

Sullivan School Board Public Meeting Minutes

December 14th, 2022

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

Superintendent – Kim Caron

Members of the Public: None

Call to Order:

Mike Brooks meeting Called to order at 6:35 PM

MINUTES

Motion Malinda motioned to approve the minutes from **November 9th** Board's meeting from
Second by Will

Discussion: None

Voice Vote: Unanimous

Motion so passes and November 9th, 2022, Minutes are approved.

Treasurer's Report - No Treasurer

In absence of a School Board Treasurer, Mike B went over the manifest with the board.

- **Manifest:** The current manifest for this month is for the amount of **\$410,995.63**
 - The starting bank balance is **\$676,318.51**
 - **Total Deposits** \$82,782.88
 - Town of Sullivan \$79,975.98 (Nov 2022)
 - Mascoma \$263.00
 - Voided Check 5470 \$2554.00 (Sept 9/14/22 Tucker)

Payments:

\$8739.00	Community House (Nov 2022)
\$142.50 VOID	Terri Droque Psychology Service Void
	*Invoice received for 2 students – Only one is from Sullivan. Board Approved Payment for Sullivan Student
*\$47.50	Terri Droque Psychology Service for Sullivan Student
\$30,378.24	First Student (Payments 3&4 of 10)
\$160.00	Perfect Balance (Nov Bookkeeping)
\$375.00 VOID	Caroline Renauld SURRY STUDENT Void
	*Invoice received for Surry student
\$361,991.25	Keene School District (1 st semester 22/23 tuition)
\$187.50	Simplified Speech (Speech Services)
\$1021.89 VOID	TeachECC VOID
	*Invoice received for Surry student
\$3678.00	Tucker Transportation (Oct 22)
\$2,522.25	Vachon Clukay (Audit 21/22)
\$200.00	Paul Bolduc (22 board stipend)
\$200.00	Michael Brooks (22 board stipend)
\$800.00 VOID	Mary Hull VOID (22 board stipend)
	*Board approved payment to Sara Bolduc District Clerk

*\$800.00	Sara Bolduc (22 board stipend)
\$200.00	Stephanie Milotte (22 board stipend)
\$200.00	Malinda Scherpa (22 board stipend)
\$200.00	William Thorndike (22 board stipend)

\$100.00	Christopher Pratt (22 board stipend)
	*Board approved payment to Chris Pratt District Moderator
<u>TOTAL PAYMENTS:</u> \$410,995.63	
Ending Bank Balance: \$348,105.76	

- Note the highlighted bills which were erroneously billed to Sullivan School District. Was supposed to be billed to Surry.

Adjusted TOTAL PAYMENTS: \$409,603.74
Adjusted Ending Bank Balance: \$349,497.65

Motion: Stephanie motioned to approve **the AMENDED** the manifest of **11.10.22 – 12.14.22**
 Seconded by **Paul**
 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 11th, since the last Board meeting.

- **Audit.** The audit has been completed. The Board should receive audit findings soon.
- **Bureau of Federal Compliance.** As reported at previous Board meetings, the NHDOE Bureau of Federal Compliance (BFC) will be performing a federal fiscal compliance audit on March 30th and March 31st. The administration is awaiting the list of items for BFC review.
- **Extraordinary Need Grant and Accountability Grant.** The superintendent will be working to complete this grant over this month for submission to the NHDOE by the early January, 2023 due date. As a reminder, this represents new state funding available to school districts based upon the passage of SB420 and provides some additional financial assistance to school districts based on the number of families who qualify for the free and reduced lunch program.
- **Finance.** The superintendent recommends that the business manager work with the district bookkeeper and others as necessary to more closely monitor budget status and forecast the year-end position more accurately.
- **Medicaid Reimbursement:** The Board and Superintendent have discussed Medicaid reimbursement during the past few meetings. 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. Performing the required steps for Medicaid reimbursement requires administrative time and effort beyond the scope of the current administrative expectations. The superintendent and special education director discussed the cost/benefit of such an effort. As part of our exploration into Medicaid reimbursement, the special education director will begin working with the appropriate service providers to secure Medicaid reimbursement on a trial basis. The Administration will evaluate progress and report findings to the Board.

- **Policy.** The superintendent contacted the New Hampshire School Board Association (NHSBA) after a discussion on Board policies at a previous meeting. The NHSBA was very helpful and has worked with similar sending districts on policy development. The superintendent will review the process and include the Board with any additional cost to complete any necessary paperwork.
- **Special Education.** The administration is awaiting the outcome of the NHDOE Bureau of Special Education compliance review (Indicator 13 Transition) and will report findings to the Board. The special education director continues to monitor the progress of our identified students.
- **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 to discuss student issues by **Mike**.

Seconded by **Will**

Roll Call Vote: Unanimous

Discussion: None

Motion so passes - Meeting moved into Non-Public at 7:26 PM to discuss student matters

Motion to leave the non-public meeting at 7:42PM and return to Public Meeting by **Stephanie**

Seconded by **Paul**

Discussion: None

Voice Vote: Unanimous

Motion so passes - Meeting moved back into Public at 7:42PM

Please feel free to contact Kim with any questions.

Other Topics Discussed:

- **Budget**
 - Process: Kim enquired on the budgeting process in terms of certain line items and how one can know where we are/were within the budget process.
 - Will noted that he attempts to help guide this through tracking monthly expenditures with the budget.
 - Malinda noted that the year-to-date process has consistently been foggy.
 - Kim noted that if the business manager could somehow better forecast the budget in the post March time frame, it may help guide the budgeting process from year to year.
 - Stephanie noted that often there are unforeseen events such as new students arriving or several departing during this time that makes it difficult.
 - Mike noted that these types of expenditures are not ones we can fiscally avoid. It just causes us to potentially hold a meeting to perhaps tap into the Reserve Funds depending on the bottom line budgeted vs. spent.
 - Budget Committee has their first Meeting on December 29th and will be establishing their Meeting Schedule.
 - The Board reviewed the 2023 budget line by line.

- Kim felt that Other Student Support Services could be lowered based on current Support Services.
 - \$85,000
 - Other Transportation lowered
 - \$82,000 change to \$50,000
 - Grants to be added to a new line item for each one to ensure that we can process these monies as received. IDEA and Extraordinary Needs \$41,000.
 - Board debated stipends and the Data Manager.

Motion to approve the Budget at 2,159,413.00 to go before the budget committees. By Mike.
Seconded By Will

Voice Vote unanimous.

Motion so passes to approve proposed budget to be submitted.

- **Treasurer**
 - The search for a Treasurer continues. The position at the Post Office, Town Hall and Newsletter. No nibbles yet.
- **School Report**
 - Stephanie is beginning to assemble the parts for the Annual report. Needed:
 - Year in Review (Board Chair to Review)
 - Budget Meeting Minutes (Jan 23 Mtg minutes TBD)
 - Warrant Articles (Add once Approved)
 - Auditors Report (Add once received)
 - MS27 (If received by 2/15 will add, otherwise note this will be posted online under Other Board documents.)
- Scott Lazarro – SAU 29 Business Admin
 - Informed the District of a Bill from August 22 for \$2500.00 for Student Services, but the contract was not signed by Sullivan and completed by another district.
 - Kim to follow-up on status of this bill and corrections to this process contracted going forward.

Upcoming Meetings / Events

The Sullivan School Board Meeting will be held on January 11th @ 6:30 PM

Important:

- **January 25th: 1st Day for filing for Ballot names**
 - **Stephanie M and Will T terms expire in 2023.**
 - **Treasurer recruitment so that we can get the name on the ballot.**
- **Jan 25th - Feb. 3rd is the filing period. Candidates NEED to file with the District Clerk (Sara) You cannot file Prior NOR After these dates.**

- **February 27th**: Last Date to Post your warrant.
DISTRICT REPORT MUST BE READY
- **March 14th** Town Election Day
- **March 15th** Town Meeting Day

Adjournment

Motion: Paul Bolduc made a motion to adjourn.

Seconded by Will Voice Vote: Unanimous

Motion passes and the Meeting closed at 9:17 PM

Paul Bolduc