

BETHLEHEM SCHOOL BOARD
BETHLEHEM ELEMENTARY SCHOOL
2297 MAIN STREET
BETHLEHEM, NH 03574

DATE: AUGUST 29, 2016
TIME: 5:30 PM

BOARD MEETING MINUTES

PRESENT: Board Chairman Carol Kerivan; Board Members Robert Weir, Amy Lane-Tuohy; Superintendent Pierre Couture; Business Manager Tina Peabody; Principal Shelli Roberts, Community Member Roger Metras.

The meeting was called to order at 5:33 PM by Chairman Kerivan.

PUBLIC INPUT

Roger Metras is present this evening to observe the meeting. He is interested in filling the seat vacated by the resignation of Dawn Ferringo. Chairman Kerivan requested that Mr. Metras tell the Board a bit about himself and why he would like to join the Board. Mr. Metras advised that he has been employed by Garnett Hill for fourteen years and currently holds the position of senior staff accountant. He has a daughter in grade one at BES. Mr. Metras further stated that he is very interested in the budget process and is supportive of the school. A brief discussion ensued.

Chairman Kerivan advised the Board that she met earlier with Superintendent Couture to review the recent paving project. There was an error in the elevation adhered to which resulted in the curbing on the grassy side of the driveway not being installed as shown on the plans. Superintendent Couture and Chairman Kerivan agreed that they did not want the new pavement dug up to correct this situation and will seek monies refunded from the contractor to compensate for this error. Chairman Kerivan further advised the Board that when Phase II of the project is developed, Superintendent Couture has suggested that the Board hire a Clerk of the Works to oversee the project. A brief discussion ensued.

MOTION BY AMY LANE-TUOTH, SECONDED BY ROBERT WEIR TO APPROVE THE MINUTES OF THE JUNE 13 AND JULY 25, 2016 MEETINGS AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

FINANCIAL REPORT

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody requested approval of the acceptance of the Vachon, Clukay & Co. Audit Engagement letter. The audit has been completed. Following a brief discussion, MOTION BY AMY LANE TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE ACCEPTANCE OF THE VACHON, CLUKAY & CO. ENGAGEMENT LETTER AND TO AUTHORIZE CHAIRMAN KERIVAN TO SIGN ON BEHALF OF THE BOARD. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody recommended the approval of the Froling, Inc. Maintenance Agreement in the amount of \$1,125.00 for the 2016-2017 school year for the wood pellet system. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE FROLING, INC. MAINTENANCE AGREEMENT IN THE AMOUNT OF \$1,125.00 FOR THE 2016-2017 SCHOOL YEAR AND TO AUTHORIZE CHAIRMAN KERIVAN TO SIGN ON BEHALF OF THE BOARD. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody recommended the approval of the Primex Resolution to enter a Property & Liability Contribution Assurance Program (CAP). This CAP assures that the premium will increase no more than 9% over the term of three years. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO ACCEPT THE FOLLOWING RESOLUTION AND AUTHORIZE CHAIRMAN KERIVAN TO SIGN ON BEHALF OF THE BOARD.

RESOLUTION TO ENTER PRIMEX
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance program (CAP) as of the date of adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody distributed copies of the final School Lunch Report for the 2015-2016 school year noting that the amount set aside for payment to Café Services was \$1,881.00 short and this needed to be paid from the surplus amount along with the \$11,088.00 previously encumbered for this purpose. A brief discussion ensued.

Business Manager Peabody distributed copies of the final Financial Report for the 2015-2016 school year briefing the Board on the contents and fielding questions as necessary. The final balance of \$56,191.00 will be returned to taxpayers. A brief discussion ensued.

Business Manager Peabody left the meeting at 6:13 PM.

PRINCIPAL'S REPORT

Principal Roberts called the Board's attention to her written report included in their agenda packets briefing them on the contents and fielding questions as necessary.

Principal Roberts advised the Board that the new BES website is up and running as is the NEST website.

Principal Roberts advised the Board that due to the number of Kindergarten enrollments the district was forced to move forward with a K/1 class. This resulted in the following number of students enrolled per grade: K-13, K/1st-10, 1st-13, 2nd-17.

Principal Roberts advised that she is seeking a Board volunteer to serve on the Playground Committee.

Principal Roberts advised the Board that the total enrollment of 168 students includes 17 preschool students.

Principal Roberts advised the Board that the video cameras have been installed throughout the school thanks to a Federal Grant received at the end of the last school year.

Principal Roberts requested approval of the updated parent/student handbook and the staff handbook which contained only date and staff member changes. Following a brief discussion, MOTION BY AMY

LANE-TUOHY, SECONDED BY ROBERT WEIR ATO APPROVE THE PARENT/STUDENT HANDBOOK AND STAFF HANDBOOK AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT'S REPORT

Superintendent Couture presented the following job descriptions for first reading:

Special Education Teacher
Special Education Coordinator/Teacher

Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE AFOREMENTIONED JOB DESCRIPTIONS FOR FIRST READING AS PRESENTED.. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the nomination of Elizabeth Meehan to the long term sub position as preschool teacher through November 25, 2016. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE NOMINATION OF ELIZABETH MEEHAN TO THE LONG TERM SUBSTITUTE POSITION AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the nomination of Nicole Knowlton to the 50% Art Teacher position for the 2016-2017 school year. MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE NOMINATION OF NICOLE KNOWLTON TO THE 50% ART TEACHER PSOTION FOR THE 2016-2017 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture presented a letter of intent to retire at the end of the 2017-2018 school year from Carol Haywood. Ms. Haywood is submitting this under the terms of the collective bargaining agreement. Following a brief discussion, MOTION BY AMY LANT-TUOHY, SECONDED BY ROBERT WEIR TO ACCEPT, WITH REGRET, THE LETTER FROM CAROL HAYWOOD OF HER INTENT TO RETIRE AS SUBMITTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture called the Board's attention to the Board Meeting Calendar for the 2016-2017 school year included in their agenda packets noting that the only change is the January meeting date do to the Martin Luther King / Civil Rights Day falling on the third Monday, This meeting has been moved to Monday, January 23rd.

Superintendent Couture updated the Board on PACE (Performance Assessment of Competency Education). The PACE Program will eventually replace SBAC for the majority of classes. SAU 35 is part of a state-wide cohort developing this process. The teams have been formed and will be attending four meetings, two in Concord and two in the North Country. Grade 11 students' state wide will be taking the SAT test as opposed to other testing programs which is a wonderful opportunity for all to take free of charge. Our teachers are very excited by this concept and eager to participate. As the meeting dates conflict with NHSAA meetings, Superintendent Couture advised the Board that Shelli Roberts will be the SAU Administrative Leader for this project. A brief discussion ensued.

Superintendent Couture recommended the acceptance of the resignation of Steve Gorman from the Bethlehem School Board effective June 14, 2013. MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO ACCEPT THE RESIGNATION FROM BOARD MEMBER STEVE GORMAN, WITH REGRET AS SUBMITTED. ALL IN FAVOR, MOTION CARRIED.

BOARD REPORTS

POLICY COMMITTEE – No Report

NEGOTIATIONS – PROFESSIONAL AND SUPPORT STAFF No Report

MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO ENTER INTO NON-PUBLIC SESSION AT 6:50 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS BOARD MEMBERSHIP TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER PEABODY, PRINCIPAL ROBERTS. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO RETURN TO PUBLIC SESSION AT 6:57 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AMY LANE-TUOHY, SECONED BY ROBERT WEIR TO OFFER THE BOARD SEAT VACATED BY DAWN FERRINGO TO ROGER METRAS UNTIL THE NEXT ANNUAL MEETING IN MARCH OF 2017. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY AMY LANE TUOHY, SECONDED BY ROBERT WEIR TO ADJOURN AT 7:00 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown
Board Clerk