

SAU #35 EXECUTIVE BOARD  
ELECTRONICALLY HELD  
ZOOM MEETING  
LITTLETON, NH 03561

DATE: April 23, 2020  
TIME: 5:30 PM

### MINUTES - Draft

Present via roll call: Chairman Luther Kinney - Lafayette, Cecily Yarosh- Landaff , Christie Gignac - Lafayette, Kimberly Koprowski - Profile, Owen Clark - Lisbon, Robert Weir-Bethlehem (arrived at 5:42pm), Superintendent Pierre Couture, Business Manager Kristin Franklin

#### CALL TO ORDER

Chairman Kinney called the meeting to order at 5:37pm. Included at the end of the minutes is the State of Emergency Checklist regarding the board meeting being held electronically.

#### PUBLIC INPUT

None

#### APPROVAL OF MINUTES OF FEBRUARY 4, 2020 MEETING

MOTION BY OWEN CLARK, SECONDED BY CHRISTIE GIGNAC TO APPROVE THE MINUTES OF THE FEBRUARY 4, 2020 MEETING.

Following a roll call vote, 3 yes (C.Y., C.G., O.W.), 1 abstained (K.K.).

#### SUPERINTENDENT REPORT

##### A. Staff Resignation

Superintendent Couture presented the resignation of Business Manager Franklin. June 30<sup>th</sup> will be her last day, but she will assist through summer with reports and onboarding.

MOTION BY CHRISTIE GIGNAC, SECONDED BY KIMBERLY KOPROWSKI TO ACCEPT, WITH REGRET, THE RESIGNATION OF BUSINESS MANAGER KRISTIN FRANKLIN.

Following a roll call vote (C.Y. C.G. O.W., K.K.), all in favor. Motion passed.

##### B. New Staff Appointment

Superintendent Couture presented Toni Butterfield as candidate for the Business Manager position. Discussion followed.

MOTION BY KIMBERLY KOPROWSKI, SECONDED BY OWEN CLARK TO ACCEPT THE NOMINATION OF TONI BUTTERFIELD FOR THE BUSINESS MANAGER POSITION.

Following a roll call vote (C.Y., C.G., O.W., K.K., R.W.), all in favor. Motion passed.

##### C. End of School Plan

Superintendent Couture presented the plan recommended by the administrative team for the end of school.

Last day of instruction will be May 29<sup>th</sup>, school will remain open until June 5<sup>th</sup> to help students who have not completed assignments or met competencies. Grades will close on June 5<sup>th</sup> and the last day of work for staff would be on June 10<sup>th</sup>. This is consistent with what other North Country schools are doing. Brief discussion followed.

MOTION BY ROBERT WEIR, SECONDED BY OWEN CLARK TO ACCEPT THE PROPOSAL AS PRESENTED FOR THE END OF SCHOOL.

Following a roll call vote (C.Y. O.C., C.G., K.K., R.W.), all in favor. Motion passed.

D. General Information

Christie Gignac asked if there will be a plan to work on improving remote learning with the teachers over the summer in the event that we start the school year with remote learning. Superintendent Couture indicated that they would be addressing this over the summer.

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

None

ADJOURNMENT

MOTION BY OWEN CLARK, SECONDED BY CHRISTIE GIGNAC TO ADJOURN THE MEETING AT 5:57PM.

Following a roll call vote (C.Y., O.C., R.W., K.K., C.G.), 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 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/77743562294?pwd=S1FLOVJxcUM5Vk8zYmYvM1M4bXhCQT09>, meeting ID: 777 4356 2294 and password: 8f6eid

*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.