



Bethlehem School Board
Bethlehem Elementary School
October 5, 2022
5:30pm

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

Guest: Alison Culves, BES Case Manager

I. Call to Order. Bob Weir called the meeting to order at 5:44

II. Announcements & Good News

Bethlehem Elementary School Community Garden was accepted as a Coop Partner for an upcoming month in 2023.

III. Approval of the Minutes: Motion to accept minutes made by Jennifer Lucas and seconded by Becky Beno. **Approved by all.**

IV. Public Input: None

Any citizen wishing to speak before the Board must sign in with the administrative assistant prior to the opening of the meeting. The visitor will identify themselves with their name and address and speak for no longer than five (5) minutes. See Board Policy BEDG.

V. New Business

Allison Culver – Roles & Responsibilities of Paraeducators

Allie is the BES Special Ed Co-Coordinator and manages a Para Cohort. There are ten para educators working in the classroom and outside of the classroom. A Para, by statute, needs to be observed and supervised at least once a week by a certified Special Educator. Monthly reports and activities are distributed to all paras that are excellent professional development. The paras feel valued as school staff, a great deal due to the work of Allie and her support. Topics of discussion include confidentiality, modifications, tools to be used in their work, activities with just a piece of paper, or a post it note. Topics planned for this year include the para as a role model, fluency instruction, 4th-6th grade math skills, and responses to a writing prompt. Chair Weir asked if there are paras that have goals to become teachers. A few young staff would like to be teachers and some paras are former teachers.

James Noyes summarized the Delegate Assembly this fall. He forwarded the

powerpoint presentation which included information from the Monadnock School Board which includes a Board Self Evaluation based on School Board Goals, School Board Policy Development Plan, using an excel spreadsheet to assist the board in keeping policies up to date, and a rubric to evaluate facility improvement projects and the cost to finance current, or a future increased cost which due to inflation.

VI. Continuing Business:

A. Review of ESSER Funds:

Esser III grant has been written and approved for afterschool enrichment opportunities, chess, robotics, instruments, garden club, etc. It also includes approval for a Natural Playground. The salaries of one of the teachers and one aid, and twenty new chromebooks and 15 laptops are also included. Approximately \$300,000 of the grant has been allocated and approved.

B. Review of Federal Grants:

IDEA submitted: \$60,176.07 which funds 1 teacher's salary.

IDEA Preschool submitted \$1,492.18, which also funds part of a teacher salary.

Title 1 Part A approved \$52,593.36 which funds one teacher salary.

Title II Part A submitted \$8,938.09, Professional Development & course reimbursement.

C. Oil Update: Locked in with Irving at 3.628.

VII. Standing Reports

A. Principal

1. Principal's Report: Sue Greenlaw presented her report. Friday will be a PD day where James Noyes will be delivering a "Stress, Love, and Leadership" seminar. (Paid for with grant funds) Faculty and students are looking forward to the Halloween parade. Winter programming is progressing. Benchmarking will be reviewed next month.

B. Superintendent

1. Monthly Supt Report : SAU 35 Preventing Bullying Report

Kate reported on what all the districts in the SAU do for bullying. Superintendent reviewed the data. All schools have counselors who focus on social emotional needs. Prevention/social emotional programs - Every Monday Matters at Profile, Choose Love for schools Bethlehem, Lafayette and Landaff, and Second Step at Lisbon. Preventing and reporting Bullying training is done annually for all staff.

C. Business Manager

1. Surplus/Deficit Report: N/A

2. Primex CAP Agreement for Property & Liability; Toni Butterfield asked for the board to consider a vote to approve the Primex plan for a 3 year cap which includes the option of a 9% increase in property and liability

insurance. After discussion, a motion to approve was made by James Noyes and seconded by Becky Beno. **The motion was approved by all.** The Primax Plan was read out loud by Toni Butterfield and signed by board members and Superintendent Segal.

3. Substitute Update: Lisbon's sub pay increased to \$100.00. All other districts are waiting until the next budget to review.

4. DOE-25 & MS-25: Toni Butterfield explained the process of DOE 25 and the information included in the report. This report helps NHDOE (NHED) determine future grant funding. The smaller one is given to the Department of Revenue to reduce impact on taxpayers. The BES DOE-25 has been approved by NHDOE (NHED). Thanks and appreciation to Toni Butterfield, SAU 35 Business Manager and Dawn Aldrich, Assistant to Business Manager, AP and Grants.

5. Fund Balances: The lunch fund made \$13,000.00, as the state reimbursed free lunch for all NH students. The total fund balance is \$22,000. The ending Fund Balance will be \$36,691.00.

VIII. Committee Reports

A. Executive Board (BW) First draft of the SAU budget was presented and reviewed. Second draft will be created during the next board meeting. The final will need to be approved at the full board meeting in Lisbon, Wednesday, November 7, 2022, at 5:30. Discussion included related services and whether they should be part of a district or the SAU budget. Overall SAU Budget is down from last year.

B. Negotiations for Professional Staff (JN & BW) Prior to this meeting, we had the first negotiation meeting with the Bethlehem Education Association., addressing ground rules, meeting schedule and salary comparisons. Four additional meetings have been scheduled: Monday, October 24th; Tuesday, November 8th; Monday, November 28th and Monday, December 12th. Toni Butterfield and Kate Segal will continue to be a part of the negotiations.

C. Facilities: Working on a plan to replace the sills of the 72 exterior windows.

D. Finance Committee. Discussed having a Budget Committee with board members, principal, teachers, and parents. Tentative Friday meetings during the school day. Time and dates to be determined.

IX. Policy Handbook

A. JLCD-R Protocol for Medicine – First Reading June 2022 Second Reading and approval. Motion made by Becky Beno and seconded by James Noyes. **The motion was unanimously approved.**

B. JLCF Wellness Policy – First Reading

C. EBB School Safety Program – First Reading

D. EBB Indoor Air Quality & Water Quality- First Reading

E. EHAB Data Governance and Security- First Reading

F. EHB Data/Records Retention and Destruction-First Reading

G. IHBA Evaluation Requirements for Children with Specific Learning Disabilities First Reading:

James Noyes made a motion to approve all of the remaining policies for a first reading. Jennifer Lucas seconded the motion and **it was approved unanimously.**

X. School Staffing Notifications & Approvals: None

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

Jennifer Lucas made a motion to go into non public, seconded by James, and followed by a roll call vote at 7:30. Motion made to come out of non public made by Jennifer, seconded by Becky Beno at 7:55

XII. Adjournment. Motion made to adjourn by James and seconded by Jennifer. Approved Unanimously. Meeting ended at 7:57.

Next Board meeting: November 8, 2022

Non-public members discussed possible board members to take the place of Tim Fleury and the two parent/teacher organizations.