

# Sullivan School Board

## Meeting Minutes

June 21st, 2017

### Present

Stephanie Jacques, Stephanie Milotte, Malinda Scherpa, Mike Brooks

### Also, Present

Ken Dassau

**Public visitors:** None

### Call to Order

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

### Approval of Minutes

Stephanie M motioned to approve the minutes from the Board's meeting from May 17th, 2017 as amended.

Second by Malinda

Discussion: Ken, Stephanie M, Stephanie JK

Voice vote: Unanimous

**Motion so passes** and Minutes approved as amended.

### Superintendent's Report - Ken Dassau

- Ken sent the Middle School report to Stephanie JK
- Audit weeks are tentatively set for either the last week of July or the first week of August.
- Stephanie JK and Ken need to complete their affidavits and bring to SAU 29 for signature and notarization.

### Treasurer's Report

- Town has made the first of two payments for additional money that was owed to the school district. Second payment will be made before the end of June.
- Ken sent three invoices through email. He would like to make sure Marie Braley is paid this month if possible. SAU administration payments should be delivered next month with the new budget cycle 2017-2018.
- Malinda made a motion to add the payment to Marie Braley in the amount of \$250 to the manifest.
  - Seconded by Stephanie M
  - Discussion:
  - Voice vote: unanimous
  - Motion so passes

**Manifest:** The current manifest for this month is for the amount of \$70,763.61 + \$250 as ammended.

**Payments included:**

- First Student
  - Stephanie Milotte
  - MRSD-SAU 93
  - Surry Village School
  - Rise
  - JoAnn Perlowski
  - Marie Braley
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- The Sullivan School district bank account was overdrawn this month. The check from the town was returned due to an error in the address. As a result, the May check was not deposited until June 2<sup>nd</sup>. \$30 charge to the Mascoma is due to the overdraw charge. The fee was waived however it may show in the statement.
  - Our budget is on track. We'll be able to pay down the building as planed.
  - Stephanie M. made a motion to determine the remaining balance of the school building loan and pay it off on or before June 30<sup>th</sup>.
    - Malinda seconded the motion
    - Discussion:
    - Voice vote: unanimous
    - Motion so passes
  - Stephanie JK will plan to check with the bank this month to verify any required information is updated on the account. i..e correct mailing address, persons authorized to write checks, etc.

**Topics:**

- Book Keeper
  - Joanne will no longer be serving as our book keeper.
  - Malinda made a motion to approve hiring a Sarah Dublin as the new book keeper.
    - Stephanie M seconded.
    - Discussion
      - A contract was provided by Sarah which the board reviewed. It was agreed the contract is sufficient to get started however we will draft a more detailed list of duties and responsibilities to ensure everyone's expectations are inline.
      - Voice vote: unanimous
      - Motion so passes
  - Board agrees to higher Sarah to perform our book keeping functions replacing the duties previously performed by Joanne.
  - Sarah will be given a key to the postoffice box.
  - Stephanie JK has created a generic email address for book keeper position which is [sullivanschooldistrict.billing@gmail.com](mailto:sullivanschooldistrict.billing@gmail.com).

- Stephanie JK asked the board if any members had objections to her signing checks for deposit. There were no objections.
- Stephanie JK proposed decreasing the treasurer stipened from \$800 to \$200 due to the increased responsibilities of the book keeper and decreased responsibilities of the Treasurer.
- Malinda motioned to change the treasurer stipened from \$800 to \$200.
  - Stephanie M 2<sup>nd</sup> the motion.
  - Discussion
  - Voice vote: unanimous
  - Motion so passes
- Flow sheet – We will begin working on creating a flow sheet to assist with scheduling tasks throughout the year. Stephanie JK asked Mike to make a note of items to track in our meetings going forward.

**Public Comment:** None

**Upcoming Meetings / Events**

The next Sullivan School Board Meeting will be held on July 19th @ 6:30PM.

**Adjournment**

Mike Brooks made a motion to adjourn.

Seconded by Malinda Scherpa

Meeting closed at 7:48 PM

Respectfully Submitted by Michael Brooks

