

Bethlehem School Board Draft Minutes

Bethlehem Elementary School

December 12th, 2023

Board Meeting at 5:30 P.M.

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

Public: Bryan Smith, Chris McGrath

I. Call to Order: Chair Bob Weir called the meeting to order at 5:33 P.M.

II. Approval of the Minutes

- Motion made by Margaret Hocking to accept the minutes from the meeting on November 14th, with Jennifer Lucas seconding; the motion passed unanimously.
- A motion was made by Jennifer Lucas to accept the non-public session meeting minutes on November 14th; this was seconded by Margaret Hocking and passed unanimously.

III. Public Input

- Chris McGrath had a question about word about town, regarding finances at the school. This specific situation is addressed in the previous meeting minutes. Business Manager Toni Butterfield explained the situation to Chris McGrath. Discussion ensued.

IV. New Business – N/A

V. Continuing Business

1. Review of Esser Grants Funds

- Principal Sue Greenlaw says that these funds close on September 30th, 2024. She is trying to write as much as she can into those funds. The current total is around \$12,000.

2. Review of Federal Grants Funds

- Principal Sue Greenlaw is working to write what she can into these funds.

3. December 1, 2023 Enrollment

- Superintendent Kate Segal said that enrollment number reports at the November meeting were off by 3 in the Landaff School.

VI. Standing Reports

A. Principal

- Sue Greenlaw reached out to the phone company to find out if something can be done about the phone costs at the school. She was able to get the monthly cost cut by \$100. The caveat is that they want BES to sign a five-year contract. She reached out to another company to compare prices, which would necessitate a whole new phone system

(upward of \$10,000). Sue Greenlaw will be sending the contact to Toni and Bob to look over before she signs anything. Dr. James Noyes questioned if the rate would be a flat rate over the five-year period, or if it would increase incrementally over time. The vote on a decision will be delayed until this question can be answered.

- Sue Greenlaw met with the Stanley elevator company. They did a thorough inspection of the elevator, which is over thirty years old. BES is under contract with Otis through August 1st of 2024; Sue Greenlaw will be reaching out for quotes to replace the elevator. She is waiting to hear back from the SAFE grant to find out if it will cover the ~\$100,000 cost. Discussion ensued.
- Christine Greenlaw is going on maternity leave; Sue Greenlaw was able to secure funding through Esser Grants to cover her substitute.
- Trees for Troops happened again this year.
- Winter concerts are being held for the next two evenings (December 13th and 14th).
- Winter programming starts January 25th. There are 60 kids going to the mountain for lessons; 20-30 are going to Evergreen Sports Center in Lisbon.
- The 6th graders are typically assigned jobs around the school; this dropped off due to COVID. The students requested that this begins again. Example of jobs include flag raising, peer mentoring, reading the morning announcements over the intercom, and holding the doors in the morning.
- Four students from The White Mountain School who are residents of other countries will be coming to discuss their traditions from home.

B. Superintendent

Superintendent Report

- Biweekly School Visits
 - Superintendent Kate Segal said that it is in her job description that she attends each school twice during school hours; unfortunately, she was unable to make it to Profile School this week, and only came to BES once.
 - She spent some time at the Lisbon school – there was a civil rights complaint that needed to be addressed.
 - She had a meeting at Lafayette School to meet with the new principal.
 - She attended the Lisbon, Lafayette and Bethlehem Veterans' Day ceremonies.
- Licensing and Minimum Standards
 - Superintendent Kate Segal is continuing to mentor SAU 35 teachers and staff. She held 6 site-based licensing plan meetings in November.
- Landaff's Innovation Plan
- Multi-Tiered System of Support for Behavioral, Social, and Emotional Learning
 - Superintendent Kate Segal shared a presentation on multi-tiered systems of support for behavior. These also include social-emotional concerns due to COVID; the plan is to try and close those gaps. This presentation is going to be given to all of the SAU school boards.
- SAU 35 Community
 - Superintendent Kate Segal wanted to extend her appreciation for the SAU 35 community.

C. Business Administrator

1. Budget to Actual Report

- The budget is looking good.

2. Audit Discussion

- Toni Butterfield handed out copies of the 2022 financial report to be discussed at the January meeting. Discussion ensued.

VII. Committee Reports

A. Executive Board (BW & JN)

- The budget passed.

B. Negotiations for Professional Staff (JN & BW)

- Nothing to report.

C. Facilities (BW)

Installing Filter Systems

- Principal Sue Greenlaw said that new filter systems need to be installed in the kitchen and the nurse's office. She got a quote from Capital Well for \$4,505. Sue also received information from Ian at the Department of Environmental Services that BES is being considered for a grant to cover the cost of the installation.

D. Finance Committee (JN)

- The budget was discussed. The Esser Grant is going away, so a lot of the funds being used to pay for the budget during COVID is now drying up. Every school board is facing these same challenges. Further discussion ensued.

E. Hiring Committee (SS)

- The committee of ten different stakeholders, staff, and community members put together a job description for the position of principal of BES. They hope to have it posted by Friday of this week, utilizing SchoolSpring. It was suggested that the listing be cross posted to EdJobsNH. Dr. James Noyes made a motion to accept the job posting as written, with Sarah seconding; the motion passed unanimously.

VIII. Policy Handbook (MH & JL)

A. ACN – Nursing Mothers Accommodations

B. EHAB – Data Governance and Security

C. JKAA – Use of Restraints and Seclusions

- The committee reworked these policies. James Noyes made a motion to accept as written, with Sarah Storella seconding; the motion passed unanimously.

IX. School Staffing Notifications & Approvals – N/A

X. Non-Public Session as per RSA 91A:3, I, II (if needed) – N/A

XI. Adjournment

James Noyes made a motion to adjourn at 7:47pm, with Sarah Storella seconding; the motion passed unanimously.

Next Board meeting: January 9th, 2024

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 on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.