

Sullivan School Board

Public Meeting Minutes

June 10th, 2026

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

District Superintendent: Kim Caron

District Treasurer: Brad Smith

Absent: None

Public: None

1. Call to Order: Mike Brooks called the meeting to order 6:33PM.

2. Secretary's Report –

Public MINUTES APPROVAL FOR May 13th, 2026

Motion: Barbara motioned to approve the public minutes from May 13th, 2026, Board's meeting.

Seconded by: Colleen

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **May 13th, 2026**, Public Minutes are approved.

Non-Public MINUTES APPROVAL FOR May 13th, 2026

Motion: Colleen motioned to approve the non-public minutes from May 13th, 2026, Board's meeting.

Second by: **Barbara**

Discussion: None

Voice Vote: Unanimous

Motion so passes and the **May 13th, 2026**, Non-Public Minutes are approved.

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

a. Manifest:

The **starting bank balance** is **\$290,002.06**

Total Deposits: \$142,027.38

- Town of Sullivan \$127,342.92 (Deposited 6/4/26 Monthly Payment)
- State of NH \$3,539.70 (Deposited 5/14/26 project reimbursement/grant)
- State of NH \$4,077.08 (Deposited 5/21/26 project reimbursement/grant)
- State of NH \$2,854.28 (Deposited 5/29/26 project reimbursement/grant)
- State of NH \$2,724.58 (Deposited 6/4/26 project reimbursement/grant)
- Mascoma Checking Acct \$1,488.82 (Interest earned 5/30/26)

Payments:

- Kim Caron \$4,050.00 (4th Q FY25/26 Superintendent)
- Education Health Services \$105.00 (April 2026 services)
- Educational and Behavioral Consulting LLC \$9,729.30 (April 2026 services)
- Julie Fenrich \$6,344.00 (4th Q FY 25/26 District Student Services Director, MSB & Panda Doc)
- Hear to Learn LLC \$205.08 (April 2026 services)
- Jodie Holmquist \$3,125.00(4th Q FY25/26 Business Manager)
- Interim Healthcare \$4,600.00 (Elementary Nurse)
- Lionheart Classical Academy \$2,724.58 (April Tuition)
- Stephanie Milotte \$17.30 (Graduation Cards & Stamps)
- MSB School Services \$256.89 (NH Medicaid Billing Services)

▪ Perfect Balance	\$189.00 (May 2026 Bookkeeping)
▪ SAU29 Nelson School District	\$8,375.80 (One on One Services)
▪ Simplified Speech Solutions	\$1,012.50 (May 2026 services)
▪ Tucker Transportation	\$8,018.50 (Dec & May & *Sped Field Trips)
▪ Student Transportation of America June 10/10)	\$33,713.60 (Contract payment May 9/10 &
▪ United States Postal Service	\$78.00 (12month PO BOX rental fee)
▪ Wadleigh, Starr & Peters	\$649.00 (May 2026 Legal work)

TOTAL PAYMENTS: \$83,193.55

Ending Bank Balance \$348,835.89

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

- There is an outstanding bill/invoice for The Keene Sentinel that was approved in March of 2026 to be paid. Kim will follow up on this as the check was noted to be mailed.
- We have a bill/invoice from Tucker Transportation that reflects the date of December 2024. Kim will investigate to determine next steps. We have set forth to pay these outstanding bills and will make note of this for our audit..

Motion: Stephanie motioned to approve the amended manifest of **5/14/26-6/10/26**

Seconded by **Colleen**

Discussion: none

Voice Vote: Unanimous

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

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

Kim is going to follow up for an updated amount.

- Budget Status Report – Currently we are aware of some outstanding invoices that fall within this school year- AVA, EBC, Tucker Transportation
We are projecting to finish the year with a surplus of about 15% margin.
We will know better when July rolls around and the final fiscal year bills come in.
- Other - Drawdown schedule is to be completed in June. July-November same amount since the last fiscal year. The drawdown gets readjusted in Nov/Dec timeframe when the new tax rate comes out the drawdown schedule changes. The drawdown schedule was signed and given to the board treasurer to obtain signatures from the town representatives.

4. Public Comment – None

5. Old Business –

- Computer Systems Electronic Communications Data Management - Computer Systems, Electronic Communications, Information Management. Discussion. 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. Issues include the storage and security of district information and statutory requirements. The migration to a dedicated electronic platform for district operations, the development of related policies and procedures, and financial factors require careful consideration. This is especially important due of our unique status as a small sending district, part-time SAU services, and current electronic communication and remote practices. The superintendent outlined the following to help frame the subject for further discussion.
- Electronic Filing System. The superintendent is working on an outline of the electronic filing needs for the district. The filing categories for NH school districts fall within the listed buckets below. Board Governance & District Operations and Financial & Business Operations seem to

be the most relevant to Sullivan, although others are only partially relevant due to our status as a sending district.

- Board Governance & District Operations: These files contain the administrative and public records of the school board. These files generally contain agendas and minutes, records of District meetings including warrants, votes ballots, and legal records.

- Student Records: Student files are heavily regulated to protect privacy while balancing tracking requirements. They are typically split into active, inactive, and highly confidential subfolders including cumulative, special education, and health records.

- Financial & Business Operations: These files track the funding, budgeting, and legal compliance of the district's public funds. Records include school budgets, payroll and benefits, facilities, and transportation. - Personnel & Human Resources: These files are governed by strict confidentiality laws and are separated internally so general staff do not have cross-access to private information.

- Curriculum, Instruction & Assessment: These files document what is being taught and how the school district is meeting the NH Department of Education's Minimum Standards (Ed 306).

- District Computers. The school board attorney recommended using district-owned computers to conduct district business for security and control reasons. The attorney stated the decision to use district computers verses personal computers lies with the school board. However, the ability to control how personal computers are used is significantly diminished. Information on personal computers used for school business may be subject to freedom of information requests.

- Information Security Officer. As part of the state mandated data governance and security plan, the security plan requires the appointment of an Information Security Officer (ISO). The role of the ISO is to manage the district's data, cybersecurity and incident response, staff training, and software review.

- b. **Preschool Update - Preschool special education presents challenges for the district not found in our k-12 agreements with the Nelson and Keene School Districts. Our k-12 tuition agreements include access to the school personnel needed for special education referral, evaluation, and placement. However, there is no such provision in our contracts for federally mandated preschool services. In addition, our small size, small number of preschool referrals, and the unpredictable nature of those referrals make planning for the necessary resources problematic. The school board motioned to request a meeting with SAU29 to explore options regarding special education preschool programs. A letter was sent on May 14th. SAU29 subsequently responded to schedule a meeting.**

In the interim, Superintendent Malay (SAU29) requested a preliminary conversation with the Sullivan superintendent, which took place on May 28th. The discussion covered enrollment, space, and staffing needs in SAU29 preschool programs in Keene and Marlborough, as well as the financial issues that would need to be addressed if Sullivan were to pursue an agreement. Both preschool programs are typically at or near capacity.

The central question is how Sullivan's small and fluctuating special education preschool needs could be met while maintaining the financial and operational stability of the Keene and/or Marlborough programs. One option discussed by Superintendent Malay was for Sullivan to contract for one or two reserved seats in the Keene and/or Marlborough preschool programs to help ensure access to a public preschool placement. This approach could serve as an "insurance policy," providing qualified Sullivan students with a more complete continuum of special education preschool

services. If viable, this option would require school board discussion before Sullivan proceeds with SAU29. Superintendent Malay explained that, currently, qualified Sullivan students may enroll in the Keene and Marlborough preschool programs if space is available, on a first-come, first-served basis. Once the programs reach capacity, no additional placements are available.

It was agreed to postpone the meeting with Keene and Marlborough Board representatives requested in the May 14th letter to allow further discussion by the Sullivan School Board. Superintendent Malay sent a letter to the Sullivan School District dated May 29, 2026, confirming the current process for accessing the Keene and Marlborough preschool programs (attachment sent with School board Superintendent materials for Board review). The letter will be posted in the policy manual under other important documents for reference. Next steps will need discussion.

- Additional discussion – Kim and team will continue to review options, contact private preschools to determine what they may be able to offer for spaces to be held for the Sullivan students to attend.

6. Other - AREA Spring Meeting at KMS 5PM Wed May 27th

Stephanie provided a summary of the items discussed. There is a discussion piece for what would it look like to have a flat rate for both SPED & Reg rates vs. different rates for each. This is going to be explored by Robb Malay and team, who will provide some preliminary numbers to review when we reconvene in the Fall.

7. New Business –

a. SAU Services – The superintendent recently spoke with SAU29

Superintendent Malay, who raised the possibility of Sullivan obtaining SAU services through an arrangement with SAU29. Because the Sullivan School Board has considered this idea in the past, it is important to bring this option back to the board for consideration. Superintendent Malay indicated that several districts have expressed varying levels of interest in joining SAU29 and appeared open to Sullivan exploring a similar arrangement. Although this approach would likely cost more, it could offer a more effective long-term solution for administrative services than the district's current use of separate part-time independent contractors for superintendent, business, and student services. Initial research suggests several options, including dissolving SAU96 to join SAU29, entering into an intermunicipal agreement, or establishing a joint maintenance agreement to purchase SAU services. If the board wishes to pursue this option, I recommend consulting the district's attorney about the process and formally approving a motion to explore an agreement with SAU29.

- Mike to reach out to Nelson School Board chair Rich P to inquire about some additional questions related to SAU services, technology assistance, policies that they follow, attendance of SAU support staff at monthly meetings, etc. for insight as to how other towns within the SAU are operating.

b. Other- None

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

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

1. 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.

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 7/8/26 *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 **July** meeting.

- Expandable trust, District Goals, and Superintendent yearly review.
- Nelson Graduation is Friday June 12th at 10AM

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

Non-public session requested as allowed by RSA 91-A:3

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

Motion to move the meeting into **Non-Public session** at **8:00PM** by **Malinda** under the Special Education and student updates RSA 91-A:3 II(C)

Seconded by **Colleen**

Discussion: None

Voice Vote Unanimous

Motion approved Meeting moved into **Non-Public** at **8:00PM**

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

Meeting moved back to Public at **8:06PM**

13. Adjournment

Motion: Mike made a motion to adjourn.

Seconded by: **Malinda**

Voice Vote: Unanimous

Motion passes and the Meeting closed at 8:08PM

Signed By: 