

Sullivan School Board Public Meeting Minutes

August 8th, 2023

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

Superintendent: Kim Caron

District Treasurer: Ann Gray

District Director of Special Ed – Julie Fenrich

Town Treasurer: Tammy Rondeau

Public: None

Call to Order:

Mike Brooks meeting Called to order at 6:31 PM

MINUTES

Motion Mike motioned to approve the minutes from **July 12th, 2023** Board's meeting.

Second by Will

Discussion: Alter the next meeting date to reflect corrected August 9th

Voice Vote: Unanimous

Motion so passes and the **July 12th, 2023** Minutes are approved.

ELECTRONIC PAYMENTS

Motion Malinda motioned to approve the transference of monies to the district from the town electronically to reduce time delay.

Seconded by Stephanie M

Discussion: Tammy noted that they have talked with Jim and MTD Bank and they have safety measures in place. Tammy and Jim would be the only people who can transfer the money. She and MTD Bank both felt confident that this was safe. Ann has the form that will be used.

Voice Vote Roll Call:

Will T Yes

Paul B Yes

Malinda S Yes

Stephanie M Yes

Mike Brooks Yes

Motion so passes and the Board approved the use of digital payment to the town.

Tammy requested that we sign a copy of the minutes and then pass it onto her so that she can present it to the Selectmen for them to approve as well.

Agreed that the Bank form and copy of minutes will be collected by Ann Gray at the next monthly meeting to send to Tammy.

Treasurer's Report - Appointed Treasurer Ann Gray

Ann Gray went over the manifest with the board.

- **Manifest:** The current manifest for this month is for the amount of **\$23,359.38**
 - The starting bank balance is **\$51,768.42**
 - Total Deposits \$46,857.99
 - Town of Sullivan \$40,000.00 *July Payment*
 - State of NH \$6,584.40 *Project Reimbursement*
 - Mascoma \$273.59 *Interest Earned*

Payments

\$252.00	Perfect Balance (July 2023)
\$19,056.00	Community House (Summer School ESY)
\$468.75	Educational and Behavioural Consulting (Student Services)
\$2,520.00	Tucker Transportation (Summer School ESY)
\$1,062.63	Vachon Clukay & Company (Final 2022 Billing)

TOTAL PAYMENTS: \$23,359.38

Ending Bank Balance \$75,267.03

Motion: Will motioned to approve the manifest of **7/13/23-8/9/23**.

Seconded by **Stephanie**

Discussion None

Voice Vote: Unanimous

Motion so passes and the **July/August Manifest** is approved and so accepted

Superintendent's Report - written by Kim Caron

The following is a general update of activities, as of August 5th, since the last Board meeting.

State Aid for Education. The State made some changes to the adequacy formula resulting in increased revenue for FY 2024. I am registered for a NHED meeting on August 30th to review the adequacy formula and new state aid. There may be more following that meeting. Please note that the district has the option to access this increased funding in FY 24 via state statute 197:3-a (Special Meeting for Change in Education Funding) or allowing the increased funding to be applied against the tax rate.

Charter Schools: School Districts must provide students with IEP supports. However 504 plans are paid for by the charter school. NH RSA. NH RSA 186-C and Ed 1100 the NH Standards for the Education of Children with Disabilities.

Bureau of Federal Compliance (BFC). The BFC is requiring the school board to develop policies regarding the administration of federal grants as part of a corrective action plan. The BFC provided specific policy language for the district to manage federal funds appropriately. The policy (DAF) is designed to govern a broad range of federal dollars that school districts around the state receive; from Title 1 services to federal free and reduced lunch programs to special education money to competitive and discretionary grants and more. The BFC found that the district must have this policy in place, even though the district only receives the federal special education IDEA grant. Although the district has been using the IDEA grant properly by applying it to supplement special education

expenses, the district has not had the policy and related safeguards in place. Policy DAF rectifies this concern in part. Policy DAF is on the August agenda for the first reading and scheduled for adoption at the September meeting. Attached is a summary of key policy points as well as a larger document with the required policy addressing the use of federal funds.

Finances. The Board has been migrating to electronic signatures for most approved payments with our bookkeeper using QuickBooks and the bill pay system with the bank. This is a positive change overall and should help to improve record keeping, the audit process, and help to address the BFC corrective action plans. With this change in practice, the superintendent recommends the development of certain required business policies such as policy DK: Payments, Checks, and Manifests, policy EHAC: Electronic Records and Signatures, and others as needed. The purpose is to have the appropriate language and safeguards in place. With board approval, the superintendent will review draft policies with counsel before bringing them to the board for reading. (Kathleen C. Peahl, Esq. Wadleigh, Starr & Peters, PLLC).

Special Education and Charter Schools. This is from the NHED. “SB 238 is an amendment to RSA 194-B:5 and requires a chartered public school and the school district of residence to enter into a memorandum of understanding (MOU) for a student attending the chartered public school concerning special education services. The NHED shall develop and provide chartered public schools and school districts with a model MOU document to use as a guide. This model MOU document defines how the chartered public school and school district will cooperate with each and how the school district proposes.

to provide special education services and supports to students with disabilities within the chartered public school to ensure a free appropriate public education. All MOU’s must adhere to state and federal special education laws, rules, and regulations. All MOU’s created for the 2023-2024 school year must be submitted to the NHED, Bureau of Special Education Support by October 1st, 2023.”

AREA. The AREA agreement with Keene Middle and High Schools will expire at the conclusion of the --- school year. The attorney for SAU 29 suggested that AREA districts begin the renewal process early in the 2023-2024 year. With board approval, the superintendent will consult with the board attorney to assist with the renewal process as needed. Instructions from Keene’s lawyer will be coming for participating districts to re-enter properly.

- Mike B. will confirm the dates and the steps that we will need to take.
- Stephanie M felt it was important to stay on top of this issue.
- Julie felt that she was concerned for the AREA services for pre-schoolers. There has been a trend of increasing referrals and she worried about potential service needs for Sullivan students. We are responsible for these kids from their 3rd birthday forward.
- Kim noted that some towns are seeking a choice within this agreement to be able to send their students to other schools. It will surely be an interesting process.

Administration. Our special education director will attend the August school board meeting. Our director will review the special education process, answer any questions on activity over the past year, and discuss topics for the upcoming school year. The discussion will occur in a confidential non-public session to allow for any service-related questions that school board members may have. This objective is to develop an expanded understanding of the special education landscape moving forward.

Audit. Matt Murry (Vachon Clukay) is developing the audit schedule and preparing the engagement letter.

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 **7:08PM** to discuss student services with Julie Fenrich the District Special Ed Director issues by **Malinda**.

Seconded by **Will**

Roll Call Vote: Unanimous

Discussion: None

Motion so passes - Meeting moved into Non-Public at **7:08 PM** to discuss student matters.

Motion to leave the non-public meeting at **7:59PM** and return to Public Meeting by **Paul**

Seconded by **Stephanie**

Discussion: None

Voice Vote: Unanimous

Motion so passes - Meeting moved back into Public at **7:59PM**

Please feel free to contact Kim Caron with any questions.

Other Topics Discussed:

Policy: Action Plan with BFC -

- The Board received and discussed policy DAF: Administration of Federal Grant Funds for the first reading. Policy DAF will be on the September agenda for a motion to adapt.

Special Ed Invoices:

- It was agreed to send invoices to both Sarah and Nathan copies of invoices received by services to streamline the efficient processing of these bills.

AREA AGREEMENT

- Mike will research and seek out information about timing and potential Sullivan desires. He will look at the site and reach out to Keene.

State Adequacy Monies. Same as last month.

- 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.

Trustees of the Trust fund

- Will received a request from Nathan regarding the MS-9. He wanted to know who the contact of the Town Trustees of the Trust.
- These records are required by the State of NH. He desired a copy of it.

- Will questioned if the other information it contains should be shared out. He felt hesitant that all the town's monies in various funds would become known to other entities
- Kim will contact Nathan to find out.

Upcoming Meetings / Events

- **Next School Board Meeting September 13th 6:30PM**

Adjournment

Motion: Stephanie M. made a motion to adjourn.

Seconded by Malinda Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:20 PM

Paul Bolduc