

## Colebrook School Board Meeting Minutes

<b>Date</b>	10/04/2022
<b>Time</b>	6:00 pm
<b>Location</b>	Colebrook Elementary School library
<b>Chairperson</b>	John Falconer

### Attendance

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

School Board Members				Principal		SAU Members	
P	John Falconer	P	Robert Murphy	P	Kim Wheelock	P	Debra Taylor
P	Deb Greene	P	Tim Stevens	P	<b>Asst. Principal</b>	P	Bridget Cross
P	Craig Hamelin	P	Tanya Young		Ron Patterson		
P	Nathan Lebel				<b>College &amp; Career Tech Edu Director</b>		
				P	Tia Cloutier		
<b>Public in Attendance:</b> Rhonda Lyons, Wendell Woodard, David Brooks, Lisa Brooks, Angela Rella, Vito Rella, Jolene Martunas, Patrick Martunas, Teri Haynes.							

### Minutes

Item	Subject	Action
1.	The meeting was called to order by Chairman John Falconer at 6:00 pm	
2.	<p><b>Public Hearing:</b> To present information and respond to questions concerning the upcoming 2022 Special Meeting for changes in the Education Funding and increase in the districts Adequacy Aid Grant in the amount of \$67,230.89. John Falconer read the warrant which outlined the rationale for and questions concerning the apportionment of the district's additional adequacy aid. He explained that these additional funds may be added to the building trust fund or returned to the community to reduce taxes. Members of the public requested information about the trust fund and building project.</p>	
3.	<p><b>Agenda Adjustments:</b></p> <ul style="list-style-type: none"> <li>• non-public session</li> <li>• date for the joint Columbia/Colebrook School Board Meeting.</li> </ul>	
4	<p><b>Hearing of the Public:</b> <b>D.Greene/C.Hamelin:</b> Motion to open 30-minute public session at 6:10 pm. <b>D.Greene/C.Hamelin:</b> Motion to end 30-minute public session at 6:40 pm.  Members of the public asked questions about the building project. John reviewed the budget, building aid process and amount that the district would be required to finance through a bond. The new design was reviewed by the members of the public.</p>	<p>VOTE: Motion Carries</p> <p>VOTE: Motion Carries</p>

5.	<p><b>Reading of the Minutes:</b></p> <p><b>C.Hamelin/T.Young:</b> Motion to approve the minutes of September 20, 2022</p>	VOTE: Motion Carries
5.	<p><b>Building Project:</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p>Debra reported that we submitted the amended building aid application on Friday, September 30. Changes included updated application including the new design and associated budget, amended condition evaluation form that included the concerning conditions of the old academy and tech building, recent minutes of the school board referencing board approval of the new design and budget, updated map to include the old academy and tech building, updated site plan and updated architectural drawings. The architects believe that the documentation of the condition of the academy and tech building will strengthen our application and result in increased points.</p> <p>The Communication Subcommittee met last week. They drafted a core statement and discussed several points that need to be communicated to the public. Community organizations were identified that will be contacted to request participation in events or time on meeting agendas. We also brainstormed a list of individuals who could be called upon to participate in public events and distribute information concerning the building project at school or community events. The new renderings of the building have been printed in large poster board. The exterior drafting will be completed by mid-October.</p>	
6.	<p><b>School Administrator’s Report:</b> Kim Wheelock</p> <ul style="list-style-type: none"> <li>• October Report</li> </ul> <p>Kim reported that we currently have 316 students enrolled in Colebrook Academy and Elementary School. She discussed how work on the innovation grant was progressing. She also noted that teachers are working well toward implementation of the school achievement plan. Following permission from parents, a survey will be sent to students in October to seek their feedback on school climate and culture and how it can be improved. A mini college fair was held on September 26. Tyler Young was recognized by the national Merit Scholarship Corporation as one of the top 50,000 highest scorers in the country on the PSAT! Sophomores took a career exploration skills assessment. Teachers are implementing the new reading program. IXL programming is being used across 6-11th grade for remediation or enrichment. Students who are on grade level can use this program for SAT prep.</p>	
7.	<p><b>College Career &amp; Technical Education Director</b> – Tia Cloutier</p> <ul style="list-style-type: none"> <li>• October Report</li> </ul> <p><b><a href="https://qr.tapnscan.me/MRE-Challenge">https://qr.tapnscan.me/MRE-Challenge</a></b></p> <p>This is the link that describes the MRE Challenge that our Culinary Team will be competing in this December. We are currently working on ordering coats and hats to ensure health regulations as well as making sure our students appear professional and ready to compete. We held a Micro credential meeting with Ed Laverty and Lindsay Lea on October 4. Our hope for the meeting is to work collaboratively to identify essential skill sets that anyone applying for an entry level position in health care would need. Once those are identified we can assign tasks and competencies to each skill set with students being able to earn Industry Reviewed Credentials. This will be yet another accomplishment our Health Science students will be able to promote on</p>	

applications. Our Information Technology programs will officially earn students running start credits with NHTI starting this semester.

Education students met with Robin Scott from WMCC to discuss how participating in the Education CTE program will help them further their career paths in education. We have been presented with applications for 2 grant opportunities for our CTE Programs. We will be applying to each grant with a potential of receiving \$15,000 for culinary arts and potentially enough to order a 3D anatomy table for Health Science.

**CTE ENROLLMENT UPDATE 9-30-22**

North Point					Colebrook Academy	Canaan Career Center		
Educa-tion	Auto-motive	Health Science	Informa-tionTech	Hospitality /Culinary	Criminal Justice Pathway	Div AG	Bldg Trades	Fire/ EMS
5	8	12	6	8	15	4	8	1
<b>TOTALS</b>		<b>39</b>			<b>15</b>		<b>13</b>	

**8. Superintendent’s Report – Debra Taylor**

- Superintendent’s Report

ESSER Funds

The majority of ESSER funds have now been obligated. We hold regular stakeholder meetings to gauge the effectiveness of our grant programs and plan for expenditures. Our last meeting was held on September 28. We have set aside ESSER III funds in each school district to improve heating and ventilation systems. Engineering studies have been completed and bids will be prepared and distributed later this fall in preparation for annual school meeting warrant approval of summer construction.

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 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. School districts must work within their capacity to produce budgets that support the needs of their students and community. Common problems district leaders face are typically related to budgeting around the following areas: targeting achievement gaps; alignment of resources to support learning improvement agendas; prioritizing learning-focused leadership; and, developing the human capital of the school or district.

Fiscal responsibility is of primary importance in our school communities. This summer I completed my certificate in Education Finance. This training included school administrators across the state and country. Here are some of my new learnings. + Analyze school finance from the numbers, building up from the school and classroom levels. + Be creative and innovate in how school revenues are generated, what money can buy and consider tradeoffs in spending choices. + Identify key finance figures for making relevant cost comparisons across different schools. +Consider equity in education finance and apply it to different levels of the

system for both revenues and expenditures. + Consider the challenge of increasing productivity in an environment of finite education dollars. Teachers will submit budget requests to principals by the end of October. Principals will draft their initial budget. The SAU and School Administrators will finalize their draft budget proposals in November. The SAU Board will review and approve the SAU 7 budget on November 10th and the SAU 7 Public Hearing will be held on December 10. District budgets will be approved by their respective School Boards in January and District Public Hearings will be held in February.

Adequacy Aid

Four of our five school districts received additional adequacy aid from the NH DOE that was allocated by the legislature this year. School Boards will all retain the funds, and some are considering calling a special meeting to apportion the funds to the current budget or a district trust fund. An additional amount will be made available to school districts next fall. The amounts are as follows:

<b>District</b>	<b>22-23 Additional Adequacy Aid Amount</b>
Clarksville	\$4,590.00
Colebrook	\$67,230.89
Columbia	\$5,704.00
Stewartstown	\$20,245.00

Leadership

The Superintendent visits schools and classrooms at least weekly and the leadership team meets monthly for a half day to address progress toward the strategic plan and a variety of instructional and school operations issues. Most recently we discussed plans for open house, parent conferences, professional learning communities, and staffing shortages for substitute teachers. This month we are working with School and Central office administrators on budget development.

Fall Back to School Report

This year we have recruited five new substitute teachers. However, we are still experiencing a substitute teacher shortage. We are continuing our substitute teacher recruitment efforts. Our additional Board approved COVID leave expired on June 30, 2022. We will provide a report to the school board at the November SAU Board meeting concerning the rate of staff absenteeism and whether or not additional COVID leave will be recommended. We are monitoring COVID Cases and following protocols and recommendations of NH DHHS as shared last month.

Curriculum, Instruction and Assessment

Jenn Mathieu now works full time as our Curriculum Director through a shared contract from Colebrook with other SAU 7 member districts. She continues to visit schools and classrooms, supporting our nine new teachers, leading our professional learning community work and presenting at school board meetings. We have received very positive feedback from our staff and Jenn is enjoying the challenge of collaborating with teachers and administrators to improve curriculum and instruction for our students in SAU 7. She has also organized all SAU professional development and worked diligently to focus our grant efforts on improved teaching and learning. Teachers will participate in professional development on Oct 14. Topics include CPR training, curriculum development, social emotional learning and wellness. We are

	<p>pleased to bring back more parent collaboration opportunities in our schools. This year we welcomed parents back to school with social events at the start of the year, held open house in each school in September and October and will provide Parent Conferences from 3-7 pm on November 9 with an early release day for students and staff on November 10 prior to the Veteran’s day holiday.</p> <p><u>Colebrook Building Project Update</u></p> <p>The Colebrook School Board has refined the design of the building project to centralize HS and CTE classrooms. The building aid application was updated to include the new design, budget any deficiencies from the Old Academy and Tech Building. Communication and public meetings will be held in October through December. The NH DOE will inform us of their building aid decision by January 15, 2023.</p> <p>The Board reviewed poster sized renderings of the site plan and floor plans for Option 2 and discussed how the revised design and budget was included in an amended building application that was sent to the NHDOE on September 30. Questions regarding the new design were discussed and the board inquired about financing and communication plans.</p> <p>The next meeting of the building committee will be on Wednesday October 19 at 5:30 pm.</p>	
9.	<p><b>Business Administrator’s Report – Bridget Cross</b></p> <ul style="list-style-type: none"> <li>• Bond Schedules</li> </ul> <p>The board reviewed the bid received for snowplowing.  <b>T.Stevens/D.Greene:</b> Motion to reject the snowplow bid.</p> <ul style="list-style-type: none"> <li>• Tuition Rates</li> </ul> <p>Bridget reviewed the final tuition rates for Colebrook and Colebrook/Columbia.</p> <ul style="list-style-type: none"> <li>• Revision to Estimated Revenue FY23 -</li> </ul> <p>Bridget provided an updated estimate of revenue for FY 23. It was noted that tuition revenue was down this year due to reduced tuition rates and enrollment.</p> <ul style="list-style-type: none"> <li>• Enrollment -</li> </ul> <p>The district and SAU enrollment information was shared. Mr. Falconer commented that enrollment has risen 19% over time.</p> <ul style="list-style-type: none"> <li>• Bus 60 –</li> </ul> <p>The condition of Bus 60 was discussed and that it is rusted and does not pass inspection. The board will consider selling or trading the bus.</p>	VOTE: Motion Carries
10.	<p><b>NH School Board Association Business –</b></p> <p>John spoke of the recent school board delegate assembly and noted that 90 delegates attended, and four policy statements were passed.</p>	
11.	<p><b>Co-Curricular Committee Report -None</b></p>	
12.	<p><b>Building Committee Report - None</b></p>	
13.	<p><b>Policy Committee Report –</b> Deb reported that the SAU Policy committee meets on October 17.</p>	
14.	<p><b>Negotiations Committee - None</b></p>	
15.	<p><b>Curriculum Committee Report –</b> Debra reported that the teachers and curriculum</p>	

	director are making plans to initiate the Citizenship exam required of all HS graduates in NH beginning with the class of 2024.	
16.	<b>Technology Committee Report</b> None	
17.	<b>Unfinished Business</b> - None	
18.	<p><b>New Business –</b></p> <ul style="list-style-type: none"> <li>• Adequacy Aid – Special Meeting</li> </ul> <p><b>N.Lebel/R.Murphy:</b> Motion to approve the Special Meeting Warrant and schedule the meeting on October 18, 2022 to allow the School District to respond to statutory changes in funding which have taken effect after the adoption of the School District’s FY2022 budget and resulted in an increase in the distribution of State funds for education in the amount of \$67,230.89 to the Colebrook School District.</p>	VOTE: Motion Carries
19.	<b>Information</b> - None	
20.	<p><b>Non-Public Session – RSA 91 – A :3 II(a)</b></p> <p><b>D.Greene/C.Hamelin :</b> Motion to enter Nonpublic session at 7:30 pm.</p> <p><b>T.Stevens/D.Greene:</b> Motion to leave nonpublic session at 8:13 pm.</p>	VOTE: Motion Carries VOTE: Motion Carries
21.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting: Tuesday, October 18, 2022 @ 6:00 pm – CAES library</li> <li>• SAU Board Meeting: Thursday, November 10, 2022 @ 6:00 pm at Columbia Town Hall</li> </ul>	
22.	<p><b>Adjournment:</b></p> <p>T.Stevens/R.Murphy: Motion to adjourn the meeting at 8:15 pm.</p>	VOTE: Motion Carries

Respectfully Submitted,  
Debra J. Taylor  
Superintendent