

Sullivan School Board

Meeting Minutes

April 19th, 2017

Present

Stephanie Jacques,, Stephanie Milotte, Paul Bolduc,
Absent - Mike Brooks

Also present: Toni Ellsworth, Ken Dassau,

Public visitors: Steven Jones

Call to Order

Meeting called to order at 6:34pm by Stephanie JK

Approval of Minutes

Stephanie JK motioned to approve the minutes from the Board's meeting from March 15th, 2017.

Second by Malinda

Discussion: None

Voice vote: Unanimous

Motion so passes and Minutes approved

Superintendent's Report - Ken Dassau

- Ken discussed MS-27 and its current status.
- The Board went over the current status of the agreement with Nelson contract and noted that the 6th grade needs to reflect the current arrangement and the potential to keep Sullivan 6th graders in Keene if we so desired. This needs to be changed prior to our signing it.
- Nelson passed the vote to support their bond.
- Stephanie JK enquired about a principal report/annual visit from Robert Malay on Sullivan's students and Ken said that he would look into it.

Treasurer's Report -

Toni went over the manifest for the month.

Manifest: The current manifest for this month is for the amount of \$264,932.59

Payments included:

Brian Gallagher & Ken Dassau, Surry Village School , Rise, Surry Village, Nelson School District, First Student, Individual student transportation, Keene Post Office, JoAnn Perlowski

- Toni noted that she would advise that the Sullivan School District Post Office Box be moved to Keene to make it easier to pick up.

- Toni also noted the payments to Keene School District are due and she desired to have them off the books prior to the auditors
- Toni noted as a reminder that the SSD wants to keep priority on the reconciliation of the amounts due prior to the audit.
- Toni went over the budget sheet and shared the setup of each of the three columns and noted that we currently are right where we should be for where we are in the calendar year. She noted the YTD % of the various expenditures as a useful tracking of expenses for the district.
- Stephanie J. enquired if Steven was familiar with this type of report, as he is interested in perhaps replacing Toni as the District Treasurer. Stephen noted that although the report is more detailed than he is used to, that the basic setup looked to be something that he was comfortable with.
- Toni noted that she doesn't have a copy of the signed budget and that she needs it. She also enquired on how we know the amount coming from the town vs. the state.
 - Ken noted that the MS-27 would note this information, but was unsure of where the town numbers come in.
 - Toni simply noted that JoAnn would need these numbers in order to complete the disbursements of the funds.

Topics:

- **Enrollment**
- **Transportation**
 - Discussed whether or not some students were still being transported to and from school by their parents or whether or not they were taking the bus now.
- **Budget and Town Report**
 - Discussed general timeframes and desire to get ahead of the process so we're not rushing at the end.

- **P.O. Box**

MOTION: Stephanie M made a motion to move the current Sullivan P.O. Box from its Sullivan location to the Keene Post Office to ease its being picked up.

Seconded by Malinda

Discussion: Paul enquired if it might make sense to set the address to the Current board Member. Stephanie noted that it would be much easier to have the P.O. Box in Keene due to the amount of mail involved.

Voice Vote: Unanimous

Motion so Passes.

- **Treasurer**

- Toni noted her concern for a written outline of responsibilities and went over the importance of the binder as well as the relationship and communication with JoAnn and Brian.
- Toni offered Stephen to meet with her to go over the job for him to make a more informed decision about whether he is interested in taking over the role of treasurer.
- Toni noted that it is important to keep the roles separate (generator / issuer of the check and the signatory of the check.)
- Stephanie accepted a letter of resignation from Toni and shared it with the board.

MOTION: Stephanie J made a motion to remove Toni as a signatory on the Sullivan School District bank accounts.

Seconded by Malinda
Voice Vote: Unanimous
Motion so Passes.

Public Comment: Stephen J. participated in discussions revolving around the Treasurer's discussion and position

Upcoming Meetings / Events

The next Sullivan School Board Meeting will be held on May 17th @ 6:30PM .

Adjournment

Paul Bolduc made a motion to adjourn.
Seconded by Stephanie Milotte
Meeting closed at 7:30 PM

Respectfully Submitted by Paul Bolduc

