

# NOTICE OF BETHLEHEM SCHOOL BOARD MEETING

## Agenda

October 14, 2025 @ 5:30pm

Location: Bethlehem Elementary School

2297 Main Street, Bethlehem, NH

Present: Board Members Bob Weir, James Noyes, Erin Campbell, Margaret Hocking; Sarah Storella attending via Google Meet; SAU 35 Superintendent CJ Watson; SAU 35 Business Manager Toni Butterfield; BES Principal Bryan Smith; BES Board Clerk Tana LeClair

I. Call to Order - 5:30pm

II. Approval of Minutes - James Noyes made a motion to approve the public and non-public minutes as written, with Erin Campbell seconding; the motion passed unanimously.

A. Public board meeting minutes- September 9, 2025

B. Non-public board meeting minutes- September 9, 2025

III. Public Input - Nothing to report.

IV. New Business

A. Budget Hearing & Annual Meeting dates -

It was decided that the budget meeting will be at 5pm on February 10th, 2026; the board meeting will follow.

It was decided that the March board meeting will be at 5pm on March 17th, 2026; the annual meeting will follow at 7pm on the same day.

B. March meeting date - The March 2026 board meeting will be moved from March 10th, to March 17th, to align with the scheduled annual meeting.

C. Tuition of Dependent Children

D. Custodial Job Description

E. Notchview Transportation Contract -

Discussion was had about the possible alternatives for bus companies. Ultimately it was decided that, due to a good relationship with the current

company, Notchview Transport, that we would pursue a continuing contract with them.

James Noyes made a motion to extend the current bus contract for the next three years; Margaret Hocking seconded the motion. The board voted unanimously in favor.

## V. Continuing Business

A. Board Attorney - Margaret Hocking made a motion to have James Noyes sign a new attorney letter of engagement. Erin Campbell seconded the motion; the motion passed unanimously.

## VI. Standing Reports

### A. Principal

1. Report - BES Principal Bryan Smith presented his monthly report. He shared information on the completed benchmark testing, with focus on plans for interventions in place to address targeted needs. He also updated the board on enrichment activities happening throughout the school, as well as minor maintenance updates.

### B. Superintendent

1. Report - Superintendent CJ Watson presented his monthly report. He complimented the school's student services team as "the gold standard."

### 2. SAU Policy Plan Update

### C. Business Manager

1. Year to Date Finance Report - Business Manager Toni Butterfield presented her monthly budget report. There was also a discussion about choosing this year's provider of wood pellet-based heating. After the discussion, James Noyes made a motion to accept Lime Green as our wood pellet provider, with Margaret Hocking seconding; the motion passed unanimously.

## VII. Committee Reports

### A. Executive Board (BW & JN)

### B. Negotiations for Professional Staff (JN & BW)

### C. Facilities (BW)

D. Finance (JN)

E. Hiring (SS)

VIII. Policy Handbook (MH & EC) - Margaret Hocking made a motion to accept the following: the first reading of policies DA-DN, the second reading of policy BEDG, and the first reading of policies DAF-DK. Erin Campbell seconded the motion; the motion passed unanimously.

A. First Reading (new)

1. DA - Fiscal Management Plan
2. DB - Annual Budget
3. DBC - Budget Preparation
4. DBI - Budget Implementation
5. DBJ - Transfer of Appropriation
6. DC - Taxing and Borrowing Authority/Limitations
7. DEA - Revenues from Local Tax Sources
8. DG - Depository Funds
9. DGD - School District Credit Cards
10. DH - Bonded Employees
11. DI - Fiscal Accounting and Reporting
12. DID - Fixed Assets (inventories)
13. DIE - Audits
14. DIH - Fraud Prevention and Fiscal Management
15. DJ - Purchasing
16. DJC - Petty Cash
17. DJD - Cooperative Purchasing
18. DJF - Local Purchasing
19. DJG - Vendor Relations
20. DKA - Payroll Procedures
21. DKC - Expense Reimbursement
22. DM - Cash in Schools
23. DN - Equipment and Supplies Sales

B. Second Reading (new)

1. BEDG - Meeting Minutes

C. First Reading (revision)

1. DAF - Administration of Federal Grand Funds

2. DFA - Investment
3. DGA - Authorized Signatures
4. DIA - Fund Balances
5. DJDA - Health Insurance Cost Sharing
6. DJE - Bidding Requirements
7. DK - Payments, Checks & Manifests

D. Revision

IX. School Staffing Notifications & Approvals

X. Non Public Session RSA 91-A:3,II -

James Noyes made a motion to go into non-public session at 6:52pm, with Margaret Hocking seconding; the motion passed unanimously.

Reasons for entering non-public sessions were 91-A:3, II (a) and 91-A:3, II (k).

James Noyes made a motion to leave non-public session at 7:24pm, with Margaret Hocking seconding; the motion passed unanimously.

Margaret Hocking made a motion to accept Michael Miller for the custodial position; Erin Campbell seconded. The motion passed unanimously.

XI. Adjournment - James Noyes made a motion to adjourn the meeting at 7:25pm, with Erin Campbell seconding. The motion passed unanimously.

Next meeting: November 11th, 2025