

School Administrative Unit #7

Fall Meeting Minutes

Date		November 10, 2021					
Time		6:00 p.m.					
Location		Colebrook Academy and Elementary School					
Attendance							
P = Present R = Remote E = Excused A = Absent							
School Board Members							
Clarksville		Colebrook		Columbia		Pittsburg	
E	Erin Blanchard	P	John Falconer	P	Chris Brady	P	Lindsey Gray
P	Michel Dionne	P	Deb Greene	P	Stacey Campbell	P	Jamie Gray
E	Heather Mitchell	P	Craig Hamelin	P	Carrie Klebe	E	Willard Ormsbee
Stewartstown		E	Brian LaPerle			E	Toby Owen
E	Christina Brochu	P	Nathan Lebel			E	Reggie Parker
P	Betsy Gray	E	Michael Pearson				
P	Philip Pariseau	P	Tanya Young				
		SAU #7				Public	
		P	Debra Taylor, Superintendent				
		P	Cheryl Covill, Business Administrator				
		P	Jennifer Noyes, Special Services Coordinator				
		P	Jennifer Mathieu, Curriculum Director				

Public in Attendance:

Roll Call:

- The meeting was called to order at 6:00 pm by Chairman John Falconer.

Hearing of the Public: None

Agenda Adjustments: None

Reading of the Minutes:

- SAU #7 Summer Meeting Minutes – August 12, 2021.

C. Brady / L. Gray: Motion to approve the minutes of August 12, 2021, as presented.

VOTE: MOTION CARRIES

Special Reports:

- Introduction – Chris Damato – Canaan Career & Technical Education Director
 - Chris provided an overview of the Canaan Career Center programs which include Building Trades and Restoration Carpentry, Business Administration and Technology, Fire and Emergency Medical Services, Diversified Agriculture and Natural Resources, and the Idea Mill.
 - He discussed the survey underway to gather information about current and future programs and the needs of the labor market in the area.
 - The Regional Advisory Committee was recently constituted. The committee includes representatives from Canaan, Clarksville, Colebrook, Columbia, Stewartstown, and Pittsburg. Chris looks forward to working more closely with NH schools and has begun some outreach to students and teachers at the middle school level to provide more career awareness opportunities.

School Administrative Unit #7 Reports:

- Superintendent Report – Debra Taylor
 - Debra discussed the updated strategic plan, which was affirmed in August 2021 by the SAU Board.
 - Included in the updated plan are the mission, vision, strategic initiatives, priorities, goals, and actions. Our mission is “to prepare all students for success in whatever path they choose.” Our vision is as follows: “We believe in a future where our entire school community- in commitment to the success of every student – will leverage the power of collaborative relationships to advance our education system and will serve as vital and supportive advocates for educational equity and opportunity.” Our strategic initiatives guide our decision-making and establish standards against which our actions are assessed. These include: 1) Learning; 2) Highly Effective Staff; 3) Collaborative Leadership; 4) Stewardship. The plan is summarized in nine priorities and three goals. The three goals include 1) All students will reach maximum potential, 2) Our school system will employ, retain and support a highly effective staff.; 3) We will establish and strengthen community relationships and partnerships. We will engage and involve administrators, school staff, and students in plan implementation in each school with a goal of improving our school system and outcomes for our students.
 - Debra indicated that the plan will be a living document and reports will be provided at future meetings.
- Curriculum Report – Jennifer Mathieu
 - Jennifer Mathieu provided a written report concerning our work in curriculum instruction and assessment.
 - She noted that the Teacher teams continue to meet once per month, reviewing competencies at their grade subject area, planning, and sharing resources. On October 8th, Jonathan Vander Els and Crystal Bonin joined our virtual Administrative professional development day. Teachers participated in large and small group sessions. We received positive feedback from the teachers for the sustained team time.
 - Jennifer reported that she continues to spend time in each school each week visiting classrooms and collaborating with teachers. She reports strong evidence of teaching strategies, learning, skills, and application.
 - Our new teachers are participating in our newly revised Teacher Mentor Program. Mentors and their mentees meet weekly and as a group each month to share ideas, strategies and problem solve challenges they’ve experienced.
 - We have expanded our curriculum, instruction, and assessment team to include more teachers and broad representation.
 - Grant work continues as we address ESSER II and III fund activity development.
 - The elementary level instructional materials for reading are under review and we will seek teacher feedback before moving forward with purchasing.
 - To support our teachers, Jennifer is creating reference documents including local and state assessments to assist teachers in administering, analyzing, and incorporating assessment information into instruction.
 - Jennifer referenced the goals in her area that directly relate to the SAU 7 strategic plan and how they serve as a vehicle for school improvement.
- Student Services Report – Jennifer Noyes
 - Jennifer Noyes highlighted the successes and challenges of the school year.

- She noted that we have seen an increase in special education students and referrals including increased special services such as paraprofessional support. She described how we have changed our decision-making process to analyze specific student need. We are also examining ways to ensure that students with paraprofessional supports are working toward independence.
- The number of students with 504 plans is very high in the SAU.
- We see that many of these plans are focused on health care needs and will become healthcare plans overseen by the school nurse.
- We are still seeking paraprofessionals in our schools. Jennifer has been filling in for a special educator full-time since the beginning of October.
- Goals within the special education department include:
 - 1.) Provide meaningful and effective professional development opportunities to paraprofessionals to help them build skills and confidence. 2.) Continue to improve upon our special education service delivery while utilizing evidence-based programs and instructional methods, measuring growth regularly, and then reporting on this growth towards IEP goals in a meaningful way that makes sense for parents. 3.) Focus on collaboration between special education and classroom teachers, working towards common goals for students as well as common instructional strategies. 4.) Parent collaboration and communication is essential, and we aim to continually improve on this. We have recently gathered data from parents regarding preferred communication and have found that many of our families would prefer email communication. We are working to utilize this as a communication strategy at parents' request. 5.) On a recent parent survey, we found out that families often feel lost or unprepared regarding supports available in the community for their children. We will be creating a document to share with families regarding all local support while their children are in school or transitioning to adulthood.

BREAK - Light Refreshments

Unfinished Business: None

New Business:

- Technology Director resignation – J. Falconer

D. Greene / S. Campbell: Motion to accept the resignation of Justin Falconer as Technology Director.

VOTE: MOTION CARRIES

- Technology Director appointment – S. Cloutier

S. Campbell / D. Greene: Motion made to approve the appointment of Mr. Shane Cloutier as Technology Director effective November 29.

VOTE: MOTION CARRIES

- Budget

- Cheryl presented the proposed 22-23 SAU 7 budget. which reflects a net increase of \$74,450 or 5.9%. The District Assessment will increase \$112,068 or 10.3%, both an increase from the FY 21-22 budget.
 - The projected revenues are expected to decrease in large part due to a change in special education grant distribution from the SAU to the districts which has funded the school psychologist.
 - There was discussion about the fact that a change in funding distribution may cause the appropriation to increase, while the revenue for the position will continue to be earmarked from the grants.
 - We are awaiting DOE guidance on how to budget the position from these grants.
- Another area of increase is a part-time SAU administrative assistant position during the school year.
- We have preliminary notice of the health insurance rate increase which is a maximum of 8.2%. Salary increases were also incorporated into the budget.
 - Discussion ensued concerning the need for the new position and allocation of grant funds.
- Information was reviewed concerning the formula and estimate of the SAU 7 budget as assessed to the districts.
- This varies by district based on their enrollment and equalized valuation each year as outlined in the NH state statutes.

N. Lebel / C. Brady: Motion was made to approve the proposed budget for the 22-23 school year as presented.

VOTE: MOTION CARRIES

- The Board reviewed bids for the SAU parking area.

C. Brady / N. Lebel: Motion was made to decline the paving project.

VOTE: MOTION CARRIES

- The Board discussed the change in employment for Jennifer Mathieu. This is not a new position, it will continue next year full time through Colebrook with a portion of the time devoted to grant writing and management.
 - Information concerning the appropriation was reviewed and grant funds were discussed as a revenue source for the position.
 - The curriculum work is moving forward in SAU 7 under Jennifer's leadership. Our leadership team and teachers are engaged and onboard.
 - The needs extend beyond the part-time position and our grants are expanding.
 - Following discussion, Colebrook, Pittsburg, and Stewartstown School Districts affirmed their continuing interest in sharing the position and asked that the costs be included in their respective budgets.
- A recommendation was made to budget \$120/day for non-certified and \$140/day for certified substitutes. The motion was made by Deb and seconded by Stacey to adopt this rate for the coming school year. The motion passed.
- Based on a projected balance in the SAU 7 budget for the 21-22 school year, Cheryl requested approval for three purchases including fireproof file cabinets, laptops, and a cloud license for electronic financial records.

S. Campbell / B. Gray: Motion to approve these purchases per Cheryl's request.

VOTE: MOTION CARRIES

- Policies (separate attachment)
 - The policies recommended by the policy committee for adoption are as follows:

- BBB School Board Elections
- BBBC Board Member or District Officer Resignation
- BBBE Vacancies and Unexpired Term Fulfillment
- BEC Non-Public Sessions
- BEDG Meeting Minutes
- EBCA Crisis Prevention & Emergency Response Plans
- ECAF Audio and Video Surveillance on School Buses
- EEA Student Transportation Services
- EEAA Video and Audio Surveillance on School Property
- EEAB Establishment of School Bus Routes
- EEAE School Bus Safety Program
- EEAEA Mandatory Drug and Alcohol Testing - School Bus Drivers and Contracted Carriers
- EEAEA-R Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- EEAEK Student Conduct on School Buses
- EEAG Use of Private Vehicles to Transport Students
- FAA Annual Facility Plan
- GBCD Background Investigation and Criminal History Records Check
- GBI Staff Participation in Political Activities
- IB Academic Freedom
- IGE Parental Objections to Specific Course Material
- IHBG Home Education Instruction and Access to Curricular and Co-Curricular Programs
- IHCD Advanced Course Work/Advanced Placement Courses and STEM and Concurrent Enrollment Program
- IK Earning of High School Credit
- IMBC Alternative Credit Options
- JCA Change of Class of School Assignment Best Interest and Manifest Hardship
- JICD Student Discipline and Due Process
- JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

D. Greene / P. Pariseau: Motion to approve the policies as presented.

VOTE: MOTION CARRIES

Connecticut River Collaborative Committee:

- The Board members who are members of the CRCC spoke about the recent meeting which occurred on November 4. It was reported that during this meeting the subcommittee presented updated information on the two models under consideration including one with the regional high school in Canaan and one with the regional high school in Colebrook. The committee is scheduled to meet again on December 2 to consider the proposed models. John responded to a question about the project to expand Colebrook Academy and Elementary School, noting that the community voted to initiate a building fund and to deposit additional adequacy aid to this fund. The board is disseminating an RFP for an architect to assist with the design of the expanded facility. This is due to space needs. The board has established a building expansion committee which met on November 9.

Information: None

Other Business: None

Meeting Dates:

- SAU #7 Winter Meeting: Wednesday, December 8, 2021 @ 6:00 pm – Stewartstown Community School

Non-Public Session:

D. Greene / P. Pariseau: Motion was made to enter a non-public session per RSA 91-A:3, II(a) at 8:20 pm.
ROLL CALL VOTE: P. Pariseau – Yes; J. Falconer – Yes; D. Greene – Yes; C. Hamelin – Yes; N. Lebel – Yes; T. Young – Yes; C. Brady – Yes; S. Campbell – Yes; C. Klebe – Yes; L. Gray – Yes; J. Gray – Yes; B. Gray – Yes; P. Pariseau – Yes.

Debra Taylor was present for the non-public session until 8:30 pm.

N. Lebel / D. Greene: Motion made to seal the minutes.
ROLL CALL VOTE: P. Pariseau – Yes; J. Falconer – Yes; D. Greene – Yes; C. Hamelin – Yes; N. Lebel – Yes; T. Young – Yes; C. Brady – Yes; S. Campbell – Yes; C. Klebe – Yes; L. Gray – Yes; J. Gray – Yes; B. Gray – Yes; P. Pariseau – Yes.

L. Gray / C. Hamelin: Motion to exit non-public session at 8:39 pm
ROLL CALL VOTE: P. Pariseau – Yes; J. Falconer – Yes; D. Greene – Yes; C. Hamelin – Yes; N. Lebel – Yes; T. Young – Yes; C. Brady – Yes; S. Campbell – Yes; C. Klebe – Yes; L. Gray – Yes; J. Gray – Yes; B. Gray – Yes; P. Pariseau – Yes.

C. Hamelin / S. Campbell: Motion made to offer the Superintendent a two-year extension to her employment contract.
VOTE: MOTION CARRIES

Adjournment:

P. Pariseau / S. Campbell: Motion to adjourn the meeting 8:40 pm.
VOTE: MOTION CARRIES

Respectfully Submitted,
Debra J. Taylor
Superintendent

Adopted 12/08/2021