

# Sullivan School Board Public Meeting Minutes

**April 12th, 2023**

**Present:** Board Members: Michael Brooks, Paul Bolduc, Stephanie Milotte, William Thorndike, Malinda Scherpa

Superintendent: Kim Caron

Treasurer: Ann Gray

School District Clerk: Sara Bolduc

**Call to Order:**

**Superintendent Kim Caron** - meeting Called to order at 6:31 PM

**Oaths of Office:**

- **Sara Bolduc** District Clerk swore in the following members who were recently elected in Town Elections.
  - School Board Member - Stephanie Milotte: 3 Years
  - School Board Member - William Thorndike: 3 Years
  - School Board Treasurer - Ann Gray: 1 Year
- **Kim** requested a motion to nominate a School Board Chair.
  - Malinda S. nominated Mike Brooks
  - Seconded by Stephanie
  - Voice Vote: Unanimous
  - Nomination Passes: Mike Brooks is confirmed as Chair.
- **Mike** requested a motion to nominate a School Board Vice Chair.
  - Mike B. nominated Stephanie M as Vice Chair
  - Seconded by Malinda
  - Voice Vote: Unanimous
  - Nomination Passes: Stephanie M. is confirmed as Vice Chair.

## **MINUTES**

**Motion** Stephanie M. motioned to approve the minutes from the Board's monthly meeting **March 8<sup>th</sup>, 2023**

Second by Paul

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the **March 8<sup>th</sup>, 2023** Minutes are approved.

## **Treasurer's Report - Newly Appointed Treasurer Ann Gray**

**Mike B** went over the manifest with the board to allow newly appointed treasurer Ann get up to speed with process and procedure.

- Mike B shared the process by which the Board tackles the Manifest.
- Mike modelled the process and explained the different aspects of it as it went.
- **Manifest:** The current manifest for this month is for the amount of **\$41,834.12**
  - The starting bank balance is **\$327,481.85**
  - **Total Deposits:** \$301,326.96
    - Town of Sullivan      \$79,975.88 March Payment

- Mascoma Interest      \$450.01
- State of NH              \$220,901.07

Payments

\$160.00	Perfect Balance (March Bookkeeping)
\$15,189.12	First Student (Payment 8 of 10)
\$475.00	Simplified Speech Solutions (March Services)
\$4,050.00	Kim Caron 4th Quarter
\$2,250.00	Nathan Castle 4th Quarter
\$15,910.00	Community House (March Services)
\$3,800.00	Juliet Fenrich 4th Quarter

**TOTAL PAYMENTS: \$41,834.12**

**Ending Bank Balance: \$586,974.69**

Motion: **Will** motioned to approve the manifest of 3/9/23 – 4/12/23

Seconded by **Malinda**

Discussion: Will questioned if the employees listed should be 3rd quarter payment.

Stephanie noted that with our budget year ending 6/30/23 and being paid upfront, it is indeed the 4th Quarter as noted on the Manifest.

Voice Vote: Unanimous

**Motion so passes** and the **March/April** Manifest is approved and so accepted

**Superintendent's Report - written by Kim Caron**

The following is a general update of activities, as of April 10<sup>th</sup>, since the last Board meeting.

**General Assurances FY24.** The New Hampshire Department of Education developed the "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organisations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. The General Assurances document will be reviewed for signature at the April School Board meeting.

**MS22.** Report of Appropriations as Voted - July 1, 2023 to June 31, 2024. The MS22 needs to be signed by the superintendent, district clerk, and the board. The superintendent also requires the minutes of the district meeting and voting results to submit to the NDOE and NHDRA. The MS22 will be prepared for signature at the April School Board meeting. Bureau of Federal Compliance. The NHDOE Bureau of Federal Compliance (BFC) performed a federal fiscal compliance audit on March 30th and March 31st. The superintendent received a draft report that summarises the information gathered during the review. The BFC did not find any financial concerns regarding the district's use of federal funds. However, the report identifies concerns relative to policy, procedure, and internal controls. Required corrective actions and associated timelines to rectify compliance issues are also included in the report. The draft report will be shared at the April School Board meeting. During a meeting on March 31st, the BFC explained that the bureau was formed about five years ago when the federal fiscal compliance audit of NH school districts began. The BFC

further explained that corrective actions are required in many districts around NH. The district is not alone in the state with the work that needs to be completed.

**Medicaid Reimbursement:** The Board and Superintendent have discussed Medicaid reimbursement over the past several months. School districts can elect to receive some level of reimbursement for qualified expenses such as occupational therapy, physical therapy, speech & language services, some school psychology services. The administration has been working to determine the cost/benefit of this effort. This does not appear to be a worthwhile effort for several reasons. The district cannot be reimbursed for related services for those students attending the Keene school district since we do not pay individually for related services. Most related services are included as part of our tuition. The administration is seeking reimbursement from other sources such as IDEA or excess cost aid for students attending charter schools or are placed in an alternative setting.

**Policy.** Good policy provides important safeguards, anchored in law and best practice, as the Board performs its duties and responsibilities. The superintendent reviewed working policies that are required by statute. Updating and adapting policy to meet the needs of our “sending school district” will be a time-consuming effort. The superintendent suggests discussing this project in the near-term to determine the best course of action.

**Non-public.** The superintendent will update the Board on any pending confidential issues in non-public session.

**Motion** to move the meeting into Non-Public at **7:11PM** to discuss personnel contracts as well as student issues by **Will**.

Seconded by **Paul**

**Roll Call Vote:** Unanimous

Discussion: None

**Motion so passes** - Meeting moved into Non-Public at **7:11 PM** to discuss personnel contracts and student matters

**Motion** to leave the non-public meeting at **7:29PM** and return to Public Meeting by **Stephanie**

Seconded by **Paul**

Discussion: None

**Voice Vote:** Unanimous

**Motion so passes** - Meeting moved back into Public at **7:29PM**

Please feel free to contact Kim Caron with any questions.

### **Other Topics Discussed:**

#### **Mail:**

- Kim noted his concern that communication with postal mail leaves large gaps in time to obtain the letter. Mike B. suggested to change the contact info on the web page to utilize email for important or time sensitive information.

- Paul questioned if it should be moved back to Sullivan, for Sarah our bookkeeper no longer lives in Keene.

**Policy:**

- The Board discussed the required work on the polices. Kim will be receiving specifics from the Federal Government.
- Stephanie shared the Child Find and the Residency policy that the Board had already created.

**High School Graduation:**

- Stephanie will be purchasing cards to then complete in May in order to send them out for Keene High Graduates as the June meeting is after graduation. Keene High Graduation scheduled June 9<sup>th</sup>.
- Middle School and Elementary School Dates will be identified to try and celebrate these students as well.

**State Adequacy Monies:**

- This year's amount seems to be larger which is helpful, but we have been expanding a large portion of our budget on Community House, which may necessitate us tapping into our Emergency Fund.

**Upcoming Meetings / Events**

The Sullivan School Board Meeting will be held on **May 10<sup>th</sup>** @ 6:30 PM

**Adjournment**

**Motion:** Stephanie M. made a motion to adjourn.

Seconded by Malinda                      Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:00 PM

*Paul Bolduc*