

## Colebrook School Board Meeting Minutes

<b>Date</b>	4/1/2025
<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>	P	Bridget Cross
P	Rhonda Lyons	P	Rick Bagley	E	Stephanie Cameron	P	Chris Paquette
P	Robert Murphy				<b>CTE Director</b>		
				P	Emilie Hall		
					<b>Student Report</b>		
				E	Sandra Minigell		
				P	Brodyn Cote		
<b>Public in Attendance:</b> Lisa Brooks, Christine Sullivan, Kathi Lawton-Haynes, Dawn Hall and Brodyn Cote							

### Minutes

Item	Subject	Action
1.	<b>Roll Call:</b> The meeting was called to order by Chairman Tim Stevens at 6:02 pm and opened with the Pledge of Allegiance	
2.	<b>Agenda Adjustments:</b> Add non-public RSA 91-A:3, II (b) Permission slip for the senior trip Promotional Credits	
3.	<b>Hearing of the Public:</b> Open 15-minute public session at 6:04 pm  <b><u>D. Brooks/J. Brunault:</u></b> Motion to end 15-minute public session at 6:05 pm.	<b>VOTE:</b> Motion Carries
4.	<b>Reading of the Minutes –</b> <b><u>J. Brunault/D. Brooks:</u></b> Motion to approve the minutes of March 18, 2025, with corrections.	<b>VOTE:</b> Motion Carries
5.	<b>Kim Wheelock – Principal –</b> April Report – The first-grade field trip was changed due to weather to Friday.	

<p>This Thursday Debbie Lynch, John Kennedy and Kim will be at an Educational Fair at Plymouth State College to recruit for open positions.</p> <p>Dana stated that we have tried to book as many college fairs this year as possible. We have reached out to New Hampshire Colleges to advertise on their student newspapers sites and also to Bishop University in Sherbrooke.</p> <p>Kim was asked about the World Language Club trip to Japan and asked how many students and chaperones went. There were 10 students and 3 chaperones. It was asked if the school paid for the chaperones. The company that the trips are booked from allows 1 chaperone per 10 kids and the chaperone gets to travel for free.</p> <p>The Colebrook graduation date was originally set for June 5th. However, NHIAA changed their game schedule so in turn we need to change the graduation date to June 3rd.</p> <p>The policy committee approved the promotional credits at the policy committee today.</p> <p>The senior class trip permission slip has been updated and is being presented to the board for approval. This will be going home to parents after the board approves it. The updates include no drugs or alcohol along with the disciplinary measures taken if any senior is caught disobeying the stipulations in the permission slip.</p> <p><b><u>R. Bagley/R. Lyons:</u></b> Motion to approve the new permission slip for the senior class trip.</p> <p>Discussion on why the permission slips are going out now and have not gone out sooner? Kim explained that this is the time frame that the letters normally go out to parents. These were presented to the board only due to the new language that was added. Dana explained that this language was added to keep all students safe on these trips and for them to realize what cannot take place on these trips. We want them to have a great time and celebrate this time in their lives but there are expectations they must adhere too.</p> <p>The next question was if there will be Life360 tracking since kids sometimes allow their phones to die and not be charged. Kim explained that they will be with chaperones at all times. There are 27 seniors going and 3 chaperones going. Will these expectations be reviewed with the seniors prior to going on the trip. Dana stated that he thoroughly reviewed these rules with the students today.</p> <p><b><u>R. Bagley/J. Brunault:</u></b> Motion to approve the 2025/2026 World Language trip to Ireland. Kim explained that they would like to do some fundraising for the students who sign up for this trip to divvy up among all the students going. Kim also explained that all chaperones and any adults going on the trip have to have a background check prior to the trip. The board brought up that they do not mind parents going on these trips but do not feel it should be a trip for full families including grandparents. May need to review the policy further to continue this conversation regarding who should be allowed to travel on these trips for adults.</p> <p>Kim reviewed VLACS classes and how they work for students. Students are responsible for getting their transcripts to the Guidance Counselor. Students get</p>	<p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p>
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	<p>two free VLACS courses that are paid for by the state. David stated he could not find in the policy where it says students receive two free VLACs courses. Dana said that this is something that could go back to the policy committee.</p> <p>Student Report – The drama club will present the play Dare to Dream on April 12th and 13th. The seniors are selling tickets for an Easter basket fundraiser, they are also going on their senior trip on the 11th, 12th and 13<sup>th</sup>. The prom is scheduled for May 17th. The freshmen will be holding a bake sale on the 25th. Tim asked if a list could be written down for board members of events coming up at the school so the board could have it.</p>	
6.	<p><b>Emilie Hall</b> – CTE Director</p> <p>April Report - Emily has results from the student survey for the first few days and so far there have been 40 responses with 33 Yes, 4 maybe, 3 no's and two Pittsburg students. She will bring more solid numbers to the next meeting so the board can see where the students' interests are. Hoping to build the programs this year as there seems to be a lot of student interest. Right now, the most popular classes are Health Sciences and then culinary and then auto. David asked how the culinary classroom was coming and Emilie stated it was coming along. Looking at outside culinary kitchens for students to work in. Will update the board as we get more information. David asked how much money is left in the grant which is \$15,000. There is no expiration date on this grant.</p> <p>Emilie invited the board to come to the career fair on the 11th at CAES. It's from noon to 2:00 pm.</p>	

7.	<p><b>Dana Hilliard</b> – Superintendent Report –  April Report – It was brought up at the last school board meeting that the newsletter did not go out to any of the students/parents from NEK Choice but we have confirmed that the newsletter did go out to those parents.  The second video series have been released on strengthening the ties between school and home. Very happy so far with how these videos have turned out. Dana is working on having some recruitment videos done as well.  Will continue to keep the board briefed through the Weekly 7 on bills/legislation that you need to be aware of.</p> <p><b><u>R. Bagley/D. Brooks:</u></b> Motion to approve returning the Building Expansion Funding to the State and disbanding the Building Expansion Committee.</p> <p><b><u>C. Amey/R. Bagley:</u></b> Motion to approve moving the graduation date from June 5th to June 3, 2025. The board is also approving the principal/superintendent to make decisions on the graduation date if anything else should come up.  <b>C. Amey withdrew her motion as this does not need a motion to move forward.</b></p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to go into non-public RSA 91-A:3, II (b) at 7:03 pm  Principal Wheelock, Superintendent Hilliard and Business Manager Bridget Cross, Chris Paquette and Emilie Hall were invited 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 7:20 pm</p> <p><b><u>D. Brooks /C. Amey:</u></b> Motion to approve the recommendation of the Colebrook Teacher Nominations for the 2025/2026 school year</p>	<p><b>VOTE:</b> Motion Carries</p> <p><b>Motion Withdrawn</b></p> <p><b><u>VOTE:</u></b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p>
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8.	<p><b>Bridget Cross:</b> Business Manager</p> <p><b><u>D. Brooks/J. Brunault:</u></b> Motion to approve the students from the CTE and Woodworking Classes repair the damage to the SAU Building. Rick will come and review the damage and give an estimate and a list of what materials should be used to Bridget</p> <p><b><u>R. Murphy/R. Bagley:</u></b> Motion to approve the recommended 2025/2026 Meal pricing for CEAS</p> <p>.Review Budget Analysis – <b>Tabled until next meeting</b></p> <p>_____/_____: Motion to approve the General Assurances for FY2026 -<b>These have not been received so this item will be tabled.</b></p> <p><b><u>C. Amey/J. Brunault:</u></b> Motion to approve Jane Carpino for Assistant Treasurer for Colebrook School District.</p>	<p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p>
9.	<p><b>Unfinished Business:</b></p> <p>Licenses for the Radios for CAES – Chris has reached out to the company that we purchased the radios from and found out that the Canadian Government denied our licenses because of harmful interference anticipation in the Montreal region. They have resubmitted the application again. The radios still work but are not on our own frequency until we get the license. Chris will keep the board updated on this issue.</p> <p>Easement Letter - Tim stated that the Main St. project will be starting this summer. In order to do this an easement needs to be obtained from residents and the school district. There is a sidewalk in front of the school that with approval of the easement will allow the school to be paid \$2030.26.</p> <p><b><u>C. Amey/R. Bagley:</u></b> Motion to authorize the Board Chair to sign for the school to accept \$2030.26 and to add the permanent and temporary easement to the school deed from the Main Street Project.</p> <p>David would like to create an amendment that the \$2030.26 be deposited into the Building Maintenance Expendable Trust Fund.</p> <p><b>David withdrew his amendment.</b> This will be addressed during a public hearing at a later date. Will schedule the public hearing at the second meeting of the month.</p>	<p><b>VOTE:</b> Motion Carries</p>
10.	<p><b>New Business –</b></p> <p><b>J. Brunault/R. Lyons:</b> Motion to approve Superintendent Hilliard to submit</p>	<p><b>VOTE:</b> Motion</p>

	<p>grants for Colebrook School District.</p> <p><b>C. Amey/R. Murphy_</b>: Motion to approve the policies listed below</p> <ul style="list-style-type: none"> <li>• Approve Policies <ul style="list-style-type: none"> <li>o BGAA Policy Development, Adoption and Review</li> <li>o GBGD Background Investigation and Criminal History Records Check</li> <li>o GBGA Staff Health</li> <li>o GCG Substitute Employment</li> <li>o IHCD Advance Course Work/Advanced Placement Courses &amp; Stem Dual &amp; Concurrent Enrollment Program</li> </ul> </li> </ul>	<p>Carries</p> <p><b>VOTE:</b> Motion Carries</p>
10.	<p><b>Hearing of the Public:</b> Open 15-minute public session at 8:46 pm Christine asked about the World Language trip and what is addressed in the policy. IJOAA is the policy regarding these trips. <b>D. Brooks/C. Amey:</b> Motion to end 15-minute public session at 8:48 pm.</p>	<p><b>VOTE:</b> Motion Carries</p>
11.	<p><b>Non-Public Session –</b> <b>C. Amey/J. Brunault:</b> Motion to go into non-public session RSA 91-A: 3 II (a) at 7:48 pm. Superintendent Hilliard, Bridget Cross, Chris Paquette, Emilie Hall and Principal Wheelock were asked to stay for the non-public session. <b>C. Amey/J. Brunault:</b> Motion to come out of non-public session at 8:11 pm</p> <p>_____/_____: Motion to approve the Severance Benefit for the SAP Counselor and SEL. <b>Tabled for future Discussion</b> <b>C. Amey/J. Brunault:</b> Motion to accept the resignations presented in non-public</p> <p><b>C. Amey/J. Brunault:</b> Motion to go into non-public session RSA 91-A: 3 II (e) at 8:12 pm. Superintendent Hilliard, Bridget Cross, Chris Paquette and Principal Wheelock were asked to stay for the non-public session. <b>C. Amey/J. Brunault:</b> Motion to come out of non-public session at 8:24 pm</p> <p><b>C. Amey/J. Brunault:</b> Motion to go into non-public session RSA 91-A: 3 II (a) at 8:25 pm. Superintendent Hilliard, Bridget Cross, Chris Paquette, and Principal Wheelock were asked to stay for the non-public session. <b>D. Brooks/J. Brunault:</b> Motion to come out of non-public session at 8:34 pm</p> <p><b>C. Amey/R. Murphy:</b> Motion to approve the administrator contracts discussed in non-public <b>C. Amey/D. Brooks:</b> Motion to accept resignation only with reservations that was discussed in non-public.</p>	<p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p> <p><b>VOTE:</b> Motion Carries</p>

12.	<b>Meetings:</b> Colebrook School Board Meeting Tuesday, April 15, 2025 @ 6:00 pm CAES Library	
13.	<b>Adjournment:</b> <u>C. Amey/J. Brunault</u> : Motion to adjourn the meeting at 8:35 pm.	<b>VOTE:</b> Motion Carries

Respectfully Submitted,  
Billie Paquette

Board Adopted: 4/15/25