

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

DATE: MARCH 14, 2016
TIME: 5:00 PM

BOARD MEETING MINUTES

PRESENT: Board Chairman Carol Kerivan; Board Members Steve Gorman, Amy Lane Tuohy, Robert Weir; Superintendent Pierre Couture; Business Manager Tina Peabody; Principal Shelli Roberts; Staff Member Brian Smith.

The meeting was called to order at 5:20 PM by Chairman Kerivan.

PUBLIC INPUT – None

MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE MINUTES OF THE FEBRUARY 15, 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.

Business Manager Peabody distributed Financial Reports for Board information and review noting that the current projected year-end balance is \$202,178.00. This amount includes \$9,000.00 not encumbered for substitutes. A brief discussion ensued.

Business Manager Peabody advised the Board that Bank of NH will no longer function as the ACH (Automated Clearing House) for direct deposit. Ms. Peabody met with representatives of Mascoma Bank who will cover this process at no additional charge.

Business Manager Peabody has been advised by Vachon & Clukay, our current auditors, that all Districts will need to have policies in place for Fund Balances, Student Activities Accounts and Investments. Bethlehem School District has DFA-Investment and JJF – Student Activities Fund Management in place currently but both require revisions; Policy DIA – Fund Balance will be a new policy for BES. The SAU will send copies of sample policies to the Policy Committee Representative and the Principal.

Business Manager Peabody asked if the Board is interested in establishing a Sweep Account. This would set a minimum balance to remain in the checking account and the rest would be moved by the bank into a higher yielding Sweep Account. It was the consensus of the Board for Ms. Peabody to seek additional information on this matter.

Business Manager Peabody advised the Board that they need to hold a public hearing to accept the grant funds from the PUC (Public Utilities) and the USDA grants. This will be held prior to the April meeting at 5:30 PM.

PRINCIPAL'S REPORT

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

Principal Roberts advised the Board that Sue Greenlaw has been awarded a CLiF (Children's Literacy Foundation) grant in the amount of \$25,000.00. This grant was created to support elementary schools with rural, at-risk, and/or low income students in preschool to grade 6 to work toward strengthening their school community through literacy programs. The award is not monetary but consists of literacy programming, professional development, and books

SUPERINTENDENT'S REPORT

Superintendent Couture recommended the acceptance of the resignation of Kristin Foss from her position as paraprofessional. Following a brief discussion, MOTION BY AMY-LANE TUOHY, SECONDED BY STEVE GORMAN TO ACCEPT THE RESIGNATION OF KRISTIN FOSS AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of Nicole Kerstetter to the position of paraprofessional in the Preschool for the remainder of the 2015-2016 school year. Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO APPROVE THE APPOINTMENT OF NICHOLE KERSTETTER TO THE POSITION OF PARAPROFESSIONAL AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that Abbie Vashaw has submitted a request for Child Bearing Leave for the upcoming school year, 2016-2017 from the opening of school through Thanksgiving Break with a planned return day of November 28, 2016. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE CHILD BEARING LEAVE FOR ABBIE VASHAW AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the acceptance of the resignation of Nicole Knowlton from her position as Art Teacher at the conclusion of the 2015-2016 school year. Ms. Knowlton will be attending Graduate School in the fall. Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO ACCEPT, WITH REGRET, THE RESIGNATION OF NICOLE KNOWLTON AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of Jennifer Ingerson to the position of 1:1 paraprofessional in the Kindergarten class for the remainder of the 2015-2016 school year. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE APPOINTMENT OF JENNIFER INGERSON TO A 1:1 PARAPROFESSIONAL POSITION AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that he and the Administrative Team will be attending training in Whitefield on Emergency Operations Planning. This will be based on the ALICE Program (Alert, Lockdown, Inform, Counter, Evacuate) which is an updated manner in handling intruders and changes the approach to school safety. A brief discussion ensued.

Superintendent Couture advised that Karen Hess will be presenting training on Performance Assessments on the Professional Development Day, March 18, 2016. This program will be held in

Lisbon with elementary teachers in the morning and middle/high school teachers in the afternoon. Ms. Hess is a nationally known expert in this field.

Superintendent Couture advised the Board that it is time to renew the membership to NCES for the 2016-2017 school year. In the past, Bethlehem has had full membership in order to procure a reduced rate for P.T. This will not be needed next year as the SAU will be hiring a P.T. (Physical Therapist). Superintendent Couture is recommending an Associate Membership at a cost of \$1,531.39. MOTION BY AMY LANE-TUOHY, SECONDED BY STEVE GORMAN TO APPROVE THE ASSOCIATE MEMBERSHIP FOR THE 2016-2017 SCHOOL YEAR AT A COST OF \$1,531.39 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

BOARD REPORTS

Amy Lane-Tuohy distributed a preliminary sketch of her thoughts on the expansion of the playground as discussed at last month's meeting for Board information and review. This is very rough sketch and is not to scale. It would change the way buses and cars enter the property in an attempt to alleviate the current pickup/drop-off and bus situation. Ms. Lane-Tuohy commended the staff on duty at the end of the day for excellent management of an extremely chaotic situation. Board Chairman Carol Kerivan also distributed a sketch for the proposed parking lot that she had prepared. Following a brief discussion it was the consensus of the Board that the next step will be to have Horizon's Engineering revisit their prior proposal and present an alternative similar to what the Board is proposing.

Chairman Carol Kerivan suggested amending Article 6 to increase the funding to \$50,000.00. Article 6 states:

ARTICLE 06: To see if the District will vote to establish a Capital Reserve fund under the provisions of RSA 35:1, to be known as the School District Parking Lot Fund for the purpose of expansion of the existing parking lot. Furthermore, to raise and appropriate the sum of up to Twenty Five Thousand Dollars (\$25,000.00) towards this purpose with such amount to be funded from the June 30 unassigned fund balance available for transfer on July 1 and to name the school board as agents to expend from this fund. No amount to be raised from taxation.

As there is more surplus known at this time than anticipated, Chairman Kerivan felt that it makes sense to add an additional \$25,000.00 to this article. The Board will advise the public that they wish to make a motion to amend this article to \$50,000.00. A brief discussion ensued.

EXECUTIVE BOARD

Amy Lane-Tuohy advised the Board that she attended the Executive Board meeting held on March 1, 2016 in Chairman Kerivan's place. She is happy to report that Superintendent Couture will be staying with SAU 35 and that the Board extended his contract for an additional three years.

NEGOTIATIONS – PROFESSIONAL & SUPPORT STAFF – No Report

There being no further business to come before the Board, MOTION BY AMY LANE TUOHY, SECONDED BY ROBERT WEIR TO ADJOURN AT 6:10 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown
Board Clerk