



SAU 35 Executive Board
Profile High School, 691 Profile Road, Bethlehem, NH 03574
Board Meeting – 5:30 pm

DATE: April 1st, 2025

Present: Chair Robert Weir (Bethlehem), Erin Talcott (Profile), Matthew Copithorne (Landaff), Arthur Boutin (Lisbon), Joseph Garrison (Lafayette), James Noyes (Bethlehem), Clerk Rhiannon Copithorne, Business Administrator Toni Butterfield, Mike Kelley (left at 5:59 pm)

I. Call to Order

CHAIRMAN BOB WEIR CALLED THE MONTHLY E-BOARD MEETING TO ORDER AT 5:32 PM.

II. Approval of the Minutes

Public Meeting Minutes – March 3rd, 2025
Non Public Meeting Minutes – March 3rd, 2025

MOTION MADE BY MATTHEW COPITHORNE, SECONDED BY JAMES NOYES FOR THE APPROVAL OF MARCH 3RD PUBLIC AND NON PUBLIC BOARD MEETING MINUTES AS WRITTEN. ALL IN FAVOR (ERIN TALCOTT AND JOSEPH GARRISON ABSTAINED). MOTION CARRIED.

III. Public Input – None

IV. New Business

Interim Superintendent

Toni Butterfield presented two options for an interim superintendent and detailed what their responsibilities will be. This position is needed so that state certifications (there are many) can be submitted as the State was very clear that only the superintendent can do this.

Mike Kelley is one of the options and is also currently the grant writer for SAU35. He summarized his experience and qualifications for the board and answered their questions. He would not be an interim superintendent but would be providing superintendent services.

MOTION MADE BY ARTHUR BOUTIN, SECONDED BY MATTHEW COPITHORNE TO HIRE MIKE KELLEY. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY ARTHUR BOUTIN, SECONDED BY JAMES NOYES TO AUTHORISE MIKE KELLEY TO PROVIDE SUPERINTENDENT SERVICES AND TO HAVE ACCESS TO ALL STATE REPORTING TOOLS FROM APRIL 2, 2025 THROUGH JUNE 30, 2025. ALL IN FAVOR. MOTION CARRIED.

New Superintendent Contract

Bob Weir informed the board that he had spoken with Stephen Appleby, NH DOE Director of Credentialing, who had previously stated that CJ Watson (new superintendent) was all set to be certified this year. However, Stephen Appleby had read the transcript wrong so CJ Watson can't be certified this year as he needs another year of experience. Stephen Appleby confirmed that this will not be a problem since he has a one-year certification of eligibility in place while he gets his last year of experience.

Bob Weir provided the new superintendent contract for review.

MOTION MADE BY JAMES NOYES, SECONDED BY ARTHUR BOUTIN TO ACKNOWLEDGE THE THREE-YEAR CONTRACT FOR THE NEW SUPERINTENDENT. ALL IN FAVOR (ERIN TALCOTT AND JOSEPH GARRISON ABSTAINED). MOTION CARRIED.

Bob Weir mentioned that CJ Watson is looking for his goals and responsibilities. Bob Weir would like to keep the evaluation process going and wants to send out surveys to all stakeholders about setting goals for the new superintendent. Matthew Copithorne suggested starting with the goals used previously which were designed to develop and grow over time. Bob Weir will work with Matthew Copithorne and James Noyes on the goals survey.

Special Education Consultant

During the last board meeting, Kate Segal presented the percentage of time spent on each district by the Special Education Consultant and the fact that most of his time is spent on Profile and Landaff while Lisbon is self-sufficient. The 25-26 budget includes \$59K for the Special Education Consultant which is currently allocated through district shares. A discussion ensued regarding whether this should be billed to districts based on usage rather than shares.

Toni Butterfield also mentioned that his contract ends on June 30th and therefore the board needs to decide whether to renew it for next year. The board wants to know what the special education groups (including admins and principals) need from the special education consultant so they suggested giving the consultant a contract for the summer and then revisiting it for the next school year. Toni Butterfield will speak to the consultant about this.

Title IX

A discussion ensued about the changes to Title IX and the potential impacts to the districts. James Noyes would like this to be added to the agenda for the monthly meetings so that each board can provide updates from their districts.

V. Continuing Business - None

VI. Standing Reports

Superintendent - None

Business Administrator: Budget to Actual

Toni Butterfield confirmed that the estimated ending fund balance is \$144K which includes superintendent services. The change to this balance is due to adjustments to the unencumbered items, the biggest change was that the admin position was removed since it will not be hired until next year.

Toni Butterfield informed the board that she is currently working on policies that the board should have based on the suggestion of the NHSBA (New Hampshire School Boards Association). Toni Butterfield is hoping to have something to show the board in June. The board stated that this should be one of the new superintendent's goals.

VII. Staffing Notifications & Approvals - None

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

MOTION TO ENTER NON-PUBLIC SESSION MADE BY JOSEPH GARRISON, SECONDED BY JAMES NOYES. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED TO ENTER NON-PUBLIC AT 7:01 PM.

MOTION TO LEAVE NON-PUBLIC SESSION MADE BY MATTHEW COPITHORNE, SECONDED BY JOSEPH GARRISON. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED TO LEAVE NON-PUBLIC AT 7:19 PM.

IX. Adjournment

MOTION MADE BY MATTHEW COPITHORNE, SECONDED BY JOSEPH GARRISON TO ADJOURN THE MEETING AT 7:20 PM. ALL IN FAVOR. MOTION CARRIED.

Next Meeting: Full Board Meeting at Lisbon Regional School on May 7th, 2025 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.