

Minutes- Draft

Present: Chairman Robert Weir, Owen Clark, Kimberly Koprowski, Timothy Fleury, Interim Superintendent Tari Thomas, Business Manager Toni Butterfield

CALL TO ORDER

Chairman Bob Weir called the meeting to order at 12:07pm. This meeting is being held in accordance to the Governor's emergency executive order #12.

PUBLIC INPUT

None

APPROVAL OF THE APRIL 6, 2021 MEETING MINUTES

MOTION BY KIMBERLY KOPROWSKI, SECONDED BY OWEN CLARK, TO APPROVE THE APRIL 6, 2021 PUBLIC MINUTES AS WRITTEN.

Following a roll call vote, (T. F. Abstained, O.C.-Y, K.K.-Y, R.W.-Y), motion passed.

MOTION BY OWEN CLARK, SECONDED BY KIM KOPROWSKI, TO APPROVE THE APRIL 6, 2021 NONPUBLIC MINUTES AS WRITTEN.

Following a roll call vote, (T. F. Abstained, O.C.-Y, K.K.-Y, R.W.-Y), motion passed.

FINANCIAL REPORT

A. General Information

The SAU budget currently is pretty tight due to the lower starting balance than expected. This is due to the payout at the end of last year for the previous superintendent & business manager. Business Manager Butterfield reviewed the surplus deficit report. There was a brief discussion.

Business Manager Butterfield gave an update regarding the audit procedures that was approved at the last meeting.

SUPERINTENDENT REPORT

A. Staff Nomination/Appointment

Interim Superintendent Thomas presented the list of staff for next year.

MOTION BY TIMOTHY FLEURY, SECONDED BY KIMBERLY KOPROWSKI, TO APPROVE THE STAFF NOMINATIONS FOR SAU#35 FOR THE 2021-2022 SCHOOL YEAR.

Following a roll call vote, all in favor, motion passed.

B. Job Descriptions for 1<sup>st</sup> Readings

Interim Superintendent Thomas presented the job descriptions for first and second readings.

1. HR Coordinator

MOTION BY OWEN CLARK, SECONDED BY TIMOTHY FLEURY, TO APPROVE THE HR COORDINATOR JOB DESCRIPTION FOR FIRST READING.

Following a roll call vote, all in favor, motion passed.

2. Administrative Assistant to Superintendent  
MOTION BY KIMBERLY KOPROWSKI, SECONDED BY OWEN CLARK, TO APPROVE THE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION FOR FIRST READING.  
Following a roll call vote, all in favor motion passed.

C. Job Descriptions for 2<sup>nd</sup> Readings

1. System of Care Coordinator/Manager  
MOTION BY TIMOTHY FLEURY, SECONDED BY OWEN CLARK, TO APPROVE THE SYSTEM OF CARE MANAGER JOB DESCRIPTION FOR SECOND READING.  
Following a roll call vote, all in favor, motion passed.

2. System of Care Project Assistant  
MOTION BY KIMBERLY KOPROWSKI, SECONDED BY OWEN CLARK, TO APPROVE THE SYSTEM OF CARE PROJECT ASSISTANT JOB DESCRIPTION FOR SECOND READING.  
Following a roll call vote, all in favor, motion passed.

D. General Information

It is staff appreciation this week and there are events happening in all the schools. Moving ahead with the hiring of staff and restructuring of the office. The Lisbon annual meeting held in April went very well.

NON-PUBLIC SESSION AS PER RSA 91A:3, I, II (If Needed)

None

OTHER BUSINESS

A. June Full Board Meeting Date

There is no conflict now with the Lafayette graduation date, it has been moved to June 15<sup>th</sup>. The full board meeting can be held on June 16<sup>th</sup>.

ADJOURNMENT

MOTION BY OWEN CLARK, SECONDED BY TIMOTHY FLEURY, TO ADJOURN THE MEETING AT 12:28PM.

Following a roll call vote, all in favor motion passed.

Respectfully submitted,

Gabrielle Granger-Clark  
Board Clerk

## A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the SAU 35 Executive Board, I find that due to the state of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom for this electronic meeting. All members of the SAU 35 Executive Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through by clicking on the following website Join Zoom Meeting

<https://us04web.zoom.us/j/79808667500?pwd=eExWYlV0ZjdqeFNsT0pLWm9CRUITdz09>

Meeting ID: 798 0866 7500

Passcode: 83PsBi

b) *Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom. Instructions have also been provided on the website of SAU 35 at: [sau35.org](http://sau35.org) and posted outside the SAU office.

c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If you have problems with access, please email at: [g.clark@sau35.org](mailto:g.clark@sau35.org)

d) *Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right - to - Know law.