



FINAL MINUTES

Executive Board
Conference Room – Presby Construction
244 Main Street, Franconia, NH 03580
August 6, 2024
5:30 PM

Present: Chair Robert Weir (Bethlehem), James Noyes (Bethlehem), Amy Mullins (Lafayette), Arthur Boutin (Lisbon) Matthew Copithorne (Landaff), Kate Segal, Superintendent, Toni Butterfield, Business Administrator (Board clerks: Segal and Butterfield)

I. Call to Order

CHAIRMAN BOB WEIR CALLED THE MONTHLY E-BOARD MEETING TO ORDER AT 5:34 P.M.

II. Approval of the Minutes

AMY MULLINS MADE A MOTION TO APPROVE THE PUBLIC BOARD MEETING MINUTES FROM APRIL 2, 2024, SECONDED BY JAMES NOYES. ALL APPROVED BY CHAIR BOB WEIR, JAMES NOYES, AND AMY MULLINGS. MOTION CARRIED.

The Public Board Meeting Minutes – May 7, 2024 and Non-Public Meeting Minutes – May 7, 2024 will be placed on the September 3, 2024 Agenda.

III. Public Input: None

IV. New Business

Superintendent Segal and Business Administrator Butterfield presented the six SAU #35 Central Office Job Descriptions Summer 2024 Drafts, including previous drafts or approved board drafts for the following positions: Superintendent, Business Administrator, Central Office Administrative Assistant, Grant Manager, Accounts Payable Manager, Accounting Assistant, Payroll Clerk, and Part Time Special Education Consultant. Discussion Ensued.

AMY MULLINS MADE A MOTION TO ACCEPT THE SIX JOB DESCRIPTIONS FOR A FIRST READING, SECONDED BY MATT COPITHORNE. ALL IN FAVOR. MOTION CARRIED.

IV. Continuing Business: None

V. Standing Reports:

Superintendent

Superintendent Segal presented the SAU 35 Executive Board Report. Discussion included the Report of SAU 35 Summer Retreat. Per E-Board request, Superintendent Segal will email board members the July Building Administrators Survey, survey results, and draft of the SAU 35 Building and SAU Administrators' Strategic Plan, created during the three-day Summer Retreat.

Superintendent Segal provided copies of the **NHSBA 2024 Special Title IX Policy Update** to each district board chair, emphasizing that immediate action required/short-term, "because the effective date of the regulations in August 1, 2024, NHSBA recommends that boards waive any policy requiring a pre-review by a policy committee and/or two readings, and approve for sample policies **AC, AC-R(s), ACA** and **ACAC** on an emergency basis, and then reschedule review of **ACAC**, for a more complete review and approval.

Superintendent Segal provided copies of the **NHSBA Meeting and Communication Flow Chart** to each board member, used to determine whether communications among members of a public body constitute a meeting subject to the Right to Know Law, or, if they do not constitute a meeting, whether they are unlawful communications outside a meeting.

Business Administrator

Business Administrator Butterfield provided the 23-24 Year End Estimate, explaining that the End Fund Balance of \$100,445.00 is an increase from the anticipated May End Fund Balance of \$52,676.00, mostly due to the collection of additional funds from collecting Federal Grant indirect costs in the 23-24 fiscal year.

Business Administrator Butterfield explained that School Lunch Meal Pricing will be going up \$0.10 for all meals to meet criteria of the USDA and the National School Lunch Program(NSLP). In order to take advantage of the NSLP and provide free and reduced meals, all schools must increase the meal costs by at least \$0.10 if they are below the amount the State determines we spend on a lunch meal. Each SAU 35 district school board will be asked to approve this increase at their August monthly board meetings.

VII. Staffing Notifications & Approvals: None

VIII. Non Public Session as per RSA 91A:3. I, II

MOTION TO ENTER NON-PUBLIC SESSION MADE BY ARTHUR BOUTIN, SECONDED BY AMY MULLINS. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED TO ENTER NON-PUBLIC AT 6:10 PM

MOTION TO LEAVE NON-PUBLIC SESSION MADE BY MATT COPITHORNE, SECONDED BY ARTHUR BOUTIN. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED TO RETURN TO PUBLIC SESSION AT 6:24 PM

IV. Adjournment

MOTION MADE AMY MULLINS, SECONDED BY MATT COPITHORNE, TO ADJOURN THE MEETING AT 6:25 PM. ALL IN FAVOR. MOTION CARRIED.

Next Meeting: September 3, 2024

Notice is hereby made that public comment shall be made without expectation of a response by any School Board member to matters raised by such commentary. The Board will not hear personal complaints about school personnel nor against any person connected with the school system. The expectation of all in attendance is to conduct themselves in a civil manner. The Board respects the right of the public to communicate its stance of matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.