

**Monadnock Regional School District
Finance/Facilities Committee Meeting Minutes
April 10 2024
SAU Conference Room, Swanzey, NH**

Board Members Present: Cheryl McDaniel-Thomas, Scott Peters, Eric Stanley and Betty Tatro **Absent:** Jeff Cesaitis

Administration Present: J. Morin, Business Administrator and T. Breen, Director of Building and Grounds.

1. MOTION: B. Tatro **MOVED** to nominate C. McDaniel-Thomas as the Fin/Fac Committee Chair. **SECOND:** E. Stanley. **VOTE:** Unanimous for those present. **Motion passes.**

2. Public Comments: There were no public comments.

3. Finance/Facilities Committee Charter for 2024/25:

The purpose of the Finance/Facilities Committee is to develop and support the following initiatives:

a. Document and refresh (annually) a long-term facilities plan that encompasses all buildings within the district. The plan includes strategies and timelines for both the funding and work effort of all significant projects related to the district's buildings and grounds, as well as strategic purchases such as land, equipment, or consulting services.

b. Work with Administration and the district's consultants (e.g. architects) in developing plans and proposals for projects; present recommendations to the full board.

c. Monitor and recommend state/federal/grant funding options as they become available to support the district's project goals; present opportunities and recommendations to the full board.

d. Continuously review and draft changes to policy books D (Fiscal Management) and F (Facilities and Planning Development), as well as policies specific to the use of buildings and grounds, and forward those drafts as recommendations to the Policy Committee.

e. To hear and review requests from the Administration, Students, Employees, and general public related to proposals for the district's buildings, grounds, and equipment.

There was no change to the Charter so there was no vote.

4. Finance/Facilities Committee Goals for 2024/25

a. By May 21, 2024, make a recommendation to the board on whether to expand the details of the Capital Improvement Plan for MRMHS & SAU by September 2024 or wait until 2025.

b. By June 4, 2024, present a Revised Budget Process to the board

c. By August 6, 2024, present a Compensation Analysis to the board, to include unaffiliated positions represented in the district.

d. By September 3, 2024, provide a recommendation to the board related to the timing of Cutler closing and Troy student's displacement during the Troy renovation. **MOTION:** S.Peters **MOVED** to approve the Fin/Fac Committee Goals as presented and to forward to the full Board for approval. **SECOND:** B.Tatro. **VOTE:** Unanimous for those present. **Motion passes.**

5. Review Detailed Budget Process: J. Morin explained that she will begin to meet with the principals individually in Sept. to discuss their budgets and then the administration team will meet as a whole. J. Morin commented that the Board should drive the budget conversation. S.Peters commented that the Board needs to craft a wish list prior to Sept. J. Morin explained that the GMR and NH Retirement will be put in the budget in mid-October. There is not much you can do until that information is provided.

6. Wage Increases for Non-Certified Staff/Competitive Pay: S.Peters would like the committee to study and compare non-certified staff pay with area schools. It was explained that the District does have some of that information. S.Peters suggested that members of the committee do the homework and find this information and have a working session. J. Morin explained that a lot of districts do this process as part of their budget cycle. It is suggested to obtain this information by the August 6, 2024 Board Meeting.

7. CIP: S.Peters commented that he would like to see the committee finish the CIP for the MRMHS, the SAU and Wilcox. We have not done the full study for the high school. The Life Skills Room is too small with not much opportunity. J.Morin explained that K.Barker has not had an opportunity to do the study. It is not a big project, it is a number of smaller projects. J.Morin is concerned that K. Barker has a lot to juggle. We do not want to take the focus off of the Elementary

School Renovations. We have the trust of the voters. She reminded the committee that if Cutler is empty for any time while the District owns it a Charter School would be able to take it over. The District will need to have a timeline. J.Morin and T.Breen say that K. Barker is maxed out. They are concerned. S.Peters commented that an associate from K. Barker and Associates would be able to do the study. C.McDaniel-Thomas said that there are other firms out there. J. Morin commented that the District has had a lot of success with K. Barker. His pricing is way below everyone else. B. Tatro asked how urgent this was. J. Morin commented that there is a new Middle School Principal coming on board and there may be suggestions for a vision. J.Morin asked the committee how often they would like to have K. Barker at the meetings. B.Tatro said occasionally.

8. Business Administration Report: J. Morin reported that there are three months left and the budget is going to be tight. The Wellness days, health insurance buyouts and retirement buyouts could be about \$400,000.00. The principals and the division leaders are asked to look at their open POs to see if they are needed. There have been changes in the out of district placements. The District might be able to use the CARES funds or the Special Educational Expendable Trust. The Revenue is less than in previous years. Medicaid had been more, the administration budgeted the higher amount and then it came in less. The District is determined not to go over budget.

9. Facilities Report: T.Breen commented that the District should be in good shape with the facilities. They are currently doing the basement work at Wilcox and it is going well. The transfer switch for the generator is getting done.

10. Public Comments: There were no public comments.

11. Adjourn: MOTION: B. Tatro **MOVED** to adjourn the meeting at 7:17 PM.
SECOND: E.Stanley **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary