

**BETHLEHEM SCHOOL BOARD
BETHLEHEM ELEMENTARY SCHOOL**

**DATE: FEBRUARY 21st, 2023
TIME: FOLLOWING THE BUDGET
HEARING**

BETHLEHEM BOARD MEETING MINUTES- Draft

PRESENT: Principal Sue Greenlaw, Superintendent Kate Segal, Business Manager Toni Butterfield, Chairman Bob Weir, Board Members; Becky Beno, James Noyes, Margaret Hocking
Absent: Jennifer Lucas

I. Call to Order

CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:18 PM. ROLL CALL: CHAIRMAN ROBERT WEIR, JENNIFER LUCAS, BECKY BENO, JAMES NOYES, MARGARET HOCKING

II. Approval of the Minutes

[2023, January 10th - BES School Board Public.pdf](#)
[2023, Janaury 10th - Non Public BES School Board.pdf](#)

MOTION MADE BY JAMES NOYES, SECONDED BY BECKY BENO FOR THE APPROVAL OF JANUARY 10th, 2023, PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY JAMES NOYES, SECONDED BY BECKY BENO FOR THE APPROVAL OF JANUARY 10th, 2023, NON-PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

III. Public Input - None

IV. New Business

Chairman Wier stated that the Annual Meeting is on March 21st, the doors will open at 7:00 pm for individuals to register, and the meeting will start at 7:30 pm. The School Board meeting will be held at 5:00 pm.

Margaret needs to be on the distribution list for the Board minutes.

V. Continuing Business

A. Review of ESSER Grants Funds

Superintendent Segal reports that ESSER grants of \$460,843 have been allocated, and \$360,545 has been approved and are in the budget.

B. Review of Federal Grants Funds

Title IIA has been approved, and \$9,000 has been allocated - Rhienna Miscio is taking a course

through SNHU, and Allison Culver is taking a course through Granite State College. Title IVA has \$10,000 allocated for Well-Rounded Education, and the grant still needs to be started.

VI. Standing Reports

A. Principal

[Principal Report, Faculty Meeting, Benchmark.pdf](#)

1. Monthly Report

Principal Greenlaw shared her Principal Report. Some highlights were the school being chosen for the second round of EDies School of Excellence and a group will be going to Concord on March 10th to present the school. The school has had author visits through the CLiF grant. The Garden Club received \$5,343 from the Littleton Food Co Op for being the Partner of the Month.

2. Faculty Meeting 2/15/23

Emily Russell attended the last staff meeting after conversations regarding the concerns of the social and emotional needs of the students, and these concerns were brought up at PLCD meetings. Russell shared some reassuring information about where students are socially and emotionally as learners coming out of the pandemic.

3. 2022-2023 Bethlehem Elementary School Fall to Spring

B. Superintendent

1. Bethlehem NEST Deposit to BES Garden Club

Superintendent Segal shared that BES NEST deposited \$789.19 to the Garden Club account.

2. School Closing, Delay Procedures

[SAU #35 School Closing & Delay Procedures.pdf](#)

The school closure and delay procedures have been updated. Superintendent Segal has the cell numbers of the Road Agents for several towns. The current bus company has a 5:00 am deadline if schools are delayed or closed. Superintendent Segal stressed that if parents ever feel that the roads are not safe to send their child, they may keep their child home and would need to call the principal to get the absence approved.

3. iPlatform 2/3/23 Districts must provide the link to your district and school report cards; NH Dept. of Ed. Cost Per Pupil by district

Every school in the SAU district has to put this link on its website. This platform allows parents or anyone to review the school's profile. It shows the school's achievement and growth and other helpful information like our budget compared to the state averages.

C. Business Manager

1. Surplus/Deficit Report

Bryan Smith and Donna Brooks positions were going to be funded by grants for the 2022-2023 school year; an estimated \$82,000 will not be covered. This has been addressed for the

2023-2024 school year, and an action plan is in place to cover this cost. There will likely be a low ending balance, and ESSER III will be used to bridge the gap.

Butterfield reviewed the Surplus statement with the Board and pointed out that the appropriations and MS24-R have an error; the accountant is working with her on this and will report back next month. The adequacy is \$21,000 less than expected. All these factors make the revenues appear lower. The budget is being reviewed and tightened up where it can be. Butterfield states there is no cause for concern at this time as there is a plan which will include ESSER funds that have \$188,000 left. Next year, Bryan Smith's position will come out of the ESSER grant, leaving \$100,000. The outdoor classroom was removed from the budget, but the fence will still be moved because of safety concerns. Discussion ensued.

The Board reviewed the Food Services documents; December is a historically low month as it has the fewest operating days. Butterfield reviewed the Local, State, and Federal revenues. There is a projected loss of \$16,443; currently, we are at a loss of \$7,210.

2. Budget

Butterfield discussed and reviewed with the Board the estimated tax impact and reviewed calculated scenarios. Each scenario did show that the budget is up regardless; salaries and health benefits contributed the most to the increase. Butterfield explained how adequacy aid is proportioned. Butterfield will have information on one sheet available for the next Board meeting explaining the budget. Chairman Weir credited the financial commitment for working hard and trying to keep the budget down for the taxpayers. The budget will go up 4.86% with the CBA being approved.

There was a brief discussion regarding the library. The BES utilizes the public library, and there are classroom libraries. There was a question about the library staffing; this will be looked into. The ESSER grant will expire in 2024; Superintendent Segal explained that the ESSER grant was created to help support students that fell behind during the pandemic. There was a brief discussion on Bryan Smith's current position versus his position next year and how that will be funded. Discussion ensued.

All districts, excluding BES, have approved Notch View as their bus company for next year. The districts felt comfortable paying the extra \$5,000 yearly and will sign the 3-year contract in March. Butterfield would like to review that contract with Chairman Weir and have the Board approve that Weir signs the contract after review and if it is agreed upon. Superintendent Segal asked about the 10-year waiver; Butterfield was curious to know if that was in agreement as she had just received it. There was a discussion on the 10-year-old buses and how there are three annual inspections. Butterfield explains that the inspections are intense and keep the buses safely sound.

There was a discussion on the comparison of each bus company. The discussion highlighted how Notch View gets fuel from the state, which will be a savings. WW Berry has had a few complaints regarding the safety of the kids, the bus drivers' demeanors, and how long students are on the bus. The other districts share these concerns. Superintendent Segal stated that she would support the Principal and the safety of the students in this decision. Discussion ensued.

MOTION MADE BY BECKY BENO SECONDED BY MARGARET HOCKING TO ACCEPT THE BID FOR NOTCH VIEW BUS COMPANY FOR THREE YEARS. ALL IN FAVOR, MOTION CARRIED.

VII. Committee Reports

A. Executive Board (BW)

Chairman Weir said the EBoard discussed the updated school closure policy and evaluations.

B. Negotiations for Professional Staff (JN & –) -None

C. Facilities

The two front side doors will be replaced over vacation, and the vestibule by the music room.

D. Finance Committee - None

VIII. Policy Handbook (--- & —)

[Bethlehem JICK-R Alleged Bullying Report.pdf](#)

**A. JICK-R – Pupil Safety and Violence Prevention (Bullying) – REPORTING FORM
1. Bullying Harassment Investigation Process form**

Superintendent Segal reported that the policy needs to be reviewed after a current situation regarding an incident. The current JICK-R reporting form must be updated to match the NHSBA guidelines, and the policy needs to be added to the handbook. JICK-R is revised and presented as the first reading. The form is filled out at the school level, not by someone who would like to report an incident. Principal Greenlaw felt the form attached to the policy was adequate for the situation she needed it for. This revised JICK - R will be compared to the State and Profile. Superintendent Segal and James Noyes will work on this.

MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO FOR THE APPROVAL AND ACCEPTANCE OF JICK-R – REVISED PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING) – (FIRST READING) ALL IN FAVOR, MOTION CARRIED.

IX. School Staffing Notifications & Approvals

MOTION MADE BY JAMES NOYES SECONDED BY BECKY FOR THE ACCEPTANCE OF THE RESIGNATION OF SKYE CHAMPAGNE WITH REGRETS. ALL IN FAVOR, MOTION CARRIED.

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

**MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY
BECKY BENO. ALL IN FAVOR. MOTION CARRIED TO ENTER NON-PUBLIC AT
7:04 PM**

**MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY
BECKY BENO, ALL IN FAVOR. MOTION CARRIED TO RETURN TO PUBLIC
SESSION AT 7:31 PM**

XI. Adjournment

**MOTION MADE BY JAMES NOYES, SECONDED BY MARGARET HOCKING, TO
ADJOURN THE MEETING AT 7:32 PM. ALL IN FAVOR, THE MOTION CARRIED.**

Respectfully Submitted,

Rhienna Miscio
Board Clerk

Next Board meeting: March 21, 2023