

### Meeting Minutes-Draft

Present via roll call: Chairman Bob Weir, Cecily Yarosh, Tim Fleury, Owen Clark, Luther Kinney  
Interim Superintendent Tari Thomas, Business Manager Toni Butterfield

#### CALL TO ORDER

Chairman Weir called the meeting to order at: 12:15pm.  
This meeting is being held electronically in accordance with emergency order #12, checklist is attached at end of minutes.

#### PUBLIC INPUT

None

#### APPROVAL OF THE SEPTEMBER 1, 2020 MEETING MINUTES

MOTION BY OWEN CLARK, SECONDED BY CECILY YAROSH, TO APPROVE THE  
SEPTEMBER 1, 2020 MINUTES AS WRITTEN.

Following a roll call vote: (oc, tf, cy, lk) All in favor, motion passed.

#### FINANCIAL REPORT

##### A. FY2022 Budget Draft

Business Manager Butterfield emailed a draft of the FY2022 to board members before the meeting. It has been a challenge with the SAU budget and apologized for sending out the draft budget just before the board meeting. Would like to meet with a couple of board members to review the budget.

There has been an increase to NHRS rates, the teacher rate increased to 21.2% and employee rate to 14.06% for FY22. Increase for health/dental insurance estimated at 9.2% & 0%. The GMR's will be set today at the HealthTrust board meeting. OT down since it is was changed to a contract service this year. The increase budgeted for staff is 3%. The Superintendent position has family health and dental added to the budget for the search. Data processing line increase due to the need to replace a couple of computers and includes increases for contracted services.

Business Manager Butterfield reviewed the District shares for FY22 budget. Lafayette and Bethlehem are a decrease and Landaff, Lisbon and Profile are an increase over last year.

Have tried to include more detail for the budget. Email Toni with questions about the budget once you have reviewed the budget information. A discussion followed.

Business Manager Butterfield indicated that she would like to meet again before the budget hearing in November to finalize the budget after she has had time to clean it up some more.

There was a discussion about when the budget hearing would held and the November Executive Board meeting date on November 3<sup>rd</sup>, which is Election Day. The November Executive Board meeting will be held on Monday, November 2<sup>nd</sup> at 5pm, with the budget hearing to follow at 6pm. The meetings will be held in person in the AHEAD conference room.

There was a discussion about when the next Executive Board meeting should be to review the budget again. The next Executive Board meeting will be held on October 20<sup>th</sup> at noon via zoom.

Toni will send out the budget information on Tuesday for review and questions before the meeting on the 20<sup>th</sup>.

#### B. Budget Hearing Date

November 2<sup>nd</sup> at 6pm in the AHEAD conference room.

#### C. Manifest Review & Discussion

Couple of years ago, the Superintendent and Business Manager at the time, came to all the boards to allow them to release checks on a biweekly basis. The RSA indicates the need to have two board members chosen by the board to sign the manifest or have a quorum sign off on the manifests to release checks. This will be brought to each of the boards for review and action. There was a brief discussion regarding the RSA and whether or not electronic signatures would be acceptable.

#### D. General Information

None

### SUPERINTENDENT REPORT

#### A. Entry Plan Review

Superintendent Thomas shared with everyone her entry plan. Focus of work for this year/goals will be working on safety, planning & response with COVID and communication. It is important to have a communication plan for the SAU and will start working on that.

Currently working on a central matrix for information about the SAU and schools to have one place to go to for information.

There was a brief discussion regarding the two goals.

#### B. General Information

Updated version of the reopening plan will be sent out later this week with new information. October 1<sup>st</sup> enrollment numbers are down 75 students from last year's October 1<sup>st</sup> numbers with 120 students participating in remote/online learning.

NON-PUBLIC SESSION AS PER RSA 91A:3, I, II

MOTION BY OWEN CLARK, SECONDED BY CECILY YAROSH, TO ENTER INTO NON-PUBLIC SESSION AT 12:58PM.

Following a roll call vote (bw, oc, cy, lk, tf) All in favor, motion passed.  
To discuss the superintendent search.

MOTION BY OWEN CLARK, SECONDED BY TIM FLEURY, TO RETURN TO PUBLIC  
SESSION AT 1:08PM.

Following a roll call vote (bw, lk, tf, oc, cy) All in favor, motion passed.

#### OTHER BUSINESS

None

#### ADJOURNMENT

MOTION BY OWEN CLARK, SECONDED BY CECILY YAROSH, TO ADJOURN THE  
MEETING AT 1:10PM.

Following a roll call vote (LK, TF, OC, CY) 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 address:

<https://us04web.zoom.us/j/75042261823?pwd=WDNGaGxDUE14QVlmWENVQmw2ZWVWdz09>,  
Meeting ID: 750 4226 1823 and Passcode: UV7Res

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.