

Winnisquam Regional School District, SAU 59
Finance Committee Meeting
Middle School Conference Room
October 20, 2014
5:30 pm

Minutes

Present: Wayne Crowley, Mike Gagne, Sean Goodwin, Nina Gardner, Tammy Davis, Janice Grenier, Cheryl Somma, Joseph Stone, Tim Knowles, Rene Lacau, Zack Medlock

1. Review of the Minutes of Monday, September 15 - approved as presented
2. Budget Line Item Adjustments - Ms. Somma explained to the committee the budget adjustment printout is by date from the previous meeting and that missing numbered adjustments entered with a prior date will follow the report. These adjustments include grant budgets backdated to the grant approval date and beginning year budgets for funds other than the general fund
 - The Committee recommends approval of the BLAs listed totaling \$984,783.76
3. Out-of-District Placements - number 6 with anticipated spending of \$191,259 which is \$523,741 less than current budget.
4. Expenditure Manifest
 - The Finance Committee recommends approval of the previously reviewed and approved expenditures:

○ 1042	09/18/14	\$ 349,680.70
○ 1043	09/18/14	\$ 350.00
○ 1044	09/23/14	\$ 596.75
○ 1053	10/01/14	\$ 236,512.92
○ 1055	10/03/14	\$ 1,705.09
5. Financial Reports - The Committee reviewed the FY 2014/15 general fund expenditure fund reports.
6. Bill Bryan, Center for Secondary School Redesign Services - Dr. Davis requested additional funds from the current year budget for consulting services to assist with the administrators' evaluation/strategic planning, professional development for administrators, creating job descriptions and developing a merit system for the teacher evaluation process.
 - The Committee recommends approval of \$16,800 from the 14/15 year budget for CSSR to work with administrators on the evaluation process, fine tune the administrators' evaluation instrument and provide related professional development. Also to consult with the Superintendent on the evaluation process, and to develop a Superintendent and a District Improvement Specialist job descriptions.

7. District Improvement Specialist Position - Dr. Davis requested funds from the current year budget for a District Interventionist Position beginning in January. This position was first introduced with the 2010-2015 Strategic Plan to improve student learning by analyzing student learning gaps and developing a culture of data driven decision making. Dr. Davis believes that this position is essential to assist teachers in providing targeted meaningful interventions to students.
 - The Committee recommends approval of \$54,742 for salary and benefits for a District Interventionist beginning in January, 2015. This position will be partially offset by approximately \$29,000 from RLS grant revenue. The impact to the general fund will be \$25,742.
8. Golf Cart for Athletic Department - Zack Medlock requested that the Athletic Department purchase a used golf cart strictly for the department's use. The Facilities department has a work golf cart that is also used by the athletic trainer to move among the fields during practices and games. It is also used to transport visitors to the upper fields if they have difficulty navigating the access road. The current cart has been down for repairs frequently this year and the need is constant during athletic seasons. The Athletic Department has \$3,000 available from a donation for athletic equipment. The Committee had no objection to purchasing a used cart and encouraged Mr. Medlock to seek donations to finance any additional cost.
9. Handrail to HS Student Parking Lot - Bids were reviewed to construct two aluminum handrails mounted to wooden posts on either side of the six foot walkway. The previous metal handrail was removed because it was unsafe and was used by students as a skateboard obstacle.
 - The Committee recommends approval of \$7,955 from the current year budget for Superior Fence and Hewitt's Welding to construct the railing.
10. Plowing Bid - One bid for plowing was received from Belknap Landscaping for all schools that offered the options of a one or three year pricing option. Mr. Stone commented that Belknap delivered excellent service the previous year and that the current proposal is the same price as the previous year.
 - The Committee recommends awarding the District plowing contract to Belknap Landscaping for one year at a price of \$53,650.
11. Projects Update - Tim Knowles of DTZ gave an update of the Safety & Security, Middle School Hot Water and Middle School Insulation projects.
Safety & Security - The cut over from key to card access for the Middle and High Schools occurred on 10/15 and 10/16 respectively. The project is substantially complete for all systems and Mr. Knowles is managing the punchlist.

Middle School Hot Water - There were two respondents to this bid, Granite State Plumbing for \$12,288 and Eckhardt & Johnson for \$29,964. Mr. Knowles recommends awarding the bid to Granite State Plumbing. Mr. Knowles stated that Granite State is a reputable company and is very capable and competent to handle the work. He also noted that he is working with Fred Charlton for minor electrical work that he estimates will cost \$1,800.

- The Committee recommends awarding the contract to Granite State Plumbing and requested that Mr. Knowles link the circulator pumps to the control system to eliminate unnecessary usage during unoccupied periods.

Middle School Insulation - Mr. Knowles reported that he walked through the project with a vendor and found that insulating the ridge per specification was labor intensive and cost prohibitive. He contacted Turner Building Science for a change to specifications that allowed the area to be accessed by cutting through the roof membrane. Mr. Knowles is working with Firestone who holds the roof warranty to ensure that this change is appropriate and the roof would still be warrantied. The committee again asked if the building is working per design. The Committee told DTZ that they need a complete project plan that includes any work anticipated on HVAC, air quality and possible impact to energy efficiency. The Committee is concerned that the proposed improvements do not adversely affect other building systems.

12. Information Items:

- Utilities - electricity, diesel and unleaded included
- Budget savings vs unplanned expenditures
- Legal Summary

13. Adjournment