

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	5/5/20
<b>Time</b>	6:00 pm.
<b>Location</b>	Colebrook Elementary School Library
<b>Chairperson</b>	Brian LaPerle

**Attendance**

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

<b>School Board Members</b>				<b>Principal</b>		<b>SAU Members</b>	
P	John Falconer	R	Nathan Lebel	R	Kim Wheelock	P	Bruce Beasley
R	Craig Hamelin	R	Deb Greene			P	Cheryl Covill
P	Brian LaPerle	R	David Gales (Ent 6:14)				
R	Michael Pearson						

**Public in Attendance:** Mike Gilbert - Custodian

**Minutes**

<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.	The meeting was called to order at 7:00 pm by Brian LaPerle	
2.	<b>Agenda Adjustments:</b> <ul style="list-style-type: none"> <li>• LP Bids under New Business</li> </ul>	
3.	<b>Hearing of the Public:</b> <ul style="list-style-type: none"> <li>• Mr. Gilbert asked the board what the correct protocol was for people coming in and out of the building? B. Beasley mentioned a limit of 10 people at one time and promoting wearing a face mask is a good procedure. B. Beasley will speak to K. Wheelock on Mr. Gilbert concern.</li> </ul>	
4.	<b>Reading of the Minutes:</b> <b>J. Falconer / D. Greene:</b> Motion to approve the minutes of April 21, 2020 with the following correction. <ul style="list-style-type: none"> <li>○ <b>Item 18 – New Business – 2<sup>nd</sup> bullet</b> <ul style="list-style-type: none"> <li>▪ Add Kelsey last name</li> </ul> </li> </ul>	Vote: Motion Carries
5.	<b>Special Reports:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

6.	<p><b>Principal's Report:</b> Kim Wheelock</p> <ul style="list-style-type: none"> <li>• Report Attached</li> <li>• K-8<sup>th</sup> grading – pass / fail on report card or promote / retain for the school year</li> </ul> <p><b><u>D. Greene / N. Lebel:</u></b> Motion giving permission to K. Wheelock for grading of the 4<sup>th</sup> quarter for K-8<sup>th</sup> grades for past, fail, promote, or retain.</p> <ul style="list-style-type: none"> <li>• Waiving Senior Community Service hours</li> </ul> <p><b><u>D. Greene / J. Falconer:</u></b> Motion to waive the Community Service hours for the Seniors for this year because of the COVID-19.</p> <ul style="list-style-type: none"> <li>• B. Beasley spoke about waiving the final exams and using remote learning in a positive way.</li> </ul>	<p>Vote: Motion Carries</p> <p>Vote: Motion Carries</p>
7.	<p><b>Superintendent's Report:</b> Bruce Beasley</p> <ul style="list-style-type: none"> <li>• Congrats to K. Wheelock on a very nice parade of Teacher's Appreciation and recognizing the Seniors.</li> <li>• Received a document from Commissioner office on what the parameters are for upcoming graduation. Mr. Beasley will be speaking with the other administrators on 5/6/20.</li> <li>• May 15<sup>th</sup> will be another pick-up day at the Colebrook Elementary.</li> <li>• May 29<sup>th</sup> is the final day of school.</li> <li>• Staff will work the final week to reach out to any students that need help.</li> <li>• B. Beasley thanked C. Hamelin, N. Lebel, C. Covill and E. Sherry for sitting in on the IT interviews.</li> <li>• There has been no word on using the Colebrook Elementary gym for setting up for COVID -19.</li> </ul>	
8.	<p><b>Business Administrator's:</b> Cheryl Covill</p> <ul style="list-style-type: none"> <li>• The DOE -Food and Nutrition Division received a waiver to offer Fresh Fruit and Vegetables</li> <li>• Talked on the Summer Programs and food disturbance and how the State does not cover all the cost.</li> <li>• Congrat's to Deb. Bovin for receiving an award for being an Essential worker and she received a \$100 Gift Certificate.</li> <li>• On May 1<sup>st</sup> 3 members from the hospital went to the gym to look at the food stand and also toured the kitchen.</li> <li>• C. Covill went over the budget analysis and looking positive.</li> <li>• Fingerprinting beginning on July 1<sup>st</sup> for staff.</li> <li>• Contractors in the building – maybe having them sign off.</li> <li>• WW Berry – where the buses are not be used cutting back on some of the cost.</li> <li>• Care Grant – Title I fund and using Title II funds, everything has been put on hold.</li> <li>• Justin and Chris worked during school vacation and did a lot of necessary updates.</li> </ul>	

	<ul style="list-style-type: none"> <li>• C. Hamelin mentioned to have contractors in the building and take the opportunity to get necessary updates done.</li> <li>• C. Covill she needs the board members to stop by the SAU 7 office to sign vouchers.</li> </ul>	
9.	<b>NH School Board Association Business:</b> John Falconer <ul style="list-style-type: none"> <li>• Webinar on 5/11/20 on new board members</li> <li>• Webinar on 5/14/20 on Right-To-Know-Law</li> </ul>	
10.	<b>Co-Curricular Committee Report:</b> Brian LaPerle <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• Nominations of the Co-Curricular Committee</li> </ul>	
11.	<b>Building Committee:</b> Craig Hamelin <ul style="list-style-type: none"> <li>• Will meet following the School Board Mtg.</li> <li>• Doing a walk through the CA and check out the trophy cases and move to the CES lobby.</li> </ul>	
12.	<b>Policy Committee Report:</b> Deb Greene <ul style="list-style-type: none"> <li>• IB to IMGA policies in packet of 5/5/20 mtg.</li> </ul>	
13.	<b>Negotiations Committee Report:</b> John Falconer <ul style="list-style-type: none"> <li>• Contracts for the teachers.</li> <li>• Working on the hourly staff contracts for signatures.</li> </ul>	
14.	<b>Curriculum Committee Report:</b> David Gales <ul style="list-style-type: none"> <li>• None</li> </ul>	
15.	<b>Technology Committee Report:</b> David Gales <ul style="list-style-type: none"> <li>• Mentioned under C. Covill report</li> </ul>	
16.	<b>Regional Committee Report:</b> Brian LaPerle <ul style="list-style-type: none"> <li>• Meeting on 5/7/20 by ZOOM – reach out to B. LaPerle or B. Beasley</li> </ul>	
17.	<b>Unfinished Business:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
18.	<b>New Business:</b> <ul style="list-style-type: none"> <li>• Coronavirus update – having weekly mtgs.</li> <li>• Technology – already discussed <ul style="list-style-type: none"> <li>○ Verbal Agreement for the IT position</li> </ul> </li> <li>• Staffing – 1 Elementary Vacancy <ul style="list-style-type: none"> <li>3 Para – Professional</li> </ul> </li> <li>• Stipend Updates – B. Beasley read through the list. <ul style="list-style-type: none"> <li>○ Co- Curricular position – J. Falconer mentioned the Key Club Advisor committee was not handle very well this year. B. Beasley mentioned J. Falconer needs to speak with K. Wheelock.</li> </ul> </li> <li>• Discussion on Assistant Principal – have K. Wheelock create a position called Teaching – Deans of Students. To utilize Tom Allin. Have K. Wheelock came back to the board with the</li> </ul>	

	<p>final plan at the next meeting.</p> <ul style="list-style-type: none"> <li>• General and Grant Specific Assurances <ul style="list-style-type: none"> <li>○ General Assurances, Requirements and Definitions for Participation in Federal Programs</li> <li>○ FY21 Program Assurances</li> </ul> </li> </ul> <p><b><u>J. Falconer / D. Gales:</u></b> Motion and approved to give permission to Chairman B. LaPerle on signing the General Assurances listed above.</p> <ul style="list-style-type: none"> <li>• Policies 2 – IB – IMGA (list attached)</li> </ul> <p><b><u>D. Greene / J. Falconer:</u></b> Motion to accept the I policies that were enclosed in the packet for 2<sup>nd</sup> reading.</p> <ul style="list-style-type: none"> <li>• LP Bids <ul style="list-style-type: none"> <li>○ Stiles - \$1.219 per gallon</li> <li>○ C. Bean Transport - \$0.99 per gallon</li> <li>○ C. N. Brown – chose not to bid</li> </ul> </li> </ul> <p><b><u>J. Falconer / C. Hamelin:</u></b> Motion to go with C. Bean Transport for LP bid at the cost of \$0.99 per gallon.</p>	<p>Vote: Motion Carries</p> <p>Vote: Motion Carries</p> <p>Vote: Motion Carries</p>
19.	<p><b>Superintendent Search:</b></p> <ul style="list-style-type: none"> <li>• Completed – Contract signed by Dr. Debra Taylor and will start July 1<sup>st</sup>.</li> <li>• Remove from agenda</li> <li>• K. Wheelock thanking N. Lebel for the work he did for the Superintendent search.</li> </ul>	
20.	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
21.	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
22.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting: Tuesday, May 19, 2020 @ 6:00 p.m.</li> </ul>	
23.	<p><b>Adjournment:</b></p> <ul style="list-style-type: none"> <li>• <b><u>J. Falconer / B. LaPerle:</u></b> Motion to adjourn @ 7:28 p.m. with the Building Committee following.</li> </ul>	

Respectfully Submitted  
Dorothy Uran  
Recording Clerk

*Adopted 05/19/2020*

## Principal's Report

Kimberly Wheelock <kimberlywheelock5@users.smore.com>

Sun 5/3/2020 2:05 PM

To: Dorothy Uran <durand@colebrooknh.org>

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# Principal's Report

MAY 5, 2020

## PRINCIPAL ACTIVITIES

- Commissioner zoom meetings
- Superintendent zoom meetings
- Scheduling zoom meeting with principals and guidance counselors
- Scheduling work
- Review receptionist and secretary applications
- School board zoom meeting
- Teacher Google meetings
- Calls to parents & teachers
- Emails to students & staff
- Work on graduation policy
- Work on program of studies

## STUDENTS

### Elementary

For 4th quarter, teachers would like to grade students in grades K-5 as promoted or retained and grades 6-8 as pass or fail. I think we all understand that 4th quarter is not going to be what it would have been had students been in school for content instruction, assignments, and assessments. Therefore, teachers feel this is the best option for our students at this time. I am working on scheduling for next year with built in intervention time for students.

### High School

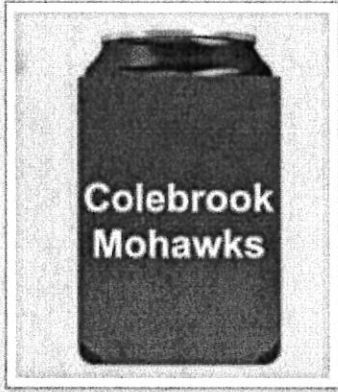
To show support for seniors, I asked staff to each do a "senior message" for them to post on facebook. I also started an "adopt a senior" for cards and letters to be dropped off for them May 29th. I have had a lot of positive feedback. The Booster Club is purchasing pole banners for seniors which will be hung around town. Butch Ladd is the chair and he is working with the town on this.

Most high school seniors need their community service hours waived as a graduation requirement. This will require a motion from the board. There were several seniors who were not close to having their hours done before remote learning began. Others were close, and reported having hours done to Mrs. Clogston, but only three turned in their paperwork. If we assume that the stay at home order and social distancing remain in effect, these hours cannot be completed before school ends.

Graduation guidelines are forthcoming from the commissioner.

## TEACHER APPRECIATION WEEK

- I contacted the PTO and they are sending me videos for teachers during Teacher Appreciation Week. These will be posted on facebook.
- Parents are making signs for teachers and staff during for our parade Tuesday.
- Carrie Rancourt has the Girl Scout troop in town holding a virtual Cookie Sale for donations for teachers.
- I ordered the teachers and all other staff: paras, custodians, secretaries, & coaches something fun for summer, a "Colebrook Mohawk" can koozie they can use whenever BBQs with family and friends happen again!



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**Policies for Board Adoption (#2)**

<u>IB</u>	Academic Freedom
<u>IC</u>	School Year
<u>ICA</u>	School Calendar
<u>IF</u>	Instructional Program
<u>IFA</u>	Instruction Needs of Each Individual Student
<u>IGA</u>	Curriculum Development
<u>IGD</u>	Curriculum Adoption
<u>IGE</u>	Parental Objections to Specific Course Material
<u>IHAH</u>	World Languages Program
<u>IHAK</u>	Character and Citizenship Education
<u>IHAM</u>	Health Education and Exemption From Instruction
<u>IHAM-R</u>	Health and Sex Education Exemption: Opt-Out Form
<u>IHAMB</u>	Teaching About Self-Protection
<u>IHAMC</u>	HIV/Aids
<u>IHBA</u>	Programs for Pupils with Disabilities
<u>IHBA-R</u>	Procedural Safegaurds for Children with Disabilities
<u>IHBAA</u>	Evaluation Requirements for Children with Specific Learning Disabilities
<u>IHBAA-R</u>	Specific Learning Disability Determination Form
<u>IHBB</u>	Programs for Gifted Pupils
<u>IHBBA</u>	Limited English Proficiency Instruction
<u>IHBBA-R</u>	Limited English Proficient Programs
<u>IHBCA</u>	Pregnant Students
<u>IHBG</u>	Home Education Instruction & Access to Curricular and Co-Curricular Programs
<u>IHBG-R</u>	Participation in Public School Activities by Home Educated, Charter and NonPublic Pupils
<u>IHBH</u>	Extended Learning Oppprtunities
<u>IHBH-R</u>	Extended Learning Opportunity Application
<u>IHBH-R2</u>	Memorandum of Understanding for Extended Learning Opportunities
<u>IHBI</u>	Alternative Learning Plans
<u>IHCA</u>	Summer Activities
<u>IJ</u>	Instructional Resources and Instructional Resources Plan
<u>IJ-R</u>	Criteria of Slection o Instructional Materials
<u>IJK</u>	Supplemental Materials Selection and Adoption
<u>IJK-R</u>	Supplemental Material Selection and Adoption
<u>IJOA</u>	Field Trips and Excursions
<u>IJOC</u>	Volunteers
<u>IJOC-R</u>	Volunteers - Confidentiality Agreement
<u>IK</u>	Earning of Credit
<u>IKA</u>	Grading System
<u>IKAA</u>	Interdisciplinary Credit
<u>IKAD</u>	Changing Student Grades
<u>IKAD-R</u>	Changing Student Grades - Process
<u>IKB</u>	Homework
<u>IKC</u>	Academic Honors, Class Ranking, Valedictorian and Salutatorian



<u>IKE</u>	Promotion and Retention of Students
<u>IKFA</u>	Early Graduation
<u>ILBA</u>	Assessment of Educational Programs
<u>ILBAA</u>	High School Graduation Competencies
<u>IMAH</u>	Daily Physical Activity
<u>IMBA</u>	Distance Education
<u>IMBC</u>	Alternative Credit Options
<u>IMBD</u>	High School Credit for 7th/8th Grade Coursework
<u>IMC</u>	Controversial Speakers and Programs
<u>IMDA</u>	Patriotic Exercises
<u>IMG</u>	Animals in the School
<u>IMGA</u>	Service Animals