

Colebrook School Board Meeting Agenda

Date	1/7/2025		
Time	6:00 pm		
Location	CAES Library		
Chairperson	Tim Stevens		
	School Board Members	Principal	SAU Members
Tim Stevens	Cayenne Amey	Kim Wheelock	Dana Hilliard
David Brooks	Julie Brunault	Assistant Principal	Bridget Cross
Rhonda Lyons	Nate Lebel	Stephanie Cameron	Chris Paquette
Robert Murphy		CTE Director	
		Emilie Hall -	
		Student Report	
		Sandra Minigell	
		Brodyn Cote	
Item	Subject		
1.	Roll Call and Pledge of Allegiance:		
2.	Agenda Adjustments:		
3.	Hearing of the Public: Motion to open and end hearing of the public (15 minutes)		
4.	Reading of the Minutes: Colebrook School Board Meeting Minutes of December 17, 2024		
5.	Kim Wheelock – Principal <ul style="list-style-type: none"> • January Report 		
6.	Emilie Hall – CTE Director <ul style="list-style-type: none"> • January Report 		
7.	Dana Hilliard – Superintendent <ul style="list-style-type: none"> • January Report • Colebrook School Board Open Seats • Local Policy Committee Meeting – January 21 @ 5:00 pm • Budget Discussion 		
8.	Bridget Cross – Business Manager <ul style="list-style-type: none"> • Accept donation CTE Automotive Class 		
9.	Hearing of the Public: Motion to open and end hearing of the public (15 minutes)		
10.	Non-Public Session: RSA 91-A:3, II (a)		
11.	Meetings: <ul style="list-style-type: none"> • Colebrook School Board Meeting, Tuesday, January 21, 2025 @ 6:00 pm • SAU School Board Meeting, Thursday, January 30, 2024 @ 6:00 pm in Stewartstown 		
12.	Adjournment		

**Colebrook School Board
Meeting Minutes**

Date	12/17/2024
Time	6:00 pm – CAES Library
Location	Colebrook Academy & Elementary School library
Chairperson	Tim Stevens

Attendance

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

School Board Members				Principal		SAU Members	
E	Nathan Lebel	P	Cayenne Amey	P	Kim Wheelock	P	Dana Hilliard
P	David Brooks	P	Julie Brunault		Asst. Principal	P	Bridget Cross
P	Rhonda Lyons	E	Tim Stevens	E	Stephanie Cameron	P	Chris Paquette
P	Robert Murphy				CTE Director		
				P	Emalie Hall		
					Student Report		
				E	Sandra Mingell		
				E	Brodyn Cote		

Public in Attendance: Christine Sullivan, Lisa Brooks, Tyler Snyder, Richard Cole, Dawn Hall, Wendell Woodard, Kathi Woodard

Minutes

Item	Subject	Action
1.	Roll Call: The meeting was called to order by Vice Chairman David Brooks at 6:01 pm and opened with the Pledge of Allegiance	
2.	Agenda Adjustments: <ul style="list-style-type: none"> Resignation of Interventionist 	
3.	<p>Hearing of the Public: The Vice Chair opened the hearing of the public at 6:02. Richard Cole asked if there had been any consideration of consolidation of the SAU's? He clarified he was not asking about the school or the districts just the SAU's themselves. Superintendent Hilliard stated he would leave that to the politicians in Concord to decide so he could concentrate on providing all students receive the best quality education.</p> <p>C. Amey/J. Brunault: Motion to end 15 minute public session at 6:06 pm.</p>	VOTE: Motion Carries

4.	<p>Reading of the Minutes – J. Brunault/R. Lyons: Motion to approve the minutes of December 3, 2024 as presented.</p>	<p>VOTE: Motion Carries</p>
5.	<p>Kim Wheelock – Principal - The Holiday concert was held last Thursday. There is a lot of work that goes into putting this concert together by students and teachers. The concert was well attended and they did a great job. David brought up that at the last meeting the board approved a grant for equipment for the weight lifting room and he wanted to know if the equipment would be going into the weight room. Kim stated that the equipment is already in that room. David also asked about Health Class being taught in the weight room as opposed to the empty room down by the music room. Kim stated that the room was a Special Ed room but it is something that she will look into.</p>	
6.	<p>Dana Hilliard – Superintendent – Tyler discussed the model of the Broadcasting Club and how it is modeled after NSN and works very closely with the Athletic Director. The intent was for the first year to build the program and purchase any equipment needed and then year two and beyond would have any funding go toward new equipment and sharing with the Athletic Dept. for anything they may want as opposed to items that are needed and put into the budget. J. Brunault/C. Amey: Motion to approve amending the Student Activities Broadcasting Club Account. J. Brunault/C. Amey: Motion to accept the resignation of the Interventionist</p> <p>Budget Discussion – Dana stated that if the board is in agreement with what has been presented he would like the board to give a bottom line number that him and the Admin Team will review and make adjustments to get to that number. They will then bring a list back to the board of cuts that are suggested in order to get to that number. David stated he would like the budget to stay at the current tax rate and Julie agreed with this. This would make the draft budget need to be reduced by \$371,397.00. David suggested that the budgeted amount of \$40,000 for the School Bus Fund be reduced to \$20,000 a year for the next 5 years that would then give \$100,000 at the time that the bus should be replaced. Another suggestion would be to not budget for anymore radios or conference room furniture. Dana reminded the board that he welcomes them to come to the SAU and meet with him and Bridget to have these open discussions on the budget. Julie brought up the tuition rate and Bridget explained that budgeted number and Julie stated she would like to come back to that later. She then asked about the soccer goals (backstops) and thought that maybe this could be covered through donations. It was asked what Dues and Fees there are as \$115,000 is budgeted in this line item. Bridget explained that this figure includes fingerprinting, employment physicals, running start program fees, LNA program fees and also staff may have fees for memberships that need to be paid and for the auto program. This also includes fees for field trips, National and Junior National Honor Society membership fees, music festival fees, Key Club Leadership Conferences, athletic tournament fees, coaches fees, NHIA fees, SAT and PSAT fees, workshops and conferences,</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>

<p>NCES conferences, first aid and CPR fees, ALICE training, NHSBA dues, and GASB. Dana stated that they would definitely review this area of the budget when looking for areas to cut. David suggested that the Running Start classes be reviewed. Cayenne reminded the board that they did support an honors diploma and that they need these classes to support those honors diplomas.</p> <p>Bridget stated she thought the figure would be \$365,000 in order to keep balanced tax rate. David did state that they were not suggesting cuts to security for students. They are aware that more cameras are needed outside and the board still supports that. David asked about the culinary course and why half will be taught in Colebrook and half in Pittsburg. Dana stated that they are moving in the direction of having it all taught in Colebrook but he needs to have a balance and find a class to be taught for all SAU students that would fit into the social economic environment of Pittsburg and at the same time match up with the learning and economy. Want to continue to have students move freely within SAU #7.</p> <p>Dana talked about past practices and how some of those practices may need to be tweaked and asked that as he makes this journey to please feel free to bring items forward and give him a chance to make these corrections.</p> <p>Julie wanted to bring up the culinary class again and have an understanding of what is happening with that class. Bridget stated that she has budgeted for a full time CTE teacher. If they are not teaching CTE they will be teaching something else. There would be no issue filling their schedule. We are still in the early stages of the of developing this program and do not have all the details worked out yet.</p> <p>Rhonda asked to have a count of how many students are in the clubs that have advisors and receive stipends. Kim stated she would get that to the board. Dana reminded the board that the stipends cannot be cut because it is part of the Collective Bargaining Unit. Stipends are based on the base salary and how much time an advisor puts into the program.</p> <p><u>R. Lyons/J. Brunault</u>: Motion to direct the Superintendent to go back to his team to represent a budget to the school board that will in additional cut between \$365,000 and \$371,000 in order to reach a zero increase on the tax rate.</p>	<p>VOTE: Motion Carries</p>
---	------------------------------------

7.	<p>Hearing of the Public: The Vice Chair opened up the hearing of the public at 6:54 pm Richard Cole asked that the budget be posted in an Excel format in the future. He asked what LEA stood for which is Local Education Agency. This is what Colebrook offers to other districts. He also asked about two separate line items for salaries and Bridget explained that one was for teachers and the other for support staff. Discussed the reimbursements to teachers for classes and Bridget explained why it is set up as a reimbursement instead of a payment up front. Why was there an increase of \$42,000 under guidance? Now there is a 1 FTE under CTE and 1 FTE under Guidance and prior to this there was one person that split the position and now there is a full time position for both. Emilie spoke to this and right now she does CTE for ½ a day and teaches the other half of the day. Doing it this way requires her to bring a lot work. There is not enough time in a day to do everything she needs to do. Dana did state that Emilie is the only one in the state that is a ½ time CTE teacher. Asked about the increase under the insurance which Bridget explained could be that there are different plans for staff going from a single plan to a family plan. Christine thanked the school board and the admin team for their efforts in trying to make this a zero tax increase budget. There was a question regarding the transportation companies and if the cost is negotiated between the whole SAU? Each district has there own transportation contract. Asked about the tuition for CTE students from Pittsburg and currently there is no tuition because the culinary class is held in Pittsburg. That contract is ending at the end of this year. <u>C. Amey/J. Brunault:</u> Motion to end 15 minute public session at 7:13 pm.</p>	<p>VOTE: Motion Carries</p>
8.	<p>Non-Public Session – RSA 91-A:3,II (c) <u>J. Brunault/C. Amey:</u> Motion to go into Non-public session RSA 91-A:3,II © at 7:14 pm. Invited Bridget, Dana and Kim to stay for the non-public session. <u>C. Amey/J. Brunault:</u> Motion to come out of Non-public session at 7:31 pm. <u>J. Brunault/C. Amey:</u> Motion to seal the minutes from non-public session.</p>	<p>VOTE: Motion Carries VOTE: Motion Carries VOTE: Motion Carries</p>
9.	<p>Meetings: Colebrook School Board Meeting Tuesday, January 7, 2025, CAES Library at 6:00 pm</p>	
10.	<p>Adjournment: <u>J. Brunault/C. Amey:</u> Motion to adjourn the meeting at 7:33 pm.</p>	<p>VOTE: Motion Carries</p>

Respectfully Submitted,
Billie Paquette

Principal Board Report

January 7, 2025

K. Wheelock



Enrollment

PreK	13	9 th	17 + 1 HS
K	24	10 th	24
1 st	20	11 th	28
2 nd	16	12 th	27
3 rd	14 - 1 Littleton	CTE Not in ct	21 CA, 1 Pitts
4 th	23 - Littleton	Total: 96	
5 th	18 -1 Stew		
6 th	16	Combined Total; 12/29/24 282	
7 th	22		
8 th	20 + 1 HS		
Total CES	186		

School News/Updates

- 1/1/25 No School -Happy New Year!
- 1/3/25 Annual report due
- 1/6/25 Mighty Mohawks ASP begins; Mon-Fri until 5:30pm for grades K-5
- 1/7/25 Columbia Board Meeting 5:00pm and Colebrook Board Meeting 6:00pm
- 1/8/25 Ski/snowboarding program at Bretton Woods
- 1/8/25 Staff Meeting 3:00pm
- 1/9/25 NH DOT table during HS Lunch; Presentation during FLEX
- 1/9/25 1:15pm clear hallway safety drill
- 1/10/25 Early Release V&S professional development
- 1/14/25 SAU 7 Admin Meeting 8:30-11:30
- 1/15/25 Ski/snowboarding program at Bretton Woods
- 1/15/25 Appalachian Mountain Club K-5
- 1/16/25 MTSS-B Zoom Meeting for Tier 1 teams in all schools with state
- 1/16/25 ALICE safety drill
- 1/17/25 End of Quarter 2/Semester 1
- 1/20/25 No School - Civil Rights Day
- 1/21/25 Colebrook Board Meeting 6:00pm
- 1/22/25 Ski/snowboarding program at Bretton Woods

- 1/22/25 11:50am reverse evacuation safety drill
- 1/23/25 3:30-7:00pm Driver's Ed Parent's Night- Room 207
- 1/28/25 ThinkFast Program at Pittsburg middle school program
- 1/29/25 Ski/snowboarding program at Bretton Woods
- 1/31/25 9:30am Plymouth TIGER program "Kindness Counts" K-5
- 1/31/25 5:00pm Plymouth Tiger "Kindness Counts" for families at Tillotson

2024-2025 Basketball Schedule

1/2	Elementary	Home	Pitt-Can	4:30/5:30	
1/3	Varsity	Home	Moultonboro	5:00/6:30	
1/4	3/4	Canaan	Pitt-Can	9:00/10:00	X
1/4	Elementary	Canaan	Pitt-Can	11:00/12:00	TBD
1/6	Elementary	Home	Col Town	5:00/6:00	
1/7	Varsity	Canaan	Pitt-Can	5:00/6:30	3:45
1/8	3/4	Col Town	Col Town	5:00/6:00	
1/8	JH	Littleton	Littleton	4:00/5:00	2:00
1/9	JH	Home	Groveton	4:30/5:30	
1/10	Varsity	Woodsville	Woodsville	5:00/6:30	2:00
1/11	Elem Girls	Home	Gorham, PC	9/10/11	
1/11	Elem Boys	Canaan	Gorham, PC	9/10/11	TBD
1/13	JVB/VG	Lisbon	Lisbon	5:00/6:30	2:40
1/14	JH	Home	Lancaster	4:30/5:30	
1/15	VB	Profile	Profile	5:00	2:45
1/16	JH	Berlin	Berlin	4:00/5:00	2:00
1/16	3/4	Home	Col Town	5:00/6:00	X
1/17	Varsity	Home	Epping	5:30/7:00	
1/18	JV	WMRHS	WMRHS	10/11:30	8:15
1/18, 19	3/4	Groveton	Tournament	All Day	X
1/20	Varsity	Home	WMRHS	5:00/6:30	
1/21	JH	Home	Pitt-Can	4:30/5:30	
1/21	3/4	Whitefield	Whitefield	4:30/5:30	X
1/22	Elementary	Home	Groveton	4:30/5:30	
1/23	3/4	Home	Pitt-Can	4:30/5:30	

1/24	Varsity	Home	Groveton	5:00/6:30	
1/25	JV	Canaan	Pitt-Can	10:00/11:30	9:00
1/25, 26	3/4	Col Town	Tournament	All day	X
1/27	JH	Home	Berlin	4:30/5:30	
1/28	Varsity	Home	Gorham	5:00/6:30	
1/29	JV	Gorham	Gorham	5:00/6:30	2:45
1/29	3/4	Canaan	Pitt-Can	4:30/5:30	X
1/30	JH	Home	Lisbon	4:30/5:30	
1/31	Varsity	Littleton	Littleton	5:00/6:30	2:45
2/1	JH	Lancaster	Tournament	All day	TBA
2/1	3/4	Home	Tournament	All Day	
2/2	Elementary	Home	Tournament	All day	
2/3	3/4	Stratford	Groveton	5:00/6:00	X
2/4	JVB/VG	Home	Lisbon	5:00/6:30	
2/5	VB	Home	Linwood	6:00	
2/5	Elementary	Col Town	Col Town	5:00/6:00	3:40
2/6	JH	Lisbon	Lisbon	4:00/5:00	1:45
2/6	3/4	Home	Whitefield	4:30/5:30	
2/7	Varsity	Groveton	Groveton	5:00/6:30	3:30
2/8 and 2/9	Elementary	Lancaster	Tournament	All day	
2/10	3/4	Home	CP	4:30/5:30	
2/11	Varsity	Home	Littleton	5:00/6:30	
2/12	JH	Colebrook	Gorham	4:30/5:30	
2/12	3/4	Home	Col Town	5:00/6:00	
2/14	Varsity	Home	CP	5:00/6:30	
2/17	Varsity	Moultonboro	Moultonboro	5:00/6:30	TBA
2/18	3/4	Home	Groveton	4:30/5:30	
2/19	Elementary	Stratford	Groveton	5:00/6:00	3:45
2/20	JH	Gorham	Gorham	4:00/5:15	1:45

CTE December Board Report
Emilie Hall

Dec 2nd- Sent a reminder about the Culinary field trip tomorrow to Concord. Checked in with Carol to make sure the bus is all set. Sent a follow up email to Ryan R at WMCC to schedule a meeting. Worked on CATE anomalies report. Checked in with a health science student about phlebotomy and being at the hospital next semester. Talked with another student who is very interested in taking the LNA course in the spring.

Dec 3rd- Culinary field trip Prostart Bootcamp to Concord. This trip was great, students were very engaged and interested in the content presented by the different chefs.

Dec 4th- Continued to work on the CATE anomaly report. Met with Kim W regarding culinary/hospitality program. Would like to offer Hospitality I and II along with Culinary I and II beginning in the fall. Met with Jen M regarding grants; how to find grant money for different CTE programs and the application process.

Dec 5th- Researched grants for culinary. There is also funding being released from the state soon. Met with Ryan R from WMCC- discussed health science program teaching requirements

Dec 9th- Began research regarding Perkins reserve funding grants, looking into the application process and what is needed to apply. Worked on the anomaly report.

Dec 10th- Visited health science med terminology class, students had mini presentations on different viruses such as shingles and chickenpox. Emailed Jen M and Beth S to set up a zoom call Thursday regarding licensing for CTE culinary. Emailed Diane to check in on the monitoring report.

Dec 11th- Worked on the anomaly report.

Dec 12th- Emailed with Ryan R about requirements for a CTE health science teacher. Discussion with Kim W about qualifications for CTE health science instructor and advertising for the position. Zoom call at 1:45 with Jen M and Beth S regarding Beth's current licensure for culinary CTE programs. Worked on anomaly report for the state DOE.

Dec 16th- Continued research pertaining to CTE grant funding opportunities, and how to apply.

Dec 17th- Met with Beth S about culinary and mapping out her plan for licensure.

Dec 18th- Worked on and completed the anomaly report.

Dec 19th- met with Dana regarding the culinary program. Conversation with Dana revolved around possible future sources of funding for the program and the status of the kitchen for culinary. Also discussed other possible future CTE programs such as a hospitality II course. Met with Jen regarding grants and the two grants being released by the state this month.



Superintendents Report

Tuesday January 7th, 2025

Colebrook

Dana S. Hilliard

Safety Audits: I will be requesting we go into non-public at our next meeting to go over the full Homeland Security Safety Audit. With out objection I would also like to invite Board members from Columbia to join us.

Welcome 2025: And just like that it is 2025! The start of a new year is always exciting, bringing with it the opportunity for self-improvement and change. I have never been a fan of the saying “If it ain’t broke don’t fix it”. While I am a strong advocate for keeping in place practices that work or make sense, everything in life needs maintenance. Yearly checkups, oil changes or schedule maintenance on our vehicles, lawn and house are worthy routines. These practices ensure things will continue to function in the manner we strive for and that the “systems” we rely upon don’t hinder or falter.

As we begin 2025, I am dedicated to continuing our journey of self-evaluation. We will continue to identify what we do well, what we can improve on, and how we can continue to offer and expand 21st century educational opportunities without breaking the bank.

The goals we established for this year will continue to structure and guide our work. We will dig deep and work hard making our mission “To prepare all SAU 7 students for success in whatever path they choose” come to life for each student. The last 6 months we have accomplished a good distance on the path of becoming a true team and honoring the spirit of our unofficial motto “United but Independent”. With a new year ahead of us, let us continue to harvest the

tremendous resources we have throughout SAU 7 and strengthen the educational system we continue to build.

Each of you comes to the table of governing with different backgrounds, experiences, life skills and education. When we combine those experiences and forge them into a team, we become a model for the North County on how we can achieve success for all members of the SAU 7 family.

So welcome 2025, with clear minds and good intentions in our heart we step forward to embodying our mission as a “United but Independent Team”.

Annual Report: I, along with all the members of the admin team, are currently working on the Annual Reports. We look forward to providing detailed information to all community members on the great work which has been done at the SAU level and within all three schools.

Newsletter: We have begun rolling up our sleeves and getting ready to send out the first SAU quarterly newsletter. We are still on track to have it out by the end of the month.

Goals: *Goal #2: Academics, Enrichment, ELO's Goal Summary: Utilizing all the resources in all schools and the communities to enhance the academics, enrichment and ELO's for all students. This will provide a well-rounded quality education for all students.*

While this goal is vast, we have stayed focused since its adoption and mindful to make headway at improving and expanding opportunities for all students throughout SAU 7. Our admin team continues to examine and seek partnerships with the community at large and means of expanding educational opportunities outside of the classroom's walls.

Our neighbor from ENSU in Canaan, Superintendent Jennifer Lawcewicz and I have built a strong partnership and look forward to what future opportunities can be built between our two districts.

Career Technical Education, Extend Learning Opportunities, School to Work and online partnerships will continue to be explored. These efforts are needed to ensure that we deliver a wide range of opportunities for our students and that we are hitting the mark with their interest. Too often in education, programs are created without having discussions with the students about their wants and desires. As we explore and expand opportunities, students having a voice in driving the direction of our explorations will become part of the norm beginning this year.

Superintendent Students Cabinet: It's a normal life practice to get so wrapped in the daily functions that sometimes we forget who we are serving. That holds true in education. Although each of us work to ensure the success of each student, sometimes we forget to ask them "what they think" or "what opportunities they would like to have". Before the end of the month, I will be creating the Superintendents Student Cabinet. The Cabinet will be comprised of an equal number of students (grade 6-12) from all three schools (I am still pondering that number). The Cabinet will meet monthly on zoom with a "host school" for that month (I will rotate to be in person with the host school). We will have a set agenda (issues that I and the students will place upon the agenda). I will report back to you each month with a summary of some of the issues, discussions and actions we have been working on. I am also planning on having at least one yearly summit with all the members of the cabinet in person.

I will have each Principal announce this opportunity to the students soon. The Principal/Assistant Principal will interview any interested students and select their student representatives. I am excited to start extending the voice in our school governance to our students.

Friendly Reminder in the South: I was excited to add my friendly reminder of where part of my Northern roots is being planted to my home in the South.



Colebrook School Board Open Seats

Nathan Lebel – 3 Year Term

Robert Murphy – 3 Year Term

Tim Stevens – 3 Year Term

This is a letter in regards to a generous donation from ideal auto supply for a starter and flexplate for a live engine stand we have for cte automotive. The total value is approximately around \$250 and will allow the students to be able to run an engine and test timing and operation of coolant systems and oil pressure systems and carburetor tuning.

Ryan Ouimette
Cte automotive instructor
Colebrook academy