

BETHLEHEM BOARD OF EDUCATION  
BETHLEHEM ELEMENTARY SCHOOL  
BETHLEHEM, NH 03574

DATE: SEPTEMBER 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, and James Noyes

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

**CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:35 PM, ROLL CALL: CHAIRMAN ROBERT WEIR, JAMES NOYES, JENNIFER LUCAS, AND BECKY BENO.**

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

Principal Greenlaw shared that it is wonderful to be back to normal, and it is refreshing. The school is back to typical lunches and recess. Some students and teachers still prefer to wear masks. The 6th grade teachers are bringing back the outdoor program and teaming up with the AMC, students will be engaged with the outdoors that will connect to their curriculum standards, including hikes. 6th grade and kindergarten are also back to having reading buddies, this is a positive experience for both grades. Bryan Smith shared a special moment he witnessed between a kindergartener and 6th grader during that time.

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

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO FOR THE APPROVAL OF AUGUST 9TH, 2022 MEETING MINUTES. ALL IN FAVOR. MOTIONED PASSED.**

**MOTION MADE BY JENNIFER LUCAS SECONDED BY BECKY BENO FOR THE APPROVAL OF AUGUST 9TH, 2022 NON-PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTIONED PASSED**

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

None

## **V. New Business**

### **Bryan Smith – Roles and Responsibilities**

Bryan wears many hats at Bethlehem Elementary School. Bryan is a special education teacher that specializes in behavioral and emotional disabilities. Half of his day is spent on his caseload of six students, he works on setting goals, behavior plans and meeting with the teachers to assist with helping the students reach their academic goals.

Bryan is also the Science and Tech Coordinator - In this part of his position, he is in charge of setting up software and bringing technology into the classrooms. Bryan will bring projects into the classroom that are science and technology-based. He gave the example of creating a Minecraft world, then flooding it to see if the students could build their houses to compensate for the rising sea levels. He has also brought to the classroom raising trouts, this is part of a stewardship project. Last year the students were able to explore the stream near the school and discovered the adaptations that are needed for creatures to survive in that environment. The students then had to develop their own creatures, which they used a 3D printer to create. Bryan is also collaborating with Jeremy from Wimsi this year to bring the creatures to life through an animation project. Currently, Bryan is in the process of adopting a section of Bear Brook, which is part of the stream that runs through town. This project aims to develop a biosurvey of the area and map out trails surrounding the brook. This project provides enrichment opportunities for the students as it will be self-directed and based on their interests.

This year Bryan became the Special Ed Consultant for SAU 35, in this role, he keeps up with the state laws and regulations for special education. Bryan is currently working with the Student Service Director for SAU 36 to set up a special ed parent meeting after school, as well as a monthly meeting for all schools in the SAU 35 special ed department to meet.

Sue appreciates what he brings to BES and how he has a kind and calm demeanor when working with the toughest kids. James Noyes shared that his child gets excited when he gets to work with Mr. Smith. Bob Weir shared the same sentiments.

## **VI. Continuing Business**

### **A. Use of ESSER Funds**

Toni mentions that Sue is doing an excellent job in utilizing the grant to cover anything that the students have lost over covid, both socially and emotionally, and academically. ESSER III grant funds can not be spent until it is approved, this is unlike the other ESSER grants which the school could spend money first and get reimbursed. If money is spent before, it may not be approved. Toni explained the process of how to get the ESSER approved, it is very involved.

## **VII. Standing Reports**

### **A. Principal Report**

- Tammi Sanborn will speak to the Board next month to talk about her role.
- BES is the recipient of the Book of the Year Grant, which is \$25000 in books, each child will receive ten books to take home, author visits, and writers' residences, this event will kick off on Monday.
- Open House is this Thursday from 5 pm-6pm.
- The school's Gardening Club/Maple Sugaring House is being considered for Partner of the Month at the Littleton Food coop.
- Benchmarking is happening in the building currently.
- Small Acts is spreading kindness through small gestures. Over the summer Super Secret Icecream gave ice cream sandwiches to the students to hand out to unexpected strangers on the streets in Bethlehem. This was a positive event and appreciated by those recipients. This will be happening again in the next few weeks.
- AMC trips will happen in October for the 6th graders.
- 6th grade & 4th grade will take a trip to the Basin together to learn since their science curriculum is similar.
- The Weathervane field trip will not happen as the school can not get buses.
- Winter activities are a maybe, buses are an issue for everyone in the district, and the school is not sure about transportation. There was a discussion on the ski areas offering lessons and creative transportation scenarios.
- End of the year, 6th grade celebration activities and celebrations are getting back to normal.

### **B. Superintendent**

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

Kate included her goals for the school year and what she got from the EBoard. She made a list of priorities.

### **C. Business Manager**

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

Toni Butterfield has been working with the new auditor. Toni reviewed with the board the account balance sheet. She explained how to read the report accurately, the auditors told her that although the Board sees a loss, there is a fund balance close to 169,000 therefore, there is not a loss. Although the report can be confusing, the auditor will help Toni explain it to the board easier. After the 21-22 report is done, the auditor is planning to come and review it with the board. Discussion ensued.

#### **2. Substitute Pay Rate**

Toni Butterfield asked the Board about substitute pay rates, currently, substitutes for the SAU are paid \$90 per day. When compared to surrounding schools, we are in the ballpark. Sue mentioned this is something that can be reviewed and put into the budget for next year.

Fuel bids have gone up .31 cents since the Board met in August. The bid from Irving last month was \$3.643 per gallon, today the bid is at \$3.908. The bid today was from Dead River at \$3.95. Toni will call and see if Irvings will honor the old rate. If Irvings can scale back or close to the original bid, then the Board will accept the rate. Wood pellet bids are in; Maine Energy at \$2.50 per ton, Lyme Green at \$2.59 per ton, and another company out of Massachusetts \$2.78. Discussion ensued regarding the pellet furnace and oil prices.

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS FOR CHAIRMAN WEIR TO APPROVE A LOWER BID FOR OIL UP TO \$3.75 OR THEREABOUTS ON BEHALF OF THE BES BOARD.**

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO TO ACCEPT THE WOOD PELLETS FROM MAINE ENERGY AT \$2.50 PER TON. ALL IN FAVOR. MOTIONED PASSED.**

## **VIII. Committee Reports**

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

Bob Weir gave a review of the EBoard meeting. Supt. Kate provided the EBoard with goals she hopes to accomplish. Bob also mentioned that the SAU has some credits from the agency that was used for the Superintendent search. These credits will be applied to develop an enhanced superintendent evaluation, this will help Supt Kate in her role.

Each member of the Eboard was assigned an NH School Board Associates document to watch and report any updates.

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

Bob Weir has not heard from the union, but he will keep everyone up to date when he hears.

### **C. Facilities**

Sue states that the roof needs to be replaced in the next five years. Once the ESSER III grant is approved, the fence will be moved from the playground to the parking lot, providing more space. This part of the fence is unstable, and Sue reached out to the company that installed it, but it is past the warranty time. The idea of the fence was to prevent onlookers from the parking lot, and moving the fence up the hill would serve this purpose. If the funds go through for the natural playground, the white fence by the soccer field will be removed and replaced with a chain fence.

This will allow the students to utilize more of the wooded property. Sue did apply for a safe grant, which would replace the two front doors and the vestibule near the preschool.

Sean Monahan will take on the role of facility manager, he is currently taking care of the daily maintenance, project management, budgeting, and ordering products. Night-time custodian Jack had his hours increased to help alleviate some of the custodial support.

The wood pellet furnace needed another repair, this is troublesome as it happens often. Through discussion, this is an ongoing problem. Sue will reach out to Van Houten and let him know about the flaws and see if he has any recommendations.

#### **D. Finance Committee**

Sue mentioned having a budget committee formed with stakeholders. Some members that would be involved are Toni and Lisa Brown, who deals with the day-to-day budgeting, as well as some members of the community. Sue pointed out that there is no fluidity in the budget, the items in the budget are what is required to run a school. James Noyes mentioned that he learned that a small portion could be adjusted within the budget. It was recommended to have 2 to 3 meetings in November and present to the Board in December. This would be a benefit to the Board as they are the ones who present it to the taxpayers. Becky Beno and James Noyes are interested in serving on this board. Discussion ensued.

#### **IX. Policy Handbook (--- & —)**

##### **A. JLCD-R Protocol for Medicine – Review of Second Reading**

This policy would allow the school to provide medicine to a child. With covid having so many symptoms and if a parent wants their child to take medicine at school, that means potentially there is a sick child at the school. The preference of the school would be not to provide over-the-counter medicine without a doctor's note. NHSBA policy does allow the medication to be given with permission. Discussion ensued with scenarios and what is acceptable. Sue will look at the neighboring school's form and tweak the language to make it workable for an elementary school.

##### **B. JLCF Wellness Policy – First Reading**

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO FOR THE APPROVAL OF JLCF WELLNESS POLICY - FIRST READING. ALL IN FAVOR, MOTIONED PASSES.**

#### **X. School Staffing Notifications & Approvals**

None

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

**MOTION TO GO INTO NON-PUBLIC MADE BY BOB WEIR, SECONDED BY BECKY BENO. ALL IN FAVOR. ROLL CALL: NOYES, LUCAS, WEIR, BENO, MOTION CARRIES TO ENTER NON-PUBLIC AT 7:07 PM.**

**MOTION TO LEAVE NON-PUBLIC MADE BY JENNIFER LUCAS, SECONDED BY BECKY BENO. ALL IN FAVOR. MOTION CARRIES TO RETURN TO PUBLIC SESSION AT 7:22 PM.**

**XII. Adjournment**

Bob Weir and Becky Beno can not make the scheduled October 11th meeting. The Board will discuss rescheduling.

**MOTION MADE BY JENNIFER LUCAS, SECONDED BY BECKY BENO TO ADJOURN THE MEETING AT 7:25 PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully Submitted,  
Rhienna Miscio  
Board Clerk

Next Board meeting: TBD