

# Sullivan School Board

## Meeting Minutes

May 18, 2016

### Board Members Present

Stephanie Jacques Kleine, Mike Brooks, Stephanie Milotte, Malinda Scherpa  
Others: Ken Dassau, Toni Ellsworth

Public visitors: None

### Call to Order

Meeting called to order at 6:36pm by Stephanie JK.

### Approval of Minutes

**Motion** Stephanie M. motioned to approve the minutes from the Board's meeting from April, 20, 2016  
Second by Malinda  
No Discussion  
Voice vote: Unanimous

**Motion so passes** and Minutes approved

### Superintendent's Report - Ken Dassau

**Motion:** Steph M made a Motion for meeting to go into Non-public to discuss students.  
Seconded by Malinda  
Voice Vote Unanimous  
Motion Passes. Moved to non-public at 7:08 PM

- Ken shared updated information regarding the request for a student transport for the coming summer.
- New pre K referral anticipated.

Meeting returned to public at 7:10 PM

- Ken shared the current discussions with insurance carrier with Primex for our workers compensation coverage. Deadline July 1.

### Treasurer's Report - Toni Ellsworth

- Toni reported about the install of Quickbooks software, the company set up process and the 3 licenses purchased to allow for Toni and JoAnn to both access and utilize the software.
- Toni and the bookkeeper JoAnn aim to have a sample manifest for the June meeting and start using the software, July 1.
- Quickbooks will be used to generate checks electronically vs. handwritten.
- JoAnn Perlowski has transitioned nicely into the bookkeeper duties.
- Brief review of the bookkeeper contract and the responsibility division.
- Backup of data and recovery to be reviewed.

**Manifest:** The current manifest for this month is for the amount of \$20,243.14

**Motion:** Malinda made a Motion to approve the manifest.  
Seconded by Mike Brooks  
Voice Vote Unanimous  
Motion Passes.

**Topics:**

**Enrollment:** Stephanie JK scheduled visit to Nelson School on 5/19 to get an accurate count of student enrollment. The board discussed any known families moving in or out and new enrollments.

**Forum:** First Nelson School forum was held April 27<sup>th</sup>. The board reviewed the high level topics for those who were not in attendance. At this time, there is a good foundation for questions regarding the future of the Nelson School and a list of the top necessities requested of the Nelson School Staff.

**Public Comment:** None

**Upcoming Meetings / Events**

Next Sullivan School Board Meeting June 15th @ 6:30 PM

NELSON FORUM VOTES  
May 21st @ 11:00 AM @ Nelson School

**Adjournment**

Stephanie Jacques Kleine motion to adjourn.  
Seconded by Stephanie M  
Meeting closed at 7:32 PM

Respectfully Submitted by Stephanie Milotte