

PRESENT: Principal Sue Greenlaw, Superintendent Tari Thomas, Chairman Bob Weir, Business Manager Toni Butterfield, James Noyes, Becky Beno, Tim Fleury, Jennifer Lucas
Virtual: Martha Sareault

I. CALL TO ORDER

CHAIRMAN BOB WEIR CALLED THE MEETING TO ORDER AT 5:31 PM. ROLL CALL. ALL BOARD MEMBERS PRESENT

II. PUBLIC INPUT

NONE

III. APPROVAL OF MINUTES OF THE SEPTEMBER 14, 2021 MEETING

MOTION MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF SEPTEMBER 14TH, 2021 MEETING MINUTES. ALL IN FAVOR, MOTION PASSES.

IV. FINANCIAL

A. General Information - Financials

Business Manager Butterfield presented the Surplus/Deficit Statement. BES is in good shape. Adequacy Aid is determined by enrollments and children receiving free and reduced meals, and special education. There was an additional \$41,365.24 that was not expected in Adequacy Aid; the board agreed the funds should be given back to the taxpayers.

B. Docu-Sign

Business Manager Butterfield gave an overview of what Docu-Sign will look like during the launch. The Board needs to designate two people to sign the documents such as checks, for a quick turn around to avoid late fees. Bob Weir and Tim Fleury volunteered to take on the role to Docu-Sign the manifest for the board.

MOTION MADE BY JENNIFER LUCAS, SECONDED BY BECKY BENO TO DESIGNATE BOB WEIR AND TIM FLEURY TO SIGN DOCU-SIGN MANIFEST ON BEHALF OF THE BOARD. ALL IN FAVOR, MOTIONED PASSED.

C. Signature Procedure

Business Manager Butterfield stated that there needs to be something established for who can sign various contracts or quotes. Expenditures will still be presented to the public prior or after it is signed. Anything approved would be something that was

already in the budget. Anything outside the budget, a school vote needs to happen. It is recommended from the legal counsel to have the central office sign, not the principal. This includes the Board Chair, Business Manager and Superintendent that are designated for this role.

Discussion ensued that there needs to be a norm of who signs and is within the budget and following bid policy.

MOTION MADE BY JENNIFER LUCAS, SECONDED BY BECKY BENO, FOR THE BOARD CHAIR, BUSINESS ADMINISTRATOR AND SUPERINTENDENT AS THOSE WHO CAN SIGN CONTRACTS UNDER \$5000 IN THE APPROVED BUDGET. ALL IN FAVOR, MOTIONED PASSED.

D. Supt. Search Update

Board Chair Weir spoke in regards to the Superintendent Search. The superintendent committee is beginning to form. There was discussion on finding a few more individuals from Bethlehem to serve on the committee. There is a time commitment for those who join the search committee. Principal Greenlaw has a few individuals in mind and will reach out this week. The company hired for this search will draw out from the committee information to find a qualified superintendent.

V. PRINCIPAL'S REPORT

A. General Information

Principal Greenlaw reviewed her principal's report. The 4/5 grade has been split into 2-4th grade classes, and 2-5th grade classes. Brayn Smith has stepped in as a 4th grade teacher, Principal Greenlaw sees Smith in this role until Christine Greenlaw comes back from leave in January. At that point Martha Sareault will take over Bryan Smith's 4th grade and Mr. Smith will then continue his role as enrichment and STEM coordinator in January.

The hot water heater broke this week, Steve Hoyt got an estimate from the Abbott's Plumber and the cost is \$7,200. The Board needs to approve this so one can be installed next week. This would come out of the Capital Reserve Fund.

MOTION TO REPLACE THE HOT WATER HEATER BY ABBOTT'S. MOTIONED MADE BY JAMES NOYES, SECONDED BY BECKY BENO. ALL IN FAVOR. MOTION PASSED.

Principal Greenlaw stated that the Safety Committee held a meeting last week. All felt that things were going well with the plan. There were 2 unrelated cases in the building last month. Vaccines may be available as early as November for the younger population. Regarding some concerns that came up at the previous meetings regarding masks, there was nothing further on the topic and no one else came forward. There was lots of support from the community.

VI. SUPERINTENDENT'S REPORT

A. New Legislation

[SB 148 Omnibus Bill Emergency Plans for Sports Related Injuries](#)

[HB566 Non Public Minutes](#)

Superintendent Thomas discussed some bills that may go into effect this summer and they have to do with policies. One of the bills has to deal with Non-Public Minutes; regarding entering Non-Public sessions and if Non-Public minutes should be sealed and decisions made in Non-Public sessions. There will be some guidance and sample policies to reflect this that will be coming out. The second bill discussed was SB 148 Omnibus bill which is to develop an emergency plan for sports related injuries. This is a plan that needs to be developed by Principal Greenlaw and her team by September 1st, 2022.

B. COVID Update

[Stronger Together Plan](#)

Superintendent Thomas reviewed some changes in the Stronger Together Plan. It is becoming simplified with guidance from DHHS and Littleton Regional Hospital.

C. General Information

[Contact Information](#)

[2021-10-04 Commissioner's Update](#)

[Justice Dept Investigates Threats Against School Officials and Teachers](#)

Superintendent Thomas mentioned that the contact information has been updated and will be put on the website. She also shared the Commission's Update regarding distance learning. The Board can decide if they would want to offer distance learning, however it is no longer a requirement in the State of NH. Superintendent Thomas also shared that there is some information coming from the Justice Department regarding threats against school officials and teachers this is mostly due to covid and controversy on masking and vaccination. The department will develop procedures and guidance for districts that feel they are being threatened. Superintendent Thomas gave a brief overview of her October newsletter that will include pictures, new hires, and updated legislation.

VII. BOARD OF EDUCATION REPORTS

Board Chair Weir gave a brief overview of the EBoard meeting last week. The focus was on the superintendent search. There will be an all board meeting in December at Lisbon, RSVP list will be coming out by Libby Staples.

VIII. POLICY COMMITTEE

A. Appoint new policy committee member

Superintendent Thomas discussed the importance of having policies, and believes that this is going to be imperative when hiring a new superintendent. There are five districts each with their own policies. There isn't a manual at the SAU regarding hiring

procedures, forms, petty cash, deposit, student activities, there needs to be a procedure that goes with all of those activities. It may be important to create one SAU-wide policy book. The board agreed this would be a good idea.

Discussion Ensued.

MOTIONED MADE BY JENNIFER LUCAS, SECONDED BY TIM FLEURY TO NOMINATE JAMES NOYES AS THE POLICY SUBCOMMITTEE MEMBER.

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

None

X. OTHER BUSINESS

James Noyes gave a brief update regarding NSBA and a letter sent to the White House regarding the schools that are threatened and harassed. He also mentioned that there is a delegates meeting next week, he will report back.

XI. ADJOURNMENT

MOTION MADE BY JAMES NOYES, SECONDED BY BOB WEIR TO ADJOURN THE MEETING AT 6:33 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully Submitted,

Rhienna Miscio
Board Clerk