

Sanborn Regional School District

Finance Committee Minutes

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

Wed December 18, 2019 – 3:45 PM

Committee Members: Jim Baker, Electra Alessio, Jamie Fitzpatrick, Matthew Angell

Attendees:

Jim Baker, Committee Chair
Jamie Fitzpatrick, Committee Member
Electra Alessio, Committee Member
Matt Angell, Business Administrator

Call to Order:

Committee meeting began at 3:43 PM

Review of Minutes [Wednesday, November 21, 2019:](#)

Electra Alessio, moved to adopt the minutes as printed, Jamie Fitzpatrick second, Jim Baker requested a few minor changes. The committee agreed to the changes. **Electra Alessio motioned to approve the minutes as amended, Jamie Fitzpatrick second, all in favor.**

Response to Open Items:

Discussed the receipts that Jamie Fitzpatrick requested copies of. He received 2 of the 3 that he requested and Matt Angell explained that he is currently reviewing the 3rd one in the current manifest and will get it to Jamie as soon as he has finished. Matt noted that he is still working on the questions submitted by Jamie Fitzpatrick and will continue to send them along as he answers them.

Reviewed Jim Baker's question submitted regarding pricing on band equipment. Jim requested the total actual expenses in a year on band equipment. He would also like to see that we receive a discount of some kind depending on the volume we spend with them in a year. Matt noted that he looked into other vendors to order instruments from and found that though there are other vendors that may be able to offer lower pricing, they are located across the country and cannot guarantee receiving instruments in a timely fashion and providing service at the same level that Music & Arts does.

Discussed Jim Baker's question regarding the money requested for officials. Officials are paid at the time of service. The funds are kept in the student activities account and are tracked and accounted for as expended. The officials provide a time sheet as a receipt at the time they are handed the check. The procedure is the same in all the school districts across the state.

Jamie Fitzpatrick reiterated that they need the descriptions on the payables to reference what the invoice is for, rather than just the vendor name. Matt Angell has already passed that information along to Accounts Payable.

Jamie Fitzpatrick questioned the \$3,500 expense for the canvas covering for the rock wall at the Bakie School. The committee understood that they took a vote at the school board meeting to accept additional funds from the grant to cover the additional rock wall expenses. Matt Angell is going to look into this.

Jamie Fitzpatrick mentioned his question regarding legal fees. Matt Angell had responded to Jamie with an explanation that the invoice he was questioning was related to some IEP work and a few investigations related to non-public discussions. Electra Alessio would like to be provided a general break-down of legal fees in the future to know what the fees are related to. Matt is happy to provide copies of legal bills for the committee's review.

Jamie Fitzpatrick asked what the expectation is for employees to provide mileage receipts for reimbursement. The committee would like to see it be monthly. Matt Angell explained that we are working toward that and said he would discuss the issue with any employee that is still turning in receipts over 30 days.

Jamie Fitzpatrick requested to see that the grant money came in for a bio-printer purchase. Matt provided proof that the grant money was received.

Revolving Fund Balance [Trust & Revolving Funds Balance Summary - November:](#)

Jim Baker requested an explanation of the \$20,000 expenditure for software from the Facility Use fund. Matt Angell explained that the \$20,000 will cover upgrading all the machines running Windows 7 to Windows 10, because Windows 7 will no longer be supported by the end of the month. The funds will cover the licenses. This purchase was approved back in June. There is a list by equipment with the software and operating system that each is running.

Budget Reports:

Jim Baker is requesting to receive the agenda with reports earlier than they have been receiving them. Matt Angell is working to have the reports ready by the 10th of each month.

[November 2019 Expenditure Report, Health/Dental Summary](#)

[November 2019 Expenditure Report, Excluding Health/Dental](#)

[November 2019 Revenues](#) - Jim Baker requested an explanation of the meaning of the negatives & positives in our reporting. Matt explained that the negatives represent income and positives represent a loss. Matt reviewed how to read the reports and explained what the reports are showing.

Budget Transfer Request:

[Budget Adjustment 3038](#) - this budget adjustment reflects the money that is being set aside for the renovation at the high school. The committee is going to review this when the project is finished.

[Budget Adjustment 3042](#) - Matt is going to provide a narrative for this adjustment before the committee reviews it for approval.

[Budget Adjustment 3050](#) - Matt is going to provide a narrative for this adjustment before the committee reviews it for approval.

Updates from Matt Angell:

Matt Angell briefly reviewed the impact fees that will be collected from Newton & Kingston.

Matt let the committee know that he is researching a security camera for the auditorium. Recently, there was an incident, possibly an assault, in the auditorium that we have no video footage of and he feels it's important to have something in the future. Matt has fired the vendor that handles our cameras and radios and hired a new vendor.

Matt explained to the committee that we are having a problem with students vaping in the elevator at the high school, so he is planning to have card reader locks installed on the elevator so that it is only accessible to anyone with the card. On the committee's request he is also going to look into security camera options for the elevator.

The last update is that we are going out to bid for a new yearbook vendor. The current vendor is Jostens, but the contract is at an end so it will be going out to bid.

Public Comments:

No public comment

Jim Baker motioned to adjourn at 4:32 PM, Electra Alessio second, all in favor.