

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Budget Work Session
SAU BOARD ROOM

NO PUBLIC PARTICIPATION

Saturday, November 5, 2016
8:30 a.m.

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Bernd Foecking, Thomas Kelly,
Janine Lesser, David Martz,
Stephan Morrissey, Pierce Rigrod,
Crista Salamy, Myron Steere

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Allwarden, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Tim Grossi, Facilities
Brian Grattan, Technology
Cari Coates, Student Services
Jim Elder, GBS
Nicky Fraley, FES
Amy Janoch, HES
Anne O'Bryant, SMS
Nicole Pease, DCS
Brian Pickering, CVHS
Colleen Roy, GES

8:30 – 9:00 - Welcome & Breakfast

Myron Steere called the meeting to order at 9:00 a.m.

Kimberly Saunders spoke about the proposed budget and the process that took place to arrive at what is being presented today.

9:00 – 10:15 - FY'18 Budget Work Session – Marian Alese

- Overview of Materials
- Budget Assumptions
- FY18' Presentation and Discussion

Marian Alese outlined the layout of the budget presentation and materials included for discussion. The vision is to "Become a model of educational excellence within 5-7 years". This will require investments in several areas to achieve this goal.

The stages toward excellence included foundational stages, pedagogical foundations, data and accountability foundations, and organizational foundations.

Four areas of the Strategic Plan include student achievement, culture and community, organizational structure, and operations.

The use of Trust Funds is proposed to mitigate the impact on the budget.

Warrant Articles include wording to appropriate monies to Trust Funds, change the "Capital Reserve" to "Buildings and Grounds", adding the School Board as agents to expend, change "Equipment" to "Furniture

and Equipment”, also identifying the School Board as agents to expend. Lastly, consideration of the funding formula.

Budget Assumptions include procedural, financial, and programmatic assumptions. Examples of what types of items for each of the assumptions was shared.

The current version of the proposed budget is up 2.06%. District Assessment is up 2.83% with the use of a piece of the health insurance from the unreserved fund balance (\$725,000).

This is the last year for building aid. Adequacy impacts the budget due to the decline in enrollment.

The salary line is up \$821,225 due to the net of added positions, reduction in other positions, the CVEA agreement, a merit pool for CVAA, 3.2% pool for Support Staff, lane changes, retirements, insurance buyout, summer work increases, substitute costs, and CVHS athletic stipends.

Alignment to the Strategic Plan and Toward Excellence Foundational Stages was shared.

A reduction of \$664,773 in benefits is proposed due to a plan rate increase of 12.3%, changes in the plan, a 12% staff contribution, NHRS etc.

The Property Services line is up \$337,860 due to a 20% increase in the cost of water in both Antrim and Peterborough, roofs, flooring, windows, and doors. A maintenance storage shed, bleachers and lower field parking at CVHS, and HVAC work.

Other Purchased Services reflects a decrease of \$120,724.

Supplies and Materials is up \$97,951 due to an increase for math curriculum, software for PowerSchool, and a reduction in propane for buses.

Furniture and Equipment is up \$423,710 of which half is the 1:1 initiative at GBS, SMS, and CVHS.

Miscellaneous and Debt Service is proposed to reduce by \$5,735.

The proposed use of \$609,500 in trust fund money was detailed.

Significant decreases in revenue are anticipated in upcoming years.

Next year is the last year of the CVEA contract and will require negotiation.

The increase in athletic stipends is due to paying coaches who have been doing so for years for nothing, sports moving from “club” to an official status, and freshman teams.

10:15 – 12:00 - Discussion

- Summer Programming

A Summer Program at both GBS and SMS is proposed. They would not run simultaneously. Students from both middle schools can attend programming at either or both schools.

It reflects two weeks at each program. District transportation would be provided.

The budget reflects \$10K for salary and \$6K for transportation.

Rich Cahoon asked why the increase, we currently provide 4 weeks with transportation; it should net out at zero. Programming for outdoor components was cited as one reason.

- Co-curricular/Athletic Activities

Concerns about increasing stipends was cited as well as adding new athletic and co-curricular offerings. Previously, a budget was provided and the department had to work within that.

Kimberly Saunders said that the intent is to create reserve teams resulting in increased stipends. Does the Board want to offer reserve teams or cut back on stipends?

Rich Cahoon said that there was a commitment not to bring golf back. He would rather fund reserve teams. The high school plan states no new sports for five years.

Myron Steere shared his concern for bass fishing. Marian Alese said that the individual that oversees this sport has done so for nothing and has used their \$50K boat.

Neither Myron Steere nor Stephan Morrissey recalled the intent for Bass Fishing to evolve to a stipend position. Stephan said that he did not have a problem with the sport, but he said that things fall in and out of favor. The school should make decisions within their budget.

Boys soccer was questioned – is the intent to pay 3 and the additional .5 new? No, the intent is to pay the current positions excluding the possibility of a reserve or freshman coach.

Discussion took place about coaches and co-curricular position stipends not meeting the minimum wage law. It is seen as a voluntary position with a nominal stipend.

Clarification as to whether we are vulnerable or not was asked. Marian said that this is not an issue to worry about with the Labor Board.

What is going to be the end result when we leave today?

Dick Dunning asked for clarification on the athletic stipends.

Boys Soccer =3 coaches

Girls Soccer=2 coaches + 1 assistant

Spring Track = 1 coach +2.3 assistant coaches

Stephan Morrissey said that we have a significant reduction in funding coming. We need to give direction to administration. Are we making decisions on the individual positions or on the overall budget?

Rich Cahoon moved the authorization of freshman or reserve in basketball, soccer, and lacrosse.

Janine Lesser second.

Rich Cahoon modified his motion to clarify that this is for the 2017/2018 year.

Janine Lesser seconded and spoke in favor of supporting extra-curricular activities.

What is the minimum participation for these activities?

Dave Martz said that if we approve the budget we approve administration's request.

Rich Cahoon said that his hope was to resolve the non-controversial positions

Can we allow the reserve teams for lacrosse, soccer, and basketball?

Stephan Morrissey asked if we can afford all of this. He doesn't want to tell administration which sports to support. He is concerned about district assessment.

Kimberly Saunders asked if the Board wants to give clear direction to administration not to exceed a certain budget amount or percentage.

In effect, Rich said that he was seeking to approve \$10K of the near \$29K.

Tom Kelly said that with the NHRS increases and contractual obligations, you essentially almost have a flat line, if not negative budget.

Rich Cahoon does not support requesting a specific percentage of administration. In addition, we have strayed from the motion.

Rich's motion is that the lacrosse, soccer, and basketball be decided.

The default would likely still have an increase in District Assessment.

Increased participation in the extra-curricular activities are an essential part of a well-rounded education.

Pierce Rigrod suggested moving off of this topic as a result of it totaling \$29K.

If we end up with a default and the revenue reflects the \$600K+ it is problematic.

Rich Cahoon said that Varsity and JV Golf is not an adequate proposal given the plan not to add. He would like to see an adequate proposal.

Brian Pickering said that prior to committing to not adding anything new, we had golf and we had bass fishing. We took a step back in golf because the numbers were not good. A re-investment at the middle school was to build the sport back up. We do not look at them as new sports because both bass fishing and golf have been in place.

Tim Grossi spoke about giving students a positive thing to do after school. \$29K looks like short money for that purpose.

- Use of Trust and Capital Reserve Funds

The CVHS parking lot and bond are off the table at this point.

Rich Cahoon asked why not boost the capital figure. There is \$1.6M in health surplus; \$700,000 is suggested as a healthy balance. \$450K to trust funds leaving several hundred thousand that we can either encumber for specific things or let roll to increase the unreserved fund balance.

Myron Steere asked for tech budget info; replacement information and 1:1 costs.

Stephan Morrissey moved to permit encumbrances from health surplus for 1:1 initiative totaling \$280,887.00 and additional IT replacement totaling \$109,113.00 out of additional unencumbered fund to reduce the following year's budget. Rich Cahoon second.

Committing \$725K for unreserved fund balance for use in decreasing 17/18 budget. Unanimous.

Myron Steere spoke about the special education trust fund; we have committed to keeping it a \$500,000.

Bernd Foecking moved to reduce the budget and assessment by \$390,000.00. Stephan Morrissey second.

David Martz abstained. All else in favor.

Motion carried.

This will complete the 1:1 for one year only.

- Potential salary/wage increases for those individuals not covered by the CVEA contract and the CVAA agreement

3.2% was the percentage cited for non CVEA and CVAA staff.

- Curriculum and Professional Development Amounts

The board reviewed the justification to support the budget.

Rich Cahoon moved to leave this as presented. Stephan Morrissey second. Unanimous.

- Class Size

Presently, an assumption based on ongoing conversations with Dublin parents reflecting 5th grade students attending SMS. A discussion with the Dublin community is necessary.

Bernd Foecking and Kimberly Saunders would work with Nicole Pease to start a community conversation. The conversation would surround self-selection or the commitment that 5th grade students would now automatically attend SMS moving forward.

Crista Salamy suggested a cutoff; as an example, current K-4 could opt in or out but future years would automatically attend SMS.

Marian Alese spoke about educational opportunities; 5th grade DCS students do not have the same opportunities as SMS and GBS 5th grade students.

A long term commitment by the Dublin Community was to keep 5th grade students at DCS. Recently, they have asked to attend SMS.

The 1:1 initiative was seen as an opportunity that would be problematic to DCS 5th grade.

This is not part of the Articles of Agreement.

Dick Dunning moved that the board support that 5th graders from Dublin will attend SMS now and in the future. Stephan Morrissey second.

David Martz said that community buy in is necessary and they should be allowed to express their opinion.

Pierce Rigrod asked for a consensus now or consensus later. He agreed that a process to consult with Dublin families is respectful and necessary before making a motion.

Dick Dunning supported that; he was looking to forward the discussion.

Bernd suggested reaching out first and then voting at the board later.

Kimberly reported that the parent group should be met with first. Engaging the community to inform a decision is important.

Bernd suggested a flyer be handed out on Election Day to inform the community.

The motion died.

Multi-age and Multi-grade discussion is still pending Education Committee recommendations.

- Staffing Justifications

Library Media Specialist at elementary level: this is directly related to the Strategic Plan and a Learning Commons Model to allow collaboration and co-teaching models. The current structure would make this impossible.

In order to allow students with equal access; we are forced to add resources in the face of declining enrollment.

Rich Cahoon asked if there was an equity issue given the proposed LMA would be serving communities with a lower Free and Reduced Lunch (FRL) percentage.

Ann Allwarden said that the question asked speaks to allocating resources across the district.

Crista Salamy spoke about the Environmental Scan conducted by Susan Ballard several years ago that cited that the library media centers were understaffed. We haven't been able to move on that recommendation yet.

Dr. Allwarden said that implementation of a Learning Commons Model has a domino effect.

Does this address some schools accessing library as "a special"? Because of configuration, this program and position looks different across schools.

Rich Cahoon asked that staffing allocation for LMS be part of the educational equity audit.

AES increase of .5 Administrative Assistant: Dick Dunning recommended that this increase be supported.

PES increase from 1.5 Administrative Assistant to 2.0 full-time Admin Assistants: Dick Dunning recommended this request be supported.

Three (3) positions – COTA to serve preschools, increase of .5 preschool psych to full-time, and a Speech & Language Pathologist Assistant.

Cari Christian-Coates reported that 20 new referrals have come in since the start of school. The Federal Government requires the district to start looking at students at 26 months of age. Related services have been shared and are significant interventions for this age group. Currently, resources are shared and stretched. This would allow children to receive services.

Janine Lesser spoke in favor of supporting this request. Solving these problems early on has the potential to save money down the line.

Kimberly Saunders spoke about the current demand that would allow the addition of one or two preschools. The current request is meant to strengthen current program.

FT EST Para at AES: Rich Cahoon said that we reduce positions based on need and we should add similarly.

GBS Interventionist: consensus.

12:00- 12:30 - Lunch

Rich Cahoon proposed to provide fee support for participation in Running Start Courses. Rich noted that the information provided are based on his estimates. Increased ATC course subscription may result.

Pierce Rigrod moved to support Option #1. Stephan Morrissey second.

Option 1

The first and preferred option would be to pay the CCSNH fee for all ConVal students enrolled in a Running Start course. Paying the fee for all students will maximize participation, simplify administration, and avoid the possibility of stigmatizing students on the basis of their economic status.

Based on the 2015/2016 enrollment of 228, this option would cost \$34,200.

Rich Cahoon proposed that Administration propose a way to fund it.

Do we have information whether the credits earned have gone to student's degrees?

Tom Kelly spoke about the growing number of colleges that accept Running Start credit.

Dick Dunning preferred it not be an offset in the budget but that it be added in.

Bernd Foecking asked about a cap on the number allocated for this purpose.

Rich Cahoon said that a 25% increase might be proposed.

Kimberly Saunders agreed to provide a list of colleges that accept Running Start credits. This has the potential to help students decide on a career.

Brian Pickering spoke about the opportunity for this to encourage further education.

12:30 – - Discussion (Cont'd)/Additional Considerations

- Unreserved fund balances

Discussed above.

The amount would not be increased in the accounts this year.

How much would we put in on Warrant Articles?

Building and Grounds – \$250K

Rich Cahoon moved to put \$250K in the reserve fund. David Martz opposed. Motion carried.

- Health Trust Maintenance Account

Discussed above.

- 1:1 Initiative

Discussed above.

- **Final Thoughts**

Marian Alese said that we will continue with \$725K on revenue as unreserved balance.

Reducing 390K for tech that will be encumbered this year.

Running Start will be added.

Approving athletic reserve stipends; coming back with clarifications.

Use Special Education Trust Revenue of \$68,000.

Finalize public hearing in January

DCS – leaflet at polls for further conversation on DCS 5th grade

LMS staffing allocations get included in equity audit.

Clean up “staffing” section of budget book.

List of schools that accept Running Start credit.

David Martz said that he would like to see the budget flat.

Does Health Trust allow more comfort in budgeting insurance a little tighter? Marian cited caution on the insurance buyout uncertainty.

Hiring deltas and benefits might allow us to be flat.

Bernd Foecking shared his caution in pursuing a flat budget.

Tom Kelly agreed that the budget presented is reasonable; costs do go up.

Myron Steere said that we would lose any money we would give back to the tax payers resulting in difficulty in following years.

David Martz said that holding a flat budget would show positive management skill. When our product is declining, people expect the budget to decline.

- **Next Steps**

Finalize the budget through decision making.

- **Non-Public Session: RSA 91-A: 3, II (If Required)**

a. Negotiations

b. Personnel

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel at 1:23 p.m.

Stephan Morrissey motioned to exit non-public session at 1:25 p.m.

Stephan Morrissey motioned to allow Marian Alese to disperse as requested on a special circumstance and to seal the minutes of non-public session for a period of 5 years.

Second. Unanimous.

Stephan Morrissey moved to adjourn at 1:25 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok