SAU 35 Executive Board
Meeting Minutes
April 7, 2026

School Board Members: Robert Weir (Bethlehem), Chair; Matthew Copithorne (Landaff)(absent), Vice Chair; James Noyes (Bethlehem); Joseph Garrison (Lafayette); Arthur Boutin (Lisbon); Michael Culver (Profile)(absent), John Barth (Landaff)

Administration: C.J. Watson, Superintendent; Toni Butterfield, Business Manager

Recording Secretary: Molley Gilley, Administrative Assistant

The Executive Board Meeting was called to order by Chair Robert Weir at 5:32pm

Approval of Consent Agenda

Joe Garrison motioned to accept the consent agenda. James Noyes seconded the motion. Motion carried 5-0.

Public Input: no public input

Agenda Adjustments:

New Business

Job Description: CJ Watson, informed the board this is an adjustment to match the job description to the current role. ***Joe Garrison made a motion to accept the job description for the assistant to business administrator. Motion seconded by John Barth. Motion carried 5-0.***

2026/2027 school calendar: CJ explained that a professional development day was moved in February and potential make-up days were added to the end of the calendar. ***Joe Garrison made a motion to accept the updated 26/27 calendar. John Barth seconded the motion. Motion carried 5-0.***

Lisbon Transition: Arthur Boutin, chair for the Lisbon School Board, spoke about the SAU moving to Profile. Lisbon is concerned about the cost of the transition. Mr. Boutin ran the numbers and explained that with or without the transition it will cost the same to Lisbon, it's just harder to follow on paper with the transition. Arthur and the Board agreed that Lisbon would receive 27% of the ending fund balance, after the payout of Presby for getting out of the current SAU lease. Arthur Boutin is going to update his board at their May meeting.

CJ Watson asked about the 24/25 audit and how it is going to be paid for. Arthur Boutin and CJ Watson agreed that SAU35 will bill Lisbon.

Approved	Approved	Approved

SAU Moving Update and Quotes: The SAU reached out to five or six contractors and only one returned the call. The Board reviewed the contract that was received. The Board made an agreement that Lisbon will not pay for the construction on the Profile building. ***Joe Garrison made a motion to accept the contract from J. M. McBey Construction to do the work on the Profile building. James Noyes seconded the motion. Motion carried 5-0.*** CJ Watson explained that four companies were called to request a moving bid and two came to look at the space and sent bids. The Board reviewed and discussed the bids. CJ Watson explained that Lisbon school will be picking up their files before the move. ***Joe Garrison made a motion to accept the bid from Normandeau Inc. to move the SAU office to the Profile building. James Noyes seconded the motion. Motion carried 5-0.***

SAU Budget Revisions: CJ Watson explained several changes have been made internally to create budget revisions. The IT Director role is going to be filled by Mr. Watson with support of IT from Lafayette and Profile. The Facilities Director role will also be filled by Mr. Watson and Profile's facilities manager would be support for the other two schools while CJ would help coordinate. Keeping roles internal will work with the foundation that is already built within the SAU. This dynamic has worked well in the SpEd support for the schools in the SAU. From the savings of working internally for the IT/Facilities role it has freed up money for staff training over the summer. Staff have been working hard at updating things like 306s, curriculum and the benchmark platform during the school year but there is still further work to be done. Some money will be put back into the schools to upgrade within. There will also be paraprofessional training during PD days.

Continuing Business

Board Evaluation Results, Goal Setting, and E-Board Model: The board discussed potential of eboard/full board models. The board decided they will bring the discussion to their independent school boards and see what the thoughts are. The Board did agree that having CJ Watson add a paragraph of the overview from the E-board meeting that will be read to each of the school boards will be helpful in keeping the boards aligned.

Legislative Update: no updates this month.

Student Tuition of Staff: The board discussed policy JFAC and how it will relate to open enrollment and a continued discussion on using a policy, an MOU or not having staff be able to tuition in their students at no cost. The Board agreed to have policy JFAC presented to each school board and liked the idea of a policy over an MOU.

Policy

Second Reading (new):

- BDB: Board Officers**:** ***James Noyes made a motion to adopt BDB. Joe Garrison seconded this motion. Motion carried 5-0.***
- GBEAB: Mandatory Code of Conduct Reporting - All Employees**:** ***James Noyes made a motion to adopt GBEAB. Joe Garrison seconded this motion. Motion carried 5-0.***

Approved	Approved	Approved

- GBJ: Personnel Records**: *James Noyes made a motion to adopt GBJ. Joe Garrison seconded this motion. Motion carried 5-0.***

Public Input: no public input

Non Public

James Noyes made a motion to go into non public under RSA 91-A:3,II(a) at 6:41pm. Joe Garrison seconded the motion. Motion carried by roll call vote.

Joe Garrison made a motion to return to public meeting at 6:56pm. Arthur Boutin seconded the motion. Motion carried by roll call vote.

Adjournment

Joe Garrison motioned to adjourn the meeting at 6:56pm. Arthur Boutin seconded the motion. Motion carried 5-0.

Next Meeting: May 5, 2026 - full board meeting

Respectfully submitted,

Molley Gilley
Administrative Assistant