

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Budget Work Session**  
**SAU BOARD ROOM**

**NO PUBLIC PARTICIPATION**

**Saturday, November 4, 2017**  
**8:30 a.m.**

**MINUTES**

**BOARD**

Rich Cahoon, Richard Dunning,  
Jim Fredrickson, Bernd Foecking (12:15),  
Janine Lesser, Niki McGettigan,  
Stephan Morrissey, Linda Quintanilha,  
Kristen Reilly, Crista Salamy,  
Myron Steere

**ADMINISTRATION**

Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
Cari Christian-Coates, Student Serv.  
Mindy Ryan, B.A.  
Tim Grossi, Facilities  
Brian Grattan, Tech.  
Gib West, CVHS  
Mark Swasey, CVHS  
Stephanie Syre-Hager, AES/Pierce  
Jim Elder, GBS  
Nicole Pease, DCS  
Kat Foecking, FES  
Colleen Roy, GES  
Amy Janoch, HES  
Helena Bates, PES  
Anne O'Bryant, SMS  
Fabi Woods, TES

**8:30 – 9:00 - Welcome & Breakfast**

Kimberly Saunders welcomed everyone to today's meeting.

Today, Version I of the budget will be shared. Thanks were shared for the hard work that took place leading to today.

The proposed budget represents maintenance of effort and carrying the Strategic Plan forward.

**9:00 – 10:15 - FY'19 Budget Work Session – Kimberly and Mindy**  
**- Overview of Materials**

An overview of the budget, district budget by object, copy of presentation, budget by object by school, staffing justifications, technology plan, curriculum requests, curriculum renewal cycle, capital improvement plan, new requests, enrollment information, budget timeline, teacher and staffing loads, Strategic Plan update, and other important information are included in today's handout

The goal is a K-12 vision that is one vision with one direction in mind; to become a model of educational excellence within 5-7 years. The foundational stages include creating a foundation for a strong school system by setting up clear systems with clear expectations. Goals 2, 3, and 4 are aimed at student achievement.

The School Board Goals were shared.

Warrant Articles for consideration include appropriations to trust funds, high school renovation, and CVEA contract negotiations.

The Budget Prep Timeline was shared.

- Budget Assumptions

Procedural Assumptions (class size guidelines, special education caseloads, and potential reallocation of existing resources), Financial Assumptions (5.7% health insurance rate increase, 3.5% transportation rate increase, reduction in bond interest, liability insurance), and Programmatic Assumptions (curriculum renewal, professional development, student services, 1:1, and capital projects) were defined.

- FY19' Presentation and Discussion

Staffing (salaries and benefits) consumes the largest percentage of the budget.

District assessment represents a 6.46% increase or \$2,135,541.38. Building aid has fallen off. The district had \$725,000 in health surplus. This year, we have \$250,000. Total unencumbered fund balance totals near \$2 million.

Between the return of funds and the increase in district assessment, towns will take a big hit next year. Towns should be prepared.

Estimated revenues are approximately \$1.5 million.

The impact of the yearly decrease of 4% for stabilization funds was discussed.

Salaries are up \$56,423.39. A reduction in positions, coupled with proposed staffing, 4% merit pool for CVAA, 3% increase for support staff, and lane changes impact this figure.

Proposed staffing changes were detailed.

A decrease in benefits of \$11,643.56 is anticipated.

Property Services is anticipated to increase by \$281,939 as a result of structural upgrades, HVAC work at SMS and Pierce, Building Controls at AES and DCS, and parking lot work at GBS.

Crista Salamy exited the meeting at 9:45 a.m.

Supplies and Materials is expected to increase by \$46,248 as a result of increases in curriculum, changes in assessment, and increased software expenses and subscriptions.

Furniture and equipment is up \$435,373 as a result of 1:1 initiative, furniture for libraries, equipment increases, replacement of a Mac Lab, and a tractor and snow blower. Discussion took place about having two different platforms; PC's and Mac's. Discussion on this topic has been taking place for over five years. Greater discussion took place about the use of Mac's in the music program at SMS. At SMS, transition toward PC's is underway. Both platforms are being used at both SMS and GBS. Anne O'Bryant spoke to the use that SMS accesses in terms of the choices teachers make in the delivery of education. \$35K is the approximate cost for the lab replacement.

Miscellaneous and Debt Service is down \$10,577.

Other considerations, outside of the process, include technology positions and football helmets.

Warrant Article consideration again; includes appropriations to trust funds, high school renovation, and the CVEA Contract.

**10:15 – 12:00 - Discussion**

- Outside Programming

Quest, Harris Center, and Cornucopia fall under this category.

Is there a review underway of Quest? Which students are going, which students are eligible?

It is an opportunity for some of the more needy students to have a camp experience with an educational component. One could question the neediness of some of the students who have attended. If there is a strong outreach first, and then vacancies are filled after the outreach? The neediest students should be sought.

Total budget for outside other services totals \$1.4M, which would include outside SPLA's.

\$125,000 would be for Quest, Harris Center, and Cornucopia.

Contributions to Peterborough for tennis court use, Antrim for Shea Field use and other use of Peterborough fields are budgeted. Mutual support of each other is important. Handicapped accessible

outdoor bathrooms should be present on all of our fields. An increase in the line item should be made and the conversation should take place about the tennis courts.

#### - Summer Programming

A week was added at each school for middle school summer programming. This is consistent with our Strategic Plan. It includes transportation.

Transportation cost \$7K last year. If we had three weeks at each school and didn't transport, would it not allow \$7K for programming? The reason for the transportation allowed students at each school to take advantage of unique programming at both schools.

How many students did we transport and which way did they go? SMS to GBS? GBS to SMS?

Co-teaching – planning time is difficult to find. The training and cost of the training to co-teach is an obstacle. We are in a transition with Student Services; there are pockets where co-teaching is taking place.

Bus Contract Storage – Kimberly Saunders reported that she cannot find information in the contract about bus storage. It is detailed with a focus on the number of routes that are run. Stephan Morrissey said that the cost of bus storage should be investigated.

#### - Program Effectiveness

Myron Steere asked about the program effectiveness of the Arts Enrichment program as currently delivered. The money might be spent individually as opposed to the current experience. Dick Dunning agreed. Other experiences may be pursued such as a professional production or other opportunities to support local arts.

The current Arts Enrichment Program has 1.5 FTE that deliver in conjunction with classroom teachers. It is in addition to current art instruction. Would a school do better to have their own amount of money to spend? Niki McGettigan agreed that it would be wise to ask administrators. Kimberly Saunders reported that administrators have been asked and they have been accused of not supporting the arts. Kimberly said that it is seen as a nice supplementary program. However, they do not see it as an ongoing essential component. We are talking about cutting the FTE's and reallocating those resources in the area of art and music. \$17K goes to the program and the remaining of almost \$120K goes to staffing. What would administrators do with that if they had a choice?

**Stephan Morrissey moved to direct administration to provide the board with individual funding information for each school for arts enrichment.**

**Rich Cahoon suggested a modification for administration to tell the board how else they might use these resources to support the arts.**

Direct administration to provide an alternative way to use these resources.

**Kristen Reilly offered a modification to strive to improve the arts education.**

Niki McGettigan asked if anything would change other than the delivery. The funding is already in place; do we want to battle the delivery now?

**Dick Dunning second.**

Linda Quintanilha said that administration should consider equity when considering the motion.

Rich Cahoon said that gaining an efficiency is the goal. Someone will have to do the work of organization.

A discussion on the matter by administration to look at this to better support the arts and the delivery.

**The motion is to look at the funding and the deployment of it in supporting the arts.**

**Dick Dunning, Stephan Morrissey, Jim Fredrickson, Niki McGettigan, Kristen Reilly in favor.**

**Linda Quintanilha, Rich Cahoon, and Janine Lesser opposed.**

**Motion carried.**

Is there a full-time substitute at the high school? No. Has anyone looked at the cost effectiveness of this? Administration was asked to investigate.

Rich Cahoon asked about the cost of NHDI. Should we hire the individual? What is the total cost?

Do booster organizations fund gym memberships for student athletes? The issue is why they would go to an outside organization if we have a gym.

Are the funds allocated to Running Start Program a good use of our money? Absolutely. One of our new English teachers will be offering a college comp course to our students. Based on usage, the amount budgeted was increased by \$3K over what was actually used.

Crista Salamy returned to the meeting at 11:13 a.m.

Before and After School Care – Kimberly Saunders reported that she is scheduled to meet with the Boys and Girls Club to look at potential solutions. Looking at existing programs for expansion is also in the plan. Nothing has been budgeted. Programs range from low to high in terms of play and academic intensity.

- Co-curricular/Athletic Activities

The total cost of \$105,000 at the middle school and \$535,000 at the high school for a total of \$640,000 includes staffing. This does not include transportation or grounds maintenance.

Rich Cahoon said that what we are doing and what we are spending should be appropriate to other schools our size. If people realize how expensive it already is there may be less pressure to spend more. We should not reduce but we should share the number. We are spending a large portion of funds on athletics per student.

What is the total cost of offering our athletic program including transportation, referees, grounds etc.?

Co-curricular and athletics should be detailed separately.

Linda Quintanilha also asked for a breakout of the cost of Special Olympics.

Tim Grossi said that the programs offered after school extend the day in a positive way for students. We are extending the most positive part of that kids day a little longer, whether it be academic or athletic.

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

There is a 3% increase in the proposed budget for support staff. Facilities if full merit. Tech support staff is a 3% merit. Admin Assistants receive 2% with 1% merit potential.

CVAA – 4% pool in the budget.

Individually contracted staff – should pool be in the contract 0-5%? Clarification was asked if it is 0-4% or 0-5%. How should the pool be created for budget purposes? The pool would be based to budget for the maximum exposure. 4% was used in this budget. 4% pool will be budgeted.

**12:00- 12:30** - **Lunch**

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

- Curriculum and Professional Development Amounts

Dr. Ann Forrest shared information about Curriculum, Instruction and Assessment. Math and Science recommendations were reflected as well as ELA.

Where does co-teaching training fall? A comprehensive plan around co-teaching is planned. Given the Student Services study, it is complex. Schools are not structured well to pull staff together to plan for co-teaching. It is about looking at our staffing and scheduling.

What is happening? There is planning. SWIFT, equity audit etc. We are talking about co-teaching all of the time. Training occurs as it comes up. The staff has stopped training. The blueprint is difficult and it is being worked on. Co-teaching is in the Strategic Plan. Kimberly Saunders wants to clarify what the co-teaching model really is. Ann Forrest reminded the Board that co-teaching was much on their minds in the reconfiguration model.

Kristin Reilly wanted clarification on CPI training – Cari reviewed CIP and LSCI.

Youth Mental Health First Aid is also part of special education but not indicated in the curriculum budget. Linda Quintanilha asked about RENEW and Middle Schools – Cari said the district is working on it. Linda said that we are really in the Business of saving lives. Cari also commented that the traditional school environment is not conducive to meeting all of the needs, social and other needs. Linda commented that in order to meet those needs, there needs to be more time for teachers.

Rich Cahoon brought up the issue is that we usually fund over multi years in order not to have a large increase in one year more than another. He asked if curriculum materials can be accelerated and adopted in this current school year. Kimberly Saunders discussed that it would be difficult for teachers to adopt new curriculum this year. Dick Dunning asked what the plan was for 5<sup>th</sup> grade next year. Ann Forrest replied that the Math Committee is currently reviewing several programs. Dick Dunning said that he is concerned that the same language doesn't carry from K-12 through Middle School. Dick said that he is concerned that teachers will not have the opportunity for training if we wait. Engage NY is curriculum.

If we simply say that this is the curriculum that will be used without involving teachers in the process and receiving feedback, we will find teachers opposed to the program.

If you engage a group of teachers in ranking potential program and Engage NY ranks second would we still select it? What is the process? The first is not always the best. Kimberly shared the process. We could pilot two programs; students come in with two experiences. Issues should be addressed before we get too far down the road; it is hard for kids.

Bernd Foecking joined the meeting at 12:15 p.m.

#### - Class Size

Multi-grade proposed at DCS. Multi-grade 1 and 2 at FES, 3 and 4 at HES, and 3 and 4 at TES. If 5<sup>th</sup> grade went to SMS next year, there would be 30 children at DCS. A K/1/2 is not possible; teachers are not prepared to teach three grades.

Stephan Morrissey said that the cost per student at DCS is significant. He did not understand why fifth grade did not go to SMS.

Discussion took place about the number of schools that have fewer than 50 students. A suggestion was made to support a warrant to change the Articles of Agreement that in the event a school has fewer than 50 students for two or more years that consolidation take place.

Rich Cahoon said that it looks inevitable that something takes place in several years to combine grades. Therefore, professional development funds should be budgeted for this purpose. Even if a school were closed, it would not be in time to address the need for combined classrooms coming.

Dick Dunning asked at what point this board will have enough information to make a decision about consolidation or reconfiguration.

Kimberly Saunders referenced the Strategic Plan, area three that states that the School Board is responsible to come up with a way to communicate that to the broader community. In terms of implementing any changes; June 2021 is the date. The Strategic Plan has not provided direction in this area.

Rich Cahoon said that it was never intended to have a deliverable on the warrant this March.

Dick Dunning said that it is concerning when considering the increase in district assessment.

Janine Lesser said that communicating the plan that will meet the needs of the families of the children in our nine towns is important. There is a timeline.

Rich Cahoon asked at what point we can know what the DCS classroom configuration will look like.

Kimberly said that parents have until June 30<sup>th</sup> to request a change. Rich asked when we could provide families with information about what classrooms might look like. The response was that the current principal communicates information.

Jim Fredrickson asked what the default budget might look like. Kimberly said that we are not there yet but she can prepare what that might look like.

Discussion took place about the Free and Reduced Lunch percentages.

Further discussion took place about two towns bearing the responsibility of offering more affordable housing therefore, disadvantaged people, requiring services is necessary in those schools.

### - Staffing Justifications

The staffing request for a full-time principal at AES is proposed. AES is the second largest elementary school at 176 students Pre-K-4. If we moved the current principal to AES, we could move the DCS Community Principal to Pierce School. A teaching principal would be added at DCS. There is a \$50K impact because of the domino effect. It is currently reflected in the proposed budget. DCS enrollment is similar to TES therefore equity is proposed. A paraprofessional already exists for regular education at DCS therefore, one is not proposed.

**Stephan Morrissey moved to accept these recommendations on the three principals. Dick Dunning second. Unanimous.**

The addition of a Case Manager at Great Brook School is proposed and in the proposed budget. Students require a greater level of care. The impact is \$80K.

**Stephan Morrissey moved to accept the addition of a Case Manager at GBS. Dick Dunning second. Unanimous.**

The additions of a Speech and Language Pathologist to assist in meeting speech and language needs is proposed.

**Stephan Morrissey moved to accept this recommendation. Dick Dunning second.**

Rich Cahoon asked if it would make it easier to hire sooner and pay for an extra several months.

**Stephan Morrissey moved to allow the hiring of this position earlier, if possible, and to accept this position. Second. Unanimous.**

Kimberly Saunders referenced the additional recommendation for a staffing change. It is a title change for the current District Systems Administrator to Director of Technology. It is also the shift to hire for the current District Systems Administrator and the addition of a Power School Administrator position.

The proposal to purchase \$15K of Riddell football helmets to determine the amount of impact children have had and to try to make an assessment of where they are leading toward concussion.

Kimberly said that we have become aware of these helmets. There are still unanswered questions. Things to conclude, there are five districts using these helmets. Riddell has a strong disclaimer that it is not protective or a medical device. The sensors are expected to last 4-5 years. Questions exist about the technology. The largest question is what is our liability when we have the ability to read this information?

Mark Swasey said that Primex will need to share liability information. There is not enough data to support if the data is effective or not.

Rich Cahoon spoke about allotting funding for concussion purposes as opposed to a specific helmet program. Rich further asked if we purchased helmets for football. ConVal purchases football helmets. What is our liability if we have the information? What is the liability if we don't do anything?

How did this proposal come forward? Mark Swasey said that it is the unseen. It establishes thresholds for different positions and allows for data to be tracked.

Bernd Foecking said that this does not make the game safer. If kids think that this device increases their safety they might take bigger risks.

Linda Quintanilha said that we should not leave it to the boosters to purchase safety equipment.

Kimberly Saunders said that our teams have helmets; this is a detection device. The helmet is a prevention; this is detection. We have permission to wear guardian caps. We need to make sure we have prevention equipment.

Rich Cahoon suggested that we phase in and that we buy ice hockey helmets. Kimberly Saunders said that she will develop a plan with cost information.

ConVal currently purchases LAX helmets and high school JV & V football helmets. Boosters fund the middle school football helmets.

Jim Fredrickson asked why we don't supply middle school football helmets.

Rich Cahoon recommended waiting to make a decision.

Kimberly Saunders shared concern with the amount of football that middle school students are playing and whether or not we want to continue to offer and fund middle school football.

Dick Dunning said that if we are going to do this for the high school, and have a middle school program, we should do the same.

Rich Cahoon reminded the board that we implemented a middle school football program that ultimately eliminated outside football programs; now consideration to eliminate middle school is asked.

**Rich Cahoon moved the School Board mandate guardian helmets for middle school and high school football. Linda Quintanilha second.**

We are an institute of education. One brain injury is one too many. Students should wear it or not play. Rich Cahoon asked if we should lobby NHIAA to require these for all. Mark Swasey spoke about the petition to wear a guardian cap to the NHIAA; it took several weeks.

**Rich Cahoon rescinded his motion and Linda Quintanilha rescinded her second.**

It will move on a future School Board agenda.

- High School Renovation

**Stephan Morrissey moved to split the renovation of the high school labs and do a bond for the second portion.**

Rich Cahoon said that we should split it but discuss what we should do with the second half. What can we do with \$900K? We could put it as an independent warrant article and not a bond.

**Stephan Morrissey modified his motion to read that work on two labs with funds available would take place. Rich Cahoon second.**

Dick Dunning said that if we do these two, then do we look at only two more? Originally we were going to bond two and fund two. He asked for clarification on five or four.

Gib West said that two chemistry labs were biggest concerns. Originally the proposal was six, then five, and now four.

Rich Cahoon said that this motion is for two labs with funds available.

Dick Dunning said that there are two chemistry labs with storage between. A third lab was nearby and another a little further. It turns three classrooms into two classrooms through eating space up.

Linda Quintanilha asked how much would be left in the fund. What about boilers?

Jim Fredrickson asked that a written motion be brought forward with numbers since this is a significant motion.

**Rich Cahoon modified this motion to instruct administration to develop a plan for renovations at the high school.** If we put it all into a warrant and it is voted down we cannot get anything done.

**Stephan Morrissey second.**

A vote will take place at the second meeting in November.

**Unanimous.**

Kimberly Saunders clarified if this is a split; 2 and 2, 1 and 3 etc.

This is exclusive of furniture and equipment.

The second part is about the remaining two labs.

Rich Cahoon said that a bond requires a 60% threshold. It is not the multiple millions of dollars originally talked about. It might be easier to get public support for science labs for doing one next year then trying to bond \$600K to do two.

Stephan Morrissey asked about feasibility for the \$700K. Rich said that it typically takes several years to pass a bond.

Tim Grossi said that there is an efficiency in getting all of the work done at once. But, the risk of the bond not passing needs consideration.

Linda Quintanilha noted that Marian wanted this work done when Building Aid was still in existence; it would have cost half as much.

Rich Cahoon summarized that two labs with capital reserves is proposed. The other two could be completed through a bond or a warrant for one of the two and not have a bond.

John Jordan said that the district assessment is slated to increase. You also have the teacher's contract. He suggested doing two labs. He said that it would be tough.

Fifty percent is required for the budget and 60% to pass a bond.

**Stephan Morrissey moved \$300,000 each. Dick Dunning second. Unanimous.**

This will move to the second meeting in November for a vote. Numbers will be developed.

- 1:1 Initiative

Outfitting 11<sup>th</sup> and 12<sup>th</sup> grade as well as 5<sup>th</sup> and 6<sup>th</sup> grade is in the proposed budget.

Ann Forrest reminded that the motivation behind this is that classes at the high school are multi-grade. As a result, not all of the students have the tool in front of them.

**Stephan Morrissey moved to accept the proposal to outfit 11<sup>th</sup> and 12<sup>th</sup> grade as well as 5<sup>th</sup> and 6<sup>th</sup> grade.** The proposal is that previously we would add two grades per year after the initial implementation. We are asking if we can do all grades now. All four years are in the budget.

Two at the high school is \$130,000 and at the middle school it is \$90,000 due to the difference in computer models. One grade per year would be replaced to level budget and to avoid fluctuations. Approximately \$110K per year would be required four years from now, and every year thereafter to maintain.

Rich Cahoon said that we are not refreshing some equipment so there is an offset.

Brian Grattan spoke about the failure rate with mother boards and broken screens.

The decision to go with two different devices was discussed.

The technical difference between the high school model and middle school was shared.

Kimberly Saunders asked that before a decision was made that the Board hear from the District 1:1 team.

Rich Cahoon asked why two different devices and why we would buy more of those that we have had problems with.

- Use of Trust and Capital Reserve Fund

- Unreserved fund balances

Kimberly Saunders reported \$250K unreserved fund balance. In the past, we have committed to using those dollars to reduce the tax rate. The practice is admirable but causes ups and downs. Ways that we could use these funds might include purchasing additional chrome books this year.

Rich Cahoon said that there is a condition that we have to either encumber any balance in our budget or return it. Towns can carry a surplus into the next year. There is a provision that the district could retain 2.5 of assessed valuation. The school district has to budget to the maximum exposure because we have no safety net. If we had a surplus, we could budget more closely. John Jordan said that a town warrant is necessary in order to spend the surplus funds that were unassigned.

Rich Cahoon said that it is not a slush fund, it has limited use. We could budget more tightly if we had it.

Rich said that \$250K is after returning \$725K at the end of 16/17. Kimberly said that the \$250K is the amount of dollars remaining in the unreserved fund balance.

Stephan Morrissey asked if the \$250K could be transferred into technology to buy Chromebooks.

Tim Grossi spoke about the use of capital reserve funds earmarked for the parking lot, now directed toward chemistry labs. Rich Cahoon said that we have to get this right.

Jim Fredrickson asked for a status of the various trust funds as of the end of the last fiscal year.

Confirmed.

- **Final Thoughts**

Myron Steere said that a quality education and safety of students is first.

- **Next Steps**

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

**a. Negotiations**

**b. Personnel**

**Stephan Morrissey moved to enter into non-public session at 3:13 p.m. Unanimous on a roll call vote.**

**Rich Cahoon moved to exit non-public session at 3:20 p.m. Linda Quintanilha second. Unanimous.**

Kimberly Saunders asked board members to ask about budget information if they have questions.

Dick Dunning asked about the most qualified teachers teaching high achievers and lesser qualified teaching students who struggle. Discussion ensued.

Dick Dunning also asked about Department Heads getting a block off for being department head and one for planning. Kimberly broke down the schedule. Dick shared concern with getting the additional block off for being department head and getting paid a stipend.

Kimberly Saunders said that this can be looked at and Gib can be brought in to discuss the schedule.

The discussion is less about the money and more about having them in the classroom in front of students.

Ann Forrest said that data is being put together on this topic.

Is the TASC student enrollment included in class loads? Linda thought it might be. Kimberly will investigate.

Discussion took place about class segregation.

Staff reductions at the high school were briefly discussed.

Jim Fredrickson asked about reporting out on today's meeting. Do we want to consider a short release of information?

Stephan Morrissey asked about the number of high school students that do not complete high school. He asked for numbers and wanted to know if we were in line with other schools.

**Stephan Morrissey motioned to adjourn at 3:37 p.m. Linda Quintanilha second. Unanimous.**

Respectfully submitted,

Brenda Marschok