



# BETHLEHEM ELEMENTARY SCHOOL

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Sue Greenlaw, Principal

Bethlehem School Board  
Bethlehem Elementary School

August 29, 2023  
Board Meeting at 5:30 P.M.

## **PUBLIC BOARD MEETING MINUTES - Draft**

**PRESENT:** Principal Sue Greenlaw, Superintendent Kate Segal,  
Business Manager Toni Butterfield, Board Members: Bob Weir, Jennifer Lucas, James Noyes, Margaret Hocking,  
Sarah Storella

### **I. Call to Order**

**CHAIRMAN BOB WEIR CALLED THE MEETING TO ORDER AT 5:33 P.M.**

### **II. Approval of the Minutes**

- 2023, June 13th - BES Board Public Meeting Minutes - Draft.pdf
- 2023, June 13th, BES Board Non Public Meeting Minutes Draft.pdf

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF JUNE 13TH, 2023, PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.**

**MOTION MADE BY JAMES NOYES SECONDED BY MARGARET HOCKING FOR THE APPROVAL OF JUNE 13TH, 2023 NONPUBLIC SESSION MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.**

### **III. Public Input -None**

### **IV. New Business**

Principal Sue Greenlaw received two bids for the scraping and painting of the windows for the summer of next year. The proposals are from Fall Line Painting and Tuite Painting Company. The Board reviewed the proposals and questioned if this project could be added to a grant and if the proposal had to be accepted within a certain amount of time and needed a deposit. The Building Maintenance Manager will check to see if those questions can be answered. The topic is tabled.

### **V. Continuing Business**

#### **1. Review of Esser Grants Funds**

Principal Greenlaw showed the Board how the ESSER grant funds have been spent and what is left to be encumbered. These grants have supported the After School Enrichment, staff salaries, curriculum materials, and needed upgrades to the building. The grant will end in 2024.

## VI. Standing Reports

### A. Principal

#### 1. Principal's Report

##### ■ Principal's Report.pdf

The faculty organized a lip dub to welcome students back and also created a warm reception for returning students, with most of the staff waving and playing music while the students were arriving at school on their first day back.

Principal Greenlaw received a Notice of Probligation, an emergency operation plan is required, and signatures from the Board Chair and Vice Chair, this will be presented at the next Board meeting.

Dr. Peter Langdon presented on the psychology of school shooters during Staff Professional Development, there will be an Alice training at the next Professional Development.

Two new paraprofessionals were hired, Tandy Girourd and Carolyn Berlack.

The white fence has been relocated to the top of the hill near the parking lot, and there is a consideration for constructing stairs to improve access to the community garden and library, Principal Greenlaw will look into this and see if it could be grant-funded. James Noyes suggested the installation of gates at two openings in the fence to prevent access to the soccer field during school hours, though challenges related to gate direction and slope were noted.

#### 2. Faculty Handbook

##### ■ Faculty Handbook 2023-2024.docx.pdf

The Board will review the Faculty Handbook and will discuss it further at the next meeting.

The Board discussed the upcoming principal search and decided to establish a search committee. The hiring committee will assemble a group of stakeholders for the search committee, with Chairman Weir providing a framework. The principal search is deemed a high priority, and Superintendent Segal shared insights from Lafayette's process and offered potential applicants. Details such as the timeline and outline of the framework will be addressed at the next meeting. Principal Greenlaw is encouraged to participate. The goal is to have a decision by late winter or early spring. Principal Sue Greenlaw was acknowledged for her dedication.

### B. Superintendent

#### 1. Discussion – Pledge of Allegiance

Superintendent Segal inquired about including the Pledge of Allegiance before the Board Meeting, but the Board opted to maintain the current meeting format.

#### 2. Welcome Back Letter

##### ■ 23 24 Welcome Back Letter.pdf

Superintendent Segal presented to the Board a Welcome Back letter.

#### 3. UNH Leadership Certificate

##### ■ UNH Leadership Certificate.pdf

Superintendent Segal presented to the Board her UNH Leadership certificate; she has completed the program and will be using some of the tools at administrator's meetings and within the SAU 35.

#### 4. NHBBA Board Roles and Responsibilities

##### ■ Roles-Responsibilities for New Hampshire School Boards.pdf

Superintendent Segal discussed the NH School Board Roles and Responsibilities document, emphasizing

the introduction's significance. James Noyes, an NH School Board member, emphasized how it establishes boundaries and protects board members. The Board is advised to review this document.

### **C. Business Manager**

#### **1. Adequacy Update**

Business Manager Butterfield gave an adequacy update: there was a change in the legislature, and because of this, BES will be receiving \$45,466.00. Business Manager Butterfield points out that this is calculated by enrollments and other specific criteria. Discussion ensued.

**MOTION MADE BY JENNIFER LUCAS SECONDED BY JAMES NOYES TO HOLD A SPECIAL MEETING TO ACCEPT THE INCREASED ADEQUACY ON SEPTEMBER 26TH. ALL IN FAVOR. MOTION CARRIED.**

#### **2. Fuel Bids**

Business Manager Butterfield reported that Irvings did not submit a bid, while Dead River Company offered a bid at \$3.46 per gallon for heating oil. Butterfield will contact Irvings to investigate if this was an oversight, as other district schools received bids from both companies. There will be an update in September. Currently, no pellet bids are available, Styles Fuel may be a potential option if they provide delivery. The pellet hopper has been experiencing issues, as well as other mechanisms on the pellet furnace. Principal Greenlaw suggested considering an energy audit, since it has been a while. The Business Manager recommended using BNE or EMC, as they have been used by other district schools and have been helpful in securing funding and contractors for work that needs to be completed.

**MOTION MADE BY JAMES NOYES SECONDED BY JENNIFER LUCAS FOR CHAIRMAN WEIR TO NEGOTIATE AND APPROVE A BID ON BEHALF OF THE BES BOARD FOR HEATING. ALL IN FAVOR, MOTION CARRIED.**

#### **3. FYE 6/30/23 Estimate**

There was a revenue shortfall, Business Manager Butterfield is working with the auditors to confirm. The auditors will be available at the September 12th meeting to answer questions regarding the audit.

### **VII. Committee Reports**

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

The SAU 35 will be moving to Franconia in the River Bend Offices. There will be a five-year lease, and the move will take place in October.

#### **B. Negotiations for Professional Staff (JN & BW) - None**

#### **C. Facilities (BW) - None**

#### **D. Finance Committee (JN)**

The Finance Committee will be meeting again soon, Principal Greenlaw will see if the staff is interested and present the members at the September 12th meeting.

#### **E. Hiring Committee (SS)**

**MOTION FOR HIRING NEW STAFF NOMINATIONS, TANDY GIROUARD & CAROLYN BERLACK MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS. ALL IN FAVOR, MOTION CARRIES.**

### **VIII. Policy Handbook (MH & JL)**

**Discussion on Policies – BA – School Board Self-Evaluation and Goal Setting, EH Public Access to School District Records, and EH-R**

The policy committee will meet and discuss the handbook and other policies and will report back.

**IX. School Staffing Notifications & Approvals - None**

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

**MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES, SECONDED MARGARET HOCKING. ALL IN FAVOR. MOTIONED CARRIED, TO ENTER NON-PUBLIC AT 7:10 PM.**

[W 2023, August 29th, BES Board Non Public Meeting Minutes .docx](#)

**MOTION TO LEAVE NON-PUBLIC MADE BY MARGARET HOCKING, SECONDED JENNIFER LUCAS. ALL IN FAVOR. MOTIONED CARRIED, TO RETURN TO PUBLIC SESSION AT 7:30 PM.**

**XI. Adjournment**

**MOTION MADE BY JENNIFER LUCAS, SECONDED BY MARGARET HOCKING, TO ADJOURN THE MEETING AT 7:57 PM. ALL IN FAVOR, THE MOTION CARRIED.**

Next Board meeting: September 12, 2023

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.