

Sullivan School Board Public Meeting Minutes

December 13th, 2023

Present:

Board Members: Mike Brooks, Stephanie Milotte, William Thorndike, Malinda Sherpa, Paul Bolduc
Superintendent: Kim Caron
District Treasurer: Ann Gray
District Clerk: Sara Bolduc
District SPED Coordinator: Julie Fenrich
Members of the Public: None

Call to Order:

Mike Brooks meeting Called to order at 6:31 PM

MINUTES:

Motion Will motioned to approve the minutes from **November 8th, 2023** Board's meeting.

Second by Stephanie

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **November 8th, 2023** Minutes are approved.

District Clerk:

Sara Bolduc notified Ann Gray and Malinda Scherpa that **January 24th - February 2nd** is the window to sign up for your respective positions if you choose to run for the coming year.

NON-PUBLIC MEETING:

Meeting:

Non-public. The superintendent will update the Board on student services and personnel confidential updates in non-public session and budget forecast updates.

Motion to move the meeting into Non-Public at **6:34PM** to discuss student services, personnel updates and budget preparation by **Mike**.

Seconded by **Will**

Roll Call Vote: Unanimous

Discussion: None

Motion so passes - Meeting moved into Non-Public at **6:34 PM** to discuss student services, personnel updates and budget preparation.

Motion to leave the non-public meeting at **7:55 PM** and return to Public Meeting by **Stephanie**

Seconded by **Paul**

Discussion: None

Voice Vote: Unanimous

Motion so passes - Meeting moved back into Public at **7:55PM**

District Moderator & Planning Board Chair: Chris Pratt

Chris shared information regarding the Sullivan Master Plan. The School Board should review the School District portion of the Sullivan Master Plan for updates.

- Projection and synopsis on what we anticipate for the student enrollment.
- Address the Mission Statements... are they the same?

- Nelson
- Keene
- Capital Reserve Fund (\$272,000) but we don't anticipate more.
- School District Administrative Structure.
- Anticipate continuing to utilize the same tuition/budget forecast model for the foreseeable future.
 - AREA contract renewal by 2025.
 - Mike to provide updates to cpratt@myfairpoint.net SUBJECT MasterPlan

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 **\$827,827.26**
 - The starting bank balance is **\$473,365.12**
 - Total Deposits \$137,296.81
 - State of NH \$3,812.50 (Project reimbursement Nov 2023)
 - Town of Sullivan \$132,816.63 (Nov 2023)
 - Mascoma \$667.68 (Interest 11/23)

Payments

\$189.00	Perfect Balance
\$200.00 VOID	Caroline Renaud (VOID)
	*Invoice received for Surry student
\$806.25	Educational and Behavioral Consulting (Oct & Nov 2023)
\$22.50	Gathering Waters (Sped services Sept 2023)
\$387,290.50	Keene School District (1 st semester 23/24 tuition)
\$8,973.00	Community House & 1on1 (Nov 2023)
\$406,572.00	Nelson School District (1 st semester 23/24 tuition)
\$15,644.88	First Student (payment 4 of 10)
\$525.00	Simplified Speech Solutions (Nov 2023)
\$1,583.13	Vachon Clukey & Co (Audit services 22/23)
\$906.00	Wadleigh, Starr & Peters (Legal work)
\$3115.00	Tucker Transportation (Nov 2023)
\$200.00	Paul Bolduc (23 board stipend)
\$800.00 VOID	Sara Bolduc (23 district clerk stipend)
	*Board approved adjusted payment to Sara Bolduc District Clerk
**\$200.00	Sara Bolduc (23 district clerk stipend)
\$200.00	Michael Brooks (23 board stipend)
\$200.00	Stephanie Milotte (23 board stipend)
\$200.00	Malinda Scherpa (23 board stipend)
\$200.00	William Thorndike (23 board stipend)
\$200.00	Christopher Pratt (23 District Moderator stipend)

**\$200.00	Ann Gray (23 District Treasurer stipend)
	*Board approved payment to Ann Gray District Treasurer

TOTAL PAYMENTS: \$827,827.26

Ending Bank Balance **-\$217,165.33**
\$216,565.33

**\$200.00 Caroline Renaud needs to be voided. It was a mistake from Surry. VOID

**\$800.00 Sara Bolduc District Clerk should be lowered to \$200.00
**\$200.00 Stipend for Ann Gray should have been added.

Nelson tuition will be paid in full on time.

Keene will be paid \$200,000 of the \$387,290.50 Keene School District (1st semester 23/24 tuition) and the remainder will be sent as soon as the Town January payment is received.

Motion: Paul motioned to approve **the AMENDED** the manifest of **11.9.2023 – 12.13.2023**

Seconded by **Malinda**

Discussion None

Voice Vote: Unanimous

Motion so passes and the **Nov/Dec** Manifest is approved and so accepted

Superintendent's Report - written by Kim Caron,

The following is a general update of activities, as of **December 10th**, since the last Board meeting.

BFC and policy update. The district was required to submit the following corrective action plans (CAP) to the Bureau of Federal Compliance (BFC) to come meet federal regulations, as the result of a state audit. The administration submitted documentation to the BFC showing full implementation of the following CAPs.

1. CAP 1. Establish policy and procedures for the management of federal grants. The school board adopted policy DAF:
Administration of Federal Grants, as required by the BFC.
2. CAP 2. The district utilizes purchase orders, with the required domestic preference language, for each procurement using federal funds, as required by the BFC.
3. CAP 3. The district implemented an automated accounting system using QuickBooks Premier Desktop that draws down from federal funds, as required by the BFC.
4. CAP 4. The district implemented a contract for special education transportation services with Tucker Transportation, as required by the BFC. The administration is awaiting review and approval of the above by the BFC.

AREA Planning Committee. December 2023. Identify three registered voters to be placed on a draft warrant article, including names, authorizing them to serve on the AREA Planning Committee. January 2024. Submit warrant article for District Meeting in March 2024.

Tuition Agreements. The AREA tuition rates were received from Keene showing 2024-2025 per pupil tuition for Keene High School and Keene Middle School. The rates are the product of the estimated net operating costs of the individual schools for the current year divided by the estimated average daily membership for that year. The AREA agreement also calls for a per pupil rental charge based on 2% of the replacement cost of each facility added to the general Education tuition rate to arrive at the final tuition figure. The AREA tuition agreements call for tuition rates to be established by November 15 for the subsequent school year. The 2024-2025 tuition rate for Nelson was also received. The school board may want to note that tuition rates are reviewed and adopted on an annual basis in a public meeting. 2024-2025

Budget Planning. 2024-2025 budget development is a topic for discussion at the December school Board meeting. The special education director and superintendent have met several times to project the extra special education expenses for 2024-2025, beyond tuition costs for Keene and Nelson. Items such as special transportation, out of district tuition, paraprofessional

support, psychology, speech/language, behavioral supports, etc., were discussed. These are The most variable expenses in the school budget. The number that we are projecting at this point is a large one. This projected expense is primarily due to an increased number of high needs students placed both in and out of the district. Another factor are referrals from the preschool arena and charters. The superintendent believes it is best to approach these expenses in a straightforward manner, compliant with IDEA, and in the best interest of Sullivan children. The superintendent and special education director will review details on the special education budget projections in non-public session.

Student residency. The superintendent wants to reinforce that the administration complies with NH RSA 193:12, II, which provides the framework for student residence for the purposes of school attendance. In the case of Sullivan, for the purposes of accepting financial responsibility for the cost of education. In most cases, student residency is determined by the place where the parents reside. However, residency is not always straightforward. The RSA also addresses the following situations: divorced parents living apart, parents who have shared custody, and parents who may be temporarily absent from a residence. Residency statutes are written to provide children with educational stability despite the family situation at a point in time. The administration takes the responsibility of resolving residency concerns very seriously, compliant with law, with respect for the privacy rights of students and families, to protect the district, and in the best interest of children.

Administration. The special education director will attend the December school board meeting to provide an update and participate in budget discussions.

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

Thanks. Kim

Please feel free to contact Kim with any questions.

Upcoming Meetings / Events / Issues

- **AREA Meetings will begin in April of 2024.**
 - Sullivan School Board will need to have 3 representatives to take part.
 - There is anticipated to be between 3-4 meetings
- **Next School Board Meeting January 10th @ 6:30 PM**
- **Student Census**
 - It has been a challenge to determine student enrollment accurately before the tuition bill is due.
 - This has been an especial challenge with a new name that the District is unaware of.
 - We will be paying Nelson and then Keene tuitions when the payment from the town clears.

Important:

- **January 24th**: 1st Day for filing for Ballot names
 - **Ann G and Malinda S terms expire in 2024.**
- **Jan 24th – Feb 2nd is the filing period. Candidates NEED to file with the District Clerk (Sara) You cannot file Prior NOR After these dates**

- **February 26th**: Last Date to Post your warrant
DISTRICT REPORT MUST BE READY
- **March 12th** Town Election Day
- **March 13th** Town Meeting Day

Adjournment

Motion: Malinda made a motion to adjourn.

Seconded by Stephanie M Voice Vote: Unanimous

Motion passes and the Meeting closed at 9:16 PM

Paul Bolduc