

Sullivan School Board Public Meeting Minutes

January 11th, 2023

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

Superintendent – Kim Caron

District Moderator – Christopher Pratt

Members of the Public: None

Call to Order:

Mike Brooks meeting Called to order at 6:35 PM

MINUTES

Motion Stephanie M. motioned to approve the minutes from the Board's meeting from **December 14th, 2022.**

Second by Will

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **December 14th, 2022.** Minutes are approved.

District Moderator: Christopher Pratt

- Annual Report is progressing, Chris has provided several photos from the town archives.
- Will and Stephanie terms expire and have Jan 25th – Feb 3rd to declare their candidacy to have their names on the ballot.
- School District Yearly Report
 - Some Items will be referenced this year vs. full copies printed.
 - Chris noted that the list of officers AND the date of their term expiration should be noted.
 - Chris noted that we should finalize the report and submit it two weeks prior to the Public District Meeting. This would be no later than February 27th.
- Chris informed the board about a Petition Request - 25 people or 2% of the registration voters may submit a petition
 - In order to be voted on, a petition **MUST BE SUBMITTED BY FEBRUARY 7th.**
 - Any petition thereafter Feb 7th will not be available for vote.
 - Any accepted petition write-in will be presented to the voters exactly the way it comes in.
 - If the petition passes and is deemed to be illegal, the State/DRA will review and disallow. The petition process will still take place.

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 **\$396,069.77**
 - The starting bank balance is **\$349,497.65**
 - **Total Deposits:** \$301,455.89
 - Town of Sullivan \$79,975.88
 - State of NH \$220,882.00
 - Mascoma Interest \$598.01

Payments:

\$200.00	Perfect Balance (December Bookkeeping)
\$15,189.12	First Student (Payment 5 of 10)
\$4,050.00	Kim Caron (3 rd Q 22/23 Superintendent)
\$2,250.00	Nathan Castle (3 rd Q 22/23 Business Manager)
\$3,800.00	Juliet French (3 rd Q 22/23 Special Ed Administrator)
\$358,431.65	Nelson School District (1 st semester 22/23)
\$4,866.50	Tucker Transportation (Nov 2022)
\$7,282.50	Community House (Dec 2022)

TOTAL PAYMENTS: \$396,069.77

Ending Bank Balance: \$254,883.77

**** The Expendable Trust which will most likely be needed to be tapped this fiscal year currently**

Motion: Stephanie motioned to approve the manifest of **12.15.22 – 1.11.23**

Seconded by **Paul**

Discussion None

Voice Vote: Unanimous

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

Superintendent's Report - written by Kim Caron,

The following is a general update of activities, as of January 8th, since the last Board meeting.

Happy New Year!

- **Audit.** The audit has been completed. The business administrator is checking on the status of the audit findings.
- **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 completed and submitted this grant to the NHDOE on December 22, 2022, in advance of the January 9, 2023, due date. As a reminder, this represents new state funding available to school districts based on the number of families who qualify for the free and reduced lunch program (SB420). It is anticipated that Sullivan will receive \$16,462 in the current fiscal year. If approved, the grant will be used to supplement student tuition and related expenses at Keene Middle School and Keene High School.

- Finance. The superintendent is working on a process to effectively utilize the expertise of the business administrator in the audit, budget, financial reporting, and grant management process.
- Medicaid Reimbursement: 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 current administrative expectations. As part of our exploration into the cost/benefit Medicaid reimbursement, the special education director is working with the appropriate service providers and MSB School Services on this task on a trial basis. MSB provides consultation services to district personnel to maximize Medicaid reimbursement. The administration will evaluate and report to the Board.
- Policy. The New Hampshire School Board Association (NHSBA) provided the superintendent with working policies that are required by statute. This may be a time consuming effort requiring an additional expenditure of funds to review and modify required policies for Board review and adoption.
- 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 at **6:58PM** to discuss student issues by **Stephanie**.

Seconded by **Mike**

Roll Call Vote: Unanimous

Discussion: None

Motion so passes - Meeting moved into Non-Public at **6:58 PM** to discuss student matters

Motion to leave the non-public meeting at **7:10PM** and return to Public Meeting by **Stephanie**

Seconded by **Paul**

Discussion: None

Voice Vote: Unanimous

Motion so passes - Meeting moved back into Public at **7:10PM**

Please feel free to contact Kim Caron with any questions.

Other Topics Discussed:

- **Budget**
 - The Board met with the Budget Committee on 1/10/23 to review the proposed budget 23-24 school year budget. The Budget Committee has approved to move forward with the proposed budget recommendations and will share this at the public meeting in later January.
- **Treasurer**

- The search for a Treasurer continues. The open Treasurer position is posted at the Post Office, Town Hall and Newsletter. No nibbles yet.
- **School District Warrant Articles 23/24**
 - Are being finalized and can be voted on and at our next meeting. We will vote, sign, and invite Sara Bolduc the district clerk to attend the following meeting.
- **Stipend**
 - The Board discussed revamping the stipend structure for the coming year with the lowering of some stipend and raising others to make things more equitable. The Board decided to discuss this further during the February Meeting.
- **Manifest**
 - Will shared an itemised spreadsheet within the budget worksheet to help clarify actual line-item expenditures.
 - Kim suggested that this type of spreadsheet should be supplied by the business manager.
 - This line-item spreadsheet helped to clarify the YTD vs. the budgeted percentages.

Upcoming Meetings / Events

The Sullivan School Board Meeting will be held on February 8th @ 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 Stephanie Voice Vote: Unanimous

Motion passes and the Meeting closed at **7:58PM**

Paul Bolduc