

Sullivan School Board

Meeting Minutes

May 17th, 2017

Present: Stephanie Jacques Kleine, Stephanie Milotte, Paul Bolduc, Malinda Scherpa, Mike Brooks

Also Present: Ken Dassau, Toni Ellsworth

Public visitors: Sarah Dublin – Book keeper

Laura Merrifield – Town Selectmen, Chair

Call to Order

Meeting called to order at 6:39pm by Stephanie JK

Approval of Minutes

Stephanie Milotte motioned to approve the minutes from the Board's meeting from April 19th, 2017 as amended.

Second by Malinda

Discussion: Ken, Stephanie Milotte, Stephanie JK

Voice vote: Unanimous

Motion so passes and Minutes approved as amended.

Superintendent's Report - Ken Dassau

- Ken discussed following up with Rob Malay.
- We would like the data for Sullivan that was provided to Nelson.
- Tim Ruehr – Business manager for Keene said there was difficulty at the State level approving the updated AREA agreements. The State board is requesting affidavits from superintendent and board chairs. Tim said they will draft it and we can sign it.
- There is meeting of the AREA members on 5/23 at 7PM at the Cheshire Career Center.

Treasurer's Report -

We're now using OneWrite check system to generate checks from automatically from Quick Books.

Manifest: Toni went over the manifest for the month. The current amount is \$348,420.02

Payments included:

Harland Clarke, Surry Village School, Rise, Surry Village, Keene School District, First Student, Individual student transportation, Keene Post Office, JoAnn Perlowski, Christopher Nelson, Toni Ellsworth, Stephanie Kleine

- Mail is now being sent to the Keene post office.
- 91% through the year.
- There was a \$20 error which has been corrected from previous months. This error was due to a number being transposed.

- There was a discrepancy discovered in the town audit. Additional money is owed to the school district. Once the money from the audit correction is received, we will need to determine how to distribute it.
- Our budget is on track. We'll be able to pay down the building as planned.

Topics:

- Book Keeper
 - Stephanie JK introduced Sarah as a possible replacement as book keeper.
 - Toni suggested we do not make any changes regarding the book keeper position until after the audit.
 - Sarah has her own book keeper business. Handles Springfield Learning Garden.
 - Has partner she works with that can back her up.

Malinda made a motion to authorize Stephanie JK to enter discussion with the current book keeper Joanne, and to review roles and responsibilities with Sarah to take over book keeping duties. Second by Mike B Discussion - None

- Treasurer position is vacant. Discussion regarding whether or not someone from the board should resign and take treasurer position temporarily. It was decided before we do that we should post the position.
- Need to post at the following locations: Store, library, news letter.
- Laura M. Audit
 - Town completed audit.
 - Amount being dispersed is not sufficient to cover what is owed to the school. The audit discovered the town was not paying enough. The town agrees with the School Board's auditors.
 - It is imperative the town pays by Jun 30th.
 - Roughly \$154,000 is owed. This will be a large amount to pay all at once. Recommend paying a disbursement at the beginning of June and another disbursement at the end of June.
 - Laura will make sure we get a copy of the "Tax Rate Setting". It's the tax rate breakdown.
- Toni extended her resignation letter until today, 5/17/2017.

Public Comment: None

Upcoming Meetings / Events

The next Sullivan School Board Meeting will be held on June 21st @ 6:30PM.

Adjournment

Mike Brooks made a motion to adjourn.
 Seconded by Malinda Scherpa
 Meeting closed at 7:30 PM
 Respectfully Submitted by Michael Brooks

