

BETHLEHEM BOARD OF EDUCATION
BETHLEHEM ELEMENTARY SCHOOL
BETHLEHEM, NH 03574

DATE: NOVEMBER 8TH, 2022
TIME: 5:30 PM

BETHLEHEM BOARD MEETING MINUTES- approved 12-13-22

PRESENT: Principal Sue Greenlaw, Superintendent Kate Segal, Business Manager Toni Butterfield, Chairman Bob Weir, Board Members; Jennifer Lucas, Becky Beno
Absent: James Noyes

I. Call to Order

**CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:41 PM,
ROLL CALL: CHAIRMAN ROBERT WEIR, JENNIFER LUCAS, AND BECKY BENO.**

II. Announcements & Good News

None

III. Approval of the Minutes

**MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE
APPROVAL OF OCTOBER 5TH, 2022, MEETING MINUTES. ALL IN FAVOR.
MOTIONED PASSED.**

**MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE
APPROVAL OF OCTOBER 5TH, 2022, NON-PUBLIC MEETING MINUTES. ALL IN
FAVOR. MOTIONED PASSED**

IV. Public Input

Chair of the Energy Commission - David Van Houten came before the board to give an update on the solar panels. The solar panels will be turned on January 1st, 2023, this date was decided because of the inflation reduction act which he states is the equivalent of a 30% tax benefit. Van Houten states that once the solar panels are turned on that the school's electric bill should be lower. Toni Butterfield asked for clarification on the solar panels timeline and explained that the school has a third party provider which BES is contracted with until November 2023. The town funded and owns the solar panels at the library, school and highway garage. Once Van Houten talks to the town regarding the details, Mary Moritz at the town hall will be the go-to person for the town's solar panels, and the Energy Board will help to advise if any questions arise. Van Houten stated that the library's solar panels were designed for the library and their electric bill went from \$200 to \$20 with the solar panels. The panels in the back of the school were designed

for the school, and there will be extra electricity. The solar panels will benefit the school, but there will be more energy than they can use. The energy will be refunded in a check that goes to the town. Toni Butterfield will call Van Houten to get more information about how the energy and how the billing will work.

Van Houten was part of the committee that assisted the school to get their wood pellet boiler. It was mentioned that the wood pellet boiler does not run efficiently and breaks often. [Sue Greenlaw](#) states that there have been issues with the companies figuring out what is wrong with the boiler, and it is frustrating. Van Houten mentions that Maine Energy was doing free repair courses, this is something [Sean Monahan](#) may be interested in learning more about the mechanism of the boiler.

V. New Business

Tammy Sandborn – Roles and Responsibilities

Tammy Sandborn came before the Board to give a brief description of what she does at BES. Tammy is the School Counselor and is in her fourth year at the school. Every year has been different, Tammy started her career at BES teaching in the classroom, but after covid she began working with the students one-on-one. This allowed her to focus on the social emotional needs of the students in addition to the trauma that may have been caused by the pandemic. This year, Tammy is back in the classroom, this allows her to work on a curriculum that has an overarching theme, but also gives her the opportunity to discuss with the teachers their unique needs in their classroom and to help either by meeting as a whole group or with students individually. The curriculum that is used is ‘Choose Love’, which is a free curriculum that was created from the Sandy Hook Promise. Tammy gave a brief overview of the curriculum. Tammy did explain that BES is a trauma sensitive school, and out of this incredible relationships have been formed, students are excited and want to be in school. Students have also developed strategies to get through the tougher days. This week the overarching theme is ‘Gratitude’, the students are making thank you notes and they are excited to thank someone.

VI. Continuing Business

A. Review of ESSER Grants Funds

Principal Greenlaw discussed that ESSER III Grant has guidelines; she has created a BES Stakeholder Input Survey that was put on the website. The survey received many responses. From the survey, it is evident that what the money has been spent on aligns with what the stakeholders want. There are still funds left in the ESSER III Grant, Principal Greenlaw has received a quote for an outdoor classroom that will be taken from this grant. The Natural Playground is moving forward, and will happen in either the spring or summer. Principal Greenlaw and the SAU office will work together to make

sure that the language for the contractors contracts is inline with the ESSER III grant guidelines, as well as the proper steps the contractors need to take.

B. Review of Federal Grants Funds

Superintendent Segal gave the Board an update on the Federal Grants that were approved; these included the IDEA, Preschool IDEA and TITLE II. The TITLE IV Grant has yet to be written, but might be approved for the monies that are allocated for that grant. Superintendent Segal mentioned that there is a new special ed course grant, Principal Greenlaw said she has been looking for that grant under the Grant Management System, Bryan Smith would like to use this grant for robotics.

VII. Standing Reports

A. Principal

1. Principal Report

Principal Greenlaw stated that Tammy Sandborn has been an amazing resource over the years, especially with her background at DCYF. Her energy and enthusiasm is amazing.

Greenlaw would like to start accepting bids for window trim and the concrete sills. Sean Monahan is checking on the sills periodically and making sure that it is clear of any chunks that may fall. With the proper guidance there may be an epoxy that could be used to keep the sills intact for the short term. The exterior window trim needs to be painted, and that would be put out to bid as well. [Sean Monahan](#) maybe able to paint some of the trim with a lift, but the school would need a professional to come in and check for lead. These projects could be part of the ESSER Grant, but would need a bid first before that can be determined.

Substitute pay will continue to be discussed at the administrators meeting, the census is that SAU schools should be at the same rate of pay for substitutes next year.

Support staff have asked if they could increase the number of their sick days, as of now, it is 30 days. It was also asked if a sick bank could be established. [Toni Butterfield](#) mentioned that there are ways to make the sick bank happen, for example, staff could fill out a donation form and tailor how the sick bank will be implemented. The Board will need to have further discussion on this.

The Budget Committee has begun meeting, Principal Greenlaw states that it has been great to get different perspectives and have a team approach.

The vaccination clinic is scheduled for tomorrow for covid booster and flu shots.

The Halloween parade was a success, kids and the community loved it.

Winter activities are happening for six weeks after Christmas break. Activities include downhill skiing, snowboarding, rock climbing, nordic skiing, swimming, gymnastics, WMSI, games and sledding.

2. Nahart Cleaning Company Quote

Principal Greenlaw shared a quote from Nahart for summer cleaning and stripping and waxing of the floors. BES currently has a quote of \$19,000 for cleaning just the floors from Top Floors. The quote from Nahart is competitive.

B. Superintendent

1. Monthly Supt Report

a. 2023 Schedule of District Budget Hearings/Annual Meetings

b. 2023 Deadline for Petitions of Special Warrant Articles

c. 2023-2024 School Calendar - Draft

Superintendent Segal distributed the packets with the 2023 Schedule of District Budget Hearings/Annual Meetings, 2023 Deadline for Petitions of Special Warrant Articles and 2023-2024 School Calendar - Draft.

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 expressed that BES is looking good with what the expenses have been and encumbered. The Trust Fund and their market value were reviewed, [Toni Butterfield](#) explained that the Trust Funds are held by Three Bearings and the Trustees of Bethlehem manages them. A brief overview of the Food Services expenses and losses were discussed, Butterfield will bring this statement to the Board monthly so it can be compared month to month. Greenlaw stated that there are lots of students getting lunches now, and having more applicants on free/reduced lunch helps.

2. Wood Pellet Discussion

Toni Butterfield emailed Maine Energy numerous times to get a contract based on their quote of \$350 per ton. Maine Energy will not be honoring their quote,

Butterfield presented the Board with a quote from Lyme Green Heat of \$280 per ton for wood pellets.

MOTION MADE BY BECKY BENO SECONDED BY JENNIFER LUCAS TO ACCEPT LYME GREEN AS THE NEW WOOD PELLET PROVIDER FOR THE 2022-2023 SCHOOL YEAR ALL IN FAVOR. MOTIONED PASSED.

Plodzick and Sanderson are the new auditors, Butterfield will get the report to the Board before December's meeting so everyone has time to review and it can be discussed.

VIII. Committee Reports

A. Executive Board (BW)

The all Board meeting is December the 7th at 5:30 pm in Lisbon. The EBoard did approve an SAU budget at the last meeting, and that will be presented at the meeting.

B. Negotiations for Professional Staff (JN & BW)

There was a second meeting for negotiations.

C. Facilities

Discussed in Principal Report

D. Finance Committee

1. 23-24 SY Budget Process

Discussed in Principal Report

IX. Policy Handbook (--- & —)

A. EBB School Safety Program – Second Reading

B. EBBD Indoor Air Quality & Water Quality – Second Reading

C. EHAB Data Governance and Security – Second Reading

D. EHB Data/Records Retention and Destruction – Second Reading

E. IHBAE Evaluation Requirements for Children with Specific Learning Disabilities –Second Reading

F. JJJ Access to Public Schools by Nonpublic, Charter School and Home Educated Pupils – First Reading

G. JLCF Wellness Policy – First Reading

H. JLDDB Suicide Prevention and Response – First Reading

JLCF Wellness Policy – First Reading was tabled until the next meeting after it can be reviewed and cross referenced.

MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE APPROVAL OF THE SECOND READINGS LISTED A-E. ALL IN FAVOR, MOTIONED PASSED.

MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE APPROVAL OF THE JJJ & JLDDB – FIRST READING. ALL IN FAVOR, MOTIONED PASSED.

X. School Staffing Notifications & Approvals

There are two individuals interested in serving on the School Board. Currently there is a vacant position, and another position that will need to be filled in March. Principal Greenlaw will be reaching out to the individuals and letting them know about both positions.

XI. Non Public Session as per RSA 91-A:3, II

None

XII. Adjournment

MOTION MADE BY JENNIFER LUCAS, SECONDED BY BECKY BENO TO ADJOURN THE MEETING AT 6:43 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully Submitted,
Rhienna Miscio
Board Clerk

Next Board meeting: December 8, 2022