

**Goffstown School District**  
**November 20, 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 October 16, 2017 Committee Minutes:**

*Heather Trzepacz motioned to approve the October 2, 2017 minutes as presented.  
Seconded by Dan Cloutier. Vote 2-0-0 – Motion passed.*

**Approval of November 2, 2017 Committee Minutes:**

*Heather Trzepacz motioned to approve the November 2, 2017 minutes as presented.  
Seconded by Dan Cloutier. Vote 2-0-0 – Motion passed*

Lorry Cloutier joined the meeting at 6:35PM

**Manifest and Invoice Review:**

The Business Administrator presented the following highlights for the manifest dated November 20, 2017. The total value of the manifest is \$1,707,153.18

*Heather Trzepacz. motioned to recommend the November 20, 2017 manifest –  
seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.*

Goffstown School Board Meeting			
Manifest Summary Review			
11/20/2017			
<b>Total Manifest Value</b>		\$ 1,707,153.18	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
11/9/17 Payroll		\$ 538,951.62	
11/9/2017 Payroll Taxes		\$ 186,145.22	
HealthTrust		\$ 520,597.87	125 Plan Contributions and Nov Installment
TSA Consulting		\$ 18,079.60	403b Contributions
	Sub Total	\$ 1,263,774.31	74% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
Birchtree Center		\$ 7,306.56	Autism Svcs for 1 student
CORE Vocational Services		\$ 15,824.50	Job/Voc Training 3 Students Aug-Oct
Lighthouse School		\$ 26,424.24	Aug-Oct Services for 1 Student
Strong Foundations Charter		\$ 10,931.25	November Svcs for 4 Students
Southern NH Speech and Lang		\$ 49,195.00	Glen Lake and MVMS Speech Services for Sep-Nov
Spaulding Youth Center		\$ 7,174.02	Oct Services for 1 Student
	SPED Sub total	\$ 116,855.57	6.8% of Total
<b>General Expenses</b>			
Discovery Education Services		\$ 6,850.00	Digital Learning / Streaming Media all schools
Eversource		\$ 5,075.64	All School Locations
Goffstown Truck Center		\$ 129,366.85	Reg Ed Installment and MST / Athletics Transportation
Goffstown Village Precinct		\$ 12,924.58	MAES, Glen Lake , GHS and Lions Field Water
Gov Connection		\$ 5,570.56	Computer and Network Equipment
O'Sullivan Flooring		\$ 19,050.00	Progress Payment on MVMS Gym Floor
Performance Food Group		\$ 9,836.05	Food Supplies
Supply Works		\$ 7,372.17	Custodial and Maint supplies and Equipment
	Gen Sub total	\$ 196,045.85	11.5% of Total
<b>Activity Funds</b>			
Brown Graphix		\$ 8,772.00	Class T-Shirts
	Activity Fund Sub total	\$ 8,772.00	.5% of Total
	Sub Total (Itemized Expenses)	\$ 1,585,447.73	92.90%

All Invoice Review is now scheduled for December 4, 2017. The committee agreed to begin that meeting at 6:00PM.

### **Operating Budget Status:**

The school district presented the 2018-19 Budget Overview, District, Default, Revenue and Goffstown High School budgets to the committee on 11/14. The presentation of the Mountain View and Elementary School budgets will be made on 11/21.

**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