

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	04/05/2022
<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	Cheryl Covill
P	Craig Hamelin	P	Tanya Young		<b>Asst. Principal</b>		
P	Nathan Lebel			P	Ron Patterson		
<b>Public in Attendance:</b>							

**Minutes**

Item	Subject	Action
1.	The meeting was called to order at 6:00 pm by Chairman John Falconer.	
2.	<b>Agenda Adjustments:</b> Sale of the Academy, New Teacher Nominations and Non-Public Personnel	
3.	<b>Hearing of the Public:</b> None	
5.	<b>Special Reports:</b> None	
6.	<b>Reading of the Minutes:</b>  <u>C. Hameline/D. Greene:</u> Motion to approve the minutes of March 15, 2022 as presented.	Vote: Motion Carried
7.	<b>School Administrator's Report:</b> Kim Wheelock <ul style="list-style-type: none"> <li>• April Report <ul style="list-style-type: none"> <li>○ Kim discussed PLC meetings with teachers are ongoing.</li> <li>○ Today we received final approval for the North Point CTE Center from Commissioner Edelblut. <ul style="list-style-type: none"> <li>▪ We have been accepted into the Innovation Schools Program by the DOE and will be meeting in the near future with individuals from the Rooted consultant group who support schools who are engaged in this process. 194-E:5</li> </ul> </li> <li>○ Craig requested information on the Children's Stage Adventure Program. <ul style="list-style-type: none"> <li>▪ It was cancelled this year due to COVID and will be held next year at a date to be determined.</li> </ul> </li> </ul> </li> </ul>	
8.	<b>Superintendent's Report:</b> Debra Taylor <ul style="list-style-type: none"> <li>• March Report <ul style="list-style-type: none"> <li>○ Debra referenced her written report and addendum that was</li> </ul> </li> </ul>	

	<p>distributed this evening.</p> <ul style="list-style-type: none"> <li>○ She thanked everyone for their support over the last several months while the CTE application process was occurring. She noted that the process began on November 16 when the school board directed us to apply for a CTE Center in Colebrook. <ul style="list-style-type: none"> <li>▪ We are very happy that our application was successful. This is the first time in thirty to forty years that the DOE has approved a new CTE Center in NH.</li> <li>▪ The Board commended administrators for their hard work.</li> </ul> </li> <li>○ The closing for the sale of the Academy will be completed via mail in the next one to two weeks. <ul style="list-style-type: none"> <li>▪ A lease has been agreed to by the prospective buyer which will enable us to continue to use the tech building for tech ed classes for up to five years.</li> </ul> </li> </ul> <p><u>T. Stevens/R. Murphy</u>: Motion to authorize the school board chair and superintendent to sign all documents associated with the sale of the academy including closing documents, leases, and the deed.</p> <ul style="list-style-type: none"> <li>○ Building Expansion Committee update was provided. The Construction Estimator process resulted in the Jobin Construction Consultants. A public hearing will be held at the next Colebrook School Board Meeting to address the need to transfer up to \$20,000 for the construction estimator position. This pre-bond work includes three phases, existing conditions phases estimate, conceptual design estimate, and schematic design estimate. Upon approval of the allocation, the contract with LaValle and Brensinger will be amended to include the employment of the construction estimator previously noted. The public hearing has been posted six times.</li> <li>○ The Building Expansion Committee meeting on March 23 was reviewed. Debra shared a copy of the slide presentation which was presented at the committee meeting and outlined the architect's and engineer's assessment of our building's existing conditions. She also noted that our next meeting would be held on April 20 at 5:30 pm in the library and that a reminder notice would be mailed out.</li> <li>○ Debra referenced a building and property adjacent to the Colebrook school. Ron reviewed information about the property. It includes 16,000 square feet and 3.92 acres of land. It may also assist with traffic flow. It has a lot of potential as a location for tech ed classes. The Board requested that the architects review the property.</li> </ul>	<p>Vote: Motion Carried</p>
<p>9.</p>	<p><b>Business Administrator's Report:</b> Cheryl Covill</p> <ul style="list-style-type: none"> <li>● Cheryl reviewed her report. She discussed the school furniture that would be moved to a mobile storage unit behind the carriage house on the school property. Custodians are to be commended for their hard work as they moved the items out of the building. She noted that we are unable to sell any additional contents due to the conditions of the purchase and sale agreement. The e-waste will be</li> </ul>	

	<p>removed by a firm in Concord. We anticipate all items will be removed by May 15. More trophy cases will be installed in Colebrook Academy and Elementary School to accommodate additional trophies. Old adding machines and a typewriter will be offered to an interested district as a donation. Cheryl discussed the need to replace the current scoreboard and add an additional scoreboard, one on the front and one on the back wall. This will be paid be a donation from a community member and the proceeds from NCSN sale with a total cost of \$9600 from the athletic funds.</p> <p><u>C. Hamelin/T. Young:</u> Motion to expend up to \$9600. From the athletic funds to purchase two new scoreboards for the gymnasium.</p> <ul style="list-style-type: none"> <li>• Deb requested that the administration looks into replacing the scoreboards at the outdoor girls’ soccer field which is not working. It was also noted that the scoreboard on the boys’ soccer field is not working properly. Ryan will look into this.</li> <li>• The Board was asked to consider the use of woodchips or use rubber material.</li> </ul> <p><u>D. Greene/T. Young:</u> Motion to replenish the playground with woodchips.</p> <ul style="list-style-type: none"> <li>• Cheryl noted that universal free school meals will expire at the end of the school year. Parents will be notified. An online application is being developed. We hope more parents will participate.</li> <li>• School clerk position is open. This includes 5-6 hours of work annually. The Board will leave the position open for now and seek other interested individuals.</li> <li>• Cheryl reviewed the April budget analysis. We are looking at approximately \$836,000. We projected \$720,000. to the voters in March. This balance is assuming the completion of the school surveillance project. The final balance will be determined after the close of the fiscal year on June 30.</li> </ul>	<p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p>
10.	<p><b>NH School Board Association Business:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
11.	<p><b>Co-curricula Committee Report:</b> Nathan Lebel</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
12.	<p><b>Building Committee Report:</b> Craig Hamelin</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
13.	<p><b>Policy Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
14.	<p><b>Negotiations Committee Report:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
15.	<p><b>Curriculum Committee Report:</b> Nathan Lebel</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
16.	<p><b>Technology Committee Report:</b> Nathan Lebel</p>	

	<ul style="list-style-type: none"> <li>• None</li> </ul>	
17.	<p><b>Building Expansion Committee:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
18.	<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• Building/Facilities Project <ul style="list-style-type: none"> <li>○ See Superintendent’s report</li> </ul> </li> </ul>	
19.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• 2 Teacher Appointments and a Coaching Appointment <ul style="list-style-type: none"> <li>○ Faith Slocum is recommended for 4th-grade Elementary Teacher position.</li> <li>○ Emilie Smith is recommended for the position of secondary Social Studies Teacher.</li> <li>○ Ryan Call is recommended as Varsity Boys’ Basketball Coach.</li> </ul> </li> </ul> <p><u>D. Greene/T. Stevens:</u> Motion to accept the nomination for the two teaching positions and the varsity basketball coach.</p> <ul style="list-style-type: none"> <li>• Computer Equipment RFP <ul style="list-style-type: none"> <li>○ One bid was received from Wally Computers. Option 1 recommended – includes the purchase of 40 units of the PC laptop computers for student use.</li> </ul> </li> </ul> <p><u>D. Greene/N. Lebel:</u> Motion to approve Option 1 to purchase 40 laptop computers as recommended including the additional 16 GBs of ram from grant funds.</p> <p><u>D. Greene/N. Lebel:</u> Motion to expend \$3,200 for warranty protection from the local budget.</p> <ul style="list-style-type: none"> <li>• School Resource Officer RFP <ul style="list-style-type: none"> <li>○ The RFP window has been extended.</li> </ul> </li> <li>• Kitchen Equipment RFP <ul style="list-style-type: none"> <li>○ The USDA equipment RFP was submitted.</li> </ul> </li> <li>• Assurances</li> </ul> <p><u>C. Hamelin/D. Greene:</u> Motion the general assurances document has been presented to the Board and they agree to the terms and authorize the Board Chair and Superintendent to sign the document.</p>	<p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p>
20.	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• Canaan School Board was unavailable to attend the meeting on April 5th. <ul style="list-style-type: none"> <li>○ The Colebrook Board asked the Superintendent to extend an invitation for a joint meeting at a future date. This would be in</li> </ul> </li> </ul>	

	<p>lieu of the Superintendent’s visit to the Canaan Board on April 11 due to two standing conflicts.</p> <ul style="list-style-type: none"> <li>▪ One item to be included on the agenda for the joint meeting will be the Regional CTE agreement.</li> </ul>	
21.	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
22.	<p><b>Non-Public Session:</b> RSA 91 A-3 II (a) for a personnel matter.</p> <p><u>D. Greene/N. Lebel</u>: Motion to enter non-public session at 7:17 pm to discuss a personnel matter. The roll call vote to enter non-public was unanimous. ROLL CALL VOTE: J. Falconer – Yes, D. Greene – Yes, C. Hamelin – Yes, N. Lebel – Yes, R. Murphy – Yes, T. Stevens – Yes, T. Young - Yes</p> <p><u>D. Greene/T. Young</u>: Motion to return to regular session at 7:53 pm. The roll call vote was unanimous. ROLL CALL VOTE: J. Falconer – Yes, D. Greene – Yes, C. Hamelin – Yes, N. Lebel – Yes, R. Murphy – Yes, T. Stevens – Yes, T. Young - Yes</p> <p><u>T. Young/R. Murphy</u>: Motion to accept the request of a staff member to rescind their resignation and return for the coming school year.</p> <p><u>N. Lebel/D. Greene</u>: Motion to increase the teacher stipend for Running Start Courses to \$2,000 per course effective in the 2022-23 school year.</p> <p><u>D. Greene/T. Stevens</u>: Motion to authorize the superintendent to utilize grant funds for tuition reimbursement for teachers.</p> <p><u>N. Lebel/D. Greene</u>: Motion to add a part-time Auto Technology CTE Teacher Position.</p> <p><u>C. Hamelin/D. Greene</u>: Authorize the principal to post the CTE Director position.</p>	<p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p> <p>Vote: Motion Carried</p>
23.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• SAU 7 Spring Board Meeting: Thursday, April 7, 2022 @ 6:00 pm – Pittsburg School</li> <li>• Colebrook School Board Meeting: Tuesday, April 19, 2022 @ 6:00 pm – CAES library</li> </ul>	
24.	<p><b>Adjournment:</b></p> <p><u>N. Lebel/D. Greene</u>: Motion to adjourn the Board meeting at 8:00 pm.</p>	<p>Vote: Motion Carried</p>

Respectfully Submitted,  
Debra J. Taylor  
Superintendent

