

Souhegan Cooperative School Board

Thursday, February 22, 2018

Meeting Minutes

(Meeting at the Mont Vernon Village School)

Administrative Team: Adam Steel- Business Administrator/Superintendent Representative, and Stephanie Grund- Accountant, Business Department

Souhegan Cooperative School Board- Chair- Howard Brown, Pim Grondstra, David Chen (via phone), Steve Coughlan, Amy Facey, Jim Manning and Dwayne Purvis (via phone)

Minute Taker: Danae Marotta

I. CALL TO ORDER – Chair Howard Brown

Chair Mr. Howard Brown called the Meeting to order at 5:35PM

Mr. Brown asked Mr. Dwayne Purvis and Mr. David Chen why they are not present.

Mr. Purvis replied that he was away on a business trip and Mr. Chen added that he was on vacation.

Mr. Brown asked them if they were both alone.

Mr. Purvis and Mr. Chen both replied, yes.

II. SECURITY GRANT APPLICATION

Business Administrator, Mr. Adam Steel noted at the last Board meeting the Board directed him to apply for a grant from the State of NH as they have surplus money in their budget for School Security.

We are in an interesting position because we are doing all this security work with a plan that has not yet been delivered to us even in draft form. Yet, we do not want to lose the funds that are available. We looked to find security related items that followed three criteria. First, they are outside, so that they do not interfere with anything inside and then possibly be duplicated. Second, we wanted them to do things that they could get quotes for fairly easily to be somewhat certain on cost. Third, they did not want anything that would be viewed as controversial, and as such, things that made sense to have in terms of security. We do not want this security grant to interfere with the plan that they will have in the upcoming months.

The first thing they have identified of were pull stations. These pull stations are placed outside, usually found on college campuses, often with cameras and able to reach security personnel in the event of an emergency. We checked with Safe Havens International as well as the Security Council Subcommittee and they were both in support. The second thing they recognized is the exterior lighting. If you have even been to SHS at night you know that the parking lots are not well lit at all. We had money in the budget this year that was subsequently removed. We have gotten the desire to expand the lighting outside in the parking lots.

What you have is the \$100,000 grant application, but we are suggesting a \$200,000 grant application. Of that, the Board and the District will be committed to 20% of those funds. The State has been funding 80% and sometimes even 90% of the costs.

37 In speaking with Chair Mr. Brown, while the Board did direct me to apply for the \$100,000 grant with the
38 20% cost, I was not confident that the Board would direct me to apply for \$200,000, and therefore, spend
39 \$40,000 out of the year end surplus.

40 That is the purpose of the Board meeting this evening.

41 Mr. Steel then asked Ms. Stephanie Grund, Accountant, in the Business Department, if he had forgotten
42 anything.

43 Ms. Grund replied, no.

44 Mr. Steel then added that Ms. Grund did a tremendous job putting this together and thanked her for all the
45 work she has completed.

46 He then emphasized that they would not spend \$200,000 without being sure of getting back the grant
47 funds. It would be contingent on the grant funding being approved.

48 Ms. Grund added that the grant application has to be in by March 5th and the next meeting they have to
49 review it is March 12th.

50 Mr. Chen asked if there are there going to be further dates for the State to review the application.

51 Ms. Grund replied, yes, although they are anticipating that this money will be expended in March or
52 April.

53 Mr. Chen asked if Safe Havens International gave them an idea of what a preliminary plan would look
54 like.

55 Mr. Steel replied, we are planning on talking to them in a few days. Ms. Grund has gotten something
56 today and I have not gotten a chance to review it so I do not feel comfortable with releasing it to the
57 Board at this present time.

58 He added that Safe Havens International has done an incredible job.

59 They would have until the deadline to apply, but they want to get this in ASAP, they also can have
60 another board meeting.

61 Mr. Chen asked what is the fiduciary responsibility of the Board.

62 Mr. Steel noted that they are not in a bad spot to submit what they have and then circle back.

63 Mr. Purvis commented on security and cameras and what if they miss opportunities when the cost is
64 minimal.

65 Mr. Brown added before they discuss too much about the cameras, the main discussion is about the 20%
66 that they would need to use from the year end surplus. The grant application is \$200,000 with the pull
67 boxes and lighting.

68 He then asked the Board if they had any questions.

69 Mr. Coughlan asked about the lighting.

70 Mr. Steel replied, yes, they will be Led lightbulbs and they are moving quickly.

71 **Mr. Pim Grondstra motioned that the SCSB authorize Business Administrator, Mr. Adam Steel to**
72 **submit the grant application to the State of New Hampshire and expend funds up to \$200,000 from**
73 **the Year-end Surplus, contingent on getting back 80% from the State. Mr. Jim Manning seconded**
74 **the Motion. The vote was unanimous Motion passed.**

75 Mr. Brown asked do they know how long it will take to get the money back from the State.

76 Mr. Steel replied, he is not sure but it will be fine.

77 They could know an answer on March 12th.

78 Mr. Brown noted that they have the motion on the table.

79 Mr. Steel added that they are projecting a year-end surplus of \$450,000 and this is less than 10% of that.

80 **Mr. Brown called a Roll call vote: Howard-Yes, Coughlan-Yes, Facey-Yes, Grondstra-Yes,**
81 **Manning- Yes, Chen-Yes, and Purvis-Yes.**

82 Mr. Chen noted that he would like to move forward on this, however, he is wondering if there is an
83 opportunity to get more money, possibly \$100,000 or more.

84 Ms. Grund replied, no, they are giving one grant per school district. You might be able to amend the grant
85 though, she is not sure.

86 Mr. Brown noted that their next Board Meeting is March 8th.

87 Ms. Grund added that the State wants to have the grant application in by March 5th for the March 12th
88 meeting.

89 Mr. Brown remarked that they could also make a motion to amend the amount.

90 Mr. Manning noted that Mr. Chen brings up a good point, and have we looked at other sources of
91 revenue. He then gave his support for the grant revenue.

92 Mr. Steel replied that once they have a plan then they can certainly look into it.

93 Mr. Brown noted that they will look into applying for more funds before the March 5th deadline.

94 Mr. Chen added that he would like to know the available surplus.

95 Mr. Steel added that they will update them at each board meeting.

96 III. REVIEW OF MEETING/ADJOURN

97 **Mr. Steve Coughlan motioned to adjourn the meeting at 6:00PM. Mr. Jim Manning seconded the**
98 **motion. The vote was unanimous, Motion passed.**

99 **Chair Mr. Brown called a Roll Call: Brown-Yes, Manning-Yes, Coughlan-Yes, Facey- Yes, Purvis-**
100 **Yes, Chen-Yes and Grondstra-Yes.**