be administered only by those employees designated by the principal, in consultation with the school nurse. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. Such training may be provided by the school nurse or from another source acceptable to the school nurse and principal.
- 3. **Maintenance:** AEDs will be maintained by the school nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The school nurse will maintain a record of all maintenance that has been performed on the AEDs.
- 4. **Registration of AEDs:** In accordance with RSA 153-A:33, the school nurse or designee shall register the AEDs with the New Hampshire Department of Safety. Sample registration forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).
- 5. **Incident Reporting:** The school nurse or designee shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).
- 6. **Liability Limited:** The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153-A:31, as well as other sources of law.

All employees of the District are expected to comply with the administration of this policy. Any violation of this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

District Approval History	
Board/Committee	Approval Date
Pittsburg School Board	
<sup>39</sup> Clarksville School Board	

Columbia School Board	
Colebrook School Board	
Stewartstown School Board	
SAU Joint Board	November 14, 2024
SAU #7 Policy Committee	October 29, 2024
SAU # Board	August 11, 2022

**Policy IGE: Parental Objections to Specific Course Material**

**Status:** ADOPTED

**Original Adopted Date:** 01/01/2012 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

**Related Policies :** KEC & IHAM

***Category: Priority/Required by Law***

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. Parent/Guardian names and any reasons given for an objection to material shall not be public information.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material to be reviewed for appropriateness may submit a request for review in accordance with Board policy {\*\*}KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, and NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances).

**NOTE regarding human sexuality and human sexual education:** In addition to the protections under this policy, per RSA 186:11, IX-c and Board policy {\*\*}IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender

expression, including, among other things, the right to receive a minimum of 2 weeks advance notice of any curriculum course material to be used with respect to such instruction or program. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. As indicated in RSA 186:11, IX-c, no notice is required if the District employee is responding to a question from a student during class.

<b>District Approval History</b>	
Board/Committee	Approval Date
Pittsburg School Board	
Clarksville School Board	
Columbia School Board	
Colebrook School Board	
Stewartstown School Board	
SAU Joint School Board	November 14, 2024
SAU #7 Policy Committee	October 29, 2024
SAU School Board	November 10, 2021



**Policy IHAM: Health Education and Exemption From Instruction**

**Status:** ADOPTED

**Original Adopted Date:** 09/01/2008 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

Related Policies: IGE

***Category: Priority/Required by Law***

Consistent with state law and Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS), and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction or programming must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender expression. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. The notice shall identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. However, no notice is required if a District employee is responding to a question from a student during class.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances) to instructional material within a reasonable period of time after the request is received. Accordingly, the notice will identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

***Opt-Out Procedure and Form***

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, parents/guardians have additional opt-out rights under Board policy {\*\*}IGE.)**

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material Opt-Out Form. Opt-out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health education teacher in conjunction with the Principal.

<b>District Approval History</b>	
Board/Committee	Approval Date
Pittsburg School Board	
Clarksville School Board	
Columbia School Board	
Colebrook School Board	
Stewartstown School Board	
SAU Joint School Board	November 14, 2024
SAU #7 Policy Committee	October 29, 2024
Stewartstown School Board	January 12, 2021
Columbia School Board	January 6, 2021
Colebrook School Board	December 15, 2021
Clarksville School Board	December 14, 2020
Pittsburg School Board	December 1, 2020
SAU Policy Committee	October 15, 2020

**Policy JLCEA (Students): Use of Automated External Defibrillator(s)**

**Status:** ADOPTED

**Original Adopted Date:** 09/01/2003 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

Related Policies: GBGBA & KFD

***Category: Priority / Required By Law***

The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use. The use/administration/maintenance of the AED is subject to the following conditions:

**1. Location of the AED (s)**

The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.

**2. Authorized Employees/Training of Users**

AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.

**3. Maintenance**

AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

**4. Registration of AED(s)**

In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf)

**5. Incident Reporting**

The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

## 6. *Liability Limited*

The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

<b>District Approval History</b>	
Board/Committee	Approval Date
Pittsburg School Board	
Clarksville School Board	
Columbia School Board	
Colebrook School Board	
Stewartstown School Board	
SAU Joint School Board	November 14, 2024
SAU #7 Policy Committee	October 29, 2024
Stewartstown School Board	June 3, 2019
Pittsburg School Board	May 13, 2019
Colebrook School Board	May 7, 2019

## HIGH SCHOOL GRADUATION REQUIREMENTS

### Policy Effective 7/1/2025

Category: R

Related Policies: IK, IKFA, ILBAA & IMBC

Students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will receive a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

#### A. Credit Requirements.

1. Awarding of Credit. Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.
2. Required Subjects and Credits.

Subject	NH Minimum*	Colebrook School Board Credits for the class of 2026, 2027 & 2028	Colebrook School Board** (24 credits required for the Class of 2029 and beyond)	Colebrook School Academic Honors Diploma (29 credits)	Pittsburg School Board***
Arts education:	½ credit	½ credit	½ credit	1 credit	1 credit
Digital Literacy/Information and communications technologies:	½ credit	½ credit	1 credit	1 credit	1 credit
English:	4 credits	4 credits	4 credits	5 credits	4 credits

Mathematics:	3 credits (including Algebra credit that can be earned through a sequential, integrated or applied program)	4 credits (one Algebra credit required of four credits). A math class must be taken senior year	4 credits (One Algebra credit required of four credits) (A math class must be taken senior year).	5 credits including an algebra and 4 more credits	4 credits (must include 1 credit of Algebra; others can be earned through sequential or applied area).
Physical sciences:	1 credit	1 credit	1 credit	1 credit	1 credit
Biological sciences:	1 credit	1 credit	1 credit	1 credit	1 credit
Elective Science		1 credit	1 credit	2 credits	1 credit
US and NH history:	1 credit	1 credit	1 credit	1 credit	1 credit
US and NH Government/Civics:	½ credit	½ credit	½ credit	½ credit	1 credit
Economics, including Personal Finance:	½ credit	½ credit	½ credit	½ credit	1 credit including ½ credit Personal Finance/Economics and ½ credit Business
World history (global studies or geography for 2026, 2027 & 2028)	½ credit	½ credit	1 credit	1 credit	1½ credits including ½ credit World History and 1 credit Humanities
global Current Events & geography	½ credit		1/2 credit	1/2 credit	
Physical Education	1 credit	1 credit	1 credit	1 credit	1 credit
Health education:	½ credit	½ credit	½ credit	½ credit	1 credit (including Consumer Science)
World Language				2 credits	

Community Service – minimum 50 hours		½ credit Does not count toward GPA	½ credit Does not count toward GPA	Does not count toward GPA	
Open electives:	6 credits	7 ½ credits	6 credits	6 credits	5 ½ credits
<b>Totals:</b>	<b>20</b>	<b>24</b>	<b>24</b>	<b>29</b>	<b>25</b>

\*Minimum State Requirements: In New Hampshire the minimum of twenty (20) credits are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2).

\*\*Colebrook School Board Graduation Requirements. Students must take a full schedule each year; a 24 credit Colebrook Academy Standard diploma is the expectation of all graduates.

\*\*\*Pittsburg School Board Graduation Requirements

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

#### C. Passage of Civics Exam.

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating after June 30, 2023, the district will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services (“U.S. Citizenship Test”). This exam may be modified for a student with a disability in accordance with the student’s individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

#### **D. Federal Student Aid Application.**

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or
2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student understands what FAFSA is and has chosen not to file an application.

The District shall provide each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met, and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

#### **E. Alternative Learning Plans**

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

### **District Policy History**

<b>Board/Committee Name</b>	<b>Recommendation/Approval Date</b>
<i>Colebrook School Board</i>	<i>November 6, 2024</i>
<i>Colebrook Policy Committee</i>	<i>November 6, 2024</i>
Colebrook School Board	September 17, 2024
Pittsburg School Board	May 22, 2023
Colebrook School Board	April 18, 2023
Pittsburg School Board	August 22, 2022





## STUDENT CONDUCT ON SCHOOL BUSES

*Category: R*

*See Also: EEA & JIC*

*Appendix: Bus Matrix & EEA-R*

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook and made available in another language or presented orally upon request.

Please reference the bus matrix for disciplinary measures to be made.

### **Legal Reference:**

*RSA 189:6-a, School Bus Safety*

*NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

District Approval History	
Board/Committee	Approval Date
Pittsburg School Board	
Clarksville School Board	
Columbia School Board	
Colebrook School Board	
Stewartstown School Board	
SAU Joint School Board	January 30, 2025
SAU #7 Policy Committee	January 16, 2025
Stewartstown School Board	October 8, 2018
Pittsburg School Board	October 22, 2018
Colebrook School Board	October 16, 2018
SAU #7 Policy Committee	September 27, 2018

## Student Bus Behavior Matrix for SAU 7

Behavior	Minor	Major*
<b>Consequences</b>	First offense - Written Warning Second offense - 1 day bus suspension Third offense - 5-day bus suspension Fourth offense -10-day bus suspension Fifth offense - 20-day bus suspension Sixth offense - loss of bus privilege for remainder of school year	First offense - 3-day bus suspension Second offense - 5-day bus suspension Third offense -10-day bus suspension Fourth offense - 20-day bus suspension Fifth offense - loss of bus privilege for remainder of school year
Defiance/ Disrespect	Student fails to comply with simple requests. Student responds inappropriately to request.	<i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i>  Student engages in a prolonged or high intensity failure to respond to peer; adult request or to repeatedly not follow bus expectations.
Disruption	Student behavior creates an unsafe environment. Examples include but are not limited to: <ul style="list-style-type: none"> <li>• Not sitting properly in the seat                             <ul style="list-style-type: none"> <li>○ Crawling under seat</li> <li>○ Standing in the aisle</li> <li>○ Not facing forward/turning around in seat</li> </ul> </li> <li>• Loud Distractions                             <ul style="list-style-type: none"> <li>○ Yelling/screaming</li> <li>○ Popping balloons</li> <li>○ Chanting</li> </ul> </li> </ul>	<i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i>  Disruption that is persistent and intended to draw attention. Examples include but are not limited to: <ul style="list-style-type: none"> <li>• Throwing food</li> <li>• Squirting water bottles</li> </ul>
Non-Compliance/ Insubordination	Student behavior interferes with safety and respect of bus. <ul style="list-style-type: none"> <li>• Eating, drinking, chewing gum on the bus</li> <li>• Uttering</li> </ul>	<i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i> <ul style="list-style-type: none"> <li>• Throwing objects out of the bus</li> <li>• Hanging any body parts out of the window</li> </ul>
<b>Abusive/ Inappropriate Language and Profanity</b>	Student uses a low intensity swear or near swear or offensive gesture which is not directed toward an individual.	<i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i>  Student directs inappropriate, profane, abusive language, racial slurs, or offensive gestures towards or about others. Three or more minors will result in a major. Repeated majors directed towards others may be investigated for harassment.
Physical Contact/ Physical Aggression	Non-serious but inappropriate physical contact. Examples include: <ul style="list-style-type: none"> <li>• Pushing</li> <li>• Rough play</li> <li>• Slapping</li> <li>• Kicking</li> <li>• Poking</li> <li>• Pinching</li> </ul>	<i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i>  Any contact resulting in physical injury intentional or not. Examples include: <ul style="list-style-type: none"> <li>• Kicking with force</li> <li>• Slapping with force</li> <li>• Punching</li> <li>• Hair pulling</li> <li>• Scratching</li> <li>• Spitting</li> <li>• Tripping</li> </ul> Student employs mannerisms or language which conveys a challenge to fight or create an unsafe environment.
Fighting	No minor offense	Student engages in significant physical contact with another person (student or adult) with the intent to harm.
Technology Violation	No minor offense	Student is responsible for displaying inappropriate images to self or others
Dress Code	No minor offense	Tops, bottoms, and footwear that sufficiently cover the body <ul style="list-style-type: none"> <li>• No revealing of private body parts</li> </ul>

Out of Bounds	<p>Student does not sit in assigned seat.</p> <ul style="list-style-type: none"> <li>Not sitting in assigned seat (if applicable)</li> </ul>	<p><i>Three or more minors and/or failure to comply to bus driver's instructions/directions (initial warning)</i></p> <p>Student deliberately gets off bus at the wrong stop.</p>
Misuse of Property/ Vandalism	<p>Student hides or moves peer's materials or supplies with the intent to disrupt.</p> <p>Student fails to use materials for its intended use.</p> <p>Student unintentionally causes damage to bus or personal resources.</p>	<p><i>Three or more minors and/or failure to comply with bus driver's instructions/directions (initial warning)</i></p> <p>Student participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately or repeatedly causes damage to bus or personal resources.</p> <p>Student knowingly participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately causes destruction to belongings of high personal or monetary value.</p> <p><i>*Student who deliberately cause damage/destruction to any part of the bus will be subject to monetary damage charges. These charges will start at \$20.00 and go up depending on the cost/amount of the damage.</i></p>
Forgery/Theft	No minor offense	<p>Student is in possession of, has passed on, or is responsible for removing someone else's property without the person's permission.</p>
Bomb Threat/ False Alarm	No minor offense	<p>Student plans or participates in the delivery of a message of possible explosive materials being on bus, school property, near school property and/or pending explosion.</p> <p>Notify law enforcement</p>
Arson	No minor offense	<p>Student plans or participates in the burning of the bus.</p> <p>Notify law enforcement</p>
Possession. Distribution and/or Sale of Unsafe or Illegal Items on Bus	No minor offense	<p>Student possesses, uses, distributes, or sells alcohol, drugs, tobacco, combustible, or other unsafe substance or item which could harm or does harm an individual or property.</p> <p>Any student who appears to be under drug influence, parent/guardian will be notified to come and remove him/her to his/her home or to medical facility.</p> <p>Student found selling; distributing or giving away drugs or drug paraphernalia actions will be reported to the Colebrook/Pittsburg Police Department.</p> <p>Student in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.</p> <p>Student who brings a firearm</p> <p>Notify law enforcement</p>
Inappropriate Display of Affection	No minor offense	<p>Student engages in consensual excessive or illegal contact of a sexual nature with another student or adult.</p> <p>Notify law enforcement</p>

*\*Certain major offenses may result in longer suspensions and/or alternative consequences.*

- Notes for drivers
  - Bus Drivers must immediately contact the principal and appropriate law enforcement for the following:
    - suicidal and homicidal language
    - threats of violence against the bus
    - inappropriate sexual touching
    - possession of weapons, drugs, alcohol, paraphernalia, etc.
    - other significant safety concerns

**STUDENT RULES AND CONDUCT ON THE SCHOOL BUS**

*See Also: Policy EEA, EEACC & JICC*

1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Pupil shall wait in an orderly line and avoid horseplay.
4. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Pupil shall go directly to an available or assigned set when entering the bus and move in toward the window.
6. Pupil shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Pupil is permitted to carry only objects that can be held on his/her lap.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil shall refrain from eating and drinking on the bus.
11. Pupil shall respect the rights and safety of others.
12. Pupil shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from a principal.)
13. Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
14. Only authorized riders will be permitted on the bus.
15. When necessary, students will be expected to sit three passengers to a seat.
16. Pupil is prohibited from using tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
17. Pupil shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.

18. Pupil shall not carry hazardous material, nuisance items and animals onto the bus.
19. Pupil is prohibited from hitching rides via bumper or other parts of the bus.
20. Students/Parents will be held responsible for any and all damages to the bus perpetrated by the student.

There may be circumstances that could result in immediate suspension from the bus -- such disciplinary action to be at the discretion of the appropriate school administrator. The following procedure will be used whenever rules 1 through 15 have been violated:

FIRST OFFENSE will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Transportation Coordinator.

SECOND OFFENSE will result in one (1) hour after school detention. Parents must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

THIRD OFFENSE will result in an immediate five (5) day suspension from ANY bus. (This includes field trips, sports events or any activities.)

All suspensions represent school days, not calendar days.

For infractions 16 through 20 the following procedures will be followed:

FIRST OFFENSE will be an immediate five (5) day suspension from ALL buses.

SECOND OFFENSE will be an immediate ten (10) day suspension from ALL buses.

THIRD OFFENSE will result in the immediate suspension from ANY bus. "RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

- I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.
- II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

SAU #7 Policy Committee: Recommended for Adoption – September 27, 2018

Colebrook School Board: Adopted – October 16, 2018

Pittsburg School Board: Adopted – October 22, 2018

Stewartstown School Board: Adopted – October 8, 2018