

# Sullivan School Board

## Public Meeting Minutes

### January 14<sup>th</sup> 2026

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

District Superintendent: Kim Caron

District Business Administrator: Jodie Holmquist

District Treasurer: Brad Smith

District Clerk: Paul Bolduc

Absent: None

Public: None

**1. Call to Order:** Mike Brooks called the meeting to order 6:36PM

**2. Secretary's Report –**

**Public MINUTES APPROVAL FOR December 10<sup>th</sup>, 2025**

**Motion:** Barbara motioned to approve the public minutes from December 10<sup>th</sup>, 2025, Board's meeting.

Second by: Colleen

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the **December 10<sup>th</sup>, 2025**, Public Minutes are approved.

**Non-Public MINUTES APPROVAL FOR December 10<sup>th</sup>, 2025**

**Motion:** Barbara motioned to approve the non-public minutes from December 10<sup>th</sup>, 2025, Board's meeting.

Second by: Colleen

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the **December 10<sup>th</sup>, 2025**, Non-Public Minutes are approved.

**\*Agenda items 6 a Audit Summary & b Policy DK– move to 3 c & d**

**Motion:** Barbara motioned to rearrange the agenda to items and move items 3c & d within our discussion.

Second by: Malinda

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the **agenda update to move items 6a Audit Summary and B Policy DK discussion ahead of 3c and D** are approved.

**3. Treasurer's Report –** Brad Smith the District reviewed the manifest with the board.

**a. Manifest:**

The starting bank balance is **\$84,562.25**

**Total Deposits: \$363,655.47**

- Town of Sullivan \$127,342.92 (Deposited 1/6/26)
- State of NH \$235,898.60 (Deposited 1/2/26 Jan 2026 Adequate Aid)
- Mascoma Checking Acct \$423.95(Interest earned 12/31/25)

**Payments:**

▪ Kim Caron Superintendent	\$4,050.00(2 <sup>nd</sup> Q FY25/26 Oct-Dec2025)
▪ Ed Pysch Services Terri Drogue	\$ 590.70 (Nov/Dec 2025)
▪ Educational & Behavioral Consulting LLC	\$ 13,841.92 (Nov/Dec 2students)
▪ Juliet Fenrich Special Ed Administration	\$5,855.00 (2 <sup>nd</sup> Q FY 25/25 Oct-Dec 2025)
• MSB 17hrs pd	\$1105.00
▪ Hear to Learn LLC	\$390.00 (Dec 2025 Student Services)
▪ Jodie Holmquist Business Manager	\$3,125.00 (2 <sup>nd</sup> Q FY 25/25 Oct-Dec 2025)
▪ Interim Healthcare	\$ 3,740.00 (Elementary Nurse)
▪ Lionheart Classical Academy CPS	\$ 1,186.25 (Dec 2025 services)
▪ Perfect Balance	\$ 210.00 (Dec 2025 Bookkeeping)
▪ SAU 29 Nelson School District	\$8,375.80 (one on one student services)
▪ Student Transportation of America	\$16,856.80 (Contract payment 5of10)
▪ Wadleigh, Starr & Peters	\$ 383.50 (Dec 2025 Legal work)
<b>TOTAL PAYMENTS:</b>	<b>\$58,604.97</b>
<b>Ending Bank Balance</b>	<b>\$589,622.75</b>

**Brad and Kim reviewed the manifest and recommend the approval of the current manifest.**

**Motion: Malinda** motioned to approve the manifest of **12/11/25-01/14/26**

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

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

**\*\*School Tuition Expendable Trust: \$356,160K** as of November 2025 meeting.

\*Review Bookkeeper Quickbooks accounting access for yearly accounting reported materials for school board access and review. Superintendent to review the current contract for renewal and any items to add to clarify job description expectations.

**b. Budget status report-**

Jodie provided an update on the current status. We have encumbered 100K from the OOD – out of district line. In anticipation of this placement we put 300K in to support this OOD placement.

Discussion with Nelson Principal Nicole Gordon about the nurse and the sub services. This will be taken into consideration for any future sub services that are outside of the contracted nurse services.

**c. BA update IDEA and Medicare Reimbursement –**

IDEA Grant – The administration explained the IDEA grant is a 27-month grant. The NHED allows submissions for reimbursement of qualified expenses from previous years so long as the grant remains open. The administration’s goal is to maximize grant reimbursement for qualified expenses. Our annual audit referenced some grant submissions in the fiscal year were expended in the prior fiscal year and recommended that management address this by submitting for reimbursements in the current fiscal year only. The administration is working on a method to document grant submissions and receipts and include this information in the budget status report to address audit recommendations. The administration will continue to monitor grant receipts and report to the school board.

- The BA is completing the annual federal maintenance of effort report required for participation in the federal grant program.

**d. BA Read Only access to district bank account – Voted on and approved to allow the BA to have access to the district bank account as read only access.**

**Motion: Colleen** motioned provide the BA Jodie Holmquist with READ-ONLY access to the district bank account.

Second by: **Malinda**

Discussion: None

**Voice Vote: Unanimous**

**Motion so passes** and the BA Jodie Holmquist will be provided with READ-ONLY access to the district bank account is approved.

- e. SB Treasurer Brad Smith - read-only access to district bank account. This has been granted.
- f. Hillsboro tuition reimbursement – the reimbursement is in the mail for processing.

#### 4. Public Comment – None

#### 5. Old Business –

- a. 2026-2027 Budget Preparation. –

2026-2027 Budget. School board discussion on the proposed budget, warrant articles, funding the special education expendable trust, and preparation for budget committee presentation.

\*Budget commentary, the administrative time study and the draft warrants were shared prior to the meeting for board review.

**As of 1/14/26** we reviewed an unexpected cost due to student status changes that needed to be accounted for in the updated budget.

Reviewed in non-public and when returned to public the updated budget was presented.

**\*\*New Updated 2,580,305 Budget Increase of 5.05%**

**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

- Mike will share the updated budget with the Budget committee, School Board for presentation meeting preparation and the Business administration for MS-27 and warrant preparation.

- b. **Policy ACAC: Title IX Sexual Harassment.** Second Reading/Vote to adopt. 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. The director of student services & special education has been identified as the Title IX coordinator for the district.

**Motion: Stephanie** motioned to adopt **Policy ACAC: Title IX Sexual Harassment** as per the second reading.

Seconded by **Mike**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **Policy ACAC: Title IX Sexual Harassment** is approved and so accepted.

- c. **Policy JICK: Pupil Safety/Violence Prevention.** Second Reading/Vote to adopt. 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.

**Motion: Stephanie** motioned to adopt **Policy Policy JICK: Pupil Safety/Violence Prevention** as per the second reading.

Seconded by **Mike**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **Policy JICK: Pupil Safety/Violence Prevention** is approved and so accepted.

- d. **Policy JLDBB: Suicide Prevention/Response.** Second Reading/Vote to adopt. 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.

**Motion: Stephanie** motioned to adopt **Policy JLDBB: Suicide Prevention/Response** as per the second reading.

Seconded by **Mike**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **Policy JLDBB: Suicide Prevention/Response** Policy approved and so accepted.

- e. **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 previously discussed with the school board. The statute prescribes that the district displays ten years of data illustrating “average per pupil cost”, “average teacher salary”, and “administrator salaries”. Lastly, a table titled top administrator salaries must be included showing the top three administrative salaries over ten years. The statute does not carve out any exceptions for sending districts such as Sullivan that educate resident students in other districts by tuition agreement. NHED does not maintain per pupil costs for sending districts such as Sullivan. The superintendent made a good faith effort to develop a method to compute the average per pupil cost for the district in agreement with the school board attorney.

\*This document was shared with the board prior to the meeting for review of the calculation process to comply with this statute. The superintendent requests the assistance of the school board in the collection and recording of the required data.

The superintendent and school board continues to work to collect the necessary data related to compliance with the RSA.

- f. **Other - None**

## 6. New Business -

- a. **2024-2025 Audit Summary.** Vote to Accept. Per RSA 21-J:19, the school district is required to publish a summary of the audit report in the annual district report.

\*Documents shared prior to the meeting for board review of the Full Draft Audit Report with governance, management, and internal control letters included, and the audit summary report for school board vote to accept and include in the district annual report.

**Motion: Malinda** motioned to **accept the draft Audit report as currently presented.**

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **the draft Audit Report as approved** and so accepted.

**Motion: Stephanie** motioned to **accept the per RSA 21-J:19 to add the audit summary to the annual report.**

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **per RSA 21-J:19 to add the audit summary to the annual report as approved** and so accepted.

- b. **Policy DK: Payments, Checks, and Manifests.** Revision. Vote to adopt. The superintendent recommends that the school board provide the business administrator with read-only access to

the district bank account to monitor activity, including monitoring and reporting reimbursements from IDEA and Medicare.

**Motion: Stephanie** motioned to adopt **Policy DK: Payments, Checks, and Manifests** as per the revision.

Seconded by **Malinda**

Discussion: none

Voice Vote: Unanimous

**Motion so passes** to adopt **Policy DK: Payments, Checks, and Manifest** Policy revision approved and so accepted.

- c. **Title IX Coordinator Training.** The superintendent has contacted Primex for access to a Title IX training program. Primex offers numerous online and in-person professional development courses including Title IX training.

**The Special Education Administration Julie completed this Training.**

- d. **Other – None**

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

Since the **December** school board meeting –

### **Administrative team.**

- The district is required to identify and train a Title IX coordinator. The director of student services & special education has been identified as the Title IX coordinator for the district. The superintendent has contacted Primex for access to a Title IX training program.
- The student services & special education director continues to track our special education and 504 students in their receiving schools and respective placements.
- The student services & special education director with the business administrator continue to work as a team to maximize reimbursement for qualified expenses through IDEA and Medicare to Schools.
- The business administrator is developing a system to monitor submissions and payments associated with IDEA and Medicare to Schools as part of the monthly budget status report.
- The business administrator is finalizing the annual renewal of the federal Systems of Award Management (SAM) unique entity identification (UEI) number required to receive federal grants.
- The business administrator will begin work on the MS 27 "Proposed Budget" for school board and budget committee signature and submission to the DRA.
- The business administrator is preparing to submit the 2026-2027 warrant articles to the DRA upon school board approval.
- The administration has been busy conducting district business. The superintendent continues the necessary policy work to bring the school board into compliance with best practice and regulations and continues to monitor district needs and the evolving educational landscape.
- Parking Lot. The superintendent is working on the following items. To be presented at a future school board meeting.
- Policy GBEB: Staff Conduct. The school board attorney recommends that the district include language in our service provider contracts 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, reporting child abuse and neglect, drug free workplace, pupil safety and violence prevent act (anti-bullying) policy, safe school zones policy, antidiscrimination policies, and suicide prevention policy. This policy indicates school board adoption of the NH Code of Conduct for Educators as written in Ed 510.01-Ed 501.05.
- Code of Conduct for Educators for school board review and comment.
- 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.

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

**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 **February** meeting.

- Second reading of the policies that were first readings in the *January* meeting for approval and adoption.
- Continuation of policy work and 26-27 school year budget discussions regarding enrollment review and updates to census.
- Warrant Article signing & Annual Report Finalization
  - Year in Review from the Board Chair
  - Enrollment numbers and confirmation
  - Minutes of Sullivan Budget Committee & School Board meeting – meeting set for 1/19/26 with public hearing 2/7/26
  - 2026 Warrant Articles – need final approved and signed articles to add to report, post and provide to town for printing
  - Auditors report – draft received with summary.
  - 2025 MS27 – typically the last item received from the Budget committee.
- **March 2026 Meeting** – Does this coincide with our Town Meeting – Yes and the board agreed to post and change the time of the March Meeting to 6:00 on 3/11/26 to allow for us to meet prior to the town meeting.

**9. Meeting date:** School Board Monthly meeting Wednesday 2/11/26 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 7:33PM** by **Barb** under the Special Education and student updates with budget updates RSA 91-A:3 II(a).

Seconded by Colleen

Discussion: None

Voice Vote Unanimous

Motion approved Meeting moved into **Non-Public at 7:33PM**

**\*\*Special Education and student updates for budget updates. \*\***

Meeting moved back to Public at **8:04PM**

**12. Adjournment**

**Motion: Malinda made a motion to adjourn.**

**Seconded by: Colleen**

**Voice Vote: Unanimous**

**Motion passes and the Meeting closed at 8:41PM**

Signed By: 