

Sullivan School Board

Public Meeting Minutes

June 14th, 2023

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

Superintendent: Kim Caron

Treasurer: Ann Gray

Public: None

Call to Order:

Mike Brooks meeting Called to order at 6:32 PM

MINUTES

Motion Will motioned to approve the public minutes from the Board's monthly meeting **May 10th, 2023**

Second by Malinda

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **May 10th, 2023, Public** Minutes are approved.

June 28th, 2023 @ 6:30 PM Public Meeting to discuss possible budget deficit and vote to request spending of the Expendable Trust Fund as needed.

Treasurer's Report - Appointed Treasurer Ann Gray

Ann G went over the manifest with the board.

May manifest indicted a \$20 discrepancy that has been identified and resolved.

~~\$368.00~~ \$388.00 USPS (Annual renewal)

- **Manifest:** The current manifest for this month is for the amount of **\$830,150.48**
 - The starting bank balance is **\$635,152.04**
 - Total Deposits \$80,789.07
 - Town of Sullivan \$79,975.88 May Payment
 - Mascoma Interest \$813.19

Payments

\$160.00	Perfect Balance (May Bookkeeping)
\$15,189.12	First Student (Payment 10 of 10)
\$550.00	Simplified Speech Solutions (May Services)
\$16,062.00	Tucker Transportation (Jan, April & May)
\$17,501.00	Community House (May Services)
\$10.04	Stephanie Milotte (Grad cards & Postage)
\$384,449.19	Nelson School District (2 nd semester)

\$396,229.13 Keene School District (2Nd Semester)
 Motion **Stephanie** to pay Keene School District Pending the Public Approval of spending the trust funds on June 28th. Pending -114,209.37 deficit.
 We also have some additional bills for June not yet accounted for.
 Seconded by Paul
 Discussion: Keene will be notified of this intent.
 Voice Vote: Unanimous
 Motion so passes and Keene School District will be paid as soon as the expenditure of expenses from the Trust Fund is approved following the June 28th Meeting.

TOTAL PAYMENTS: \$433,921.35
Ending Bank Balance \$282,019.76

Motion: **Will** motioned to approve the manifest of **5/11/23-6/14/23** with the removal of the \$396,229.13 payment as approved to hold and pay once funds are available.
 Seconded by **Malinda**
 Discussion None
 Voice Vote: Unanimous
Motion so passes and the **May/June** Manifest is approved and so accepted

Superintendent's Report - written by Kim Caron

The following is a general update of activities, as of June 12th, since the last Board meeting.
Budget and Operations. The superintendent provided the Board with a first look at the budget spreadsheet via email on May 4th. This document illustrates revenue and expenses by month, encumbrances, and forecasted year-end position in each budget line. Also included is our estimated fund balance. This document should inform and assist the Board with fiscal management. Fortunately, the Board now has an elected Treasurer. The superintendent encourages communication between the Treasurer and Business Administrator to coordinate efforts regarding strategies for fiscal management. Any suggestions for improvement are welcome.

Bureau of Federal Compliance. As a result of the recent federal compliance review, the superintendent and business administrator are working on the following items as required.

1. Establish internal controls and management of federal grants as identified in the federal fiscal compliance review. Create and implement identified missing policies and procedures.
 - a. Inventory management policy and procedure in accordance with 2 CFR 200.313(d).
 - b. Procurement policy and procedure in accordance with 2 CFR.
 - c. Conflict of interest policy in accordance with 2 CFR.
 - d. District travel policy in accordance with 2 CFR.
 - e. Time and effort policy and procedure in accordance with 2 CFR 200.431.
 - f. Records retention policy and procedure in accordance with 2 CFR 200.334.
 - g. Allowable costs determination policy in accordance with 2 CFR 200.302(b)(7).
2. The NHED is requiring that the Sullivan School District create and implement

purchase orders, to include the required domestic preference language. A PO must be issued and tied to every procurement of goods and services when federal funds are used in whole or in part.

3. The NHED is requiring that the Sullivan School District implement an automated accounting system (such as QuickBooks) that draws down from federal funds, including an automated general ledger system, to come into compliance with 2 CFR 200.336.

4. During our monitoring review conducted on March 30, 2023, a review of multiple programs was conducted. During this review, one instance of noncompliance surrounding record retention was found; The District procured services with Tucker Transportation, LLC to provide daily transportation for a student. No contract or agreement was created or retained for this activity.

Non-public.

The superintendent will update the Board on any pending confidential issues in non-public session. (None)

Please feel free to contact Kim Caron with any questions.

Other Topics Discussed:

Audit: Kim shared that the audit will be initiated soon. He will contact Vachon & Clukey to setup the timeframe and discuss what items are needed.

Policy:

- The Board discussed again some of the policies which we need to address.

AREA AGREEMENT

- Mike attended the AREA Annual meeting held on 5/24.
- AREA agreement will expire in 2026. The Sullivan School Board will need to begin to initiate the process to reapply to become a member and renew.
- The AREA committee will be created in March of 2024
 - We should begin this ASAP to ensure that we can complete it in time. This will require warrant articles to become part of the new contract once established.

State Adequacy Monies.

- This year's amount seems to be larger which is helpful, but we have been expanding a large portion of our budget on Community House and Tucker transportation, which may necessitate us tapping into our Emergency Fund.

Upcoming Meetings / Events

- **Public Hearing** – Expandable Trust June 28th 6:30
- The Sullivan School Board Meeting will be held on **July 12th** @ 6:30 PM

Adjournment

Motion: Stephanie M. made a motion to adjourn.

Seconded by Malinda Voice Vote: Unanimous

Motion passes and the Meeting closed at 7:20 PM

Paul Bolduc