

**School Administrative Unit #7**  
**Fall Meeting Minutes**

<b>Date</b>	November 12, 2020
<b>Time</b>	6:00 p.m.
<b>Location</b>	Pittsburg School

**Attendance**

**School Board Members**

Clarksville		Colebrook		Columbia		Pittsburg	
R	Michel Dionne	P	John Falconer	P	Chris Brady	P	Lindsey Gray
E	Heather Mitchell	R	Deb Greene	P	Stacey Campbell	R	Jamie Gray
		R	Craig Hamelin	R	Carrie Klebe	R	Willard Ormsbee
		R	Brian LaPerle			E	Toby Owen
		R	Nathan Lebel				
		R	Michael Pearson				
		R	Tracey McKinnon				

**Stewartstown**

**SAU #7**

R	Jamie Boire	P	Debra Taylor, Superintendent	P	Justin Falconer, IT
E	Betsy Gray	P	Cheryl Covill, Business Administrator		
R	Philip Pariseau	P	Jennifer Noyes, Special Services Coordinator		

**Public in Attendance Remotely:** Kelli Bouvier, Devon Phillips, Melissa, Elizabeth Sweeny

**Public in Attendance on site:** Kim Wheelock

**Roll Call:**

- The meeting was called to order at 6:01 pm by SAU Chairman, John Falconer.

**Hearing of the Public:**

- Chairman Falconer asked if the public would like to speak – No requests

**Reading of the Minutes:**

C. Brady / S. Campbell: Motion to approve the SAU #7 Meeting Minutes of August 3, 2020 as written.

VOTE: MOTION CARRIES

**School Administrative Unit #7 Reports:**

- Superintendent – Debra Taylor (see attached)
  - Preparation for School Reopening
    - Planned for in person, hybrid and remote learning
    - Remain Student and Family Centered
    - Five Workgroups formed to prepare:
      - Health and Safety
      - Finance, Policy and Communication
      - Social Emotional Learning
      - Logistics Workgroup
      - Curriculum, Instruction and Assessment

- September and October
  - Students and Staff were pleased to return to school
  - Heartfelt thanks to staff for extraordinary efforts
  - Substitute Teacher shortage
- Remote Learning - October 29 - First COVID Case in a school
  - Decision to go fully remote for two weeks due to corresponding community spread
  - We initiated contact tracing
  - Full schedule provided
  - Chromebooks distributed to elementary students this week.
  - Hotspots available to families
  - Remote learning will continue through Thanksgiving
- Communication and Community Outreach
  - Updated websites
  - Parent/Community Forums
  - School Visits - weekly visits to schools and classrooms
  - Monthly School Board Reports
  - Staff Updates
  - Professional Development
- Curriculum, Instruction and Assessment
  - Curriculum Committee meeting monthly
  - Administrator and Teacher members from every school and level
  - Focus on reinvigorating and coordinating our curriculum efforts
- Connecticut River Collaborative
  - Planning Committee
    - Website: [ConnecticutRiverCollaborative.org](http://ConnecticutRiverCollaborative.org)
  - Work Underway:
    - Finance, Facility, Governance
    - Reports Expected in December
  - Curriculum:
    - Reimagining Summary (in packet) School Boards will discuss at their local meetings
- Superintendent's Entry Plan
  - Pandemic Response
  - Established Connections
  - Interviewed School Board Members and Staff
  - Postponed In-Person Meet and Greet Sessions - due to covid
  - Analyzed Key Aspects of SAU 7 and District Operations
  - Increased Communication
  - Analyzed Student Achievement Data
  - Identified Goals for School Improvement
  - Detailed report provided at December SAU Board Meeting
- Proposed Superintendent Goals
  - 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 with Goal of Improving Student Achievement Personalized, Competency Based Education with a Futuristic Focus
  - Ensure High Quality Professional Development Activities
  - Support the Work of the Connecticut River Collaborative Planning Committee as needed
  - Board Action Sought to Affirm Superintendent Goals

- COVID-19 Update and Recommendations - Devon Phillips reviewed (see attached)
  - Future Reopening (Post Thanksgiving) - RECOMMENDATIONS
    - Face Coverings Required at all Times
    - Group Activities Avoided When Possible
    - Guidance Observed During All School Related Activities
    - Singing Only when masked and 8-10 feet apart
    - Non-Compliance with Guidance Will Result in Disciplinary Action
    - Medical Notes - Clear Diagnosis
    - Eating 6 Ft apart only
    - Negative COVID 19 Tests must include a negative PCR confirmation
    - No Temperature Checks at Door – Parents Fully Responsible for Screening
  - Question arose regarding playground use after hours
  - Discussed student temperature taken prior to entering school. Concerns were expressed regarding parent responsibility to take temperatures of their children

C. Brady / N. Lebel: Motion to approve Superintendents recommended changes to the guidelines.

VOTE: MOTION CARRIES

- Business Administrator – Cheryl Covill (see attached)
  - This has been a unique year for budgeting as well as meeting the student and staff instructional needs. Projecting year end balances has been extremely difficult with so much uncertainty. For SAU #7 I am estimating, approximately \$ 150,000. The savings is highlighted as follows:
    - Health Insurance \$112,000 (budget was adopted prior to changing to the higher deductible plan).
    - With the broadband bid we realized a savings of \$ 6,700
    - Savings in the salary line items do to change in staffing
  - Given the financial position SAU #7 is in, I would like to ask the for the school boards support in the following purchases under the 2020–2021 budget to meet the needs of the office and new staff:

Standing Desks (5)	\$ 875.00
IT Department replace laptops (2)	\$ 3,000.00
Desk Top Scanners (5)	\$ 3,000.00
Replace Copier	\$ 3,000.00
Inventory/Repair and Maintenance System	\$ 5,337.00
Storage/Retrieval System to replace the 2004 system and purchase a new scanner the cost would be	\$11,395.00
<b>Total Request:</b>	<b>\$26,348.00</b>

S. Campbell / N. Lebel: Motion to approve purchasing the equipment above in the amount of \$26,348.00.

VOTE: MOTION CARRIES

- Financial Assistances
  - On October 30, 2020, the Commissioner’s Office presented a plan to give schools districts and additional \$35 million dollars to be used for COVID expenses. This equates to \$200 per student in resident. The biggest hurdle is that this money must be expended and in service by December 30, 2020. The CARES funds must be budgeted in full to receive these additional funds.
  - A meeting with the Administrators on November 2<sup>nd</sup> to discuss our options. The Administrative Leadership Team felt purchasing additional Technology for remote learning would be of great value: Items such as: Scanner/Printers, Document Camera’s, items for individual take home kits

- Farm to School Program
  - Amanda Kellner submitted her letter of resignation from the Farm to School program.
    - Amanda should be recognized for all her efforts to make the program a success. She has written several grants and received a 3-year grant from NH Charitable Trust to support the continuance with the program. Would like to advertise to fill the position in the near future.

S. Campbell / D. Green: Motion to accept Amanda Kellner's resignation.

VOTE: MOTION CARRIES

- Special Services Coordinator – Jennifer Noyes (see attached)
  - The Special Services team has undergone some substantial changes in staffing since the end of last fiscal year. New position beginning July 2020:
    - Jennifer Noyes as Coordinator of Special Services
    - School Psychologist, Kathleen Foote
    - Administrative Assistant, Elise Fuller
  - Special Services department has begun to use less paper and focus on utilizing technology for meeting invites and other documents.
  - Within the district we currently have 75 students on Individual Education Plans and 85 students serviced through 504 plans (160 total students). The special educators have been working hard to ensure that the goals for these students are individualized and based on student need.
  - COVID-19 closures and restrictions have posed some interesting challenges when it comes to special education. Six of our students with IEPs and many students with 504 plans began the year working remotely due to health concerns. These students have been delivered special education services remotely (speech, OT, special ed. Services).
  - This fall the special education team has begun to develop goals for improvement of our program (see attached). These goals will help guide us to better serve our students.
- Technology – Justin Falconer (see attached)
  - The IT department has been able to upgrade a lot of equipment across all of the school districts due to the funding from the CARES grant and Districts. There have been some setbacks due to equipment being on backorder that has delayed some of the upgrades.
  - Some of the larger projects we have completed:
    - Network Switches - Upgraded Spring 2020
    - Firewall - Upgraded Spring 2020
    - Bandwidth Upgrade
    - Aerohive Management Licenses Renewed and Management Console Upgraded
    - SAU 7 Server updates to Server OS 2019.
    - Upgrade Backup System at each location.
    - Deployed new server at SCS and Colebrook and re-built an old server in Pittsburg
    - Website Upgrade for SAU and School District sites
  - Current Projects/Needs:
    - We have identified some areas that need improvement.
      - MMS (Student Information System) upgrade
      - IT Management System for tracking inventory
      - Implement a repair order ticketing system.
  - Future Projects
    - Re-Cable all buildings.
    - SAU7 Server Upgrade - this is being planned for the 22-23 budget year.
    - We are working on building out a 3-5-year Tech Plan for the District.
    - Re-Established Technology committee which will meet quarterly.

**Unfinished Business:** None

**New Business:**

- 2020-2021 SAU Budget
  - Executive Summary (see attached)
    - The preliminary budget reflects an increase of \$54,233 an increase of 4.5%.
    - The projected revenues, excluding District Assessment, reflects an increase of \$11,197 or 7.6% over prior year.
    - The projected District Assessment has increase \$42,316 or 4.0% overall from the FY 20-21 budget

C. Brady / P. Pariseau: Motion to approve the budget as presented.

VOTE: MOTION CARRIES

**Connecticut River Collaborative Committee:**

- CRCPC School Reimagined
  - Chris Brady commended the Guidance Counselors for all their hard work to draft the Reimagining our Future.
  - This will be brought before each school district

**Information:**

- Stacey Campbell thanked Colebrook for hosting the meeting.

**Non-Public:** None

**Other Business:** None

**Meeting Dates:**

- SAU #7 Winter Meeting: Thursday, December 10, 2020 @ 6:00 pm – Pittsburg School Cafeteria
- SAU #7 Spring Meeting: TBD

**Adjournment:**

P. Pariseau / C. Brady: Motion to adjourn the meeting at 7:29 pm.

VOTE: MOTION CARRIES

Respectfully Submitted,  
Cheryl Covill  
Business Administrator

**Adopted 12/10/2020**