

BETHLEHEM SCHOOL BOARD  
BETHLEHEM ELEMENTARY SCHOOL  
BETHLEHEM, NH 03574

DATE: DECEMBER 13th, 2022  
TIME: 5:30 PM

### **BETHLEHEM BOARD MEETING MINUTES- Draft**

PRESENT: Principal Sue Greenlaw, Superintendent Kate Segal, Business Manager Toni Butterfield, Chairman Bob Weir, Board Members; Jennifer Lucas, Becky Beno, James Noyes.  
Guest: JoLee Horvath, Margaret Hocking, Abbie Vashaw

#### **I. Call to Order**

**CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:34 PM,  
ROLL CALL: CHAIRMAN ROBERT WEIR, JENNIFER LUCAS, BECKY BENO,  
JAMES NOYES**

#### **II. Announcements & Good News**

Principal Greenlaw informed the Board that BES is the recipient of the SAFE Grant of \$22,000. These funds will be used to replace the two front side doors and to build a vestibule by the music room doors; this will be to prevent delivery people from having access to the whole building. Greenlaw is working on quotes for the vestibule. She is also looking into adding flashing lights for 302 for additional safety for individuals crossing the street, this is something she will have to work with DOT. Also, the Holiday Concert is Wednesday and Thursday this week, and the students participated in Trees for Troops.

#### **III. Approval of the Minutes**

[2022, November 8th - BES Public Minutes - Draft](#)

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO FOR THE APPROVAL OF NOVEMBER 8TH, 2022, MEETING MINUTES. ALL IN FAVOR. MOTIONED PASSED. JAMES NOYES ABSTAINED.**

#### **IV. Public Input**

Jolee Horvath and Margaret Hocking were invited to meet the Board as potential candidates to fill the currently open seat, also, Becky Beno will not be running for reelection in March, her seat will need to be filled as well at that time. The Board gave the women an overview of what the Board oversees, such as; shaping policies, working with the administration, negotiations, evaluating the superintendent, and budgetary work. Becky Beno stated that the BES Board is a great Board to work with. Horvath and Hockings shared their background and voiced their interest in serving on the Board. Superintendent Kate Segal mentioned there might be a conflict

with Horvath serving on the Board as she is a Lisbon employee, she will look into that and get back to the Board about that.

## **V. New Business**

### **Abbie Vashaw – Roles and Responsibilities**

Abbie Vashaw is the Special Ed Teacher/Preschool Coordination. Vashaw gave a brief overview of her background and outlined her role. She explained that preschool is a school-based program for kids ages 3-5, this program is to prepare the child for kindergarten and teaches them self-regulation, self-care, and peer interactions. BES has a preschool that is open to the public and has open enrollment for SPED students. Vashaw informed the Board that before the BES preschool, the district was responsible for paying tuition at a community-based preschool for SPED students and paying for para support there. There was also the cost of travel for related services and the special ed teacher. Vashaw shared NH readiness standards for kindergarten with the Board. Vashaw's position is to oversee the planning, organizing, and implication of related services for students ages 3-5, she also is the liaison between early intervention services and school-based services to ensure a smooth transition into public school. This includes building relationships with families and preschool centers and also maintaining compliance with NH laws. Vashaw explained the process of having SPED students referred and enrolled in the preschool program. Becky Beno praised the BES preschool for being the first to meet with new families and providing community resources. Bob Weir gave the history of the preschool and when it was started. It was a collaboration with the administration and School Board, and seeing a need for students with IEPs to get their services and care at the school, in turn, lowered the special education cost.

## **VI. Continuing Business**

### **A. Review of ESSER Grants Funds**

Superintendent Segal informed the Board regarding the ESSER GRANT III, it was planned for and approved for about \$312,000.

Grant writer Jennifer Opalinski resigned, and the new grant writer is Nancy Anunziato.

### **B. Review of Federal Grants Funds**

#### **Sue Greenlaw - proposal regarding support staff sick bank**

Principal Greenlaw let the Board know that the Family Literacy Night was well attended, with about 100 people. There was a storyteller, students were able to take home books, and Tammy Sanborn provided food from her restaurant to feed everyone.

Greenlaw shared the letter she wrote to become a candidate for the Excellence in Education award.

Winter Activities will be happening after vacation.

Greenlaw provided the Board with a proposal for a support staff sick bank. Greenlaw used Profile's agreement as a guideline, she mentioned that with a high level of sickness, paras are using all their sick time. At this time, paras do not have a collective bargaining agreement, this sick bank would be monitored. It was asked if there are enough reliable substitutes to cover and what would be the financial impact? The discussion will be moved to non-public.

Fall Benchmarking - the overall summary of scores was up from last year. This is not generally the trend because of summer regression. Greenlaw gave an overview of how the test adjusts to the test taker. As of now, most companies still need to adjust the norms. James Noyes pointed out that the 4th grade numbers are lower, he was wondering what supports that grade may need. Greenlaw states that a student support team meets every Wednesday; looking at the data, and through discussion, supports are put in place immediately for those students. Benchmarking will happen again in January, this will give the school an idea of the supports that were put in place have helped.

## **VII. Standing Reports**

### **A. Principal**

#### **1. Principal's Report**

### **B. Superintendent**

#### **1. Monthly Supt Report**

##### **a. 2023 Schedule of District Budget Hearings/Annual Meetings**

The Budget Hearing is February 21st, 2022 at 5:00 pm, with a school board meeting to follow.

The Annual Meeting is March 21st, 2022, Board Meeting at 5:30pm, doors open at 7:00pm, warrant article voting starts at 7:30pm.

##### **b. 2023-2024 School Calendar**

The school calendar has been revised. November 22nd, 2023, is now a day off instead of a half day. This day typically has low attendance, and WMRS & Littleton also have this day off. June 11th, 2023, will now be the last day of school.

##### **c. December 1st Enrollment**

Enrollments were reviewed.

## **C. Business Manager**

### **1. Surplus/Deficit Report**

Toni Butterfield handed out the Surplus/Deficit Statement and reviewed it with the Board. There should be an estimated end-of-year balance of \$23,000.

Butterfield will be reviewing this statement with Lisa Brown and Greenlaw this week to ensure the school is on track with what has been encumbered or not.

### **2. DocuSign Check-In**

DocuSign is working well for the Board and the SAU.

### **3. Accounting Questionnaire**

The Accounting Questionnaire was given to Weir, he will complete it and give it back to Butterfield. This questionnaire has questions regarding policies and procedures and fraud.

## **VIII. Committee Reports**

### **A. Executive Board (BW)**

Weir shared at the full Board Meeting that the SAU 23- 24 budget was approved, and the school calendar was discussed.

### **B. Negotiations for Professional Staff (JN & –)**

Weir stated that negotiations are close to an agreement, Butterfield has to run some numbers. The rest of the work will be done via email.

### **C. Facilities**

New doors from the Safe Grant.

### **D. Finance Committee**

#### **1. 23-24 SY Budget Process**

This will be discussed in non-public.

## **IX. Policy Handbook (--- & —)**

**A. JJJ Access to Public Schools by Nonpublic, Charter School and Home Educated Pupils – Second Reading**

**B. JLDBB Suicide Prevention and Response – Second Reading**

**C. JLCF Wellness Policy – First Reading**

**D. EBCE School Closings – Withdrawal**

**E. ICA School Calendar – Withdrawal**

**F. KDA Public Information Program - Withdrawal**

Regarding the Wellness Policy, Reardon and Greenlaw met after reviewing and using Lafayette's as a guideline, the policy was adjusted and is now more thorough. The Board all had a chance to review this policy.

EBCE, ICA, KDA were absorbed by other policies. No further discussion.

**MOTION MADE BY JENNIFER LUCAS SECONDED BY JAMES NOYES TO WITHDRAW EBCE, ICA, KDA POLICIES. ALL IN FAVOR, MOTIONED PASSED.**

**MOTION MADE BY BECKY BENO SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF THE SECOND READINGS OF JJJ AND JLBDD. ALL IN FAVOR, MOTIONED PASSED.**

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF THE FIRST READING OF THE REVISED FIRST READING OF THE JLCF WELLNESS POLICY. ALL IN FAVOR, MOTIONED PASSED.**

**X. School Staffing Notifications & Approvals**

None

**XI. Non Public Session as per RSA 91A:3, I, II (if needed)**

**MOTION TO GO INTO NON-PUBLIC MADE BY BOB WEIR, SECONDED BY BECKY BENO. ALL IN FAVOR. MOTIONED CARRIES TO ENTER NON-PUBLIC AT 6:43 PM**

**MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS. ALL IN FAVOR. MOTIONED CARRIES TO RETURN TO PUBLIC SESSION AT 7:37 PM**

**XII. Adjournment**

**MOTION MADE BY JAMES NOYES, SECONDED BY BECKY BENO, TO ADJOURN THE MEETING AT 7:37 PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully Submitted,

Rhienna Miscio  
Board Clerk

**Next Board meeting: January 10, 2022**