

School Administrative Unit #7							
Fall Meeting Minutes							
Date		November 10, 2022					
Time		6:00 p.m.					
Location		Columbia Town Hall					
Attendance							
School Board Members							
Clarksville		Colebrook		Columbia		Pittsburg	
E	Michel Dionne	P	John Falconer	P	Kristin Brooks	P	Lindsey Gray
E	Heather Mitchell	P	Deb Greene	P	Stacey Campbell	P	Jamie Gray
P	Erin Blanchard	P	Craig Hamelin	P	Carrie Klebe	P	Willard Ormsbee
		P	Robert Murphy			E	Toby Owen
		P	Nathan Lebel			E	Reggie Parker
		P	Tim Stevens				
		P	Tanya Young				
		SAU #7				Public	
E	Courtney Sierad	P	Debra Taylor, Superintendent			None	
P	Betsy Gray	P	Bridget Cross, Business Administrator				
P	Philip Pariseau	P	Jennifer Noyes, Special Services Coordinator				
		P	Jennifer Mathieu, Curriculum Coordinator				
		P	Shane Cloutier, IT				

Roll Call:

- The meeting was called to order at 6:00 pm by John Falconer. The Board expressed thanks to the Columbia Board for providing homemade soup, bread and dessert for the meeting.

Hearing of the Public: 30 minutes

- **N.Lebel/C.Hamelin:** Motion to close the hearing of the public at 6:30 pm.
VOTE: MOTION CARRIES

Reading of the Minutes:

- **D.Greene/T.Young:** Motion to approve the SAU #7 Meeting Minutes of August 11, 2022 as amended.
VOTE: MOTION CARRIES

Special Reports –

- None

Unfinished Business:

- None

School Administrative Unit #7 Report:

- SAU #7 Strategic Plan Report 2018-2023 –
Debra reviewed the action steps and progress made toward accomplishing the goals of the SAU 7 strategic plan. Goal 1 addresses improving student achievement. We are making progress toward our multi-year plan to align curriculum across all grades and subjects, implement competency-based learning approach and research based instructional practices, analyze data and set goals for individual student and school achievement. She explained the response to intervention with Tier I, II and III levels of instruction. Next information concerning advancement in school programming was shared. In Fall of 2021, the SAU Board prioritized the implementation of career and technical education in support of student needs. Specifically, we were successful in implementing the North Point Career & Technical Education Center including the following five programs and current enrollment★ Culinary/Hospitality – (8)(Pittsburg) ★

Automotive – (8) (Tech Building) ★ Information Tech – (6)★ Education – (5)★ Health Science – (12) ★ Criminal Justice – (15). In addition, our NH students continue to enroll in the Canaan Career Center- (13). Other post-secondary pathways have also been prioritized and advanced including ★ Early College ★ Articulated College Courses ★ Running Start Courses ★ Associates Degree Upon Graduation ★ Fifty-one College Credits available to our high school students in SAU 7 ★ CTE Completer and Industry Credentials.

Next, Debra reviewed progress to Goal 2: Attract and retain staff. Notable advancements include:

- Eleven new teachers and nine new support staff members were hired;
- New Business Manager employed,
- Substitute Teacher pool is growing,
- New Teacher Mentoring Program to support teachers in their early careers, has been implemented continuing in year two;
- After school programs are underway in two school sites.
- Teacher Recruitment plans have begun for 23-24;
- College connections - student teachers and interns.

Debra noted progress concerning Goal 3: Communication – Outreach. Websites continue to be a strong avenue for communication at the SAU and School District levels. Parent and Community Outreach through open house and parent conferences and school/community events Superintendent weekly School Visits to meet with principals and visit schools and classrooms; Regular communications to the school community including monthly School Board Reports, Staff Updates, Parent Communications, Facebook Updates, Press Releases, Regional and statewide coordination and collaboration.

Following the review, she asked the board if they wish to extend the current plan for two years or initiate a new planning process.

S.Campbell/T.Young: Motion to extend the current strategic plan for two years through 2024.

VOTE: Motion Carries

School Administrative Unit #7 Reports:

- Curriculum – Jennifer Mathieu

Jen Mathieu highlighted progress in the area of curriculum, instruction, assessment and professional development in SAU 7 schools. Her report included focus on teacher work on administrative and early release days, grant management, writing and tracking. She also highlighted teacher professional learning community teams who have been reviewing competency documents for core subjects as we align our curriculum and organizational documents which compile priority standards and connections to assessments. Meeting with all teacher teams regularly has resulted in progress and positive feedback from teachers concerning the work, the vision and forward direction. Lastly, Jenn reported on the work of the Curriculum, Instruction and Assessment Team which meetings monthly to guides our competency-based education work. She also meets with teacher mentors and mentees and supports implementation of our new reading program. Reading and math composite student baseline assessment results were also included in the report.

- Technology – Shane Cloutier

Shane reviewed the activities underway in the technology department as well as implementation of technology in schools and classrooms. Notably, we have improved response rate in repairs to devices. We are still 1:1 for all students in the SAU. Our new view boards have been widely implemented by teachers and we are observing our teachers finding new ways to integrate technology in the classroom. Shane described progress toward implementing bulk purchasing and licensing to save resources and future plans to update our network processing power and storage. Security continues to be a major focus as we have made major changes in the firewall and filter system. Our tech group will meet to address policies and procedures in the coming months. The IT department is managing our system well and has become a major resource for teachers, students, and staff.

- Student Information System

Shane presented a proposal to change the SAU Student Information System from FOCUS to ALMA, pending release from the current contract with FOCUS.

N.Lebel/D.Greene: Motion to approve the transition to ALMA effective July 1, 2023, pending release from the current FOCUS contract.

VOTE: Motion Carries

- Business Manager – Bridget Cross

Bridget reported on the progress in training, updating processes and procedures, moving our financial system from a local server to the cloud. We recently closed 11 grants per district and completed final reports and claims to the state. The auditors have been working with the SAU staff in person and remotely. Included in the board materials are the statement of fund balance from FY 22 and budget documents. Bridget noted that the new team at the SAU office is constantly collaborating and working as a team to ensure success and retain staff.

Bridget discussed the need for board authorization to appoint a secondary treasurer for the SAU. This appointment is done by the current treasurer. The secondary treasurer serves in the absence of the treasurer.

N.Lebel/D.Greene: Motion to authorize the appointment of the secondary SAU treasurer.

VOTE: Motion Carries

- Special Services – Jennifer Noyes

The special services department has had a good start to the school year. Staff are working hard to build relationships with students. We have 7 special educators in the district who serve 98 students on Individualized Education Plans and 66 students on 504 plans. Two open positions remain an instructional assistant and speech assistant. Goals for this department this year are focused on collaboration and working as a team to serve our students. We are working hard to include students with special education needs in the classroom with modifications and accommodations to ensure that they receive FAPE (Free Appropriate Public Education). We continue to observe an increase of students who are unwell emotionally, however the degree of physical aggression has decreased. This fall we are being monitored by the Department of Education for the transition section of our IEPs as well as services we provide to our high school students in transition to the community, higher education, or the workforce after graduation. Our CTE programs accommodate students with special needs, and we have added life skill courses to our high school curriculum.

- Superintendent – Debra Taylor

Debra reviewed the goals proposed as superintendent for the 22-24 school years.

Goal 1: Create structures and systems that sustain collaboration for decision-making, planning, learning and feedback;

Goal 2: Communicate clearly and consistently about specific aspects of the mission and vision, including progress toward goals.

Goal 3: Develop a shared vision for high quality, personalized, responsive teacher and learning that underscores high expectations for every student.

S.Campbell/R.Murphy: Motion to approve the Superintendent goals as presented.

VOTE: Motion Carries

- North Point CTE Report – Debra Taylor

Debra reviewed the North Point CTE report submitted by Tia Cloutier, College and Career Counselor and CTE Director. The report detailed highlights of the activities of the CTE programs and depicted students engaged in learning. The Regional Advisory Board for the Center will meet later in November.

New Business

- **Budget –**

Bridget reviewed the SAU balance from FY 22, projected revenue for FY 23 and proposed budget for FY 23. Following discussion, more information was requested, and the board decided to continue the discussion of the budget at the SAU Board meeting scheduled on December 8.

W.Ormsbee/C.Hamelin: Motion not to accept the proposed FY 23 budget.

VOTE: Motion Carries

- **SAU Board Policies:**

The Board discussed the updated policies presented for approval by the Board Policy Committee. This was considered a first reading and the Board agreed to review the policies at individual board meetings for second reading and approval.

- **School Health COVID-19 Update –**

Debra reported reduced restrictions and lower incidences of COVID 19 this fall compared to the prior two years. She also recommended that the Board approve the addition of 5 sick leave days for new teachers and support staff who are absent due to a COVID illness.

L,Gray/E.Blanchard: Motion to approve five days of additional COVID leave for new teachers and support staff with written agreement with the association as applicable.

VOTE: Motion Carries

- **Financial Questionnaire**

John reviewed the audit questionnaire he had completed on behalf of the SAU 7 School Board. Input was sought. The Board expressed agreement with the responses.

Other Business:

None

Information:

None

Non-Public Session:

None

Meeting Dates:

- Next SAU #7 Board Meeting date: December 8, 2022.

Adjournment:

S.Campbell/D.Greene: Motion to adjourn the meeting at 8:10 pm

VOTE: MOTION CARRIES

Respectfully Submitted,
Debra Taylor, Ph.D.
Superintendent of Schools