

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	10/05/2021
<b>Time</b>	6:00 pm
<b>Location</b>	Colebrook Elementary School library
<b>Chairperson</b>	Brian LaPerle

**Attendance**

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

School Board Members		Principal		SAU Members			
P	John Falconer	P	Nathan Lebel	P	Kim Wheelock	P	Debra Taylor
P	Craig Hamelin	P	Deb Greene			P	Cheryl Covill
P	Brian LaPerle	P	Tanya Young		<b>Asst. Principal</b>		
P	Michael Pearson			P	Ron Patterson		

**Public in Attendance:** Ben Young

**Minutes**

Item	Subject	Action						
1.	The meeting was called to order at 6:00 pm by Brian LaPerle							
	<p><b>Public Hearing:</b></p> <p>Attending: Ben Young</p> <p>To present information and respond to questions concerning the upcoming 2021 Special Meeting for changes in the Education Funding, an increase in the Additional Increase in Adequacy Aid.</p> <p>Craig Hamelin presented the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Budget March 2021, we estimated</td> <td style="text-align: right;">\$1,832,687.00</td> </tr> <tr> <td>September 2021 DOE Allocation approved</td> <td style="text-align: right;">\$2,088,315.00</td> </tr> <tr> <td>Additional Adequacy Aid</td> <td style="text-align: right;">\$ 255,628.00</td> </tr> </table> <p>Use of funds under Option #1</p> <ul style="list-style-type: none"> <li>➤ Create a Capital Reserve Fund for the purpose of the design and construction of repairs, maintenance and additions, and improvements to the School District's building and grounds.</li> <li>➤ Use of Funds <ul style="list-style-type: none"> <li>○ Engineering Design Study and Future Expansion to address the following:</li> </ul> </li> </ul>	Budget March 2021, we estimated	\$1,832,687.00	September 2021 DOE Allocation approved	\$2,088,315.00	Additional Adequacy Aid	\$ 255,628.00	
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	<ul style="list-style-type: none"> <li>▪ Address educational classroom space needs.</li> <li>▪ Additional course offerings to increase student educational opportunities.</li> <li>▪ Increased enrollment. <ul style="list-style-type: none"> <li>• Families moving to the North Country</li> <li>• New Manufacturing Plant in Colebrook – American Performance Polymers</li> </ul> </li> <li>○ Future Capital Projects <ul style="list-style-type: none"> <li>▪ Renovations</li> <li>▪ Equipment Replacements</li> <li>▪ Upgrades for Cost Savings and Efficiency</li> <li>▪ Upgrade Equipment that is no longer serviced</li> </ul> </li> </ul> <p>Use of funds under Option #2</p> <ul style="list-style-type: none"> <li>➤ Apply the Revenue as a Credit During Local Tax Rate Setting Process</li> </ul> <p>Craig read the Warrant Article that will be put before the voters on October 19<sup>th</sup>.</p> <p><i>Shall the district vote to establish a Capital Reserve fund under the provision of RSA 35 to be known as the “Colebrook Buildings and Grounds Fund” for the purpose of the design and construction of repairs, maintenance and additions and improvements to the School District’s buildings and grounds, and to name the school board as agents to expend this fund, and further to raise and appropriate the sum of two hundred fifty-five thousand six hundred twenty-eight dollars (\$255,628.) with this appropriation to be in addition to the amount previously voted for the support of schools at the March 2021 Annual School District Meeting, such sum to be placed in this fund with such sum to come from increases in the District’s adequate education grant (RSA 198:41) received from the State of New Hampshire in the current fiscal year, with no money to be raised from taxation? (Majority vote required)</i></p> <p>Questions from the Public:</p> <ul style="list-style-type: none"> <li>• Is the Committee comparing new construction to renovating the Academy Building to see if it is worth a renovation?</li> <li>• Board felt the benefits of all students housed in one building outweigh the costs of renovating and moving the students back to the Academy. Currently, high school teachers are shared as Junior High teachers. More junior high course offerings.</li> </ul>	
2.	<p><b>Agenda Adjustments:</b></p> <ul style="list-style-type: none"> <li>• Snow Plow Bids &amp; Non Public</li> </ul>	
3.	<p><b>Hearing of the Public:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
4.	<p><b>Reading of the Minutes:</b></p> <p><u>J. Falconer/D. Greene:</u> Motion to approve the minutes of September 21, 2021.</p>	<p>Vote: Motion Carried</p>

5.	<p><b>Special Reports:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>																						
6.	<p><b>School Administrator's Report – K Wheelock</b>  Enrollment Total as of 9/29/21 317</p> <p>Principal Activities</p> <ul style="list-style-type: none"> <li>▪ Staff Meeting</li> <li>▪ Focus Training</li> <li>▪ Focus Student</li> <li>▪ MTSS-B meetings</li> <li>▪ Team/Teacher Meetings</li> <li>▪ Granite State Leadership Academy</li> <li>▪ Grant Writing</li> <li>▪ Grant Meeting</li> <li>▪ Leadership Team meetings</li> <li>▪ McRel Walkthrough</li> <li>▪ IEP Meetings</li> <li>▪ Bus Evacuation</li> </ul> <p>School News</p> <ul style="list-style-type: none"> <li>▪ Due to an increase in illness among staff and students, we canceled open house. We will plan another event later in the year.</li> </ul> <p>Curriculum, Instruction, &amp; Assessment</p> <ul style="list-style-type: none"> <li>▪ Teachers have rescheduled their PLCs meetings to work better for them as a group.</li> <li>▪ They are working on their QPAs and skills that they want to have assessed at the end of the unit; they are working on rubrics to align to the skills.</li> <li>▪ Student fall assessments have been completed.</li> <li>▪ Data teams will be meeting to review data and create groups</li> </ul> <p>Kim distributed a schedule of staff presentations to be held at future board meetings. This includes Advisor Clubs and Academic programs.</p>																						
7.	<p><b>Superintendent's Report – Debra Taylor</b>  COVID Update  Edward Laverty provided information on the number of COVID cases in our area as compared to last year during September</p> <table border="1" data-bbox="272 1617 941 1911"> <thead> <tr> <th>Date</th> <th>September 2020</th> <th>September 2021</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>29</td> <td>186</td> </tr> <tr> <td>21</td> <td>25</td> <td>286</td> </tr> <tr> <td>23</td> <td>37</td> <td>625</td> </tr> <tr> <td>27</td> <td>53</td> <td>179</td> </tr> <tr> <td>28</td> <td>36</td> <td>362</td> </tr> <tr> <td>30</td> <td>34</td> <td>438</td> </tr> </tbody> </table>	Date	September 2020	September 2021	20	29	186	21	25	286	23	37	625	27	53	179	28	36	362	30	34	438	
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Tested	188	481
Positive Cases	2	37

20% of Positive Cases received the vaccine

Following feedback from stakeholders via survey and board public hearings as well as affirmation of the 2018-2023 SAU 7 Strategic Plan by the School Board and Leadership Team, we are ready to plan and implement ESSER grant projects for 2021-24. On October 11, grant-writing sessions with the leadership team will be held. At this meeting we will discuss:

Successful Programs Initiated this Year:

1. Continuation of after school programs
2. Continuation of professional development for teachers and leaders
3. Continuation of instructional coaching and mentoring programs
4. Updating instructional materials

Current/Future Plans:

1. Grant Specialist at SAU 7 (assist with federal grant writing/processing specialist using ESSER III funding) - approved by boards.
2. COVID-related facility improvements such as HVAC updates
3. COVID-related construction (addition/remodeling) subject to NHDOE approval.
4. Student Instructional Support.
5. Review of future instructional material needs.

Budget Process

This month, we will initiate the budget process. The school budget involves many different individuals and entities across several levels. At the local/district level, budget discussions and work will involve school administrators, school boards, school employees, and community members. Budgeting is the process of using the information to allocate finite resources to prioritize organizational needs. In school districts, budgeting requires using information about school staff, students, and facilities to meet student learning needs and goals.

Leadership

The leadership team continues to meet biweekly to address a variety of school operations and planning issues. Most recently we discussed plans for an open house, professional learning communities, and staffing shortages for substitute teachers. This month we are working with School and Central office administrators on budget development.

Curriculum, Instruction, and Assessment

Our part-time Curriculum Coordinator, Jenn Mathieu, has been visiting schools and classrooms, supporting our sixteen new teachers, leading our professional learning community work, and presenting at school board

	<p>meetings. We have received very positive feedback from our staff and Jenn is enjoying the challenge of working with teachers and administrators to improve curriculum and instruction for our students in SAU 7.</p> <p>Provided the School Board with a list of Building Committee members.</p> <p>Board Updates</p> <ul style="list-style-type: none"> <li>• The SAU Policy committee will meet on October 12 at 5:30 pm at Stewartstown Community School.</li> <li>• The next meeting of the CRCC will be held in October.</li> </ul> <p>COVID Update</p> <p>Edward Laverty provided information on the number of COVID cases in our area.</p>	
8.	<p><b>Business Administrator’s Report – Cheryl Covill</b>  Special School District Meeting  I have contacted Jon Frizzell and he is willing to moderate the meeting. I spoke to a couple of Colebrook residents regarding the School Clerk’s position, and they declined. Tori Smart is willing to fill in for the October meeting only if you do not have another candidate. Need approval for her to fill the vacancy.</p> <p><b><u>D. Greene/C. Hamelin</u>: Motion to approve Victoria Smart to fill the temporary School Clerks position.</b></p> <p>Annual District Meeting  We need to determine a date for the Annual School District Meeting. The board has held this meeting the first week in March in the past. March 1st is prior to Basketball Playoff Games (Tentative Schedule). I have attached the budget timeline if the Annual Meeting is held on March 1st.</p> <p><b><u>J. Falconer/D. Greene</u>: Motion to approve holding the Annual School District meeting on March 1<sup>st</sup> at 6:00 pm</b></p> <p>Colebrook Bus  Two years ago, the board decided to keep the old bus as a spare or use it as transportation needs arose.  Currently, we have limited transportation needs with the small bus. Would you be willing to rent the older bus to another district in the SAU?</p> <p><b><u>J. Falconer/D. Greene</u>: Motion to approve the Pittsburg School District to use the bus if needed. No rental cost only routine maintenance costs will be the responsibility of the Pittsburg School District</b></p>	<p><b>VOTE: Motion Carries</b></p> <p><b>VOTE: Motion Carries</b></p> <p><b>VOTE: Motion Carries</b></p>

	<p>Budgeting FY 2022- 2023</p> <ul style="list-style-type: none"> <li>• The budget process has begun for the 2022 – 2023 school year. I would like to start a preliminary discussion on the potential Capital Projects and Trust Funds contributions.</li> <li>• Discussed the SAU #7 office building rental fee charged to districts within SAU #7.</li> <li>• Discussed paving the SAU driveway and parking area <ul style="list-style-type: none"> <li>○ The consensus of the board is to receive a bid to pave the SAU parking and driveway area to take to the SAU Board in November.</li> </ul> </li> </ul> <p>Potential Capital Projects for FY 22-23</p> <ul style="list-style-type: none"> <li>• Gym Floor resurfacing</li> <li>• Stair Treads</li> <li>• Camera’s and Recording devices</li> <li>• Gym Ceiling/Lighting</li> <li>• Bathroom Petitions</li> <li>• Hot Table Kitchen</li> <li>• Distributed a Capital Project timeline for upgrading and/or replacement</li> </ul> <p>Reviewed additional items requested under the ESSER II Grant.</p> <p>Nate Lebel mentioned he will be meeting with the Canaan Career Center Regional Advisory Board (RAB) on October 7<sup>th</sup>. Nathan will be reporting monthly on the committee's work.</p> <p>The question arose regarding the location of the cell phone policy in the handbook and on the website under policies.</p>	
9.	<p><b>NH School Boards Association Business:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• State-wide concern over the National School Boards Assoc. sending a letter to President Biden regarding people attending School Board meetings across the country and labeling them domestic terrorists. The NHSBA had no input in drafting the letter.</li> <li>• Delegate Assembly will be held one week from Saturday.</li> </ul>	
10.	<p><b>Co-curricular Commitere Report:</b> Brian LaPerle</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
11.	<p><b>Building Committee Report:</b> Craig Hamelin</p> <ul style="list-style-type: none"> <li>• Reported earlier in the meeting no additional information.</li> </ul>	
12.	<p><b>Policy Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>• Policy Committee meeting October 12<sup>th</sup>.</li> </ul>	
13.	<p><b>Negotiations Committee Report:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

14.	<p><b>Curriculum Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
15.	<p><b>Technology Committee Report:</b> Nathan Lebel</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
16.	<p><b>Connecticut River Collaborative Committee Report:</b>  The subcommittee has been meeting to develop a revised proposal of financial data, tax impact, optional models, and student reconfiguration options. The report will be released to the subcommittee members for review and a full committee schedule will be planned.</p> <p>SAU #7 Board Chairs met last week and discussed Colebrook moving forward with forming a Committee to look at the Regional Facility Educational needs.</p>	
17.	<p><b>Unfinished Business:</b>  Building/Facilities Project Discussion (Keep on the agenda)</p> <p>The School Board Building Committee will meet and review the Timeline for budgeting Capital Projects for the 22-23 school year. Invite Carl Harris as Head of Maintenance. Set a five-year plan so the budget items are determined in advance.</p>	
18.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Reviewed the Superintendent’s list of Building Committee members.</li> </ul> <p><b><u>J. Falconer/N Lebel:</u> Motion to approve the Superintendent's recommendation for Building Committee members.</b></p> <ul style="list-style-type: none"> <li>○ The question arose: can additional community members join? Board response: yes. This formation of the committee will be mentioned to the voters on October 19th.</li> </ul> <ul style="list-style-type: none"> <li>• Snowplow Bid: <ul style="list-style-type: none"> <li>○ One bid was received Craig Boire bid the following: <ul style="list-style-type: none"> <li>▪ Snowplowing: \$75/per hour</li> <li>▪ Sanding: \$80/per load</li> <li>▪ Snow Removal: \$90/per hour</li> </ul> </li> </ul> </li> </ul> <p><b><u>J. Falconer/C. Hamelin:</u> Motion to accept Craig Boire’s snowplow bid.</b></p>	<p><b>VOTE: Motion Carries</b></p> <p><b>VOTE: Motion Carries</b></p>
19..	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
20.	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

