

# Sullivan School Board

## Public Meeting Minutes

### February 14th, 2024

**Present:**

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

Superintendent: Kim Caron  
District Treasurer: Ann Gray  
District Clerk: Sara Bolduc  
Members of the Public: None  
Absent: None

**Call to Order:**

**Mike Brooks meeting** Called to order at 6:34 PM

**MINUTES**

**Motion** Stephanie M. motioned to approve the minutes from **January 10th** Board's meeting

**Second** by Will

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the **January 10th, 2024** Minutes are approved.

**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 **\$45,836.13**
  - The starting bank balance is **\$123,466.01**
  - Total Deposits \$265,964.80
    - Town of Sullivan      \$132,816.63      Jan. Payment
    - \$132,816.63      Feb. Payment
    - Mascoma Interest      \$331.54 (Interest Jan 2024)

Payments

\$203.00	Perfect Balance (Jan 2024)
\$15,644.88	First Student (Payment 6 of 10 Jan 2024)
\$3,492.50	Chris Nelson (Dec 2023 & Jan 2024 Student services)
\$7,592.00	Tucker Transportation (Dec 2023 & Jan 2024)
\$1,512.50	Terri Drogue (Dec/Jan Student services)
\$1,312.50	Educational and Behavioral Consulting LLC (Dec 23' & Jan 24' student support services)
\$16.25	Gathering Waters (Nov 2023 Invoice)
\$15,050.00	Kindle Farm School (1/24-4/24 Student Services)
\$1,012.50	Simplified Speech Solutions (Jan 2024)

**TOTAL PAYMENTS: \$45,836.13**

**Ending Bank Balance                      \$343,594.68**

**Motion: Stephanie** motioned to approve the manifest of **1/10/24-2/14/24**

Seconded by **Will**

Discussion None

Voice Vote: Unanimous

**Motion so passes** and the **Jan/Feb** Manifest is approved and so accepted

### **2024 Warrant Articles -**

Sara Bolduc: District Clerk

- Mike noted an error on the Budget sheet that was submitted to the Budget Committee. The corrected line involved \$900.
- The Board reviewed the current articles for the School Board Warrant

**Motion: Mike** motioned to approve the 2024 Warrant Articles

Seconded by **Malinda**

Discussion None

Voice Vote: Unanimous

**Motion so passes** and the **2024 Warrant** is approved and so accepted

The board approved the warrant and completed signatures.

Sara will post the warrant in the appropriate places.

### **Annual Report**

- Mike updated the Title Page and Year in Review
- There were questions on our census having 3 Out of District Placement. It should be 2 (as of Dec 2023) calculations.
- 2024-25 total student is 75 Students
  - Nelson: 28 reg            5 SPED
  - KMS: 10 Reg            3 SPED
  - KHS: 19 Reg            4 SPED
  - 4 Preschool
  - 2 OOD
- Warrants signed need to be added.
- Audit Report added as received.
- MS-27 is still needed and will be added when we receive the signed copy by the budget committee.
- Typical to include Budget Committee / School Minutes from the 1/30/24 meeting
  - Kathleen Rowe will need to be contacted to obtain these.

### **Superintendent's Report - written by Kim Caron**

The following is a general update of activities, as of **February 11<sup>th</sup>** since the last Board meeting

**BFC update.** On January 16, 2024, the superintendent received confirmation from the New Hampshire Education Department (NHED), Bureau of Federal Compliance (BFC) of official closeout of the school districts' FY22 (21/22 School Year) monitoring findings. The BFC noted all corrective action plans for each

finding as fully implemented. The BFC directed the school district to continue to follow all district policies and procedures, as the district will be monitored again in the future.

**Policy development.** Good policy builds a solid foundation for the Board's work and is a measure to Safeguard the school board in carrying out their responsibilities. In addition, state statutes and NH Code of Administrative Regulations require school boards to adopt policies as a fundamental responsibility. The superintendent will continue the effort to develop policies for school board consideration that are relevant our sending district. These include categories such as foundations (mission, policy role, procedural safeguards), governance (school board duties, confidentiality, ethics, public notice), business practices (federal grants, payments), administration (role of superintendent, special education), and other required policies. Policy should also define the unique nature our sending district. Policy should also state that resident students and families need to be aware of and follow the receiving school district policies, procedures, and regulations. This work will be accomplished over an undefined period as time and resources allow.

**Policy review.** The following draft policies are ready for the first reading at the February school board Meeting.

- Policy AD: Philosophy of the School District
- Policy BAAA: School Board Policy

**AREA Planning Committee.** The superintendent recommends that the school board identify discussion Points for the upcoming AREA Planning Committee and renewal of the AREA agreement. Administration. The special education director will attend the February Board meeting via Zoom to provide the school board with important confidential updates in non-public session. Preschool is an important topic for the Sullivan School District. It would be advantageous for the town to have the AREA discussions to further discussions for many area towns struggling with Preschool Services.

**Audit.** The 2023 audit report and internal control letter was received on January 26, 2024. The report was forwarded to the school board via email on the same date. The report noted that there were no material weaknesses in our finances and internal controls.

**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.

## **NON-PUBLIC MEETING**

### **Meeting:**

**Non-public.** The superintendent will update the Board on student services and personnel contract updates in non-public session.

**Motion** to move the meeting into Non-Public at **7:35PM** to discuss student services and personnel updates by **Mike**  
Seconded by **Stephanie**

**Roll Call Vote:** Unanimous

Discussion: None

**Motion so passes** - Meeting moved into Non-Public at **7:24 PM** discuss student services and personnel updates.

**Motion** to leave the non-public meeting at **8:00 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 **8:00PM**

**Other Topics Discussed:**

None

**Upcoming Meetings / Events**

The Sullivan School Board Meeting will be held on March 13th prior to the Town Meeting 6:30PM

Important

- **February 27th: Last Date to Post your warrant.**  
**DISTRICT REPORT MUST BE READY**
- **March 12th Town Election Day**
- **March 13th Town Meeting Day 7:00PM**

**Adjournment**

**Motion:** Paul Bolduc made a motion to adjourn.

Seconded by Will      Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:01 PM

*Paul Bolduc*