



Bethlehem School Board  
Bethlehem Elementary School  
November 14, 2023  
Board Meeting at 5:30 P.M.

## Draft Minutes

Present: Superintendent Kate Segal, Business Manager Toni Butterfield, Chair Robert Weir, Sue Greenlaw, BES Principal, board members Sarah Storella, Jennifer Lucas, Margaret Hocking, Dr. James Noyes, and Acting Board Clerk, Karen Watson.

Public: Allegra Wright

- I. Call to Order: Chair Bob Weir called the meeting to order at 5:32 P.M.
- II. Approval of the Minutes: Motion made by Board Member Dr. James Noyes, Seconded by Board Member Jennifer Lucas for the approval of the October 10<sup>th</sup> Public Meeting minutes.
- III. Public Input : Allegra Wright stated she was there to give the board her support.
- IV. New Business: N/A
- V. Continuing Business
  1. Review of Esser Grants Funds

Principal Sue Greenlaw said that there is \$30,000.00 - \$40,000.00 that has to be used by September 30<sup>th</sup>. She is starting to use the money for requests for next year. It will help with next year's budget.
  2. Review of Federal Grants Funds

Principal Sue Greenlaw is working with on Title grants with Grant Writer Michael Kelly. She plans to use Title II & Title IV grants for college course reimbursements. They are now being reimbursed through the general fund. She plans to use a Title grant for paras that receive pay for attending meetings after their work hours. She mentioned that she knows that Title I and IDEA grants are used for salaries.

## VI. Standing Reports

### A. Principal

#### Principal's Report

Sue Greenlaw reported that BES made WMUR for being one of the top scoring schools on the statewide assessment for the spring in science. The science assessment is given to 5th graders. We were at the top with Hanover and Sanbornton at 72% proficiency. I think this supports the value of Bryan's position as well as the staff's willingness to step outside the classroom to create authentic learning opportunities. Our Halloween parade was a huge success! Thanks to the BES PTA for being a huge part of making it happen. Construction of our greenhouse has begun and may be completed by the spring. Thanks to our volunteers. The after school enrichment programs are up and running! Knitting, drama, intramurals and robotics have begun. The play, Peter Pan, will begin after the holidays. Chess program will begin sometime in the spring. The budget committee has been meeting weekly to review the 2024-2025 budget. James, Toni, Dawn Aldrich, Lisa Brown, Janelle Hubbard, Allison Culver, Bryan Smith, and I make up this committee. On Thursday, November 9, we held a brief Veterans' Day ceremony. This ceremony included veterans, the singing of the National Anthem by our 4th graders and the playing of TAPS by Kaiden Crowe. The survey released by the principal search committee got 42 responses!

Board Member, Dr. James Noyes, asked if the Enrichment Program items were in the budget. Principal, Sue Greenlaw, replied yes and that often times the PTA helps with the program. Board member, Dr. James Noyes, stated he wanted to discuss with Principal, Sue Greenlaw more about the budgeting of the enrichment programs. Discussion ensued.

Board Chair, Bob Weir, asked if there will be Friday programs. Principal, Sue Greenlaw said yes. Board Chair, Bob Weir, asked if there will be a holiday concert. Principal, Sue Greenlaw, said yes and there will be two concerts held this year. Discussion ensued.

### B. Superintendent

#### Superintendent Report

Superintendent, Kate Segal, said that her report gave more detail because it was asked of her.

- Bi-weekly School Visits

Superintendent, Kate Segal, said working on Multi-Tiered Systems of Supports for Behavior, Social and Emotional needs is very important. She stated the importance of students understanding Veteran's Day more than it is a day off..

- Update on Licensing and Minimum Standards

Working with 16 SAU 35 teachers in working toward their New Hampshire Department of Education licensing. Working on an Innovation Plan with Commissioner Edelblut for Landaff Blue School. It is the first district in the state of New Hampshire submitting an Innovation Plan in accordance with N.H. Rev. 194-E:2.

- Update SAU Central Office – move to Littleton to Franconia  
Organizing, packing, moving and unpacking for the move while continuing to fulfill daily responsibilities. Superintendent, Kate Segal, thanked the Central Office Staff including Toni Butterfield, Dawn Aldrich, Ann Huddelston, Karen Watson, Brikena Wakeham, Gabbie Granger-Clark, and Dan Inghram, who were all instrumental in the smooth transition to Franconia. She also thanked the following for volunteering and/or assisting the move with me by working additional hours during the week, as well as Saturday and Sunday: Toni Butterfield, Dawn Aldrich, Ben Jellison, Mark Butterfield, Hannah Butterfield, Gordie Johnk, Steve Segal, Bobby Segal and Geep and Geep Houston. Furniture and other items which were not needed were donated to Veterans to Veterans and Houston's Furniture. Also important to recognize the hard work and dedication from the Normandeau movers, as well as the Presby construction team. Superintendent, Kate Segal said the new SAU 35 sign is up at the building.

C. Business Administrator

1. Budget to Actual Report

Toni Butterfield, Business Administrator, provided the BES budget to the actual report. There is an over budget on health insurance/special education due to a typo of \$6,700.00 that should have been \$67,000.00. Speech line was over because summer work that was done had not been budgeted. Software line looks overdrawn, however, waiting for \$9,000.00 from the trust fund. The over budget fuel line of \$3,000.00 that came from an early delivery and shown as a prepaid. It was not paid twice and will be corrected. The budget committee will continue to meet monthly and will review the GL budget.

2. Move to Woodsville Guaranty Savings Bank Discussion.

Toni Butterfield, Business Administrator, stated that though Woodsville Guaranty Savings Bank is closer doing business than Mascoma Bank, there was another reason to consider. Mascoma Bank due to a breach in their system will be having us change bank accounts, ACH transfer etc. Being that has to be done, it would be a good time to discuss moving to Woodsville Guaranty Savings Bank. Discussion ensued.

Motion to move the bank from Mascoma Savings Bank to Woodsville Guaranty Savings Bank: Dr. James Noyes

Seconded: Margaret Hocking

All were in favor.

3. Budget Committee kudos

Toni Butterfield, Business Administrator, wanted to give her thanks to the Budget Committee. She said they were great to work with.

4. Budget Hearing & Annual Meeting Dates

Discussion ensued and it was decided

Budget Hearing Date: Tuesday, February 20, 2023 time: 5:30 PM with the board meeting to follow.

Annual Meeting Date: Tuesday, March 19, 2023 time: 7:00 PM for voting to start and 7:30 PM for the annual meeting. The board meeting will meet before the annual meeting at 5:00 PM.

5. Full Board Meeting Dates

Discussion ensued and it was decided

Tuesday, December 5, 2023 location: Profile Jr/Sr High School at 5:30 PM

VII. Committee Reports

A. Executive Board (BW & JN)

Board Chair, Bob Weir, brought up what occurred at the Executive Board meeting. All board members are encouraged to attend the full board meeting. At the September meeting, the auditor came and spoke. There was a discussion of an additional position to support Business Administrator, Toni Butterfield. It will bring the SAU budget up. The Executive Board did endorse the position. It is to be voted on at the full board meeting. Board Chair, Bob Weir, will be presenting each budget item at the full board meeting. He also stated that the new SAU office is nice. Superintendent, Kate Segal brought up the Solar Eclipse on April 8<sup>th</sup>, 2024. Principal, Sue Greenlaw, brought up having an early release day at 12:00 PM. Discussion ensued.

Board Member, Dr. James Noyes made a motion for early release day on April 8<sup>th</sup>. Board Member, Margaret Hocking seconded. All were in favor.

B. Negotiations for Professional Staff (JN & BW) – N/A

C. Facilities (BW)

Principal, Sue Greenlaw stated windows will be needed this summer. The 30 year old elevator will either need new parts or replace the elevator. Discussion ensued. Building Facility Manager, Sean Monahan, is working on getting two quotes: one for a rebuild and another for replacement.

#### D. Finance Committee (JN)

Board Member, Dr. James Noyes, stated the committee is working on it.  
Discussion ensued.

#### E. Hiring Committee (SS)

Board Chair, Bob Weir and Board Member, Sarah Storella discussed the Principal Search meeting. Guidelines were completed, and results from 42 surveys came in. The search committee wants to finalize the job description by December 15<sup>th</sup> and have it go out for advertising. Screen the applicants by Mid-February. Go through the 1<sup>st</sup> and 2<sup>nd</sup> interviews. Have a candidate right before the annual meeting.

#### VIII. Policy Handbook (MH & JL)

Board Member, Jennifer Lucas, said the committee is working on the policies.  
A discussion ensued on some technology difficulties that will be sorted out.

#### IX. School Staffing Notifications & Approvals

Resignation: will discuss at nonpublic session due to RSA 91-A:3, II(a)

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

Board Member, Margaret Hocking, made a motion to go into a non-public session.  
Board Member, Sarah Storella, seconded.  
After roll call, the board went into a non-public session. Time: 6:40 PM

Board Member, Dr James Noyes made a motion to go out of non-public session.  
Board Member, Margaret Hocking, seconded the motion.  
Followed by a roll call vote, the board came out of non-public session at 8:10 PM

#### XI. Adjournment: Motion made by Board Member Dr. James Noyes to adjourn the meeting at 8:12 PM, seconded by Board Member Sarah Storella. All in Favor, The motion carried

Next Board meeting: December 12, 2023

Notice is hereby made that public comment shall be made without expectation of a response by any School Board member to matters raised by such commentary. The Board will not hear personal complaints about school personnel nor against any person connected with the school system. The expectation of all in attendance is to conduct themselves in a civil manner. The Board respects the right of the public to communicate its stance of matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.
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