

School Administrative Unit #7							
Meeting Minutes							
Date		November 14, 2024					
Time		6:00 p.m					
Location		Pittsburg School Library Conference Room					
Attendance							
School Board Members							
Clarksville		Colebrook		Columbia		Pittsburg	
P	Julie Semprebon	E	Nate Lebel	P	Kristin Brooks	P	Lindsey Gray
P	Linda White	P	Cayenne Amey	P	Stacey Campbell	P	Jamie Gray
P	Erin Blanchard	P	Rhonda Lyons	P	Diane Little	P	Willard Ormsbee
		P	Robert Murphy			E	Daniel Kurtz
		E	David Brooks			P	Reggie Parker
		P	Tim Stevens				
		P	Julie Brunault				
Stewartstown		SAU #7				Public	
E	Courtney Sierad	P	Bridget Cross, Business Manager			None	
P	Betsy Gray	P	Dana Hilliard, Superintendent				
E	Philip Pariseau	P	Jen Mathieu, Curriculum Director				
		P	Chris Paquette, IT				
		P	Jen Noyes, Special Services Coordinator				

#### Roll Call:

- The meeting was called to order at 6:03 pm by Vice Chairman Jamie Gray

#### Agenda Adjustments: None

#### Hearing of the Public: None

#### Reading of the Minutes:

- Robert Murphy/Julie Brunault: Motion to approve the SAU #7 Meeting Minutes of August 8, 2024, as written.

**VOTE:** MOTION CARRIES

#### School Administrative Reports:

- Superintendent Report: Dana Hilliard  
Updated items from the report. Goals from the goal setting session was shared with the board. Plan moving forward is to internally as an Admin team to create and begin mapping out these goals. Weekly 7 will include updates on this work. After the holidays the SAU will begin a newsletter highlighting all three schools. We will have a wrap up session with Primex at the end of the school year.  
Calendar drafts were provided to the board to review. The Admin team met this week to create the drafts. Early release days were changed to Wednesdays to ensure staff attendance. Having them on Fridays was not advantageous. We will continue the discussion at later meetings.

Policy committee met and provided a batch of policies for your review and recommendation. The Superintendent's vacation days were provided. He plans to be off during school vacations.

- Special Services: Jennifer Noyes

We are still looking for 1 para in Stewartstown and 2 Special Educators and 4 paras in Colebrook. We do need substitutes as well. We have had some that haven't accepted positions due to lack of insurance being available for paras.

We are evaluating some students who were referred and could potentially become special ed or 504 students on plans. We reevaluate students every three years who are already on plans.

We are compliant in all our districts for compliance of timelines for meetings, evaluations, etc..

Jen explained all of the Indicators and what they mean. 11, 12, 13

Monday through Thursday are special education meetings. We must meet annually for IEP's and schedule 504 meetings annually or as needed.

Dana mentioned there will be a trainer coming to discuss information and techniques to parents and staff with how to properly assist students with autism spectrum disorders, behavioral disorders, etc..

- Technology Report: Chris Paquette

Weekly 7 updates provide ongoing issues with Alma that we are addressing. We are continuing to learn the system and it's getting better. Jenn Mathieu has been assisting with this work as well.

Matt and Chris work well together and he can work independently and try to troubleshoot items alone before asking for assistance. We have made adjustments to our schedule which allows both of the IT personnel to be present at all three buildings during the week.

Have worked with Bridget on entering purchase req's and budgets for the upcoming school year.

New equipment for our Wi-Fi upgrades has been ordered and will be eligible for e-rate credits.

We are replacing a lot of access points and units that are ageing and not as functional as they once were.

A future project will be to add or upgrade our backup systems and continue to make the current system more efficient.

- Curriculum Director Report: Jenn Mathieu

Jenn provided the group with a presentation regarding Competency based grading.

The board was presented with 2 cookies and did a fun activity where they had to grade each cookie on a 100-point scale and then again on the Rubric scale. She pointed out that the results were similar when tied to rubrics but varied greatly when done on the 100-point scale.

An explanation of the rubrics and how they apply was provided. Standards are tied to the rubrics.

- Business Manager Report: Bridget Cross

Bridget reviewed the items that will affect the budgets this year that were in her board report. Insurance will increase 6.64%, NHRS rates will decrease, NHSBA membership fees will increase 5%. CN Brown will offer to switch out our propane tanks if the schools wish to budget this for next year. They would be tanks owned by the schools. SAU has implemented timecard entry approvals in Timeclock plus. The leave request approvals will begin next. Then it will be rolled out to all districts.

The board took a recess from 7:20-7:30 pm.

### **Unfinished Business:**

- Unpaid Leave Procedure ZAA-Dana read the procedure to the board. The procedure states that the employee may request unpaid leave when all other leave is exhausted. Such leave is granted by the Superintendent.

Betsy Gray/Diane Little: Made a motion to accept the procedure ZAA.

**Motion Carries**

### **New Business:**

- Policies –

Cayenne Amey/Betsy Gray: Motion to approve the NHSBA 2024 Fall Policy Update and the local policies as written for recommendation by the SAU policy committee.

**VOTE:** Motion Carries

Cayenne Amey/Robert Murphy: Motion to approve the three-year auditing services contract fees from Plodzik & Sanderson

**VOTE:** Motion Carries

Stacey Campbell/Lindsey Gray: Motion to approve the residency affidavit that is applicable to all districts.

**VOTE:** Motion Carries

Tim Stevens/Lindsey Gray: Motion to approve the SAU Board Questionnaire for Plodzik and Sanderson Auditing Firm

**VOTE:** Motion Carries

Review Budget Documents – Cayenne Amey/Julie Brunault: Motion to approve the 3% increase for admin and .75 cent per hour increase for support staff.

**VOTE:** Motion Carries, 1- No Reggie Parker (he wants it known that he doesn't disagree with providing raises, he only disagrees with how it's calculated)

The SAU board recommends a public hearing for the SAU budget at their next meeting.

Stacey Campbell/Cayenne Amey: Motion to begin the process to move the CIA position from Colebrook SD to SAU for the 26/27 school year.

**VOTE:** Motion Carries

### **Non-Public Session:**

Robert Murphy/Cayenne Amey Motion to approve going into Non-Public session  
RSA 91-A: 3, II (b) at 8:38 pm. Chris left the meeting.

**VOTE:** Motion Carries

Lindsey Gray/Reggie Parker Motion to approve coming out of Non-Public session  
RSA 91-A: 3, II (b) at 8:50pm.

**VOTE:** Motion Carries

**Meeting Dates:**

SAU School Board Meeting December 12, 2024, at Clarksville Town Hall

**Adjournment:**

Tim Stevens/Betsy Gray: Motion to adjourn the meeting at 8:51 pm

**VOTE:** MOTION CARRIES

Respectfully Submitted,  
Bridget Cross

Board Adopted: December 12, 2024