

**Goffstown School District
December 4, 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:

Superintendent Brian Balke

SAU Staff Accountant

Laura Taylor

Call to Order: The meeting was called to order by Dan Cloutier at 6:03PM.

Superintendent Brian Balke welcomed Laura Taylor to the A&F Committee discussion and Mrs. Morin will be the recording secretary.

Approval of November 20, 2017 Committee Minutes: *Heather Trzepacz motioned to approve the November 20, 2017 minutes as presented. Seconded by Lorry Cloutier. Vote 2-0-0 – Motion passed.*

Manifest and Invoice Review: The Superintendent presented the following highlights from the December 4, 2017 manifest. The total value of the manifest is \$1,216,208.06. *Heather Trzepacz. motioned to recommend the December 4, 2017 manifest, seconded by Dan Cloutier. Vote: 3-0-0 – All in Favor – Motion passed.*

Goffstown School Board Meeting					
Manifest Summary Review					
Vendor Payments and Invoices > \$5,000					
12/4/2017				Percentage	
			Amount	of Total	
Total Manifest Value			\$ 1,216,208.06	100%	
<u>Major Items:</u>					
<u>Payroll / Taxes / Benefits</u>					
Payroll 11/22/2017			\$ 539,498.36	44.36%	
Payroll Taxes 11/22/17			\$ 186,957.23	15.37%	
Healthtrust			\$ 7,118.50	0.59%	FSA Deposits, FSA Admin Fees
TSA Consulting			\$ 19,263.11	1.58%	403B Contributions
		Sub Total	\$ 752,837.20	61.90%	
<u>A/P Activity</u>					
<u>SPED:</u>					
Boothby Therapy Service			\$ 5,327.09	0.44%	Speech, Vision Therapy and OT 9/1-11/6
Durham School Services			\$ 156,067.21	12.83%	Student Transportation
Spaulding Youth Center			\$ 7,174.02	0.59%	Oct Services-One Student
			\$ -	0.00%	
			\$ -	0.00%	
		SPED Sub Total	\$ 168,568.32	13.86%	
<u>General Expenses</u>					
Performance Foodservice			\$ 9,675.19	0.80%	Food Supplies
Dead River Company			\$ 11,564.35	0.95%	Propane-Glen, GHS, MVMS, Maple
Eversource			\$ 15,581.86	1.28%	GHS, Maple, MVMS, Bartlett
Goffstown Truck Center			\$ 109,990.93	9.04%	Reg Ed Installment, Misc Student Trips
Granite State Plumbing			\$ 23,476.50	1.93%	GHS & Maple AC Units, GHS Circulator
Property Innovation			\$ 31,595.00	2.60%	MVMS, Glen Lake & Bartlett Parking Lots
Saint Anselm College			\$ 5,985.00	0.49%	Athletics-Ice Rental
			\$ -	0.00%	
		General Sub Total	\$ 207,868.83	17.09%	
		Sub Total (Itemized Expenses)	\$ 1,129,274.35	92.85%	

Full Manifest Review: Committee members conducted an all invoice review for 2017-2018 school year. Clarification was requested on the Durham Transportation invoice. Laura Taylor explained that Durham Transportation typically lists in-district, out-of-district and monitors separately.

Heather Trzepacz questioned the plumbing and circular pump invoices. Brian stated that the Maple Ave modular unit had a water leak from their circular pump that needed emergency repair. There were a number of employees who worked on the issue to insure school would be open on Monday. The only damage was to ceiling tiles. We will not be paying for the repair as this is a new unit.

Non-Public Session: None

Adjournment: Heather Trzepakz motioned to adjourn the meeting at 6:57PM – seconded by Lorry Cloutier. Vote: 3-0-0 - All in Favor, Motion Passed.

Respectfully Submitted by:

Denise F. Morin
Recording Secretary