MINUTES
SAU 67 BOARD MEETING November 3, 2025
Dunbarton Elementary School – 5:00 PM

SAU 67 Board Members Present :
Bow: Chair Jenna Reardon, Board Secretary Melynie Klunk, Bryce Larrabee, Martin Osterloh, and Angela Hubbard.
Dunbarton: Vice Chair Nicole Sloane, Clem Madden, Lori Wamser, Holly Barcroft and Ryanne Roy.

Board Members Absent: None

Administrators Present:
Superintendent Marcy Kelley. Business Administrator Duane Ford, Director of Student Services Jessica Brown and Director of Curriculum Owen Harrington.

Public Present - None.

I. **Opening**
   A. Call to Order – Chair Reardon called the meeting to order at 5:00 PM with a quorum of members present.
   B. Pledge of Allegiance – All stood and recited the Pledge of Allegiance.

II. Minutes (Handouts Provided)
   A. April 3, 2025 SAU Board Meeting
   Chair Reardon asked for a motion to approve the minutes of April 3, 2025. Bryce Larrabee moved and Melynie Klunk Seconded. The Chair asked for any comments or corrections. Sensing none, she called for a vote.
   Motion carried 10-0-0.

   B. October 27, 2025 Policy Meeting
   Chair Reardon called for a motion to approve the minutes of October 27, 2025. Bryce Larrabee moved and Melynie Klunk seconded. The Chair called for any comments. Sensing none, she called for a vote.
   Motion carried 10-0-0.

III. **Special Presentations/Educational Focus –** None.

IV. **Public Comment** – None.

V. **Administrators' Reports** – (Handouts Provided)
   A. Superintendent's Report – No additions.

   B. Business Administrator's Report – No additions.

VI. **Action Agenda** – (Handouts Provided)
   A. Policy – First Read
      i. AA, ABB, AC, ADB, BBAA, BDD, BEDH, BFE, BGB, and BIE.
      Chair Reardon called for a motion to approve the policies of AA, ABB, AC, ADB, BBAA, BDD, BEDH, BFE, BGB, and BIE for a *first read*. Motion to approve was made by Clem Madden and seconded by Melynie Klunk. The Chair called for questions or comments. The Chair called for a vote on the amended motion, for *first read*.
      Motion carried 10-0-0.

   B. Professional Development Plan

Director Harrington gave an overview of the updated *Professional Learning Master Plan – SAU 67*. Melynie Klunk provided additional input. There was some discussion about the Master Plan Committee and members. To clarify, School Board Member includes a member from both Dunbarton and Bow. Mr. Madden asked for a change to "…term of office…" There being no further comments, the Chair called for a motion. Clem Madden moved to approve the updated Professional Learning Master Plan – SAU 67 and Melynie Klunk seconded. The Chair called for a vote. **Motion carried 10-0-0.**

C. Manifests and Vouchers
There were several manifests and vouchers to approve of. The Chair called for a motion. Bryce Larrabee moved to approve: the School Board Register for period ending March 31, 2025 in the amount of $ 76,019.77; register for the period ending April 30, 2025 in the amount of 71,565.36; register for the period ending May 31, 2025 in the amount of $89,542.79; register for the period ending June 30, 2025 in the amount of $100,704.89; register for the period ending July 31, 2025 in the amount of $198,286.12; register for the period ending August 31, 2025 in the amount of $81,929.74; and register for the period ending September 30, 2025 in the amount of $99,110.61. Clem Madden seconded the motion. The Chair called for questions or comments. Sensing none, she called for a vote**. Motion carried 10-0-0.**

D. SAU Proposed Budget
Business Administrator Ford presented the SAU 67 – Fiscal Year 2026-27 proposed budget to the Board. He highlighted some areas of interest. The proposed SAU budget shows an increase of approximately $91,000 from the last fiscal year and it made up of more than 90% salaries and benefits. This budget reflects no change in staffing for SAU 67. A 4% increase in salaries is proposed for all SAU 67 staff and two of the support staff have qualified for a longevity bonus. There has been a significant change in the rate charged for health insurance to 16.1% from Health Trust. The budget reflects current employee elections which includes a change from waiving insurance to taking insurance. There is no increase in the employer's contribution to the New Hampshire Retirement System (NHRS). Dental insurance has increased by 4.4%. The overall change in benefits is projected to be 14.22% or $58,257.

Administrator Ford advised the Board that their financial accounting software is now owned by a non-New Hampshire-based company, and he is now concerned with the long-term prospects for software support and updates. The new company is considering the current accounting software as "legacy" software and is supporting it for now. The SAU is not currently proposing a change. He wanted to make the Board aware of the situation noting that a change in software is expensive and takes time to implement. There will be a Public Hearing on the proposed budget in December and an SAU 67 meeting directly after.

E. 2026-2027 School Year Calendar
The proposed 2026-27 school calendar generally mirrors the proposed 2026 – 2027 Concord School District Academic Calendar. Two versions of the SAU 67 school calendar have been included in the meeting packet. The differences are in the dates for parent teacher conferences. One calendar sets aside November 9th and 10th and the other calendar lists parent teacher conferences on November 23rd and 24th. There was some discussion on the proposed dates proximity to Thanksgiving.

The Board discussed lengthening the school day by some number of minutes (i.e. 10 minutes) so the last day of school would occur at an earlier date. The length of the school day hasn't changed in a long time. Any change would have to be renegotiated with teachers and staff.

F. Superintendent Contract & Evaluation (Policies provided) – Comments to Marcy Kelley.

VII. **Public Comment** – None.

VIII. Non-Public Meeting: RSA 91-A3II(c)

Clem Madden moved the Board enter Non-public Session as per RSA 91-A3II(c) at 5:50 PM. Bryce Larrabee seconded. A roll call vote was taken. Reardon - aye; Sloane – aye; Klunk– aye; Larrabee – aye; Osterloh– aye; Hubbard – aye; Madden – aye; Wamser – aye: Roy – aye and Barcroft – aye. The Board voted individually and unanimously to enter a non-public meeting.

At 8:00 pm Angela Hubbard moved and Melynie Klunk seconded a motion to come out of the non-public meeting. A roll call vote was taken. Reardon - aye; Sloane – aye; Klunk– aye; Larrabee – aye; Osterloh– aye; Hubbard – aye; Madden – aye; Wamser – aye: Roy – aye and Barcroft – aye.

IX. Adjournment

There being no further business before the Board, the Chair entertained a motion to adjourn. Clem Madden moved to adjourn and Bryce Larrabee seconded a motion to adjourn the meeting at 8:05 pm.

Respectfully submitted,

Wendy Gilman, Recording Secretary