

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	12/1/20
<b>Time</b>	6:00 pm.
<b>Location</b>	Colebrook Elementary School Library
<b>Chairperson</b>	Brian LaPerle

**Attendance**

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

School Board Members			Principal		SAU Members		
P	John Falconer	R	Nathan Lebel	P	Kim Wheelock	P	Debra Taylor
P	Craig Hamelin	P	Deb Greene			P	Cheryl Covill
P	Brian LaPerle	P	Tracey McKinnon				
R	Michael Pearson						

**Other in attendance: Remotely – Erica Boutin, Jenny Keyser, Joey Sweatt, Mary Trask, Theresa Lord, Lori B., Buddy Trask, Jacie and Emma LeClair, Kevin Trask, Nicole Snow, Shawn, Sierra Riff, The Riffs, Steve Dowse, Debbie Lynch, Colleen Clogston, Amy & Ron Patterson, Devon Phillips**

**Public in attendance: Cassie Hibbard, Keenan Hurlbert, Katie Parker, Daniel, Jed Sara Smith, Kristen Wheelock, Katherine Samson, Izih Thibodeau, Laura Thibodeau, Carson Rancourt, Bryce Smith, Brody Smith, April Smith, Michelle Rancourt, Anthony Rossitto Jr., Anthony Rossitto, Sr., Maryann Rossitto, Samantha Howe, Sage Smith, Christa Howe-Lambert, James Lambert, Savannah Howe, Alexis Inkel, Sara Fernald, Jodi Smith, Daniel Smith, Sharon Ellingwood-White, Sam Villa**

**Minutes**

Item	Subject	Action
1.	The meeting was called to order at 6:00 pm by Brian LaPerle	
2.	<b>Agenda Adjustments:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
3.	<b>Hearing of the Public:</b> <ul style="list-style-type: none"> <li>• To accept and expend the Supplemental Public School Response Act money from the State of NH DOE in the amount of \$49,000.00 to assist the schools through the impact of COVID-19.</li> </ul> <p><b><u>J. Falconer / D. Greene:</u> motion to accept and expend the Supplemental Public School Response Act money from the State of NH DOE in the amount of \$49,000.00 to assist the schools through the impact of COVID-19.</b></p> <ul style="list-style-type: none"> <li>• Ryan Call – spoke on the NHIAA COVID-19 Return to Sports Guidelines – needed clarification on the do’s and don’ts. Wait to start skills &amp; drills on 12/7 -12/14, 2 full weeks and having</li> </ul>	Vote: Motion Carried

	<p>their first game on 1/12/21.</p> <ul style="list-style-type: none"> <li>○ J. Falconer mentioned at the 11/17/20 meeting the Board approved what Mr. Call had presented, and wanted to know what has changed. Mr. Call mentioned not having school open. A lot of students and parents voiced their opinions on their child playing sports and not having them back in school.</li> </ul> <p><b><u>J. Falconer / D. Greene:</u> motion to reconsider the motion that was made on 11/17 on the NHIAA-Sports Guidelines- allow Co-curriculum activities during remote learning.</b></p> <ul style="list-style-type: none"> <li>● More discussion from students and parents on re-opening of school.</li> </ul>	<p>Vote: 6 Yes 1 No- N. Lebel</p>
4.	<p><b>Reading of the Minutes:</b> <b><u>C. Hamelin / D. Greene:</u> Motion to approve the minutes of November 17, 2020.</b></p>	<p>Vote: Motion Carried</p>
5.	<p><b>Special Reports:</b></p> <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>● Talked about increase of enrollment and to keep an eye on the budget for hiring more staff.</li> </ul>	
7.	<p><b>Superintendent's Report:</b> Debra Taylor</p> <ul style="list-style-type: none"> <li>● Report attached</li> <li>● Spoke on the COVID updates that are daily</li> <li>● D. Taylor read a letter from Richard March on retiring after the 2022 school year.</li> </ul> <p><b><u>J. Falconer / C. Hamelin:</u> motion to accept Richard March letter of retiring after the 2022 school year.</b></p> <ul style="list-style-type: none"> <li>● D. Taylor informed the Board that Buddy Trask will be taking a leave of absence this year. <ul style="list-style-type: none"> <li>○ Ryan Call has offered to fill in for Mr. Trask, the job will be posted internally for 5 days and then the Superintendent will have authorization to fill Mr. Trask position.</li> </ul> </li> <li>● D. Taylor asked the board their opinion on the earlier discussion with parents and students on re-opening of school. <ul style="list-style-type: none"> <li>○ J. Falconer asked what would happen if the school was re-opened on 12/7. Devon Phillips was not sure what would happen, it is hard to say.</li> <li>○ B. LaPerle asked what the numbers would look like. Devon mentioned, more illness and don't know what the % would be in the big picture.</li> </ul> </li> </ul>	<p>Vote: Motion Carried</p>
8.	<p><b>Business Administrator's:</b> Cheryl Covill</p> <ul style="list-style-type: none"> <li>● C. Covill spoke on transferring some funds around to free up some CARES Money the school received.</li> <li>● White boards for the school, sprayers reimbursement around \$50-60,000, deadline is 12/30.</li> <li>● Music room suite is finished, Consumer Science Room the floor tiles are popping. Two quotes LBT - \$20,580, VC tile - \$15,480. C.</li> </ul>	

	<p>Covill explained the different options from the two quotes. C. Covill will contact the insurance company and hopes to have completed before Christmas break.</p> <p><b>J. Falconer / D. Greene: motion to have C. Covill go with the higher tech tile.</b></p> <ul style="list-style-type: none"> <li>Abbey Group – home meals have dropped, around 65 meals being served, thinking about serving 7 days a week during remote learning.</li> </ul>	Vote: Motion Carried
9.	<p><b>NH School Board Association Business:</b> John Falconer</p> <ul style="list-style-type: none"> <li>None</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>None</li> </ul>	
12.	<p><b>Policy Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
13.	<p><b>Negotiations Committee Report:</b> John Falconer</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
14.	<p><b>Curriculum Committee Report:</b> Deb Greene</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
15.	<p><b>Technology Committee Report:</b> Nathan Lebel</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
16.	<p><b>Connecticut River Collaborative Committee Report:</b> Brian LaPerle</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
17.	<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>Budget 2021-2020 <ul style="list-style-type: none"> <li>C. Covill went through the budget and spoke on the key points.</li> </ul> </li> </ul>	
18.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>RFP – School Bus Transportation – C. Covill received zero bids; on 11/23 WW Berry sent a proposal. C. Covill went over their proposal</li> </ul>	
19.	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
20.	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
21.	<p><b>Non-Public Session:</b></p>	
22.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>SAU #7 Board Meeting: Thursday, December 10, 2020 @ 6:00 pm – Pittsburg School cafeteria</li> <li>Colebrook School Board Meeting: Tuesday, December 15, 2020 @ 6:00 pm</li> </ul>	

23.	<b>Adjournment:</b> <ul style="list-style-type: none"><li data-bbox="316 199 1084 231">• General Colebrook School Board meeting ended @ 8:47 p.m.</li></ul>	
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Respectfully Submitted  
Dorothy Uran  
Recording Clerk

**Adopted 12/15/2020**

# Colebrook Academy & Elementary School

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Principal's Report

Kim Wheelock

Board Meeting, December 1, 2020



## Principal Activities since 11/17/20

- SEL Meeting
- Admin Team meeting
- Meeting with Superintendent
- Budget work
- Curriculum Meeting
- IEP Meetings
- Staff Meetings
- Zoom Meetings with teacher classes
- Grant writing
- Principal's Messages
- Researching mentoring programs

## Student Enrollment

- Pre K-7
- K - 21 - New registration packet requested (not in count)
- 1 - 21
- 2 - 24
- 3 - 21
- 4 - 20
- 5 - 20
- 6 - 14
- 7 - 31
- 8 - 21
- 9th - 27
- 10th - 31
- 11th - 21

- 12th - 21  
Total - 300 enrolled 1 waiting

## Curriculum, Instruction, and Assessment

### Quarter 1 Grade Data

#### **MIDDLE SCHOOL (7-8)**

- 10 highest honors
- 19 honors
- 4 failures
  - o 4 failing one subject

#### **HIGH SCHOOL (9-12)**

- 20 highest honors
- 15 honors
- 16 failures
  - o 8 failing one subject
  - o 1 failing two subjects
  - o 6 failing three or more subjects

#### **CTRC STUDENTS (Canaan Schools)**

- 1 highest honors
- 1 honors

## 2020-2021 Programming

- CAES is creating a committee to look at some of its academic policies and procedures including Honor Roll Determination, Grading System, and GPA scale. A mix of constituents have been invited to participate.

The committee will be comprised of:

Principal

Counselor

Teacher

Parent

Student

White Mountain Community College representative

## Programming Budget Notes for 2021-2022

### Background:

We did not replace the Science and Math teachers who resigned last year due to the new AB schedule we planned to implement with Canaan and Pittsburg which would have allowed students plenty of core classes and elective classes. However, we did not end up with that schedule due to Covid-19. The collaborative team felt that adding more courses to teachers and students at that time would have been difficult. In an AB schedule, there are 8 courses within a two-day period instead of 4 for the whole semester.

### 2020-2021 School Year - Notes from Counselor Clogston

With our current staff and semester schedule, we have a "bare bones" program. We are trying to collaborate more with Canaan, but we have students (unclear if parents feel the same or are just supporting what their child(ren) want) who do not want to travel (part of the reason for the AB schedule). This year we forced them to travel to Canaan through the CTRC for math courses, but all those students were adamant they wanted to be back in the building in the afternoon at the least, and ideally preferred to remain at CAES full-time. They are all, however, doing well.

We do not offer any elective science classes or lower/remedial/basic math courses. The state requires Algebra I to graduate. Consequently, many students end up being pushed through that course and then struggling through two others (at a minimum) just to earn their 4 required credits. We need courses before Algebra I to more thoroughly prepare them for that content and also allow them to confidently and successfully meet their graduation requirements.

We only require Biology and Physical Science to graduate, which students can easily earn; however there are so many other types of science courses we could offer and many students would enjoy, and many need the STEM/Science focus for our growing/focused economies.

In social studies, we only offer two non-graduation courses, and these are only every other year (Holocaust and Sociology). Should an Assistant Principal be hired, this would free Tom Allin up again to offer more electives in this content area.

**Other: AP Position - Principal Wheelock**

One thing to note is that if we hire an Assistant Principal, that frees me up to do curriculum work with my staff. Also, I plan to utilize the AP as more than just discipline; so looking for a teacher cert in math/science, the AP could teach a course on A day and B day or a semester course or do interventions, depending on which schedule we implement.



## ***Superintendent's Report***

***December 2020***



### **Connecticut River Valley Planning Committee**

The next meeting will be held on December 21st at 6:00 pm. A survey will soon be sent out to gather ideas for the name of the new regional school district. Meeting information may be found on the committee website [www.connecticutrivercollaborative.org](http://www.connecticutrivercollaborative.org).

### **Curriculum Instruction and Assessment**

The Curriculum Committee was initiated and held their first meeting on November 16 and will meet at least monthly. Here are highlights of this month's work:

#### The "Why" behind this work

A system built on competencies or proficiencies allows students to work master content at their own pace. Proficiency Based Learning (VT) and Competency Based Education (NH) have been required curriculum delivery systems for some time. Both of these systems are synonymous with each other.

#### Our Joint Objective

Our collaborative Vt and NH committee is working together to facilitate this system and disseminate information to teachers to help them work together to implement personalized learning, using integrated technology tools and a competency-based learning approach.

#### What has taken place

Our first meeting was 11/16/20. The purpose of this meeting was to understand the process, system, and timeline. We will be working with consultant, Brian Stack, from Sanborn High School.

#### Anticipated Timeline

Superintendents Debra Taylor and Karen Conroy have developed the following timeline for our work. This PD lineup is subject to change as we learn and move forward.

Work will occur on the following dates, times, and locations:

- December 9, 2020 - Early Release (Remote)
- February 3, 2021 - Early Release (Remote)
- March 18, 2021 - Early Release (Remote)
- March 19, 2021 - Full Day Professional Development (Remote)
- June 17, 2021 - Early Release (Remote)
- June 28-July 2 - 2021 - Teacher Professional Development Design Institute. (Both on site and remote options will be available to meet the needs of all staff and the challenges of the pandemic.)

#### Communication and Transparency

After each meeting, teachers will receive updates on what took place to ensure everyone is receiving the same information around this work.

#### Resource

For more information, please reference this [Competency Based Learning Handbook](#).

#### **Remote Learning**

Our staff, families and students have been significantly impacted by the rise in COVID 19 cases in our region. We are also experiencing staffing challenges due to substitute teachers shortages and strict travel guidance requiring quarantining after non-essential travel. Consequently, we had no choice but to continue remote learning through December.

We continue to hone our skills with remote learning as instructors. Professional development concerning remote learning tools and strategies has been an ongoing part of our focus beginning this summer and into the fall. We received 125 chromebooks and distributed them to families of our elementary students this fall. Our teachers are carrying out regular daily instruction and families are providing us with good feedback. We chose to use Zoom as the teacher's virtual meeting tool. This has enabled us more flexibility in instruction and programming. Repurposing physical classroom methodologies for virtual classes is critical to our success. We have reached out to families who do not have internet access and have ordered hot spots and investigated connections from local internet service providers as well.

We are also reaching out to our teachers to document successful remote learning strategies and celebrate student achievements during these challenging times. One thing that is for certain is that the pandemic has caused us to rethink education and will lead to a more flexible, personalized approach to teaching and learning in the coming months and years.

As we continue to face the challenges of the pandemic, we are continuously monitoring guidance from the Departments of Education and Health and Human Services as well as COVID 19 transmission rates in our communities. Thank you for your support of our students and community health and wellness.

#### **School Board Appreciation**

We very much appreciate the Board's support of our recommendation to implement more stringent health and safety practices. We hope that our collective efforts and promotion of these health and safety practices throughout our communities will slow the spread and enable us to return to in person instruction once again.

### **Communication**

Our efforts to communicate with students, families and staff are ongoing. Our new websites are a great vehicle. We post updates on Facebook and Twitter as well. SAU office and leadership team meetings continue. We maintain daily communication among our school and central office teams.

The fourth Parent Forum on COVID-19 will be held on Monday, November 30 at 5:30 pm. This virtual meeting is open to parents and community members and will continue to be co-led by the Superintendent and School Health Coordinator and Colebrook Nurse Devon Phillips.

### **Looking Ahead to 2021**

2020 has certainly presented challenges to all of us. However, out of challenge comes opportunity! We have learned new skills and advanced our integration of technology. We have found ways to connect and communicate with students, staff and families that are convenient and informative. We have learned that flexibility is primary and that personalization is possible and necessary in a post pandemic era.

On July 1, 2020, I made a commitment to develop a comprehensive picture of SAU 7 and our member districts, including students, staff, families and community stakeholders. My entry work included interviews, document reviews, school visitations, participation in school staff meetings, community forums, and support of the regional Connecticut River Collaborative Planning Committee. In addition, the pandemic response has been an ongoing focus this year. This included understanding the history and context, norms for operation, and identification of goals and tasks to be prioritized.

At our recent SAU 7 School Board meeting, I presented draft goals for Board consideration. The Board asked that each member district board review and provide feedback concerning these goals in advance of the upcoming December SAU7 Board meeting. Here are the goals stemming from my initial transition to the school system. I look forward to your feedback.

- Provide Leadership During Pandemic in 5 Key Areas:
  - Health and Safety;
  - Finance, Policy and Communication;
  - Logistics;
  - Curriculum, Instruction and Assessment;
  - Social Emotional Learning and Supports

- Support Advancement of Curriculum, Instruction and Assessment
  - Implement strategies aimed at improving student achievement within the context of personalized, competency-based education with a futuristic focus
- Ensure High Quality Professional Development Activities
  - Plan and implement relevant and research-based activities with and for leaders, teachers and support staff
- Support the Work of the Connecticut River Collaborative Planning Committee As Needed
  - Gather information, facilitate meetings, prepare reports and inform school staff and citizens concerning the work underway and timelines.