

**Goffstown School District**  
**August 28, 2017**  
**Administration and Finance Committee Meeting**  
**Goffstown High School – Media Center**  
**27 Wallace Road, Goffstown NH 03045**

**Committee Members Present:**

Dan Cloutier  
Heather Trzepacz  
Lorry Cloutier

**Administration Present:**

Ray Labore, Business Administrator

**New Boston SB Representative:**

None

**Budget Committee Member Present:**

None

**Call to Order:**

The meeting was called to order by Dan Cloutier at 6:31PM.

**Approval of June 5, 2017 Committee Minutes:**

*Heather Trzepacz motioned to approve the June 5, 2017 minutes as presented.  
Seconded by Lorry Cloutier. Vote 3-0-0 – unanimous - motion passed.*

**Business Administrator’s Report:**

**Modular Classrooms School Project Status:**

The Business Administrator presented an overview of the Modular projects at the Maple Avenue and Bartlett Elementary Schools. Current projection is that Maple Avenue will be ready for the first day of classes on 9/5 while the new library at Bartlett is scheduled to be ready for occupancy on 9/12/17.

**GHS Drainage and MVMS Playing Field Stairway Status:**

Projects are mostly complete. Remaining work at MVMS is the installation of handrail system while remaining work at the high school is to replace a collapsed drainage pipe that runs underneath the school building.

**Goffstown Food Services:**

The A&F Committee was briefed on a new arrangement with the New Boston School District for Food Program Directorship Services. For a new fee (\$11K annually) payable to Goffstown by New Boston, Goffstown’s FS Director will provide director level services to NB. A stipend, funded from the NB Service fee, will be paid to Goffstown’s director.

Budget Development:

Goffstown's budget module has been opened and work on the 2018-2019 budget is now underway.

Commodity Bid Update:

The Business Administrator reported that:

2017-2018 #2 Heating Oil prices will be \$1.759 per gallon. (the Goffstown School District does not use heating oil)

2017-2018 propane price was renegotiated from \$1.269 to \$1.199 per gallon. The new price is good through 6/30/20.

Copy Paper:

The price for white 8.5X11 has decrease by \$ .12 per ream to \$2.21 while colored paper has moved for \$3.41 per ream to \$3.23. Similar savings were negotiated for odd sized paper.

Electricity:

The district is entering year 2 of a 3-year contract for electricity with an average per Kwh cost of \$.0688.

Maple Avenue Playground and Service Road Improvements:

The committee was briefed on the work at the playground incorporating the safety enhancements identified during the last playground inspection conducted by PRIMEX. A widening of the fire lane in the rear of the school was also completed as a part of this project.

MS-25 and DOE-25 Document Signing:

The committee was informed that these NH DOE and NH DRA reports of 2016-2017 Year End Operating results were ready for signature.

Unreserved Fund Balance:

The Unreserved Fund Balance will yield \$265,716 in Tax Relief for the year.

**Manifest and Invoice Review:**

The Business Administrator presented the following highlights for the manifest dated June 30, 2017. The total value of the manifest is \$989,345.25

***Heather Trzepacz. motioned to recommend the June 30, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.***

<b>Goffstown School Board Meeting</b>			
<b>Manifest Summary Review</b>			
<b>6/30/2017</b>			
<b>Total Manifest Value</b>		\$ 989,345.25	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
6/22/2017 Payroll		\$ 198,515.17	
6/22/2017 Payroll Taxes		\$ 61,418.63	
NHRS		\$ 625,762.82	June Contributions
	Sub Total	\$ 885,696.62	89.5% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
Safeway		\$ 40,356.75	May-Jun Indistrict Transport and Monitors
	SPED Sub total	\$ 40,356.75	4.0% of Total
<b>General Expenses</b>			
Eversource		\$ 13,475.42	All School Accounts
Gov Connection		\$ 5,388.90	Server and Network Equipment
	Gen Sub total	\$ 18,864.32	1.9% of Total
	Sub Total (Itemized Expenses)	\$ 944,917.69	95.5% of Total
<b>Activity Funds</b>			
		\$ 15,629.83	Included in Total
Jostens		\$ 7,140.00	Graduation Paraphernalia
	Activities Sub total	\$ 7,140.00	.7% of Total

The Business Administrator presented the following highlights for the manifest dated July 28, 2017. The total value of the manifest is \$2,001,719.44

***Heather Trzepacz. motioned to recommend the July 28, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.***

<b>Goffstown School Board Meeting</b>			
<b>Manifest Summary Review</b>			
<b>7/28/2017</b>			
<b>Total Manifest Value</b>		\$ 2,001,719.44	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
7/6/2017 Payroll		\$ 169,125.11	
7/6/2017 Payroll Taxes		\$ 71,273.99	
7/18/2017 Payroll		\$ 130,159.67	
7/18/2017 Payroll Taxes		\$ 41,429.21	
TSA Consulting		\$ 19,094.27	403b Contributions
	Sub Total	\$ 431,082.25	21.5% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
Boothby Therapy		\$ 6,103.28	Summer Services for 5 Students
NFI North (Contoocook)		\$ 6,737.90	Summer Service for 1 Student
Southern NH Speech Services		\$ 20,750.00	Apr - Jun Svcs For Glen Lake Students
Spaulding Youth Center		\$ 12,090.80	May - Jun Svc for 2 Students
Strong Foundations		\$ 5,664.90	Jun Svc for 5 Students
Valley Collaborative		\$ 5,427.00	Jun Svc for 1 student
	SPED Sub total	\$ 56,773.88	2.8% of Total
<b>General Expenses</b>			
Amazon		\$ 10,757.42	Classroom and Office Supplies and Books
Brines Team Sales		\$ 8,199.00	Athletic Program Equipment and Uniforms
Eversource		\$ 11,121.74	All School Accounts
Goffstown School District		\$ 644,675.00	GHS Bond Debt Schedule Payment
Goffstown Truck Center		\$ 7,580.30	June MST, Late Bus and Athletics
John Neville Excavation		\$ 212,871.80	GHS Drainage Project
McGraw Hill		\$ 21,444.51	Class and Library Books
MSB		\$ 5,715.54	Medicare Collection Svc Fee
Northeastern Sheetmetal		\$ 25,000.00	Alt Ed Rental for 2017-18 School Year
NHSBA		\$ 5,626.68	FY 18 Dues
Pearson Education		\$ 19,580.69	Texts and Workbook Materials
Pinnacle Public Finance		\$ 167,302.52	Honeywell Phase 2 Financing Payment
PowerSchool Group LLC		\$ 13,938.00	Annual Student Management System Fee
Primex		\$ 143,268.00	P&L Premium for 2018
Stantec		\$ 7,490.45	GHS Drainage Engineering Svcs
Whalley Computer Services		\$ 13,353.99	Network and Server Equipment
Wells Fargo		\$ 71,300.00	Computer Lease Payments
WB Mason		\$ 5,561.67	Classroom and Office Supplies
	Gen Sub total	\$ 1,394,787.31	69.8% of Total
	Sub Total (Itemized Expenses)	\$ 1,882,643.44	94.1% of Total
<b>Activity Funds</b>			
		\$ -	

The Business Administrator presented the following highlights for the manifest dated August 28, 2017. The total value of the manifest is \$2,262,275.60

***Heather Trzepacz. motioned to recommend the August 28, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.***

Goffstown School Board Meeting			
Manifest Summary Review			
8/28/2017			
<b>Total Manifest Value</b>		\$ 2,162,275.60	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
8/3/2017 Payroll		\$ 159,256.30	
8/3/2017 Payroll Taxes		\$ 50,754.90	
8/7/2017 Payroll		\$ 265.96	
8/7/2017 Payroll Taxes		\$ 44.08	
8/17/2017 Payroll		\$ 144,856.56	
8/17/2017 Payroll Taxes		\$ 49,456.15	
HealthTrust		\$ 542,493.48	June Premiums
NHRS		\$ 84,137.23	
TSA Consulting		\$ 5,330.30	403b Contributions
	Sub Total	\$ 1,036,594.96	47.9% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
Inst of Learning		\$ 5,625.00	Summer Service for 1 Student
Safeway		\$ 26,221.75	June Out of District Transportation
Spaulding Youth Center		\$ 5,465.92	July Svc for 1 Student
	SPED Sub total	\$ 37,312.67	1.7% of Total
<b>General Expenses</b>			
Amazon		\$ 6,274.69	Classroom and Office Supplies
Apple		\$ 56,623.00	Replacement Computers (IMACS) and Other Equipment
Cengage (Gale)		\$ 12,455.20	Library Software Subscription Services
Eversource		\$ 14,084.62	All School Accounts
Eversource		\$ 8,249.88	MAES Modular Poles and Power Hook ups
Eversource		\$ 907.28	Bartlett Modular Power Hook ups
Goffstown Truck Center		\$ 17,842.25	16-17 Fuel Surcharge
Gov Connection		\$ 8,603.58	Network and Server Equipment
Granite State Plumbing and Heating		\$ 5,586.00	Modular Project plumbing tie ins
John Neville Excavation		\$ 252,198.00	GHS Drainage Project
Hampshire Fire Protection		\$ 24,942.50	MVMS Fire Pump
Manchester School District		\$ 47,400.00	MST Semester 2 Tuition
McGraw Hill		\$ 6,165.71	Class and Library Books
NWEA		\$ 13,625.00	Student Testing Fees
NHIAA		\$ 6,550.00	FY 17- 18 Dues
NH Musculoskeletal Inst		\$ 27,052.00	FY 17- 18 Athletic Trainer Services
Pederson Flooring		\$ 13,140.00	Bartlett Wood Floor Refinishing
SAU 19		\$ 338,097.00	July and August Assessment
School Specialty		\$ 17,888.30	Classroom Supplies
Scholastic		\$ 6,268.04	Texts and Materials
Specialized Ground Solutions		\$ 8,417.80	Playing Field Maintenance and Repair
Supplyworks		\$ 5,315.43	Custodial Supplies
Townsend Press		\$ 7,624.90	Texts and Materials
West Interactive Services		\$ 5,058.00	School Messenger Services (Notifications)
Windy Hill Associates		\$ 5,343.00	Modular Architectural Services
	Gen Sub total	\$ 915,712.18	42.3% of Total
	Sub Total (Itemized Expenses)	\$ 1,989,619.81	92% of Total
<b>Activity Funds</b>		\$ -	

**Non-Public Session:**

None

**Adjournment:**

*Lorry Cloutier motioned to adjourn the meeting at 6:57PM – seconded by Heather Trzepacz. All in favor 3-0-0 – unanimous – Motion passed.*

Respectfully Submitted by:

Raymond Labore  
Business Administrator