# Sullivan School Board meeting Wednesday, April 3, 2013 6:30 PM at the Sullivan Town Hall, lower level

Sullivan School Board: Paul Bolduc, Dana Briggs, Stephanie Jacques Kleine, Malinda Scherpa

Absent: Christine Hanson

Others in attendance: Ken Dassau, Toni Ellsworth, JJ Prior, Darlene Simmons

#### Call to order

The meeting was called to order at 6:41 P.M.

Darlene Simmons from LGC brought information packets regarding the School district's liability insurance. She described the district's coverage and limitations.

### **Approval of Minutes**

**MOTION:** D. Briggs MOVED to approve the minutes of the March 20, 2013 meeting. SECOND: M. Scherpa. Voice vote, motion passes.

### **Public comments**

None requested.

### Treasurer

- T. Ellsworth produced a treasurer's report and described the actions performed thus far. She described what processes Surry School District has in place, and prepared a Request for Disbursement form for purchases requiring reimbursement.
- T. Ellsworth said she wants the district to produce a monthly cash flow report to avoid any issues. She is concerned that one central location is needed for records including fiscal documents, meeting minutes, census data, student IEPs. She may be able to acquire a used computer. D. Briggs said he would acquire a locking file cabinet. S. Jacques Kleine has been keeping a spreadsheet of census data and is adding information as she sees it.

# Registration and planning

T. Ellsworth expressed the need for the district to be involved in upcoming early childhood IEP meetings. It will be important to pursue a long-term plan for preschool placements. She suggested an ad-hoc committee study options for process. T. Ellsworth, K. Dassau, M. Scherpa, and P. Bolduc will form the Preschool Process Committee.

### SAU 93 withdrawal

The proposed warrant for posting was distributed. J. Prior pointed out the wording was inconsistent with the approval letter from the state Dept. of Ed. P. Bolduc will straighten this out with withdrawal committee chair C. Pratt, as well as take care of posting for the withdrawal vote meeting April 30.

# **Granite State Transitional Principals**

The GSTP contract has been addressed to the satisfaction of the Sullivan school attorney. An invoice has been received and given to the district treasurer for approval at the next meeting. K. Dassau reported L. Tucker has resigned from GSTP and he has leads for a new business administrator.

# **School building updates**

S. Jacques Kleine said she is in the process of acquiring a key for the school building. There is also an interest from abutting property owners in the school property.

# **School contracts**

Nelson School Board will be meeting next Wednesday. The tuition contract for Sullivan will be discussed. S. Jacques Kleine said Sullivan board members should attend by rotation. P. Bolduc said he will attend this time.

### **Upcoming dates/timelines**

April 17 - School board meeting, 6:30 p.m.

April 30 - Sullivan School District meeting with vote on SAU 93 withdrawal, 6:30 p.m.

May 15 - School Board meeting, 6:30 p.m.

### **Public comments**

None requested.

# Next meeting's agenda

Decision on holding a regularly scheduled school board meeting on May 1, or immediately following the School District meeting on April 30.

The board toured the back room of the town hall lower level, which will be used for storing records.

# Adjournment

**MOTION:** P. Bolduc MOVED to adjourn. SECOND: S. Jacques Kleine seconded. Voice vote, Motion passes.

Meeting adjourned at 8:38 p.m.

Respectfully submitted,

John J. Prior Recording secretary