

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

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

**NO PUBLIC PARTICIPATION**

**Thursday, December 5, 2013**  
**6:00 p.m.**

**MINUTES**

**BOARD**

Stewart Brock, Rich Cahoon,  
Matthew Craig, Butch Estey,  
David Martz, Pierce Rigrod,  
Crista Salmay, Myron Steere,  
Fiona Tibbetts

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Dr. Rick Matte, Student Services  
Dr. Cathy Higgins, Tech.  
Tim Grossi, Facilities  
Brian Pickering, CVHS  
Ben Loi, PES

**Butch Estey called the meeting to order at 6:07 p.m. The Pledge of Allegiance was recited.**

Kimberly Saunders spoke about the band uniform proposal. The final total is \$29,740.00 for 100 complete uniforms.

Brian Pickering reported that the life expectancy could be up to 19 years.

Myron Steere asked to vote in the end to allow consideration for tradeoffs as further discussion on budget takes place.

Brian Pickering reported that girl's ice hockey is going into its fourth year next year. The Board policy is that if a sport is successful after its first three initial years that the program would be picked up in the budget. The estimate is \$15,000 to support girl's ice hockey each year.

Mr. Pickering also reported that the Athletic Trainer position is needed as a full-time position. In the past it has been a part-time position. Added responsibilities include a middle school reach, added time during the summer, and co-teaching health. Estimated cost in addition to what is spent on this position is upward of \$10,000. Mr. Pickering reported that participation is strong.

Rich Cahoon asked Mr. Pickering if we have heard from the NHIAA about the CVHS track condition being significant to require immediate repair. Mr. Pickering did not know if communication with the previous Athletic Director took place about the condition of the track. Typically a concern is raised and considered. Butch Estey asked Brian Pickering if he is aware that the track has a problem. Mr. Pickering confirmed that he is aware that the track needs work.

Tim Grossi reported that parts of the track create a slippery area. The track is separating apart.

**- FY'15 Budget Work Session – Marian Alese**

Version I Recap

Marian Alese recapped Version I of the budget shared at the November budget work session.

Version II of the proposed budget is down approximately \$39,000 as a result of the elimination of the Technology Director position.

Change in revenues and changes in adequacy were highlighted. Version II reflects an \$855,000 increase in the budget or a 2.6% increase on district assessment.

SERESC Study - \$30,000 was placed in the "all-in" budget.

Myron Steere asked which is more important, the SERESC Study or the OT position.

Rick Matte reported that they are equally important.

\$12,000 of this would impact the tax rate. The remainder would be grant funded.

Rich Cahoon spoke about the potential to make progress on the SERESC recommendation rather than adopt all of the recommendations.

Rick Matte stated that there is a reallocation of services in the preschool area; it is not the addition of a new position.

The K-8 Special Education Coordinator responsibilities are not effectively carried out; therefore 30 days is added in order to achieve the level of outcome desired. Mr. Matte reported that 13% of the district student population is identified to receive services. More students qualify for 504 Plans as a result of changes brought down from the Office of Civil Rights.

Myron Steere proposed changing the proposed cost of living raises from 3% to 1.5% for non-union staff in order to fund the band uniforms. In addition, he proposed that the administrative merit poll be amended from 3% to 2%. Lastly, Mr. Steere proposed purchasing the proposed tractor on a lease/buy which would allow the costs to be spread over 4 or 5 years.

Rich Cahoon reminded the board that they just reaffirmed the merit pool to 3% for administrators.

David Martz said that was voted was for this current year. We are talking about next year.

Discussion took place about the merit based system for administrators.

Discussion took place about tradeoffs.

Matthew Craig said that he is not at the point of making a 1:1 trade yet.

Myron Steere suggested outsourcing food service to save over \$200,000.

Butch Estey reported that no one in Peterborough has ever approached him about outsourcing food service. He suggested someone making a motion to outsource food service to result in a savings.

**Myron Steere moved to outsource food service within not this year but the following year. David Martz second.**

Rich Cahoon said that it should be reexamined on a regular basis. He suggested a three year cycle.

Matthew Craig reminded Myron Steere that a regular schedule to review bids, including food service, was decided at a recent Budget & Property Committee meeting. Five board members, including Myron, heard the Food Service presentation. Mr. Craig said that this is short sighted. He has not heard anyone outside of SAC discuss outsourcing food service

Rich Cahoon said that a compromise would be to formally study food service on a regular schedule; every third year as an example.

Stewart Brock suggested that B&P be tasked with placing certain items on a cycle. It could become a regular practice and procedure.

Pierce Rigrod said that we are already there; it was discussed in Budget & Property.

**Myron Steere moved to conduct a full study of the current food service or alternative food service every 3 years. David Martz second.**

Matthew Craig said that because he does not know the cost; he would not want to commit to regular costs in intervals associated with conducting full studies without knowing. He thought that Budget & Property put this to bed.

Marian Alese said that if you are looking to save \$275,000 in food service it needs to be outsourced. They will never be able to cover the cost of benefits.

**In favor: 5**

**Opposed: 3**

Rick Matte said that the recommendations that came out of the SERESC study increased days by 30 but decreased one administrator title wise; it is the same number of people.

Fiona Tibbetts asked what percentage of students need OT services. Dr. Matte did not have the figure.

Fiona Tibbetts said that the assistant would be switched out to be an OT resulting in four OT's. She asked for data supporting this change.

Dr. Matte said that he consulted other districts and obtained five data points; case loads were shared.

Discussion took place about \$12,000 in the budget for SMS technology.

**Myron Steere moved to put the tractor purchase in a government lease/buy on a warrant article.**

Pierce Rigrod asked the direct impact on net assessment with a 1.3% increase in budget. Ms. Alese said that the impact is a 4.81% increase.

Marian plugged the LGC return of money into the equation which resulted in a 4.08% increase in net assessment. Special Education Trust Fund of \$190,000 would take it to just over 3% as an example only of possibilities.

**Matthew Craig moved to reduce the “all in” budget by \$12,000 and increase it by \$15,000 for girl’s ice hockey. Stewart Brock second.**

Rich Cahoon said that it should be put in the baseline budget

**Both withdrew their motion.**

**Matthew Craig moved to reduce the proposed budget by \$12,000 and increase it by \$5K for girl’s ice hockey. Stewart Brock second. Myron Steere opposed. All else in favor.**

**Rich Cahoon moved to withdraw \$29,700.00 from the Special Education Trust Fund and use it on band uniforms as a one-time revenue increase and expense.**

**Motion withdrawn.**

**Rich Cahoon moved to withdraw \$30,000 from the Special Education Trust Fund. Myron Steere second. Unanimous.**

**Rich Cahoon moved to fund the band uniforms. Myron Steere second. Unanimous.**

Quest –

Butch reported that a presentation was provided at a previous School Board meeting about Camp Quest.

**Matthew Craig moved to include money in next year’s budget for Quest next year for one year.**

**Stewart Brock second.**

Rich Cahoon asked if there was a contingency to look at this after one year.

Matthew Craig said that he did not include data in his motion.

**Matthew Craig amended his motion to remove the term of one year. Stewart Brock second.**

It would be a one-time expense and would not be in the default should that occur.

Rich Cahoon asked for detail about the academic piece.

Dr. Minnihan said that kids would experience a learning academic different from what they normally would. Subjects would be learned and developed in conjunction with two middle schools and their staff.

Rich Cahoon asked Dr. Minnihan if he was expecting an impact on educational outcomes. Dr. Minnihan said that he did because there would be a backward slide during the summer in academics. A gain would be seen through these experiences. The district would work with the camp to match up curriculum.

David Martz asked Dr. Minnihan if he had to lose something else for this would he do this. Dr. Minnihan said that an outside organization is willing to fundraise this and sees a value. Given the question, he would rather have this program.

Kimberly Saunders shared a program that is currently taking place on sight that provides data that reflects that these students are not sliding back when given the advantage of a summer opportunity.

**In favor; Myron Steere, Pierce Rigrod, Stewart Brock, Matthew Craig**

**Opposed: Fiona Tibbetts, Rich Cahoon, Crista Salamy, David Martz**

**Butch Estey broke the tie and voted in favor of providing funding for Camp Quest. Motion carried.**

SERESC –

\$12,000 in the budget to implement

**Matthew Craig moved to move forward with \$12,000 to implement findings in SERESC study.**

**Stewart Brock second.**

**In favor: Myron Steere, Fiona Tibbetts, Pierce Rigrod, Rich Cahoon, Crista Salamy, Matthew Craig, Stewart Brock**

**Opposed: David Martz**

**Motion carried.**

**Myron Steere moved to put the tractor purchase in a government lease/buy on a warrant article. David Martz second.**

Matthew Craig said that it is not a good idea to move this into a warrant.

Rich Cahoon agreed that it was a good idea. Pierce Rigrod asked the lease terms, liability, what are we buying with a lease?

Myron Steere said that there is limited liability, warranties would go forward. If not funded next year it would end without penalty. Towns do this to spread out payments.

Marian Alese said that we would have to word the warrant so that if it failed; another article below it could say that we could spend a certain amount for repairs.

**In favor: Myron Steere, Fiona Tibbetts, Pierce Rigrod, Rich Cahoon, Crista Salamy, David Martz**

**Opposed: Matt, Stewart**

**Motion carried.**

**Rich Cahoon moved to fund the OT position. Stewart Brock second.**

**In favor: Myron Steere, Fiona Tibbetts, Pierce Rigrod, Rich Cahoon, Crista Salamy, Matthew Craig, Stewart Brock**

**Opposed: David Martz**

**Motion carried.**

**Pierce Rigrod moved to move \$190,000 from the Special Education Trust Fund and put it into revenue. Myron Steere second.**

Discussion took place.

Matthew Craig supported the motion but noted that it would be interesting to go to warrant requesting to replenish the Special Education Trust Fund.

Rich Cahoon said that if we hear \$300,000 is adequate we might not ask for more.

Rich Cahoon suggested wording the language to be conditional so that what is withdrawn does not exceed the cap of \$300.00.

Crista Salamy opposed. All else in favor. Motion carried.

Warrant articles and technology will be discussed at next budget work session.

Pierce Rigrod asked the SAU administration about a line in the budget for \$140,000 in dues and fees; is that the bottom line for that number?

In addition, GBS and SMS have differences in spending; he would like to look at closer.

Stewart Brock asked Marian Alese to send out Version III. Marian Alese confirmed.

Myron Steere shared enrollment information.

Rich Cahoon asked to look at budget vs. actual in legal expenses.

Kimberly Saunders reminded the Board that on the 17<sup>th</sup> of December is the School Board induction on curriculum instruction.

Butch Estey reminded the board that if they have questions on the budget to approach the SAU and not individual staff members or principals.

**Myron Steere motioned to adjourn at 8:18 p.m. Matthew Craig second. Unanimous.**

Respectfully submitted,

Brenda Marschok