

Sullivan School Board

Public Meeting Minutes

December 10th, 2025

Present: Board Members: Mike Brooks, Stephanie Milotte, Malinda Scherpa, Colleen Mathews, Barbara Arguin

District Superintendent: Kim Caron

District Treasurer: Brad Smith

District Clerk: Paul Bolduc

Absent: None

Public: None

1. Call to Order: Mike Brooks called the meeting to order 6:30PM

2. Secretary's Report –

Public MINUTES APPROVAL FOR November 12th, 2025

Motion: Barbara motioned to approve the public minutes from November 12th 2025, Board's meeting.

Second by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **November 12th, 2025**, Public Minutes are approved.

Non-Public MINUTES APPROVAL FOR November 12th, 2025

Motion: Stephanie motioned to approve the non-public minutes from November 12th, 2025, Board's meeting.

Second by: **Barbara**

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **November 12th, 2025**, Non-Public Minutes are approved.

3. Treasurer's Report – Kim Caron reviewed the manifest with the board. Brad the treasurer was sworn in prior to the meeting.

a. Manifest:

The **starting bank balance** is **\$213,081.22**

Total Deposits: \$128,467.41

- Town of Sullivan \$127,342.92 (Deposited 12/3/25)
- State of NH
- Mascoma Checking Acct \$1,124.49 (Interest earned 11/30/25)

Payments:

- Ed Pysch Services Terri Drogue \$1,600.50 (Oct/Nov 2025)
- Educational & Behavioral Consulting LLC \$ 11,545.58 (Oct 2students)
- Interim Healthcare \$ 4,000.00 (Elementary Nurse)
- Lionheart Classical Academy CPS \$ 3,539.70 (Oct/Nov 2025 services)
- Perfect Balance \$ 252.00 (Nov 2025 Bookkeeping)
- Simplified Speech Solutions \$150.00 (Nov 2025 Evaluation)
- Student Transportation of America \$33,713.60 (Contract payment 2&3of10)
- Wadleigh, Starr & Peters \$ 885.00 (Nov 2025 Legal work)
- William Thorndike \$100.00 (District Moderator 2025 Stipend)

- Paul Bolduc \$200.00 (District Clerk 2025 Stipend)
- Michael Brooks \$200.00 (Board Stipend)
- Stephanie Milotte \$200.00 (Board Stipend)
- Malinda Scherpa \$200.00 (Board Stipend)
- Colleen Mathews \$200.00 (Board Stipend)
- Barbara Arguin \$200.00 (Board Stipend)

TOTAL PAYMENTS: \$56,986.38

Ending Bank Balance \$284,562.25

Brad reviewed the manifest with Kim and recommended the approval of the current manifest.

Motion: Stephanie motioned to approve the manifest of **11/13/25-12/10/25**

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes and the **November/December** Manifest is approved and so accepted

**School Tuition Expendable Trust: \$358K as of October 2025 meeting.

b. Budget status report.

As of Dec 2025 – Reviewing the budget Kim noted that our expenses looked good up to this point. We will be watching an expense closely to see if we have any updates that need to be adjusted for yearend position. At this time, we may need to dip into the Expendable Trust but we are reviewing this for forecasting.

4. Public Comment – None

5. Old Business –

a. 2026-2027 Budget Preparation. –

Planning and school board discussion. The team is looking at budget history, anticipated needs, as well as student enrollment data. Tuition rates have been received from SAU29. Review and comment on the draft warrant regarding the Special Education Expendable Trust.

- Reviewed the proposed budget line by line for the anticipated increase in budget of 2.5%. Reviewed and prepared for proposing the budget to the budget committee and what additional info we may need to support the budget forecasted.

Malinda agreed to be the school board representative for the budget committee starting January 2026. If additional school board representation is needed, others will fill in where needed.

Motion: Malinda motioned to approve the proposed July 1, 2026-June 30, 2027, budget to be presented to the budget committee.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes and the proposed July 1, 2026-June 30, 2027, budget is approved and so accepted

Motion: Stephanie motioned to approve the adoption of Article 3 to approve up to 50,000 surplus to be added to the expandable trust fund for the 26-27 budget.

Seconded by **Malinda**

Discussion: none

Voice Vote: Unanimous

Motion so passes and Article 3 up to 50,000 surplus to be added to the expandable trust fund for the 26-27 budget is approved and so accepted

- b. **RSA 189:76 Mandatory Report to Voters.** This is in follow-up to a recent change in the law that will impact the current budget season. The school board attorney's advice on compliance to this new law is summarized in the attachment.
- c. **Policy JJJ: Access to Public School Programs.** Second reading/vote to adopt. All pupils residing in the district, whether they are home educated, or attending public charter school or nonpublic schools shall have access to curricular courses and co/extra-curricular programs offered by the receiving school district in accordance with RSA 193:1-c and in accordance with receiving school district policy and administrative regulations.
Motion: Stephanie motioned to adopt **Policy JJJ: Access to Public School Programs** as per the second reading.
 Seconded by **Colleen**
 Discussion: none
 Voice Vote: Unanimous
Motion so passes to adopt **Policy JJJ: Access to Public School Programs** is approved and so accepted.
- d. **Policy ACD: Tobacco Products Prohibition.** Second reading/vote to adopt. The purpose of this policy is to explicitly state school board support of the prohibition of tobacco products on school grounds and activities as required by law. Attesting to this written policy is also a requirement on the annual sign-off of the General Assurances for Participation in Federal Programs enabling district receipt of federal funds.
Motion: Stephanie motioned to adopt **Policy ACD: Tobacco Products Prohibition** as per the second reading.
 Seconded by **Malinda**
 Discussion: none
 Voice Vote: Unanimous
Motion so passes to adopt **Policy ACD: Tobacco Products Prohibition** Policy approved and so accepted.
- e. **Policy ABD: Drug-Free Workplace.** Second reading/vote to adopt. Attesting to a written policy stating support of drug-free workplace is a requirement on the annual sign-off of the General Assurances for Participation in Federal Programs enabling district receipt of federal funds. The policy states the requirement that all school workplaces are drug and alcohol-free.
Motion: Malinda motioned to adopt **Policy ABD: Drug-Free Workplace** as per the second reading.
 Seconded by **Colleen**
 Discussion: none
 Voice Vote: Unanimous
Motion so passes to adopt **Policy ABD: Drug-Free Workplace** Policy approved and so accepted.
- f. **Policy BDB-A. School Board Treasurer Responsibilities.** Second reading/vote to adopt. The purpose of this policy is to clarify the role and responsibility of the School Board Treasurer in the Sullivan School District. The Treasurer is responsible for financial safeguards such as providing oversight of financial procedures and ensuring compliance with district policies. The Treasurer monitors district finances and reports any concerns to the school board and superintendent. Administration is responsible for day-to-day district finances as outlined.
Motion: Stephanie motioned to adopt **Policy BDB-A. School Board Treasurer Responsibilities** as per the second reading.
 Seconded by **Colleen**
 Discussion: none
 Voice Vote: Unanimous
Motion so passes to adopt **Policy BDB-A. School Board Treasurer Responsibilities** Policy approved and so accepted.

g. **Other - None**

6. New Business -

- a. **Policy ACAC: Title IX Sexual Harassment.** First Reading. This is required policy that defines sexual harassment, that the district does not discriminate on the basis of sex, and outlines the grievance process for Title IX sexual harassment. The district is required to identify and train a Title IX coordinator for the district.
- b. **Policy JICK: Pupil Safety/Violence Prevention.** First Reading. As referred to by Title IX, this policy states that the school board recognizes and incorporates by reference the policies and procedures adopted by receiving school boards related to pupil safety and violence prevention.
- c. **Policy JLDBB: Suicide Prevention/Response.** First Reading. As referred to by Title IX, this policy states that the school board recognizes and incorporates by reference the policies and procedures adopted by receiving school boards related to suicide prevention and response.
- d. **Policy AC: Non-Discrimination.** Revision/vote to adopt. A minor revision is recommended to align policy, administrative duties, and Title IX.
Motion: Stephanie motioned to adopt **Policy AC: Non-Discrimination** as per the second reading.
Seconded by **Barbara**
Discussion: none
Voice Vote: Unanimous
Motion so passes to adopt **Policy AC: Non-Discrimination** Policy revision approved and so accepted.
- e. **Policy ACE: Procedural Safeguards.** Revision/vote to adopt. A minor revision is recommended to align policy, administrative duties, and Title IX.
Motion: Stephanie motioned to adopt **Policy ACE: Procedural Safeguards** as per the second reading.
Seconded by **Barbara**
Discussion: none
Voice Vote: Unanimous
Motion so passes to adopt **Policy ACE: Procedural Safeguards** Policy revision approved and so accepted.
- f. **Annual Report and Audit.** Informational. The school district is required to publish the findings and summary of the audit report in the annual report. RSA 21-J:19 states “A written or printed report of every completed audit shall be made to the proper local officials including a summary of the findings and recommendations of the auditors and a copy of such summary shall be published in the next annual report following the fiscal year in which the audit was completed.”
Auditor Error has been reviewed and corrected based on an automatic DRA return.
Grants & IDEA money expenditures and the timelines in which this money is being spent.
Review the process for future citations; however, we are currently following the compliance followed by the direction of the DOE.

g. **Other – None**

7. Superintendent's Report –are noted in sections above based on the order of agenda.

Since the **November** school board meeting –

Administrative team. The school district bookkeeper, business administrator, and superintendent have been focused on completion of the audit and submitted the last documents requested by Vachon Clukay. As of this writing, Vachon Clukay stated that all required materials have been submitted and that they are drafting the audit report. In August,

the superintendent communicated with Vachon Clukay and established a deadline for the audit report to be received by the end of November. The school board needs the completed audit in enough time to digest and summarize for inclusion in the annual report. The audit is essential to financial accountability, compliance to best practices, and verifying the accuracy of district financials. However, in our discussions as an administrative team, the audit process has become increasingly complicated and labor intensive over the last few years. The types of documentation requested by the auditors vary from year to year. For example, the administrative team estimates over fifty different material requests this cycle from general fund items to federal projects to capital reserve funds. And our auditors seem to have a heavy workload making timely communications problematic, which seems to be the case statewide. The district has used Vachon Clukay for several years now. Best practice points to changing auditors every five years or so to ensure objectivity, an independent view, and for cost comparisons. The superintendent suggests placing an audit firm search on a future school board agenda for discussion. This item might be a relevant collaboration with a school board treasurer as it involves financial safeguards and oversight.

- **The business administrator** continues to work on the complexities of the Federal Maintenance of Effort for grant monitoring and works with the superintendent on the monthly budget status report.

- **The special education** and student services director continues to track our special education students with our receiving schools. The director continues to submit qualified expenses on a monthly basis for IDEA reimbursement. On an exciting note, our director met with service providers on submissions for Medicare reimbursements to work through any remaining kinks and curves with the system. The special education director is happy to report that submissions have been filed, and the district should begin to see some reimbursement funds within the next month.

On deck. The superintendent is working on the following items. To be presented at a future school board meeting.

Service Provider Contracts. The school board attorney recommends that the district include language in contracts with service providers that affirms that they are familiar, and will comply with, all applicable federal and state laws and regulations, and all applicable district policies, including but not limited to certain foundational, personnel, and student policies.

Policy GBEAB: Mandatory Code of Conduct Reporting. Related to Service Provider Contracts, this policy outlines the requirement to report suspected violations of the NH Code of Conduct for school personnel and third-party contractors in compliance Ed 510.02(h).

Policy GBEB: Staff Conduct. Related to Service Provider Contracts, this policy outlines the responsibility of employees and third-party contractors, and that the school board adopts the NH Code of Conduct for Educators as written in Ed 510.01-Ed 501.05.

Revising and refining contracts for the business administrator, district bookkeeper, and special education and student services director.

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 **January** meeting.

- Second reading of the policies that were first readings in the *December* meeting for approval and adoption.
- Continuation of policy work and 26-27 school year budget discussions regarding enrollment review and updates to census.

- Bullet points of items to discuss with the budget committee for line items within the budget.
- Warrant Article generation & Annual Report
- Outline Dates of upcoming meetings sent to Paul for verification and distribution.
- School board term expirations – Colleen and Stephanie term renewals?

9. Meeting date: School Board Monthly meeting Wednesday 1/14/26 at 6:30PM

10. Public comment: None

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

Non-public session requested as allowed by RSA 91-A:3 II (a) student services -

Motion to move the meeting into **Non-Public session at 8:21PM** by **Barb** under the Special Education and student updates RSA 91-A:3 II(a).

Seconded by Colleen

Discussion: None

Voice Vote Unanimous

Motion approved Meeting moved into **Non-Public at 8:21PM**

****Special Education and student updates. ****

Meeting moved back to Public at **8:31PM**

12. Adjournment

Motion: Malinda made a motion to adjourn.

Seconded by: Colleen

Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:33PM

Signed By:

