

BOARD MEETING MINUTES

PRESENT: Board Members Robert Weir, Monique Alexander, Timothy Fleury, James Noyes; Superintendent Pierre Couture; Business Manager Kristin Franklin; Principal Shelli Roberts

CALL TO ORDER: Board Chair Robert Weir called the meeting to order at 4:06 PM.

PUBLIC INPUT: none

I. APPROVAL OF MINUTES OF THE OCTOBER 9, 2018 MEETING

There are no questions regarding the minutes.

MOTION BY TIMOTHY FLEURY, SECONDED BY JAMES NOYES, TO APPROVE MEETING MINUTES FROM OCTOBER 9, 2018. ALL IN FAVOR, MOTION CARRIES

II. FINANCIAL

Business Manager Kristin Franklin reviewed the financials and related data. Discussion ensued.

- a. Financial Report: Anticipated special education funds have been encumbered. \$6000 deficit projected. May want to withdrawal funds from special education fund. Over budget by \$34,500 due to unanticipated DCYF placement. 2019-2020 budget: line by line as it exists now. Related services not in place yet.
- b. Casella Waste Management Contract: Contract is up in May.
- c. Window Film Decision: Reviewed variety of film choices, which are based on the level of the reduction of glass shattering. Clear is recommended so law enforcement can see in.

MOTION BY TIMOTHY FLEURY FOR PURCHASING THE MADICO SS CL800 WINDOW FILM, SECONDED BY MONIQUE ALEXANDER. ALL IN FAVOR, MOTION CARRIES

- d. Acceptance of Unanticipated Funds Under \$5,000.00:

MOTION BY MONIQUE ALEXANDER TO ACCEPT AND APPROPRIATE \$372 OF UNANTICIPATED FUNDS, SECONDED BY JAMES NOYES. ALL IN FAVOR, MOTION CARRIES

- e. 2019-2020 Budget: review and ask questions and will discuss at December 5th meeting. Some pages are missing but will be sent out asap. Down \$47,000 right now.
- f. General Information: Having difficulty releasing checks after board meetings. May be up to 2 months before vendors get paid, especially difficulty when dealing with local vendors. Requesting Business Manager Franklin or Superintendent Couture sign checks or board members go to the SAU to sign or manifests brought to Bethlehem for signature. Other boards approved Business Manager Franklin and Superintendent Couture to sign. After signed, if board doesn't approve, it can be revisited. Need three signatures. Board agrees bringing the manifest to Bethlehem is the easiest for board members. SAU will send them over on a rolling basis.

III. PRINCIPAL'S REPORT

Principal Robert's reviewed Principal's Report and related data.

- a. Principal's Written Report: Concern: planning for budget. A community member asked about cost effectiveness of the preschool. Although it is not cost effective presently, it will be cost effective in the future. Started the preschool because it cost more to send out students. Now we don't have the "cost" of sending out students. James reported that Franconia Children Center has a year waiting list. Not many effective area child care centers or preschools with space for more students. Rtl (Response to Intervention) program at the school helps reduce the number of IEP's and paraprofessionals needed. What are the numbers of students who attend preschool whose families are continually tied into the school community? What is the difference between kindergarten students who do and do not attend preschool?

Concern: A student may require an outside placement due to behavioral/emotional issues around peer interactions. The student is not able to sustain a full day at public school. Have been trying for over a year to work with and assist the student. His evaluation shows a critical need. Looked at Easter Seals day school and will look at French Pond day school. It is less expensive to have a paraprofessional with him at this time. Bethlehem will pay the day placement fee; any reimbursement occurs the next year. SAU 35 is looking into creating some type of placement within the SAU. Additional staff for mental health as the need is growing? The mental health field in general is short staffed.

- b. Other: none

IV. SUPERINTENDENT'S REPORT

Superintendent Couture reviewed the following and related data.

- a. Full Board Meeting December 5, 2018: full executive board, budget includes full-time special education coordinator position, approve the calendar for 2019
- b. Staff Appointment: Approve Barbara Szeilder, a long term substitute teacher.

MOTION BY MONIQUE ALEXANDER TO APPROVE BARBARA SZEILDER AS LONG-TERM SUBSTITUTE TEACHER, SECONDED BY JAMES NOYES. ALL IN FAVOR, MOTION CARRIES

- c. Data Security Law: Ensures an outside vendor does not get student/staff information. Develop a governance plan, which will be uniform across the SAU. Develop a plan to handle a security breach. SAU financial information, school lunch program is on the cloud and not on a server. Will staff need to take a training? Not part of the law requirement but the SAU is working on this as best practice.
- c. General Information: Bryan Smith has won the Presidential Award for Science! Tremendous honor! Superintendent Couture and Principal Roberts will be attending the award night.

V. BOARD OF EDUCATION REPORTS

- a. none

VI. POLICY COMMITTEE

Principal Roberts briefly reviewed policies/changes.

- a. Request to repeal EBC
- b. Policies for first reading:
 - i. ADB/GBEC Drug-Free Workplace & Drug –Free Schools
 - ii. ADC/GBED/JICG Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
 - iii. EHB Data/Records Retention
- c. Policies for second reading
 - i. JICD-R – Memorandum of Understanding
 - ii. JJF-R Administering Student Activity Funds

MOTION BY JAMES NOYES, SECONDED BY MONIQUE ALEXANDER FOR REQUEST TO REPEAL EBC. ALL IN FAVOR, MOTION CARRIES

MOTION BY TIMOTHY FLEURY, SECONDED BY JAMES NOYES, TO APPROVE FIRST READING OF ADB/GBEC Drug-Free Workplace & Drug-Free Schools, ADC/GBED/JICG Tobacco Products Ban Use and Possession In and On School Facilities and Grounds, and EHB Data/Records Retention. ALL IN FAVOR, MOTION CARRIES

MOTION BY JAMES NOYES, SECONDED BY MONIQUE ALEXANDER TO APPROVE SECOND READING OF JICD-R –Memorandum of Understanding and JJF-R Administering Student Activity Funds. ALL IN FAVOR, MOTION CARRIES

VII. NON-PUBLIC SESSIONS AS PER RSA 91A:3 I, II (if needed)
a. NONE

VIII. OTHER BUSINESS
a. No other business discussed

IX. ADJOURNMENT
MOTION BY TIMOTHY FLEURY, SECONDED BY JAMES NOYES, TO ADJOURN AT 5:15PM.
ALL IN FAVOR, MOTION CARRIES

The next Board Meeting is scheduled for Tuesday, December 11th at 5:30 pm.

Respectfully submitted,

Michele Giarrocco
Board Clerk