



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

DATE: April 2nd, 2024

Present: Chair Robert Weir (Bethlehem), James Noyes (Bethlehem), Bob Adams (Lisbon), Amy Mullins (Lafayette), John Barth (Landaff), Kim Koprowski (Profile), 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 5:34 PM.

II. Approval of the Minutes

MOTION MADE BY JOHN BARTH, SECONDED BY AMY MULLINS FOR THE APPROVAL OF MARCH 5TH, 2024, PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY JOHN BARTH, SECONDED BY AMY MULLINS FOR THE APPROVAL OF MARCH 5TH, 2024, NON PUBLIC MEETING MINUTES. ALL IN FAVOR. MOTION CARRIED.

III. Public Input - None

IV. New Business - Registering concerns/complaints – Kim Koprowski, Board Member, presenting

Kim Koprowski shared information about a software company, Issuetrak which was suggested to the Profile board by a parent that previously had a Title 9 issue and didn't feel supported, they believe that this company could help Profile deal with complaints better.

Kim Koprowski explained that Issuetrak has software in webform which compiles data and is security compliant so confidential information is protected. This system would allow boards to see trends and highlight issues. An analysis is performed every 15 minutes. Setting up a school website (which would belong to the school) has a set up fee of \$2,000 for up to 10 hours (normally takes 8-10 hours). There is an annual fee of \$500 which would increase if there were a larger number of agents accessing the data.

Bob Weir asked if Profile is implementing this? Kim Koprowski responded that their board suggested bringing it to the E-board as this may be something at a SAU level rather than individual schools. Kate Segal believes this should be at the district level.

A discussion ensued about the potential issues with this system and related concerns, such as security of student information, right to know requests, how to deal with all the extra information, whether this would require a more robust HR, how school would handle issues being brought up after school hours, anyone being able to submit a frivolous complaint creating work to validate all complaints and about it just becoming a “bitch” site.

Kate Segal informed that board that there are some policies that would need to be reviewed if this system is implemented.

Kim Koprowski feels that if there is interest in this then it would be a good idea to have Issuetrak present to the E-Board so that everyone’s questions and concerns can be addressed. Kim Koprowski also suggested reaching out to an existing customer such as St Paul’s or finding another public school to get their feedback on the system.

V. Continuing Business - None

VI. Standing Reports

Superintendent

April 2024 SAU 35 Executive Committee Board Report

Kate Segal presented historical organizational charts and a draft one showing her vision for 2024/2025. This vision includes 11 positions, she also wanted to point out that if the current HR person (who is part time) leaves they would need to be replaced with a full time position.

Bob Weir questioned the proposed new Business Manager position as this seems to be a more involved position than was originally discussed. Kate Segal confirmed that this is what she is thinking based on discussions with SAU staff. Toni Butterfield feels that the 6 areas (Profile, Bethlehem, Lafayette, Lisbon, Landaff and the SAU) need to be split up. Kim Koprowski asked Bob Adams if Lisbon decided to look at splitting from the SAU as this should be kept in mind. Bob Adams confirmed that they did.

There was a discussion about the Special Ed position and the proposed Special Ed Director position. Bob Weir commented that it appears that we are moving back towards needing a Full Time Special Ed Director which was previously determined to not be needed, it sounds like the person not the position was the issue. Toni Butterfield confirmed that there are some items such as Medicaid which is not being done very well, it is currently done at the schools but they don’t want to do it anymore. Kate Segal mentioned that she will be inviting the case managers to a principals meeting soon to get their input.

A discussion ensued about cross training at the SAU and succession planning. Toni Butterfield confirmed that the auditors are coming April 23rd/24th and they will be looking over the proposed organizational chart. Kate Segal also mentioned that they will be working to get better job descriptions over the summer.

James suggested that these organizational charts would be a good point of reference during budget discussions.

Business Manager

1. Budget to Actual Report

Toni Butterfield noted that not much has changed, the expected ending balance is approximately \$61,000. They are still waiting for the final bill from Trevor. Regarding the estimated \$14,000 for audit, Toni believes this is likely to be less but will know more next month. Going forward, it is expected to cost between \$7,000 and \$9,000 for all districts once they are only doing one year.

Toni Butterfield confirmed that the auditors are coming in April to wrap up the 22/23 audits. She also commented that she likes these auditors and that they are very responsive.

2. General Assurances and Health Insurance Options

Toni Butterfield informed the board that there will be a 17 page document coming out to be signed. This document is the general assurance that they are doing what is required, this is signed every year.

Regarding health insurance options and whether it should be put out to bid. Toni Butterfield has spoken to Gabbie (SAU HR) and she wants the boards to look at what Healthtrust can offer as there are more choices within Healthtrust.

VII. Staffing Notifications & Approvals - None

VIII. Non Public Session as per RSA 91A:3. I, II, if needed - None

IX. Adjournment

MOTION MADE BY JAMES NOYES, SECONDED BY AMY MULLINS, TO ADJOURN THE MEETING AT 6:35 PM. ALL IN FAVOR. MOTION CARRIED.

Next Meeting: May 7th, 2024 at 5:30 pm

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.