



NOTICE OF BETHLEHEM SCHOOL BOARD MEETING

Agenda

November 11, 2025 @ 5:30pm

Location: Bethlehem Elementary School

2297 Main Street, Bethlehem, NH

I. Call to Order - 5:34pm

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

II. Approval of Minutes - James Noyes made a motion to accept both public and non-public meeting minutes from October 14th, 2025; Margaret Hocking seconded the motion. The motion passed unanimously.

A. Public board meeting minutes- [October 14, 2025](#)

B. Non Public board meeting minutes - [October 14, 2025](#)

III. Public Input

Any Citizen wishing to speak will identify themselves with their name and address. See Board policy BEDH.

IV. New Business

A. EMC Report - Adam Hodgkins and Thomas Seekins (from Energy Management Consultants, Inc. in Portland, Maine) presented their report to the Board. Their report was a runthrough of lifestyle costs of possible energy efficient changes to the Bethlehem Elementary School building. More discussion will be needed before any decisions are made.

B. Board Member Seats Board Report - Sarah Storella & Erin Campbell have terms expiring this year.

C. Annual Meeting Moderator - The board will explore potential community members to ask to fill this role.

D. Principal Contracted Days - Discussion was had regarding Superintendent Watson's idea to bring the number of principal contracted vacation days to 30

total. No decisions were made or votes held, but will be discussed further at a later time.

- E. Office Staff Job Description - Margaret Hocking made a motion to accept the adjusted job descriptions of Office Manager and Administrative Assistant as written. Sarah Storella seconded the motion; the motion passed unanimously.

V. Standing Reports

A. Principal

- 1. [Report](#) - BES Principal Bryan Smith presented his monthly report. The previously available paraprofessional role will not be filled; needs have changed. The new custodian has started and changes in the building has already become evident. ELA enrichment has begun. Friday programming has been going strong. Data on social-emotional learning is being gathered.
- 2. Grants

B. Superintendent

- 1. [Report](#) - Superintendent CJ Watson presented his monthly report.

C. Business Manager

- 1. Year to Date Finance Report

VI. Committee Reports

- A. Executive Board (BW & JN) - James Noyes summarized the previous meeting, where Littleton's Board chair attended. They asked to explore the idea of shared superintendent services. This would not include merging SAUs. James Noyes was of the opinion that it was an important idea to explore, but that SAU 35 was not ready for this yet. Firstly, because the new superintendent is in their first year of the role, and it felt to be too quick. Secondly, because SAU 35 is gaining momentum right now and we don't want that to be deterred.
- B. Negotiations for Professional Staff (JN & BW)
- C. Facilities (BW)
- D. Finance (JN)
- E. Hiring (SS)

VII. Policy Handbook (MH & EC)

A. First Reading (new) - A motion was made by James Noyes to accept the first reading of policies ACA-JFAC, with Margaret Hocking seconding; the motion passed.

1. [ACA - Discrimination and Harassment Grievance Procedure](#)
2. [ACF - Food and Nutrition Services Anti-Discrimination and Civil Rights Complaints](#)
3. [ACN - Accommodation of Nursing Mothers](#)
4. [DFGA - Crowdfunding](#)
5. [JFAC: Non-Resident Enrollment for Children of Staff Members](#)

B. Second Reading (new) - Erin Campbell made a motion to accept the second reading of policies DA-DN, with Sarah Storella seconding; the motion passed.

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](#)

C. First Reading (revision) - Margaret Hocking made a motion to accept the first readings (revision) of policies AB-JICG, with Erin Campbell seconding; the motion passed.

1. [AB - New Hampshire Parental Bill of Rights](#)
1. [ABA - Volunteer Involvement](#)
2. [AC - Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)

3. [ACAC - Title IX Sexual Harassment Policy and Grievance Process](#)
4. [ACE - Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability](#)
5. [AD- Philosophy of the School District](#)
6. [ADB/GBEC - Drug-Free Workplace & Drug-Free Schools](#)
7. [ADC/GBED/JICG - Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds](#)

D. Revision - James Noyes made a motion to accept the revision of policies DAF-DK, with Erin Campbell seconding; the motion passed.

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](#)

E. Withdrawal - Erin Campbell made a motion to accept the withdrawal of policies AA-AE, with Margaret Hocking seconding; the motion passed.

1. [AA - School District Legal Status](#)
2. [ACD - Commitment to Religious Neutrality](#)
3. [AE - Accountability](#)

VIII. School Staffing Notifications & Approvals

IX. Non Public Session RSA 91-A:3,II(m) - James Noyes made a motion to enter non-public session at 7:44pm, with Margaret Hocking seconding. The motion passed.

A motion was made by Margaret Hocking to leave non-public session at 8:11pm, with Erin Campbell seconding. The motion passed.

James Noyes made a motion to seal a set of minutes from 2004 for another ten years. The motion was seconded by Margaret Hocking, and passed unanimously.

X. Adjournment - Margaret Hocking made a motion to adjourn the meeting at 8:19pm, with Sarah Storella seconding. The motion passed.

Next meeting: December 9th, 2025

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 of matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.