

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

DATE: MAY 16, 2016
TIME: 5:35 PM

BOARD MEETING MINUTES

PRESENT: Board Chairman Carol Kerivan; Board Members Steve Gorman, Robert Weir, Amy Lane-Tuohy; 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 STEVE GORMAN, SECONDED BY ROBERT WEIR TO APPROVE THE MINUTES OF THE APRIL 15, 2016 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 current projected yearend balance in \$186,957.00. This amount includes monies set aside for substitutes and the \$50,000.00 for warrant articles from surplus. Ms. Peabody briefed the Board on the changes since the prior reporting period fielding questions as necessary.

Business Manager Tina Peabody distributed the results of the Fuel Oil and Pellet bids for Board information and review. There were three participants in the bid for fuel oil. Irving Oil and Dead River were disallowed as they were only good until specific times on the date of the bid closing. The third bidder was Stiles Fuel at a cost of \$1.59 for prepaid; \$1.69 for fixes and \$.14 over rack. Ms. Peabody is recommending awarding to Stiles at a prepaid cost of \$1.59/gallon and requesting Board approval for her to sign the contract. MOTION BY ROBERT WEIR, SECONDED BY STEVE GORHAM TO AWARD THE FUEL OIL BID FOR THE 2016-2017 SCHOOL YEAR TO STILES FUEL AT A COST OF \$1.59/GALLON AND TO AUTHORIZE BUSINESS MANAGER PEABODY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

There were four participants in the Wood Pellet bid although the current supplier, Maine Energy, did not make the bid deadline. The others were Sandri Energy at \$297.65/ton, Lyme Green Heat at \$237.00/ton and VT Renewable Energy at \$264. 00/ton. Ms. Peabody is recommending awarding to Lyme Green Energy at a cost of \$237.00/ton and requesting Board authorization for her to sign the contract. Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY STEVE GORMAN TO AWARD THE WOOD PELLET BID FOR THE 2016-2017 SCHOOL YEAR TO LYME GREEN HEAT AT A COST OF \$237.00/TON AND TO AUTHORIZE BUSINESS MANAGER PEABODY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody distributed School Lunch Reports for Board information and review noting that the program continues to run smoothly and is on track to finish the year within the budgeted amount

Business Manager Peabody distributed information on the Café Services Food Service Agreement for the 2016-2017 school year noting that the net cost for the District will be \$6,355.00 which is in line with the budgeted amount for this purpose. Ms. Peabody is seeking approval of the contract and authorization for Superintendent Couture to sign the contract. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE CAFÉ SERVICES CONTRACT FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED AND TO AUTHORIZE SUPERINTENDENT COUTURE TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody advised the Board that a new contract has been entered into with Time Warner Cable which will increase the band width. BES stands to save \$950.00 annually.

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 advised the Board that fourteen students have been registered for Kindergarten. They appear to be a strong academic group. It is anticipated that this enrollment figure may increase by opening day. There will be twenty-one first grade students and twenty-two second grade students. Principal Roberts would like the primary grades structure for the 2016-2017 school year to be:

- Kindergarten
- Grade One
- Grade One/Two
- Grade Two

In view of this BES will be hiring a teacher to replace a retiring staff member which is included in the budget. A brief discussion ensued.

Principal Roberts advised that the timer has been installed for the hot water system.

Principal Roberts advised that the surveyor had been on property during the past week to survey for the proposed parking lot.

Principal Roberts advised that sixth grade Graduation will be held on June 14, 2016 at 6:00 PM. She requested a count of Board members who are planning to attend.

Principal Roberts requested to change the June Board meeting date currently scheduled for Monday, June 20, 2016 to Monday, June 13, 2016 at 5:30 PM. The Board was in agreement with this change.

Principal Roberts advised the Board that the projected enrollment for the other grades for the 2016-2017 school year are:

Grade Three	26 students	2 classes
Grade Four	16 student	1 class
Grade Five	31 students	2 classes
Grade Six	32 students	2 classes

Principal Roberts advised the Board that the preliminary results from the SBAC testing program are looking good thus far.

SUPERINTENDENT'S REPORT

Superintendent Couture recommended the appointment of the Support Staff for the 2016-2017 school year (copy attached). Following a brief discussion, MOTION BY STEVE GORMAN, SECONDED BY AMY LANE-TUOHY TO APPROVE THE APPOINTMENT OF THE SUPPORT STAFF FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the following appointment/nominations for the 2016 summer programs:

Title I Summer School	Annalisa Blake – Teacher Christine Young-Rineer – Teacher
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Special Education Summer School	Allison Culver – Teacher Steve Hoyt – Para educator Cathy Roan – Para educator
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Following a brief discussion, MOTION BY ROBERT WEIR, SECONDED BY AMY LANE-TUOHY TO APPROVE THE SUMMER PROGRAM NOMINATIONS/APPOINTMENTS AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of Kevin Regley to the position of part time tutor for a grade six student, three hours daily. Following a brief discussion, MOTION BY AMY LANE-TUOHY, SECONDED BY ROBERT WEIR TO APPROVE THE APPOINTMENT OF KEVIN REGLEY TO THE POSITION OF PART TIME TUTOR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture briefed the Board on the recently held Full Board meeting. SAU Staff were nominated/appointed for the 2016-2017 school year; the proposed inclusion of an additional health insurance offering was discussed; and, Superintendent Couture presented his update on the Administrative Goals for the current year.

Superintendent Couture referred to the proposed additional health plan. A presentation has been arranged by Gabrielle Granger-Clark, Human Resource Representative, on May 25, 2016 at Profile School at 3:30 PM to acquaint all interested employees with this plan. Superintendent Couture further advised that the current split for insurance is 80%/20% and he is seeking Board input into how they wish the split to be for the new offering. It was the consensus of the Board to keep the split at 80%/20% for additional plan as well. A brief discussion ensued.

Superintendent Couture advised the Board that there will be a Drug Trends Prevention program on Tuesday, May 17, 2016 at 5:30 PM at Profile School. This is an excellent presentation and is suitable for students as well.

BOARD REPORTS EXECUTIVE BOARD

This was covered under Superintendent Couture's update of the Full Board meeting.

PARKING LOT DISCUSSION

Carol Kerivan requested additional information concerning the possible purchasing of the Lahout property for this purpose. Superintendent Couture advised that legal counsel felt that a portion of the

funds appropriated for the Capital Reserve Fund for the parking lot cannot be used to purchase the property as this was not mentioned to the voters as a possibility at the annual meeting. Attorney Boynton further stated that in order to purchase property it would be necessary to hold a special meeting. Steve Gorman advised that Mr. Lahout is asking \$24,900 for the property. Mr. Gorham suggests offering him the money he has into the property along with the current taxes which is in the vicinity of \$10,000.00. This offer would have to contain a contingency that is subject to voter approval. Mr. Gorham further suggested that the Board look into the possibility of renting parking for the imminent future. A brief discussion ensued. Horizon Engineering will be presenting their plan for the parking lot at the June meeting and any decision was tabled until that time.

POLICY COMMITTEE

Amy Lane-Tuohy presented the following policies for second reading and approval:

DIA	Fund Balance
JJF	Student Activities Fund Management
JLCA	Physical Examinations of Students

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

The Board had requested information and/or a sample policy on attendance by school board members. It was noted that the NHSBA does not have any policy pertaining to this subject however; he Lisbon Regional School does have a policy. Lisbon Policy BEA-R – School Board Stipends was distributed for Board information. The Policy Committee will be reviewing this for the development of a policy for BES.

NEGOTIATIONS – PROFESSIONAL & SUPPORT STAFF

Copies of the BESP Negotiated Agreement were distributed for Board information.

OTHER BUSINESS

The Board discussed the School Board vacancy and requested the SAU to advertise for this position.

There being no further business to come before the Board, MOTION BY AMY LANE TUOHY, SECONDED BY ROBERT WEIR TO ADJOURN AT 7:00 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown
Board Clerk