

School Administrative Unit #7
Spring Meeting Minutes

Date	April 18, 2019
Time	6:00 p.m.
Location	Colebrook Elementary School

Attendance

School Board Members

Clarksville		Colebrook		Columbia		Pittsburg	
P	Michel Dionne	P	John Falconer	P	Chris Brady	P	Lindsey Gray
P	Heather Mitchell	P	David Gales	P	Stacey Campbell	P	Jamie Gray
E	Judy Roche	P	Deb Greene			E	Willard Ormsbee
		P	Craig Hamelin			P	Toby Owen
		P	Brian LaPerle			E	Billie Paquette
		P	Michael Pearson				
		P	Nathan Lebel				

Stewartstown		SAU #7		Public	
P	Kathleen Covell	P	Bruce Beasley, Superintendent		
P	Philip Pariseau	P	Cheryl Covell, Business Administrator		
P	Kara Sweatt	P	Mandie Hibbard, Special Services Coordinator		

Minutes

Item	Subject	Action
	<p>Superintendent Bruce Beasley called the meeting to order at 6:03pm</p> <p>Current officers in parentheses ()</p> <p>Superintendent Presiding:</p> <ul style="list-style-type: none"> • Welcome newly elected and re-elected board members <ul style="list-style-type: none"> ○ Judy Roche – Clarksville ○ Heather Mitchell - Clarksville ○ Brian LaPerle - Colebrook ○ Mike Pearson – Colebrook ○ Nathan Lebel - Colebrook ○ Stacey Campbell - Columbia ○ Jamie Gray – Pittsburg ○ Lindsey Gray - Pittsburg ○ Phil Pariseau – Stewartstown • Election of Chairman • <u>P Pariseau / C. Brady</u>: Motion to nominate John Falconer as Chairman 	<p>Vote: Unanimous</p>

2.	<p>Chairman Presiding:</p> <ul style="list-style-type: none"> • Election of Other Officers <ul style="list-style-type: none"> ○ Vice Chairman - (<i>Chris Brady</i>) <p><u>T. Owen / S. Campbell:</u> Motion to nominate Chris Brady as Vice Chairman</p> ○ Secretary - (<i>Kara Sweatt</i>) <p><u>T. Owen / C. Hamelin:</u> Motion to nominate Kara Sweatt as Secretary</p> <ul style="list-style-type: none"> ○ Professional Development Committee <ul style="list-style-type: none"> ▪ Meets 3:30 p.m. the 1st Thursday of the month <p><u>S. Campbell / C. Brady:</u> Motion to nominate Heather Mitchell as Professional Development Representative</p> <ul style="list-style-type: none"> • Volunteers and/or Appointments <ul style="list-style-type: none"> ○ Technology Committee - (<i>Chris Brady, Craig Hamelin, Lindsey Gray, Brian LaPerle, Nathan Lebel</i>) ○ Wellness Committee - (<i>Stacey Campbell, Jamie Gray, Deb Greene</i>) ○ SAU #7 Policies - (<i>Kara Sweatt, Chris Brady, Deb Greene, Lindsey Gray, Jamie Gray</i>) ○ Food Service Committee - (<i>Chris Brady, Brian LaPerle, Stacey Campbell</i>) ○ Professional Development Committee Community Member at Large (<i>no volunteers</i>) ○ SAU #7 Treasurer (<i>Eldonna Brooks</i>) <p><u>S. Campbell/ L. Gray:</u> Motion to o appoint Eldonna Brooks as Treasurer</p> 	<p>Vote: Unanimous</p> <p>Vote: Unanimous</p> <p>Vote 10 yes 1 abstention</p> <p>Vote: Unanimous</p>
	<p>Agenda Adjustments:</p> <ul style="list-style-type: none"> • Add a non-public session for a personnel matter 	
3.	<p>Hearing of the Public:</p> <ul style="list-style-type: none"> • None 	
4.	<p>Minutes:</p> <ul style="list-style-type: none"> • Reviewed the minutes of meeting of December 13, 2018 <p><u>P. Pariseau / C. Brady:</u> Motion to approve the minutes from December 13, 2018 with the following adjustments: # 5 Change Heather Amey to Heather Mitchell # 5 change Michele Cloutier to Melissa Cloutier (2 places)</p>	<p>Vote: Unanimous</p>

5.	<p>Superintendent's Report: Bruce Beasley</p> <ul style="list-style-type: none"> • Written report attached • It has been a busy year already. Annual Meetings are now in the books in all towns and budgets for the 2019-2020 school year have been approved. I am in hopes that some of the SAU 7 communities will see some additional relief once the legislature has completed its work on the Governor's budget proposal. I spoke with Caitlyn Davis from the DOE recently and she feels that the outlook is favorable for changes to adequacy, stabilization, and kindergarten aid. • The collaborative/regional committee continues to meet to explore ways in which we can increase student opportunities at a reasonable cost to tax payers. For the most part the committee is now looking at options that would establish a Jr. High School in either Canaan or Colebrook and a High School in the other. This is not as easy as it sounds because the location of each will have an impact on the neighboring towns. • The GEAR UP New Hampshire grant is having a positive impact on students not only from Stewartstown but also those from the other local schools. Arlene Allard is to be commended for her commitment to this program and to the students and their families. Arlene is rock solid in her understanding of the grant expectations. For the first time in the three years of the grant we have a parent and a student joining us at the national conference being held in San Francisco. Ashley Hodge and her daughter Jayden will be a part of the training this year. • Each of the districts with a school is going through some significant upgrades this spring. Window film, phone system upgrades, and additional security measures are taking place. This is in large part due to a grant from the DOE that required a small match. Keep in mind that the district will be going through an active shooter training (ALICE) once school is dismissed for the summer break. Colebrook will train on June 19th, Pittsburg on June 20th, and Stewartstown on June 21st. This training will involve law enforcement from many agencies in the area. • At this point we have had to use two snow days which means that our last day of school is set for June 18th. I would like to begin advertising this to parents and students so they can begin to make summer vacation/work plans. This would mean that if we should have a rare late April snow day, I will be able to waive it from our required 180 school days. This is allowable because we have more than the hours required by law. • I will be busy hiring and adjusting employees for SAU 7. I look forward to sharing the changes during the prepared agenda for our meeting. It is great to work with such a fun group of people. • Each of the districts with a school is going through some significant upgrades this spring. Window film, phone system upgrades, and additional security measures are taking place. This is in large part due to a grant from the DOE that required a small match. Keep in mind that the district will be going through an active shooter training (ALICE) once school is dismissed for the summer break. Colebrook will train on June 19th, Pittsburg on June 20th, and Stewartstown on June 21st. This training will involve law enforcement from many agencies in the area. 	
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<p>5.</p>	<p>Special Services Report: Mandie Hibbard As Coordinator of Special Services, it is my honor to present this report to the SAU #7 School Boards.</p> <ul style="list-style-type: none"> • Our schools have seen much movement over the course of this school year. We have received several new students who come to us with unique needs. I'm proud to say that our staff has immersed themselves in providing the students with whatever they need (academically, socially and emotionally). We currently have 34% of our students on either a 504 plan or an IEP (18% 504; 16% IEP). Of the 176 students on plans, 22 of them are new to the district this school year (this is 13% of our current caseload). • Some of our paraprofessional staff are working closely with a Special Education Consultant to participate in real time training in order to better support our students' needs. The training consists of a para 101 training, 1:1 interviews between the consultant and the paraprofessionals and then observations in the classroom. The goal is that the Consultant will provide feedback for service delivery. This training is not meant to "catch" people who need to improve. It's solely to utilize paraprofessional strengths in order to best service our students' needs, especially as needs grow and change. • As a special education staff, we have talked many times this year of our concerns about the level of executive functioning skills our students possess. At the middle and high school level especially, we are hearing more and more about how disorganized our students are, that it is difficult for them to get started on a task or to follow through on a task. Executive functioning skills are processes that have to do with managing oneself. • Executive functioning skills include inhibition, shifting, emotional control, initiation, working memory, planning, organizing, self-monitoring, and adaptability/flexibility. We are continuing to include executive functioning in our IEP and 504 accommodations because these are skills that students will need throughout their lives. This is not a concern for only those students on our special education caseloads; this is a concern for all of our students. Some staff members are participating in a Transition Self-Study to help us improve our transition services for students. This group is focusing on how to build executive functioning skills for all students. • As we work to close out this year and prepare for the next school year, we will continue to work with our student's needs as the driving force. As the needs change, we will change our approach to meet those needs. 	
	<p>Business Administrator's Report: Cheryl Covill</p> <ul style="list-style-type: none"> • There was great support from each community as we presented the annual district budgets. • Most of the budgets reflected a decrease; however, the projected revenue was far below our last year's match, which led to increases in the tax rate. The communities have been very supportive of the challenges each district is facing with a decrease in revenue, however there is grave concern over how much more the taxpayers can bare. We need to keep a close eye on legislation centered on Stabilization bills and the governor's office supporting changes to the formula. State funding per student is \$ 3,708, which falls far short of the state average cost to educate each student which is \$ 15,865 (17-18 data). 	

- Our health insurance rates for FY 19-20 have been set at 19.3%. Last year's increase was 15.2%. The hope was to see a decrease in health insurance costs due to changing plans with a deductible. My preliminary conversation with our Health Trust representative indicated that our SAU has seen a rise in "catastrophic costs" above the pool level. This means the excess cost above our contribution is prorated to our SAU only. Received the Stewardship report – breakdown by July
- House Bill 1612 was approved on June 12, 2018 with the following amendments. Effective date: August 11, 2018
- 252:1 New Paragraph; Student and Teacher Information Protection; Data Inventory Security Plan. Amend RSA 189:66 by inserting after paragraph IV the following new paragraph:
 - V. The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies. Each local education agency shall develop a data and privacy governance plan which shall be presented to the school board for review and approval by June 30, 2019. The plan shall be updated annually and presented to the school board. The plan shall include:
 - (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use.
 - (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed standards set by the department.
 - (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions.
 - (d) A response plan for any breach of information.
 - (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.
- 252:2 Student and Teacher Information Protection; Data Inventory Security Plan. Amend the introductory paragraph of RSA 189:66, IV to read as follows:
 - IV. The department and each local education agency shall make publicly available students' and parents' rights under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. section 1232g, et seq., and applicable state law including: 252:3 Effective Date. This act shall take effect 60 days after its passage.

Attended workshop at NHASBO - Joshua Olstad presented from Oyster River

- He is a founding member of COSN, local collaborative group of IT staff:
- Provide strength in numbers
- Assures all member school districts meet standards
- Shares resources and minimizes duplicate time and costs
- Meets the needs of small, medium, and large districts
- Provide legal services beyond the capacity of individual districts to review agreements

	<ul style="list-style-type: none"> ➤ Attending workshop tomorrow at NCES to further discuss Student/Staff Data Security; Joshua and a gentlemen from the Federal office will present. Cost of COSN \$ 340 for the SAU Motion to approve up to \$ 1,000 if the secondary agency is worth joining ➤ Bruce and I met with 2 representatives from the DOE who manage the Project Aware funds <ul style="list-style-type: none"> ○ Discussing how to sustain the grant. Funding not looking good for PA. One more year for System of Care: Family programs, ○ Some activities affected • 2 Laptops: purchase up to \$ 2,400 with backup • Audit Report • Established committee to develop a comprehensive safety manual – encompasses: Labor laws, accident procedure (work comp, general liability) Joint Loss Safety Committee, evacuation and response plans, air quality, general school safety. 	
7.	<p>Wellness Committee Report: Stacey Campell</p> <ul style="list-style-type: none"> • The SAU 7 Wellness Committee has met 2 times this year as a whole group and will meet a third time in May. The committee has begun focusing on the Triennial Assessment of our Wellness Policy and follow through. As part of this we have begun the development of a new data tracking system in order to support our team in gathering the necessary data needed to determine our progress on the implementation of the policy. The goal is to have a simple tracking form for staff to complete that doesn't need to happen often and is easy to do, but gathers information that we need. • As we have begun to explore our progress on implementation we have become aware of a lot of growth and improvement. The Farm to School program and coordinator has worked well with the community and has provided lots of education and experiences. Our schools have really worked hard to implement programs where social emotional wellness is taught and developed. Classroom teachers have used movement such as yoga, mindfulness activities, go noodle, dancing, and other activities to add physical activity into their day. We have also seen an increase in middle school students receiving health education services. • Due to the schedules of various team members, our meeting changed this year to 3:30pm in Stewartstown. It has been noted that this change has led to a decrease in attendance especially by our outside organizations and families. Therefore at the next meeting we will discuss our schedule and whether we should consider going back to morning meetings. Our goal will be to set up a schedule that works best for everyone and where students, families, and outside organizations can attend and have a voice in the plans. • Our next meeting is in May of this year. We will discuss our schedule, a plan for next year, and review our policy. Our policy has been described as a gold standard due to all of the goals we are working on and the inclusion of social emotional wellness into the plan. We will continue to work towards these goals, while figuring out a manageable way to share with staff and implement. • SAU 7 has a link on the website on the Wellness Policy and Farm to School 	

8. **Farm to School Report: Amanda Kellner**

- Funding
 - Our three year grant to the NH Charitable Foundation (\$65,578) has been asked back for further consideration. Cheryl Covill and Amanda Kellner will be working closely with Kirsten Scobie to address the questions that the grant committee has about our application. We are seeking funding to continue the position of Farm to School Coordinator, support farm field trips, and to expand school garden and other programs. Current funding runs into July, 2019.
- School Gardens
 - There are plans to build school gardens in Pittsburg to be utilized by the after school program and the summer school program. Farm to School is also helping to develop summer programming to be utilized with the gardens.
 - There is a discussion underway about the practicality of having a greenhouse at the Pittsburg schools for use by science classes. If we decide to move forward with this project, we would ask to cover that expense in our pending NHCF Grant.
- Classroom work
 - Farm to School is continuing to work with Becky Hodge's 3-4 class in Stewartstown and Wanda Merrill's 1st grade class in Pittsburg to present Harvest of the Month lessons each month.
- Harvest of the Month in Cafeterias
 - Farm to School is working with Abbey Group to be present for monthly taste test events to support kitchen staff with offering samples to students and getting their opinion on options. This has increased participation by students significantly as it allows students a second chance to accept the taste test and allows cold lunch students to participate as well.
- Local foods
 - Farm to School/SAU#7 and Abbey Group have been working to improve our local food procurement system and have expanded the selection of produce items that are being put out to bid for the local season to 24 potential produce items. Last year, Abbey Group only received 2 bids on their local produce RFP. This year, we are hoping that clearer instructions as well as a wider radius of farms included in the bidding process will improve competition and increase volume and value of food purchased.
- Map update
 - The map and brochures have come back from Leibl Printing. They have been well received throughout the community and the state farm to school network. Amanda was asked to present about this work during the 2019 NH Food System Statewide Gathering and the project is being used as a model in other Farm to School projects.
- After School Program
 - Farm to School has continued to offer programs for the school year in Colebrook and Pittsburg.
- UCVH Partnership
 - Farm to School continues to work with the Dietary Department on Harvest of the Month, local foods procurement, and food waste diversion. We have also been partnering in the development of a prescription food program designed to address issues of food insecurity and diagnosis specific diet which will include educational components that Farm to School may help to facilitate.
- Seed Library
 - FtS and Colebrook Public Library have been partnering to develop a community seed library which will work by offering free seeds for

	<p>community members to “check out” at the beginning of a season at no cost. At the end of the season, they would save and return seeds to the seed library to be available for other patrons next year. As part of the launch event for the seed library on April 20th, we will also be hosting a seed swap and info session at the library.</p> <ul style="list-style-type: none"> • North Woods Action Committee <ul style="list-style-type: none"> ○ Amanda has begun regularly attending meetings to offer support for families in recovery through food access, recovery friendly activities/spaces, nutrition education, etc. • Gleaning <ul style="list-style-type: none"> ○ Amanda is coordinating with the Rootseller non-profit in Lancaster which manages the collection of food and produce that would otherwise go to waste and distributes it to those who can utilize it such as food banks, community kitchens, or value added producers seeking a large volume of produce. The hope is that gleaning can be expanded in our area to take advantage of bountiful seasons to supplement programs such as Got Lunch, the UCVH Prescription Food Program, and more. • Community Workshops <ul style="list-style-type: none"> ○ We are beginning to again develop a series of workshops for staff and community members. This year, we have run workshops on crockpot meals, garden planning, and have others scheduled for food preservation and seed saving. As interest arises, we hope to provide additional workshop opportunity. 	
9.	Old Business: None	
	<p>New Business:</p> <p><u>T. Owen/ D. Greene:</u> Motion to approve purchase 2 laptops for up to \$ 2,400.</p> <p><u>L Gray/C. Hamelin:</u> Motion to allow up to \$ 1,000 to join COSN and other resources</p> <ul style="list-style-type: none"> • 2019 – 2020 SAU # 7 Office Compensation <ul style="list-style-type: none"> ○ Superintendent Beasley presented a proposed salary increase: <p><u>S. Campbell/ J. Gray:</u> Motion to approve the Superintendent’s recommendation for administrators’ salaries as presented</p> <ul style="list-style-type: none"> • Support Staff: <p><u>C. Hamelin/D. Greene:</u> Motion to approve the Superintendent’s recommendations for support staff (L. Britton, T. Perreault, M. Cloutier, C. Kaiser</p> <p><u>J. Gray/T. Owen:</u> Motion to approve the Superintendent’s recommendation for the School Psychologist.</p> • Jessica Riendeau has resigned effective May 3rd. as the Project Aware Coordinator <ul style="list-style-type: none"> ○ Superintendent asked for board permission to work with Jen Noyes <p>Kathleen Covell left the meeting at 7:00 p.m.</p>	<p>Vote: Unanimous</p> <p>Vote: Unanimous</p> <p>Vote: Unanimous</p> <p>Vote: Unanimous</p> <p>Vote: Unanimous</p>

10.	<p>Kathleen Covill left 7:00pm</p> <p><u>S. Campbell/N. Lebel:</u> Motion to authorize the Superintendent to work with Jen Noyes on the Project Aware Grant</p> <p><u>P. Pariseau/C. Brady:</u> Motion to enter into nonpublic session at 7:09 p.m. in accordance with RSA 91-A:3, II(b)</p> <p>Roll Call Vote: M. Dionne – yes; H. Mitchell – yes; J. Falconer – yes; D. Gales –yes; D. Greene – yes; C. Hamelin – yes; B. LaPerle – yes; N. Lebel – yes; C. Brady – yes; S. Campbell – yes; L. Gray – yes; J. Gray – yes; T. Owen – yes; P. Pariseau – yes; K. Sweatt – yes; M. Pearson - yes</p> <p>M. Hibbard and C. Covill were invited into the nonpublic session</p> <p><u>C. Brady/C. Hamelin:</u> Motion to come out of nonpublic session at 7:15 p.m.</p> <p>Roll Call Vote: M. Dionne – yes; H. Mitchell – yes; J. Falconer – yes; D. Gales –yes; D. Greene – yes; C. Hamelin – yes; B. LaPerle – yes; N. Lebel – yes; C. Brady – yes; S. Campbell – yes; L. Gray – yes; J. Gray – yes; T. Owen – yes; P. Pariseau – yes; K. Sweatt – yes; M. Pearson - yes</p> <p><u>C. Hamelin / D. Greene:</u> Motion to seal the minutes of the nonpublic session</p> <p>Roll Call Vote: M. Dionne – yes; H. Mitchell – yes; J. Falconer – yes; D. Gales –yes; D. Greene – yes; C. Hamelin – yes; B. LaPerle – yes; N. Lebel – yes; C. Brady – yes; S. Campbell – yes; L. Gray – yes; J. Gray – yes; T. Owen – yes; P. Pariseau – yes; K. Sweatt – yes; M. Pearson - yes</p> <p><u>S. Campbell/ K. Sweatt:</u> Motion to allow the Superintendent to fill or offer the continuing contract as presented.</p> <p><u>C. Brady/P. Pariseau:</u> Motion to enter into a second nonpublic session at 7:19 p.m. in accordance with RSA 91-A;3, II(b)</p> <p>Roll Call Vote: M. Dionne – yes; H. Mitchell – yes; J. Falconer – yes; D. Gales –yes; D. Greene – yes; C. Hamelin – yes; B. LaPerle – yes; N. Lebel – yes; C. Brady – yes; S. Campbell – yes; L. Gray – yes; J. Gray – yes; T. Owen – yes; P. Pariseau – yes; K. Sweatt – yes; M. Pearson - yes</p> <p>M. Hibbard left the meeting at 7:19 p.m. C. Covill was invited to attend.</p> <p><u>B. LaPerle/ T. Owen:</u> Motion to return to public session at 7:37p.m.</p> <p>Roll Call Vote: M. Dionne – yes; H. Mitchell – yes; J. Falconer – yes; D. Gales –yes; D. Greene – yes; C. Hamelin – yes; B. LaPerle – yes; N. Lebel – yes; C. Brady – yes; S. Campbell – yes; L. Gray – yes; J. Gray – yes; T. Owen – yes; P. Pariseau – yes; K. Sweatt – yes; M. Pearson - yes</p>	<p>Vote: Unanimous</p> <p>Roll Call Vote</p> <p>Roll Call Vote</p> <p>Roll Call Vote</p> <p>Vote: Unanimous</p> <p>Roll Call Vote</p> <p>Roll Call Vote</p>
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	<ul style="list-style-type: none"> • <u>P. Pariseau /C. Brady:</u> Motion to authorize the Superintendent to sign the membership agreement with Health Trust • SAU 7 discussion on Regional Committee <ul style="list-style-type: none"> ○ Next meeting May 2nd ○ Superintendents – submitted a grant to the Neil and Louise Tillotson to continue the work on the regional committee ○ Pittsburg board will be attending the Regional committee meeting asking to rejoin the committee. • Superintendent Evaluation <ul style="list-style-type: none"> ○ Evaluation has been distributed to each board member ○ Each board will submit an evaluation to the SAU chair no later than June 1st. • Annual Summer Meeting Location Columbia Date: August 15, 2019. <ul style="list-style-type: none"> ○ Dinner will be ready at 5:30pm <u>T. Owen/B. LaPerle:</u> Motion to adjourn the meeting at 8:06 p.m. 	Vote: Unanimous
13.		
		Respectfully submitted: Cheryl Covill, Business Administrator