

**HART'S LOCATION SCHOOL BOARD**  
**MINUTES**  
**APRIL 14, 2020**

Present remotely were Helen Brandon, William Hoover, Nancy Ritger (8:15 a.m.), Pam Stimpson, Lilli Gilligan and Kevin Richard.

The Hart's Location School Board is holding an emergency meeting pursuant to Executive Order 2020-04, Section 8 and Emergency Order #12, Section 3 (due to the COVID-19 pandemic, a quorum of the public body is not physically present).

(1) The meeting was called to order by Superintendent Richard at 8:15 a.m.

(2) Reorganization

(A) Election of Chairperson – **A motion was made by Bill Hoover to elect Helen Brandon as Chairperson. The motion was seconded by Helen Brandon and passed by a unanimous roll call vote:** Mr. Hoover – Yes and Ms. Brandon – Yes. Mr. Richard turned the meeting over to Chair Brandon.

(B) Election of Vice-chairperson – **A motion was made by Helen Brandon to elect Nancy Ritger as Vice-chairperson. The motion was seconded by Bill Hoover and passed by a unanimous roll call vote:** Mr. Hoover – Yes and Ms. Brandon – Yes.

(C) Set Meeting Dates and Times – The Board will meet on the second Tuesday of every other month at 8:00 a.m. in the conference room at the Josiah Bartlett Elementary School with the exception of the budget hearing and annual meeting (held at the Town Hall).

(3) Approval of Minutes (2-10-20) – **Helen Brandon moved to approve the minutes of February 10, 2020. The motion was seconded by Bill Hoover and passed by a unanimous roll call vote:** Mr. Hoover – Yes and Ms. Brandon – Yes.

(4) Signing of Manifest – Lilli Gilligan explained the electronic process of signing manifests. **Helen Brandon moved that all members could sign the manifest. The motion was seconded by Bill Hoover and passed by a unanimous roll call vote:** Mr. Hoover – Yes and Ms. Brandon – Yes.

(5) Business Affairs

(A) Appointment of Nancy Hayes as Non-resident Treasurer- **Nancy Ritger moved to appoint Nancy Hayes as non-resident Treasurer. The motion was seconded by Helen Brandon and passed by a unanimous roll call vote:** Mr. Hoover – Yes, Ms. Ritger – Yes, and Ms. Brandon – Yes.

(B) FYI – Audit Letter – The letter from the auditor was mailed with the agenda.

(C) It was commented that there may be no need to withdraw funds from the special education reserve fund. It appears, at this time, that Hart's will have a fund balance of approximately \$4,000 at the end of the year.

(6) Administrator's Report

(A) COVID-19 Update – Kevin Richard updated the Board. Pam Stimpson discussed delivery of special education services.

(7) Any Other Business

(A) Set Date for Next Meeting – The next meeting will be June 9, 2020 at 8:00 a.m.

(B) Consider First Reading of Policy DAF (Administration of Federal Grant Funds) – **Helen Brandon moved to approve the first reading of this policy. The motion was seconded by Nancy Ritger and passed by a unanimous roll call vote:** Mr. Hoover – Yes, Ms. Ritger – Yes, and Ms. Brandon – Yes.

(8) Adjournment – The meeting was adjourned at 8:33 a.m.

Respectfully submitted,

Kevin Richard  
Superintendent of Schools