

Concord School District
Special Board Meeting

Date: June 20, 2018

School Board members present: Tom Croteau, *Vice President*, Clint Cogswell, Nathan Fennessy, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks

School Board members absent: Jennifer Patterson, Chuck Crush

Administration: *Superintendent* Terri Forsten, *Assistant Superintendent* Donna Palley, *Business Administrator* Jack Dunn

Agenda:

1. Recommendation for security grant award
2. FY18 Budget – year-end update
3. FY19 Budget update
4. FY20 Budget planning
5. Future meetings

Tom Croteau chaired the meeting in the absence of Board President Jennifer Patterson. Mr. Croteau opened the meeting at 5:30 p.m. and noted that the agenda of the Special Board meeting was to review the security grant award recommendation, FY18 budget year-end review, FY19 budget update, FY20 budget planning and future meetings.

Jack Dunn described the process of posting the requests for proposals (RFP) for the security grant at Concord High School. Nathan Fennessy asked how many RFPs were anticipated as part of this project; Mr. Dunn noted three additional RFPs were likely. Mr. Croteau asked Mr. Dunn to share details of the security grant funds and the District's obligation to offer matching financial support. The District has agreed to use some of the bond funds to support the 20% match of the project. The funds must be spent by April 2019. He noted that this would be a challenging timeframe, as there are many components to this process.

The RFP process included a school walkthrough for bidders. Three bidders responded, and two bidders were interviewed. Rather than bid as one package for all aspects of the process, the administration hired a consultant to help write RFPs, and bid the various parts out to different vendors. The next RFP will be for replacement of CHS doors.

This will be an extensive process and require a culture change at CHS. A non-public Board meeting under the security provisions of 91-A will be held to describe the specifics of the plan. A minimum of three RFPs total will be required for this project. The District will undertake some of the camera work.

The state had \$10 million available for a competitive grant process. The District received \$900,000+ and must pay \$180,000+ up front, with the other \$700,000+ reimbursed at the

end of the project. The focus is on CHS and integrating the three new elementary schools. All submissions for reimbursement must be completed by April 2019. The work will likely go well into the fall.

Doors will likely be the most expensive and time-consuming aspect of this project. Future expenses for ongoing maintenance and licenses related to this project are expected.

Maureen Redmond-Scura moved that the School Board award the contract for Access Control Systems and Intrusion Detection to Johnson Controls. Jim Richards seconded the motion. Board members discussed how to provide improved security at the other schools, the greatest cost associated with this process and the ongoing costs that may be assumed as part of this project.

The Board voted 7-0 to award the contract for Access Control Systems and Intrusion Detection to Johnson Controls (motioned by Ms. Redmond-Scura, seconded by Mr. Richards).

Mr. Dunn reviewed expenses and revenues in several budget areas, and remaining funds, noting that the budget looks good for the closing of the year. He asked that the budget be changed with the capital fee that has been charged to the Deerfield School District. Similarly, he recommended that funding received by the CRTC sending schools be added to the Vocational Capital Reserve Fund.

Mr. Dunn confirmed that there would be approximately \$1.48 million expected in savings; about \$75,000 to the good for revenue. The expectation is \$1.5 million for the unreserved balance.

Ms. Redmond-Scura moved that the Board raise and appropriate the sum of four thousand two hundred thirty dollars (\$4,230) to be added to the School Building Renovation and Maintenance Expendable Trust Fund, with such amount to be funded from the FY17-18 Capital Fee charged to Deerfield School District.

She also moved that the Board raise and appropriate the sum of fifteen thousand one hundred forty-four dollars (\$15,144) to be added to the Vocational Capital Reserve Fund, with such amount to be funded from the FY17-18 Capital Fee charged to CRTC sending Local Educational Agencies (LEAs).

She reiterated that the FY17-18 Budget approved as of October 25, 2017 was \$80,004,373. The proposed total increase of \$19,374 would bring the new FY17-18 Budget Total to \$80,023,747.

The motions were seconded by Mr. Croteau. There was no further discussion on the motions.

The Board voted 7-0 in favor of the motions as specified above (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

[NOTE: The Board voted at its regular meeting on July 2, 2018 to amend the section above. Below is the revised text, which can be found in the minutes of the July 2, 2018 meeting:

Jack Dunn noted that the Board voted on June 20 to move funds into a Trust Fund and a Reserve Fund. The New Hampshire Department of Revenue requires the motion to read that “the amounts will be funded from the 2018 Unreserved Fund Balance.” Further clarification and discussion resulted in two separate motions and votes, below.

The Board voted 5–0 (Ms. Patterson and Mr. Crush abstained) to amend the minutes of the June 20, 2018 Board meeting to reflect that Board voted that the transfers to the School Building and Renovation and Maintenance Expendable Trust Fund and the Vocational Capital Reserve Fund be funded from the June 30, 2018 Unreserved Fund Balance (moved by Mr. Croteau, seconded by Mr. Fennessy).

The Board voted 5–0 (Ms. Patterson and Mr. Crush abstained) to approve the minutes of the June 20 Special Board meeting as amended (moved by Mr. Fennessy, seconded by Mr. Croteau).]

Mr. Dunn provided an overview of predictable budget impact items for the coming year: assessing the inaugural year of full-day kindergarten programs, four groups entering negotiations, consideration of the unassigned fund balance and careful monitoring of special education.

Liza Poinier and Nathan Fennessy inquired about the Fresh Fruits and Vegetables Program. Mr. Dunn said that information on the status of this program for the coming year is unavailable. He has asked the Food Services Director to monitor relevant communications and keep him informed.

The demographic study has begun and will take place this summer. Davis Demographics staff has begun work with city personnel to gain relevant information. The city has shared GIS data with Davis Demographics.

Mr. Dunn discussed FY2020 planning with impacts on the budget of NHRS increases, technology upgrades (phone system, security), full-day Kindergarten funding, negotiations (one agreement) and the Rundlett Middle School renovation/build new project predicted.

The Board voted 7-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Mr. Fennessy).

The special meeting adjourned at 6:07 p.m.

Respectfully submitted,

Maureen Redmond-Scura, *Secretary*

Terri Forsten, *Recorder*