Concord School District  
Finance Committee Minutes

School Board Committee: Finance Committee  
Date: July 23, 2014  
Finance Committee members present: Patrick Taylor, Jennifer Patterson and Oliver Spencer (appointed)  
Committee members not present: Tom Croteau, Chair, Rusty Cofrin, Kass Ardinger  
Administration: Business Administrator Jack Dunn, Director of Facilities and Planning/Community Education Matt Cashman

Finance Committee member Patrick Taylor called the meeting to order at 5:39 p.m. In the absence of other Finance Committee members, Mr. Taylor appointed Jennifer Patterson and Oliver Spencer to the Finance Committee for the meeting. Mr. Taylor turned the meeting over to Business Administrator Jack Dunn.

The agenda was an update and anticipated expenses for the SAU construction budget; a proposal to withdraw funds from the Vocational Center Capital Reserve Fund; and a proposal to deposit funds into the Facilities Purchase and Renovation Trust Fund from the sale of properties. Other agenda items include a recommendation to accept a gift from the Beaver Meadow PTO for playground equipment; a request to cover outstanding Food Service account balances; and information on bonding.

The first agenda item was the SAU construction budget and anticipated expenses. The following is a list by location of these estimated amounts.

<table>
<thead>
<tr>
<th>Location</th>
<th>Budget</th>
<th>Estimated Actual</th>
<th>Estimated Available</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS</td>
<td>$20,017,121</td>
<td>$17,602,610</td>
<td>$264,688</td>
<td>32.91%</td>
</tr>
<tr>
<td>CMS</td>
<td>$20,820,531</td>
<td>$18,401,520</td>
<td>$268,440</td>
<td>33.76%</td>
</tr>
<tr>
<td>MBS</td>
<td>$20,186,953</td>
<td>$16,681,531</td>
<td>$266,120</td>
<td>33.08%</td>
</tr>
<tr>
<td>SAU</td>
<td>$1,515,000</td>
<td>$326,432</td>
<td>$1,188,659</td>
<td>0.25%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$62,539,605</td>
<td>$53,012,093</td>
<td>$1,987,907</td>
<td>100%</td>
</tr>
</tbody>
</table>

The difference between the total project budget and what is available to spend is $7,539,605.

Agenda Item 1 – Central Office update. Matt Cashman gave an overview and timeline of the removal of PCBs at the Central Office (Dewey School) and added that, once complete, the Capital Facilities Committee will propose the usage of this new space. He explained that the cost of scarification, or removal of PCBs, is approximately $200,000 when everything is complete.
Mr. Dunn explained that there are estimated available savings at each of the three new schools. The administration will be recommending options on how to best move forward with these funds. Some options include dedicating the remaining funds to the SAU renovation, which currently shows $1.188 million available for the renovation; or putting the available funds toward principal bond payments.

Agenda Item 2 – a request to withdraw funds from the Vocational Center Capital Reserve Fund for curriculum in the 2014-2015 school year. These funds are raised by charging sending districts a capital fee for each student. The fee is based on 3% of the tuition cost. The total request is $127,500. The breakdown for use of these funds within CRTC is as follows:

**Administrative**

- $1,050  3 Counselor/Admin Chromebook or Android at a cost of $350 each
- $10,000  Upgrade electrical, mechanical, HVAC, plumbing as needed

**Automotive**

- $5,000  2 scissor lifts at $2,500 each to expand the ability for long-term projects

**Construction**

- $5,000  2 ceiling airflow filter units at a cost of $2,500 each
- $5,000  10 iPad/Chromebooks (TBD) costing $500 each will complete the classroom set of 20
- $350  1 cart for Chromebooks

**Cosmetology**

- $1,500  3 iPad replacements at a cost of $500 each, as needed

**Culinary**

- $1,200  3 Android replacements at a cost of $400 each, as needed
- $6,000  Updated textbooks around Prostart Certification – a certification being adopted by the State of NH CTE
- $5,000  Restaurant upgrades as needed to improve older tables and chairs aligned to expanded use of restaurant (Perkins focus) for 14/15

**Fire Science**

- $30,000  Partnership NHFA, not spent but allocated in last year’s trust. Borrowed this year.

**Graphic Arts**

- $3,750  Replacement chairs at a cost of $150 each, to replace older chairs with Balt Circulation task chairs
$21,250  25 replacement workstations in lab costing $850 each to replace the entire lab every other year

$ 2,600  26 software upgrades costing $100 each (WordPress, Autodesk, 3D Max)

Health Science

$ 350  1 cart for Chromebooks

$ 6,000  20 Chromebooks costing $300 each to complete classroom set of 30

Info Tech

$ 3,750  25 replacement chairs at $150 each, to replace older chairs with Balt Circulation task chairs

$ 1,500  20 Programming Guide Book Series (not textbook) costing $75 each

$ 2,500  1 3D printer

Teacher Prep

$ 700  2 carts at a cost of $350 each for iPads

$11,000  22 iPad classroom sets (juniors) - $500 each

$ 1,500  3 iPad replacements (seniors) - $500 each (1:1 computing model)

$ 2,500  5 preschool set iPads - $500 each

$127,500  TOTAL

Mr. Dunn noted that this amount is $70,000 less than last year’s request. Mr. Taylor asked if the full amount is used, to which Mr. Dunn responded that withdrawal from the Trust is up to the Board-approved amount, and funds are only withdrawn from the Trust as they are spent.

Mr. Spencer asked if the District determines the 3% that is required of the sending schools. Mr. Dunn explained that the state develops a formula to determine the cost per student, and 3% is charged on top of that.

In response to Ms. Patterson’s question if the Graphics Arts work stations are re-used, Mr. Dunn noted that they are moved around and re-used.

The Finance Committee voted 3-0 to recommend to the full School Board to approve a withdrawal of up to $127,500 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 Oliver Spencer, seconded by Jennifer Patterson).

Agenda Item 3 – A proposal to deposit funds from the sale of properties to the Facilities Purchase and Renovation Trust Fund. Mr. Dunn detailed the amounts proposed to be deposited into this fund, first explaining the process for the sale of Rumford School.

Listing Agreement: November 15, 2013
40 Thorndike Street – school and land $525,000
48 Thorndike Street - land (former meat packing plant) $ 75,000
**TOTAL** $600,000

Under Agreement: **March 14, 2014**

40 & 48 Thorndike Street $425,000
Realtor Commission ($ 25,500)
**NET PROCEEDS** $399,500

The district received a $10,000 deposit at contract signing and an additional $40,000 in June. These two property parcels, put on property tax rolls, sold two years from the last day that the facility was a school.

The other proceeds from property proposed to be placed in the Facilities Purchase and Renovation Trust Fund comes from land sold at 139-143 Old Turnpike Road

**Listing agreement: 2+ years ago**

139-143 Old Turnpike Road $160,000

Under agreement: **January 18, 2013**

139-143 Old Turnpike Road $160,000
Realtor commission ($ 9,600)
Documentation fee ($ 125)
**NET PROCEEDS** $150,275

The following is a summary for the recommended deposit:

139-143 Old Turnpike Road sold July 31, 2013 $150,275
Rumford School and Land sold June 30, 2014 $399,500

**TOTAL** $549,775

The Finance Committee voted 3-0 to recommend to the full School Board to deposit $549,775 into the Facilities Purchase and Renovation Trust Fund using proceeds from the sale of the following properties in the FY14 fiscal year: $150,275 from the July 31, 2013 sale of 139-143 Old Turnpike Road and $399,500 from the June 30, 2014 sale of Rumford School and land (motioned by Patrick Taylor, seconded by Ms. Patterson).

Agenda Item 4 - a gift from the Beaver Meadow School PTO for playground equipment. Mr. Dunn made the recommendation to accept this gift, referring to Concord School District policy #831 Acceptance of Gifts. The cost of equipment is $18,974 and installation dates are scheduled for August 18 and 19 and August 20 if necessary.
Ms. Patterson asked whether this equipment replaces other playground equipment or is being added, and whether it is handicapped-accessible. Mr. Dunn noted that the equipment is in addition to existing playground equipment; Mr. Cashman stated that the equipment is handicapped-accessible.

Mr. Spencer asked if the District is required to report how the donated money is raised, to which Mr. Dunn replied that the district does not have access to the PTO accounts and it is the PTO’s responsibility to maintain their financials for audit purposes. When Mr. Taylor asked who originated the idea for more equipment, Mr. Cashman replied that this had been an ongoing PTO project.

The Finance Committee voted 3-0 to recommend to the full School Board to thankfully accept the donation of playground equipment from the Beaver Meadow PTO that is valued at $18,974 (motioned by Ms. Patterson, seconded by Mr. Taylor).

Agenda Item 5 - a request to cover the outstanding Food Service account balances. Mr. Dunn explained that the timeline between the end of the year and the student accounts need to be satisfied in preparation for the auditors. Mr. Spencer asked if these balances are left by seniors and/or students leaving the district. Mr. Dunn replied that that is a small portion, but the majority is outstanding balances from currently enrolled students.

The Finance Committee voted 3-0 to recommend to the Full Board to raise and appropriate the sum of forty-five hundred dollars ($4,500) to be transferred to the Food Service Fund, with such amount to be funded from the June 30, 2014 Unreserved Fund balance available for transfer on July 1, 2014 (motioned by Ms. Patterson, seconded by Mr. Taylor).

Agenda Item 6 – information on Bonding.

The general overview is for the district to:

1. Verify and certify the new charter
2. Verify bonds are to be issued by Concord School District
3. Bond counsel wants to make sure we comply with the Open Meeting Law

The roadmap for Bond issuance is:

1. Declaration of Intent to Reimburse
2. Introduction of a loan resolution at the August 4, 2014 Board meeting and the setting of a date and time for a public hearing. Fifteen (15) days are needed to post the public hearing.
3. Public Hearing – [Set Date and Time]

1.) Following the public hearing, the Board needs to vote with 2/3 of the Board members (not just present) in the affirmative to move forward. Specific language will be given by Bond counsel for this resolution.
2.) Adopt a resolution stating the expected useful life of the projects.

Mr. Spencer asked Mr. Dunn to explain the Declaration of Intent to Reimburse. Mr. Dunn explained that Bond counsel was aware in May that there would be incurred expenses prior to completing the bond process. The Declaration of Intent to Reimburse states that if the District incurs the expenses, the intent of the District is to reimburse the general fund.

The Committee voted 3-0 (motioned by Mr. Taylor, seconded by Mr. Spencer) to adjourn.

The meeting adjourned at 6:09 p.m.

Respectfully submitted,

Patrick Taylor, Acting Chair, Finance Committee
Jack Dunn, Recorder