

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	7/23/19
<b>Time</b>	7:00 pm.
<b>Location</b>	Colebrook Elementary School Library
<b>Chairperson</b>	Brian LaPerle

**Attendance**

Attendance Legend: **P** - Present **E** - Excused Absence **A**- Absent

<b>School Board Members</b>		<b>Principal</b>		<b>SAU Members</b>			
P	John Falconer	P	Nathan Lebel	P	Kim Wheelock	P	Bruce Beasley
P	Craig Hamelin	P	Deb Greene			E	Cheryl Covill
P	Brian LaPerle	E	David Gales				
A	Michael Pearson						

**Public in Attendance: David Collins, Ryan E Eames, Sandra Cabrera, Dawn Hall**

**Minutes**

<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.	The meeting was called to order at 7:00 pm	
2.	<p><b>Agenda Adjustments:</b></p> <ul style="list-style-type: none"> <li>• Hearing of the Public – Sandra Cabrera- Update on Country Day School</li> <li>• New Business – General Assurances, Terms &amp; Requirements for Participation in Federal Programs</li> <li>• Remove Non-Public Session in accordance with RSA 91-A:3,IIb) – Personnel matter</li> </ul>	
3.	<p><b>Hearing of the Public:</b></p> <ul style="list-style-type: none"> <li>• Public Hearing to withdraw \$7,500 from the Fannie O’Neil Trust to purchase bookcases for the High School Library. <b><u>J. Falconer / C. Hamelin</u> motion to withdraw \$7,500 from the Fannie O’Neil Trust to purchase 6 bookcases for the High School Library.</b></li> <li>• Dawn Hall asked the board if they could purchase 9 bookcases instead of 6. <ul style="list-style-type: none"> <li>○ B. Beasley stated they could only act on the \$7,500 from the Fannie O’Neil Trust and he would look into the budget to see what adjustments could be done to accommodate for 3 more bookcases.</li> <li>○ To be placed on the next School Board agenda to have</li> </ul> </li> </ul>	Vote: Unanimous

	<p>a Public Hearing regarding the bookcases.</p> <ul style="list-style-type: none"> <li>• David Collins – Colebrook 250<sup>th</sup> celebration <ul style="list-style-type: none"> <li>○ Mr. Collins explained there will be 2 days of activities for the 250<sup>th</sup> celebration.</li> <li>○ Having the Alumni Association maybe doing a tour at the CA. Mr. Collins would work with Ryan Eames.</li> <li>○ Mr. Collins will keep the board informed of any activities concerning the use of school property.</li> </ul> </li> <li>• Sandra Cabrera – Country Day School (update) <ul style="list-style-type: none"> <li>○ Ms. Cabresa spoke on how she talked with some Vermont Schools and how they are participating within their districts.</li> <li>○ Country Day School has invited the Colebrook School Board to visit the school.</li> <li>○ Next School Board Mtg agenda under Old Business on Colebrook Board Members visiting the facility.</li> <li>○ Ms. Cabresa would like to have parents in the School District be aware of the program that the Country Day School offers.</li> </ul> </li> </ul>	
4.	<p><b>Reading of the Minutes:</b>  <u>C. Hamelin / D. Greene</u> to approve the minutes of June 18, 2019.</p>	Vote: Unanimous
5.	<p><b>Special Reports:</b></p> <ul style="list-style-type: none"> <li>• Colebrook School Board granted the request for Mr. Eames 30<sup>th</sup> year celebration with a tour at the CA.</li> </ul>	
6.	<p><b>Principal’s Report:</b> Kim Wheelock</p> <ul style="list-style-type: none"> <li>• Completed: <ul style="list-style-type: none"> <li>○ Distributed a survey to teachers and students to help her better understand their perspectives on the transition. From that date she was able to address concerns they had in their initial meeting on 6/10 when she visited Colebrook.</li> <li>○ Met with Lisbon Principal Jackie Daniels to review their K-12 system.</li> <li>○ Attended the Understanding by Design conference with other SAU 7 staff on 6/24 to 6/27.</li> <li>○ Met with Business Administrator regarding budget, requisition process and grant procedures.</li> <li>○ Organized interview committee for new school counselor, interviewed, checked references and nominated applicant to Superintendent.</li> <li>○ Attended board meeting 7/1</li> <li>○ Mailed 255 families the transition surveys.</li> <li>○ Coordinated end of term dates and exam dates with Canaan and Pittsburg.</li> <li>○ Met with Littleton Principal Jennifer Carbonneau to review their 6-12 system.</li> </ul> </li> </ul>	

- Met with Sharon Pearson regarding the one day per week music position.
- Met with Mary Jolles regarding Builder Club, Key Club, and Kiwanis.
- Met with Buddy Trask regarding NHIAA.
- Set up meeting dates for staff to discuss transition, 7/19, /23, 7/24, 7/25, 7/29, 7/30, 7/31, and 8/1.
- Set up meeting for Student Council to discuss transition, 8/1.
- Met with Business Administrator, Abby Group, and Jen Mathieu regarding Nutrition Grant.
- In Process:
  - Reviewing and analyzing staff, student, and parent survey data for prioritizing concerns.
  - Meeting with staff and students.
  - Reviewing and consolidating student & faculty handbooks for necessary updates.
  - Reviewing emergency plans and crisis management plans.
  - Reviewing SAU 7 district-wide policies and Colebrook School local policies.
  - Planning teacher in-service day.
- Upcoming:
  - Paraprofessional educator interview 7/23.
  - Special educator interviews 7/24.
  - Staff welcome back letter and opening day agenda.
  - Parents introduction letter and pre-school opening welcome date/parent club.
  - NHIAA principal training 8/15.
  - CPI training on 8/21 & 8/23.
  - Teacher in-service for 8/26.
  - Student first day of school for students.
- **Building & Grounds**
  - Summer Maintenance
    - ❖ Custodians are hard at work moving, waxing, painting, and mowing.
  - Renovation Project
    - ❖ Renovations are coming along nicely.
- **Student Enrollment:**
  - There are 5 new registrations (2 PreK, 1 K, 2 grade 4).
  - There are 2 students withdrawn for home school (grade 2 & grade 5).
  - As of 7/18/19 total enrollment is 338.
    - ❖ PreK – 8 = 215
    - ❖ 9 -12 = 98 + 15 (12 from Canaan, 3 from Pittsburg for semester 1 courses).

**Student Council Report:**

- None

<p>7.</p>	<p><b>Superintendent's Report:</b> Bruce Beasley</p> <ul style="list-style-type: none"> <li>• The next collaborative committee meeting is set for 8/1. The committee has obtained an additional year of the grant funding through the North Country Charitable Foundation. The Commissioner of Education from New Hampshire (Frank Edelblut) and his counterpart from Vermont (Dan French) will meet with committee members on 8/15<sup>th</sup> in Canaan. The expected time for this meeting is about 11:30. One of the items that we will be discussing is their role in formalizing this committee as an interstate committee.</li> <li>• The building project is going well; B. Beasley is excited to get back to the district to see the work that has taken place recently.</li> <li>• The staff members that attended the UbD training in Maryland from 6/23<sup>rd</sup> to 6/26<sup>th</sup> have reported back the conference went well. Kim Wheelock and Kim Dorman attended as representatives for the Colebrook District. They were joined by members from Pittsburg and Stewartstown. The group is tasked with meeting monthly, organizing and Professional Development ideas for all staff and leading the PD within their own building.</li> <li>• B. Beasley finished the Innovative Schools Summit in Las Vegas. This was a terrific conference that offered training in 5 specific areas. B. Beasley attended to focus on School Culture and Climate as well as Student Discipline. B. Beasley will share some great ideas with the administration and with staff members in the upcoming months.</li> <li>• B. Beasley attended the GEAR UP Conference in San Francisco. This opportunity for him and other representatives from Stewartstown cohort to learn new ideas that will support students as they begin to explore college as an option. This specifically impacts students that will be freshmen and sophomores at CA in the fall.</li> <li>• The Alice Training took place at the end of the school year and was great. Mark and Dan did a nice job with the ALICE portion of the day while the officers that were in attendance were extremely intense in their portion of the training as well.</li> <li>• B. Beasley met with Kim and Colleen regarding the schedule. The first semester is set and it looks like a few minor tweaks will assure the second semester will be worked out as well.</li> </ul>	
<p>8.</p>	<p><b>Business Administrator's:</b> Cheryl Covill</p> <ul style="list-style-type: none"> <li>• Boiler Section replacement: <ul style="list-style-type: none"> <li>○ This past spring one section of the boiler sprung a leak and needs to be replaced. The vendor has finally agreed to replace the boiler section at no cost to the district (section only). The district is still responsible for the labor and minor materials. Quotes from Daniel</li> </ul> </li> </ul>	

Hebert with a couple of options:

- ❖ #1 – replace the section only \$3,954.
- ❖ #2 – replace the section and install Return Temperature Stabilization (RTS) tubes in both Boiler 1 & 2 to prevent the cold-water shock at a cost of \$9,812.
- ❖ #3 – Injection system \$18,212.
- ❖ Option #2 should take care of the issues we seem to experience with these units. We could use the Building Expendable Trust Funds for the purpose. Public hearing could be held at the next board mtg. on 8/6.

**D. Greene / N. Lebel motion to go with Option #2 and use the funds from the Building Expendable Trust Funds for this purpose.**

• **Authorization to award bids:**

- General Supplies should be at a minimum this year. The largest items are copy paper and toner which we general award to the lowest bidder. Would you authorize B. Beasley and C. Covill to award the bids once received.

**C. Hamelin / D. Greene motion to authorize B. Beasley and C. Covill to award the bids to the lowest bidder for copy paper and toner.**

• **Food Service Costs:**

- Based on the DOE formula determining meal cost compliance, our SAU weighted expense average price per meal is \$2.78. The 2019-2020 weighted average price requirements is \$2.65 /meal.
  - ❖ Current Cost:
    - Grades PK - 5 \$2.65
    - Grades 6 – 12 \$2.90
    - Adults \$3.85
- Based on the current proposed budget the district will be contributing \$27,833 toward the food service program based on the current pricing.
- C. Covill recommends increasing \$0.05 per meal.
  - ❖ New prices with \$0.05 increase
    - Grades PK – 5 \$2.70
    - Grades 6 – 12 \$2.95
    - Adults \$3.90

**J. Falconer / C. Hamelin motion to increase the price per meal \$0.05.**

• **Fuel Oil and Propane Bids: (last year)**

- \$2.429 / for fuel oil Tanker Truck – CES
- \$2.529 / gallon fuel oil Tech Ed – SAU
- \$1.279 / gallon for propane – CA
- \$1.919 / gallon for propane – Kitchen

3 Yes  
1 abstained (JF)

Vote: Unanimous

Vote: Unanimous

- ❖ Budgeted @2.80 / per gallon for fuel oil.
- Bids for 2019-2020:
  - C. N. Brown
    - Propane - \$1.235
    - Fuel Oil – Tanker - \$2.159
    - Fuel Oil – Deliver Truck - \$2.259
  - C. Bean Transport
    - Propane - \$1.239
    - Propane – Kitchen - \$1.499
    - Fuel Oil – Tanker - \$2.249
    - Fuel Oil – Deliver Truck - \$2.299

**J. Falconer / N. Lebel motion to award the #2 Fuel Oil to C. N. Brown at \$2.159 Tanker and \$2.259 Deliver Truck.**

Vote: Unanimous

**J. Falconer / D. Greene motion to award the Propane to C. Bean Transport at \$1.239 and \$1.499 Kitchen.**

Vote: Unanimous

- **Consolidated Agreement on IDEA Funds: (Removed)**
- **Kindergarten Staff open house**

- Last year Dan started doing a kindergarten camp in the summer for a couple of days to get the kindergarten children transitioned into the school before everyone else came. Dan wrote a grant for this, however, grants were not utilized to cover this coming school year, due to timing. C. Covill suggests we use professional development funds for the one day, maximum cost would be \$375 (one day - \$20/hr).

**D. Greene / C. Hamelin motion to use professional Development funds for the one day, maximum cost would be \$375 (one day - \$20/hr).**

Vote: Unanimous

- **Food Service**
  - CES will have a new Head Cook this coming school year. He has experience as a chef for the private sector (restaurant industry).
- **Update on Renovation Project**
  - The renovation project is moving forward. According to Chris Hebert they are a little behind taping and mudding, however, painters are scheduled for next week and they are hoping to get back on schedule. Flooring has been selected. C. Covill would like to revisit removing the asbestos tile. Chris doesn't want to use a floor leveling agent just carpet over the existing tiles. This would mean adding the \$1,800 back into the product. The funds are available due to other changes in the project.
    - ❖ Remove tile \$1,800
    - ❖ Move wall in SPED Room \$1,068
    - ❖ Existing Propane Connectors are \$535.00

	<ul style="list-style-type: none"> <li>❖ Health Floor extended rubber matting \$1,034 <ul style="list-style-type: none"> <li>○ 1,068 + 535 + 1,034 + 1,800 = 4437 + 600 for (10) occupancy Sensors = \$5,037</li> </ul> </li> </ul> <p><b><u>N. Lebel / D. Greene</u> motion to spend \$5,037 for the all the change orders.</b></p> <ul style="list-style-type: none"> <li>• <b>Custodial Staff:</b> <ul style="list-style-type: none"> <li>○ Receive recognition for their efforts in making the transition go as smoothly as possible. They did a phenomenal job working together and they take great pride in the school and want the high school to continue with this tradition.</li> </ul> </li> </ul> <p><b><u>J. Falconer / C. Hamelin</u> motion to give a \$50.00 gift card to the 5 custodian staff for all their hard work.</b></p>	<p>3 yes 1 abstained (JF)</p> <p>Vote: Unanimous</p>
9.	<p><b>NH School Board Association Business:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• Keep checking emails for additional information</li> </ul>	
10.	<p><b>Co-Curricular Committee Report:</b> Brian LaPerle</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
11.	<p><b>Building Committee:</b> Craig Hamelin</p> <ul style="list-style-type: none"> <li>• Already discussed</li> </ul>	
12.	<p><b>Policy Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>• Next meeting is 8/22 @ 6:00 p.m.</li> <li>• Finished the (I's Policies)</li> </ul>	
13.	<p><b>Support Staff Committee Report:</b> Michael Pearson / B. Beasley</p> <ul style="list-style-type: none"> <li>• B. Beasley spoke on an email going around for what people are being paid for training.</li> </ul>	
14.	<p><b>Negotiations Committee Report:</b> John Falconer</p> <ul style="list-style-type: none"> <li>• Board to go through the contracts and set a time.</li> </ul>	
15.	<p><b>Curriculum Committee Report:</b> David Gales</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
16.	<p><b>Technology Committee Report:</b> David Gales</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
17.	<p><b>Regional Committee Report:</b> Brian LaPerle</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>• None</li> </ul>	
19.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Staffing Update – Additional Time for Staff (room preparation) <ul style="list-style-type: none"> <li>○ There are some rooms that are not completed due to construction. B. Beasley would like permission to set with the staff members and pay them \$20/hr.</li> </ul> </li> </ul> <p><b><u>C. Hamelin / D. Greene</u> motion to give Superintendent</b></p>	<p>Vote: Unanimous</p>

	<p><b>permission to set with the staff members and discuss room preparation and pay them \$20/hr.</b></p> <ul style="list-style-type: none"> <li>• General Assurances, Terms, and Requirements for Participation in Federal Programs.</li> </ul> <p><b><u>J. Falconer / C. Hamelin</u> motion to authorize Superintendent B. Beasley to sign the General Assurances, Terms, and Requirements for Participation in Federal Programs for the Colebrook School District.</b></p>	Vote: Unanimous
20.	<p><b>Other Business:</b></p> <p><b><u>C. Hamelin / J. Falconer</u> motion to adjourn the meeting at 8:31 p.m.</b></p>	Vote: Unanimous
21	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
23.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting: August 6, 2019 @ 7:00 p.m.</li> <li>• Columbia SAU 7 Meeting: August 15, 2019 @ 5:30 p.m.</li> </ul>	

Respectfully Submitted,  
Dorothy Uran  
Recording Clerk

*Adopted by the Colebrook  
School Board 08-06-2019*