

Sullivan School Board

Public Meeting Minutes

April 8th, 2026

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

District Superintendent: Kim Caron

District Treasurer: Absent

District Clerk: Paul Bolduc

Absent: Brad Smith

Public: None

1. Call to Order: Kim Caron for reorganization of the board called the meeting to order 6:31PM

a. Swearing-in newly elected members – Completed 3/24/26

b. Superintendent calls for nominations for the School Board Chair

Motion: Stephanie motioned to Elect as School Board Chair Michael Brooks for the ensuing year.

Seconded by **Malinda**

Discussion: none

Voice Vote: Unanimous

Motion so passes and Michael Brooks is appointed School Board Chair as approved and so accepted.

c. Chair calls for nominations of Board Officers

Motion: Malinda motioned to Elect as School Board Vice Chair Stephanie Milotte for the ensuing year.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes and Stephanie Milotte is appointed School Board Vice Chair as approved and so accepted.

d. MS22: Report of Appropriations as Voted - MS 22. Report of Appropriations as Voted. Prepared by the BA for school board and clerk signatures.

-All board members signed and submitted to the superintendent for submission to the DRA.

e. Role of a School Board Member NHSBA- Role of a School Board Member.

Attachment 1. As the school board organizes for another year, the attached document from the NH School Boards Association serves as a reminder of the role of a school board member and the conditions for an effective district leadership team.

2. Secretary's Report –

Public MINUTES APPROVAL FOR March 11th, 2026

Motion: Colleen motioned to approve the public minutes from March 11th, 2026, Board's meeting.

Seconded by: Malinda

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **March 11th, 2026**, Public Minutes are approved.

Non-Public MINUTES None -

3. **Treasurer's Report – In the absence of the treasurer** Brad Smith the District superintendent Kim Caron reviewed the manifest with the board.

a. Manifest:

The **starting bank balance** is **\$774,870.50**

Total Deposits: \$337,461.54

- Town of Sullivan \$127,342.92 (Deposited 4/2/26 Monthly Payment)
- State of NH \$8,453.06 (Deposited 4/3/26 NH Medicaid)
- State of NH \$200,680.60 (Deposited 4/1/26 Adequate Education)
- Mascoma Checking Acct \$984.96 (Interest earned 3/31/26)

Payments:

- Kim Caron Superintendent \$4,050.00 (3rd Q FY25/26)
- Ed Pysch Services Terri Droque \$ 726.00 (March 2026)
- Juliet Fenrich Special Ed Administration \$5,400.00 (3rd Q FY25/26)
- Jodie Holmquist Business Manager \$3,125.00 (3rd Q FY25/26)
- Interim Healthcare \$3,840.00 (Elementary Nurse)
- Mount Prospect Academy Inc AVA \$22,691.46 (July 25, Jan 26 & Feb 26)
- MSB School Services \$760.78 (Medicaid Billing services)
- Perfect Balance \$210.00 (March 2026 Bookkeeping)
- Rise for Baby and Family \$400.00 (Jan-March 2026 preschool)
- SAU 29 Nelson School District \$4,187.90 (one on one student services 8/10)
- Simplified Speech Solutions \$1,050.00 (March 2026 services)
- Student Transportation of America \$16,856.80 (Contract payment March 7/10)
- Tucker Transportation \$3,390.50 (Feb 2026)
- Vachon Clukey & Co. PC Audit \$3,405.74 (Services thru 11/15/25 & Final Biling for audit year ending 6/30/25)
- Wadleigh, Starr & Peters \$383.50 (March 2026 Legal work)

TOTAL PAYMENTS: \$70,477.68

Ending Bank Balance \$1,041,854.36

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

Motion: Barbara motioned to approve the amended manifest of **3/12/26-4/8/26**

Seconded by **Malinda**

Discussion: none

Voice Vote: Unanimous

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

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

- b. Budget status report- The superintendent's review of the most recent budget status report. Based on the status report – Superintendent Kim predicts that we will be in good shape for the year ending, with some money to be moved to the expendable trust fund in fiscal year end June 2026, as voted on in the March 2026 articles.
Census update requested from SAU29 to be reviewed before the tuition bill comes to identify discrepancies. The 2nd Tuition bills to be received for May meeting review and payment.
- c. Status of Medicaid to Schools reimbursement. – Julie is working with the team and we are seeing incoming Medicaid reimbursements come in. We now have our physical address listed within the system.
- d. Mt. Prospect billing – July 2025 belated bill is accounted for and has us up to date for the current billing based on the students utilization of this service.
- e. Other

4. **Public Comment – None**

5. **Old Business –**

- a. Auditors: Roberts & Greene. Engagement letter. Attachment to review provided in Superintendent report. Vote to authorize

Motion: Malinda motioned to **accept the Engagement Letter from Roberts & Greene as the Auditors for June 30th, 2026.**

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes to accept the Engagement Letter from Roberts & Greene **as** approved and so accepted.

- b. **Policy BEDDA: Rules of Order.** Attachment 3 (included in Superintendents documents) Second Reading/Vote to Adopt. The policy states that the Sullivan School Board is committed to conducting public meetings that are respectful, balance transparency with maintaining the confidentiality of protected information, and fostering public trust. General rules of parliamentary procedure are used for every Board meeting. The order of business shall be reflected on the agenda. The intent of the rules listed on the policy is to keep the meeting efficient, understandable, and free of procedural quagmires.

Motion: Stephanie motioned to adopt **Policy BEDDA: Rules of Order** as per the second reading.

Seconded by **Barbara**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy BEDDA: Rules of Order** is approved and so accepted.

- c. **Other - None**

6. **New Business -**

- a. **AB: NH Parental Bill of Rights.** First Reading provided by Superintendent. This is a required and prescriptive policy language mandated by RSA 189-B. The school board may, at its discretion, motion to waive the second reading and vote to adopt the policy as allowed by board policy BG.

Motion: Stephanie motioned to adopt **Policy AB: NH Parental Bill of Rights** as per the first and waived second reading.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes to adopt **Policy AB: NH Parental Bill of Rights** is approved as per the first reading and waived second reading and so accepted.

- b. **Policy BDA: Board Organizational Meeting.** First Reading provided by Superintendent. Policy BDA briefly describes a simplified process for the annual school board organizational meeting.
- c. **Policy BDG: School Attorney.** First Reading provided by Superintendent. 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
- d. **Policy DBB: Budget Development Calendar.** First Reading provided by Superintendent. This policy outlines a general timeline for the school board to prepare and vote to adopt the projected school district budget. The school board may use regularly scheduled meetings and/or special meetings for budget workshops. The objective is to honor the district mission while meeting statutory deadlines, town schedules, and advocate for a responsible budget.

- e. **Policy DBC: Enrollment Projections/Demographics.** First Reading provided by Superintendent. 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.
- f. **General Assurances, Requirements and Definitions for Participation in Federal Programs FY2027.** The school board is required to submit a signed copy of the general assurances to the NHED Bureau of Federal Compliance prior to receiving any federal funds in the next fiscal year. This includes assurances that the school district complies with federal statutes, administrative rules, and executive orders protecting free speech, religious liberty, public welfare and prohibiting discrimination. The school board also submits that it has the required financial policies, procedures, and controls in place for the management of federal grants. The school board is required to reaffirm the following through a motion and vote. The school board authorizes the superintendent and Chair to sign the general assurances for FY27 and acknowledges that it complies with federal statutes, administrative rules, and regulations relating to participation in federal programs.

Motion: Malinda motioned to approve the **General Assurance for Federal Programs** as per written.

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

Motion so passes and the General Assurance for Federal Programs are approved and so accepted.

- g. **Other – Mike brought up the prior discussion regarding IT and data security requirements.**

We will work together to formulate a policy that complies with the state regulations of internet safety and data security.

Mike reached out to an IT person for preliminary questions, this person performs IT tasks for the town. Items discussed include domain, email etc. for the town. This person charges a flat fee for the year with a basic level of service. The only time they would charge extra, this would be if they had to run a scan within the system.

Options include - GSuite/Microsoft. Depending on what the board wishes to navigate and cost, familiarity. Need to determine what category of information we want to protect, who is handling this info, are all board members involved? Who has access to this info and who can manage this info going forward.

There is a line item in the budget placeholder as a data manager.

Panda Docs – confidential information/Sped information. Encryption info.

- Kim will take this away to review policy necessities.
- Mike will take this away to ask the town provider what it may cost for several licenses for the basic model.

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

Since the **March** 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 is working on a financial spreadsheet to better monitor and report grant submissions and reimbursement.

- The financial team (business administrator, bookkeeper, superintendent) are working on options related to ownership of and systematic access to district financial information, including using web-based QuickBooks.
- The special education and student services director continues to monitor our special education students, 504 students, follow through with federal requirements, and oversee their educational progress. Special education is working on ESY information and trying to resolve the Medicaid reimbursement issues. More to follow at an upcoming school board meeting

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

- **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 and mandates that the tuition to attend another public school would become the financial obligation of the district where you reside. Concerns remain about the financial and administrative impact on local districts. The Sullivan 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.

- **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. One such improvement is using web-based QuickBooks to enable district users, in addition to the contracted bookkeeper. More to follow.

- **Service Provider Contracts.** 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, suicide prevention policy, and staff conduct policy.

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

- **Internet and Data Governance Policy Issues.** The school district is mandated to develop a data security and privacy plan (RSA 189:66) and an acceptable use policy (RSA 194:3) 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. Policy development includes Personnel Policy GBEF: School District Internet Access and Support Services Policies EHAA: Computer Security and EHAB Data Governance. The superintendent suggests scheduling this as an agenda item at an upcoming school board meeting to explore possible solutions.

****Additional info discussed above in OTHER – New business.****

- **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.

8. Setting the Next Meeting Agenda-

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

- Second reading of the policies that were first readings in the **April** meeting for approval and adoption.

9. Meeting date: School Board Monthly meeting Wednesday 5/13/26 **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 **7:57PM** by **Malinda** 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 **7:57PM**

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

Meeting moved back to Public at **8:03PM**

12. Adjournment

Motion: Malinda made a motion to adjourn.

Seconded by: Mike

Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:04PM

Signed By: 