

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

**DATE: JANUARY 11TH, 2022  
TIME: 5:30 PM**

**BOARD MEETING MINUTES - Draft**

PRESENT: Principal Sue Greenlaw, Chairman Bob Weir, Business Manager Toni Butterfield, Superintendent Tari Thomas, James Noyes, Becky Beno, Tim Fleury, James Noyes, Jennifer Lucas, Bruce Caplain, David Van Houten


**I. CALL TO ORDER**

**CHAIRMAN ROBERT WEIR CALLED THE MEETING TO ORDER AT 5:36 PM ROLL CALL: CHAIRMAN ROBERT WEIR, BECKY BENO, JAMES NOYES, TIM FLEURY, JENNIFER LUCAS**

**II. ANNOUNCEMENTS & GOOD NEWS**

Principal Greenlaw states the students are happy to be in the building. There is lots of support, and Friday activities will happen as a rotation involving the specialist and teachers.

**III. APPROVAL OF THE MINUTES & MANIFEST**

 BES NOVEMBER 9th, 2021 - Public Meeting Minutes Draft

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF THE NOVEMBER 9TH, 2021 MEETING MINUTES. ALL IN FAVOR, MOTION PASSES.**

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

**IV. PUBLIC INPUT**

David Van Houten approached the Board to discuss the Solar Panel Project. He explains that solar panel sites have been mapped out, and they have a contract with Barrington Power. It will be presented to the town, and once it is signed, the project will go forward. The solar committee has raised \$500,000, and the proposed contract is \$466,000. There is a concern that the project may run over budget. Bruce Caplain is requesting BES set aside a contingency fund of \$25,000 for two years, overall funds would be 50,000. The committee is asking BES to commit to giving if the project runs over. They hope that they don't need it, but they don't want the project to get stuck. It was stated by the solar panel committee that - BES should save roughly \$12,000 per year in electricity costs for 25 years. That is through the warranty period of the panels and could go beyond - up to 15 years. There is a process of getting the materials, depending on supply chains, that may hold up the project and increase the cost. BES currently has the budgeted electricity cost at \$22,000. A discussion ensued. This topic is postponed until the Board has a look at the budget and it is discussed.

Van Houten raised concerns about having an energy audit for the school. It has been 10 years since the last energy audit for the school. He believes there are opportunities to increase efficiency. He mentioned that an organization will help with 3/4 of the cost. The Town Hall has done this, and they paid \$1000 for a \$4000 audit, which included an HVAC assessment by an engineer. Van Houten stated that the organization he has communicated with recommended that an audit should happen in the next few months. Business Manager Butterfield asked for the organization's contact, Van Houten offered to connect the two.

## **V. NEW BUSINESS**

### **A. Need Moderator for Annual Meeting**

Discussion on needing a moderator for the Annual Meeting ensued. A few names were mentioned, Principal Greenlaw will reach out. If there is an interest, please let Principal Greenlaw know. There is a stipend of \$75.

### **B. Moderator, Clerk, Treasurer, and One Board seat up for re-election.**

Bethlehem Elementary also needs to nominate a Clerk, Treasurer, and one Board seat up for re-election. Rhienna Miscio was nominated for Board Clerk, Patrick Bays was nominated for Treasurer, and Bob Weir was nominated for School Board. Each nomination must fill out a Declaration of Candidacy between January 26th- February 4th and get it to the SAU.

## **VI. CONTINUING BUSINESS**

### **A. COVID Check In**

Superintendent Thomas opened by sharing the latest guidance from CDC and NH DHHS regarding isolation and quarantining. They have shifted from 10 days to 5 days after specific qualifications have been met. This will be integrated into the Toolkit at the DOE website and available for review in the next few days. Superintendent Thomas opened it up for discussion. Principal Greenlaw has been in conversation with Nurse Reardon; she would like to stick to the current plan with the numbers the highest they have ever been. Since the first day of school, this plan has been in place, and feels it is working well. Principal Greenlaw gave an overview of the current plan. This topic will be revisited next month at the Board meeting once the NH DHHS & DOE toolkit is uploaded and the safety committee meets. A discussion ensued. The decision to change the current plan was postponed until more information becomes available next month and the safety board meets.

Chairman Weir gives credit to Principal Greenlaw for keeping Covid out of the building.

## **VII. STANDING REPORTS**

### **A. Principal Report**

Principal Greenlaw shares that maternity leaves are coming to an end. Jannelle Hubbard has decided to come back early, and Bree Birt will return at the end of the month, which means extra support to meet the needs of the students. Benchmarking is happening this week and the following week. January 31st, 2022, there will be a data

meeting on the information that was gathered, this will allow teachers and support staff to look at the data for all the students and discuss how to support them. Steve, Mike, and Sue have discussed the building needs and developed a prioritized list. The windows are a priority, the paint is chipping and the primary concern is window sills that protrude from the building are cracking and falling. Steve Hoyt has gone through and looked at each window sill to ensure they are secure and will not have debris that will fall and hurt someone. Principal Greenlaw states they are looking into solutions to remedy this.

B. Superintendent

1. Monthly Supt Report

[January 2022 Supt Report](#)

Superintendent Thomas shared her Supt Report. She highlighted some of the items in the report, such as winter concerts and The Funding Fairness Project. The Funding Fairness Project has three dates of presentations that will be held virtually statewide, this is to raise awareness of the inequity of school funding and how property taxes are utilized in the State of NH.

2. Set Tuition Rates for 22-23

The Superintendent asked the Board to discuss if they would want to accept out-of-district students and what the tuition rate would be for out-of-district students. She gave information regarding other schools in the SAU and their annual cost per pupil. Business Manager Butterfield and Superintendent Thomas have made suggestions of tuition costs based on analysis and research. There was a discussion of the advantages, which are diversity and revenue, the disadvantages are larger class sizes. James Noyes mentioned that the school may become reliant on the tuition funds. The funds would not be appropriated, the revenues would be able to be utilized for items that the budget can not afford. Requests would be made to the School Board, to decide if there was room or not. Business Manager Butterfield discussed the report that she found and this would be something that would have to be voted on every year. It was suggested that students are not accepted next year given some developments in town. If another district wants to join, the joining agreement would be to provide transportation and tuition for their students. This contract would be completed by lawyers, study groups, etc. Discussion ensued.

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO TO NOT ACCEPT NON-RESIDENT TUITION/ENROLLMENTS FOR THE 2022-2023 SCHOOL YEAR. ALL IN FAVOR, MOTION PASSES.**

C. Business Manager

1. Docu-sign check-in

Business Manager Butterfield approached the Board and opened the discussion, asking if there were any concerns with Docu-sign. Some sign-in issues need to be addressed. Business Manager Butterfield will work on addressing these issues.

Butterfield mentioned that NHSBA has some fantastic webinars on their site, and highly recommends checking it out.

2. Budget Development

Principal Greenlaw and Business Manager Butterfield distributed the budget to the Board. There is a 4.03% increase to the budget; health insurance, retirement and salary is up. These are non negotiable items. Principal Greenlaw discussed that smaller class sizes are beneficial for many reasons such as; social, emotional and academically for these reasons some of the staff that are currently paid through the ESSER grant and will continue next year. These teachers will not be added to the budget's bottom line as they will be paid for through the ESSER grant. Raises for support staff did cost additional funds, grants and general funds will pay this. Greenlaw discussed some positions that will be removed or shuffled to best meet the needs of the school. A staff member is retiring at the end of this year, and that position will not be filled. Two retirement boosts are in the budget for next year. Special Education is up, but that is a required cost. The Superintendent will provide a one-page summary before the budget meeting, which was helpful last year. Butterfield will send out the budget by function code. Butterfield reviewed the Surplus Deficit statement with the Board. The next meeting is on February 15th at 5:00 PM; this is a regular meeting before the Budget meeting at 7:00 PM. The meeting will be held at BES.

**VIII. COMMITTEE REPORTS**

A. Executive Board

Chairman Bob Weir gave an update on the Superintendent search, there have been four applications so far, the application deadline is the 18th. The EBoard continues to work to make a standardized and uniform policy book for all the schools in the district.

B. Negotiations for Professional Staff

Superintendent Thomas asked if there were any standing committees. Weir and Noyes are on the negotiation committee. Noyes is on the Policy Committee.

**IX. POLICY HANDBOOK (-- & —)**

A. ACAC - Sexual Harassment Policy (priority revision from NHSBA)

Superintendent Thomas discussed this policy. She urges the Board to get this policy on the books for BES.

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS TO ADOPT ACAC TITLE IX SEXUAL HARASSMENT AND GRIEVANCE PROCESS. ALL IN FAVOR, MOTION PASSES.**

**X. SCHOOL STAFFING NOTIFICATIONS & APPROVALS**

**NONE**

**XI. NON PUBLIC**

**MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES 7:33 PM, SECOND BECKY BENO. ALL IN FAVOR. MOTIONED CARRIES, TO ENTER NON-PUBLIC AT 7:33 PM.**

**MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES 7:55 PM, SECOND BECKY BENO. ALL IN FAVOR. MOTIONED CARRIES, TO RETURN TO PUBLIC SESSION AT 7:55 PM.**

**XII. ADJOURNMENT**

**MOTION MADE BY JAMES NOYES SECONDED BY BECKY BENO TO ADJOURN THE MEETING AT 7:56 PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully Submitted,

Rhienna Miscio  
Board Clerk