

## School Administrative Unit #7 Fall Meeting Minutes

<b>Date</b>	November 15, 2018
<b>Time</b>	6:00 p.m.
<b>Location</b>	Clarksville Town Hall

### Attendance

#### School Board Members

Clarksville		Colebrook		Columbia		Pittsburg	
P	Michel Dionne	P	John Falconer	P	Chris Brady	P	Lindsey Gray
E	Heather Mitchell	E	David Gales	P	Stacey Campbell	P	Reggie Parker
P	Judy Roche	P	Deb Greene	P	Cara Lariviere	P	Willard Ormsbee
		P	Craig Hamelin			P	Toby Owen (late)
		P	Brian LaPerle			P	Billie Paquette
		E	Michael Pearson				
		P	David Thatcher				

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

### Minutes

Item	Subject	Action
1.	<b>Roll Call:</b> <ul style="list-style-type: none"> <li>Chairman, John Falconer called the meeting to order at 6:03 p.m.</li> </ul>	
2.	<b>Hearing of the Public:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
3.	<b>Reading of the Minutes:</b>  <u>D. Thatcher / S. Campbell:</u> Motion to approve the minutes from August 9, 2018	Vote: 11/0
4.	<b>Superintendent's Report:</b> Bruce Beasley <ul style="list-style-type: none"> <li>Thanked everyone participating on the Collaborative Committee that continues to examine the future of education in MSAD 15. This committee has worked diligently to examine possible education realignment that will help this area increase educational opportunities for students with minimal impact to taxpayers. I anticipate there will be informational forums in the near future to keep community members apprised of the more popular and feasible possibilities being explored.</li> <li>The mid-term elections will influence education at the local, state, and national levels including ESSA, Title funding, and the use of locally raised dollars to support private education. I will continue to keep the board informed of local legislation and the impact on our schools.</li> <li>I am planning to close the SAU 7 office this year on December 24th and December 31st (both Mondays). All year-round staff members throughout the districts will have the option to work the day, take a vacation day or take a personal day. There may actually be a couple of employees that work in the office one or both of those days but I will be announcing that our office will be closed for the holidays.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The GEAR UP New Hampshire team has met on several occasions and has a nice plan for the coming year. We have Stewartstown students in the SAU 7 high schools, Canaan, Groveton, and White Mountains that are eligible for this program. This past Friday the Stewartstown 8th graders, along with all freshmen in the three local high schools, traveled to Plymouth State University as part of the GEAR UP College Road Show. The idea behind these trips is to show students that college can be an option and to help them understand the application and financial aid processes.</li> <li>• We were informed that additional funds for the security upgrades, which include phones, cameras, and window film, has been approved by Governor and Council. This will provide Colebrook Elementary School, Stewartstown Community School, and Pittsburg School additional cameras, a new phone system, and window film for some of the classrooms. Recently we met with Dave Goulet from Goulet Communications and I expect that some of the telecommunications work will begin soon.</li> <li>• The SAU 7 Policy Committee continues to move forward with the policy work. I commend Deb Greene, Lindsey Gray, and Kara Sweatt for their commitment to this effort. When completed, a majority of School Board policies will be the same across all districts.</li> <li>• Budget season is upon us. Unfortunately, we are not off to a great start as our GMI has been identified as 20.4%. This means that HealthTrust is anticipating that our rates will once again increase significantly. If this increase holds, our rates will have risen by approximately 40% over the past two years</li> </ul>	
5.	<p><b>Special Services Coordinator:</b> Mandie Hibbard</p> <ul style="list-style-type: none"> <li>• Cartoonist George Evans once said “Every student can learn, just not on the same day or in the same way”. This quote is a perfect summary to our work in special education. When each new student arrives, or a new referral is made we refer to the evaluation data to help us make decisions in how we educate a student in the classroom and what accommodations or services are needed to help them be successful. It’s important to understand every student we work with is unique and that we need to tailor their education to meet their needs. Tailoring may look like intensive, individualized instruction in reading and math. It may be a place to go to take a break from the sensory overload of the classroom, or it may be a need for a safe place to chat with a trusted adult. Sometimes as educators we need to accept that what a student needs in order to learn may not be in the lessons we’ve planned. Sometimes those lessons need to wait because without addressing the true need, learning isn’t happening anyway.</li> <li>• Our special education staff is working hard to make sure that we are addressing student’s needs. We are taking a closer look at evaluation data to determine student’s true special education need. This has meant we’ve been more specific in service delivery and goal development (like targeting executive functioning skills more purposefully, not just the academics affected by them) and it has also meant moving students from an IEP to an accommodation plan because</li> </ul>	

	<p>they no longer are in need of specialized instruction. This is not to say that a student no longer has a disability, it just means that they've built enough strategies to only need classroom accommodations.</p> <ul style="list-style-type: none"> <li>• Throughout the district we have 115 students on a 504 plan for anything from allergies, speech and language, motor (fine or gross) deficits, visual processing to physical/medical conditions. What each of these students need in the general education environment is varied and our classroom teachers work hard at accommodating each student. Most times you will walk into a classroom and there is no way to know which student is being accommodated. This happens for our 74 students on IEP's as well. This universal approach allows for students with disabilities to participate with their nondisabled peers in a more authentic and beneficial way. It allows students to generalize those skills they are learning in their individualized lessons with the special educator across multiple environments. It allows students to feel more confident in what they know and become more independent in demonstrating that knowledge.</li> </ul>	
<p>6.</p>	<p><b>Business Administrator:</b> Cheryl Covill</p> <ul style="list-style-type: none"> <li>• Emails, Cyber Attacks and Security <ul style="list-style-type: none"> <li>○ The implementation of the Zix security email is now complete for school board, administrators and key staff positions that send and receive sensitive data. A couple of our schools faced a potential attack on school data, and I believe a serious issue was avoided through the quick response of our staff in notifying administrators of a potential risk and did not responding to the threat on their own. However, this put the wheels in motion to review our anti-virus software, firewalls, etc. We are in the process of adding another level of security to our system. According to the Department of Homeland Security ransomware is the fastest growing malware and is used as a method to infect end users' systems and extort an organization. Often times it is transmitted through a harmless-appearing e-mail, which could cause a staff member to unknowingly expose the entire network. I have also received a quote to increase our liability coverage if our data is compromised, which will be included in each budget this year. Our general coverage is only for \$ 50,000 SAU-wide. I am adding a policy that will cover up to \$ 1,000,000. I also would like to send our technology staff for training to ensure we are as prepared as possible to prevent any type of cyber threat.</li> <li>○ New regulations and laws implemented by our legislators are increasing the demands on staff and school districts. A couple of the following will have budget implication this year.</li> </ul> </li> <li>• HB 1612 – Data Security in Schools <ul style="list-style-type: none"> <li>○ At the local level, each LEA will design a data and privacy security plan. This includes five components: district inventory, review of all applications and digital tools, development or revisions of policies and procedures, response plan for any data breach, service providers required to meet the state's standards. The plan must be adopted on or before June 30, 2019.</li> </ul> </li> </ul>	

- SB 247 Lead Testing –
  - Increased requirements on testing for the presence of lead in children. One hundred fifty (150) water sources within SAU #7 are accessible to students and now require testing.
  
- SB 561 Part-time employment and retirement
  - Amends the NHRS statutes for part-time retirees. A new retiree’s limit is 1,352 per year and prohibits part-time employment in the first 28 days after retirement. A current retiree will be “grandfathered in” with a limit of 1,664 hours per calendar year.
  
- Staffing:
  - We received notification that our relatively new Payroll/HR staff member she will be leaving us in December. This is a setback for our office and leaves a gap on the HR side to meet the employer/employee requirements for documentation and tracking. Federal and NH Departments of Labor require us to track employment laws, benefit laws/regulations, workers’ compensation, unemployment and policies informing the employees of expectations and requirements as well as other clerical duties. In addition, we do not have anyone to backup payroll, except for me. A solution to for this issue is purchasing the web portal to the Tyler System, which would improve the overall efficiency of the HR, Payroll and Accounting workflows by automating processes that are currently manual. Key features of this portal is direct entry of requests, oversight, tracking, recording and balancing paid time off. I am asking for your support in the purchase of this valuable portal.
  
- The 2019 – 2020 proposed budget is enclosed for discussion at the meeting. A quick summary of changes over the prior year;
  - **Total appropriation (expenses) for the general fund is up \$ 49,951**
  - A three percent increase has been budget for salaries, based on each school for staffing
  - Increase P/R position from 15 hours week to 20 hours week
  - Health Insurance is projected at an increase of 20.4% (based on the current plan) and plan changes based on current staff.
  - Retirement for psychologist is up .45% and up .21% for administration and support staff
  - Web portal - \$ 17,000
  - SAU rental – estimated a \$ 2,000 increase (will review actual costs with the Colebrook Board)
  - Overall increase in property/errors and omissions insurance of \$ 1,800
  
- Thank you for your support and always welcome comments and/or suggestions for improvement.

Respectfully Submitted:

Cheryl Covill,  
Business Administrator

7.	<p><b>Wellness Report:</b> Stacey Campbell</p> <ul style="list-style-type: none"> <li>• Unable to attend the September meeting; however, the Wellness Policy is in good shape. <ul style="list-style-type: none"> <li>○ Committee is focusing on the whole person – physical, social, emotional</li> <li>○ Next meeting is in January in the afternoon at Stewartstown Community School and anyone is invited</li> </ul> </li> </ul>	
8.	<p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• B. Beasley discussed the challenges in today’s classrooms</li> </ul>	
9.	<p><b>Farm to School:</b> Amanda Kellner</p> <ul style="list-style-type: none"> <li>• <b>Learn Grow Eat Go, Community Workshop Series</b> <ul style="list-style-type: none"> <li>○ This summer we ran two programs: Learn, Grow, Eat, Go as well as a Community Workshop Series. LGEG was designed to encourage students and families to learn together through gardening and 4-H sponsored activities at the NCCRC every Monday morning for the summer. As part of this, we built and planted two raised beds. We received zero participation in this program.</li> <li>○ The Community Workshop Series was open to children and adults alike and covered basic topics such as Canning 101, Raising Farm Animals, Building and Maintaining a Compost Bin, and more. For eight scheduled events, only two were attended, each of those by a single party.</li> </ul> </li> <li>• <b>School gardens: Colebrook, Stewartstown</b> <ul style="list-style-type: none"> <li>○ Based on our experiences this summer, we have realized that future gardens ought to be better coordinated between teachers, the Farm to School coordinator, and kitchen staff to make better use of produce and space. A more dedicated effort ought to be made to maintain the gardens throughout the season so that they are more productive, more visually appealing, easier to use as part of the classroom, and generally well-tended.</li> </ul> </li> <li>• <b>Classroom work</b> <ul style="list-style-type: none"> <li>○ Working with Becky Hodge’s 3-4 class in Stewartstown to present Harvest of the Month lessons each month. Also anticipate beginning a similar program in Wanda Merrill’s class in Pittsburg.</li> <li>○ Partnered with Hannah Campbell’s Applied Math class to present an extended work problem based on the planning of a garden and the development and sale of a value added product.</li> <li>○ Will be partnering with Matt Hyson’s 7<sup>th</sup> grade math to do a farm planning project based on space requirements for livestock and produce as well as the needs of a farmer.</li> <li>○ Have been in communication with Jennifer Brault about integrating Farm to School and local foods into her Family and Consumer Sciences classes.</li> </ul> </li> <li>• <b>Local foods</b> <ul style="list-style-type: none"> <li>○ Our contracted growing between Apple Haven Farm and Abbey Group went well this season with Patti being able to supply the schools with tomatoes, cucumbers, and broccoli. Both the farmer</li> </ul> </li> </ul>	

	<p>and the kitchen staff seemed satisfied. There is certainly room for expansion to include other produce items and farmers.</p> <ul style="list-style-type: none"> <li>• Food from Stewartstown and Colebrook Elementary gardens was integrated into the school lunch service including winter squash, tomatoes, herbs, etc.</li> <li>• <b>Funding</b> <ul style="list-style-type: none"> <li>○ Our funding from the Beacon Community Grant was scheduled to end on December 31<sup>st</sup>, 2018 but, funding remaining should carry us through the school year and we have received permission from NH Farm to School to do so.</li> <li>○ We are currently preparing for several grants including a multi-year NH Charitable Foundation grant</li> </ul> </li> <li>• <b>Events</b> <ul style="list-style-type: none"> <li>○ Farm to School was present at all elementary level open houses this fall and will continue to be present at as many relevant after-hours events as possible.</li> <li>○ Farm to School also had a booth at the CDDA Harvest Fair.</li> </ul> </li> <li>• <b>Map update</b> <ul style="list-style-type: none"> <li>○ The map has gone to Liebel Printing for final design and printing.</li> </ul> </li> <li>• <b>After School Program</b> <ul style="list-style-type: none"> <li>○ Farm to School and Coos County 4-H have been partnering to run an after school program at CES this Fall and Farm to School will continue to offer programs for the school year.</li> <li>○ Currently looking to run an ASP in Pittsburg during the next session.</li> </ul> </li> <li>• <b>UCVH Partnership</b> <ul style="list-style-type: none"> <li>○ Farm to School has been advising 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 pantry designed to address issues of food insecurity and diagnosis specific diet which will include educational components that Farm to School may help to facilitate.</li> </ul> </li> </ul>	
10.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning <ul style="list-style-type: none"> <li>○ An update was made since the copy of the plan was distributed at the July meeting – membership adjustments only</li> </ul> <p style="margin-left: 40px;"><u>C. Brady / D. Thatcher:</u> Motion to approve the Strategic Plan</p> </li> <li>• Connecticut River Collaborative Exploratory Committee: <ul style="list-style-type: none"> <li>○ Subcommittee narrowed down proposals to work on from 25 to 3</li> <li>○ Subcommittee will make a final review of proposals before releasing to the public</li> <li>○ General questions were addressed from the Board with follow up discussions</li> <li>○ Next meeting of the subcommittee is 11/18/18 at Stewartstown Community School</li> </ul> </li> </ul>	Vote: Unanimous 11-0

	<ul style="list-style-type: none"> <li>• Superintendent's Contract <ul style="list-style-type: none"> <li>○ B. Beasley asked for a one-year extension on his current contract which expires in June, 2019.</li> <li>○ The extended contract would run through June, 2020.</li> </ul> </li> </ul> <p><u>L. Gray / J. Roche:</u> Motion to approve extending B. Beasley's contract through June, 2020.</p> <ul style="list-style-type: none"> <li>• Holidays: <p><u>L. Gray / K. Covell:</u> Motion to approve closing SAU #7 offices on December 24<sup>th</sup> and December 31<sup>st</sup> with an option for scheduled staff to work or take personal, vacation or unpaid time.</p> </li> </ul> <ul style="list-style-type: none"> <li>• School Calendar: <ul style="list-style-type: none"> <li>○ B. Beasley is waiting for recommendations from the Governor's Counsel before creating the 19-20 school year calendar</li> <li>○ B. Beasley will bring a draft calendar to the next meeting</li> </ul> </li> </ul>	<p>Vote: 9.2 – yes; 1.8 – no</p> <p>Vote: Unanimous 11-0</p>
11.	<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
12.	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• Insurance costs <ul style="list-style-type: none"> <li>○ Discussed increasing cost of health insurance and how to promote wellness with staff</li> <li>○ Discussed reasons for the increased rates</li> <li>○ Discussed a larger pool</li> </ul> </li> </ul>	
13.	<p><u>C. Brady / S. Campbell:</u> To adjourn the meeting at 8:30 p.m.</p>	<p>Vote: Unanimous 11-0</p>
<p>Respectfully Submitted:</p> <p>Mandie Hibbard Special Services Coordinator</p>		