

BETHLEHEM SCHOOL BOARD  
BETHLEHEM ELEMENTARY SCHOOL  
MAIN STREET  
BETHLEHEM, NH 03574

DATE: AUGUST 28, 2017  
TIME: 5:30 PM

## BOARD MEETING MINUTES

PRESENT: Board Chairman Carol Kerivan; Board Members Amy Lane-Tuohy, Amy Snow, Monique Alexander, Robert Weir; Superintendent Pierre Couture; Business Manager Tina Peabody; Principal Shelli Roberts.

The meeting was called to order at 5:37 PM by Chairman Kerivan.

Chairman Kerivan welcomed Monique Alexander to the Board. Ms. Alexander will be filling the vacant Board seat until the March election.

PUBLIC INPUT – None

MOTION BY ROBERT WEIR SECONDED BY AMY SNOW TO APPROVE THE MINUTES OF THE JUNE 12, 2017 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

### FINANCIAL REPORT:

Manifests were distributed for Board review and approval.

Business Manager Tina Peabody distributed the final Financial Report for the 2016-2017 school year for Board information and review advising that the final yearend balance was \$1,147.39.

Business Manager Peabody requested Board approval of the Maintenance Agreement with Froling Energy for the wood pellet system at an annual cost of \$1,125.00 and to authorize the Board Chairman to sign the contract. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY SNOW TO APPROVE THE MAINTENANCE AGREEMENT WITH FROLING ENERGY AS PRESENTED AND AUTHORIZE THE BOARD CHAIRMAN TO SIGN. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody presented the MS25 and DOE 25 end of the year reports for Board signature. These are sent to the NH Department of Education and the NH Department of Revenue as required by law.

Business Manager Peabody advised the Board that the total cost of the parking is \$83,500.00 along with an additional \$8,000.00 for pavement which has not been billed as yet. It was noted that the original portion of the parking lot was paved but was not included in the RFP which caused the project to be over budget. Following a brief discussion, MOTION BY AMY SNOW, SECONDED BY AMY LANE-TUOHY TO APPROVE THE REMOVAL OF \$83,500.00 FROM THE PARKING LOT CAPITAL RESERVE FUND FOR THIS PURPOSE. ALL IN FAVOR, MOTION CARRIED. These funds will be transferred to the general fund.

### PRINCIPAL'S REPORT

Principal Roberts called the Board's attention to her written report included in their agenda packets.

Principal Roberts advised the Board that all necessary inspections (Fire, Board of Health, etc.) required by the State have been completed.

Principal Roberts briefed the Board on the 2017-2018 Parking and Traffic Flow information which has been provided to parents. No one is allowed to drive down to the back of the school as this is now part of the playground. Preschool drop-off has changed to the front left of the school building or side of fence where it indicates no parking. Dismissal has also changed. Boys and Girls Club and bussers will be dismissed at 2:30

PM. Walkers will immediately follow and car pickup will be at 2:50 PM. Parents will have the roadside parking lot available for this purpose.

Principal Roberts advised the Board that she received two bids for the Parking Lot lighting; J. A. Corey Electric at a cost of \$2,547.00 and Up North at a cost of \$1,840.00. It was noted that the J.A. Corey bid is for two lights which will span the entire parking lot. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY SNOW TO APPROVE THE AWARDED OF THE PARKING LOT LIGHTING CONTRACT TO J.A. COREY AT A COST OF \$2,547.00 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED. Principal Roberts advised the Board that she will bring quotes to the September meeting for cameras for this area.

Principal Roberts advised the Board that the current enrollment is 155 students.

Principal Roberts presented the updated Parent/Student handbook for Board review and approval briefing them on the changes and fielding questions as necessary. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY AMY SNOW TO APPROVE THE PARENT/STUDENT HANDBOOK FOR THE 2017-2018 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Amy Lane-Tuohy requested an update of the status of the playground. Principal Roberts advised that the next Committee meeting is on September 12<sup>th</sup> at which time the formal action plan will be approved. Currently the school has approximately \$8,000.00 towards this project in the bank and the committee plans to fundraise the rest. It is anticipated that Phase I will be completed in late spring, early summer. It was suggested that a Community Forum be held in conjunction with the fund raising campaign and also to provide fund pledge cards in order to solicit donations. A brief discussion ensued.

Principle Roberts noted that many community members were not happy with the removal of the big birch tree in order to enlarge the parking lot. A brief discussion ensued.

#### SUPERINTENDENT'S REPORT

Superintendent Couture recommended the acceptance of the resignation of Shannon Keeler from her paraprofessional position. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY AMY SNOW TO ACCEPT, WITH REGRET, THE RESIGNATION OF SHANNON KEELER AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the nomination of Alicia Dickson to the position of long term substitute teacher covering a child bearing leave. Following a brief discussion, MOTION BY AMY LANE-TUOHY SECONDED BY AMY SNOW TO APPROVE THE NOMINATION OF ALICIA DICKSON TO THE PSITION OF LONG TERM SUBSTITUTE TEACHER AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture presented the Board Meeting Calendar for the 2017-2018 school year for Board review and approval. It was noted that due to the change in meeting day, the next meeting is scheduled for September 12, 2017 which is only two weeks away. A decision as to whether this meeting will be necessary will be made during the first week of September. Following a brief discussion, MOTION BY MONIQUE ALEXANDER, SECONDED BY AMY SNOW TO APPROVE THE 2017-2018 BOARD MEETING CALENDAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that Full Day Kindergarten was approved and the qualifying districts will now receive an additional \$1,100.00 per student. The stabilization portion of Adequacy Aid was not changed and will remain at an annual decrease of 4%. It is anticipated that more lobbying will be done as we move forward in the hopes of still changing and/or eliminating this.

Superintendent Couture noted that the Commissioner of Education is forming a committee to study Adequacy Aid.

Superintendent Couture advised the Board that the annual Administrative Retreat was held. The 2017-2018 SAU Goals have been set and will be presented to the Executive Board for approval.

Superintendent Couture advised that he has been meeting with Ammonoosuc Community Health Services pertaining to the development of a counseling program within our schools.

Superintendent Couture commended the Administrative Team for their collaborative efforts and excellent working relationships.

Superintendent Couture advised that we will be moving forward with year two of PACE continuing with task development and assessments for next year.

Superintendent Couture advised the Board that he visited all schools today on Opening Day. All appeared to have smooth openings.

Chairman Kerivan referred back to the discussion earlier on fundraising for the parking lot. She suggested that perhaps the old wooden chairs currently in storage could be sold for this purpose. Principal Roberts will bring this up to the committee. A brief discussion ensued.

#### BOARD REPORTS EXECUTIVE BOARD

The next regularly scheduled meeting is on Tuesday, September 5, 2017.

#### POLICY COMMITTEE

Amy Lane-Tuohy presented the following policies for first reading:

ADB	Drug-Free Workplace, Drug-Free School.
BCB	Board Member Conflict of Interest
BEDC	Quorum
BEDD	Rules of Order
BEDD-R	Sample Rules of Order
EHB	Data/Records Retention
EHB-R	Local Records Retention Schedule

Following a brief discussion, MOTION BY AMY SNOW, SECONDED BY ROBERT WEIR TO APPROVE THE AFOREMENTIONED POLICIES FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED

#### NEGOTIATIONS

The BEA (Bethlehem Education Association) contract is for three years until 2020.

The Support Staff Union has been dissolved by the PELRB (Public Employees Labor Relations Board).

There being no further business to come before the Board, MOTION BY ROBERT WEIR, SECONDED BY AMY SNOW TO ADJOURN AT 6:49 PM.

Respectfully submitted,

Marjorie Brown  
Board Clerk