

OCTOBER 10, 2023

BETHLEHEM ELEMENTARY SCHOOL
MAIN STREET

TIME: 5:30

BETHLEHEM, NH 03574 **PUBLIC BOARD MEETING DRAFT MINUTES**

Present: Superintendent Kate Segal, Business Manager Toni Butterfield, Chair Robert Weir, Sue Greenlaw, BES Principal; (Zoom), board members Sarah Storella, Jennifer Lucas and Margaret Hocking. Dr. James Noyes (6:10 arrival)

Public: Casey Kristoff, BES PTA (Zoom), Betsey Phillips, David Van Houten

I. Call to Order: CHAIR BOB WEIR CALLED THE MEETING TO ORDER AT 5:33 P.M.

II. Approval of Minutes: MOTION MADE BY MARGARET HOCKING, SECONDED BY JENNIFER LUCAS FOR THE APPROVAL OF THE SEPTEMBER 12, 2023 PUBLIC AND NON-PUBLIC MINUTES. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY JENNIFER LUCAS, SECONDED BY SARAH STORELLA FOR THE APPROVAL OF THE SEPTEMBER 12, 2023 PUBLIC HEARING MINUTES. ALL IN FAVOR. MOTION CARRIED.

III. Public Input: Betsey Phillips, a member of the community, town volunteer and retired educator thanked the board members for their time and commitment to BES and asked about the upcoming 306 Minimum Standards. Superintendent Segal replied that all district administrators will be working together to address the new minimum standards once approved by the NH State Board of Education. District leaders will inform the board of changes in the minimum standards and the transition plan in place to implement them.

David Van Houten, community member and Solar Panel Representative asked if the BES electric bill had decreased. Business Manager Toni Butterfield replied yes, and that she would bring specific numbers to the November board meeting. Mr. Van Houten made us aware of an upcoming opportunity to complete an application through EverSource which may allow the town to be compensated for the energy made by the solar panels that BES does not currently use.

Via Zoom, Casey Kristoff, the President of the BES PTA updated the board on their current status. The organization has joined the National PTA and the N.H. PTA, thereby obtaining non-profit status (tax deductible) as part of a 501 3 C organization and liability insurance. The local BES PTA has their own EIN number. They have also drafted and approved bylaws. Anyone interested in joining them may contact Principal Sue Greenlaw, who is also a member. Principal Greenlaw will add BES PTA updates to her monthly principal's report. The dues are \$10.00 a quarter equaling \$40.00 a year. \$6.50 of these dues go to the NH PTA and \$3.50 goes directly to the NH BES PTA for their support of Bethlehem Elementary School.

Casey Kristoff also wanted to thank the following community partners for their donations which support the upcoming BES PTA Halloween Celebration: They received 27 pumpkin and 5 carving kits from Lowes, 5 carving kits from Walmart, 15 pumpkins from Meadow Stone Farm, and I'm not confirmed about the amount chocolate from Vermont Nut Free Chocolates.

On behalf of the Board, Chair Bob Weir commended all the members of the members of the group for their time, commitment and dedication initiating a formal BES PTA. Discussion ensued.

IV. New Business: Chair Bob Weir updated the board on the last E-board meeting, detailing the SWOT analysis and proposed Needs Assessment which the district boards will be using to collect information which will help to inform decisions made at the E-board and full board levels, concerning the organization of the SAU Central Office. The goal is to have effective and efficient procedures, staffed accordingly, that result in SAU staffing longevity, while supporting the needs of each of the five individual school districts. Discussion ensued. Chair Bob Weir asked that the individual board members complete the strengths and weaknesses sections of the SWOT workbook and send to him by October 27th, with the intent to compare with the other four districts at the next E-Board meeting.

Chair Bob Weir updated the board on the BES Principal Search. He and James Noyes will be working with Principal Greenlaw, Superintendent Segal, and board member Sarah Storella, using a template and process used for the Lafayette Principal's Search last year. A survey on the BES school website will be made available in the upcoming weeks to gain insight and expectations from all stakeholders, including community, parents, and teachers of their vision for the

next BES Principal. Using input from these surveys, a job description will be posted in mid December, with the intention of interviewing qualified candidates in February and offering a position to the finalist in March.

Chair Bob Weir discussed the need for board clerks at the district and SAU levels. Discussion ensued on the current pay of \$75.00, which includes an approximate 2-3 hour board meeting, with an additional 2-3 hours time to compile and type minutes. Discussion ensued. **MOTION MADE BY JAMES NOYES, SECONDED BY JENNIFER LUCAS TO CHANGE THE PAY FROM \$75.00 TO \$100.00 STARTING NOVEMBER 2023. MOTION CARRIED UNANIMOUSLY.**

Superintendent Segal gave the board an update on BES meeting NH ED Minimum Standards and Faculty Licensing requirements. Currently three elementary school teachers have NH ED approved 3 year Site Based Licensing Plans. Their end of plans and competency documentation are due by 6/30/25. Superintendent Segal encouraged Principal Greenlaw to work with Grant Writer Mike Kelley in obtaining approval of \$1,500 for each mentor who is assigned to the above teachers to ensure learning and documentation of learning competencies aligned to each subject area.

Classroom teachers are each assigned minor assignments in Art and Library Media Instruction, and will continue to collaborate with the Art Paraprofessional and Bethlehem Town Librarian to ensure curriculum standards are being met.

V. Standing Reports:

A. Principal's Report: Principal Greenlaw presented her report which included an update on the Emergency Operation Plan, which has been submitted to Homeland Security, the completion of fall 23-24 benchmarking using AIMSweb, which will be used by teachers to target instruction. Bethlehem, Profile and Lafayette districts participated in ALICE training, led by Chief Martin Cashin of Franconia with participation from local police on Friday, October 6. ALICE stands for Alert, Lockdown, Inform Counter and Evacuate. The first Budget/Finance meeting will be in October with an update at the November board meeting. Members of the budget committee include Janelle Hubbard, Allison Culver, Bryan Smith, James Noyes, Toni Butterfield, Dawn Aldrich, Sean Monahan, Lisa Brown and Principal Greenlaw. Information was also provided on the September 6th Parent Information Night; 6th graders trip to Gale River and their participation in

the Dragonfly mercury Project, a national program that collects data from all over the country to check the mercury content in dragon larvae; and BES Community Garden donations to the Bethlehem Community Dinner at Durrell Methodist Church. In conclusion, Principal Greenlaw thanked the Throttle Brothers Motorcycle Club NH Chapter for their donation of over \$1,5000 to help families who do not qualify for free and reduced lunch by holding a pancake breakfast at El Mirador Restaurant. Any community members who wish to donate to this cause or to the Winter Program, may write checks to Bethlehem Elementary School, and write in the memo the program they would like to support.

B. Superintendent's Report: Superintendent Segal presented her September Bi-weekly visit to schools report, which included 15 visits to 5 schools to discuss the following as needed: School Safety, Alleged Bullying Reports, Safety Plan with parent/guardian, principal and guidance, donations of 50 lap desks, upcoming SAU Central Office move to Franconia, Investigation Procedures, Paid Leave of Absence Protocols, Credentialing, Minimum Standards, Statement of Eligibility Requirements including Bachelors' and passing Praxis scores, Site-Based Licensing Plan (SBLP) Process, Beginning of Plan and End of Plan documentation requirements, evidence acquisition and mentor requirements and recommended pay.

C. Business Administrator's Report: Toni Butterfield, Business Administrator, provided the BES budget to actual report and answered questions from the board. Her explanation included the use of this report as a tool to maintain a balanced budget, as well as to use when developing the next year's school budget. The budget committee will continue to meet monthly and will review the GL budget, Year to Date Expenditures, Encumbrances and expected Budget Balance. Discussion ensued.

VI. Continuing Business:

- A. Review of ESSER Grants:** Principal Greenlaw reported that there is \$40,000 remaining in ESSER III, which must be spent by September 2024.
- B. Review of Federal Grants:** Principal Greenlaw reported that she continues to work with Grant Writer Mike Kelley. Title IIa is funding course work and compensation for all paraprofessionals to be compensated to stay for monthly staff meetings. Next she will be working on Title IV grant which has an allocation of \$10,000.00
- C. Enrollment Report as of October 1, 2023:** The board was given the SAU

35 October first enrollment. BES enrollment for 23-24 is 140 students, down from the 151 students enrolled in 22-23.

VII. Committee Reports:

A. Executive Board (BW & JN) SWOT and Needs Assessment were discussed in New Business. Bob Weir gave an update on the SAU 35 Central Office Move to Franconia, which will take place on October 19th and 20th. The SAU office will not have internet or SAU network wide access for 2-3 days, and aims to be up and working by Monday, October 23, 2023.

B. Negotiations for Professional Staff (JN & BW) N/A

C. Facilities (BW): Principal Greenlaw reported that the outside window painting project will be done this summer.

D. Finance Committee (JN) N/A

E. Hiring Committee (SS) Principal Hiring Committee discussed in New Business.

VIII. Policy Handbook: Jennifer Lucas and Margaret Hocking thanked Toni Butterfield with her help in accessing policy updates from the NHSBA. They are working on the FALL 2023 update now and will have policies for review at the next board meeting.

IX. School Staffing Notifications and Approvals: N/A

X. Non Public: N/A

XI. Adjournment: MOTION MADE BY JAMES NOYES, SECONDED BY MARGARET HOCKING , TO ADJOURN THE MEETING AT 7:03 P.M. ALL IN FAVOR, THE MOTION CARRIED.

Next Board meeting: November 14, 2023