

EXECUTIVE BOARD  
AHEAD CONFERENCE ROOM  
260 COTTAGE STREET, FIRST FLOOR  
LITTLETON, NH 03561

DATE: DECEMBER 6, 2017  
TIME: 5:30 PM

## BOARD MEETING MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Carol Kerivan, Dale Locke, Denys Draper, Robert Adams.

The meeting was called to order by Chairman Kinney at 5:37 PM.

Chairman Kinney advised the Board that this evening's meeting was called by Superintendent Couture in order to nominate the candidate for the Business Manager's position, Kristin Franklin.

Superintendent Couture briefed the Board on the search process noting that Ms. Franklin was the most qualified on paper of the applicants and as such was the committee's unanimous choice for the interview process. Ms. Franklin has a Master's Degree in Finance and is a CPA (Certified Public Accountant). She has fifteen years of experience at SNHU (Sothern NH University) in various areas of finance and most recently as a CPA for a firm in Lancaster, NH. The interview committee was very impressed with Ms. Franklin throughout the process and she was their unanimous choice for the position. It was noted that her starting salary would be \$70,000.00 plus benefits. Following a brief discussion, Superintendent Couture recommended the nomination of Kristin Franklin to the position of Business Manager. MOTION BY DENYS DRAPER, SECONDED BY DALE LOCKE TO APPROVE THE NOMINATION OF KRISTIN FRANKLIN TO THE POSITION OF BUSINESS MANAGER AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED. It was noted that Sandra Stone will stay on to train and mentor Ms. Franklin.

## FINANCIAL REPORT

Manifests were distributed for Board review and approval.

Superintendent Couture advised the Board that Interim Business Manager Sandra Stone continues to find additional errors in financial records/reporting. Most recently it was discovered that the previous Business Manager under estimated the school lunch revenue. This caused the District's to raise more monies then needed via taxation. Superintendent Couture distributed a report on this for Board information and review. Superintendent Couture and Mrs. Stone have discussed this at length and feel that the best and most transparent way to correct this is to return the monies to the towns via check. Superintendent Couture will be contacting the Chairs of the Select Boards and Town Managers to advise them of this prior to the release of said checks. A brief discussion ensued. It was requested that the SAU office return to the practice of distributing School Lunch Reports on a monthly basis as part of the financial reports.

Superintendent Couture distributed updated Financial Reports for Board information and review noting that the current projected yearend balance is \$45,790.92. This includes all monies for the new Business Manager's salary and benefits.

There being no additional business to come before the Board, MOTION BY DALE LOCKE, SECONDED BY CAROL KERIVAN TO ADJOURN AT 5:5 : PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown  
Board Clerk