

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

DATE: AUGUST 31, 2014  
TIME: 5:30 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.

The meeting was called to order at 5:35 PM by Chairman Kerivan.

PUBLIC INPUT – None

MOTION BY ROBERT WETR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE MINUTES OF THE JUNE 3, 2015 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 Financial Reports for Board information and review noting that the final yearend balance for the 2014-2015 school year is \$128,165.00. This figure includes the transfer of \$7,760.00 from the general fund to cover the food service program deficit.

Business Administrator Tina Peabody distributed the final School Lunch Report for the 2014-2015 school year noting that the district finished within the parameters designated for this purpose. Ms. Peabody further noted that there was a difference in payments made and actual expenses in the food service program and Café Services has issued the district a refund in the amount of \$14,000.00. A brief discussion ensued.

Business Administrator Tina Peabody advised the Board that she is seeking their guidance as to the percentage increase for non-contractual staff they would like her to use as a place holder during the upcoming budget development. Following a brief discussion, it was the consensus of the Board to use 3% for this purpose.

Business Administrator Tina Peabody advised the Board that a donation in the amount of \$4,999.99 has been received from the Raicle Family Trust. Ms. Peabody read the letter that accompanied this check thanking BES for their exemplary education pursuits. Ms. Peabody has deposited this in a separate account to be utilized as the Board and principal see fit. Principal Roberts indicated that she is considering suggesting that this be utilized to replace the big playground piece and will be seeking additional funds from grants and donations. Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO ACCEPT THE DONATION FROM THE RAICLE FAMILY TRUST AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

### PRINCIPAL'S REPORT

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

Principal Roberts distributed printed copies of the Parent/Student Handbook for Board information and review.

Principal Roberts advised the Board that currently the school lunch program has a credit limit of \$20.00 for a families combined student lunch accounts. Parents are notified when they near or reach this deficit. At no time is a student refused lunch. Principal Roberts further advised the Board that due to new guidelines, a policy on this will be developed in the near future. SAU 35 will contact the NHSBA to see if there is any sample policy available.

Principal Roberts advised the Board that there is a new cafeteria manager provided by Café Services for this school year. A brief discussion ensued.

Principal Roberts advised the Board that she has received one quote for the replacement of one of the front doors which is currently being held closed by a chain and a padlock. The quote is from Top Notch Glass in the amount of \$7,000.00. She is seeking a quote from an additional vendor prior to making a decision. Chairman Kerivan asked if it would be possible to replace the padlock with a slide bolt which could be opened quickly in the event of an emergency. A brief discussion ensued.

Principal Roberts advised the Board that the total enrollment today, opening day of the 2015-2016 school year, is 168 students. Included in this count are 9 preschoolers. It was noted that this is an increase over last year's opening day count by approximately 9 students over and above the preschool count. A brief discussion ensued.

Principal Roberts advised that she there are approximately four hours of wiring work left on the wood pellet project along with the commissioning phase. How the ash is disposed of was briefly discussed.

Principal Roberts advised the Board that the storm damage as a result of the lightning strike during the summer is approximately \$20,000.00. Principal Roberts briefed the Board on the various systems damaged during this storm. A brief discussion ensued.

The Board returned to the conversation pertaining to the chaining and padlocking of the front door and safety concerns resulting from this. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO AUTHORIZE PRINCIPAL ROBERTS TO MOVE FORWARD WITH THE DOOR REPLACEMENT PROJECT. ALL IN FAVOR, MOTION CARRIED.

#### SUPERINTENDENT'S REPORT

Superintendent Couture recommended the acceptance of the resignations of paraprofessionals Michael Anderson and Meryl Haff from their current positions effective immediately. MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO ACCPET THE RESIGNATIONS OF MICHAEL ANDERSON AND MERYL HAFF AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of the following for the 2015-2016 school year: Cathleen Roan, Lynne Glass, and Kristin Foss as paraprofessionals; John Travers as part time custodian. MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE APPOINTMENT OF PARAPROFESSIONALS CATHLEEN ROAD, LYNNE GLASS, KRISTIN FOSS AND JOHN TRAVERS AS PART TIME CUSTODIAN AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that the Administrative Retreat held on August 11<sup>th</sup> was very successful. The Administrative Team developed the goals for the 2015-2016 school year which will be presented to the Executive Board tomorrow evening for their approval and then will be brought to the

individual Boards at their September meetings. A major initiative included in these goals will be the implantation of Next Gen Science. The SAU is fortunate to have Profile staff member Kerry Sheehan to offer her insight into this program. Ms. Sheehan serves on the State Science Counsel. A brief discussion ensued.

Superintendent Couture recommended that the Board consider a ladder cover for the silo to keep kiddos from attempting to climb this. He also suggested that they consider adding a gauge to let the custodial staff know the pellet level and when to order. Both of these items have been added to the Lafayette Wood Pellet project. A brief discussion ensued.

Superintendent Couture advised that all principals will be developing individual building goals to be worked on by their staff during the current school year.

Superintendent Couture advised the Board that during the removal of the oil tank it was noted that the soil has been contaminated by the prior oil tank which was removed in 1988. Bethlehem Fire Chief Jack Anderson was on hand throughout the entire process as was an environmental specialist testing the soil. The contaminated soil was removed by Presby Construction and will be disposed of in Loudon, NH. The Board requested that Superintendent Couture send a letter of thanks to Chief Anderson. A brief discussion ensued.

Superintendent Couture advised the Board that instead of a full SAU wide Opening Day for Staff presentation this year he went directly to the schools and provided individual presentations to each group. Thus far he has received very positive feedback from staff at all levels.

Superintendent Couture advised the Board that he attended a Safety Workshop this summer which he found to be extremely fascinating.

## BOARD REPORTS

### POLICIES

Amy Lane-Tuohy presented the following policy for First Reading:

GBEA            Staff Ethics

Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY STEVE GORMAN TO APPROVE THE AFOREMENTIONED POLICY FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Amy Lane-Tuohy presented the following policies for Second Reading and Approval briefing the Board on changes since the first reading.

GBA            Equal Opportunity Employment  
GBEBD        Employee Use of Social Networking Websites  
JICK           Pupil Safety & Violence Prevention (Bullying)

Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO ACCEPT THE AFOREMENTIONED POLICIES FOR SECOND READING AND APPROVAL. ALL IN FAVOR, MOTION CARRIED.

## NEGOTIATIONS – PROFESSIONAL & SUPPORT STAFF

Negotiations will begin for the BESP Contract in the fall. Carol Kerivan and Steve Gorman will be the Board representatives for this purpose. It was noted that Jay Tolman, Uniserv Director for NEA has retired.

MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR, TO ENTER INTO NON-PUBLIC SESSION AT 6:25 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER PEABODY, PRINCIPAL ROBERTS. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO RETURN TO PUBLIC SESSION AT 6:40 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY AMY LANE-TUOHY, SECONDED BY REOBERT WEIR TO ACCEPT THE RESIGNATION OF STEPHANIE PITRE EFFECTIVE SEPTEMBER 11, 2015 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

It was noted that long time Custodian Ernest Ferland had turned his keys into Stephanie Pitre, Head Custodian, on Thursday, August 27, 2015 advising that “he quits”. No resignation letter has been received and formal notice was given.

MOTION BY STEVE GORMAN, SECONDED BY ROBERT WEIR TO AUTHORIZE PRINCIPAL ROBERTS TO HIRE TWO FULL TIME CUSTODIANS. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO ADJOURN AT 6:42 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown  
Board Clerk