

BETHLEHEM SCHOOL BOARD
BETHLEHEM ELEMENTARY SCHOOL
2297 MAIN STREET
BETHLEHEM, NH 03574

DATE: APRIL 25, 2016
TIME: 5:35 PM

BOARD MEETING MINUTES

PRESENT: Board Members Carol Kerivan, Steve Gorman, Robert Weir, Amy Lane-Tuohy; Superintendent Pierre Couture; Business Manager Tina Peabody; Principal Shelli Roberts; Steve LaFrance of Horizon's Engineering. .

The meeting was called to order at 5:35 PM by Superintendent Couture

PARKING LOT DISCUSSION

Superintendent Couture advised the Board that Steve LaFrance of Horizon's Engineering had met with Principal Roberts and himself approximately two weeks ago to begin to address the updated proposal for the parking lot. Mr. LaFrance wanted to be present at the end of the day to see how the pickup of students by both parents and buses is addressed. He was presently surprised by the smooth, efficient manner in which this is handled. Mr. LaFrance advised the Board that he is cognizant of the proposal's budget implications and feels there are a couple of different ways to approach the project. Mr. LaFrance had forwarded an Agreement for Engineering Services based on his preliminary discussions with the Superintendent and Principal. This is simply a proposal and open to modification, change, etc. The plan he is presenting has room for fifty-one spaces and separates the drop off points and pickups making the safety of the students a major priority. It was noted by Superintendent Couture that it had been remarked by a resident at the annual meeting that "if you are going to do it, do it right". A discussion ensued around timing for the project, the possibility of dividing into phases, and the best way to accomplish the Board's plan. The first phase can also be presented in two parts, for example \$1,000.00 for the survey component and \$4,000.00 for the actual project. The Board currently has the \$50,000.00 from the warrant article along with an additional \$18,000.00 set aside in the current budget for paying. Mr. LaFrance will try to have a definitive plan for the next meeting on May 16th and if not, definitely by the June 20 meeting.

REORGANIATION OF THE SCHOOL BOARD

Superintendent Couture opened the floor to nominations for Board Chairman. Robert Weir nominated Carol Kerivan to the position of Board Chairman. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE NOMINATION OF CAROL KERIVAN TO THE POSITION OF SCHOOL BOARD CHAIRMAN FOR THE 2016-2017 SCHOOL YEAR. ALL IN FAVOR, MOTION CARRIED.

Chairman Kerivan opened the floor to nominations for the position of Vice Chairman. Robert Weir nominated Amy Lane-Tuohy to the position of Vice Chairman. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY STEVE GORMAN TO APPROVE THE NOMINATION OF AMY LANE-TUOHY TO THE POSITION OF VICE CHAIRMAN FOR THE 2016-2017 SCHOOL YEAR. ALL IN FAVOR, MOTION CARRIED.

PUBLIC INPUT – None

MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE MINUTES OF THE MARCH 14, 2016 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

FINANCIAL REPORT

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody distributed copies of the School Lunch Report for Board information and review noting that all is running smoothly and the program is headed in the right direction. It currently appears as though BES will finish the year under budget which may result in a refund from Café Services.

Business Manager Peabody distributed copies of the Financial Reports for Board information and review noting that the current projected yearend balance is \$193,390.00. Ms. Peabody briefed the Board on the changes since the prior reporting period fielding questions as necessary.

Business Manager Peabody distributed completed copies of the audit for the 2014-2015 school year to the principal and Board chairman. Ms. Peabody also distributed copies of three letters for all Board members from Vachon, Clukay & Co. for Board information and review which include data on Internal Control based on the Audit; Fund Balance Policy Information, Vendor Payments, and Student Activity Fund Receipts information and recommendations along with Significant Audit Findings. Any questions should be directed to Ms. Peabody.

PRINCIPAL'S REPORT

Principal Roberts called the Board's attention to her written report included in their agenda packets briefing them on the contents and fielding questions as necessary.

Principal Roberts advised the Board that the Preschool hours have been changed for the upcoming school year. They will be 8:00 AM to 12:00 PM, five days per week and will remain at no cost to Bethlehem residents. Principal Roberts stressed the strong need to keep the tuition at no cost to the residents as the program is being built. Principal Roberts reported that the students participating in the program have seen significant growth.

Principal Roberts advised the Board that a long term substitute has been found for the preschool program to cover the absence of Abbie Vashaw. Superintendent Couture recommended the appointment of Elizabeth Meehan to the position of long term preschool substitute for the balance of the 2015-2016 school year beginning on May 2, 2015. Ms. Meehan will also continue in this position through November 25th of the 2016-2017 school year. Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY AMY LANE-TUOHY TO APPROVE THE APPOINTMENT OF ELIZABETH MEEHAN TO THE POSITION OF LONG TERM SUBSTITUTE AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT'S REPORT

Superintendent Couture distributed copies of the Professional Staff Nominations for the 2016-2017 school year briefing the Board on the continuing contracts, P2, and P3 categories. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE NOMINATIONS OF THE PROFESSIONAL STAFF FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that we have been accepted into the PACE (Performance Assessment for Competency Education) Grant cohort II. This will allow our schools to participate in the future development of common assessments that will eventually replace the SBAC in part. A brief discussion ensued.

Superintendent Couture reminded the Board that the SAU Full Board May meeting will be held on Wednesday, May 4, 2016 at 6:00 PM in the AHEAD Conference Room, 260 Cottage Street, Littleton, NH 03561. This is one level up from the SAU Office. Directions will be provided prior to the meeting date.

Superintendent Couture advised the Board that the SAU is looking into offering an additional insurance plan for employees. This plan would be cheaper premiums with higher deductibles. Gabrielle Granger-Clark has been working with Health Trust to set up an informational session SAU wide during the month of May to update employees on this option. A brief discussion ensued.

Superintendent Couture recommended the acceptance of the resignation of Jordan Webb from his position as para-educator. Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO ACCEPT THE RESIGNATION OF JORDAN WEBB FROM HIS PARA-EDUCATOR POSITION AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

BOARD REPORTS EXECUTIVE BOARD

Chairman Kerivan reported that the meeting was very short and Superintendent Couture covered it in his report.

POLICY COMMITTEE

Amy Lane-Tuohy presented the following policy for review and update:

DFA	Investment
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Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY STEVE FORMAN TO ACCEPT THE AFOREMENTIONED POLICY FOR REVIEW AND UPDATE AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

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

DIA	Fund Balance
JJF	Student Activities Fund Management
JLCA	Physical Examinations of Students

Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY STEVE GORMAN TO ACCEPT THE AFOREMENTIONED POLICIES FOR FIRST READING. ALL IN FAVOR, MOTION CARRIED.

NEGOTIATIONS – PROFESSIONAL & SUPPORT STAFF

The BESP Negotiated Agreement for the 2016 to 2018 school years was presented for Board Chairman's signature.

MOTION BY AMY LANE-TUOHY, SECONDED BY STEVE GORMAN, TO ENTER INTO NON-PUBLIC SESSION AT 6:53 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS BOARD PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER PEABODY, PRINCIPAL ROBERTS. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO RETURN TO PUBLIC SESSION AT 7:05 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AMY LANE-TUOHY, SECONDED BY STEVE GORMAN TO ACCEPT THE RESIGNATION OF BOARD MEMBER DAWN FERRINGO AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

It was the consensus of the Board that there is a need to develop a policy pertaining to Board attendance at monthly meetings.

OTHER BUSINESS

Business Manager Tina Peabody raised the issue of creating a sweep account discussed at the last meeting. Following an additional discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO AUTHORIZE BUSINESS MANAGER TINA PEABODY TO MOVE FORWARD WITH SETTING UP THE SWEEP ACCOUNT AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY AMY LANE TUOHY, SECONDED BY ROBERT WEIR TO ADJOURN AT 7:10 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown
Board Clerk