

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Mon March 18, 2019 – 4:30 PM

Committee Members: Jim Baker (Chair), Electra Alessio, Tammy Mahoney, Michele Croteau

1. Jim Baker called the meeting to order @ 4:30. The following recorded as present:
 - a. Members: Jim Baker, Tammy Mahoney
 - b. Administrators: Michele Croteau
 - c. Others: Kristin McNulty
2. **Tammy Mahoney moved to approve the public minutes, Jim Baker second, all in favor. Tammy Mahoney moved to approve the non-public minutes, Jim Baker second, all in favor.**
 - a. [Wednesday, February 20, 2019, Non-Public](#)
3. Response to Open Items - Michele Croteau briefly reviewed the responses to the open items.
 - a. Warrant article wording re: entering into negotiations with the town of Kingston for the seminary building.
 - i. **SRSD 2017 School District Warrant, Article 8: Enter into Conversation with The Town of Kingston To Sell Some or All of The Old High School Campus.** Shall the Sanborn Regional School District enter into conversations about and potential negotiations with the Town of Kingston for the sale of some or all of the old high school campus parcel located at 178 Main Street?
 - b. Who is the current photography services vendor? Geskus
 - c. Manifest question - Music Factory, Inc./MFI Productions
 - i. [Music Factory - check 208057](#)
 - ii. [Music Factory Email](#)
4. Trust Fund, Reserve Fund & Facilities Revolving Fund - Michele Croteau discussed the process created to report the balance of the Revolving Fund on a monthly basis. In the past it had only been reported on an annual basis during the audit. Tammy Mahoney asked what comprised the ~\$41,000 adjustment that was entered. Jim Baker questioned if the fees for facilities use are being collected accurately. Michele felt that they are, and that the majority of the high-volume usage is in the spring/summer months. Briefly discussed the new

revolving fund to be created July 1, 2019 per the most recent warrant article approved by the voters.

- a. [Funds balances through February 2019](#)
5. February 2019 Budget Reports - Michele Croteau reviewed the expenditure reports and brought up that the district is working in a budget freeze presently. Discussed going through the expenditure reports in more detail in April in order to see where the balance is tracking for the end of the fiscal year.
 - a. [February 2019 Expenditure Report, Health/Dental Summary](#)
 - b. [February 2019 Expenditure Report, Excluding Health/Dental](#)
 6. Food Service Program Application Renewal - Michele Croteau explained the contract with Cafe Services. The district is in the second renewal of its 5-year contract. Each year the district is required to go into a contract review. The program has been experiencing some losses, so Michele is recommending a lunch rate increase for FY20. Michele has also kicked the contract back to Cafe Services to address reducing the estimated \$18,000 loss they are projecting for FY20, that the district is expected to absorb. Cafe Services has suggested that they may opt to split the loss with the district which would reduce their fee by \$9,000. Jim Baker brought up the question of where we are with the negative lunch balances. Michele explained that is an ongoing process that the principals and Cafe Services are working on collecting. Jim Baker asked for a report on negative balances for the next meeting. Michele reviewed the National School Lunch Program (NSLP) application process. At this time, the application pieces have not been released in order for the district to begin the process. Michele is awaiting the release of the updated Paid Lunch Equity Tool so that it can be validated that the proposed lunch rate increase will be enough. Michele felt it would be important to communicate a meal price increase to the parents as soon as possible, rather than wait for the Paid Lunch Equity Tool, as many times the state does not release the tool until close to the start of the school year.
 - a. [Food Service Contract w/Cafe Services](#)
 - b. [Paid Lunch Equity Tool](#)
 - c. [Proposed Lunch Rate Increase](#)
 7. Primex Property & Liability Program - Michele Croteau discussed a program that Primex offers the district to participate in that will cap costs. Michele reviewed the difference between Primex and commercial insurance carriers and explained that she has not found commercial carriers to have the ability to be competitive for the needs of school districts. Jim Baker asked for the premium history with Primex. Tammy Mahoney asked if there were other insurers like Primex. Michele thought there might be 2 other companies that she is aware of, but wasn't sure if they were able to offer all the same programs/coverages. A board resolution is needed by April 2, 2019 to enter into this agreement. Michele will provide the requested premium history to the committee members outside of the next Finance Committee meeting, via email, and will also request an extension

from Primex to May 2, 2019, in order for the committee to make a recommendation to the school board before the deadline. The current CAP expires June 30, 2020.

- a. [Contribution Assurance Program \(CAP\) agreement](#)
8. Budget Adjustments - Jim Baker questioned the \$5,000 that was transferred for audit services. Michele Croteau is going to check to see specifically what this was for. Jim Baker asked what time period the \$10,000 in legal services covered. Michele explained that it is to cover what is left until the end of FY19 (\$4,700 is still available until the end of the year).
 - a. [February 2019 Month End](#) - **Tammy Mahoney moved to approve the budget adjustment, Jim Baker second, all in favor.**
 9. Photography Bid Recommendation - Michele briefly reviewed the 3 bid responses to the Request for Proposal and the process that was used to rate the bids. Hockmeyer was the vendor that was recommended by the principals as a whole. Jim Baker is going to recommend Hockmeyer as the vendor to the School Board.
 - a. [Evaluation Sheet](#)
 10. Other - Michele Croteau discussed the MS-22 for FY20. Michele shared a sample document for the committee's review and explained she will have the completed, updated report for Wednesday's School Board meeting (3/20/2019). Jim Baker is going to recommend that the MS-22 be approved at the School Board meeting (3/20/19), assuming Michele is able to get him a copy by 3/19/19.
 11. Next Meeting: April 17, 2019 @ 4:30pm
 12. Public Comments - none
 13. **Jim Baker moved to adjourn @ 5:27, Tammy Mahoney second, all in favor.**