



SAU 35 Executive Board  
Conference Room – Presby Construction, 244 Main Street, Franconia, NH 03580  
Board Meeting – 5:30 pm

DATE: September 3rd, 2024

Present: Chair Robert Weir (Bethlehem), James Noyes (Bethlehem – arrived @ 5:51pm), Matthew Copithorne (Landaff), Arthur Boutin (Lisbon), Amy Mullins (Lafayette), Clerk Rhiannon Copithorne, Superintendent Kate Segal, Business Administrator Toni Butterfield

## **I. Call to Order**

**CHAIRMAN BOB WEIR CALLED THE MONTHLY E-BOARD MEETING TO ORDER AT 5:36 PM.**

## **II. Approval of the Minutes**

- 1. Public Board Meeting Minutes – May 7, 2024**
- 2. Non-Public Meeting Minutes – May 7, 2024**

There was not a quorum present to approve these minutes so they will be moved to the agenda for the next meeting.

- 3. Public Board Meeting Minutes – August 6, 2024**
- 4. Non-Public Meeting Minutes – August 6, 2024**

**MOTION MADE BY ARTHUR BOUTIN, SECONDED BY AMY MULLINS FOR THE APPROVAL OF AUGUST 6TH, 2024, PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.**

**MOTION MADE BY AMY MULLINS, SECONDED BY ARTHUR BOUTIN FOR THE APPROVAL OF AUGUST 6TH, 2024, NON-PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.**

Arthur Boutin stated that the minutes from meetings held on July 16, August 7 and August 8 have not been presented for approval yet. Toni Butterfield will follow up on this for the next meeting.

Arthur Boutin questioned why Bethlehem has two members on the E-board and is there a written policy because the Lisbon board doesn't agree with this. Bob Weir explained that as the chair he doesn't vote but is the tie breaker. Toni Butterfield stated that it has been done this way for the last 30 years. Matthew Copithorne asked if this goes back to when Littleton was part of the SAU. This will be added to the agenda for a future meeting.

## **III. Public Input – None**

#### **IV. New Business**

##### **1. Needs Assessment Analysis for SAU Discussion**

Bob Weir wanted to touch base on this and get back to focusing on the SAU needs so that we can be more efficient.

##### **2. Formulate Superintendent Search Committee Guidelines Discussion**

A committee is needed for this, Bob Weir questioned whether to use Brian Group again. Amy Mullins expressed that previously they were not helpful. Toni Butterfield believes it was the person not the company, she would be happy to put together what they did before. Amy Mullins may be interested in doing this, she did the principal searches for both Lafayette and Profile.

##### **3. Breakthrough**

LEA Group hired to be a consultant, Kate Segal presented the contract for review. Reference check was completed.

#### **V. Continuing Business**

##### **SAU 35 Central Office Job Descriptions**

The following eight job descriptions were accepted for first reading at the August 6<sup>th</sup> meeting:

Superintendent, Business Administrator, Central Office Administrative Assistant, Grant Manager, Accounts Payable Manager, Accounting Assistant, Payroll Clerk and Part Time Special Education Consultant.

There are two job descriptions left to do, for grants and technology.

**MOTION MADE BY AMY MULLINS, SECONDED BY ARTHUR BOUTIN TO APPROVAL ALL EIGHT JOB DESCRIPTIONS (LISTED ABOVE) AS PRESENTED. ALL IN FAVOR. MOTION CARRIED.**

#### **VI. Standing Reports**

##### **Superintendent**

##### **SAU 35 Executive Board Report**

Kate Segal wanted to let the board members know that other SAUs use the Cost per Pupil to calculate tuition. Currently, SAU 35 bases the tuition rate on the Landaff-Lisbon agreement which is going to expire soon.

Matthew Copithorne noted that there were some errors in the enrollment file, such as White Mountain School still showing Landaff students as enrolled even though the school has closed. There is also a

4<sup>th</sup> Grader missing from the enrollment for Lisbon. Toni Butterfield will investigate this.

**Business Administrator**

School lunch application approved.

DOE Report – they are working on them, a lot of funding is fed through these

Toni Butterfield wanted the board to be aware that Lisbon is actively pursuing withdrawal from SAU 35 in 2025. This means that the budget will need to be looked at with a fine-tooth comb and they will be running two budgets, one with Lisbon withdrawing and one with Lisbon staying. So at the school district budget hearings they will need to vote on two budgets, one with Lisbon and one without Lisbon.

Bob Weir questioned how it is possible to do this so quickly since the NHSB said it was a multi-year process. Arthur Boutin explained that the committee has been meeting every week with the goal of having this done by October. On October 9<sup>th</sup> they plan to have a public hearing and then a Warrant Article for the public to approve at the March hearing.

Kate Segal stated that the NHSB is now saying that it is not a multi-year process. Toni Butterfield commented that previously all districts voted on this but no longer.

Arthur confirmed that they will present leaving the SAU but it is up to the public. Even if there is a warrant article for it, the public could still vote it down.

**VII. Staffing Notifications & Approvals - None**

**VIII. Non Public Session as per RSA 91A:3. I, II, if needed – Not needed**

**IX. Adjournment**

**MOTION MADE BY MATTHEW COPITHORNE, SECONDED BY JAMES NOYES, TO ADJOURN THE MEETING AT 6:15 PM. ALL IN FAVOR. MOTION CARRIED.**

Next Meeting: October 1st, 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.