

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

October 13, 2015

SAU Office

6:30 PM

Minutes

Committee Members:

- Myron Steere, Chair
- Janine Lesser
- Pierce Rigrod
- David Martz
- Richard Dunning

Present: Myron Steere, Janine Lesser, Pierce Rigrod, Richard Dunning, Brendan Minnihhan, Marian Alese, Fiona Tibbetts, Tim Grossi

1. Call to Order

Myron Steere called the meeting to order at 6:35 p.m.

2. Approval of Minutes – September 8, 2015

Dick Dunning moved to accept the minutes of September 8, 2015. Janine Lesser second. Unanimous.

3. Facilities Use Policy Discussion

Options for consideration included:

- a) No fee for any organization – each group must provide a certificate of insurance and a \$500 deposit. A line item for Community Use of School Facilities should be added to the budget.
- b) No fee for non-profits unless they are subsidizing a program; a fee would apply as well as insurance and a deposit. If funds are to benefit schools; no fee would be required but insurance and a deposit would apply.
- c) For Profit could do a 40/60 split; or 50/50 split with a flat fee.

Other issues to consider were discussed.

Janine Lesser asked if the intention is to open the building as much as they can or restrict it. Marian Alese said that the intention is to open the building as much as possible while protecting the asset at the same time.

Generally speaking, the larger schools are open to near 11:00 at night with custodial staff on site. The smaller buildings are open until several hours after school ends.

Applying an equitable fee is the issue.

Discussion took place about making space available to community individuals. Who is responsible if someone gets hurt? It will be the district.

How do we filter the groups? This is a start.

A certificate of insurance was seen as a positive and acceptable requirement.

The \$500.00 deposit was discussed; not all organizations have this money to front.

Building security/liability and an appropriate fee structure were seen as the issues.

Widening the list of persons responsible to open and lock the building outside of a school employee was seen as acceptable.

“Charity organizations, which primarily benefit the ConVal community” might replace the words “non-profit”.

A draft copy of the policy will move to the Policy Committee.

Dick Dunning moved to send the draft of the policy to the Policy Committee. A draft will be sent out to committee members. David Martz second. Unanimous.

4. Capital Plan Discussion (3 Plans?)

Splitting the Capital Plan into three sections; high school, technology, and remaining buildings.

Does this committee want three separate plans? Or one plan with three separate sections?

One plan with three sections was the more desirable.

Discussion took place about the high school plan, the need to add a CAD Diagram, and to separate out needed renovations at the high school and the “Fill the Void” project. Not everyone is on board with “Fill the Void” and it should not be coupled with the needed renovations. Wording is important.

5. New Payment Policy

Marian Alese reported that Myron Steere and Butch Estey get lists of checks for their approval.

6. 2016-2017 Budget Discussion

Marian Alese reported interest in looking at Arts Enrichment from a budget perspective.

Pierce Rigrod moved to review Arts Enrichment. David Martz second.

In favor: David Martz and Myron Steere.

Opposed: Dick Dunning, Fiona Tibbetts, and Pierce Rigrod.

Abstentions: Janine Lesser

Motion failed.

David Martz moved to review Summer Academy at the high school and middle schools. Second.

Other programs have not been brought forward. Any interest in other programs?

Fiona Tibbetts cautioned growing summer programs to maintain community support.

Marian Alese reported that the cost is between \$35K and \$40K at the high school.

In favor: Unanimous.

The first presentation of the budget is scheduled for November 7th. Any new curriculum initiatives? Dick Dunning asked for a birds eye view on Food Service. Where are the costs around what hasn't been paid in terms of outstanding student debt? Has participation increased? Has it increased by 20% as projected? A report will come forward in January.

7. September 2015 Expense Report (available at meeting)

Marian Alese distributed a copy of the expense report through September 30th. Line 1 reflects the CVEA Warrant Article of \$426K. Line 2 includes raises for paras, and an additional student that moved in. Line 3 reflects raises and a staff change. Line 4 reflects a vacancy at CVHS. Line 11 reflects a savings in premiums as a result of buyouts. There is \$250K for food service that will not be needed for health insurance. No health reimbursement cost is reflected for CVEA. They have not been encumbered yet. Line 31 through 35 reflects encumbrances or appropriations brought forward from the 14/15 school year. Line 46 reflects anticipated expenses for advertising in newspapers. Marian reported that she will monitor these expenses.

8. Community Principal Positions

Myron Steere said that Budget & Property can entertain the cost side of this topic.

Dick Dunning asked to look at the cost of a building principal and a teaching principal and the roles for each position. He asked that it be changed back to a teaching principal position to save a teaching position. Marian said that the cost for a teaching position is roughly \$60K to \$70K all in. The cost of a community principal is dependent upon the benefits; salaries are \$76K. We have four community

principals - \$440K with benefits and \$300K for teaching principals, or a savings of approximately \$140K per year.

Janine Lesser asked if it is assumed that a discussion will take place at Education Committee. Myron Steere confirmed.

Dick Dunning said that years ago there were all teaching principals with no Administrative Assistants. Discussion took place about the roles and responsibilities. Dick further said that the discussion should take place. Fiona Tibbetts said that it is important to look at what other responsibilities have been assigned for these principals. This could cost the district as much to hire for these responsibilities; math coaches, writing specialists, and literacy specialists if it was decided to hire for these positions.

Marian Alese said that if these principal positions were made teaching principal positions, the need for the other responsibilities might likely not go away; that it is a decision for consideration.

Pierce Rigrod asked what the responsibilities of these individuals are to attend meetings, taking time away from the classroom. An estimate was shared projecting the out of classroom time to attend meetings and it was discussed.

Principals, teaching principals, and current principals under the current model, and administrative assistants shared what various models looked like in their schools.

Preference over the community principal model rather than the teaching principal model was shared.

Myron Steere asked how schools should deal with declining population. One favored consolidation, while another said that small schools are valued by the towns and it costs money; people need to be educated. This topic will move forward to the Education committee.

9. Other

Pierce Rigrod moved to spend up to \$16,000 to purchase a food service van. Second. Unanimous.

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

None.

Pierce Rigrod motioned to adjourn at 8:10 p.m. David Martz second. Unanimous.

Respectfully submitted,

Brenda Marschok