Concord School District
Finance Committee minutes
March 26, 2012

School Board Committee: Finance
Date: March 26, 2012

Finance Committee members present: Clint Cogswell, Chair, Barbara Higgins, appointed committee substitute, Kass Ardingcr

Administrators: Michele Croteau, Matt Cashman

Others: Frank Biron, Pat Mohan, Gene Connolly, Steve Rothenberg, Val Flanders, Tom Mungovan

Mr. Cogswell called the meeting to order at 5:35 p.m. and described the two items on the meeting’s agenda: to review the District’s most recent audit and to consider a request from the Concord Regional Technical Center (CRTC) to withdraw funds from the reserve account for major projects within the CRTC.

Ms. Croteau introduced the District’s auditors: Frank Biron, President of Melanson & Heath, and Pat Mohan, Audit Supervisor for the District’s audit, and asked Mr. Biron to the FY 2010-2011 Financial Statements and A-133 Audit of Federal Funds.

Mr. Biron reviewed the highlights of the Independent Auditors’ Report, then stated that the District had received what is called a “clean opinion,” which is the highest opinion that can be received from independent auditors. He reviewed and explained the different reports within the Financial Statements and commented that the District’s financial standing was very solid with very strong General Fund and District reserves.

Mr. Biron then reviewed the A-133 Audit of Federal Funds, noting that the auditors examined five of the District’s many federal grants for the audit. He reported that there was only one finding, which was in Title I. Four (4) of six (6) student folders were missing information, which District staff stated had been completed, but could not locate; thus creating a significant deficiency finding. Ms. Croteau noted that corrective action for that deficiency has taken place.

In conclusion, Mr. Biron complemented the District on the dramatic improvement that has taken place in the District’s financial statements since FY 2005-2006. He reported that there were had been 38 comments regarding significant issues in the FY 2005-2006 Management Letter, with the District’s audits improving each year since. Mr. Biron stated that no reportable issues were found in the FY 2010-2011 Financial Statements, which resulted in there being no need for a Management Letter. He stated that this was a major accomplishment and only a small percentage of his clients achieve this goal.

The Committee congratulated Ms. Croteau and stated that she deserves credit for such a major achievement.
Committee Chair Cogswell thanked Mr. Biron and Mr. Mohan for attending the meeting and for their presentation, then invited CRTC Director Steve Rothenberg to present his request for funds from the CRTC Instructional Trust.

Mr. Rothenberg distributed CRTC brochures, rubric and a request report to the Committee, stating that Technology Director Matt Ballou and Direct of Facilities and Planning Matt Cashman assisted him in compiling the figures for the request. He then introduced Teacher Preparation Instructor Val Flanders and Graphic Arts and Digital Communication Instructor Tom Mungovan, who would be helping in the presentation.

Mr. Rothenberg stated that the request was for equipment, furniture and upgrades for CRTC. He explained that the Center is not like a regular school, as it has to attract students from sending districts to enroll in the offered programs. He went on to say that the requests that he had included in the report were a necessity. He reported the Center needs to keep in line with technology and advancements within the areas of industry it offers to its students in order for the Center to stay up-to-date and professional.

Mr. Cashman commented that the HVAC system at the preschool is old, barely heats the building and should be replaced with a more efficient system; he is looking into converting to gas, as a line is located near the preschool. He stated that the rugs are also worn and old and need to be replaced throughout the building, particularly as preschool students tend to be on the floor more than students of other ages.

Ms. Flanders and Mr. Mungovan explained the type of instruction and different technology used in their programs as well as how the requested technology will improve their programs and enhance student learning.

Mr. Rothenberg reported that the new Fire Science program is progressing well, that he is networking with 25 fire departments, the Fire Academy and sending districts in its creation and that there is still much work to get it up and running.

Ms. Ardinger motioned to recommend that the Board grant the expenditure of the amount requested from the CRTC Instructional Trust for upgrades and equipment for the CRTC subject to a possible public hearing.

The Committee voted 3–0 (motioned by Kass Ardinger, seconded by Barb Higgins) to recommend that the Board grant the expenditure of up to $200,000 requested from the CRTC Instructional Trust for upgrades and equipment for the CRTC, subject to a possible public hearing.

Mr. Cogswell called for a motion to adjourn, and the meeting adjourned at 6:50 p.m.

Respectfully submitted,

Clint Cogswell, Finance Committee Chair
Michele M. Croteau, Recorder