

Goffstown School District
September 11, 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 6:30PM.

Approval of August 28, 2017 Committee Minutes:

Heather Trzepacz motioned to approve the August 28, 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. Maple Avenue was ready for the first day of classes on 9/5 while the new library at Bartlett is scheduled to be ready for occupancy on 9/15/17.

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.

CIP:

The School District's CIP Matrix was approved by the Town's CIP committee. Next stop is the formal presentation to the Town's Planning Board scheduled for 9/14/17.

March 2018 Warrant Development:

The committee briefly discussed the creation of a warrant question seeking voter approval for the establishment of a Capital Reserve Fund for approved CIP Matrix items. The idea is scheduled to be discussed with the full board later in the evening.

Manifest and Invoice Review:

The Business Administrator presented the following highlights for the manifest dated September 11, 2017. The total value of the manifest is \$2,970,670.58

Heather Trzepacz. motioned to recommend the September 11, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.

Goffstown School Board Meeting			
Manifest Summary Review			
9/11/2017			
Total Manifest Value		\$ 2,970,670.58	
Major Items:			
Payroll / Taxes / Benefits			
8/30/2017 Payroll		\$ 390,998.29	
8/30/2017 Payroll Taxes		\$ 139,371.03	
8/31/2017 Payroll		\$ 494,087.88	
8/31/2017 Payroll Taxes		\$ 178,832.78	
HealthTrust		\$ 1,030,721.66	July - Aug Premiums and 125 Plan Contributions
NHRS		\$ 352,511.16	August Contributions
TSA Consulting		\$ 12,170.10	403b Contributions
	Sub Total	\$ 2,598,692.90	87.4% of Total
A/P Activity			
SPED:			
Bootby Therapy Service		\$ 5,532.76	Summer Service for 2 Students
Safeway		\$ 72,011.69	Summer Program Transportation and Monitors
Valley Collaborative		\$ 9,045.00	Summer Svc for 1 Student
	SPED Sub total	\$ 86,589.45	2.9% of Total
General Expenses			
Eversource		\$ 11,385.11	GHS and MVMS Accounts
Granite State Plumbing and Heating		\$ 30,530.00	Modular Project plumbing tie ins
Honeywell		\$ 29,205.00	GHS Equipment Maintenance and Repair
Northeast Flooring Solutions		\$ 23,410.00	MVMS Stair Treads (from 16-17 reserve)
Premier Agenda		\$ 9,627.00	GHS Student Agendas
Scholastic		\$ 7,321.73	Texts and Materials
Stantec		\$ 16,833.03	GHS Drainage Program Management
Supplyworks		\$ 33,102.75	Custodial Supplies and Equipment
Town of Goffstown		\$ 10,100.00	MAES, Bartlett and GHS Sewer Charges
Valley Communications		\$ 29,851.75	Projection System and Network Equipment
	Gen Sub total	\$ 201,366.37	6.8% of Total
	Sub Total (Itemized Expenses)	\$ 2,886,648.72	97.1% of Total
Activity Funds		\$ -	

Facilities Director Presentation:

After their review of the manifest, the committee requested SAU Facilities Director Randy Loring to attend their next meeting on October 2. The committee wishes to see an overview of strategy and plans for facilities operations for the upcoming school year.

Non-Public Session:

None

Adjournment:

Lorry Cloutier motioned to adjourn the meeting at 6:59PM – seconded by Heather Trzepacz. All in favor 3-0-0 – unanimous – Motion passed.

Respectfully Submitted by:

Raymond Labore
Business Administrator