

BOARD MEETING MINUTES - Draft

PRESENT: Principal Greenlaw, Superintendent Tari Thomas, Business Manager Toni Butterfield, Chairman Bob Weir, Board Member Jennifer Lucas, Tim Fleury, Becky Beno Public: Dan Van Houten, Steve Hoyt

GOOGLE MEET: Board Member James Noyes

I. CALL TO ORDER

Chairman Weir called the meeting to order at 5:33 PM. The meeting is being held in accordance to the Governor's emergency executive order #12. See attachment at end of minutes.

Chairman Robert Weir called the meeting to order at 5:33 PM. All Present

II. PUBLIC INPUT

A. Solar Project - Dave Van Houten-

Mr. Van Houten presented the updates on the Solar Project. A promo video project is in the making, he will share that with the school once that is made. He is requesting support at the town's deliberative session.

III. APPROVAL OF MINUTES OF THE APRIL 12TH, 2021 MEETING

[2021-04-12 DRAFT Minutes](#)

MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE APPROVAL OF MINUTES OF THE APRIL 12TH, 2021 MEETING. LUCAS, BENO, WEIR, NOYES IN FAVOR. TIM FLEURY ABSTAIN DUE TO BEING ABSENT LAST MEETING. MOTIONED PASSES.

IV. FINANCIAL

A. Otis Elevator Contract Approval

Business Manager Toni Butterfield - presented a new service contract for the Board to approve. Principal Greenlaw added that it is a better deal and includes elevator parts in the contract {although the elevator is inspected every year} it would be beneficial for a 27 year old elevator. The service contract is 3 years.

MOTION MADE BY BECKY BENO SECONDED BY TIM FLEURY FOR THE APPROVAL OF OTIS ELEVATOR CONTRACT. ALL IN FAVOR, MOTIONED PASSES.

B. Meal Service Report

[BES FOOD SERVICE REPORT For 3.2021.pdf](#)

Business Manager Butterfield presented the BES Food Service Report. Year to Date shows a loss of \$7,386.00, projected as a loss of \$5,360 At this point all the students are receiving free and reduced lunch. September 30th, 2021, everyone will no longer be eligible. Principal Greenlaw mentions that Crystal Gilman has been creative in closing the BES deficit.

Board Member Beno asked if there is anything that needs to be done now. Business Manager Butterfield stated that at not at this point, we will have a better idea next year.

Board Member Noyes questioned the paper supplies - Business Manager Butterfield stated that due to Covid-19 everything had to be disposable containers, that has been an expense.

Principal Greenlaw mentioned that Kindergarten requested to eat in their room next year. There will be some guidelines, but the food services can help with that.

C. General Information

[BES Expenditure Report 5.10.2021.pdf](#)

[BES Revenue Report 5.10.2021.pdf](#)

[BES FY21 Surplus Deficit for 5.10.2021.xlsx](#)

Chairman Weir mentioned that the end of the year budget looks good.

Principal Greenlaw mentioned that there is a \$40,000 warrant article to put in the capital reserve fund. Principal Greenlaw will use grant money for most of the project, such as bringing the heating to digitalization in each room. The Business Manager applauded Principal Greenlaw, Lisa Brown and staff. Although there were ambitious deadlines for PO and invoices by May 14th, BES did it. Principal Greenlaw gave kudos to the staff teaching the kids under a difficult situation, and to teachers stepping in to sub.

Business Manager Butterfield reviewed the bids with the Board, Irving being the lowest, she recommended them.

OIL BIDS:

[Dead River](#) - \$2.46/gallon

[Harris Energy](#) - \$2.859

[Irving](#) - \$2.4375, employee discount for propane (\$0.15) or oil (\$0.10)

MOTION MADE BY TIM FLEURY SECOND BY BECKY BENO, TO APPROVE IRVING OIL BID FOR \$2.4375. ALL IN FAVOR, MOTION PASSES.

Business Manager Butterfield reviewed the bids with the board for pellets, Lyme Green Heat being the lowest it is recommended. Discussion ensued.

WOOD PELLET BIDS:

[Lyme Green heat](#) - \$220/ton

[Sandri Energy](#) - \$259.99/ton

[Maine Energy Systems](#) - \$240/ton

MOTION TO APPROVE LIME GREEN HEAT FOR PELLETS AT \$220/TON, MOTION MADE BY JENNIFER LUCAS, SECOND BY TIM FLEURY, ALL IN FAVOR. MOTIONED PASSES.

V. PRINCIPAL'S REPORT

[Principal Report - May](#)

A. General Information

Principal Greenlaw states that Bethlehem Recreation Dept. asked to use the van for the summer to transport the older group to recreational activities. The insurance company has sent over a Memorandum of Understanding that will be signed by Principal Greenlaw and Recreation Director Sawyer. A copy will be sent to the SAU.

With regret Principal Greenlaw has a letter of intent to retire for the Roans'. With their retirement more paras will be needed. Allison Culver and Abbie Vashaw will look at needs and coverage next year.

Principal Greenlaw has had a challenging time filling the substitute position for the second grade maternity leave, despite making the position more attractive on the salary schedule. Sara Cascadden, reading specialist, has agreed to step in. She is highly qualified to step in. Principal Greenlaw could take on testing if needed as a reading specialist, also take groups if needed. Counts for next year there will be 3 groups of 4th/5th combo this will allow 14-15 kids per class next year.

Chairman Weir questioned if BES will continue cohorts for next year. Superintendent Thomas said regarding distancing that 3ft is recommended, and it is up to the classroom to keep barriers or not. It comes down to local control encouraging mask use.

Principal Greenlaw hopes next year there will be more flexibility. Cohort to the end at the beginning of the school year, and getting back to "normal". Children that need certain math or english guidance will be able to move among groups to fit their needs.

Board Member Noyes mentioned that he was on a panel discussion for New Hampshire Association and Supervisions Group there was a discussion of restrictions and strong recommendation for the vaccine. Principal Greenlaw feels uncomfortable mandating a

new vaccine. Superintendent Thomas stated that they will wait for guidance from DHHS and the Commissioner. Full board meeting this might come up.

VI. SUPERINTENDENT'S REPORT

A. Staff Nominations

Rhienna Miscio was nominated for the PreK teacher/Academic Support for 2021-2022.

MOTION MADE BY JENNIFER LUCAS SECONDED BY JAME NOYES TO APPROVE RHIENNA MISCIO AS A PRE K/ACADEMIC SUPPORT FOR 2021-2022. ALL IN FAVOR, MOTIONED PASSES.

Kathy Kohatsu was nominated for the Long Term Sub for 6th grade (until end of December)& Academic Support. (January to end of school year).

MOTION MADE BY BECKY BENO SECONDED BY TIM FLEURY FOR KATHY KOHATSU LONG TERM SUB FOR 6TH GRADE (UNTIL END OF DECEMBER)& ACADEMIC SUPPORT (JANUARY TO END OF SCHOOL YEAR). ALL IN FAVOR, MOTIONED PASSES.

B. General Assurance Form for Federal Programs

Superintendent Thomas presented the assurance form for any NH schools receiving federal funds; it lets the US Dept of Ed know that the school will abide by all federal regulations in the use of these funds such as; Title grants and various special education grants. The Chairman needs to sign this form.

MOTION MADE BY TIM FLEURY SECONDED BY BECKY BENO TO APPROVE CHAIRMAN BOB WEIR, TO SIGN THE GENERAL ASSURANCE FORM FOR OUR FEDERAL PROGRAMS/GRANTS. ALL IN FAVOR, MOTIONED PASSES.

C. Board Member Emails

[Legal Guidance](#)

Superintendent Thomas mentioned previous conversation regarding school board email. The Executive Board also discussed emails and the Right-to-Know information, legal counsel feels it is necessary for boards to conduct school business via school board email addresses only.

Board Member Fleury mentioned that the town has emails such as Board Member 1, Board Member 2, etc. This is to allow new board members to come in and see previous emails and they do not need to create a new email each time a new board member is elected.

MOTION MADE BY TIM FLEURY SECONDED BY JENNIFER LUCAS TO APPROVE MOVING TO SCHOOL EMAILS AS OF JULY 1ST TO CONDUCT ALL BOARD BUSINESS. ALL IN FAVOR, MOTIONED PASSES.

D. General Information

[May 2021 Supt Report](#)

Superintendent Thomas reminded that the Annual Meeting has been changed to June 9th. She clarified that the regular scheduled Board Meeting will be at 5pm meeting at BES. The Annual Meeting will be at 7pm at Profile.

Superintendent Thomas gave a brief overview of her May 2021 Supt Report.

VII. BOARD OF EDUCATION REPORTS

None

VIII. POLICY COMMITTEE

A. Policies for 1st Reading

1. GCG – Part-Time & Substitute Professional Staff Employment

Principal Greenlaw reviewed the policies for substitute candidates that will be employed more than 6 weeks and placed them on the salary scale. This will hopefully make the position more attractive. Discussion ensued.

MOTION MADE BY BECKY BENO SECONDED BY JENNIFER LUCAS TO APPROVE GCG - PART TIME & SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT. ALL IN FAVOR, MOTIONED PASSES.

IX. NON-PUBLIC SESSION AS PER RSA 91A:3 I, II (If Needed)

None

X. OTHER BUSINESS

Principal Greenlaw discussed the Paras at BES. She states that the day to day operation could not work without the Paras. She would like to visit the Paras rate of pay, and make it competitive. Currently Paras don't have a CBA and are offered single benefits. Principal Greenlaw will speak to HR Gabriella Clark regarding this, she would like this to be discussed at the June meeting.

XI. ADJOURNMENT

There being no additional business to come before the Board adjourned the meeting.

MOTION MADE BY TIM FLEURY SECONDED BY JENNIFER LUCAS TO ADJOURN THE MEETING AT 6:34 PM PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Rhienna Miscio
Substitute Board Clerk

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Bethlehem Elementary School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

- a. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Google Meet for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address:

meet.google.com/kvj-oecg-pxp
Join by phone
(US) +1 304-519-0796 (PIN: 742925631)

If you have any questions please email: sgreenlaw@bethlehem.k12.nh.us

- b. Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided physically as posted outside the SAU #35 office door and on the websites of Bethlehem Elementary School and SAU #35 at: www.bethlehem.k12.nh.us and www.sau35.org

- c. Providing a mechanism for the public to alert the public during the meeting if there are problems with access:

If anybody has a problem, please email Sue Greenlaw at s.greenlaw@bethlehem.k12.nh.us

- d. Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.