

SAU 35 EBOARD MEETING
AHEAD CONFERENCE ROOM
MOUNT EUSTIS COMMONS
COTTAGE STREET
LITTLETON, NH 03561

DATE: July 24th, 2023
TIME: 5:30 PM

Executive Board Public Meeting Minutes

Present: Superintendent Kate Segal, Business Manager Toni Butterfield, Dan Inghram, Trevor Presby

E-Board members: Chair Robert Weir (Bethlehem), James Noyes (Bethlehem), Bob Adams (Lisbon), Amy Mullins (Lafayette) Matt Copithorne (Landaff), Kim Koprowski (Profile)

I. Call To Order

CHAIRMAN BOB WEIR CALLED THE MEETING TO ORDER AT 5:35 P.M.

II. Approval of the Minutes

[EBoard 2023, July 24, 6 58 P.M. - Non Public Minutes Draft.docx \(1\).pdf](#)

MOTION MADE BY JAMES NOYES, SECONDED BY KIM KOPROWSKI FOR THE APPROVAL OF MARCH 7th, 2023, MEETING MINUTES WITH AMENDMENTS. ALL IN FAVOR. MOTION CARRIED.

MOTION MADE BY AMY MULLINS, SECONDED BY JAMES NOYES FOR THE APPROVAL OF MAY 2nd, 2023, MEETING MINUTES WITH ADMENDMENTS. BOB WIER, JAMES NOYES, AMY NOYES, BOB ADAMS IN FAVOR. KIM KOPROWSKI AND MATT COPITHORNE ABSTAINED. MOTION CARRIED.

III. Public Input - None

IV. New Business

a.Presentation of Notchview Transportation

Superintendent Segal informed the Board about a prior agreement between the former Superintendent and a transportation company. The agreement allowed the transportation company to obtain gasoline from the Department of Transportation (DOT) at a reduced rate under the SAU (School Administrative Unit) FOB. However, due to the change in service providers, with Notchview now servicing all districts, the billing needs to be updated from SAU-Landaff to SAU. The current contract with Notchview Transportation acknowledges their access to discounted gas rates from the DOT. The billing process involves the State sending the bill to the SAU, which is then forwarded to Notchview for payment. Notchview Transportation's access to the discounted gasoline is based on the user agreement, which permits them to benefit from the reduced rate while engaged in transporting students and staff employees for school-related purposes. To ensure compliance and prevent misuse of the discounted gasoline, Business Manager Butterfield has thoroughly checked with the State. There were concerns raised about the possibility of the transportation company using the

buses and discounted gasoline for other districts or non-school purposes, such as sporting events. The Board plans to consult with auditors to determine the appropriate accounting method for any gasoline usage outside the district to ensure proper reporting and accountability. It was clarified that any overages in transportation costs would only be a concern if gas prices exceed \$3.50.

MOTION MADE BY MATT COPITHORNE, SECONDED BY AMY MULLINS TO MOVE THE FOB FROM SAU-LANDAFF TO SAU. ALL IN FAVOR. MOTION CARRIED.

b. Lease Proposal from T&T MTN

The Board discussed the potential move of the office space to a centrally located building in Franconia. The reasons for the move include cost-effectiveness, improved functionality, and being in one of the seven towns where the SAU has a district. Superintendent Segal expressed confidence that the office discussed is a suitable building with the required professional quality and necessary space, including a conference room with a bathroom. Trevor Presby from T&T MTN presented a proposal for the new space, which would offer roughly 2500 square feet. The estimated cost for the new space is approximately \$3500 per month. During the discussion, there were questions raised about parking availability. Trevor Presby mentioned that there would be parking options across the street and in the back of the building.

Dan Inghram, provided insights into the installation of the internet and phone server. He is in communication with Spectrum regarding cable vs. fiber options, with his professional opinion leaning towards cable due to its cost-effectiveness. There was a review of the SAU's bandwidth usage, and it was found that they are not maxing it out currently, making a move to fiber unnecessary. Dan Inghram provided cost estimates of approximately \$3,500 for the IT paneling. The copier company offered to move the copier for a fee of \$350, but they won't transport it up the stairs. Additionally, a suitable location for the phone servers needs to be considered. The building has been confirmed to be legally outside the flood zone, although potential flooding issues were acknowledged. There are available funds in the SAU's balance that can be used for the move. The Board is now considering the decision to move forward with the proposed relocation.

MOTION MADE BY MATT COPITHORNE, SECONDED BY JAMES NOYES TO AUTHORIZE THE EXECUTIVE BOARD CHAIR AND VICE CHAIR TO NEGOTIATE AND EXECUTE A FIVE-YEAR OFFICE LEASE. ALL IN FAVOR. MOTION CARRIED.

c. SAU 35 District Shares

Superintendent Segal provided the Board with an update on the district shares.

d. Length of Board Meetings

The length of the Board Meeting should last approximately 2 hours or less.

V. Continuing Business

a. EBoard Discussion

Chairman Bob Weir proposed bringing up discussions in the upcoming meetings regarding ways to improve the schools, SAU staff, and responsibilities. The Brian Group may be willing to consult in this effort. The New Hampshire School Boards Association will be providing training for strategic planning for the School Board, the SAU will look into the training. Superintendent Segal suggested that in the fall, the Board should begin looking into developing an SAU strategic plan.

b. Superintendent Mentor Agreement with NHSAA

The Board reviewed the New Hampshire School Administrators Association's proposed contract and two potential mentors.

MOTION MADE BY KIM KOPROWSKI, SECONDED BY AMY MULLINS TO ACCEPT DEAN CASCADEN THROUGH THE NHSAA AS THE SUPERINTENDENT MENTOR. ALL IN FAVOR. MOTION CARRIED.

VI. Standing Reports - None

VII. Superintendent's Report

a. Leadership Certificate

Superintendent Segal informed the Board that she successfully completed her Leadership Certificate through UNH by the deadline of September 1st. She shared the details of the courses she took, emphasizing their relevance and potential benefits for the SAU.

b. Quarterly Report

The Board reviewed the Superintendent's goals. It was noted that she attended the North Country Superintendent meetings once a month and participated in most of the New Hampshire Superintendent meetings held in Concord. The Board recognized that these accomplishments align with the goals that were set for the Superintendent by the Eboard.

c. Update on Employee Handbook

Superintendent Segal presented that the SAU currently does not have a handbook. It was noted that although there are handbooks available for each district within the SAU, there is currently no comprehensive handbook that covers the SAU's operations and policies.

VIII. Staff Notification & Approvals

a. Staff Resignation

MOTION MADE BY MATT COPITHORNE SECONDED BY AMY MULLINS FOR THE ACCEPTANCE OF THE RESIGNATION OF NANCY ANUNZIATO WITH REGRETS. ALL IN FAVOR, MOTION CARRIED.

b. Staff Hiring

MOTION MADE BY MATT COPITHORNE SECONDED BY AMY MULLINS TO EXTEND AN OFFER TO A QUALIFIED GRANT WRITER FOR THE OPEN POSITION AS POSTED. ALL IN FAVOR, MOTION CARRIED.

IX. Non-Public Session Per Rsa 91:3a I, II (If Needed)

[EBoard 2023, July 24, 6:58 P.M. - Non Public Minutes Draft.docx](#)

[EBoard 2023, July 24, 7:29 PM- Non Public Minutes Draft.docx](#)

MOTION TO GO INTO NON-PUBLIC MADE BY JAMES NOYES, SECONDED BY MATT COPITHORNE. ALL IN FAVOR. MOTION CARRIED TO ENTER NON-PUBLIC AT 6:56 PM

MOTION TO LEAVE NON-PUBLIC MADE BY AMY MULLINS, SECONDED BY JAMES NOYES, ALL IN FAVOR. MOTION CARRIED TO RETURN TO PUBLIC SESSION AT 7:08 PM

MOTION TO GO INTO NON-PUBLIC MADE BY MATT COPITHORNE, SECONDED BY AMY MULLINS. ALL IN FAVOR. MOTION CARRIED TO ENTER NON-PUBLIC AT 7:29 PM

MOTION TO LEAVE NON-PUBLIC MADE BY MATT COPITHORNE, SECONDED BY AMY MULLINS, ALL IN FAVOR. MOTION CARRIED TO RETURN TO PUBLIC SESSION AT 7:36 PM

X. Adjournment

MOTION MADE BY KIM KOPROWSKI , SECONDED BY MATT COPITHORNE, TO ADJOURN THE MEETING AT 7:49 P.M. ALL IN FAVOR, THE MOTION CARRIED.

Respectfully Submitted,

Rhienna Miscio
Board Clerk