

## BOARD MEETING MINUTES

**PRESENT REMOTELY:** *Given the circumstances related to the Covid-19 school closure, the board meeting is being held through Zoom and considered an emergency meeting.* The document, "A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency" is attached to the end of these minutes.

Board Members Robert Weir, Timothy Fleury, James Noyes, Becky Beno, Jennifer Lucas, Superintendent Pierre Couture, Business Manager Kristin Franklin, Principal Sue Greenlaw

**CALL TO ORDER:** Bob Weir called the emergency meeting to order at 5:31 PM.

**PUBLIC INPUT:** Chris McGrath – waiting to hear about summer rec program – would like school to consider opening for the summer rec program, there will be lots of precautions, good benefit for the tax payers, kids miss their friends. Principal Sue Greenlaw – asked Tim to speak to the program. Tim – need to balance needs and safety, need to look to see if it will work, look at facility, how to keep sanitized, protocol for screening kids and staff, where in the school can or can't go, 8 students to 2 counselors, no inter-mingling, kids have their own supplies and no sharing, cloth face coverings, waiting to hear from Concord, all rec departments are keeping in touch with each other. Chris McGrath – appreciate the input, thank you! Superintendent Couture – how many students in summer rec? Tim – about 22, some drop-ins, need to talk about residents only – could be mandate from Concord, he would limit to 16 kids for a total of 2 groups. Essential workers only. Superintendent Couture – would not need too much space. Tim – gym, bathrooms, outdoor spaces, no field trips so would be at the school Thursdays and Fridays. Principal Greenlaw – people have the choice to attend, more flexibility. Bob – when would it start? Tim – end of June 2020. Will run 8-weeks. End 2-weeks before school begins in August. This can all be adjusted. Hours may change due to staffing – 9 am to 4 pm?

- I. APPROVAL OF MINUTES OF THE MARCH 17, 2020 BOARD MEETING  
Discussion: None

**MOTION BY BECKY BENO, SECONDED BY TIMOTHY FLEURY, TO APPROVE MEETING MINUTES FROM MARCH 17, 2020.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

- II. FINANCIAL  
Business Manager Franklin reviewed the financials and related data. Discussion ensued.

Distributed projection for end of year. CARES ACT money – not sure how will be allocated. Admin Team discussed best way to use the money. Draft document – Bethlehem \$47,000.00. Use this fiscal or reserve for next fiscal year. Out-of-district placement budgeted but was not used. Superintendent Couture – money can be used for cleaning, remote learning, Admin discussion today about healthy budget but a big unknown for next year so may need to wait until next year, may need to have additional bus runs. Most likely will need it more next fiscal year than this fiscal year. Runs to 2021 so in good shape. Business Manager Franklin - More leniency than usual with this grant. Principal Greenlaw – Paul Williams advised related to money. Business Manager Franklin – explained what happens if have to spend more than in the budget and related information.

- a. Electricity RFP – All five districts have contracts that run out in September. Electricity consultant managed this in the past. Looked into this. One gave a rate and the other did not. Rate per kilowatt hour so we don't know how much we pay them exactly. A consultant will help as Business Manager Franklin does not have the experience to follow the discussions. Thought there would be a cost to share across districts but this is not the case. Go with the company that works with 18 SAU's and numerous towns: Standard Power has the most experience. Would like to bring to the E-board vs each board separately. Discussion ensued.
- b. Meal Prices for FY2021 – At the SAU-wide level, must do a price equity assessment. Compare to what is reimbursed for free and reduced lunch. Required to raise price of lunch 10 cents until hit reimbursement rate for free lunch or district pays the difference. BES \$2.50 lunch \$1.70 breakfast. 210 Adult 360. Raise 5 cents breakfast and 10 cents for lunch.

**MOTION BY JAMES NOYES, SECONDED BY JENNIFER LUCAS, TO RAISE BREAKFAST AND LUNCH PRICES BY 5 AND 10 CENTS RESPECTIVELY, FOR STUDENT AND ADULT MEALS. FOR FY2021.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

- c. Oil/Kerosene Bids for 20-21 School Year – Recommend staying with Irving at \$1.49075/gallon for 1900 gallons. If we go over 1900 gallons, we pay cost plus 40 cents. Wood pellets: recommend staying with Maine Energy for \$235 per ton.

**MOTION BY JAMES NOYES, SECONDED BY TIMOTHY FLEURY, TO ACCEPT THE OIL/KEROSENE BID FROM IRVING OIL FOR \$1.49075 FOR THE 20-21 SCHOOLYEAR AND AUTHORIZE BOB TO SIGN.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

**MOTION BY BECKY BENO, SECONDED BY JAMES NOYES, TO ACCEPT THE WOOD PELLET BID FROM MAINE ENERGY FOR \$235/TON FOR THE 20-21 SCHOOLYEAR AND AUTHORIZE BOB TO SIGN.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

### III. PRINCIPAL'S REPORT

Principal Greenlaw reviewed Principal's Report and related data. Discussion ensued.

- a. Principal's Written Report: Large plastic gate by preschool is not going to work. Chain link will work better because so wide. Will get prices for next meeting. The money came from Homeland Security so need to make sure it is approved. Discussion ensued. Mike Charron will be resigning. He will be moving to head custodian at Profile School. Will have a proposal for next month for using Trahan Cleaning Services and Steve Hoyt. Need to remove Tina Lister from Activities account and Petty Cash account, as she is retiring. Need to add Nicole Kersetter to those accounts as she will be taking her position.
- b. Sent proposal for a new position: Behavior interventionist/Special educator/ Science Curriculum Coordinator. Would like to move Brian Smith to this position as he has all the credentials. Would

need a third-grade teacher. Discussed moving funds so this position will not add to the budget. This would provide better support to students. Students have greater needs, which are not being fully met. Bob – understand shift in money and savings, do you foresee this position continuing? Principal Greenlaw – yes, would like to keep and is very necessary. We have a guidance counselor who teachers, I have spent 30% of time on behavior challenges. I do not have the training that is required. Tim – he is a great fourth grade teacher. Sue – he came up with the plan. Will allow us to tap into Brian’s strengths. Can move Brook Campbell back to fourth grade. Becky – are we sure we will get the grant? Sue – yes, consistency from year to year. Business Manager Franklin – can’t use grant money to supplant but to supplement so yes you can fund Brian’s position. Discussion ensued. IDEA funds must be used towards the new position. Bob – will we discuss this in June Annual Meeting? Business Manager Franklin – no. Becky – do you expect pushback from the community? Principal Greenlaw – no pushback unless it cost taxpayers money. A job description was sent to the board by Principal Greenlaw. Did need to purchase new iPads. Would like to sell old iPads to parents for \$25. Business Manager Franklin - Were any purchased with federal funds? Principal Greenlaw – they are so old, I do not know. Discussion ensued.

**MOTION BY TIMOTHY FLEURY, SECONDED BY BECKY BENO, TO ACCEPT THE POSITION OF EMOTIONAL AND BEHAVIORAL SUPPORT/SPECIAL EDUCATOR/SCIENCE CURRICULUM COORDINATOR FOR THE 2020-2021 SCHOOL YEAR.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

**MOTION BY JENNIFER LUCAS, SECONDED BY BECKY BENO, TO AGREE TO ALLOW PRINCIPAL SUE GREENLAW TO SELL OLD IPADS TO PARENTS FOR \$25.00.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

**MOTION BY JAMES NOYES, SECONDED BY TIMOTHY FLEURY, TO REMOVE TINA LISTER’S NAME FROM THE ACTIVITIES AND PETTY CASH ACCOUNT AND ADD NICOLE KERSETTER’S NAME TO THE ACTIVITIES AND PETTY CASH ACCOUNTS.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

c. General Information: none

IV. SUPERINTENDENT’S REPORT

Superintendent Couture reviewed the following and related data.

a. NCES Membership: \$1450 for renewal

**MOTION BY JAMES NOYES, SECONDED BY TIMOTHY FLEURY, TO APPROVE THE RENEWAL OF THE NCES MEMBERSHIP FOR \$1450.00 FOR THE 2020-2021 SCHOOL YEAR.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

- b. D.O.E. Over expenditure Application Approval: Annual meeting will be held at Profile School but we need a secondary plan. If we can't hold the meeting in June and had to have it in the summer (new fiscal year), the executive order will allow the budget to be spent at the current budget amount. We would have to apply for that ability. Hope to have the meeting on June 9<sup>th</sup>. Can the board authorize us to apply? The board must approve.

**MOTION BY BECKY BENO, SECONDED BY JENNIFER LUCAS FOR PIERRE AND KRISTIN TO APPLY FOR THE D.O.E. OVER EXPENDITURE APPLICATION FOR OVER THE SUMMER.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

- c. Support Staff Appointments for 2020-2021 School Year

**MOTION BY JAMES NOYES, SECONDED BY BECKY BENO, TO ACCEPT THE BETHLEHEM SUPPORT STAFF NOMINATIONS FOR THE 2020-2021 SCHOOL YEAR.**

**ROLL CALL VOTE ENSUED: BENO - YEA, FLEURY - YEA, LUCAS -YEA, NOYES -YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

- d. Resignation: Tina Lister

**MOTION BY BECKY BENO, SECONDED BY JENNIFER LUCAS, TO ACCEPT THE RESIGNATION OF TINA LISTER, WITH REGRET.**

**ROLL CALL VOTE ENSUED: BENO – YEA WITH REGRET, FLEURY – YEA WITH REGRET, LUCAS -YEA WITH REGRET, NOYES -YEA WITH REGRET, WEIR -YEA WITH REGRET. ALL IN FAVOR, MOTION CARRIES**

- e. General Assurance Form for Federal Programs: 22-page document, in order to spend the grant money - we must follow those laws. We need in the minutes that this was discussed at this meeting.
- f. General Information: We are discussing what the beginning of the school year will look like in August. Possibly have students staggered every other day. The economy and education go together so if parents return to work, there will be no one available to help and watch the students. Trying to plan, evaluate remote learning from parent perspective, good possibility we could be remote in August.

V. BOARD OF EDUCATION REPORTS

- a. Bob - Pierre has taken a position in the Newfound School District. The E-Board will be meeting soon and has already received applications for interim superintendent.

VI. POLICY COMMITTEE

- a. None

VII. NON-PUBLIC SESSIONS AS PER RSA 91A:3 I, II (if needed)

VIII. OTHER BUSINESS

- a. Bob – having the expertise of Kristin and Pierre would be great at the Annual Meeting on June 9th.
- b. James - Is there anything we need to do with the Teacher’s Contract since the meeting is postponed? Superintendent Couture – the governor said we don’t have to riff anyone, just move forward.
- c. Becky – what happened if people came and voted down things we spoke of? Superintendent Couture – then it gets voted down. Principal Greenlaw - it reverts back to the existing contract if the base budget passes.
- d. Principal Greenlaw - Surplus – Deficit statement: can be discussed at the Annual Meeting. Business Manager Franklin – yes. Discussion ensued
- e. Questions about wearing masks and gloves at the Annual Meeting. Yes, we are getting protective coverings and if stay 6-feet apart, do not need them. Jack Anderson said if we need masks, he could put in an order. It would be helpful to have them on hand. Please ask him.

IX. ADJOURNMENT

**MOTION BY TIMOTHY FLEURY, SECONDED BY BECKY BENO, TO ADJOURN THE MEETING AT 7:02 PM.**

**ROLL CALL VOTE ENSUED: BENO – YEA, FLEURY – YEA, LUCAS - YEA, NOYES - YEA, WEIR -YEA. ALL IN FAVOR, MOTION CARRIES**

**The next Board Meeting will be held at Profile School on June 9 at 5:00 pm, before the Annual Meeting at 7:00 pm.**

Respectfully submitted,

Michele Giarrocco  
Board Clerk

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Bethlehem School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. 1

All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: Join Zoom Meeting

<https://us04web.zoom.us/j/73491892934?pwd=eFNrR3B2c0tRKzJSU3dSSUdtRWo0QT09>

Meeting ID: 734 9189 2934      Password: 0adrhA

- b) Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the \_\_\_\_\_ at: \_\_\_\_\_.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please email Sue Greenlaw [sgreenlaw@bethlehem.k12.nh.us](mailto:sgreenlaw@bethlehem.k12.nh.us)
- d) Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

1 Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.