

Sanborn Regional School District

Finance Committee Minutes

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

Wed May 27, 2020 – 4:00 PM

Committee Members: Jim Baker, Jamie Fitzpatrick, Dawn Dutton, Matthew Angell

Attendees:

Jim Baker, Committee Chair
Jamie Fitzpatrick, Committee Member
Dawn Dutton, Committee Member
Matt Angell, Business Administrator
Thomas Ambrose, Superintendent

Call to Order:

Committee meeting began at 3:59 PM

Review of Minutes: [Wednesday, May 6, 2020](#)

Jim Baker moved to approve the minutes, Dawn Dutton second, all in favor.

Revolving Fund Balance:

[Trust & Revolving Funds Balance Summary - April 2020](#) - Jamie Fitzpatrick noted that the reports are the same from the May 6th meeting, so the committee agreed there was no need to review.

Budget Reports: - Jamie Fitzpatrick noted that the reports are the same from the May 6th meeting, so the committee agreed there was no need to review.

[April 2020 Expenditure Report, Health/Dental Summary](#)

[April 2020 Expenditure Report, Excluding Health/Dental](#)

[April 2020 Revenues](#)

Old Business:

New Financial Accounting Software - Matt Angell reviewed a spreadsheet he and Jamie Fitzpatrick put together outlining costs for the new accounting system. Matt discussed the cost savings and some of the additional benefits that should ultimately result in savings. Jim Baker discussed the possibility of posting summaries on the district website and then waiting to see if other members of the public actually request further information, before making the \$8k investment of the feature that allows the public to go in and review financial reports. Jamie Fitzpatrick noted that looking at a simple return on investment in this instance does not make a lot of sense as it's for financial software that is required to run

the district and the current system is beyond end of life. Matt explained to the committee that the new financial software does not have a robust enough Time & Attendance feature and that the new financial software company recommended we continue with our current Time & Attendance software and integrate them. Jamie asked that this be ready to be presented to the next school board meeting for a vote.

[Quote](#)

[Site assessment](#)

[Complementary interfaces](#)

[Capabilities](#)

[Migration overview](#)

[Current system annual support cost](#)

[Frontline \(time and attendance\) annual support cost](#)

Cost Estimates on remaining big projects

- Front entrance revisions for Memorial

- Paving at High School for traffic flow

- Water/piping for science labs

- Modifications to the locker rooms

- Bathrooms

New Business:

End of Year Spending Excel Review - Matt Angell reviewed his end-of-year spending review spreadsheet with the committee. Matt first reviewed the sources and uses, on a budgetary basis, of revenues & expenditures. Matt anticipates a surplus of approx \$238,000 in revenues, and just shy of \$2 million in available funds from spending. He also reviewed additional costs, including the Memorial Roof Repair, Memorial Entryway, Pavings Changes at the High School, MS Lockerroom/Bathroom/Science classrooms water supply, New Phone System, 2nd Floor doors for the Middle School at the High School, 2 Computer Labs for the High School, Converting the Book Room to a Classroom, Chromebooks, Graduation Costs, New Cameras at Bakie - for a subtotal of approx. \$540,000. Matt also reviewed proposed additional spending for a New Accounting System, High School Elevator Update, Teacher Laptops, Additional Camera in the High School Auditorium, & Memorial School Washer/Dryer - for a subtotal of approx. \$130,000. After all this, Matt Angell estimates the unassigned fund balance to be approx. \$1.8 million. Matt is attributing this level of savings to be due to the schools being shut down for the COVID-19 pandemic and noted that this would be an unusual level of savings.

Jamie Fitzpatrick requested more information on the teacher laptop proposed spending. He would like to know what inventory is being replaced and what the age is of the current inventory. Tom Ambrose explained that this covers teacher laptops exclusively and covers laptops that are 6+ years old. Gordon Parks verified that it was approximately 75% of the current inventory. Jamie Fitzpatrick

has requested to have an inventory list broken down by age and clarify what is being replaced. Tom and Jim discussed the possibility of being reimbursed through grant funds for some of the costs associated with purchasing new laptops. Gordon 485 laptops that are 5+ years old - of those 229 are 6 years old, 61 are 7 years old, 195 are 5 years old. Jamie asked how many laptops can be purchased with the \$125,000 being requested. Matt and Gordon answered that it would purchase approximately 100. Jamie requested the specs for the laptops that were quoted. Gordon will send the specs of the quoted machines to the committee. Gordon also explained some of the operating system and software requirements in order for the laptops to be compatible with the district's network. Jim Baker asked if the purchase cost has been compared to leasing. Gordon has not looked into that yet. Tom explained that going forward he would like to look into leasing and it will be part of the strategic planning process and a capital improvement plan. Jim Baker noted that his laptop is 5-6 years old and he has no issues with it and so is not understanding why there is an issue with having computers of that age. Tom discussed some of the reasons why the older technology has become an issue in the district. Gordon noted that he will need to get an order in soon as orders being placed today are expected to be received, at best, by the end of July. Gordon also explained the price of the quote includes 3 years of pro support, which covers accidental damage as well as things like tech repairs. He also discussed the struggle that is happening with the older machines in the district and why many of them need replacement.

2.5% Max Withholding Rules - Matt Angell reviewed his spreadsheet that calculates the estimated tax rate. His best guess at the estimated tax rate, if the district were to withhold \$500,000 would be an increase of \$0.01 to Kingston and a decrease of \$0.11 in Newton, which would amount to an approximately \$3 increase on a \$300k home in Kingston, and a savings of approximately \$33 on a \$300k hom in Newton. Matt clarified that this would be if the school board voted to roll over \$500,000.

Negative Lunch Balances - Tom Ambrose explained to the committee that he asked Brian Stack to speak with the current graduating class this week and next regarding lunch balances. Brian Stack is working diligently to try to collect as many of the negative balances as possible. Tom is going to ask of the school board at the next meeting to consider forgiving some of the negative balances for graduating seniors. Jim Baker requested if any of the negative balances would qualify from the free & reduced funds. Matt explained that it would not, and would have to be funded through the general fund. In total in the district between all schools and grades, the total in negative balances amounts to \$13,965.84. Tom noted that the only balance that is critical currently is for the seniors. Matt is going to get the total of all the senior balances to the committee.

State & Federal COVID-19 Financial Support Available - The committee briefly reviewed this in their discussion of possible grant funding available to be used to purchase new laptops/chromebooks.

Matt Angell requested approval from the committee for the budget transfer of \$40,000 to cover the cost of the chromebooks. Jim Baker asked when the district can expect the reimbursements for technology from the state. Matt explained that the funds have already been opened up, but we have not received anything yet.

Jim Baker motioned to approve the budget transfer, Dawn Dutton second, all in favor.

Public Comments: None

Meeting adjourned at 5:03 PM