

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**October 11, 2016**

**SAU Office**

**7:00 PM**

**Minutes**

**Committee Members:**

- Dick Dunning, Chair
- Janine Lesser
- Tom Kelly
- David Martz
- Stephan Morrissey

**Committee Present:** Dick Dunning, Janine Lesser, Tom Kelly, David Martz (7:05)

**Others Present:** Kimberly Saunders, Myron Steere, Tim Grossi, Marian Alese, John Jordan (SAC)

**1. Call to Order**

**Richard Dunning called the meeting to order at 7:00 p.m.**

**2. Approval of Minutes – September 13, 2016**

**Janine Lesser moved to accept the minutes of September 13, 2016. Tom Kelly second. Unanimous.**

**3. Daniels Fund Update**

Marian Alese reported that she is still waiting for approval for Daniels Fund monies from the AG's office. The Trustees have requested minutes of votes on Trustee Funds. It is now October and we are still waiting.

**4. Revised Budget Assumptions**

An updated 2017/2018 Budget Assumptions list of Procedural, Financial and Programmatic assumptions was reviewed (see attached).

**5. September 2016 Expense Report**

Line 11, Health Insurance, has a surplus of \$1.5 M as a result of a change in plans. Marian outlined the changes in plans in terms of deductibles and co-pays.

The district is currently anticipating a \$1.6M savings in health insurance because of the change in plans, which is less than what the district paid last year.

Line 16, the appropriation was removed with the intent to use another line account.

Line 25 has had two unfilled positions factoring in. Discussion took place about speech language pathologists and other open positions. How do we attract for these positions? Contracting out is difficult because school districts cannot compete. Contracted staff are viewed as ConVal staff because they work

in our schools, using our supplies, and service our kids. Marian reported that she is looking to transfer \$250,000 for two positions for contracted services.

Marian Alese asked to transfer from line 77 to line 33.

## **6. Transfer Requests**

Marian Alese reviewed the October 2016 Transfer Requests included in the packet. School Board approval is required. Consensus to bring to the board.

Remaining lines appear to be where they should be.

Line 45 is \$12K over as a result of an incorrect number being brought forward.

Line 75, transfer to food service, \$75,000 was agreed upon. The overall loss is anticipated to be higher but this was agreed upon.

The bus contract was discussed briefly in terms of years remaining.

Food Service was briefly discussed. Dick Dunning asked what our uncollectible food service totaled. Approximately 600 students access Free & Reduced Lunch.

Security System Update – Tim Grossi

Tim Grossi reported that all but two schools have magnetic releases at the doors. The remaining two will be installed this week. Card access control will be implemented at one school for a test run next week, with the remaining schools to follow. Dick Dunning recommended that fire, police etc. be part of the rollout. Fire and police currently have access now by key. Discussion ensued.

A visitor badge system is being reviewed. It would help determine which visitors are still in the building in the event of an emergency.

Building access from various groups was discussed.

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

**None.**

**Tom Kelly motioned to adjourn at 7:52 p.m. David Martz second.**

Respectfully submitted,

Brenda Marschok

# 2017-2018 Budget Assumptions

## **Procedural**

*This is a continuation of effort that supports planning, curriculum development, facility investment, and professional development: Strategic Plan, Technology Plan, Maintenance Plan, and Professional Development Plan*

- *We will continue to reference class size guidelines recommendations and apply multiage where appropriate*
- *We will conduct the annual Special Ed case load review to determine recommended staffing levels*
- *We will be working on implementing the Strategic Plan*
- *We may recommend potential reallocation of existing resources: an example might be reassigning the reduction of a classroom position because of enrollments as an additional interventionist position*

## **Financial**

### **Fixed**

- *Year 2 of CVEA agreement: **estimated increase of \$576,005***
- *Maximum 10% increase in Workers' Comp and Liability*
- *Unemployment Insurance: maximum increase 10%*
- *Transportation contract increase **3.5%: \$71,058***
- *Bond interest reduction of **(\$11,160)***
- *Health Insurance: **12.3% rate increase; 12% employee contribution***
- *Changes in Adequacy Aid as a result of enrollments: **Available in October***
- *NHRS rate change: **1% Rate Increase - \$250,000 estimate***

### **Other**

- ***12% CVEA members' contribution to health insurance***
- ***12% Non-CVEA members' contribution to health insurance***
- ***??? wage increase for non CVEA support staff***
- ***Last year of Building Aid***

## ***Programmatic***

- *Professional development*
- *Strategic Plan Implementation*
- *Technology integration: Tech Plan Implementation*
- *Separate review of specific programs (Co-Curricular and Athletic; Community; Summer)*

## ***Other***

- *Positions added in 15-16 and 16-17 Fiscal Year*
- *Freshman sports added in 16-17*

## ***Facility Needs***

- *Priority items*

## ***In Process***

- *Final staffing decision*
- *Warrant articles*