



BETHLEHEM ELEMENTARY SCHOOL

2297 Main Street
Bethlehem, New Hampshire 03574
Telephone (603) 869-5842 Fax (603) 869-2482
bethlehem.k12.nh.us
Sue Greenlaw, Principal

Bethlehem School Board
Bethlehem Elementary School
September 12, 2023
Board Meeting at 5:30 P.M.

PUBLIC MEETING MINUTES-DRAFT

Present: Principal Sue Greenlaw, Superintendent Kate Segal,
Business Manager Toni Butterfield, Board Members: Bob Weir, James Noyes, Margaret Hocking,
Sarah Storella, Sheryl Pratt

5:33 PM Jennifer Lucas

I. Call to Order

CHAIRMAN BOB WEIR CALLED THE MEETING TO ORDER AT 5:30 P.M.

II. Approval of the Minutes

MOTION MADE BY MARGARET HOCKING SECONDED BY SARAH STORELLA FOR THE APPROVAL OF SEPTEMBER 5th, 2023, PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY JAMES NOYES SECONDED MARGARET HOCKING FOR THE APPROVAL OF SEPTEMBER 5th, 2023, NON-PUBLIC SESSION MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

III. Public Input - NONE

IV. New Business

A. Scraping and Painting Window Trims bid

Principal Greenlaw distributed the two quotes for the scraping and painting of the window trim. The bids are from Fall Line Painting and Tuite Painting. This project is planned to come out of the ESSER grant, but if not, it would be paid for by the

Building Trust. There is about \$60,000 left in the ESSER grant.

MOTION MADE BY JAMES NOYES SECONDED JENNIFER LUCAS FOR THE PROVISIONAL APPROVAL FOR TUIE PAINTING PENDING PROOF OF INSURANCE AND PAYMENT TERMS. ALL IN FAVOR. MOTION CARRIED.

V. Continuing Business

- A. Review of Esser Grants Funds - None**
- B. Review of Federal Grants Funds -None**
- C. Enrollment Numbers for Opening Day, August 28, 2023**

VI. Standing Reports

[Principal's Report for September 2023.pdf](#)

A. Principal

1. Teacher's Report

Principal Greenlaw states that Roland Abbotts have replaced the pipes that lead into the kitchen, which cost \$9,009.50. However, there is still a presence of lead from the water source. It is below the EPA standards but does not meet the school's standards. The gentleman who did the testing felt that Bethlehem's water coming into the building could be the culprit. Principal Greenlaw will be talking to the water district about this. At this point, the kitchen is using bottled water, and the other water sources, such as; water fountains, are acceptable.

MOTION MADE BY JAMES NOYES SECONDED SARAH STORELLA TO TRANSFER \$9,009.50 FROM THE CAPITAL RESERVE FUNDS TO PAY ROLAND ABBOTTS. ALL IN FAVOR. MOTION CARRIED.

Sean is working on options for a gate at the bottom of the soccer fields. The parent information night went well, the school will continue to follow this format in the future.

Superintendent Segal and the Board signed the Emergency Operation Plan that will be reviewed by the safety committee next week.

B. Superintendent

1. Presentation of Summer Collaboration

Superintendent Segal showed a slide highlighting the SAU 35 Principal Summer collaborations. Foundations of trust, communications, and collaborations were discussed. She also discussed the collaborations among each school.

2. August Bi-weekly Visit to Schools

C. Business Manager

1. Fuel Bids

Bethlehem Elementary School will get their heating oil from Irvings at \$3.39 per gallon. There were two bids for the wood pellets, Maine Energy was at \$320 per ton, and Lyme Green was at \$325 per ton. Lyme Green is currently cleaning the boilers. Last year, Bethlehem Elementary School spent \$20,000 on wood pellets.

MOTION MADE BY JAMES NOYES SECONDED MARGARET HOCKING TO ACCEPT LYME GREEN AS A PROVIDER FOR WOOD PELLETS AT \$325 PER TON. ALL IN FAVOR. MOTION CARRIED.

2. Year End Report with our auditor, Sheryl Pratt

Auditor Sheryl Pratt from Plodzik & Sanderson, finished the BES 2021, 2022, and 2023 audit in order to give the Board an accurate estimated report. There was an appropriation deficit on June 30th, 2023 of \$239,968. Ms. Pratt walked the Board through the details of the audit. At the March 2024 meeting, the town will be voting on a separate warrant article to raise money to alleviate the deficit. Discussion ensued.

3. Special Meeting Update -

The meeting will be on September 26th at 5:30 P.M.

VII. Committee Reports

1. Executive Board (BW & JN) - None

2. Negotiations for Professional Staff (JN & BW) None

3. Facilities (BW) - None

4. Finance Committee (JN) Budget/Finance - Discussion

The budget/finance committee has been formed. A tentative schedule for the budget-building process has been developed, and it was requested that teachers put in a request for their budget for next year by the end of October. The first meeting for this group will be in October.

5. Hiring Committee (SS) -

The hiring committee will start assembling a group of stakeholders that will assist in the 'Principal Search'. The first order of business is to outline the position and get a job description together, this will be completed soon as the advertisements will need to be posted.

VIII. Policy Handbook (MH & JL)

The Policy Committee reviewed a few of the policies, a discussion ensued regarding the policy review process and the readings.

IX. School Staffing Notifications & Approvals

1. Leave of Absence

There was a notification of an upcoming leave of absence that would begin in March. Currently, there is no one that could fill the position in house, therefore

someone would need to be hired. There is an understanding that creative ways will have to be reviewed in order to cover the absence.

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

[2023, September 12th BES Board Non Public Meeting - DRAFT.docx](#)

[2023, September 12th BES Board Non Public Meeting - DRAFT \(2\) .docx](#)

MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS. ALL IN FAVOR. ROLL CALL: NOYES, LUCAS, WEIR, HOCKING, STORELLA. MOTION CARRIES, TO ENTER NON-PUBLIC AT 5:59 PM.

MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS. ALL IN FAVOR. MOTION CARRIES, TO RETURN TO PUBLIC SESSION AT 6:39 PM. ROLL CALL: NOYES, LUCAS, WEIR, HOCKING, STORELLA. MOTION CARRIES.

MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS. ALL IN FAVOR. ROLL CALL: NOYES, LUCAS, WEIR, HOCKING, STORELLA. MOTION CARRIES, TO ENTER NON-PUBLIC AT 8:18 PM.

MOTION TO LEAVE NON-PUBLIC MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS. ALL IN FAVOR. MOTION CARRIES, TO RETURN TO PUBLIC SESSION AT 8:32 P.M. ROLL CALL: NOYES, LUCAS, WEIR, HOCKING, STORELLA. MOTION CARRIES.

XI. Adjournment

MOTION MADE BY MARGARET HOCKING, SECONDED BY JAMES NOYES TO ADJOURN THE MEETING AT 8:40 P.M. ALL IN FAVOR, MOTION CARRIED.

Next Board meeting: October 10, 2023

Respectfully Submitted,

Rhienna Miscio

Board Clerk

Notice is hereby made that public comment shall be made without expectation of a response by any School Board member to matters raised by such commentary. The Board will not hear personal complaints about school personnel nor against any person connected with the school system. The expectation of all in attendance is to conduct themselves in a civil manner. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.

