Committee Chair Clint Cogswell called the meeting to order at 5:35 p.m., appointed three board members to the Finance Committee (noted above) and explained that the agenda was to request funds from the CRTC Capital Reserve Fund; review the A24F School Building Aid Final Application for closure of projects at Abbot-Downing and Mill Brook schools; request funds from the Maintenance Reserve Fund for the Rundlett Middle School bathroom project; request an adjustment to the FY 2013-2014 budget for the Rundlett Middle School bathroom project; and discuss the transfer of funds into the Food Service Fund to cover food service accounts with negative balances.

Business Administrator Jack Dunn reviewed the A24F School Building Aid Final Application for Abbot-Downing and Mill Brook schools. The District is submitting the figures on the application to the state to close the projects. Abbot-Downing School was budgeted at $20,023,605 and came in at $17,622,627.18. The cost per square foot was $151.53 of the allowable $173.00 per square foot. Mill Brook School was budgeted at $20,192,571.00 and came in at $16,709,998.81. The cost per square foot was $162.91 of the allowable $173.00 per square foot.

Mr. Dunn explained that $48 million was budgeted to build the three schools, but the final bid price was $41.7 million. He noted that the District will file the application at the end of the month. Board President Kass Ardinger added that the topic will be discussed again at the monthly board meeting on July 1, 2013 to inform all Board members.

Mr. Dunn referenced the list of items on the request for funds from the CRTC Capital Reserve Fund. The total request from this reserve fund is $176,122. Steve Rothenberg, Assistant Principal and Director of CRTC, reviewed the list of items and provided a detailed explanation for use of the funds. After reviewing the referenced list, Mr. Cogswell asked if the books could be replaced by technology in Auto Tech and Cosmetology. Mr. Rothenberg replied that Auto Tech is tied to certification, and although it is available, there is an additional charge for technology in this course. He did note that it may be possible to use electronic books with the Cosmetology program, but he will have to examine this more closely.
Tom Croteau asked Mr. Rothenberg to explain the Fire Science course and need for books and equipment. Mr. Rothenberg replied that Fire Science is a two-credit class that runs from 8:00 to 11:00 a.m., offered one semester only. He noted that the new program budget is reasonable as it covers suits, helmets, oxygen tanks, etc. and that this equipment is very expensive. He is researching equipment that is in compliance but is less expensive. He is looking at whether a student’s local fire department could sponsor a portion of the student’s cost. The cost also includes live exercises at the Fire Academy. Mr. Rothenberg noted that Fire Science is taught by firefighters. He added that he interviewed each applicant to this program, and sees them as passionate students dedicated to this course. Mr. Rothenberg noted that there are 17 or 18 students currently enrolled in Fire Science, most of them seniors. At the end of the semester-long program the students take a Firefighter I exam.

Mr. Cogswell asked about the cost for the Graphic Arts workstations. Mr. Rothenberg explained the cost of the 29 workstations and the required Adobe software. In addition, he explained that the IT Department requested a dedicated network storage unit for Graphic Arts due to the amount of storage needed for this program alone. Mr. Cogswell asked what skills and benefits each student is expected to leave the Graphic Arts program with, to which Mr. Rothenberg stated that all students in this program receive 4 college credits, and next year will receive an Adobe certification. He also added that many graduates attend community colleges and that industry is encouraging this path to a college education.

The Committee voted 4-0 to recommend to the full School Board that it approve a withdrawal of up to $176,122 from the Concord Regional Technical Center Capital Reserve Fund to make purchases of material, equipment and capital improvements that have been requested by the administration (motioned by Tara Reardon, seconded by Ms. Ardinger).

With regard to the request for funds from the Maintenance Reserve Fund for the Rundlett Middle School bathroom project, Mr. Dunn noted the Trust Language which reads:

“6/24/05 – School Board voted to establish an expendable trust fund under the provisions of 198:20-c, to be known as the School Buildings Renovation and Maintenance Fund, for the purpose of renovation, repair and maintenance of school buildings. Furthermore, to name the Concord School District Board of Education as agents to expend and to raise and appropriate the sum of one hundred thousand dollars ($100,000) toward this purpose.”

The current balance in this fund is $917,094.29. Recent activity includes a transfer of $900,000 into the Trust Fund from proceeds from the sale of Walker School on May 28, 2013. The Board took action on this on June 3, 2013. The Capital Facilities Committee recommended at its May 22, 2013 meeting to renovate the 400 Wing Boys’ and Girls’ bathroom at Rundlett Middle School instead of installing a new courtyard. Mr. Dunn explained that this proposal will result in an increase of $100,000 to the FY 2013-2014, proposed to be paid for from the School Maintenance and Renovation Trust Fund. This proposal requires 10 days public notice and an amendment to the FY 2013-2014 School
District budget. Seven votes are required at the July 1, 2013 meeting for the budget amendment.

The Finance Committee voted 4-0 to recommend to the full School Board that it approve a withdrawal of up to $100,000 from the School Maintenance and Renovation Trust Fund for the purpose of renovating the Rundlett Middle School 400 Wing boys’ and girls’ bathroom (motioned by Ms. Reardon, seconded by Kass Ardinger).

The Finance Committee voted 4-0 to recommend to the full School Board that it increase the construction services account (645000) by $100,000 in the FY 2013-2014 Budget, bringing the total appropriations to $78,590,408 (motioned by Ms. Ardinger, seconded by Mr. Cogswell).

Lastly, Mr. Dunn requested the transfer of funds from the Unreserved Fund Balance to the Food Service Fund to cover any outstanding balances of food services accounts that may not be collected before the end of the FY13 school year. He asked that the District fund up to $2,500.

The Finance Committee voted 4-0 to recommend to the full School Board that it raise and appropriate the sum of up to twenty five hundred dollars ($2,500) to be transferred to the Food Service Fund, with such amount to be funded from the June 30, 2013 Unreserved Fund balance available for transfer on July 1, 2013 (motioned by Ms. Reardon, seconded by Ms. Ardinger).

The Committee voted 4-0 (motioned by Ms. Ardinger, seconded by Ms. Reardon) to adjourn.

The meeting adjourned at 6:25 p.m.

Respectfully submitted by

Clint Cogswell, Chair
Jack Dunn, Recorder