

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**August 21, 2017**

**SAU Office  
6:00 PM**

**MINUTES**

**Committee Members:**

- Dick Dunning, Chair
- Rich Cahoon
- Jim Fredrickson
- Stephan Morrissey

**Committee Members Present:** Dick Dunning, Rich Cahoon

**Others Present:** Kimberly Saunders, Mindy Ryan, John Jordan, Tim Grossi, Myron Steere

**1. Call to Order**

**Dick Dunning called the meeting to order at 6:00 p.m.**

**2. Approval of Minutes – June 13, 2017**

**Rich Cahoon moved to amend and approve the minutes by correcting the spelling of the word "cue" to read "que". Second. Unanimous.**

**3. June 2017 Expenditure Report** (see attached)

Mindy Ryan reported that open purchase orders are being finalized.

Rich Cahoon asked what is the delta in line 28, School Board Services. Rich noted that we budgeted the same amount for the current school year. If we are going to overspend it two years in a row the figure should be increased for budgeting purposes.

The temporary salaries line includes professional development and summer help (line 8 of August report). It includes substitutes as well.

Rich Cahoon asked if the figure for line 8 could be disaggregated. Separate out substitutes, professional development, summer help etc. Confirmed.

**4. August 2017 Expenditure Report** (see attached)

Mindy Ryan said that this report reflects expenditures since July 1<sup>st</sup>. The biggest adjustment in salaries is from the general salary line to the para salaries line. There are transfers in the salary lines to adjust for department heads and other administrative roles taken on.

Is this an adjustment year for New Hampshire Retirement System? Kimberly Saunders agreed to check on.

When do we receive the GMR for insurance? Dick Dunning asked if we have ever looked at self-insuring. Kimberly Saunders said that we had a consultant for several years. No mention of self-insuring. Our contract language is more restrictive.

Rich Cahoon said that we would definitely want John Rounds for this work; we wouldn't want to go it on our own.

Dick Dunning asked if we were going to take a look at this, how would we proceed.  
Rich said that we would know by mid-November if we will need him for negotiations.  
Rich asked what line 35, Building Rental, was budgeted for. A breakdown will be provided.

Tim Grossi reported that heating oil has spun down. It will continue to be monitored. It is below what was monitored.

Do we need to bid oil out? We have to give authorization to buy. In the past, we have placed it on the agenda and then we have purchased.

Dick Dunning said that he would like to give authorization to purchase oil at the lowest price at tomorrow's board meeting. It has to be unanimous since it is not on the agenda. We could waive policy.

## **5. Antrim Agreement Review**

Dick Dunning referenced the current and proposed Antrim Memorial Gymnasium agreement (see attached). David Martz was the representative who helped negotiate the current contract. The Board will need a new board representative that is impartial.

Tom Kelly and David Martz will need to be replaced on Budget & Property as well.

## **6. Other**

Any further investigation on online emergency management? Dick Dunning has learned that all of the police departments must be on board for this to move forward.

Rich Cahoon noted that eligibility was misleading; it does not have to be a specific vendor; it can be any vendor. Brandon of Brandon CopSync said that it had to be them. Flags were noted.

High school science lab renovation discussion is still in the works. Have we received final numbers?  
Confirmed.

Dick Dunning said that last discussions were around four or five labs. It is about finances. Money from the State will be looked into in terms of building aid. Discussion took place about paying for four out of capital reserve and bonding the fifth lab.

Capital Reserve will be revisited. A Public Hearing would be necessary.

Tim Grossi urged that a review of local college labs be looked at and compared to what is proposed for ConVal. They are very different things. Before we pull the trigger, let's look at local college labs so that we build more current standards than something that has passed by. We want our students to be ready for next steps in education and we should look at what colleges are doing to better prepare our kids.

## **7. Non-Public Session: RSA 91-A:3,II (If Needed)**

None.

**Motion to adjourn at 6:40 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

**LETTER OF AGREEMENT  
ANTRIM MEMORIAL GYMNASIUM**

*Proposed*

1. The Antrim Memorial Gymnasium is available to the Contoocook Valley Regional School District (ConVal) for use from 8:15 am until 3:15 pm Monday through Friday. This time frame encompasses the current school day for Antrim Elementary School (AES). If ConVal must modify the school day, then these times are subject to change. ConVal will submit a written schedule for district events to the Antrim Recreation Department in 4-month increments starting August 1<sup>st</sup> for September–December, December 1<sup>st</sup> for January–April and April 1<sup>st</sup> for May–August. The gymnasium is available for use by the Town of Antrim during all other times.

There may be times when Great Brook School (GBS) will request the use of the Antrim Memorial Gymnasium from 7:00–8:15 am if the GBS gymnasium is unavailable.

*new*

In the event of a declared emergency, the gymnasium will be available to the Town in accordance with the Town's Emergency Management Operations Plan.

2. Outside of the determined regular school hours, the Town of Antrim's use of the gymnasium will be scheduled as follows:
  - A. Antrim Recreation Department's scheduled programs, as approved by the Antrim Parks & Recreation Commission and agreed to by the Selectboard, will have priority.
  - B. AES programs will have second priority.
  - C. Groups or individuals requesting gym use for a private function will complete the required form(s) and submit the request to the Antrim Recreation Department (including a certificate of insurance) at least 10 working days in advance of the function date. Request forms are available from either the Antrim Recreation Department or the Antrim Town Hall.
  - D. Changes to approved private use of the gymnasium must be submitted to the Antrim Recreation Department at least one week in advance of the function, if possible.
  - E. The Antrim Selectboard reserves the right of final approval for all private use.
  - F. Town use of the gymnasium for Town functions will be determined by the Selectboard.
3. The Town of Antrim's Recreation Office, adjacent to the gymnasium is granted to the Town of Antrim by ConVal in exchange for space given up by the Town when the gymnasium was expanded. Any change to the agreed-upon use of the space must be approved by the Antrim Selectboard and ConVal. Use of the entry lobby and the adjacent restroom facilities is shared by the Town and the District.
4. The Town of Antrim and ConVal will function in a cooperative manner to ensure that access to and use of the gymnasium and adjacent facilities meets the needs of the Town of Antrim and ConVal. The Town reserves the right to have continual access to all doors that provide access to the Gymnasium, Recreation Office, and Foyer.
5. The cost of all utilities, excepting telephone service in the Recreation Office and Gymnasium, are included in ConVal's operating expense for the gymnasium. ConVal reserves the right, at their expense, to place the Gymnasium on its own meters. At that time the Town of Antrim may be responsible for its share of the utilities and will be able to control its use of the utilities.
6. ConVal agrees to include the Antrim Memorial Gymnasium and Recreation Office in all maintenance and custodial plans. Summer and activity-driven custodial services will be provided by the Town of Antrim and may, with the agreement of ConVal, be contracted with ConVal's custodial staff.

7. Normal maintenance to the Gymnasium is the responsibility of ConVal with the costs split between ConVal and the Town of Antrim based on use. Normal maintenance includes annual "screen and recoat" of the gym floor, and a complete sanding and refinishing will be performed every 8-10 years. The facility will be maintained by the same mutually approved company from year to year. This may be ConVal, if agreed upon, with the cost of the work in even years (2018, 2020, 2022...) reimbursed to ConVal by the Town of Antrim. As part of this agreement, the Town of Antrim and ConVal will adhere to a mutually agreed-upon document detailing best practices for maintenance of the Antrim Memorial Gymnasium.

Notification of damage must be reported to ConVal's Facilities Director and the Antrim Selectboard. A decision on repair plan and cost burden will be made within 5 business days, and in cooperation between the Recreation Director and the ConVal Facilities Director.

ConVal and the Town of Antrim will work together to schedule maintenance and repairs.

8. Improvements to the Town Gymnasium are the decision of the Town of Antrim. Improvements by anyone other than the Town of Antrim, including the purchase and installation of equipment, must be approved by the Antrim Selectboard. All improvements will be available for use by both parties, unless otherwise agreed.
9. The Antrim Recreation Department may schedule meetings and host visitors in the Recreation Office during the normal school day. Such persons will enter the building via the main school entrance off School Street, will sign in at the AES office, and will be issued a Recreation Visitor Pass as required for school security. All visitors will be under the direct supervision of the Antrim Recreation Department staff at all times. The school staff restroom facilities will be available during these activities. ConVal reserves the right to deny entry during the school day, as required under ConVal policy.
10. The Town of Antrim and ConVal will cooperate fully in matters of school security.
11. Conflicts arising over the use of the Antrim Memorial Gymnasium and adjacent facilities will be resolved between the ConVal School Board and the Antrim Selectboard.
12. Normal school hours will be defined by ConVal by August 1 of that year. ConVal reserves the right to modify those hours at any time to ensure an adequate education of the students in the district.
13. All employees and volunteers will be properly vetted.
14. The ConVal Superintendent and the Antrim Selectboard will each appoint a contact person to execute this agreement.
15. This document will be in force until cancelled by either party in writing. This agreement must be reviewed by both parties in July of each year.

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Michael Genest  
Chair, Antrim Selectboard

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Myron Steere, III  
Chair, ConVal School Board

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Date

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Date

**LETTER OF AGREEMENT  
ANTRIM MEMORIAL GYMNASIUM**

*Current*

1. The Antrim Memorial Gymnasium is available to the Contoocook Valley Regional School District (ConVal) for use from 7:45 am until 3:30 pm Monday thru Friday. This time frame encompasses the current school day for both Great Brook School (GBS) and Antrim Elementary School (AES). If the ConVal School District must modify the school day, then these times are subject to change. The ConVal School District will submit a written schedule for district events to the Antrim Recreation Department in 4 month increments starting August 1<sup>st</sup> for September – December, December 1<sup>st</sup> for January - April and April 1<sup>st</sup> for May - August. The gymnasium is available for use by the Town of Antrim during all other times.

Beginning September 2014, the District will allow the Antrim Recreation Department to use the Gymnasium from 8:00 – 8:45 am and the AES Multipurpose Room from 3:15 – 3:30 pm solely for before school and after school programs for students of the District. There may be times when GBS will request the use of the Antrim Memorial Gymnasium from 7:00 - 8:45 am if the GBS gymnasium is unavailable. *omitted*

In the event of a declared emergency, the gymnasium will be available to the Town in accordance with the Town's Emergency Management Operations Plan.

The Town of Antrim's use of the Antrim Memorial Gymnasium will not be subject to any fees not set forth in this document. *omitted*

2. Outside of the determined regular school hours, the Town of Antrim's use of the gymnasium will be scheduled as follows:

- A. Antrim Recreation Department's scheduled programs, as approved by the Antrim Recreation Commission and agreed to by the Board of Selectmen, will have priority. *now second priority*

- B. Groups or individuals requesting gym use for a private function will complete the required form(s) and submit the request to the Antrim Recreation Department (including a certificate of insurance) at least 10 working days in advance of the function date. Request form(s) is available from either the Antrim Recreation Department or the Antrim Town Hall.

- C. Changes to approved private use of the gymnasium must be submitted to the Antrim Recreation Department at least one week in advance of the function, if possible.

- D. The Antrim Board of Selectmen reserves the right of final approval for all private use.

- E. Town use of the gymnasium for Town functions will be determined by the Board of Selectmen.

3. The Town of Antrim's Recreation Office, adjacent to the gymnasium and located within the Antrim Elementary School section of the building, is granted to the Town of Antrim by the ConVal School District in exchange for space given up by the Town when the gymnasium was expanded. Any change to the agreed upon use of the space must be approved by the Antrim Board of Selectmen and the ConVal School District. Use of the entry lobby and the adjacent restroom facilities is shared by the Town and the District. *reworded*



4. The Town of Antrim and the ConVal School District will function in a cooperative manner to ensure the access and use of the gymnasium and adjacent facilities meets the needs of the Town of Antrim and the ConVal School District.
5. The cost of all utilities, excepting telephone service in the Recreation Office and Gymnasium, are included in the School District's operating expense for the gymnasium. The ConVal School District reserves the right, at their expense, to place the Gymnasium on its own meters. At that time the Town of Antrim may be responsible for its share of the utilities and will be able to control its use of the utilities.
6. The ConVal School District agrees to include the Antrim Memorial Gymnasium and Recreation Office in all maintenance and custodial plans and schedules for the Gym. Summer and activity-driven custodial services will be provided by the Town of Antrim and may, with the agreement of the District, be contracted with the District's custodial staff.
7. Normal maintenance to the gymnasium will be the responsibility of the District for the remainder of the 2013-2014 school year. In (proposed) subsequent years, normal maintenance to the gymnasium will be the responsibility of the District with the costs split between the District and the Town of Antrim based on use. Normal maintenance includes annual "screen and recoat" of the gym floor. The District will pay for the year one "screen and recoat"; the Town of Antrim will be responsible for year two, and may choose its own contractor, who will be mutually agreed upon with the District.

Major refinishing, repairs, and improvements will be discussed and agreed upon by both the Town of Antrim and the ConVal School District. Repairs for damage will be the responsibility of the District; the cost will be borne by the Town, District, or both depending on who was responsible. Notification of damage must be reported to the District's maintenance supervisor and the Antrim Board of Selectmen when discovered. Repairs will be made in a timely manner.

The ConVal School District and the Town of Antrim must approve all schedules for maintenance, construction, modifications, etc.

8. Improvements to the gymnasium, including the purchase and installation of equipment, will be mutually agreed upon by the ConVal School District and the Antrim Board of Selectmen. All improvements will be available for use by both parties, unless otherwise agreed.
9. The Antrim Recreation Department may schedule meetings and host visitors in the Recreation Office during the normal school day. Such persons will enter the building via the main school entrance off School Street, will sign in at the AES office, and will be issued a Recreation Visitor Pass as required for school security. All visitors will be under the direct supervision of the Antrim Recreation Department staff at all times. The school staff restroom facilities will be available during these activities. The District reserves the right to deny entry as required under District policy.
10. The Town of Antrim and the ConVal School District will cooperate fully in matters of school security.
11. Conflicts arising over the use of the Antrim Memorial Gymnasium and adjacent facilities will be resolved between the ConVal School Board and the Antrim Board of Selectmen.

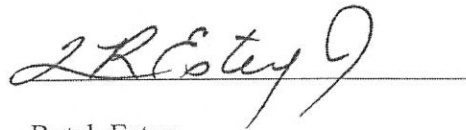
12. Normal school hours will be defined by the ConVal School District by August 1 of that year. The District reserves the right to modify those hours at anytime to ensure an adequate education of the students in the District.
13. All employees and volunteers will be properly vetted.
14. The Superintendent of the ConVal School District and the Antrim Board of the Selectmen will each appoint a contact person to execute this agreement.
15. This document will be in force until cancelled by either party in writing. This agreement must be reviewed by both parties in July of each year.



Michael Genest  
Chairman, Antrim Board of Selectmen

10/14/2014

Date



Butch Estey  
Chairman, ConVal School Board

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Date

# 2016-2017 Expense Report

June 30 2017

NOT AUDITED

Account Number		Description		2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes	
Line #											
1	21,000,0000.00.110	REGULAR SALARIES		\$13,468,205.00	-\$120,543.00	\$13,347,662.00	\$13,233,223.69		\$114,438.31	0.86%	
2	21,000,0000.00.111	PARA SALARIES		\$2,153,670.00	\$8,800.00	\$2,162,470.00	\$2,187,115.09		-\$24,645.09	-1.14%	
3	21,000,0000.00.112	ADMIN ASSIST SALARIES		\$1,029,225.00	\$38,250.00	\$1,067,475.00	\$1,063,873.54		\$3,601.46	0.34%	
4	21,000,0000.00.113	CUSTODIAL/MAINTEN SALARIES		\$626,430.00		\$626,430.00	\$559,113.46		\$67,316.54	10.75%	
5	21,000,0000.00.114	ADMINISTRATOR SALARIES		\$2,246,548.00	\$16,000.00	\$2,262,548.00	\$2,251,367.71		\$11,180.29	0.49%	
6	21,000,0000.00.115	DEPARTMENT HEADS		\$31,500.00		\$31,500.00	\$31,500.00		\$0.00	0.00%	
7	21,000,0000.00.119	SUPPORT SERVICES		\$713,925.00		\$713,925.00	\$713,378.63		\$546.37	0.08%	
8	21,000,0000.00.120	TEMPORARY SALARIES		\$871,451.00		\$871,451.00	\$1,076,678.93		-\$205,227.93	-23.55%	
9	21,000,0000.00.130	OVERTIME		\$42,500.00		\$42,500.00	\$41,660.08		\$839.92	1.98%	
10											
11	21,000,0000.00.211	HEALTH INSURANCE		\$6,559,784.00	-\$1,410,000.00	\$5,149,784.00	\$4,814,509.80		\$335,274.20	6.51%	
12	21,000,0000.00.212	DENTAL INSURANCE		\$230,500.00		\$230,500.00	\$189,906.93		\$40,593.07	17.61%	
13	21,000,0000.00.213	LIFE INSURANCE		\$43,000.00		\$43,000.00	\$43,678.49		-\$678.49	-1.58%	
14	21,000,0000.00.214	LONG TERM DISABILITY		\$49,500.00		\$49,500.00	\$47,190.93		\$2,309.07	4.66%	
15	21,000,0000.00.220	FICA		\$1,606,014.00		\$1,606,014.00	\$1,574,500.00		\$31,514.00	1.96%	
16	21,000,0000.00.225	HRA ACCOUNT			\$ 268,000.00	\$268,000.00	\$267,795.44		\$204.56	0.08%	
17	21,000,0000.00.231	NON - TEACH RETIRE		\$589,273.00		\$589,273.00	\$543,368.98		\$45,904.02	7.79%	
18	21,000,0000.00.232	TEACHER RETIRE		\$2,370,610.00		\$2,370,610.00	\$2,342,957.64		\$27,652.36	1.17%	
19	21,000,0000.00.260	UNEMPLOYMENT		\$ 52,500.00		\$52,500.00	\$45,989.00		\$6,511.00	12.40%	
20	21,000,0000.00.270	ADMIN ANNUITY		\$14,721.00		\$14,721.00	\$14,721.00		\$0.00	0.00%	
21											
22	21,000,0000.00.320	PRESENTERS		\$17,600.00		\$17,600.00	\$19,559.32		-\$1,959.32	-11.13%	
23	21,000,0000.00.321	STAFF TUITION		\$77,198.00		\$77,198.00	\$98,695.00		-\$21,497.00	-27.85%	
24	21,000,0000.00.322	STAFF SERVICES		\$102,930.00		\$102,930.00	\$43,123.22		\$59,806.78	58.10%	
25	21,000,0000.00.323	PUPIL SERVICES		\$99,805.00	\$252,024.00	\$351,829.00	\$312,630.80		\$39,198.20	11.14%	
26	21,000,0000.00.330	PURCHASED/PROF		\$1,341,879.00		\$1,341,879.00	\$1,369,924.63	\$58,762.00	-\$86,807.63	-6.47%	



2016-2017 Expense Report							June 30 2017	NOT AUDITED
							Balance	
Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered		Account Notes
Line #								
27	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$23,437.50		\$6,562.50	21.88%
28	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$210,701.17		-\$49,701.17	-30.87%
29								
30	21.000.0000.00.411 WATER/SEWER	\$41,700.00		\$41,700.00	\$52,350.27		-\$10,650.27	-25.54%
31	21.000.0000.00.421 DISPOSAL	\$41,400.00		\$41,400.00	\$37,358.96		\$4,041.04	9.76%
32	21.000.0000.00.422 SNOW PLOWING	\$198,000.00		\$198,000.00	\$156,933.75		\$41,066.25	20.74%
33	21.000.0000.00.430 REPAIR/MAINT	\$303,130.00	\$555,837.00	\$858,967.00	\$756,210.15	\$130,834.09	-\$28,077.24	-3.27%
34	21.000.0000.00.431 STRUCTURAL REPAIRS	\$137,000.00	\$266,000.00	\$403,000.00	\$336,161.71	\$74,942.67	-\$8,104.38	-2.01%
35	21.000.0000.00.432 ELECTRICAL REPAIRS	\$35,100.00	\$8,500.00	\$43,600.00	\$32,823.84	\$12,174.31	-\$1,398.15	-3.21%
36	21.000.0000.00.433 MECHANICAL REPAIRS	\$71,600.00	\$29,900.00	\$101,500.00	\$79,817.61	\$12,921.68	\$8,760.71	8.63%
37	21.000.0000.00.434 HVAC REPAIRS	\$26,500.00	\$81,000.00	\$107,500.00	\$87,529.32	\$76,916.15	-\$56,945.47	-52.97%
38	21.000.0000.00.440 BUILDING RENTAL	\$3,500.00		\$3,500.00	\$2,650.00		\$850.00	24.29%
39	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%
40	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00			\$4,000.00	100.00%
41								
42	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$237,230.00		\$237,230.00	\$213,427.22		\$23,802.78	10.03%
43	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,303,067.00		\$2,303,067.00	\$2,022,132.15		\$280,934.85	12.20%
44								
45	21.000.0000.00.520 INSURANCE	\$217,689.00		\$217,689.00	\$229,755.00		-\$12,066.00	-5.54%
46	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$140,174.67		\$8,825.33	5.92%
47	21.000.0000.00.534 POSTAGE	\$23,870.00		\$23,870.00	\$14,217.01		\$9,652.99	40.44%
48	21.000.0000.00.540 ADVERTISING	\$20,000.00		\$20,000.00	\$32,059.77		-\$12,059.77	-60.30%
49	21.000.0000.00.550 PRINTING	\$20,800.00		\$20,800.00	\$15,776.81		\$5,023.19	24.15%
50	21.000.0000.00.561 TUITION	\$1,591,845.00		\$1,591,845.00	\$1,400,020.54		\$191,824.46	12.05%
51	21.000.0000.00.580 MILEAGE	\$88,495.00		\$88,495.00	\$73,005.53		\$15,489.47	17.50%
52	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$14,764.78		\$235.22	1.57%
53								
54	21.000.0000.00.622 ELECTRICITY	\$439,600.00		\$439,600.00	\$418,853.06		\$20,746.94	4.72%

2016-2017 Expense Report							June 30 2017	NOT AUDITED
Account Number Description		2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	
Line #								Account Notes
55	21,000,0000.00.623 BOTTLED GAS	\$12,450.00		\$12,450.00	\$13,425.95		-\$975.95	-7.84%
56	21,000,0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00	\$217,108.49		\$127,736.51	37.04%
57	21,000,0000.00.656 PROPANE / GASOLINE	\$214,500.00		\$214,500.00	\$184,648.51	\$28,662.71	\$1,188.78	0.55%
58								
59	21,000,0000.00.610 SUPPLIES	\$785,670.00		\$785,670.00	\$573,935.05	\$157,363.44	\$54,371.51	6.92%
60	21,000,0000.00.640 BOOKS	\$ 94,335.00		\$94,335.00	\$77,787.47		\$16,547.53	17.54%
61	21,000,0000.00.641 PERIODICALS	\$22,820.00		\$22,820.00	\$19,845.23		\$2,974.77	13.04%
62	21,000,0000.00.649 OTHER INFO SOURCES	\$ 3,815.00		\$3,815.00	\$1,602.62		\$2,212.38	57.99%
63	21,000,0000.00.650 SOFTWARE SUPPORT	\$220,076.00		\$220,076.00	\$231,975.42		-\$11,899.42	-5.41%
64	21,000,0000.00.733 NEW FURNITURE	\$13,153.00		\$13,153.00	\$13,265.41		-\$112.41	-0.85%
65	21,000,0000.00.734 OTHER EQUIPMENT	\$2,507.00		\$2,507.00	\$349.00		\$2,158.00	86.08%
66	21,000,0000.00.737 REPL FURNITURE	\$38,980.00		\$38,980.00	\$35,624.76		\$3,355.24	8.61%
67	21,000,0000.00.738 REPL EQUIPMENT	\$223,864.00	\$109,000.00	\$332,864.00	\$186,018.53	\$129,906.00	\$16,939.47	5.09%
68	21,000,0000.00.739 NEW EQUIPMENT	\$ 30,890.00	\$390,000.00	\$420,890.00	\$93,912.72	\$319,965.60	\$7,011.68	1.67%
69								
70	21,000,0000.00.810 DUES & FEES	\$151,343.00		\$151,343.00	\$129,764.99		\$21,578.01	14.26%
71	21,000,0000.00.830 DEBT SERVICE INTEREST	\$ 98,595.00		\$98,595.00	\$98,595.00		\$0.00	0.00%
72	21,000,0000.00.890 MISCELLANEOUS	\$ 57,500.00		\$57,500.00	\$42,163.67	\$596.00	\$14,740.33	25.64%
73	21,000,0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00	\$360,000.00		\$0.00	0.00%
74								
75	21,000,0000.00.930 TRANS TO FOOD SERVICE			\$0.00	\$18,615.11	\$75,000.00	-\$93,615.11	
76	TOTAL	\$43,174,635.00	\$492,768.00	\$43,667,403.00	\$41,535,259.06	\$1,078,044.65	\$1,054,099.29	
77	PY ENCUMBRANCES	\$1,282,602.00	-\$1,217,768.00	\$64,834.00		\$64,834.00	\$0.00	
21,000,0000.00.930 TRANS TO TRUST FUNDS		\$ 500,000.00		\$500,000.00	\$500,000.00	\$550,000.00	-\$550,000.00	-110.00%
78	UNRESERVED FUND BALANCE		\$725,000.00	\$725,000.00		\$725,000.00	\$0.00	
79	Total	\$44,957,237.00	\$ 0.00	\$44,957,237.00	\$42,035,259.06	\$ 2,417,878.65	\$ 504,099.29	#

## 16-Aug-17

2017-2018											
Account Number	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered	Balance				
Line #								Account Notes			
1	21,000,0000.00.110	REGULAR SALARIES	\$13,836,429.00	-\$80,293.70	\$13,746,135.30	\$180,054.08	\$11,635,088.83	\$1,930,992.39	14.05%	transfers to reflect distribution of salaries	
2	21,000,0000.00.111	PARA SALARIES	\$2,160,588.00	\$98,793.70	\$2,259,381.70	\$0.00	\$2,259,381.70	\$0.00	0.00%	transfers to appropriate Para Professional increases	
3	21,000,0000.00.112	ADMIN ASSIST SALARIES	\$1,092,670.00		\$1,092,670.00	\$114,537.41	\$951,372.06	\$26,760.53	2.45%		
4	21,000,0000.00.113	CUSTODIAL/MAINTEN SALARIES	\$608,340.00		\$608,340.00	\$87,909.72	\$479,409.84	\$41,020.44	6.74%		
5	21,000,0000.00.114	ADMINISTRATOR SALARIES	\$2,322,933.00	-\$20,000.00	\$2,302,933.00	\$317,167.84	\$1,854,143.16	\$131,622.00	5.72%	transfers to appropriate stipends	
6	21,000,0000.00.115	DEPARTMENT HEADS	\$31,500.00	\$11,500.00	\$43,000.00	\$0.00	\$35,500.00	\$7,500.00	17.44%	transfers to appropriate stipends	
7	21,000,0000.00.119	SUPPORT SERVICES	\$735,557.00		\$735,557.00	\$77,861.81	\$591,327.40	\$66,367.79	9.02%		
8	21,000,0000.00.120	TEMPORARY SALARIES	\$1,086,786.00		\$1,086,786.00	\$98,904.04	\$4,900.00	\$982,981.96	90.45%		
9	21,000,0000.00.130	OVERTIME	\$48,000.00		\$48,000.00	\$5,276.97	\$0.00	\$42,723.03	89.01%		
10	21,000,0000.00.211	HEALTH INSURANCE	\$5,451,225.00		\$5,451,225.00	\$484,078.37	\$3,622,514.65	\$1,344,631.98	24.67%		
11	21,000,0000.00.212	DENTAL INSURANCE	\$230,500.00		\$230,500.00	\$31,763.35	\$146,611.45	\$52,125.20	22.61%		
12	21,000,0000.00.213	LIFE INSURANCE	\$43,560.00		\$43,560.00	\$3,661.00	\$0.00	\$39,899.00	91.60%		
13	21,000,0000.00.214	LONG TERM DISABILITY	\$49,500.00		\$49,500.00	\$3,764.76	\$0.00	\$45,735.24	92.39%		
14	21,000,0000.00.220	FICA	\$1,677,095.00		\$1,677,095.00	\$68,534.68	\$1,339,451.94	\$269,108.38	16.05%		
15	21,000,0000.00.225	HRA ACCOUNT	\$ 14,721.00		\$14,721.00	\$7,005.00	\$0.00	\$7,716.00	52.41%		
16	21,000,0000.00.231	NON - TEACH RETIRE	\$520,016.00	\$ 38,171.83	\$558,187.83	\$45,828.31	\$512,359.52	\$0.00	0.00%	transfers for retirement appropriations	
17	21,000,0000.00.232	TEACHER RETIRE	\$2,795,082.00	-\$ 38,171.83	\$2,756,910.17	\$75,915.64	\$2,298,739.48	\$382,255.05	13.87%	transfers for retirement appropriations	
18	21,000,0000.00.260	UNEMPLOYMENT	\$ 47,000.00		\$47,000.00	\$0.00	\$0.00	\$47,000.00	100.00%		
19	21,000,0000.00.270	ADMIN ANNUITY	\$ 0.00		\$0.00	\$0.00	\$0.00	\$0.00			
20	21,000,0000.00.320	PRESENTERS	\$17,600.00		\$17,600.00	\$0.00	\$0.00	\$17,600.00	100.00%		
21	21,000,0000.00.321	STAFF TUITION	\$78,890.00		\$78,890.00	\$24,210.39	\$0.00	\$54,679.61	69.31%		
22	21,000,0000.00.322	STAFF SERVICES	\$102,900.00		\$102,900.00	\$6,195.36	\$0.00	\$96,704.64	93.98%		
23	21,000,0000.00.323	PUPIL SERVICES	\$116,230.00		\$116,230.00	\$7,925.50	\$98,919.50	\$9,385.00	8.07%		
24	21,000,0000.00.330	PURCHASED/PROF	\$1,367,887.00		\$1,367,887.00	\$138,523.49	\$844,994.25	\$384,369.26	28.10%		
25	21,000,0000.00.340	STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%		

# 2017-2018 Expense Report

16-Aug-17

		2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	Balance		
Account Number Description		Budget	Transfers	Adjusted Budget	Expense	Encumbered				Account Notes
Line #										
26	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$13,639.50	\$0.00	\$147,360.50		91.53%	
27	21.000.0000.00.411 WATER/SEWER	\$56,400.00		\$56,400.00	\$14,598.17	\$21,001.83	\$20,800.00		36.88%	
28	21.000.0000.00.421 DISPOSAL	\$40,800.00		\$40,800.00	\$5,849.00	\$29,245.00	\$5,706.00		13.99%	
29	21.000.0000.00.422 SNOW PLOWING	\$198,000.00		\$198,000.00	\$0.00	\$0.00	\$198,000.00		100.00%	
30	21.000.0000.00.430 REPAIR/MAINT	\$290,690.00		\$290,690.00	\$40,383.90	\$121,185.49	\$129,120.61		44.42%	
31	21.000.0000.00.431 STRUCTURAL REPAIRS	\$182,400.00		\$182,400.00	\$6,377.36	\$0.00	\$176,022.64		96.50%	
32	21.000.0000.00.432 ELECTRICAL REPAIRS	\$32,700.00		\$32,700.00	\$4,434.54	\$17,087.02	\$11,178.44		34.18%	
33	21.000.0000.00.433 MECHANICAL REPAIRS	\$38,600.00		\$38,600.00	\$1,204.70	\$0.00	\$37,395.30		96.88%	
34	21.000.0000.00.434 HVAC REPAIRS	\$30,000.00		\$30,000.00	\$14,883.18	\$6,036.00	\$9,080.82		30.27%	
35	21.000.0000.00.440 BUILDING RENTAL	\$3,500.00		\$3,500.00	\$0.00	\$0.00	\$3,500.00		100.00%	
36	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00		100.00%	
37	21.000.0000.00.450 RENTAL	\$2,000.00		\$2,000.00	\$0.00	\$0.00	\$2,000.00		100.00%	
38	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$250,517.00		\$250,517.00	-\$1.00	\$135,110.00	\$115,408.00		46.07%	
39	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,374,125.00		\$2,374,125.00	\$1,092.50	\$70,672.50	\$2,302,360.00		96.98%	
40	21.000.0000.00.520 INSURANCE	\$252,730.00		\$252,730.00	\$243,146.00	\$0.00	\$9,584.00		3.79%	
41	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$129,500.00	-\$ 9,250.00	\$120,250.00	\$12,108.05	\$102,886.92	\$5,255.03		4.37%	transfers to appropriate advertising costs
42	21.000.0000.00.531 CELLULAR PHONES	\$30,000.00		\$30,000.00	\$2,830.05	\$26,049.95	\$1,120.00		3.73%	
43	21.000.0000.00.534 POSTAGE	\$17,950.00		\$17,950.00	\$276.03	\$1,413.97	\$16,260.00		90.58%	
44	21.000.0000.00.540 ADVERTISING	\$22,000.00	\$ 9,250.00	\$31,250.00	\$3,537.32	\$27,712.68	\$0.00		0.00%	transfers to appropriate advertising costs
45	21.000.0000.00.550 PRINTING	\$21,300.00		\$21,300.00	\$1,031.07	\$1,355.83	\$18,913.10		88.79%	
46	21.000.0000.00.561 TUITION	\$1,374,030.00		\$1,374,030.00	\$12,792.38	\$899,389.67	\$461,847.95		33.61%	
47	21.000.0000.00.580 MILEAGE	\$93,320.00		\$93,320.00	\$2,808.72	\$11,568.40	\$78,942.88		84.59%	
48	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$0.00	\$0.00	\$15,000.00		100.00%	
49	21.000.0000.00.622 ELECTRICITY	\$446,100.00		\$446,100.00	\$32,920.01	\$383,079.99	\$30,100.00		6.75%	
50	21.000.0000.00.623 BOTTLED GAS	\$10,420.00	\$1,900.00	\$12,320.00	\$0.00	\$12,295.00	\$25.00		0.20%	transfers to appropriate gas costs



# 2017-2018 Expense Report

16-Aug-17

Account Number Description		2017-2018 Budget	2017-2018 Transfers	2017-2018 Adjusted Budget	2017-2018 Expense	2017-2018 Encumbered	Balance	Account Notes
Line #								
51	21.000.0000.00.624 FUEL OIL	\$346,670.00	-\$ 1,900.00	\$344,770.00	\$0.00	\$0.00	\$344,770.00	100.00% transfers to appropriate gas costs
52	21.000.0000.00.656 PROPANE / GASOLINE	\$202,780.00		\$202,780.00	\$0.00	\$18,000.00	\$184,780.00	91.12%
53	21.000.0000.00.610 SUPPLIES	\$848,024.00		\$848,024.00	\$56,071.08	\$320,931.74	\$471,021.18	55.54%
54	21.000.0000.00.615 TESTING SUPPLIES	\$ 16,760.00		\$16,760.00	\$347.79	\$0.00	\$16,412.21	97.92%
55	21.000.0000.00.640 BOOKS	\$ 97,268.00		\$97,268.00	\$1,288.20	\$42,144.40	\$53,835.40	55.35%
56	21.000.0000.00.641 PERIODICALS	\$24,139.00		\$24,139.00	\$2,543.12	\$7,620.75	\$13,975.13	57.89%
57	21.000.0000.00.649 OTHER INFO SOURCES	\$ 4,120.00		\$4,120.00	\$0.00	\$1,450.00	\$2,670.00	64.81%
58	21.000.0000.00.650 SOFTWARE SUPPORT	\$238,315.00		\$238,315.00	\$66,080.15	\$100,437.14	\$71,797.71	30.13%
59	21.000.0000.00.733 NEW FURNITURE	\$20,970.00		\$20,970.00	\$0.00	\$1,500.00	\$19,470.00	92.85%
60	21.000.0000.00.734 OTHER EQUIPMENT	\$ 200.00		\$200.00	\$0.00	\$0.00	\$200.00	100.00%
61	21.000.0000.00.737 REPL FURNITURE	\$35,100.00		\$35,100.00	\$0.00	\$8,190.00	\$26,910.00	76.67%
62	21.000.0000.00.738 REPL EQUIPMENT	\$71,743.00		\$71,743.00	\$884.23	\$35,265.77	\$35,593.00	49.61%
63	21.000.0000.00.739 NEW EQUIPMENT	\$ 48,699.00		\$48,699.00	\$420.13	\$14,488.60	\$33,790.27	69.39%
64	21.000.0000.00.810 DUES & FEES	\$151,068.00		\$151,068.00	\$26,745.44	\$5,980.00	\$118,342.56	78.34%
65	21.000.0000.00.830 DEBT SERVICE INTEREST	\$ 87,435.00		\$87,435.00	\$43,717.50	\$0.00	\$43,717.50	50.00%
66	21.000.0000.00.890 MISCELLANEOUS	\$ 63,200.00		\$63,200.00	\$1,006.51	\$4,353.75	\$57,839.74	91.52%
67	21.000.0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00	\$0.00	\$0.00	\$360,000.00	100.00%
68	21.000.0000.00.930 TRANS TO FOOD SERVICE			\$0.00			\$0.00	
69	TOTAL	\$43,155,582.00		\$43,155,582.00	\$2,392,133.35	\$29,101,166.18	\$11,662,282.47	
70	PY ENCUMBRANCES							
71	21.000.0000.00.930 TRANS TO TRUST FUNDS							
72	UNRESERVED FUND BALANCE			\$0.00			\$0.00	
73	Total	\$43,155,582.00		\$43,155,582.00	\$ 2,392,133.35	\$29,101,166.18	\$11,662,282.47	\$ 0.00