



SAU 35 Executive Board  
Non Public Session

DATE: March 5th, 2024

Board Member Present:

Chair Robert Weir (Bethlehem), John Barth (Landaff), James Noyes (Bethlehem), Kim Koprowski (Profile), Bob Adams (Lisbon), Amy Mullins (Lafayette)

Others Present:

Superintendent Kate Segal, Business Administrator Toni Butterfield, Clerk Rhiannon Copithorne

**MOTION TO ENTER NON-PUBLIC SESSION MADE BY KIM KOPROSKI, SECONDED BY JAMES NOYES**

Roll Call Vote to enter Non Public Session:

Koprowski	YES
Barth	YES
Adams	YES
Mullins	YES
Noyes	YES
Weir	YES

**Motion: PASSED TO ENTER NON PUBLIC SESSION AT 6:01 PM**

Specific Statutory Reason cited as foundation for the nonpublic session:

  X   RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

       RSA 91-A:3, II (b) The hiring of any person as a public employee.

       RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

\_\_\_\_ RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

\_\_\_\_ RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

\_\_\_\_ RSA 91-A:3, II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

\_\_\_\_ RSA 91-A:3 (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A-5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

\_\_\_\_ RSA 91-A:3 (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees, thereof, involved in negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a part to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had opportunity to participate.

\_\_\_\_ RSA 91-A:3 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

\_\_\_\_ RSA 91-A:3 (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session. III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread

or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

Remove public meeting tape (if applicable): N/A

**Description of matters discussed and final decisions made:**

Kate Segal presented the E-board with a draft contract for Toni Butterfield for their review. Bob Weir would like to see a job description for the Business Administrator position.

A discussion ensued about the Business Administrator position as well as the structure of the SAU, the new position, defining roles and responsibilities, creating an accounting manual and necessary processes. Bob Weir envisions that others will be completing the processes and the Business Administrator will review everything while also being available to deal with other things as they arise.

Kate Segal asked the board to consider increasing the pay raise for the Business Administrator from 3% to 4%.

**MOTION TO LEAVE NON-PUBLIC SESSION MADE BY AMY MULLINS, SECONDED BY JOHN BARTH**

Roll Call Vote to leave Non Public Session:

Koprowski	YES
Barth	YES
Adams	YES
Mullins	YES
Noyes	YES
Weir	YES

**Motion: PASSED TO RETURN TO PUBLIC SESSION AT 6:45 PM**

Public session reconvened at 6:45 p.m.

Non public meeting tape removed, public meeting tape replaced (if applicable): N/A

**MOTION TO SEAL MEETING MINUTES (if applicable)**

It is determined that divulgence of this information likely would.....

- Affect adversely the reputation of any person other than a member of this board.
- Render a proposed action ineffective.
- Pertains to preparation or carrying out of actions regarding terrorism.

Roll Call Vote to seal minutes:

[Last Name} YES

**Motion: PASSED / DID NOT PASS TO SEAL MINUTES**

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.