

**School Administrative Unit #7**  
**Spring Meeting Minutes**

<b>Date</b>	April 13, 2023						
<b>Time</b>	6:00 p.m.						
<b>Location</b>	Stewartstown Community School						
<b>Attendance</b>							
<b>School Board Members</b>							
<b>Clarksville</b>		<b>Colebrook</b>		<b>Columbia</b>		<b>Pittsburg</b>	
P	Michel Dionne	P	Nate Lebel	P	Kristin Brooks	P	Lindsey Gray
P	Linda White	P	Deb Greene	P	Stacey Campbell	P	Jamie Gray
P	Erin Blanchard	P	Rhonda Lyons	E	Eric Brungot	P	Willard Ormsbee
		P	Robert Murphy			E	Hannah Kingsbury
		E	Joey Sweatt			E	Reggie Parker
		P	Tim Stevens				
		P	Tanya Young				
		<b>SAU #7</b>				<b>Public</b>	
P	Courtney Sierad	P	Debra Taylor, Superintendent			Sam Natti, Fair Funding Project	
P	Betsy Gray	P	Bridget Cross, Business Administrator				
P	Philip Pariseau	P	Jennifer Noyes, Special Services Coordinator				
		P	Jennifer Mathieu, Curriculum Coordinator				
		P	Shane Cloutier, IT Coordinator				

**Roll Call:**

- The meeting was called to order at 6:00 pm by Superintendent Debra Taylor

**Organizational Meeting:**

**Superintendent Presiding:**

- Welcome newly elected and re-elected board members
  - Linda White – Clarksville
  - Michel Dionne - Clarksville
  - Rhonda Lyons – Colebrook
  - Joey Sweatt – Colebrook
  - Eric Brungot – Columbia
  - Kristin Brooks - Columbia
  - Hannah Kingsbury – Pittsburg
  - Betsy Gray - Stewartstown
- Superintendent asked for nomination to fill the position of Chairman.

D.Greene/R.Murphy: Motion to nominate Nathan Lebel as SAU Board Chairperson.

**VOTE: MOTION CARRIED**

- The meeting was turned over to Nate Lebel as Chairman.
  - Nate asked for nomination for Vice Chairman

B.Ormsbee/B.Gray: Motion to nominate Jamie Gray as Vice-Chairperson.

**VOTE: MOTION CARRIED**

- Accepting nomination to fill the Secretary position

B.Gray/D.Greene: Motion to approve Stacey Campbell as Secretary.

**VOTE: MOTION CARRIED**

- Volunteers and/or Appointments
  - Technology Committee – (Nate Lebel, Deb Greene, Philip Pariseau, Lindsey Gray)
  - Wellness Committee – Kristin Brooks, Rhonda Lyons
  - SAU #7 Policy Committee – Michel Dionne, Deb Greene, Stacey Campbell, Jamie Gray, Phil Pariseau.
  - Professional Development Committee – Nate Lebel, Tanya Young, Kristin Brooks
  - SAU #7 Treasurer – appointed

D.Green

e/S.Campbell: Motion to approve Eldonna Brooks as SAU #7 Treasurer.

**VOTE: MOTION CARRIED**

### **Hearing of the Public:**

Mr. Sam Natti, Principal of Lisbon Regional HS, addressed the board about an upcoming School Fairness Project Meeting to be held on May 11 at Lisbon Regional HS. All board members were encouraged to attend.

### **Reading of the Minutes:**

- L.Gray/E.Blanchard: Motion to approve the SAU #7 Meeting Minutes of December 8, 2022 as written.

**VOTE: MOTION CARRIED**

### **School Administrative Unit #7 Reports:**

- **Superintendent** – Debra Taylor

Debra reported on the positive progress in the strategic plan noting the extension through 2025. Highlights include:

Goal #1: All students reach maximum potential

Progress toward implementing the state and local district policy expectation to implement competency based education were reviewed included alignment of curriculum with competencies and SAU wide organization of units, rubrics and assessments. The new student information system (ALMA) was explained as an opportunity for students to select courses, teachers to provide timely feedback and students and parents to monitor progress. Increased partnerships with community colleges and four year colleges are evident through growing dual enrollment, running start, e-start, advance placement and early college courses for our HS students. The New North Point CTE Center, Computer Technology, Health Sciences, Education, Automotive, and Hospitality/Culinary(in Pittsburg), is underway and growing.

Goal # 2: Employ, Retain and Support Highly Effective Staff

We are working to align professional development opportunities to support innovation, provide incentives for participation and utilize grant funds to support professional development costs. This effort has been highly successful. We have increased our offerings during the summer and school year.

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### Goal # 3: Establish Community Relationships and Partnerships that Support Successful Students

This year we have continued and expanded many successful in person activities in our schools such as open house, parent conferences, athletic events, and other parent engagement activities. We know there is more work to be done and family engagement is a high priority.

We have had extensive outreach with the community and business partners this year through the implementation of the North Point CTE Center and programs. This will lead to stronger school and community partnerships in the future and more opportunities for students to be successful. In Pittsburg, parents have been invited into the school several times for special events. In Stewartstown, parents and community members have been invited to receptions and book fairs. In Colebrook, parents and community members took part in many school events and also participated in the building expansion committee which focused on future planning of HS/CTE facilities in Colebrook.

- **Special Services – Jennifer Noyes**

This summer we have trainings planned in the follow areas, funded by the Special Education grant (IDEA): Polly Bath Behavior training for all schools, Crisis Prevention and Intervention training, math and reading program trainings for special educators, and training with Susan Fitzell on differentiation/modifications as well as co-teaching which is available to teaching staff and special educators for all 3 schools.

Our extended school year program will begin on June 26<sup>th</sup> and will last 5 weeks. This program is offered to students who are in danger of regressing on their IEP or services goals over the summer. We offer academic supports as well as speech, OT, and PT. Each school will provide programming for this summer program in their buildings.

We just recently received our 22/23 Special Education LEA Determinations Rubrics for the State Department of Education, which provides us with a score on 14 different indicators that the state measures for Special Education. This is where the state evaluates all these indicators and provides us with input as to what needs to be improved. I am pleased to say that of the 3/5 districts met all requirements and scored at the highest level (Meets Requirements on their reports). These districts are Clarksville, Pittsburg, and Columbia.

Two schools scored in the second highest level (Needs Assistance). These are Colebrook and Stewartstown. Following this page I have provided the areas for Stewartstown and Colebrook that were lower along with our plans for improvement. Once again at this level these are just internal changes we will make and not required by the Department of Education.

- Level 1- Meets the requirements and purposes of the IDEA
- Level 2- Needs assistance in implementing the requirements of the IDEA
- Level 3- Needs intervention in implementing the requirements of the IDEA
- Level 4- Needs substantial intervention in implementing the requirements of the IDEA or substantial failure to comply with the requirements of IDEA.

#### **Stewartstown.**

Areas of weakness include graduation and drop out rates. We had one senior drop out last year who had an IEP. This brought us below the requirement.

We will work with Voc. Rehab to provide additional support to these at risk students and explore alternate ways of achieving success. Competency based grading and education will also benefit these at risk students as they may be able to test out etc. Also, the CTE programming that has been added will be a great way to keep the students engaged and interested in school.

Related to the state assessments. We didn't reach the standards for number of students with IEPs in 4<sup>th</sup> and 8<sup>th</sup> grade who were proficient in the reading and math assessments (based on last school year). 4<sup>th</sup> graders with IEPs didn't meet the requirements for either math or reading, while 8<sup>th</sup> graders met the requirements for math but not reading.

We continue to get our staff training on evidence based program and as a school we are working towards competency based education. Co-teaching training this summer will also be beneficial for improving on these scores,

The number of students who had to take the alternative assessment last year. We had one student take this assessment, but due to our size that brought us below.

We no longer have students who take this assessment. This is a number based on need. We do an assessment to see whether this is necessary and based on those results we determine the need.

### **Colebrook**

Percent of students in k-12 who were in their regular education classroom less than 40 percent of the day. The goal is <6.5% and we received a score of 11.36%. This is due to some students who spend a great deal of their time in special education classrooms. We currently have students in life skills programming due to their skill levels. There are 6 students we have who spends at least a couple periods of their day in the special education setting. This is need based.

This summer we will be providing some training related to co-teaching and develop a plan to implement this more often (when appropriate for the student and class) to decrease this percentage. Additionally training on modifying in the classroom will be provided this summer.

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We have begun remedying this by contracting for a behavior specialist (BCBA) who works closely with children who have autism or cognitive delays. We have already seen some growth.

- **Technology** – Shane Cloutier

Over the past few months we have been able to update some of the screens at the SAU office to a larger form that enables the staff to see all the buttons and options in the accounting software(Old monitors you had to shrink the size of the page in order for the resolution to work). We have also finished the migration of the accounting system from an on-prem solution to a cloud solution offering more flexibility and security.

We are still working to find ways to decrease the damage to Chromebooks by students. We have spoken with other schools in the state to hear new ideas and options. It seems like across the state many schools are having issues with students not taking care of their devices. We are still working on finding a good solution to this problem.

A large amount of time has been spent on the migration of our Student Information System FOCUS to the new system ALMA. While we are going through the data and loading student demographics, courses, classes and other information we are using the time to scrub the data to get good reports from the system. We are trying to take an SAU level approach to this. Things like making sure the attendance codes are the same at each school, or the reports are laid out similarly. This serves two major functions. First system administrators such as the building admin assistance or the guidance counselors can reach out to one another for support. Having similar looking systems will aid in helping work through workflows and troubleshooting. Second, it will help parents. By having the system look the same parents do not have to look for the information from place to place. All the info will be laid out the same regardless if they are looking for k-5 students or 6-12 students as far as where to find attendance, grades, classes, assignments and other demographics.

### **Security**

As always security is a major concern and focus. We have worked with the accounts payable department and the HR department to let them know of an increase in phishing emails due to the troubles in the

banking system. This is a perfect time for hackers to send phishing emails in hopes that they can get payments changed. Our staff have been hyper vigilant toward these types of threats.

Where to from here

We are hoping to streamline the Chromebook collection process this year making it easier to identify devices that need attention and to track any missing hardware. We will also start planning teacher device check-ins. Over the summer we will be migrating our servers and working through a network reconfiguration. This reconfiguration will also include upgrading the firewall.

Alma is still a big ticket item for us to continue on. It will be over a year before it is “Complete” as the implementation takes place over months. The biggest thing to get done over the summer will be to import all the student past classes and grades(Active students only) Capture and archive All the student records from the old system. We will also work on getting the online registration forms created. After this is in place our front office folks should have an easier time updating everyone's records at the start of the school year. The competencies we are going to grade against will also need to be uploaded for every content area for every grade span at each school. And finally we are working to get the teacher training set up.\

- **Curriculum** – Jennifer Mathieu

Following return from her maternity leave, she kicked off the first several weeks with PLC meetings, taking 2-3 hours with each team to discuss progress and to dive into assessment mapping. The majority of our teams focused on Math, but junior high & high school teams focused on their respective subject area, looking at assessment and standard alignment. This has been extremely beneficial for all teams, as it helps to provide support and justification for the performance assessments.

Planning summer work is underway including our Fall Administrative Days, Orientation, and Mentor training. So far this summer, we have a Design Studio planned for continued competency work. We are also looking to plan some training work with ALMA as we transition from FOCUS, in hopes that we will have a small handful of folks from each building who are willing to learn the program and be a “go-to” for any colleagues that may need assistance or have a quick question, if Shane and Chris aren’t immediately available.

Folks are continuing to take advantage of the coaching sessions included with our new reading series. These have proven helpful to all who have participated. We will be setting up a plan to help ensure teachers new to our district will receive training and assistance in using and implementing the program effectively and efficiently.

The NH Department of Education recently passed new legislation for RSA 189:11, II, through House Bill 157:1, requiring students to pass a locally developed competency assessment in Civics and pass the naturalization examination developed by the 2020 US Citizen and Immigration Services prior to senior graduation. School districts will be required to submit the results of both tests by June 30<sup>th</sup> of each year to the NHED.

A grading subcommittee has been working diligently on information to share focused on grading in a competency-based system. We are hoping to make the shift to kick off our 23-24 school year. We still have some work to do, including informational sessions for students, staff, and parents, but we are making great strides in progressing forward.

- **Business Manager** – Bridget Cross

Public/Annual Meetings-All Budgets have been passed and all documents have been uploaded to DRA with MS-22 Appropriations all approved by DRA. We thank the board and communities for their support to our staff, students and schools. We also appreciate the patience of all our Clerks, our staff and all involved in posting of the warrants and ensuring all items are done to compliance. We have learned a lot and are hopeful all will go smoothly next year.

Budget Analysis-Will begin the final budget analysis for all districts to provide an update on our estimated surplus to ensure we have the amount required to offset the tax rate next year. Staff were required to have all purchase req's entered by February 28, 2023. Facilities, athletics, field trips and graduation items will continue to be forthcoming.

Contracts through Docusign-Contracts for all teachers were created and sent out by April 4th with a return date of April 21st. We were able to submit these electronically through Docusign which is the same program we utilize to send our vouchers to board members for signatures. Tina was instrumental in setting this up and ensuring it went seamlessly. A big thank you for her efforts with this. This system allows us to see when they are viewed, signed by both parties, and the complete contract is then sent to all parties for printing and for their records. We plan to utilize this for all contracts in the future to include Administration, Support Staff, and additional stipend contracts.

Leave Requests/Approval of Time-Tina, Casey and Bridget will take part in a 2 day training May 9-10 to implement electronic leave requests and electronic approval of hours in TimeClock Plus (TCP). We currently utilize TCP as our timekeeping system for all hourly staff. Unfortunately, they must print out the time sheet at the end of the pay period, sign it, get their supervisor to sign, and scan to Payroll personnel at SAU for payment. This system will allow us to have the users approve their hours electronically avoiding any lost or missed time sheets that currently occur with paper. We will also have it tie to our financial software program to allow for transfer of hours directly to our time entry screen during payroll processing. Leave requests are currently done by paper as well. This system allows the staff member to pick the date on the calendar, choose what type of leave they are requesting, the amount of time requested and add a note to it whether they need a sub and for the purpose of the leave request. The Supervisor would then approve the time once Payroll confirms they have time available to take. Supervisors could open TCP and view the calendar daily to see the staff that are out of the office and what coverage is necessary.

SAU Staff Shortage-We have one of our SAU staff who will be out for 12 weeks beginning this Summer and continuing through Fall. We will be asking Donna to come in 2 days a week to assist us and are also delegating some of the duties of Accounts Payable and Grants to other staff in the office to include myself. Please be patient with our staff as they will be required to assist with additional tasks this summer/fall.

Employee Handbooks-We need employee handbooks for our SAU office as this is not currently in place. We hope to have a draft to share at the next SAU board meeting and hope to implement it next year. This will clear up confusion over many different procedures that vary from district to district since SAU staff do not currently follow any one group.

Health Insurance Rates-We have been notified by HealthTrust that the rates they provided for budgeting purposes will in fact be the rates that will be implemented effective July 1, 2023. As you know this is an increase of 13.10%. We will also be adding the option to cover domesticated partners in our coverage. We feel this is a valuable benefit to our staff who may not be married but live with a partner who require coverage as well.

## **New Business: Action Items:**

### **1. Authorize the Superintendent to Submit SAU 7 and District Grants:**

Each year, the board is required to authorize the Superintendent to submit grants on behalf of the SAU and School Districts. We submit and manage state and federal grants, foundation grants, local grants which align with our school district goals, support our students and reduce the cost of education for taxpayers.

L.Gray/E.Blanchard: Motion to authorize the Superintendent to submit SAU 7 and District Grants for the 2023-2024 school year.

**VOTE: MOTION CARRIED**

### **2. Approval of Internet Service Provider for SAU 7 Schools**

The Schools of SAU 7 utilize E-Rate as much as possible to help with some of the costs of technology. This is a federal program that provides funds to schools for specific services and hardware such as internet or specific network infrastructure. The program can be complex to navigate and has changing requirements and laws.

The process works as follows. In December and into January we send our E-Rate consultant (who knows the laws and the regulations to ensure our filings are correct) our requests for services. Our internet contract ends this June. We send out our requirements and they are submitted through a government site for vendors to place bids on. After the bidding window is closed, we look at the vendor's bids to see what fits our needs and budget the best. Consolidated's bid fit our needs the best providing service to all locations in the SAU. We were able to increase our bandwidth between sites as well as our bandwidth to the internet while at the same time lowering our monthly cost. The values showed the current cost and the offers that were made. These prices do not reflect the E-Rate discount as that is figured per district based on the free and reduced meal rates for each school.

The proposed contract includes a reduction in monthly rates and increased speed. E-rate reimbursements are received in the following fiscal year. The funds for this service are included in our approved budgets. This contract is recommended.

T.Stevens/D.Greene: Motion to approve the three year contract with Consolidated Communications as internet service provider for SAU 7 and our schools.

**VOTE: MOTION CARRIED**

### **3. Approval of SAU 7 School Board Policies**

Board Policy BGAA outlines the policy development, adoption and review procedures. Per our policy, the Board's Policy Committee, with advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies. The following policies were developed and recommended for adoption, revision or reaffirmation by the Board Policy Committee. Copies of the policies were sent via email. The Board may adopt, amend or repeal written policies at any meeting by majority vote of Board members in attendance. There are 2 new policies, 2 revised policies and 33 reviewed and reaffirmed policies (as required by our auditors).

**SAU Policies for Approval April 13, 2023**

<b>Policy</b>	<b>Policy Name</b>	<b>Category</b>
DA	Fiscal Management Plan	R
DAF	Administration of Federal Grant Funds	R
DB	Annual Budget	R
DBC	Budget Preparation	R
DBI	Budget Implementation	R
DBJ	Transfer of Appropriations	O
DC	Taxing and Borrowing Authority/Limitations	O
DFA	Investment	P
DFA-R	Investment of School District Funds	
DFGA	Crown-Funding	R
DG	Depository of Funds	O
DGA	Authorized Signatures	P
DGD	School District Credit Cards	O
DH	Bonded Employees	R
DI	Fiscal Accounting and Reporting	R
DIA	Fund Balances	R
DIA-R	Fund Balances	
DID	Fixed Assets	
DIE	Audits	R
DIH	Fraud Prevention and Fiscal Management	R
DI-R	Fiscal Accounting and Reporting Regulations	
DJ	Purchasing	R
DJB	Purchasing Procedures	O
DJC	Petty Cash Accounts	R
DJE	Bidding Requirements	R
DJE-1	Food Service Procurement Policy	
DJE-R	Purchasing and Procurement Manual	
DJG	Vendor Relations	O
DK	Payments, Checks & Manifests	P
DKA	Payroll Procedures	R
DK-R	Payment Procedures	
DN	Equipment And Supplies Sales	R
IHBF	North Country Charter Academy Committed Slots	
IJL	Library Materials Selection and Reconsideration Policy	

L.Gray/S.Campbell: Motion to adopt Board policies as recommended by the Board Policy Committee.

**VOTE: MOTION CARRIED**

**4. Approval of Nextra Energy- Electricity Supplier Contract 2024-2029.**



We have been working with an energy consultant with Consumer Energy Solutions to provide us with reduced pricing on electricity supplier through a long term contract for the SAU and School Districts. Nextra Energy will lock in a price of .10565 per Kwh for 60 months beginning November 2024 and ending 2029. Services will continue to be provided by Eversource and we have no control over those rates.

J.Gray/D.Green: Motion to approve the long term contract for electricity pricing from 2024-2029 as presented for SAU 7 and our School Districts.

**VOTE: MOTION CARRIED**

**5. Approval of Last Day of School, 2023.**

We have had one snow day this year. The Board discussed forgiving the additional student day ( last day of school - June 14) and requiring staff to work through June, 15.

D.Green/J.Gray: Motion to approve the last day of school for students as June 14, 2023 and the last day for school staff as June 15, 2023.

**VOTE: MOTION CARRIED**

**6. Approve the 2023-2024 School Calendar**

The 2023-2024 School Calendar was presented. This calendar reflects the NH DOE recommended vacation periods and aligns with area North Country school districts that are adjacent to SAU 7 including Groveton, Errol and Canaan. Please note, we recommend April 8 as a no school day as there will be a full solar eclipse. We anticipate a large amount of traffic in our region as people come here to view the eclipse. This will make student transportation difficult to and from school. All area districts will be closing on that date as well.

S.Campbell/K.Brooks: Motion to approve the 2023-2024 School Calendar.

**VOTE: MOTION CARRIED**

**7. Approval of General Assurances**

Each year, the NHDOE requires that the local school board and SAU board approve the general assurances in advance of receiving federal funds for the 2023-2024 school year.

S.Campbell/T.Stevens: Motion to affirm the General Assurances for 2023-2024 as required by the Department of Education and authorize the SAU Board Chair to sign the assurance document.

**VOTE: MOTION CARRIED**

**8. Approval of Staff Resignation**

Ms. Kathleen Foote, School Psychologist, is resigning effective June 30, 2023. We thank her for her service for the past three years and wish her well in her retirement.

D.Gray/C.Seirad: Motion to approve Kathleen Foote's resignation.

**VOTE: MOTION CARRIED**

**9. Approval of 2023-2024 SAU 7 Administrative and Staff Nominations**

The SAU Administrators and Support Staff nominations include continuing staff members and salaries are based on the approved SAU 7 budget. A list will be provided at the meeting.

R.Murphy/E.Blanchard: Motion to approve the 2023-2024 SAU 7 Administrative and Staff nominations.

**VOTE: MOTION CARRIED**

**Special Reports –**

None

**Unfinished Business:**

None

**Information**

None

**Other Business: -**

S.Campbell/D.Greene: Motion to approve the Summer Meeting date of Thursday, August 10, 2023 at 6:00 pm at Pittsburg School Library Computer Lab

**VOTE: MOTION CARRIED**

**Non-Public Session:**

- RSA 91-A 3:II a  
None

**Adjournment:**

T.Stevens/E.Blanchard: Motion to adjourn the meeting at 7:59 pm

**VOTE: MOTION CARRIED**

Respectfully Submitted,  
Debra Taylor, Ph.D.  
Superintendent of Schools

Adopted Minutes: August 10, 2023