

Sullivan School Board

Public Meeting Minutes

May 13th, 2026

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

District Superintendent: Kim Caron

District Treasurer: Brad Smith

District Student Services Director: Julie Fenrich

District Business Manager: Jodie Holmquist

Absent: None

Public: None

1. Call to Order: Mike Brooks called the meeting to order 6:31PM.

2. Secretary's Report –

Public MINUTES APPROVAL FOR April 8th, 2026

Motion: Stephanie motioned to approve the public minutes from April 8th, 2026, Board's meeting.

Seconded by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **April 8th, 2026**, Public Minutes are approved.

Non-Public MINUTES APPROVAL FOR April 8th, 2026

Motion: Barbara motioned to approve the non-public minutes from April 8th, 2026, Board's meeting.

Second by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **April 8th, 2026**, Non-Public Minutes are approved.

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

a. Semester 2 tuition bills for Nelson and Keene.

b. Manifest:

The **starting bank balance** is **\$1,041,854.36**

Total Deposits: \$129,484.16

- Town of Sullivan \$127,342.92 (Deposited 5/1/26 Monthly Payment)
- State of NH \$812.92 (Deposited 4/3/26 project reimbursement/grant)
- Mascoma Checking Acct \$1,328.32 (Interest earned 4/30/26)

Payments:

- Metro Fees \$1.50 (3 electronic bill payments)
- Michael Brooks \$100.00 (Nelson Teacher Appreciation)
- Ed Pysch Services Terri Drogue \$114.00 (April 2026)
- Educational and Behavioral Consulting LLC \$12,501.70 (March 2026)
- Interim Healthcare \$6,500.00 (Elementary Nurse)
- Lionheart Classical Academy \$3,321.67 (March Tuition)
- Mount Prospect Academy Inc AVA \$13,220.37 (March 2026)
- Perfect Balance \$210.00 (May 2026 Bookkeeping)
- SAU29 Keene School District \$362,623.39 (2nd Semester Tuition)
- SAU29 Nelson School District \$463,802.53 (2nd Semester Tuition)
- Simplified Speech Solutions \$1,612.50 (Feb/April 2026 services)

- Student Transportation of America \$16,856.80 (Contract payment April 8/10)
- Wadleigh, Starr & Peters \$472.00 (April 2026 Legal work)

TOTAL PAYMENTS: \$881,336.46

Ending Bank Balance \$290,002.06

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

Motion: Barbara motioned to approve the amended manifest of **4/9/26-5/13/26**

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes and the **April/May** Manifest is approved and so accepted

****School Tuition Expendable Trust: \$361,926.27K as of December 2025 meeting.**

c. Business Administrative Update

The budget status report indicates that we are approaching our budget goals and may end the year with a potential surplus. The surplus reflects expenses that ultimately were not incurred, including funds budgeted for an out-of-district (OOD) placement that was not needed. At the same time, we experienced unanticipated expenses, such as an OOD placement that did not transition to residential status and the addition of a school nurse position that had not been budgeted. Overall, the budget status report serves as an important compass, helping us remain grounded and proactive in monitoring line items and managing the budget effectively.

Grants updates – The team is now moving through the process much more efficiently, and both Julie and Jodie have become well versed in the procedures through their ongoing work updating activity records. Julie is currently reworking a grant to make necessary adjustments. Jodie's goal is to have the process completed by June 30, 2026.

d. Status of Medicaid to Schools reimbursement. – Julie is working closely with the team, and we are beginning to see incoming Medicaid reimbursements. She can go back to the start of the school year in August to complete the paper logs, review attendance records for verification, and continue submitting documentation with the goal of having all submissions completed by June 30th.

This work will help establish a stronger process and procedure moving forward into the next school year. It is important to note that we cannot bill for any services unless we have received the appropriate invoice documentation.

e. Other

4. Public Comment – None

5. Non-Public Session RSA 91-A:3 if necessary

School District Treasurer Brad Smith exited from the meeting prior to the Non-Public Session.

Non-public session requested as allowed by RSA 91-A:3 and motion to invite the Business Manager and Student Services Director.

i. Legal (Preschool) RSA 91-A:3 II(L)

ii. Student Services (Extended School Year) RSA 91-A:3 II(C)

iii. Contracts (Student Services, BA, BK) RSA 91-A:3 II(A)

Motion to move the meeting into **Non-Public session** at **7:02PM** by **Malinda** under the Special Education and student updates with budget and contract updates RSA 91-A:3 II(L C & A) and to invite the Business Manager and Student Services Director to attend.

Seconded by **Colleen**

Discussion: None

Voice Vote Unanimous

Motion approved Meeting moved into **Non-Public** at 7:02PM

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

Meeting moved back to Public at 7:56PM

6. Old Business –

- a. **Policy BDA: Board Organizational Meeting.** Second reading provided by Superintendent/vote to adopt. Policy BDA briefly describes a simplified process for the annual school board organizational meeting.

Motion: Stephanie motioned to adopt **Policy BDA: Board Organizational Meeting** as per the second reading.

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy BDA: Board Organizational Meeting** is approved and so accepted.

- b. **Policy BDG: School Attorney.** Second reading provided by Superintendent/vote to adopt. The board recognizes that the management of the district may require procurement of professional legal services. It shall be the responsibility of the board to employ legal counsel to assist the school board and the administration as needed in carrying out collective duties.

Motion: Stephanie motioned to adopt **Policy BDG: School Attorney** as per the second reading.

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy BDG: School Attorney** is approved and so accepted.

- c. **Policy DBB: Budget Development Calendar.** Second reading provided by Superintendent/vote to adopt. This policy outlines a general timeline for the school board to prepare and vote to adopt the projected school district budget. The objective is to honor the district mission while meeting statutory deadlines, town schedules, and advocate for a responsible budget.

Motion: Stephanie motioned to adopt **Policy DBB: Budget Development Calendar** as per the second reading.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy DBB: Budget Development Calendar** is approved and so accepted.

- d. **Policy DBC: Enrollment Projections/Demographics.** Second reading provided by Superintendent/vote to adopt. The board recognizes that the number of resident students and student demographics has a direct impact on planning and the budget. The intent of this policy is to establish guidelines to determine student enrollment projections and demographics for the purpose of school board planning and budget development while protecting confidentiality and privacy rights.

Motion: Stephanie motioned to adopt **Policy DBC: Enrollment Projections/Demographics** as per the second reading.

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy DBC: Enrollment Projections/Demographics** is approved and so accepted.

- e. **Other - None**

7. **New Business** – The school board is considering the establishment of a computer-based information system to support electronic communication, information management, and operational activities of the school board, protect the district’s information, and meet statutory requirements. The district is mandated to develop a data security and privacy plan and an acceptable use policy that address computer security, data governance, email, and internet communications. The development of these policies requires careful school board consideration because of our unique status as a small sending district, part-time SAU services, and current electronic communication and remote practices. The superintendent researched and drafted three required policies for school board discussion; EHAA: Computer Security, E-Mail, and Internet Communications, EHAB: Data Governance and Security, and EH: Data Management. The objective is to develop policy language that meets the requirements of the law and is relevant to the needs of Sullivan. These policies are under review by the school board attorney
- a. **Draft Policy EH: Data Management.** Discussion only. The policy designates the superintendent as the custodian of all records maintained by this District. It outlines the process for public information requests based upon statute.
 - b. **Draft Policy EHAA: Computer Security, E-Mail, and Internet Communications.** Discussion only. This policy is designed to protect the safety and security of the District's electronic communications and information, including e-mail and Internet use. It outlines the rules and responsibilities of the use of a district-owned computer information system.
 - c. **Draft Policy EHAB: Data Governance and Security.** Discussion only. This policy delineates the statutory requirements for data governance and security. It outlines the need for a data security plan, identification of an information security officer, and procedures for data management. A draft Data Governance Plan EHAB-R compliant with statutes and NHED rules is also attached.
 - Policy BBB: School Board Elections and Policy BDC: Clerk of the District serve as an easy reference to these statutory procedures.
 - d. **Policy BBB: School Board Elections.** First Reading. This policy references the organization of the school board and summarizes the process for filling any vacancies Superintendent's Report –are noted in sections above based on the order of agenda.

Motion: Mike motioned to adopt **Policy BBB: School Board Elections** as per the first reading.
Seconded by **Stephanie**
Discussion: none
Voice Vote: Unanimous
Motion so passes to adopt **Policy BBB: School Board Elections** is approved and so accepted.
 - e. **Policy BDC: Clerk of the District.** First Reading. This policy summarizes the role of the school board clerk, potential incompatibility with the role of school board member, and the process to fill a vacancy.
 - MK will be retained in our policy manual for easy reference under other important school board documents.

Motion: Mike motioned to adopt **Policy BDC: Clerk of the District** as per the first reading.
Seconded by **Stephanie**
Discussion: none
Voice Vote: Unanimous
Motion so passes to adopt **Policy BDC: Clerk of the District** is approved and so accepted.
 - f. **MK: Policy Notice to Independent Student Services Providers.** Informational. The school board attorney recommends that the district provide notice to our independent student services providers that affirms that they are familiar, and will comply with, all applicable federal and

state laws and regulations, all applicable district policies, and all applicable receiving district policies.

- g. **Other** – Mike indicated he was contacted to advise us of a transition to Mascoma Bank. Mascoma & Androscoggin Banks are merging under a holding company. Local management will remain intact.

8. Superintendent's Report. Since the **April** school board meeting –

- Administrative team.

- 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.
- The business administrator continues the efforts to monitor district expenses and revenue, and interface with the state to ensure fiscal compliance.
- The student services director continues to monitor our special education students, 504 students, follow through with federal requirements, oversee their educational progress, and maximize IDEA and Medicaid reimbursements for qualified expenses.

Parking Lot. The superintendent is working on the following items. To be presented at a future school board meeting.

1. Financial Issues. The superintendent wants to make the school board aware of proposed legislation that may impact district finances as we move forward over the next several years. This legislation, along with reductions in state education aid, seemingly results in a “squeeze play” for the community placing increased financial responsibility on local taxes to support education. This is particularly concerning given our status as a sending district where much of our budget is contractual student tuition costs and related mandated expenses.

- **Open Enrollment.** Open enrollment refers to proposed legislation that would allow students to attend any public school in the state, regardless of their residence or school district boundaries. This legislation would allow parents to choose any public school in the state. Although school choice is a sound concept, appropriate implementation of such a concept requires extensive study and adequate funding. The superintendent is concerned about what this proposed legislation will mean for our administrative costs, special education costs and monitoring, as well as for general tuition costs, census, and roster tracking in multiple districts. More recently, the NH House failed to pass SB101, the open enrollment bill. However, another open enrollment bill is still under consideration, HB 751. At this point, HB 751 is in “Committee of Conference.” The Committee has until May 28 to find solutions to the various concerns about open enrollment presented in public hearings. The House and Senate would need to pass the compromise bill before it goes to the Governor for action. The superintendent has been in contact with Senator Fenton (Keene) regarding the open enrollment bill. More to follow.
- **Mandatory Tax Cap.** HB 1300 is proposed to establish a biennial local tax cap for school districts, mandating that every town conduct a vote on a school budget cap during even-numbered years. If adopted, the local tax cap would limit the amount raised through local school district taxes to the prior fiscal year's amount, adjusted for inflation, excluding costs for bonded capital projects. Additionally, SAU expenses would be capped at 6% of the combined appropriations of the school district. The superintendent is concerned about the potential impact of this proposed legislation on our small sending district where large components of the district budget are driven by factors outside of the school board's budgetary control. These factors include student tuition expenses, transportation costs, and mandated special education costs.
- **State Education Adequacy Funds.** As the school board has discussed over the last several years, the NH legislature has been adjusting the formula that determines the level of state funding provided to local school districts via the adequacy grant. These adjustments result in a net loss of state funding for education for our school district. More to follow.

2. District Bookkeeper and Financial Records. The superintendent discussed the nature of the business relationship with the contracted bookkeeper and district financial records with the general counsel of Primex, the district's insurance carrier. The general counsel reviewed the bookkeeper's contract and made several recommendations to strengthen safeguards in this business relationship. The superintendent revised the bookkeeper agreement based upon the advice of Primex and the school board attorney addressing ownership of financial information, liability insurance coverage and surety bond, and confidentiality and data security. The superintendent is discussing web-based

QuickBooks with the district bookkeeper to provide access to financial data by district users. More to follow.

3. Preschool update. As reported previously, the intersection of preschool education and the federal requirement to provide special services for qualified children ages 3-5 years represents a gap in our educational programs for resident students. Our students in grades k-5 are covered by a tuition agreement with Nelson. Our students in grades 6-12 are educated via AREA agreements. The student services director continues efforts to patch together appropriate special education and related services for preschool children. The administration continues to explore other options that might provide a wider continuum of services for preschool special education. More to follow at an upcoming school board meeting.

Non-public. The superintendent will provide the school board with confidential updates, as allowed under RSA 91.

9. Public Comment: None

10. Meeting date: School Board Monthly meeting Wednesday 6/10/26 *at 6:30PM*

11. Setting the Next Meeting Agenda-

The school board was asked if they had any specific agenda items to add to the **June** meeting.

- Second reading of the policies that were first readings in the *May* meeting for approval and adoption.
- Nelson Graduation is Friday June 12th at 10AM
- AREA Meeting at KMS 5PM Wed May 27th

12. Adjournment

Motion: Mike made a motion to adjourn.

Seconded by: Colleen

Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:34PM

Signed By: 