

Sullivan School Board

Public Meeting Minutes

November 12th, 2025

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

District Superintendent: Kim Caron

Absent: None

Public: Brad Smith

1. Call to Order: Mike Brooks called the meeting to order 6:30PM

2. Secretary's Report –

Public MINUTES APPROVAL FOR October 8th, 2025

Motion: Barbara motioned to approve the public minutes from October 8th, 2025, Board's meeting.

Second by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **October 8th, 2025** Public Minutes are approved.

Non-Public MINUTES APPROVAL FOR October 8th, 2025

Motion: Stephanie motioned to approve the non-public minutes from October 8th, 2025, Board's meeting.

Second by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **October 8th, 2025 Non-Public** Minutes are approved.

3. Treasurer's Report – Kim Caron reviewed the manifest with the board – due to the absence of a treasurer.

a. Manifest:

The **starting bank balance** is **\$853,466.25**

Total Deposits: \$236,168.42

- Town of Sullivan \$101,191.31 (Deposited 11/5/25)
- State of NH \$133,788.00 (Deposited 10/31/25)
- Mascoma Checking Acct \$1,189.11(Interest earned 11/2/25)

Payments:

- Melio \$ 1.50 (Direct Deposit Fees)
- Education Health Services \$ 95.00 (Oct 2025)
- Educational & Behavioral Consulting LLC \$ 10,559.93 (Sept 2students)
- Interim Healthcare \$ 4,320.00 (Elementary Nurse)
- Lionheart Classical Academy CPS \$ 812.92 (Sept 2025 services)
- Perfect Balance \$ 210.00 (Oct 2025 Bookkeeping)
- Keene School District \$ 343,901.60 (25/26 1st semester KHS/KMS)
- Nelson School District \$ 476,298.00 (25/26 1st semester Elementary)
- Nelson School District \$ 12,563.70 (1on1 support payments 1, 2 & 3 of 10 *Sept. Oct & Nov)
- Student Transportation of America \$16,856.80 (Contract payment 1of10)
- Tucker Transportation \$10,580.00(Aug, Sept & Oct 2025)

| | |
|-------------------------------------|------------------------|
| ▪ Wadleigh, Starr & Peters | \$ 354.00 (Legal work) |
| TOTAL PAYMENTS: \$876,553.45 | |
| Ending Bank Balance | \$213,081.22 |

Reviewed the 1st tuition updates and the confirmation/approval of the enrollment status as per schools' verification of residency. Kim & Stephanie worked through enrollment lists to identify any gaps with known student census and updated accordingly.

Brad Smith joined the monthly meeting with interest in filling the school board treasurer vacancy. Brad asked questions about the current manifest and how it is generated.

- Mike and Kim provided an elected official job description of the expected role of a school board treasurer – essentially to oversee as a second set of eyes between the manifest, invoices, bookkeeping and superintendent review.
- Handle finances according to policy and good practice.
- All the items described as parts of the manifest are calculated and make sense for budget forecasting.
- Review expenses where there may be a problem and future forecast planning
- Budget planning review sessions to review the items encumbered and what/why we expect the year end big picture to be.

Motion: Stephanie motioned to approve the manifest of **10/9/25-11/12/25**

Seconded by **Malinda**

Discussion: none

Voice Vote: Unanimous

Motion so passes and the **October/November** Manifest is approved and so accepted

School Tuition Expendable Trust: **\$358K** as of October 2025 meeting.

b. Budget status report.

As of Nov 2025 -Based on current forecasting for the 25-26 school year budget, we are currently appear to be in good standing with as surplus at the end of the fiscal year.

- We are continuing to see that we will be right around a 100,000 surplus at year end.
- Drawdown letter to be signed by and reviewed by the board.

4. Public Comment – None

5. Old Business –

a. 2026-2027 Budget Preparation. –

Planning and school board discussion. The team is looking at budget history, anticipated needs, as well as student enrollment data. The school board is awaiting the tuition rate from SAU29. Review and comment on the draft warrant regarding the Special Education Expendable Trust.

- Mike has started the budget process – however we do not have all of the updated tuition rates for the KHS/KMS.
- Nelson tuition for 26-27 decreased to 24,599 was 26,151. Current enrollment is 60 with 36 Sullivan students and 24 Nelson students.
- Bookkeeper contract value hourly increase.
- Audit contract value increase.
- Insurance – P&L
- Other student support services increased due to the additional need of a nurse for one on one support at Nelson School.
- Discuss the Special Education Expendable Trust Fund – suggestion is to ask for an amount “up to” \$50,000 of surplus into the fund vis warrant article. The need to continue to build this fund is to balances out budgets, help with any unanticipated

expenses not budgeted. Example: \$10 line item for nurse, the increase was unanticipated when the budget was formulated for the 25-26 school year. This could have caused us to require fund money.

- b. **Policy DGA: Authorized Signatures** Second reading and vote to adopt. This is a required policy and clarifies the authority of the execution of documents on behalf of the school district.

Motion: Stephanie motioned to adopt Policy DGA: Authorized Signatures as per the second reading.

Seconded by **Barb**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt Policy DGA: Authorized Signatures is approved and so accepted.

- c. **Policy BG: School Board Policy** Second reading and vote to adopt. The development and adoption of policies that govern the school district is one of the school board's most important functions. Board policies establish the goals, direction, and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the superintendent and administrators in the management of the district and provides clear expectations for staff, students, and parents.

Motion: Stephanie motioned to adopt Policy BG: School Board Policy as per the second reading.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt Policy BG: School Board Policy approved and so accepted.

- d. **Other - None**

6. New Business -

- a. **Policy index-** The latest policy index provides an outline of our work on the district policy manual and other important documents. The index provides a list of policies with the status including under review, reading, adopted, and revised as well as information on other district documents.
- b. **Policy JJJ: Access to Public School Programs.** First reading. All pupils residing in the district, whether they are home educated, or attending public charter school or nonpublic schools shall have access to curricular courses and co/extra-curricular programs offered by the receiving school district in accordance with RSA 193:1-c and in accordance with receiving school district policy and administrative regulations.
- c. **Policy ACD: Tobacco Products Prohibition.** First reading. The purpose of this policy is to explicitly state school board support of the prohibition of tobacco products on school grounds and activities as required by law. Attesting to this written policy is also a requirement on the annual sign-off of the General Assurances for Participation in Federal Programs enabling district receipt of federal funds.
- d. **Policy ADB: Drug-Free Workplace.** First reading. Attesting to a written policy stating support of drug-free workplace is a requirement on the annual sign-off of the General Assurances for Participation in Federal Programs enabling district receipt of federal funds. The policy states the requirement that all school workplaces are drug and alcohol-free.
- e. **RSA 189:76 Mandatory Report to Voters.** The school board attorney sent a reminder to the superintendent regarding a recent change in the law that will impact the current budget season. The law is very prescriptive as to how and where the "mandatory report to voters" shall be posted. The posting shall include data over previous 10 years on the average cost per pupil, average teacher salaries, average administrator salaries, and top 4 administrator salaries. This report must be posted at least 7 days prior to the meeting to adopt the budget.

- f. Policy BDB-A School board Officers and Elected officials/School Board treasurer responsibilities. First Reading. This outlines a school board treasurer's responsibility and how they are covered by the P&L liability insurance bond.
- g. **Other – None**

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

Since the October school board meeting –

Administrative team. The administrative team has been busy over the last month conducting district business. The superintendent, with the district bookkeeper and business administrator (BA), spent considerable time and effort clarifying, collecting, and submitting documents to the Vachon Clukay to expedite the audit. We believe that all requested documents have been submitted and we await Vachon Clukay's response to accept and verify. In addition to the audit, the BA completed the current work due to the NH Education Department, Department of Revenue Administration, and finished the annual renewal on the Federal System of Award Management enabling the district to receive federal funding. The BA continues to work on the Federal Maintenance of Effort for federal grant monitoring and is awaiting the new tax rate set by the DRA to revise the drawdown from the Town. The BA also works with the superintendent on the monthly budget status reports. The student services director has been busy attending to our special education and 504 needs, engaging with our contractors on the provision of related services, tracking the IDEA grant, and working on Medicare to Schools program to maximize reimbursable district expenses.

Communications. The superintendent had several additional activities over the month. The superintendent and school board chair attended a SAU29 informational forum regarding proposed legislation on mandated open enrollment for all NH school districts. More to follow on this proposed state legislation. The superintendent, with the school board vice-chair, had several email conversations and verified the first semester tuition billing with SAU29. The superintendent clarified the delay in the new tax rate with the DRA and Sullivan Deputy Treasurer. The superintendent communicated with the school board attorney regarding tuition and foster placements. In addition, the superintendent clarified the school board attorney's recommendation to include a statement in our related services contracts that our contractors comply with all applicable laws 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. More to follow on this language at future school board meetings.

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 **December** meeting.

- Second reading of the policies that were first readings in the November meeting for approval and adoption.
- Continuation of policy work and 26-27 school year budget discussions regarding enrollment review and updates to census.
- Bullet points of items to discuss with the budget committee.
- **RSA 189:76 Mandatory Report to Voters** updates.
- Warrant Article generation & Annual Report

9. Meeting date: School Board Monthly meeting Wednesday 12/10/25 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 (c) discuss Special Education updates & RSA 91-A:3 II (c) 2026-2027 budget planning & Time Study and Contracts RSA 91-A:3 (IIa).

Motion to move the meeting into **Non-Public session at 8:13PM** by **Barb** under the Special Education and student updates & Contracts RSA 91-A:3 II(a) & RSA 91-A:3 (c).

Seconded by Colleen

Discussion: None

Voice Vote Unanimous

Motion approved Meeting moved into **Non-Public at 8:13PM**

****Special Education and student updates and contracts.****

Meeting moved back to Public at **9:05PM**

Motion: Colleen motioned to appoint Brad Smith as the school board treasurer to fill the vacancy term expiring 2027.

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes and Brad Smith is appointed school board treasurer.

Mike will contact Paul, the school board clerk to have Brad Smith sworn in prior to the December 2025 board meeting.

Brad and Kim to discuss next steps. Once sworn in Brad will be provided with additional access and will be working with Kim to align the roles and responsibilities of the position.

12. Adjournment

Motion: Malinda made a motion to adjourn.

Seconded by: **Barbara**

Voice Vote: Unanimous

Motion passes and the Meeting closed at 9:10PM

Signed By: 