

Sanborn Regional School District

Finance Committee Minutes

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

Wed August 21, 2019 – 3:45 PM

Committee Members: Jim Baker, Electra Alessio, Jamie Fitzpatrick, Matthew Angell

Attendees:

Jim Baker, Committee Chair - attended remotely
Jamie Fitzpatrick, Committee Member
Electra Alessio, Committee Member
Matt Angell, Business Administrator

Call to Order:

Committee meeting began at 3:54 PM

Review of Minutes [Wednesday, June 12, 2019:](#)

Electra Alessio moved to adopt the minutes as printed, Jamie Fitzpatrick second, all in favor.

Response to Open Items:

Jamie Fitzpatrick wants clarification why the district has purchased equipment for the police department and we wait for reimbursement. Matt Angell explained that the district's IT department is used as the police department's IT department as well and the school district can purchase the equipment cheaper than the town can, so we do the purchase and then sell it back to the town at cost. Reimbursements are received within a few weeks, but no longer than 30 days. **Matt Angell will bring more detailed receipt information of the reimbursements to future committee meetings.** Jamie Fitzpatrick also requested to see the reimbursements from the insurance company for the work done on the high school gym. Matt Angell told the committee that he has received \$63,000 in reimbursement as of last week. The insurance company participated in all but \$500 for insulation. **Matt Angell is going to provide detailed revenue reports for the current month for future meetings.** Jamie Fitzpatrick requested details on the licensing fees for movies. Matt explained that it's a blanket license so that teachers in the school district can use movies for either classroom settings or community events. The license covers all movies that may be shown. Jamie Fitzpatrick requested more information on mileage reimbursements for faculty travelling between schools. Matt researched Kim Conant's as an example, which was a reimbursement for all her mileage for the entire year. Matt explained that the mileage policy is going to be reviewed and that currently personnel is working on it. Jamie Fitzpatrick requested more information on the school board sound system. He would like to know why a new

system was purchased when they had one previously. The purchase was approved by the previous Business Administrator (Michele Croteau) and Tom Ambrose (current superintendent). Matt would like to see larger purchases such as this go into the CIP plan so they can be planned for. Jamie wants to know what is spent on internet subscriptions and which students are using them. Matt explained that historically there hadn't been any control over the online subscriptions and that when Ellen Hume-Howard came in she developed a process to have all the online subscriptions vetted through the curriculum director. The process now is that Patty Haynes (the current Curriculum Director) reviews and approves all online subscriptions with the principals. **Jamie Fitzpatrick requested reports of usage for all online subscriptions.** Jamie Fitzpatrick stated that we are in violation of our policy with regard to yearbook subsidies. A \$1,800 subsidy was provided to the yearbook committee to cover costs that weren't reimbursed. Per the policy, Jamie would like a list of the advertisers that committed funds but did not come through. Jim Baker questioned a \$999 expenditure to Agile Sports Tech for videos on the previous manifest. Jim questioned whether it was a one-time fee or if it was for something else. Matt Angell explained that it was an annual fee for football video. Jim Baker also requested more information regarding expenditures to Birchtree Strategies and Brainpop LLC. Matt Angell explained that Birchtree Strategies is for monthly tuition for special education and Brainpop LLC is an annual online access fee for up to 250 students for Spanish and French language labs. Jamie Fitzpatrick pointed out that we accepted a grant for a softball dugout, but then spent \$3,540 in district money for the dugout. Jamie stated that the grant turned into an expenditure. Matt explained that the way the concrete was originally poured and laid out by volunteers was unsafe and Matt decided that it needed to be ripped out and re-poured, which was done by the Town of Newton and Newton's road agent.

Revolving Fund Balance:

No questions or comments regarding the revolving fund balance. Matt Angell pointed out that the July report is off because the end of FY19 has not been completely closed out yet.

[Trust & Revolving Funds Balance Summary](#) - June

[Trust & Revolving Funds Balance Summary](#) - July

July 2019 Budget Reports:

No questions or comments regarding the budget reports. Jim Baker questioned what the 'actual' column represents on the July 2019 Revenues report. Matt Angell explained that represents what has been collected to date. Brief discussion regarding how revenues are collected from Kingston & Newton.

[July 2019 Expenditure Report, Health/Dental Summary](#)

[July 2019 Expenditure Report, Excluding Health/Dental](#)

[July 2019 Revenues](#)

Budget Adjustments:

Electra Alessio moved to approve Budget Adjustments 2154, 2162, & 2175, Jamie Fitzpatrick second, all in favor.

[Budget Adjustment# 2154](#) - Network switches (to buy equipment to replace network hubs). Our tech department manages them. These are costs for used items.

[Budget Adjustment# 2162](#)

[Budget Adjustment# 2175](#)

School Food Service Meal Prices:

Matt Angell made the committee aware that he is recommending meal price increases to the school board for the current fiscal year. Matt Angell brought up a program he is working on to create a trust fund that people can donate to in order to help pay for school lunches. More details will be provided once ready.

[Letter to School Board](#)

FY20 Tuition Rates:

Matt Angell made the committee aware of the current year tuition rates that will be going before the school board.

[Letter to School Board re: Tuition Rates](#)

Withdraw up to \$20,000 from the Facilities Use Revolving Fund for Windows 10 imaging software & support for 3 years:

Matt Angell explained that sometime in December 2019 Windows 7 will be unsupported and the district will need to transition to Windows 10. The \$20,000 he is requesting is a 'not to exceed' price and will purchase the software, configure it for machines, and distribute it. Jim Baker asked how many machines it will be for. Matt didn't readily have that information available. It was agreed among the committee that the cost is fair for this need. **Jim Baker moved to approve a withdrawal of up to \$20,000 from the Facilities Use Revolving Fund for Windows 10 imaging software & support for 3 years, Jamie Fitzpatrick second, all in favor.**

Heating Oil:

Matt Angell presented the price that he was able to negotiate for heating oil for the current school year. The district's average consumption is approximately 100,000 gallons per year and this price is guaranteed for 85,000 gallons. The district still has a contract remaining with Dennis K Burke for 14,000 gallons.

[Letter to School Board](#)

New Accounting Software:

Matt Angell made the committee aware that he is pushing forward with upgrading the current accounting software. He will be vetting out all the options.

[Specification](#)

Public Comments:

No public comments

Electra Alessio motioned to adjourn @5:02 PM, Jamie Fitzpatrick second, all in favor.