

**BOARD MEETING MINUTES -Draft**

**PRESENT:** Board Members Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, Superintendent Tari Tomas, Principal Sue Greenlaw

**Present Google Meet:** Board Member James Noyes, Business Manager Toni Butterfield

**CALL TO ORDER:** Chairman Robert Weir called the meeting to order at 5:34 PM. Following the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet Electronically.

**Roll call of board members present: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes**

**PUBLIC INPUT:** none

- I. APPROVAL OF MINUTES OF August 11, 2020 and August 24, 2020 BOARD MEETING  
Discussion: None

**MOTION BY Timothy Fleury, SECONDED BY Jennifer Lucas, TO APPROVE MEETING MINUTES FROM August 11, 2020 and August 24, 2020.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

II. FINANCIAL

Business Manager Butterfield reviewed the financials and related data as emailed to all board members. Discussion ensued.

- a. Accepted of unanticipated funds under \$5,000
- Rotary Grant for \$3,280 to purchase grade 1 books for wonders program, science and social studies text books and 10 sewing machines for students to make masks and other sewing projects.

**MOTION BY Becky Beno SECONDED BY Timothy Fleury, TO accept the Rotary Grant of \$3,280 for Wonder program books, Science and Social Studies textbooks and for Sewing machine for the students use at BES.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

- b. Vote to move \$40,000 from the FY20 Unassigned Fund Balance to the School Facilities Maintenance Capital Reserve Fund
- Business Manager Toni Butterfield clarified the need for the School Board to make a motion and vote to approve the moving of \$40,000 to the School Facilities Maintenance capital reserve fund. Per School Boards previous discussions.

**MOTION BY Timothy Fleury SECONDED BY Becky Beno, TO move \$40,000 funds from the FY20 Unassigned Fund Balance to the School Facilities Maintenance Capital Reserve Fund**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

- c. FY20 End of Year Report
- Toni Butterfield directed the School Board the email she sent out earlier today. She reviewed the revenue and expenditures. With a \$47,339 opening balance for 7/1/2020.

- Toni Butterfield continues to review the capital reserve balances (trust funds). One note of concern: she is working to clarify the building fund of \$25,000 last year, and will report back when confirmed.
  - \$47,399 July 1st start of the year, for the taxpayers results in paying a little less in taxes.
  - Bob Weir questioned if the ventilation cost can go toward applying for federal funds if and when they become available.
  - Sue Greenlaw indicated that she has submitted a grant for up to \$80,000 for a NH Energy Efficiency Grant. We do not have a grant writer but Mrs Moren-Grey has looked over the grant and has given recommendations that were very helpful. It was so wonderful that she assisted.
  - Bob Weir indicated that Congress is working on a stimulus package
  - Sue Greenlaw indicated that the \$47,000 Cares Act money as of last week has had \$20,000 spent.
  - Bob Weir asked if all the HVAC units cost 122 thousand?
  - Sue Greenlaw indicated that the main building installation is 105 thousand dollars and the newer portion of the building units is 26 thousand. Capital reserve will cover the bulk of the cost. Unsure how to pay from the general fund.
  - Toni Butterfield will continue to evaluate over the next few months.
  - Bob Weir question use of capital reserve
  - Sue Greenlaw indicated that other savings possible, none has been paid yet
  - Toni Butterfield refer to the short report to the email
  - Sue Greenlaw possible area of savings with change in the number of paras needed this year would be savings in the salaries.
  - Toni Butterfield refer to emails 2nd report, Year to date revenue report, 60 thousand for paras not encumbered at this time. Will need to review the para count in the report to clarify if it includes the current number of paras.
- d. Electricity Consultant Update
- Toni Butterfield indicated that in the past a consultant was hired, at this time she will research this herself vs hiring a consultant.
- e. Manifest Reminder
- Toni Butterfield noted that manifest will be available at the next School Board meeting.
- f. General Information
- No other questions at this time from the board.

### III. SUPERINTENDENT'S REPORT

Superintendent Tari Tomas reviewed the following and related data.

- a. Staff Request for Child to Attend School
- BES staff member has requested that their child attend BES. The board will need to make a motion to approve the request.
  - Sue Greenlaw ask that this discussion be done during the Policy Committee report, when the 1st reading of the Tuition-Free Policy is reviewed = all in agreement.
- b. Entry Plan
- Tari Tomas now that school is underway, will focus attention on SAU 35 budget, completing interviews, reviewing Governance Manual and more that will be included in her full report to the board in October
- c. Reopening Plan
- The SAU has the posted the Reopening Plan on the website and will update as needed
  - Impressed with the positive energy of Principal Greenlaw and the remarkable work that she and her entire staff has done with planning for the reopening of school. Impressed with the orientations provided to parents preparing for the remote learning and then the reopening of the building with students to begin September 21st. Thanking everyone for

their tireless caring efforts.

d. General Information

- Tari Tomas plans looks to provide a monthly newsletter for all the districts
- For September we would like to recognize Sarah Ann Cascaden for her 35 years of service. Congratulations and Thank you for her dedication
- Reopening enrollment figures for enrollment of all schools are not quite accurate and will be confirmed in the next week.
- Tari Tomas has attended each school's opening meeting. BES's positivity and teamwork is outstanding. Looking forward to working with everyone.
- Tari Tomas will plan to be in schools on Wednesdays, she will be at BES to walk through the building. Looking forward to seeing and honoring the great work of the schools and the SAU working together.

IV. MEETING DATES

- Bob Weir propose continuing board meetings the 2nd Tuesday of the month @ 5:30pm  
10/13/20; 11/10/20; 12/8/20; 1/12/21; 2/9/21; 3/9/21; 4/13/21; 5/11/21; 6/8/21  
Note time for Feb and March meeting will begin at 5pm with annual meeting at 7pm

V. PRINCIPAL'S REPORT

Principal Greenlaw reviewed the Principal's Report and related data. Discussion ensued.

a. General Information -

- Invited everyone to view on the completed classrooms ventilation systems. They are tract to have installation completed prior to the September 21st start date for students to be in the building.  
A bid for plowing will need to be put out = Tari Tomas will set this up.
- Music: singing and wind instruments will not take place in person with Barbra Kunz. These lessons will take place via zoom lessons with students at home after 1:30pm.
- Specials like music teacher Barbra Kunz, for example, will be working with a grade level 3-4 team and will integrate some music with this team or cohort of students. The specials teachers will rotate teams/cohorts each month so all students will have the opportunity to experience each special throughout the school year.
- New front stair railings installed did not meet height codes. The contractor has corrected this and installed railings that meet code.
- Bob Weir Thanks Sue for all the work she has done, also thanking Tari, Sue, Toni, Tammy. Sue indicates that all staff have worked tirelessly together and it has truly been a team effort and she has never felt alone. Thanking the School Board for their support as well, we have a wonderful Bethlehem community.

VI. BOARD OF EDUCATION REPORTS

- Bob Weir: Tim Egan, a state representative and advocate for education attended the E Board meeting and indicated his support for the North Country Districts.
- A committee is forming plans for the superintendent search is in progress

VII. POLICY COMMITTEE

a. Policies for First Reading

1. Tuition-Free Policy & Contract

- Bob Weir policy contract includes: families agree to pay any Special Education costs associated with a teacher's child if they apply.
- James Noyes: need for lawyer to review the contract prior to 2nd reading
- Brief discussion: would like layer to review policy/contract prior to current staff members signing of the contract

2. Suicide Prevention Policy

- Bob Weir: soon will be required by law to have Suicide Prevention Policy in place, this is the same policy all SAU school are reviewing.

**MOTION BY Becky Beno SECONDED BY Jennifer Lucas, TO accept the First reading for the Suicide Prevention Policy for Bethlehem Elementary School.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

**MOTION BY Jennifer Lucas SECONDED BY Timothy Fleury TO accept the the First Reading for the Tuition-Free Policy between Bethlehem Elementary School and Non-Resident Staff of Bethlehem Elementary School and Contact.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

3. Revisit Superintendent / Staff Request for Child to Attend School

- Tari Tomas staff member has requested their child attend BES
- Annual meeting passed the article to allow non resident staff members to attend BES.
- Becky Beno asked if the board needs to seek feedback from the community regarding the policy?
- Tari Tomas: article allows for the Board to approve the policy.

**MOTION BY Timothy Fleury SECONDED BY Jennifer Lucas TO accept the Staff Members non-resident Child to attend Bethlehem Elementary School per the Tuition-Free Policy between Bethlehem Elementary School and Non- Resident Staff of Bethlehem Elementary School and Contact. Contingent upon Lawyer Review of the Policy Contract and the Parent Signature completed.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

VIII. NON-PUBLIC SESSIONS AS PER RSA 91A:3 I, II (if needed)

- None

IX. OTHER BUSINESS

- a. None

X. ADJOURNMENT

**MOTION BY Becky Beno, SECONDED BY Timothy Fleury, TO ADJOURN THE MEETING AT 6:20 PM.**

**Roll call of board members: Robert Weir, Timothy Fleury, Becky Beno, Jennifer Lucas, James Noyes ALL IN FAVOR, MOTION CARRIES**

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The next Board Meeting will be held on October 13, 2020 at 5:30 PM.

Respectfully submitted,

Substitute Board Clerk  
Tammy Reardon