

**MILFORD SCHOOL BOARD  
AGENDA  
Monday, November 21, 2011  
Milford High School – Lecture Hall Room # 182 – 7:00 PM**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
  - a. Superintendent's Report
    1. Search Process for Jacques Memorial Principal **EXHIBIT**
5. New Business
  - a. Financial Forecast **EXHIBIT**
6. Old Business
  - a. Proposed Budget - Work Session
7. Housekeeping Items
  - a. Nomination
  - b. Approval of Minutes 11/07/11
  - c. Approval of Manifests  
Vouchers # 8,1055,1056
8. Public Comment
9. Nonpublic Session RSA 91-A :3II (c) (If Necessary)
  - a. Personnel
  - b. Collective Bargaining
10. Adjournment

**To: Milford School Board**  
**Fr: Bob Suprenant**  
**Re: Search Process - Jacques Memorial Principal**  
**Dt: November 21, 2011**

**Timeframe:**

November 3:	Input meeting from Jacques staff
November 7 - November 18:	Internal Posting
November 21 - January 13:	Advertising/Acceptance of Applications Develop Search Advisory Committee Structure
January 17 – February 10 :	Search Committee Interviews Reference Check Candidates Possible Site Visits
February 20:	Nomination to School Board <i>(Will the Board want to interview the finalist(s)?)</i>

**Search Committee Configuration:**

The charge to the Search Advisory Committee will be to assist the Superintendent in recommending a candidate to the School Board that best meets the needs of the students, parents, staff, and community associated with the Jacques Memorial School. The Committee will adhere to School Board Policy 2136, Advisory Committee to the School Board.

The Committee configuration will include the following: Three parents of either current, recently enrolled, or soon to be enrolled children; one special education representative; one kindergarten teacher representative; one first grade teacher representative; one paraprofessional employee representative; one classified, non-paraprofessional employee representative; the Title I Coordinator; *one School Board member?* The Superintendent will present the Committee nominations to the Board on December 19<sup>th</sup>.

**MILFORD SCHOOL DISTRICT**

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**Laurel K. Johnson**  
Assistant Superintendent of Schools

**Robert A. Suprenant**  
Superintendent of Schools

**Katherine E.L. Chambers**  
Business Administrator

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**MEMORANDUM**

November 17, 2011

TO: Superintendent Suprenant,  
FROM: Katie Chambers, Business Administrator *KAC*

RE: 2011/12 Financial Position

An analysis of the financial position of the Milford School District for the 2011/12 school year has resulted in an expected positive fund balance at the end of the fiscal year. Expenditures at June 30, 2012, are anticipated to be under budget by about \$346,500. Revenues are anticipated to exceed estimates by approximately \$78,000, due primarily to the enrollments of Mason School District and out-of-district special services students. The District's net position at the end of the year is calculated to be approximately \$424,500.

The process used to estimate the District's end-of-year financial position includes a line-item review of expenditures and encumbrances against the approved budget, and for revenues, each revenue stream is examined for year-to-date receipts and then consideration is given to what is still expected to be paid. This information is then summarized in the attached documents entitled "Milford School District – Projected Financial Position" and "Milford School District Revenue Report".

Included in the initial 2012/13 budget proposal was an estimated amount of fund balance of \$300,000. As a result of the financial forecast, I believe this number can be increased to \$500,000.

Beyond what has been stated above, I am not aware at this time of any circumstances that would materially affect this state of affairs. Should anything substantive come to my attention prior to my next update I will, of course, notify you as soon as possible.

## MILFORD SCHOOL DISTRICT - PROJECTED FINANCIAL POSITION

AVAILABLE BALANCE of APPROPRIATIONS as of November 17, 2011:	965,614
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ADDITIONAL SPENDING REQUIREMENTS;
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OBJECT GROUP	DESCRIPTION	CODE	AMT	TO BE SPENT
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300	PURCHASED SERVICES			
	403(b) & 125 Administrators	310	292	
	Instructional Services	321	0	
	Program Improvements	322	4,400	
	Pupil Services	323	25,074	
	School Board Recording Secretary	330	0	
	Statistical Services	370	19,537	
	Legal Fees	381	0	
	Audit Fees	382	4,450	
	Board of Ed Services	384	5,000	
	Athletic Officials / HP Instru Music Program	390	31,655	
				90,408
400	PROPERTY SERVICES R & M			
	Water&Sewer	410	0	
	Disposal Services	421	0	
	Snow plowing	422	4,000	
	Repairs/Maintenance	430	107,016	
	Repairs/Maintenance-Phones & PA's	432	9,893	
				120,909
500	TRAVEL/TUIT./TELE./PRINTING			
	RegEd Transportation	510	28,355	
	SpEd Transportation	515	9,351	
	Telephone	531	0	
	Printing	550	8,899	
	Tuition - NH LEA's	561	0	
	Tuition - Non-Public	563	106,019	
	Travel/Conferences	580	23,719	
				176,343

600	SUPPLIES & MATERIALS		
	General	610	97,478
	B&G - DW	611	20,362
	Co-Curricular	612	7,453
	Electricity	622	0
	Natural Gas/Fuel Oil	624	9,384
	Textbooks	641	18,228
	AV Non print	642	1,751
	Periodicals	644	1,545
	Workbooks	645	25,120
	Computer Software	650	6,884
			188,205
700	PROPERTY		
	New Equipment	731	8,717
	Furniture	733	211
	IT New Equipment	734	14,400
	Replacement Equipment	735	5,721
	Replacement Furniture	737	359
	IT Replacement Equip	738	3,150
			32,558
800	OTHER-DUES/FEES/DEBT SERVICE		
	Dues and Fees	810	9,115
	Graduation Expenses	895	1,610
			10,725
900	TRANSFERS OUT		
	Special Revenue Fund		0
TOTAL REQUIRED SPENDING:			619,148
ESTIMATED SURPLUS(DEFICIT) OF APPROPRIATIONS as of 6/30/12:			346,466
ESTIMATED SURPLUS(DEFICIT) OF PRIOR YEAR ENCUMBRANCES CARRIED FORWARD			0
ESTIMATED REVENUE SURPLUS(DEFICIT) as of 6/30/12:			77,983
<b>ESTIMATED BUDGET SURPLUS as of 6/30/12:</b>			<b>424,449</b>

COMMITTED TO OFFSET 2012 TAX RATE:	300,000
SURPLUS AFTER TAX RATE COMMITMENT:	124,449

**MILFORD SCHOOL DISTRICT REVENUE REPORT**  
**2011/12 Financial Position @ 11/17/2011**

Item	Budgeted	Received to date	Additional Anticipated	Total	Variance	Comments
Regular Ed Tuition from Parents, Pupils	15,000	2,025	12,975	15,000	0	
Tuition from LEAs	755,466	0	791,874	791,874	36,408	Mason-Budget 83 Actual 87
Voc. Ed. Tuition from LEAs	36,300	0	35,403	35,403	(897)	Decrease in enrollment
Summer School Tuition	8,000	4,810	0	4,810	(3,190)	
Special Ed. Tuition from parents	0	780	13,985	14,765	14,765	
Special Ed. Tuition from LEAs Instate	165,000	16,770	188,416	205,186	40,186	Mason + Wilton + Nashua
Special Ed. Tuition from LEAs Out of State	0	0	0	0	0	
Interest Income	7,500	1,538	5,962	7,500	0	Interest rates VERY low
Facility Rentals	9,000	100	8,900	9,000	0	
Other Local Revenue	10,000	121	9,879	10,000	0	
Medicaid Reimbursement	180,000	0	180,000	180,000	0	
Current Appropriation	19,222,462	7,984,000	11,238,462	19,222,462	0	
State School Property Tax	3,171,213	0	3,171,213	3,171,213	0	
State Adequate Education Grant	8,245,513	1,649,103	6,596,410	8,245,513	0	
School Building Aid	366,534	183,267	183,267	366,534	0	
State Vocational Aid	115,500	0	106,210	106,210	(9,290)	
State Vocational Transportation Aid	0	0	0	0	0	
Catastrophic Aid	102,373	0	102,373	102,373	0	
Kindergarten Building Aid	0	0	0	0	0	
Kindergarten Aid	224,250	0	224,250	224,250	0	
Sale of Bonds/Notes	0	0	0	0	0	
Transfers from Non-Exp Trusts	35,000	0	35,000	35,000	0	O'Connor Fund
Refund PY Expenditure	0	0	0	0	0	
<b>TOTAL</b>	<b>32,669,111</b>	<b>9,842,514</b>	<b>22,904,580</b>	<b>32,747,094</b>	<b>77,983</b>	
Unreserved Fund Balance	1,007,070					
Food Service Revenues	870,000					
Special Revenues	1,360,276					
Capital Projects	0					
Trust Funds	0					
<b>Budget Total</b>	<b>35,906,457</b>					