OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, April 24, 2018

SAU Office
5:30 PM

Minutes

Committee Members:

- Jim Fredrickson, Chair
- Richard Dunning
- Rich Cahoon
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

Committee Members Present: Jim Fredrickson, Dick Dunning, Rich Cahoon, Niki McGettigan, Stephan Morrissey, Pierce Rigrod (6:00)

Others Present: Myron Steere, Mindy Ryan, Tim Grossi, John Jordan, Bob Edwards

1. Call to Order

Jim Fredrickson called the meeting to order at 5:30 p.m.

2. Approval of Minutes – March 27, 2018

Dick Dunning moved to approve the minutes of March 27, 2018. Stephan Morrissey second. Unanimous.

3. Revised 2018-19 budget (inclusion of new contract and HS renovation)

Mindy Ryan shared the approved budget total of $43,368,228.73. Add in the Factfinder Report of $1,685,912.00 bringing the total budget to $45,054,140.73 as an operating budget.
This is the budget by object. The DRA wants the budget by function.
Next year's budget will likely open in May.
The bond would be in fund 25; what is shared tonight is fund 21. It was confirmed that the district is pursuing a bond and not a loan. Documentation on the bond will come to the Board at the May 1st meeting.

Bob Edwards said that when looking at net proceeds, is it greater than or equal to the project cost. Mindy said that it is equal to or greater than.

Mindy Ryan shared Trust Fund balance information (attached). Jim Fredrickson and Stephan Morrissey asked for a list of items that were voted so projected balances can be reported. One example was the anticipation that the Health Maintenance Fund will need to be tapped to cover the difference between what was budgeted and what the GMR came in as. A Public Hearing would be needed at some point in time. Rich Cahoon suggested July but Mindy said that we could wait to see how the budget looks as the year progresses.

Managing the expectation that a large unexpended budget balance will occur is needed. There will be a smaller surplus this year by design.
Selectmen's Advisory Committee (SAC) had been asking that we not budget to maximum exposure in the past. We did that so there should be the expectation that there won't be much left at the end of the year.

Rich Cahoon said that when next year's budget is formulated it would be helpful to have a repository of all of the budget information in one place.
Jim Fredrickson said that there are different sets of budget numbers from year to year. He has been working on a spreadsheet that will show the variance from year to year. Prior actual year's figures are important.
Rich cited an example where a line item remained at $1,200 from year to the next for each elementary school but not spent. That is not zero based budgeting.

8. Other

None.

Stephan Morrissey moved to adjourn at 6:36 p.m. Pierce Rigrod second. Unanimous.

Respectfully submitted,

Brenda Marschok

These minutes were amended at the May 22, 2018 Budget & Property Committee meeting.

B&P - 4/24/18

	Special Education	Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment
January 1, 2018	$ 573,283.86	$ 803,552.10	$ 201,509.40	$ 302,530.83	$ 100,576.21
Transfers In	$ -	$ 250,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00
Net Income	$ 1,651.50	$ 2,800.39	$ 774.72	$ 1,065.74	$ 483.95
Transfers Out	$ -	$ -	$ -	$ -	$ -
March 30, 2018	$ 574,935.36	$ 1,056,352.49	$ 302,284.12	$ 403,596.57	$ 201,060.16

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

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From Date: 4/1/2018 To Date: 4/30/2018 Definition: 1. Proposed 2018-2019

Account	Description	Proposed FY 18-19	2017-2018	Difference	Actuals 2016-17	Actuals 2015-2016	Actuals 2014-2015
21.000.0000.00.110	REGULAR SALARIES	$15,044,022.42	$13,213,958.76	$1,830,063.66	$13,233,223.69	$13,161,515.16	$13,168,250.26
21.000.0000.00.111	PARAPROFESSIONAL SALA	$2,502,239.36	$2,476,157.00	$26,082.36	$2,187,115.09	$2,137,452.59	$2,084,479.06
21.000.0000.00.112	ADMN ASSISTANTS	$1,084,540.50	$1,114,031.19	($29,490.69)	$1,063,873.54	$1,035,575.86	$998,223.53
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	$543,381.49	$608,340.00	($64,958.51)	$559,113.46	$563,694.09	$641,727.87
21.000.0000.00.114	ADMINISTRATOR	$2,474,808.40	$2,490,771.76	($15,963.36)	$2,251,367.71	$2,254,218.10	$2,170,717.36
21.000.0000.00.115	DEPARTMENT HEADS	$40,000.00	$43,000.00	($3,000.00)	$31,500.00	$31,500.00	$36,000.00
21.000.0000.00.119	SUPPORT SERVICES	$737,942.16	$735,557.00	$2,385.16	$713,378.63	$651,743.70	$563,647.39
21.000.0000.00.120	TEMPORARY SALARIES	$1,076,965.09	$1,076,234.00	$731.09	$1,076,678.93	$950,175.05	$747,050.79
21.000.0000.00.130	OVERTIME	$43,200.00	$48,000.00	($4,800.00)	$41,660.08	$37,921.55	$48,827.99
21.000.0000.00.211	HEALTH INSURANCE	$5,260,853.20	$5,319,511.29	($58,658.09)	$5,082,404.80	$5,406,199.46	$5,850,135.79
21.000.0000.00.212	DENTAL INSURANCE	$204,470.00	$230,500.00	($26,030.00)	$189,906.93	$191,122.48	$203,856.10
21.000.0000.00.213	LIFE INSURANCE	$42,000.00	$43,560.00	($1,560.00)	$43,678.49	$44,065.00	$46,739.60
21.000.0000.00.214	LONG TERM DISABILITY	$50,400.00	$49,500.00	$900.00	$47,190.93	$46,091.89	$36,495.24
21.000.0000.00.220	FICA	$1,742,568.00	$1,677,095.00	$65,473.00	$1,574,500.00	$1,545,624.69	$1,533,088.81
21.000.0000.00.221	3rd PARTY FICA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21.000.0000.00.222	RETIREMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$36,512.08
21.000.0000.00.225	ADMIN ANNUITY	$7,005.00	$14,721.00	($7,716.00)	$14,721.00	$14,721.00	$17,676.00
21.000.0000.00.231	NON - TEACH RETIRE	$582,942.26	$594,948.53	($12,006.27)	$543,368.98	$538,489.85	$523,250.23
21.000.0000.00.232	TEACHER RETIRE	$2,717,492.66	$2,725,116.66	($7,624.00)	$2,342,957.64	$2,348,158.24	$2,071,997.50
21.000.0000.00.260	UNEMPLOYMENT	$27,655.00	$47,000.00	($19,345.00)	$45,989.00	$48,728.00	$46,562.50
21.000.0000.00.270	BENEFIT STRATEGIES	$0.00	$0.00	$0.00	$6,140.44	$89,162.30	$0.00
21.000.0000.00.310	INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$609.40	$0.00	$142.00

MR Board Report

Fiscal Year: 2017-2018

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From Date: 4/1/2018 To Date: 4/30/2018 Definition: 1. Proposed 2018-2019

Account	Description	Proposed FY 18-19	2017-2018	Difference	Actuals 2016-17	Actuals 2015-2016	Actuals 2014-2015
21.000.0000.00.320	PRESENTERS	$17,600.00	$17,810.00	($210.00)	$18,949.92	$17,574.00	$16,398.00
21.000.0000.00.321	PROF SERVICES	$78,890.00	$78,890.00	$0.00	$98,695.00	$74,607.01	$81,840.42
21.000.0000.00.322	STAFF SERVICES	$102,900.00	$102,900.00	$0.00	$43,123.22	$47,138.99	$40,062.74
21.000.0000.00.323	PUPIL SERVICES	$223,400.00	$140,228.39	$83,171.61	$312,630.60	$118,967.32	$105,729.63
21.000.0000.00.330	PURCHASED/PROF	$1,518,274.00	$1,419,435.37	$98,838.63	$1,369,924.63	$1,223,271.29	$1,096,264.54
21.000.0000.00.331	LIFE SAFETY SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21.000.0000.00.340	STATISTICAL SERVICES	$37,946.25	$30,000.00	$7,946.25	$23,437.50	$28,504.38	$29,938.04
21.000.0000.00.380	PURCH SERVICES	$171,000.00	$231,634.08	($60,634.08)	$210,701.17	$156,950.82	$164,750.26
21.000.0000.00.411	WATER/SEWER	$57,875.00	$56,400.00	$1,475.00	$52,350.27	$53,324.42	$38,138.83
21.000.0000.00.421	DISPOSAL	$41,675.00	$40,800.00	$875.00	$37,358.96	$36,989.60	$36,073.80
21.000.0000.00.422	SNOW PLOWING	$198,100.00	$198,000.00	$100.00	$156,933.75	$69,485.25	$273,968.99
21.000.0000.00.430	REPAIR/MAINT	$319,259.36	$629,985.33	($310,725.97)	$756,210.15	$604,142.85	$302,099.99
21.000.0000.00.431	STRUCTURAL REPAIRS & M	$312,200.00	$303,571.95	$8,628.05	$336,161.71	$146,602.91	$170,037.31
21.000.0000.00.432	ELECTRICAL REPAIRS & MA	$30,700.00	$36,072.44	($5,372.44)	$32,823.84	$49,515.29	$90,357.91
21.000.0000.00.433	MECHANICAL REPAIRS & M	$39,000.00	$51,521.68	($12,521.68)	$79,817.61	$69,358.09	$157,884.30
21.000.0000.00.434	HVAC REPAIRS & MAINTEN.	$163,300.00	$189,416.15	($26,116.15)	$87,529.32	$142,478.43	$104,828.18
21.000.0000.00.440	BUILDING RENTAL	$3,500.00	$3,500.00	$0.00	$2,650.00	$2,450.00	$2,782.00
21.000.0000.00.442	EQUIPMENT RENTAL	$0.00	$1,000.00	($1,000.00)	$0.00	$0.00	$0.00
21.000.0000.00.450	RENTAL	$0.00	$2,000.00	($2,000.00)	$0.00	$495.00	$0.00
21.000.0000.00.510	OTHER TRANSPORTATION	$254,231.04	$252,763.51	$1,467.53	$213,427.22	$204,060.68	$179,322.88
21.000.0000.00.519	PUPIL TRANSPORTATION	$2,263,595.20	$2,374,125.00	($110,529.80)	$2,022,132.15	$2,041,294.35	$2,062,844.84
21.000.0000.00.520	INSURANCE	$221,668.00	$252,730.00	($31,062.00)	$229,755.00	$197,900.10	$195,879.00
21.000.0000.00.530	Telephone / Web access	$210,604.00	$178,834.56	$31,769.44	$113,607.39	$112,267.52	$132,231.51
21.000.0000.00.531	Cellular Phones	$30,000.00	$30,000.00	$0.00	$26,567.28	$26,065.35	$32,372.59

MR Board Report

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21.000.0000.00.534	POSTAGE	$17,996.00	$17,680.35	$315.65	$14,217.01	$11,345.42	$17,019.47
21.000.0000.00.540	ADVERTISING	$15,000.00	$38,104.30	($23,104.30)	$32,059.77	$27,531.57	$30,638.42
21.000.0000.00.550	PRINTING	$18,500.00	$17,695.00	$805.00	$15,776.81	$16,051.61	$19,060.31
21.000.0000.00.561	TUITION	$1,001,295.00	$1,374,030.00	($372,735.00)	$1,400,020.54	$1,676,762.34	$1,738,937.75
21.000.0000.00.580	MILEAGE	$88,560.00	$93,858.80	($5,298.80)	$73,005.53	$80,319.61	$76,275.52
21.000.0000.00.590	MISC PURCH SERV	$16,700.00	$19,422.00	($2,722.00)	$14,764.78	$15,240.61	$11,778.98
21.000.0000.00.610	GENERAL SUPPLIES	$796,290.60	$1,007,511.32	($211,220.72)	$571,019.00	$662,498.27	$585,233.51
21.000.0000.00.614	GENERAL SUPPLIES/FS VEI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21.000.0000.00.615	TESTING SUPPLIES	$9,349.00	$16,760.00	($7,411.00)	$7,913.22	$10,645.26	$8,932.17
21.000.0000.00.616	PLUMBING SUPPLIES/FS CI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21.000.0000.00.622	ELECTRICITY	$468,405.00	$446,100.00	$22,305.00	$418,853.06	$445,557.73	$429,656.83
21.000.0000.00.623	BOTTLED GAS	$12,330.00	$12,320.00	$10.00	$13,425.95	$9,156.11	$12,158.81
21.000.0000.00.624	FUEL OIL	$347,085.00	$344,770.00	$2,315.00	$217,106.49	$321,788.67	$480,241.08
21.000.0000.00.640	BOOKS	$93,081.00	$89,366.98	$3,714.02	$77,787.47	$74,112.15	$90,108.33
21.000.0000.00.641	PERIODICALS	$24,374.75	$23,868.00	$506.75	$19,845.23	$19,506.01	$21,613.01
21.000.0000.00.649	OTHER INFO SOURCES	$16,990.00	$4,272.00	$12,718.00	$1,602.62	$2,088.50	$1,313.96
21.000.0000.00.650	SOFTWARE SUPPORT	$312,684.49	$235,178.84	$77,505.65	$231,975.42	$185,885.75	$230,579.69
21.000.0000.00.656	GASOLINE	$190,300.00	$231,442.71	($41,142.71)	$184,648.51	$200,625.59	$271,695.76
21.000.0000.00.733	NEW FURNITURE	$14,718.00	$73,408.44	($58,690.44)	$13,265.41	$4,144.45	$8,686.35
21.000.0000.00.734	OTHER EQUIPMENT	$207,342.00	$200.00	$207,142.00	$349.00	$4,497.40	$206,905.26
21.000.0000.00.737	REPL FURNITURE	$30,970.00	$33,838.58	($2,868.58)	$35,624.76	$3,705.91	$27,855.38
21.000.0000.00.738	REPL EQUIPMENT	$172,603.00	$82,249.78	$90,353.22	$186,018.53	$330,616.49	$292,452.29
21.000.0000.00.739	OTHER EQUIPMENT	$43,593.50	$411,422.65	($367,829.15)	$93,912.72	$70,714.37	$142,014.22
21.000.0000.00.810	DUES & FEES	$177,405.00	$165,102.12	$12,302.88	$129,764.99	$159,186.58	$156,519.19

MR Board Report

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21.000.0000.00.830	DEBT SERVICE INTEREST	$79,875.00	$87,435.00	($7,560.00)	$98,595.00	$109,755.00	$117,315.00
21.000.0000.00.890	MISCELLANEOUS	$60,490.00	$66,648.13	($6,158.13)	$42,163.67	$246,087.37	$143,282.52
21.000.0000.00.910	DEBT SERVICE PRINCIPAL	$360,000.00	$360,000.00	$0.00	$360,000.00	$360,000.00	$360,000.00
21.000.0000.00.930	TRUSTS/ IC	$0.00	$550,000.00	($550,000.00)	$500,000.00	$400,000.00	$300,000.00
21.000.0000.00.999	PRIOR YEAR ENCUMBRANC	$0.00	$0.00	$0.00	$0.00	$15,302.16	$3,205.00
Func: Undesignated - 0000		$45,054,140.73	$44,932,305.65	$121,835.08	$42,027,880.92	$41,982,727.59	$41,922,664.67
Lvl: District Wide - 000		$45,054,140.73	$44,932,305.65	$121,835.08	$42,027,880.92	$41,982,727.59	$41,922,664.67
Fund: General Fund - 21		$45,054,140.73	$44,932,305.65	$121,835.08	$42,027,880.92	$41,982,727.59	$41,922,664.67
Grand Total:		$45,054,140.73	$44,932,305.65	$121,835.08	$42,027,880.92	$41,982,727.59	$41,922,664.67

End of Report

Approved Budget - $ 43,368,228.73
FactFinder $ - $ 1,685,912.00

TOTAL - $ 45,054,140.73

To: Budget and Property Committee
From: Bob Edwards, Chair of Science Lab Building Committee
Re: Project Update & Next Near-Term Steps
Date: April 24, 2018

The Building Committee held its organizational meeting to review draft design drawings, discuss additional design considerations and next-step action items to realize the highest level of efficiency to ensure the Project is complete and ready for the school's August 28 start date.

After discussing design suggestions which included the suggested modification of the design Plan to accommodate a unisex and transgender bathroom location with a lab room, Tim Grossi suggested a field trip to Mascenic High School to view their design layout and perhaps learn what suggestions they may have since their new lab operation has existed for quite a few years.

The field trip was completed on April 18 and it included the science and chemistry labs, their storage area and the physics lab. Mascenic's science instructor and facility manager offered suggestions that would improve efficiencies and physical improvements that could help the student experience.

Due to our school vacation this week, our next Committee meeting is scheduled for Tuesday, May 1st at 3PM in Rm 304 at CVHS. The near-term action items and general discussion are anticipated to include the follow:

- Review and vote upon the revised design plans from our architect including a cost and time delay estimate, if applicable for the previously discussed bathroom.
- Move forward with Hutter putting the plans out to bid to all identified subs so the Committee can establish a firm bid date deadline.
- Establish a bid-opening date so once selected, winning bidders may begin their preparation.
- Review all Project related approved costs to ensure budget and funding source compliance.
- Establish the earliest start date to begin on-site construction & demolition.
- Ensure that Conval personnel and others involved have prepared the affected space so Hutter and others can begin their work.
- Ensure that all new FF&E is being addressed and coordinated with the construction schedule.
- Discuss whether a Clerk of the Works will be hired by the district, determine his scope of responsibility and cost of services.
- Discuss a job meeting schedule as appropriate for Project review, timeline compliance, funding and to address any issues that may arise.

- There will be other responsibilities of the Committee as the process unfolds but following the timeline to ensure completion and receiving our CO in time for opening day is a critical component.