

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed May 6, 2020 – 4:00 PM

Committee Members: Jim Baker, Jamie Fitzpatrick, Dawn Dutton, Matthew Angell

Attendees:

Jim Baker, Committee Chair
Jamie Fitzpatrick, Committee Member
Dawn Dutton, Committee Member
Matt Angell, Business Administrator
Thomas Ambrose, Superintendent

Call to Order:

Committee meeting began at 4:00 PM

Review of Minutes: [Wednesday, April 22, 2020](#)

Jim Baker motioned to approve the minutes, Dawn Dutton second, all in favor.

Revolving Fund Balance:

[Trust & Revolving Funds Balance Summary - April 2020](#) - Matt Angell briefly reviewed the trust and revolving fund balances. Matt Angell and Jim Baker clarified how funds voted on in the warrant articles fund the balances of these accounts. For example, funds voted on in a 2019 warrant article (FY20) will be funded in FY21.

Article 10 - Capital Reserve Fund - Capital Improvement and Maint = \$50k from unencumbered. - Jim Baker questioned when the school board would need to vote on the amount to fund up to \$50k. Matt explained that would be done after July 1, 2020. There is no specific date it is required, so long as it is done within the year.

Budget Reports:

[April 2020 Expenditure Report, Health/Dental Summary](#) - Jamie Fitzpatrick briefly reviewed the Health/Dental Summary report. No significant changes. No questions/comments from the committee.

[April 2020 Expenditure Report, Excluding Health/Dental](#) - Matt Angell briefly reviewed the report. No significant changes. Jim Baker asked when the \$100k transfer to the Capital Reserve Fund was authorized. Matt Angell explained that was authorized at the March 2019 district meeting.

[April 2020 Revenues](#) - Matt Angell briefly reviewed the Revenues report. Jim Baker questioned whether the Fremont tuition payment had been received yet. Matt Angell confirmed that it had not been received at this point. Matt also confirmed that the district will be receiving the outstanding payments due from each town (Newton, Kingston, & Fremont).

Old Business:

New Financial Accounting Software Support - Matt Angell let the committee know that he is re-evaluating how the district collects time sheets & attendance, to make sure that the proposed accounting system can accommodate all that other software being used for that can provide, to see if the new accounting software can do it all or if they need to be integrated together. Matt wants to spend more time reviewing the new accounting software to make sure the current quote covers everything that he wants that software to do. Matt will try to have all the information in for the next committee meeting so they can review everything over the summer. Jim Baker questioned whether the quoted storage included in the new system will be enough or if additional storage will need to be purchased. Matt believes that initially the storage will be enough, but that eventually we will need to expand it as we continue to move toward paperless. Jim Baker also questioned the travel expense within the quote. Matt explained that it covers the cost of someone to come out and conduct training for the district staff. Jim Baker asked about the items in the quote that are marked “not applicable”. Matt will look into those.

[Quote](#)

[Site assessment](#)

[Complementary interfaces](#)

[Capabilities](#)

[Migration overview](#)

[Current system annual support cost](#)

[Frontline \(time and attendance\) annual support cost](#)

Cost Estimates on six remaining big projects

Roof repair at Memorial - Jamie Fitzpatrick noted that the roof repair number has already been reported and approved.

Front entrance revisions for Memorial - Matt Angell updated the committee with the progress from the architect. The district is awaiting a more detailed plan and spec. The plan is for the district to be the general contractor for this project. Matt expects to have cost estimates to the committee by the end of June and the work completed by July/August.

Paving at High School for traffic flow - Matt reviewed the high/middle school traffic flow plan. The School Resource Officer is going to help with traffic flow to control the parent pick-up and bus pick-up loops. Dawn Dutton requested that the signage and paving painting be updated at all schools.

Water/piping for science labs -

Modifications to the locker rooms -

Bathrooms -

COVID-19 Response and Risk to Budget (Potential Tax Collection Difficulties in Towns) -

Bus Company Costs - Tom Ambrose reported that he was able to negotiate a \$44,760 reduction with the bus company for the current school year in light of the COVID-19 pandemic.

Phone System - Matt reported that with the middle school moving to the high school, the district will need to purchase a new phone system. The existing phone system can't support two different entities being in the same building. The new system will allow the district to update the E911 in which room number 911 is dialed from will be able to be identified. The new system also allows the new phones to be taken home with staff and connected as VOIP from their laptops. Matt was able to renegotiate the pricing with the bidders to get the best possible pricing.

Matt noted a few items that need to be added to the remaining projects list, many of which will be discussed with the Facilities committee.

New Business:

End of Year Spending Excel Review - Jamie reviewed the purpose of the Excel spreadsheet he sent to Matt. Jamie would like to see all the upcoming project expenses laid out as well as any savings that might be seen within the budget. Matt has requested a meeting at the end of June to discuss fund balances, etc. Matt & Jamie will meet to discuss a meeting schedule.

Other

Public Comments:

Adjourn:

Jamie Fitzpatrick adjourned the meeting at 4:56 PM.