

**BETHLEHEM BOARD OF EDUCATION  
BETHLEHEM ELEMENTARY SCHOOL  
BETHLEHEM, NH 03574**

**DATE: FEBRUARY, 2022  
TIME: 5:00 PM**

**BOARD MEETING MINUTES - Draft**

**PRESENT:** Principal Sue Greenlaw, Business Manager Toni Butterfield,  
Superintendent Tari Thomas **School Board Members:** Chairman Bob Weir, James Noyes,  
Tim Fleury, James Noyes, Becky Beno, Jennifer Lucas (5:30)

**PUBLIC:** Scott Caiss, Betsey Phillips

**I. Call to Order**

**CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:04 PM ROLL  
CALL: CHAIRMAN ROBERT WEIR, BECKY BENO, JAMES NOYES, TIM FLEURY**

**II. Announcements & Good News**

Principal Greenlaw started by sharing BES celebrated 63,986 pages read with pizza and ice cream  
sundaes. Grades close on February 18th, and report cards will be sent home on the 25th.  
Winter Break is February 28th - March 4th. Mary Lou Krambeer will be the moderator for the  
budget meeting.

**III. Approval of the Minutes & Manifest**

[DRAFT 2022-01-11 BES Minutes](#)

[DRAFT 2022-01-11 BES Non Public Minutes](#)

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO FOR THE  
APPROVAL OF THE JANUARY 11TH, 2022 PUBLIC MEETING MINUTES. ALL IN  
FAVOR, MOTION PASSES.**

**MOTION MADE BY JAMES NOYES SECONDED BY TIM FLEURY FOR THE  
APPROVAL OF THE JANUARY 11TH, 2022 NON PUBLIC MEETING MINUTES. ALL  
IN FAVOR, MOTION PASSES.**

**MOTION MADE BY JAMES NOYES SECONDED BY TIM FLEURY TO APPROVE THE  
PAYROLL MANIFEST FOR THE PRIOR TWO PAY PERIODS. ALL IN FAVOR,  
MOTION PASSES.**

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

*Any citizen wishing to speak before the Board must sign in with the administrative assistant prior to the opening of the meeting. The visitor will identify themselves with their name and address and speak for no longer than five (5) minutes. See Board Policy BEDG.*

Scott Caisse came to the meeting representing the Bethlehem Energy Project. He was seeing if there was an update on the contingency funds and the energy audit. Chairman Weir stated that the School Board just received the budget and would like a chance to look at the budget before a discussion about the funds. Chairman Weir will contact David Van Houten once the budget has been reviewed.

Betsey Phillips wanted to let the School Board know that she supports the school and the work that they do. There are a few signs up around town that state “We Support Our Teachers”. Principal Greenlaw stated how she appreciates the support from the community. The Board thanked Phillips for the support.

#### **V. New Business**

- A. District Calendar Update- Approval  
[2022-2023 SAU#35 Calendar \(revised\)](#)

The calendar that was approved in December was missing the 2nd of January as the federal holiday, to resolve this, the end of the school year was pushed back by one day.

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO TO APPROVE THE REVISED SAU#35 DISTRICT CALENDAR. ALL IN FAVOR, MOTION PASSES.**

- B. NCES membership  
[NCES Membership Breakdown](#)

Superintendent Thomas presented the information on NCES membership. Principal Greenlaw states that NCES is beneficial with professional development workshops. The school has had an Associate membership for the teachers in the past. If paras wanted to take a workshop, the school would approve them to take the workshop. Butterfield stated that she doesn’t know if the fee could be separate from teachers and para fees. More research needs to be done to see if the costs can be separated. This will be discussed at the next meeting.

#### **VI. Continuing Business**

- A. COVID Check

## Stronger Together

Principal Greenlaw opened by stating that BES has had sticker protocols than other schools since the beginning of the school year. 75% of surveyed staff want to shift to lessen protocols. Principal Greenlaw has highlighted the new guidelines for the covid protocols. The new protocols will be more aligned with DHHS. These guidelines would take effect after Winter Break. This will allow BES to be in sync with other schools in the district.

### B. Moderator for Annual Meeting

Principal Greenlaw states Mary Lou Krambeer will be the moderator for the Budget Meeting in March.

## **VII. Standing Reports**

### A. Principal

#### 1. Principal's Report

Principal Greenlaw gave a brief overview of her report. Winter benchmarks have been reviewed with the staff. BES is partnered with Meadow Stone Farm, and they are collecting uneaten food to feed to the animals. It is a good relationship with the gardening club and a local farmer. It is an exciting relationship as it supports small businesses. The birthday celebration for the school is still in the works. Principal Greenlaw and Clare Brown are still working on this. A spring concert will happen outside, and hopefully, it can coordinate the concert to be part of the celebration.

### B. Superintendent

#### 1. Monthly Supt Report

[February 2022 Supt Newsletter](#)

Superintendent Thomas gave an overview of her February Supt Newsletter. In this letter, there are reminders of social media oversight for families. Highlight from Ms. Sparks's art classes, and how she supports the children with their creativity. Art has an enrichment program and has been beneficial for the students. There is also information from NCES and upcoming legislative meetings.

### C. Business Manager

#### 1. Surplus & Deficit Statement

Business Manager Butterfield reviewed the Surplus/Deficit statement with the Board. The review showed it looks like the school will be short on cash for the end of the year balance, however, this is

because items paid with grants appear to be coming out of the capital reserve. Butterfield is working on how to show that the grant money is not coming out of the capital reserve, but a designated account for the grants that would reflect this.

## 2. Budget Development

The budget compared to last year has a 1.58% operational increase. Some of the highlights are, special education is up by 18% due to salary increases and subcontracting special education services. Principal Greenlaw stated that the paras have a vital role within the school and are a massive part of the day-to-day operation and because of an error made last year with their raises, this is being remediated this year. Occupational and Physical Therapy is generated from SAU and is subcontracted. Business Manager Butterfield stated that based on the actuals last year, this amount was figured. Principal Greenlaw stated that “enrichment” used to be known as Reach and would be an option for students that were in the top 95th percentile. Enrichment is now spread out amongst art, music, and science since those positions now have full-time staff. These enrichment activities reach more students, not just the top 95th percentile. Many needs are met through grants and there is no sacrifice Principal Greenlaw mentioned.

Business Manager Butterfield reviewed the FY23.

The proposed Warrant Articles for the Annual Meeting were presented to the Board and briefly explained. A discussion ensued.

## **VIII. Committee Reports**

### A. Executive Board

Chairman Weir provided an update on hiring a permanent Superintendent, the committee is still in process and will give an update when more information is available.

### B. Negotiations for Professional Staff

NONE

### C. Facilities

NONE

## **IX. Policy Handbook**

With the Budget Hearing and Annual Meeting, work on policy will begin again in April.

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

NONE

**XI. Non Public**

**MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES , SECONDED TIM FLEURY. ALL IN FAVOR. MOTIONED CARRIES, TO ENTER NON-PUBLIC AT 5:59 PM.**

**MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES , SECONDED JENNIFER LUCAS. ALL IN FAVOR. MOTIONED CARRIES, TO RETURN TO PUBLIC SESSION AT 6:47 PM.**

**XII. Adjournment**

James Noyes would like to discuss in-school Covid testing at the next meeting.

**MOTION MADE BY TIM FLEURY SECONDED BY JENNIFER LUCAS TO ADJOURN THE MEETING AT 6:49 PM . ALL IN FAVOR, MOTION CARRIED.**

Respectfully Submitted,

Rhienna Miscio  
Board Clerk

February 15th, 2022 at 7:00 PM - Budget Hearing

Next Meeting: March 15th - (Before Annual Meeting)