

**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<br>Develop Search Advisory Committee Structure    |
| January 17 – February 10 : | Search Committee Interviews<br>Reference Check Candidates<br>Possible Site Visits        |
| February 20:               | Nomination to School Board<br><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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Milford, NH 03055  
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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 |
|--|---------|

|                                   |
|-----------------------------------|
| ADDITIONAL SPENDING REQUIREMENTS; |
|-----------------------------------|

| OBJECT GROUP | DESCRIPTION | CODE | AMT | TO BE SPENT |
|--------------|-------------|------|-----|-------------|
|--------------|-------------|------|-----|-------------|

|     |  |     |         |         |
|-----|--|-----|---------|---------|
| 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> |                  |                        |                   |               |                           |