

Goffstown School District
October 2, 2017
Administration and Finance Committee Meeting
Goffstown High School – Media Center
27 Wallace Road, Goffstown NH 03045

Committee Members Present:

Dan Cloutier
Heather Trzepacz

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 September 11, 2017 Committee Minutes:

Heather Trzepacz motioned to approve the September 11, 2017 minutes as presented. Seconded by Dan Cloutier. Vote 2-0-0 – unanimous - motion passed.

Business Administrator’s Report:

Modular Classrooms School Project Status:

The Business Administrator reported that Certificate’s of Occupancy have been issued for both Elementary School locations. Modular Units are commissioned and in full use.

GHS Drainage and MVMS Playing Field Stairway Status:

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

Gym Floor at MVMS:

Work is underway and is expected to be complete by early November.

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 October 2, 2017. The total value of the manifest is \$2,569,103.75

Heather Trzepacz. motioned to recommend the October 2, 2017 manifest – seconded by Dan Cloutier Vote 2-0-0 – unanimous – motion passed.

Goffstown School Board Meeting			
Manifest Summary Review			
10/2/2017			
Total Manifest Value	\$	2,569,103.75	
Major Items:			
Payroll / Taxes / Benefits			
9/14/2017 Payroll	\$	547,647.08	
9/14/2017 Payroll Taxes	\$	190,794.89	
9/15/2017 Payroll	\$	471.45	Substitute Pay / late time submittal
9/15/2017 Payroll Taxes	\$	113.66	
9/28/2017 Payroll	\$	540,257.82	
9/28/2017 Payroll Taxes	\$	186,655.76	
Lincoln National Life	\$	9,505.48	Life and LTD for August and September
HealthTrust	\$	11,838.00	125 Plan Contributions
TSA Consulting	\$	31,937.97	403b Contributions
	Sub Total	\$ 1,519,222.11	59.1% of Total
A/P Activity			
SPED:			
Creative Behavioral Solutions	\$	6,451.25	Summer Service for 1 Student - Chelmsford
Safeway (Durham School Services)	\$	13,479.57	Summer Program Out of District Transportation and Monitors
Southern NH Speech	\$	7,650.00	Bartlett SLP Services
Spaulding Youth Center	\$	15,714.52	August Services for 2 Students
	SPED Sub total	\$ 27,580.82	1.1% of Total
General Expenses			
Amazon	\$	5,741.86	School supplies and materials
Eversource	\$	11,529.96	GHS and MVMS Accounts
Demand Electric	\$	10,710.22	Modular Project tie ins
Granite State Plumbing and Heating	\$	31,762.00	Modular Project tie ins
Hoonuit LLC	\$	5,797.63	1 Year Atomic Learning License Renewal
Performance Food Group	\$	21,246.87	Food Supplies
John Neville	\$	9,500.00	Modular Paving
John Neville	\$	74,372.00	Maple Avenue Playground
John Neville	\$	488,794.90	GHS Drainage
SAU 19	\$	169,048.00	Oct Assessment
Stantec Consulting	\$	10,380.26	GHS Drainage Engineering Services
Wenger Corp.	\$	8,881.00	GHS Musical Instrument Cabinet
	Gen Sub total	\$ 847,764.70	33.0% of Total
	Sub Total (Itemized Expenses)	\$ 2,394,567.63	93.2% of Total
Activity Funds	\$	-	

Facilities Director Presentation:

The committee requested SAU Facilities Director Randy Loring to attend their next meeting on October 16. The committee wishes to see an overview of strategy and plans for facilities operations for the upcoming school year.

Start Time Change for 10/16/17 Meeting:

To accommodate the Facilities Director presentation, the committee agreed to start their 10/16 meeting at 6:10PM

Non-Public Session:

None

Adjournment:

Heather Trzepacz. motioned to adjourn the meeting at 6:59PM – seconded by Dan Cloutier All in favor 2-0-0 – unanimous – Motion passed.

Respectfully Submitted by:

Raymond Labore
Business Administrator