Sullivan School Board
Public Meeting Minutes
April 9th, 2025

Present: Board Members: Mike Brooks, Stephanie Milotte, Colleen Mathews, Malinda Scherpa
District Special Ed Administrator: Juliet Fenrich
District Business Administrator: Jodie Holmquist
District Superintendent: Kim Caron
Public: Leslie Evans

1. **Call to Order:** The Superintendent called the school board organizational meeting to order at 6:31PM. The Superintendent asked for nominations for School Board Chair.

Nominations for School Board Chair: Michael Brooks
Motion: **Stephanie** motioned to elect Michael Brooks as School Board Chair for the ensuing year.
Seconded by Colleen Mathews
Discussion: None
Voice Vote: Unanimous
Motion so passes and Michael Brooks is elected Board Chair for the ensuing year.

2. **Secretary's Report –**

Public MINUTES APPROVAL FOR March 12th 2025
Motion: Stephanie motioned to approve the minutes from March 12th, 2025 Board's meeting.
Second by: Colleen
Discussion: None
Voice Vote: Unanimous
Motion so passes and the **March 12th 2025** Public Minutes are approved.

3. **Treasurer's Report –**

Kim Caron reviewed the manifest with the board – due to the absence of a treasurer.

a. Manifest:

The starting bank balance is $704,777.87

Total Deposits $340,547.54

- Town of Sullivan $101,191.31 (April 2025)
- State of NH $ 15,946.80 (Project Reimbursement)
- State of NH $222,530.66 (Adequate Aid)
- Mascoma Checking Acct $878.77 (Interest earned)

Payments

- Kim Caron Superintendent $ 4,050.00 (3rd Q 24/25)
- Terri Drogue (Ed Psych Services) $1,292.50 (Feb -April)
- Juliet Fenrich $ 4,794.00 (3rd Q 24/25)
  - Including 50% PandaDoc annual subscription
- First Student $16,114.32 (8of10)
- Jodie Holmquist $2,500.00 (3rd Q 24/25)
- Perfect Balance $201.50 (March 2025)
  - Including PO Box 8
- SAU 29 Nelson $ 3,986.70 (1on1 8of10)

- Tucker Transportation $6,278.00 (Feb/MARCH 2025)
- Wadleigh, Starr & Peters $ 116.00 (Legal work)

TOTAL PAYMENTS: $39,333.02

Ending Bank Balance $1,005,992.39

Motion: Stephanie motioned to approve the manifest of **3/13/25-4/9/25**
Seconded by Colleen
Discussion:
Voice Vote: Unanimous
Motion so passes and the **March/April** Manifest is approved and so accepted

b. **Budget status report.** - The superintendent has been working with the business administrator on the development of the budget status report. The budget status report has two sections that record monthly revenue and monthly expenses. The report also includes a notes and narrative section. This report also encumbers anticipated revenue and expense and forecasts the districts estimated year-end financial position. The objective is to implement a report that enables the administration and school board to examine, monitor, and forecast district finances. The BA is planning to attend the April school board meeting to present the report and respond to any inquiries.

Colleen asked for clarification around IDEA grant money coming back to the district. Kim explained that certain SPED expenses that qualify for IDEA money. Julie enters this monthly, and it goes thru an approval process. Once approved this comes back to us as a project reimbursement check.

Jodie presented the budget status report. Outlining the updates made and engaging in feedback. Discussion regarding our total budget to date, updated budget with description notes for line items.

Board consensus is that this is a helpful document that will allow for future forecasting to better understand and have access to the status of our budget at our fingertips.

4. **Public Comment –**
Michael public comments. Leslie Evans commented that she attended the meeting out of interest the school board vacancy.

5. **Old Business –**
   a. Medicaid & special education reimbursement.
   Special Education and Medicaid. School districts may be eligible for reimbursement for a portion of medically necessary and qualified expenses such as occupational therapy, physical therapy, speech and language services, and some school psychology services through Medicaid. The administration is revisiting the feasibility of using the Medicaid reimbursement process this school year. The district's situation has changed in that we are currently providing related services for several special education students, in addition to and separate from tuition costs, that may be eligible for Medicaid to Schools reimbursement. The special education director recently met with MSB and EHS (Education Health Services). MSB is a nationally based consulting firm that provides services to schools to maximize Medicaid reimbursement for qualified special education expenses. EHS (Education Health Services) is a NH-based group working with MSB and provides the medical documentation necessary to acquire Medicaid reimbursements. The superintendent signed a thirty-day contract with MSB at no cost to the district to analyse student information provided by the district, estimate potential reimbursements, and determine the cost-effectiveness of utilizing the Medicaid to Schools program. Cost-effectiveness factors include the total estimated reimbursement less the expense for MSB services and the additional labor provided by the special education director.

The special education director is planning to attend the April school board meeting to provide an update.

- Julie the Special Ed Admin attended the meeting and assisted with discussion around Medicaid updates and the services MSB can assist the District with evaluating students and obtaining funds from Medicaid. The Sullivan School District may be eligible for up to $87,000 in reimbursement, less expenses for MSB and administrative services, from Medicaid for those students that are deemed with medically necessary services as seen by Medicaid, by use of MSB and EHS consulting services.
- Julie suggested to generate a contract with MSB to allow them to consult with our students and assist with documentation of these students' services for Medicaid reimbursement.
  Motion: Mike motioned to proceed with developing a calendar year contract with MSB to utilize their consulting services for Medicaid reimbursement.
  Seconded by Colleen
  Discussion:
  Voice Vote: Unanimous
  Motion so passes and Julie to proceed with developing a contract with Medicaid School Based (MSB) is approved and so accepted.

b. Other. None

6. New Business

a. School Board Vacancy – Mike is currently working with the 11 write-ins and contacting to see if they are interested in the position they were nominated for. Currently we have two people that have shown interest and awaiting additional information to support whether they are interested in becoming a member. We have two board member vacancies and a treasurer vacancy. Discussion around treasurer position and the roles/responsibilities. This position will work directly with the business manager and bookkeeper as a safeguard. Preferably the person will have financial experience, primary duty is to review the monthly activities.
b. Second semester census update – there are some minor changes that we are reviewing and have been accounted for.
c. Keene/Nelson second semester tuition bills update – The draft roster for SM2 was received from SAU29. Kim noted that the budget appears to be on target to pay the second semester tuition bills considering outstanding revenue and expenses.
d. General insurances: Mike and Kim have signed the annual general insurances for the federal government required to be eligible for federal grants. This means that we will continue to abide by federal statutes and related policies.
e. Other. Discussion around new email address to be created for the vacant treasurer position with the Sullivan address.
    - Mike to take this away to have this created.

7. Superintendent's Report –

BA Time and Tasks. The superintendent is working with the BA to enumerate specific BA tasks, quantify the time spent on duties, and identify intersections with the bookkeeper and special education director. More to follow.

Special Education Expendable Trust. The school district has experienced relatively high and unanticipated special education expenses over the past several years. These special education expenses have a significant impact the budget, where the majority of the budget is established through the contracted services and tuition. School board legal counsel references that current out of district special education costs can range from over $100,000 per student to upward of $400,000 per student, per year, when you factor in expenses for transportation, related services, and residential placements. The school board believes that it is responsible governance to plan for the potential for such expenses through appropriate funding of the Special Education Tuition and Expendable Trust. The school board endorsed a plan to build the trust to a $500,000 maintenance level. This level of funding will provide a stronger financial safeguard for the school district, help to ensure that funds are available if needed, and assist in minimizing the tax impact on residents. The superintendent suggests arranging a meeting with the school board and budget committee prior to the 2026-2027 budget cycle to discuss this topic in more detail. The administration is available to assist as requested.

- Suggestion to add defining material around the Expandable trust fund to have included in next years proposed budget material for our first budget committee meeting discussion.

School Board Policy Work. The superintendent consulted with the school board attorney to review the status of district policy manual and to make recommendations for additional policy work still outstanding. More information to follow at a later date.

Non-public. The superintendent will provide the school board with confidential updates as allowed under RSA 91.

8. Setting the Next Meeting Agenda

The school board was asked if they had any specific agenda items to add to the May meeting. No additional items were discussed.

Graduation cards & reach-out to gather the info prior to the May meeting.

9. Meeting date: School Board Monthly meeting 5/14/25 at 6:30PM

10. Public comment

Leslie Evans commented that the meeting was informative and that she needed to consider her interest in the school board vacancy.

11. Non-Public Session RSA 91-A:3 if necessary

Motion to move the meeting into **Non-Public session** at **7:35PM** by Mike under the personnel contract provision RSA 91.
Seconded by Malinda
Discussion: None
Voice Vote Unanimous
Motion approved Meeting moved into **Non-Public** at **7:35PM**
********The Board discussed contractual details for employees. ******

Motion to leave Non-Public meeting and return to **Public** meeting at **8:06PM** by Colleen
Seconded by Malinda
Discussion: None
Voice Vote: Unanimous
Motion so passes - Meeting moved back into Public at **8:06PM**

12. Adjournment

Motion: Mike Brooks made a motion to adjourn.
Seconded by Malinda
Voice Vote: Unanimous
Motion passes and the Meeting closed at 8:07PM