

**Colebrook School Board  
Meeting Minutes**

<b>Date</b>	5/19/20
<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 Absence **A**- Absent

School Board Members				Principal		SAU Members	
P	John Falconer	R	Nathan Lebel	R	Kim Wheelock	P	Bruce Beasley
R	Craig Hamelin	R	Deb Greene			P	Cheryl Covill
P	Brian LaPerle	A	David Gales				
E	Michael Pearson						

**Public in Attendance:** Joshua Falconer – project for Boy Scouts

**Minutes**

Item	Subject	Action
1.	The meeting was called to order at 6:00 p.m. by Brian LaPerle	
2.	<b>Agenda Adjustments:</b> <ul style="list-style-type: none"> <li>Unfinished Business – Dean of Students</li> <li>Unfinished Business – Spring Stipends</li> </ul>	
3.	<b>Hearing of the Public:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
4.	<b>Reading of the Minutes:</b> <u><b>J. Falconer / C. Hamelin</b></u> motion to approve the minutes of May 5, 2020 with the following corrections. <ul style="list-style-type: none"> <li>Item 6 – Principal's Report               <ul style="list-style-type: none"> <li>Bullet 2 – changed past to pass</li> </ul> </li> <li>Item 7- Superintendent's Report               <ul style="list-style-type: none"> <li>Bullet 3 – changed May 19<sup>th</sup> to May 15<sup>th</sup></li> <li>Bullet 4 – changed May 28<sup>th</sup> to May 29<sup>th</sup></li> </ul> </li> <li>Item 8 – Business Administrator's               <ul style="list-style-type: none"> <li>Bullet 4 – changed to look at the food stand to and also toured the kitchen</li> </ul> </li> </ul>	Vote: Motion Carried
5.	<b>Special Reports:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	

6.	<b>Principal's Report: Kim Wheelock</b> <ul style="list-style-type: none"> <li>• <b>Principal Activities (See Attached)</b></li> </ul> <b><u>Student Council Report:</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
7.	<b>Superintendent's Report: Bruce Beasley</b> <ul style="list-style-type: none"> <li>• Last day of school is May 29<sup>th</sup>.</li> <li>• Pick up and drop offs was on May 15<sup>th</sup>.</li> <li>• B. Beasley had a team meeting with the administrative group and Dr. Taylor was part of the meeting.</li> <li>• B. Beasley had a Zoom meeting to discuss approving any plans for graduation and he mentioned the School District is exempt from holding graduation outdoors.</li> <li>• B. Beasley spoke with Mandy – Special Educator on permission to serve lunches until June 30<sup>th</sup>.</li> <li>• B. Beasley showed a short video on the North Country Scholars</li> <li>• IT Candidate – Justin Falconer will start on July 1<sup>st</sup>.</li> </ul>	
8.	<b>Business Administrator's: Cheryl Covill</b> <ul style="list-style-type: none"> <li>• C. Covill received 121 thousand from the Esser Grant to use for anything COVID related.</li> <li>• IDEA - \$4,000 to use for technology and will expire on 9/30/20.</li> <li>• C. Covill has placed an ad in the newspaper for request for proposals for replacing carpet, floor tile and stair treads and replacing Dumont Street sidewalk with asphalt/granite curbing with an option to replace with concrete.</li> <li>• Will be bringing some office staff back in.</li> <li>• Need 2 board members to stop by the SAU to sign vouchers.</li> </ul>	
9.	<b>NH School Board Association Business: John Falconer</b> <ul style="list-style-type: none"> <li>• Everyone should be getting emails</li> <li>• NHSBA – School Transition Reopening and Redesign Task Force Survey</li> </ul>	
10.	<b>Co-Curricular Committee Report: Brian LaPerle</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
11.	<b>Building Committee: Craig Hamelin</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
12.	<b>Policy Committee Report: Deb Greene</b> <ul style="list-style-type: none"> <li>• Unable to meet and will discuss the 2 policies in the packet under New Business.</li> </ul>	
13.	<b>Negotiations Committee Report: John Falconer</b> <ul style="list-style-type: none"> <li>• Made some adjustments on the teacher's contracts</li> <li>• B. Beasley spoke on the # of weeks concerning pay periods</li> <li>• Contracts for Support Staff have been sent out.</li> </ul>	

14.	<b>Curriculum Committee Report: David Gales</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
15.	<b>Technology Committee Report: David Gales</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
16.	<b>Regional Committee Report: Brian LaPerle</b> <ul style="list-style-type: none"> <li>• Formed a couple Sub-Committee's</li> <li>• Looking for a Financial Advisor to work with the 2 models. Former Financial Advisor has stepped down.</li> <li>• Talked about the 2 models that were presented and that both models will require working on the building.</li> </ul>	
17.	<b>Unfinished Business:</b> <ul style="list-style-type: none"> <li>• Dean of Students – B. Beasley talked about the proposal and K. Wheelock mentioned Mr. Allin would teach 2 blocks and the rest of the day would be helping her.</li> </ul> <p><b><u>C. Hamelin / D. Greene</u></b> motion to give B. Beasley permission to work with the Union to make the Dean of Students work for 1 year.</p> <ul style="list-style-type: none"> <li>• Stipend – Baseball Coaches <ul style="list-style-type: none"> <li>○ Approved the batting cage – C. Covill mentioned the gym ceiling are too low.</li> <li>○ Ryan Call – Compensate 25% to update the system.</li> </ul> </li> </ul>	Vote: Motion Carried
18.	<b>New Business:</b> <ul style="list-style-type: none"> <li>• Coronavirus Update – 1 new case in Northumberland</li> <li>• Ed. Lavery concerned with a lot of Campers coming into different locations for the Memorial Weekend.</li> <li>• Public entering the school are required to wear a mask.</li> <li>• B. Beasley will meet with the nurses on what the screening protocol is for graduation.</li> <li>• At the SAU office putting up different barricades up for the staff.</li> <li>• Graduation – Seniors to have 5 tickets and keep 6 feet apart. Graduation to take place outside on June 5<sup>th</sup> @ 6:00 p.m.</li> <li>• Grading – the close of the 4<sup>th</sup> quarter will not impact the students, will do an average to the first 3 quarters.</li> <li>• In-House Para as a Substitute – B. Beasley mentioned they are fewer candidates and there is money in the budget to hire a full time Para.</li> </ul> <p><b><u>C. Hamelin / D. Greene</u></b> motion to allow the Administrative staff to create a full time Para position on a temporary basic and to revisit in 1 year to see if cost effective.</p> <ul style="list-style-type: none"> <li>• Contractor Protocols – anyone coming into the school to be aware of the procedures that are effect. Have some screening questions before they enter the building?</li> <li>• Policy ADB / GBEC – Drug-Free Workplace &amp; Drug-Free Schools</li> </ul>	Vote: Motion Carried

	<b>J. Falconer / D. Greene</b> motion to approve the ADB / GBEC policy as updated by the NH School Board and as long as it meets the Federal Law requirements.	Vote: Motion Carried
19.	<b>Other:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
20.	<b>Information:</b> <ul style="list-style-type: none"> <li>• B. LaPerle notified the Board of Notice of Public Information Meetings on discussion of Planned Bridge work. 1<sup>st</sup> mtg on May 27<sup>th</sup> @ 6:00 p.m. @ Columbia Town Hall, 2<sup>nd</sup> mtg on June 8<sup>th</sup> @ 5:00 p.m. @ Colebrook Town Hall.</li> </ul>	
21.	<b>Meetings:</b> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting: Tuesday, June 2, 2020 @ 6:00 p.m.</li> </ul>	
22.	<b>Adjournment:</b> <b>J. Falconer / N. Lebel</b> motion to adjourn the meeting @ 7:16 p.m.	

Respectfully Submitted  
Dorothy Uran  
Recording Clerk

*Adopted 06/02/2020*

## Principal's Report

Kimberly Wheelock <kimberlywheelock5@users.smore.com>

Mon 5/18/2020 6:28 PM

To: Dorothy Uran <durand@colebrooknh.org>

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# Principal's Report

MAY 19, 2020

## PRINCIPAL ACTIVITIES

Conference Call with Senator Shaheen regarding remote learning  
Commissioner zoom meetings  
Superintendent zoom meetings  
Scheduling zoom meeting with principals and guidance counselors  
Scheduling work  
Review receptionist and secretary applications  
Review 5th grade teacher applications  
School board zoom meeting  
Teacher Google meetings  
Called senior parents  
Emails to students & staff  
Work on program of studies  
Graduation prep



## STUDENTS

Overall, students have been in contact with staff although some are not doing work. I think it has been increasingly difficult for families to maintain a routine.

I feel it is vital that intervention time be built into the schedule next year for elementary students. For this reason, I have created the following schedule that K-6 teachers will implement to ensure that students are getting what they need for ELA and Math whether that is intervention or enrichment.

2020-2021 CAES	K	1	2	3	4	5	6
7:30-7:50 (day)	Haley & Wheelock Fri., M 12:50-2:15	Brady & O'Connell Fri., M 12:25-12:45	Grant & Hastings Fri., M 9:15-10:35	Ernes Fri., Music 8:30-9:10	Hansen		Rockwell
7:50-8:20 (30 min)	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet	PRIDE Matrix & Morning Meet
8:20-9:10 (50 min)	Literacy Block ELA Core Grade Level Curriculum Reading Street Calkins Writing Units of Study				Math Intervention/Enrichment Hansen, Rockwell, new teacher, parras, Smith, Dianna, Hailay Days (Mon/Tues) - Kerry (Wed) pull Tier 3 from existing groups		
9:10-9:30 (20 min)	Bathroom / snack time / transition to groups						
9:30-10:00 (30 min) 10 minute transition	ELA Intervention/Enrichment - Groups Haley, Wheelock, Brad, O'Connell, Grant, Hastings, Ernes, parras, Smith, Dianna Days (Mon/Tues) - Kerry (Wed) pull Tier 3 from existing groups these days						
10:10-10:50 (40 min)	Math Core Grade Level Curriculum 4 best practices for elementary math: - always teach on grade level - give multiple mini-assessments - learn and accept multiple methods of problem solving - work collaboratively, not alone				ELA Intervention/Enrichment Hansen, Rockwell, new teacher, parras, Smith, Dianna, Hailay Days (Mon/Tues) - Kerry (Wed) pull Tier 3 from existing groups		
Recess cover lunches and eat their lunch during recess or teachers cover lunches and eat their lunch during recess or mix	Lunch 10:55-11:20 30 min	Lunch 10:55-11:20 30 min	Lunch 10:55-11:20 30 min	Lunch 10:55-11:20 30 min	Recess 11:00-12:00 60 min	Recess 11:00-12:00 60 min	Recess 11:00-12:00 60 min
	Recess/Groups 11:20-12:20 60 min	Recess/Groups 11:20-12:20 60 min	Recess/Groups 11:20-12:20 60 min	Recess/Groups 11:20-12:20 60 min	Lunch 12:00-12:30 30 min	Lunch 12:00-12:30 30 min	Lunch 12:00-12:30 30 min
12:30-1:20 (50 min)	Math Intervention/Enrichment Haley, Wheelock, Brad, O'Connell, Grant, Hastings, Ernes, parras, Smith, Dianna, Hailay Days (Mon/Tues) - Kerry (Wed) pull Tier 3 from existing groups these days				12:35-1:20 45 min M-Coding T-PE W-Art T-Library F-Music 1:25-2:05	12:35-1:20 45 min M-PE T-Library W-Coding T-Music F-Art 1:25-2:05	12:35-1:20 45 min M-Art T-Music W-Library T-PE F-Coding 1:25-2:05
2:05-2:35 (30 min) Teacher prep Recess play with classes	M-PE T-Library W-Coding Fr-Social Story	M-Art T-Coding W-Library Fr-PE	M-Library T-Art W-PE Fr-Coding	M-Coding T-PE W-Art Fr-Library			
2:35	Daily wrap up						

## TEACHERS

Teachers have continued to hold Zoom meetings with students. As the school year for students is winding down, teachers will be assessing work and completing report cards.

# GRADUATION LETTER

The following letter went home to seniors/parents:

May 18, 2020

Dear Seniors and Parents:

## Graduation Plans During Remote Learning

When determining what to do with the end-of-year activity guidelines presented by the Commissioner of Education, high school administrators across the state were faced with the following options:

- Use an **alternative/virtual format** to run events.
- **Postpone** events that can be held at a later date.
- **Cancel** some events that cannot reasonably be run in an alternative format before the end of the school year.

The graduation ceremony presents unique challenges, yet, administrators also recognize that graduates, families, and staff need closure before the end of this school year.

After careful consideration, Colebrook graduates will have an alternative outdoor/live stream ceremony format for graduation to be held on the evening of **Friday, June 5th, at 6:00pm** with a rain date of Saturday, June 6th, at 11:00am.

This ceremony will have limited staff members in order for students to have 5 guest tickets; in attendance will be Principal Wheelock, Superintendent Beasley, Board Chair Mr. Laperle, School Counselor Mrs. Clogston, senior class advisors Ron Patterson and Jackie Hyson, Music teacher Mr. Stewart, nurse, and police.

This scaled back ceremony includes:

- 5 tickets per graduate for guests
- Speech by Valedictorian, Salutatorian, and 3rd Honors
- Awards and scholarship recognition
- Diplomas and gift bags
- NSN live stream, on-demand, and DVD keepsakes
- Whipple professional photographer
- Post ceremony "Senior Wheels" escort by police department

## Timeline of Events

### Pre - Ceremony Cap & Gown Pick Up

From Tuesday May 26th -Friday May 29th graduates will be invited to come to the school to



pick up cap and gown between the hours of 8:00 and 1:00pm. Please call before coming to the school. Graduates will be required to stay in their cars at all times. A staff member will bring items to each graduate. Attire for graduation night is semi-formal; please no flip flops as there will be stairs.

#### **Graduation Day**

Seniors and their families are encouraged to decorate the vehicle they will arrive in for graduation as the ceremony ends with a "Senior Wheels" police escort. The seniors will be escorted from Dumont Street, to Colby Street, to the old Rite-Aid building to Main Street where community members may recognize the graduates at a distance.

#### **Graduation Night Pre-Cautions**

Though it will be tempting for graduates and families to want to hug and congratulate one another, we must ensure we are following social distancing guidelines set forth by the governor before, during, and after the graduation.

We ask that everyone be patient upon arrival and remain at least 6 feet apart. Each graduate and their family will have a designated table. We ask that family members wear masks upon entering and exiting the ceremony. Everyone attending graduation will be screened for a fever by a registered nurse. If a fever is present, the person will not be able to attend the graduation. This is for everyone's safety. Once at designated spot and throughout the ceremony, families may remove masks if they are comfortable doing so.

At 3:30PM, NSN will arrive to set-up equipment. This ceremony will be available to watch one of three ways:

- People may watch live from any device that has access to the NSN website
- People may watch post ceremony through an on-demand feature on the NSN website
- People may purchase a DVD keepsake of the ceremony from the NSN website

At 5:30PM, families should arrive to be screened and claim their table

- Graduates will sit with their family
- Ceremony programs will be on each table

At 6:00PM, signal for the start of the ceremony

- Music teacher, Alex Stewart, begins playing "Pomp and Circumstance"
- Follow the program on table

Immediately after the ceremony, seniors and their families will get in their vehicles for the "Senior Wheels" escort.

While this plan cannot replace the traditional ceremony that Colebrook has always offered, we look forward to honoring our graduates next month. This plan is subject to change should an order by the governor or education commissioner deem it necessary.

Sincerely,

Kim Wheelock

Principal



**DRUG-FREE WORKPLACE & DRUG FREE SCHOOLS**

*Category: P*

*See Also: Policy JICH*

**A. Drug-Free Workplace**

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
  - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
  - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
  - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
  - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
  - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
  - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
  - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

## **B. District Action Upon Violation of Policy**

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

## **C. Drug-Free School Zone**

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

## **D. Implementation and Review**

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

### **Legal References:**

- 41 U.S.C. §101, *et. Seq.* - *Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- RSA Chapter 193-B *Drug Free School Zones*
- N.H. Admin. Code, Ed. Part 316

SAU #7 Policy Committee: Recommended for Adoption –

Clarksville School Board: Adopted –

**Return to Agenda**

Colebrook School Board: Adopted -  
Columbia School Board: Adopted -  
Pittsburg School Board: Adopted -  
Stewartstown School Board: Adopted -