

Souhegan Cooperative School District
Advisory Finance Committee
Meeting Minutes
November 4, 2019

Convene 7:00 PM

Attendees:

SAFC: Mark Vincent, Martin Goulet, Dan Veilleux, Charlie York, Peg Harris, Jeanne Ludt, Joel Gordon, Howard Brown, John Stover

Board Members: None

Administration: Adam Steel

Public: None

Minutes from October 28 not distributed so no vote to accept. Will be taken care of at next meeting.

Adam Steel presents strategic plan for SAU – new needs for modern education and challenges
(See presentation slides for more detail)

Discussion of Administration Budget

Drivers are salaries and insurance

SAU share for district decreased as food service director salary moved to district budget

No staffing changes

→ Question regarding SAU legal budget vs. district legal budget

Discussion of Facilities Budget

Drivers are decrease in furniture budget. Large share of decrease is mistaken omission of maintenance crew cost for district. This will be added back into future draft budget. Maintenance crew consists of plumber, electrician, and carpenter shared across districts as needs arise.

Discussion of how costs for maintenance crew are allocated to each district and how work orders are tracked.

→ Question of whether maker space tools could be borrowed by maintenance crew rather than purchase new?

→ Does this arrangement save money over going to contractors for all projects?

Summer employees are in OT section of budget but are not paid overtime rates

→ The campus monitor switches to a maintenance role at 2PM, how is his pay allocated?

→ Recommendation: track internally performed maintenance jobs for cost allocation purposes

→ Question: can the district use the town account with Wheelabrator to get a better return on recycling?

Other budget drivers:

- Decrease in liability insurance cost
- Decrease in travel budget
- Decrease in supplies cost due to renegotiation with supplier
- Elimination of one-time project costs

- Can property/liability insurance be handled at SAU level?

Discussion of Technology Budget

1 FTE dropped, work allocated to existing staff

Reduction in cost of laptop replacement

Discussion of allocation of revenue

- ➔ Discussion of use of virtual desktops – does this reduce need for infrastructure?
- ➔ Where is the cost of Empower software?

Discussion of Food and Transportation Budget

Over past years this budget has been 20-30% more than actual

Discussion of shuttle bus service from Mont Vernon to SHS

Increase of budget due to transfer in food service director salary and benefits from SAU budget

- Can vending machine in annex be sold?

No capital plan in place

Double entry of \$400 found during review

- Will bus contract be put out to bid again?

Next meeting November 11, 7PM, Brick School

Martin action items:

- Send out last year reports as examples

Questions for upcoming subcommittee meetings:

- Is Special Ed finding expected savings from moving services in-house instead of out-of-district placement?

John moves to adjourn. Joel seconds. All in favor.

Adjourn 9:23PM