

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

December 2, 2015

**SAU Office  
6:30 PM**

**AGENDA**

**Committee Members:**

Myron Steere, Chair  
Janine Lesser  
Pierce Rigrod  
Dave Martz  
Richard Dunning

- 1. Call to Order**
- 2. Approval of Minutes – November 10, 2015**
- 3. November 2015 Expense Report**
- 4. Organizational Structure Discussion (Handouts at Meeting)**
- 5. Other**
- 6. Non-Public Session: RSA 91-A:3,II (If Needed)**

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**CONTOOCOOK VALLEY SCHOOL DISTRICT**

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**November 10, 2015**

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**Minutes**

**Committee Members:**

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

**Present:** Myron Steere, Janine Lesser, Richard Dunning, David Martz (6:38 p.m.)

**Others:** Marian Alese, Tim Grossi, Brian Pickering, John Jordan, Jerome Wilson, Pierce Rigrod, Stephan Morrissey (6:39)

**1. Call to Order**

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

**2. Approval of Minutes – October 27, 2015**

**Richard Dunning moved to accept the minutes of October 27, 2015 as read. Janine Lesser second. Unanimous.**

**3. Sponsorship Flyer**

Marian Alese reported out on sponsorship; a certain amount of money for a specific purpose. One could sponsor toward a concession stand, restrooms etc. There is a difference between sponsorship and advertising.

A draft flyer of sponsorship information is included in tonight's packet. Various levels of sponsorship are outlined. High school and middle school athletic fields are areas of interest.

Sign ordinances do not apply to school districts.

Creating a 5013C was previously discussed. The all sports booster (FCVA) that formed have been met with. They might be the group that would take on the sports specific sponsorship with oversight since they have already formed a 5013C.

Dick Dunning said that this could be an answer to offsetting a cost i.e. the CV Football Scoreboard. Once the scoreboard is paid off, where does the money go? Does it offset material cost (new scoreboard, field maintenance etc.)?

Tim Grossi said that as an example, if \$20K was received annually, he foresees a committee formed that will meet and make decisions on how this money will be spent.

Brian Pickering said that multiple ways of handling the money occur in other school districts.

Marian Alese said that the money could also be put in the athletic trust and a committee could meet to determine spending.

The time frame for specific commitments i.e. the Gold Level needs determination - 5 years, 1 year etc.

Marian said that a decision is needed as to where to put the money (Athletic Trust) and how to manage it, then move forward with the proposal and see how it goes.

Myron Steere suggested bringing this to the full board.

**David Martz moved to bring this forward to the full board. Dick Dunning second.**

The Trust is the vehicle to where the money gets deposited. The committee decides how it gets spent. The full board would have final approval.

Janine Lesser asked how the advertising copy and location would be determined. Marian Alese said that would be determined before solicitation of sponsorship.

Stephan Morrissey suggested a multi-year agreement or a "buy two years get one year free" approach.

Jerry Wilson asked if this opens the door to advertising in the schools. No, the policy is specific to fields and gyms.

**David Martz and Richard Dunning withdrew their motion and second.**

The motion should read to allow funds to be collected and placed in the athletic trust.

**Pierce Rigrod moved to allow funds to be collected and placed in the Athletic Trust through a sponsorship program and administered by a committee with representatives from the district and school board.**

**Dick Dunning second. Unanimous.**

#### **4. 2016-2017 Budget Discussion**

Marian Alese advised that the full blown budget and other related documentation is available on line.

Items moved out of the proposed budget to get to the default are there as well.

Pierce Rigrod asked about gasoline prices. Marian reported that she cannot pre-buy until May as a result of the Fuller Oil situation that took place. She reported that we can pre-purchase propane and lock in.

#### **5. Organization Structure – Initial Discussion**

Marian Alese distributed a copy of "Contoocook Valley School Study Committee" when the district was formed in 1967. She highlighted several comments made in the report. Distributing resources to secure the best possible educational opportunities was the goal. Marian said that if we were forming ConVal now, what would it look like? We have a lot of resources and a number of facilities. We have to look at the CV Cooperative as a cooperative and more about the services and educational experiences we can offer rather than focus on how much we will save if we close a school. What would be the best configuration?

Pierce Rigrod said that should consolidation be the approach, parents and voters are going to want to know what they are going to get. They will want full time services; nursing etc. They will want K-12 foreign languages. A stronger and better district will be wanted if restructured. Education first, cost second.

The Model School Study Committee and Elementary Schools Study were budget focused; this would be different.

Discussion took place about planning regulations in individual towns that prohibit young families from moving in.

Travel time for elementary school students, the number of kids in the buildings, and the education provided are important. An effort to offer a better educational environment must be sought. It was reported that Peterborough is conducting a two-year study to consider withdrawing from the district. Marian Alese said that the first thing we have to do is what this report says; think of ConVal as a full entity and not as individual towns. Marian noted that there are approximately \$8 million dollars in the Capital Plan. Before that money is spent, consideration of the organizational structure must be considered.

Pierce Rigrod said that it is important to take some of the thumbnail items in the Strategic Plan and flesh them out and lay them out before district meeting to change the message to share the real options before the voters. A vision needs development.

John Jordan shared information about a K-Model, based on numbers only, and what the numbers would look like.

Myron Steere said that the Strategic Plan Committee could pursue further investigation.

#### **6. Other**

Marian Alese shared the expense report. No transfers as of yet. The salary (1), health insurance line (11), and line 16 were discussed. Overdrafts exist as a result of encumbrances from 14/15. Transfers will be forthcoming.

Lines 65 and 66 also reflect encumbrances and will require transfers. \$34,250 from line 1 into line 2 into paraprofessional line. In addition, two custodial staff moved from CV to contracted services.

**David Martz moved to recommend the transfers as outlined. Janine Lesser second. Unanimous.**

Stephan Morrissey spoke about the need for seat belts on school buses.

**7. Non-Public Session: RSA 91-A:3,II (If Needed)**  
**None.**

**Richard Dunning motioned to adjourn at 8:05 p.m. Pierce Rigrod second. Unanimous.**

Respectfully submitted,

Brenda Marschok



2015-2016 Expense Report							December 2, 2015	
		2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	Balance	Included Approved Transfers
Account Number	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered		Account Notes
Line #								
1	21.000.0000.00.110 REGULAR SALARIES	\$13,593,836.00	-\$69,250.00	\$13,524,586.00	\$3,697,576.68	\$9,456,381.78	\$370,627.54	2.74%
2	21.000.0000.00.111 PARA SALARIES	\$2,068,442.00	\$34,250.00	\$2,102,692.00	\$645,533.52	\$1,459,082.94	-\$1,924.46	-0.09%
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$985,744.00	\$35,000.00	\$1,020,744.00	\$396,853.01	\$628,308.33	-\$4,417.34	-0.43%
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$697,995.00	-\$60,000.00	\$637,995.00	\$244,154.75	\$357,832.39	\$36,007.86	5.64%
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,253,283.00		\$2,253,283.00	\$926,409.96	\$1,320,274.48	\$6,598.56	0.29%
6	21.000.0000.00.115 DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$8,480.92	\$23,019.08	\$0.00	0.00%
7	21.000.0000.00.119 SUPPORT SERVICES	\$648,124.00		\$648,124.00	\$249,619.69	\$400,055.12	-\$1,550.81	-0.24%
8	21.000.0000.00.120 TEMPORARY SALARIES	\$850,008.00		\$850,008.00	\$344,894.42	\$227,159.84	\$277,953.74	32.70%
9	21.000.0000.00.130 OVERTIME	\$37,500.00		\$37,500.00	\$16,293.59		\$21,206.41	56.55%
10								
11	21.000.0000.00.211 HEALTH INSURANCE	\$6,415,928.00		\$6,415,928.00	\$2,622,542.50	\$2,969,236.97	\$824,148.53	12.85%
12	21.000.0000.00.212 DENTAL INSURANCE	\$234,670.00		\$234,670.00	\$118,755.93	\$104,587.12	\$11,326.95	4.83%
13	21.000.0000.00.213 LIFE INSURANCE	\$40,500.00		\$40,500.00	\$18,515.00	\$21,985.00	\$0.00	0.00%
14	21.000.0000.00.214 LONG TERM DISABILITY	\$51,245.00		\$51,245.00	\$19,524.19	\$31,720.00	\$0.81	0.00%
15	21.000.0000.00.220 FICA	\$1,578,932.00		\$1,578,932.00	\$483,349.57	\$1,025,006.14	\$70,576.29	4.47%
16	21.000.0000.00.225 HRA ACCOUNT	\$ 131,500.00		\$131,500.00			\$131,500.00	100.00%
17	21.000.0000.00.231 NON - TEACH RETIRE	\$573,133.00		\$573,133.00	\$195,698.62	\$333,423.03	\$44,011.35	7.68%
18	21.000.0000.00.232 TEACHER RETIRE	\$2,361,208.00		\$2,361,208.00	\$693,779.12	\$1,640,872.07	\$26,556.81	1.12%
19	21.000.0000.00.260 UNEMPLOYMENT	\$ 49,133.00		\$49,133.00		\$49,133.00	\$0.00	0.00%
20	21.000.0000.00.270 ADMIN ANNUITY	\$14,721.00		\$14,721.00	\$9,960.00	\$4,761.00	\$0.00	0.00%
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00	\$4,068.00		\$13,532.00	76.89%
22	21.000.0000.00.321 STAFF TUITION	\$75,540.00		\$75,540.00	\$38,878.50		\$36,661.50	48.53%
23	21.000.0000.00.322 STAFF SERVICES	\$ 70,200.00		\$70,200.00	\$29,398.75	\$23,837.00	\$16,964.25	24.17%
24	21.000.0000.00.323 PUPIL SERVICES	\$112,165.00		\$112,165.00	\$14,282.55	\$89,280.20	\$8,602.25	7.67%
25	21.000.0000.00.330 PURCHASED/PROF	\$1,116,416.00	\$ 60,000.00	\$1,176,416.00	\$474,909.89	\$557,454.19	\$144,051.92	12.24%
26	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00			\$30,000.00	100.00%
27	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$160,500.00		\$160,500.00	\$37,070.73		\$123,429.27	76.90%
28	21.000.0000.00.411 WATER/SEWER	\$48,800.00		\$48,800.00	\$29,129.98	\$9,423.94	\$10,246.08	21.00%

2015-2016 Expense Report							December 2, 2015		
Account Number Description		2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Includedd Approved Transfers	
Line #								Account Notes	
29	21.000.0000.00.421 DISPOSAL	\$41,650.00		\$41,650.00	\$14,562.50	\$20,431.50	\$6,656.00	15.98%	
30	21.000.0000.00.422 SNOW PLOWING	\$140,210.00		\$140,210.00		\$140,210.00	\$0.00	0.00%	
31	21.000.0000.00.430 REPAIR/MAINT	\$304,640.00	\$300,000.00	\$604,640.00	\$137,180.68	\$404,273.26	\$63,186.06	10.45%	
32	21.000.0000.00.431 STRUCTURAL REPAIRS	\$185,500.00	\$317,000.00	\$502,500.00	\$120,556.74	\$334,509.00	\$47,434.26	9.44%	
33	21.000.0000.00.432 ELECTRICAL REPAIRS	\$32,300.00		\$32,300.00	\$17,553.73	\$27,131.42	-\$12,385.15	-38.34%	
34	21.000.0000.00.433 MECHANICAL REPAIRS	\$58,500.00	\$43,000.00	\$101,500.00	\$32,902.84	\$52,738.42	\$15,858.74	15.62%	
35	21.000.0000.00.434 HVAC REPAIRS	\$98,900.00	\$50,000.00	\$148,900.00	\$80,496.12	\$44,925.04	\$23,478.84	15.77%	
36	21.000.0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00			\$2,500.00	100.00%	
37	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%	
38	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00			\$4,000.00	100.00%	
39									
40	21.000.0000.00.510 FIELD TRIP /ATHLETIC	\$227,020.00		\$227,020.00	\$60,618.10	\$99,124.71	\$67,277.19	29.63%	
41	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,230,022.00		\$2,230,022.00	\$638,623.90	\$1,535,022.89	\$56,375.21	2.53%	
42									
43	21.000.0000.00.520 INSURANCE	\$211,550.00		\$211,550.00	\$197,900.10		\$13,649.90	6.45%	
44	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$151,000.00		\$151,000.00	\$50,995.74	\$100,977.32	-\$973.06	-0.64%	
45	21.000.0000.00.534 POSTAGE	\$29,420.00		\$29,420.00	\$5,790.68	\$1,612.57	\$22,016.75	74.84%	
46	21.000.0000.00.540 ADVERTISING	\$17,000.00		\$17,000.00	\$5,592.78	\$26,407.22	-\$15,000.00	-88.24%	
47	21.000.0000.00.550 PRINTING	\$16,850.00		\$16,850.00	\$4,350.13	\$960.00	\$11,539.87	68.49%	
48	21.000.0000.00.561 TUITION	\$1,774,341.00		\$1,774,341.00	\$543,815.87	\$1,011,816.15	\$218,708.98	12.33%	
49	21.000.0000.00.580 MILEAGE	\$93,130.00		\$93,130.00	\$19,311.01	\$11,863.15	\$61,955.84	66.53%	
50	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$1,421.78	\$432.50	\$13,145.72	87.64%	
51									
52	21.000.0000.00.622 ELECTRICITY	\$433,800.00		\$433,800.00	\$138,179.15	\$277,820.84	\$17,800.01	4.10%	
53	21.000.0000.00.623 BOTTLED GAS	\$11,700.00		\$11,700.00	\$2,571.32	\$9,553.68	-\$425.00	-3.63%	
54	21.000.0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00		\$344,843.00	\$0.00	0.00%	
55	21.000.0000.00.656 PROPANE / GASOLINE	\$238,000.00		\$238,000.00	\$62,060.87	\$165,566.87	\$10,372.26	4.36%	
56									
57	21.000.0000.00.610 SUPPLIES	\$768,880.00		\$768,880.00	\$364,486.43	\$264,293.56	\$140,100.01	18.22%	
58	21.000.0000.00.640 BOOKS	\$75,103.00		\$75,103.00	\$28,278.52	\$35,665.51	\$11,158.97	14.86%	
59	21.000.0000.00.641 PERIODICALS	\$21,310.00		\$21,310.00	\$11,197.20	\$1,641.32	\$8,471.48	39.75%	



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Account Number		Description	2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Included Approved Transfers	
Line #									Account Notes	
60	21.000.0000.00.649	OTHER INFO SOURCES	\$ 4,125.00		\$4,125.00	\$1,121.28	\$1,577.07	\$1,426.65	34.59%	
61	21.000.0000.00.650	SOFTWARE SUPPORT	\$209,145.00		\$209,145.00	\$157,303.84	\$10,942.10	\$40,899.06	19.56%	
62	21.000.0000.00.733	NEW FURNITURE	\$ 1,600.00		\$1,600.00			\$1,600.00	100.00%	
63	21.000.0000.00.734	OTHER EQUIPMENT	\$ 0.00		\$0.00	\$4,649.56		-\$4,649.56	#DIV/0!	Student specific
64	21.000.0000.00.737	REPL FURNITURE	\$13,500.00		\$13,500.00	\$2,087.46	\$1,689.21	\$9,723.33	72.02%	
65	21.000.0000.00.738	REPL EQUIPMENT	\$272,147.00	\$13,000.00	\$285,147.00	\$262,959.89	\$24,511.62	-\$2,324.51	-0.82%	
66	21.000.0000.00.739	NEW EQUIPMENT	\$ 7,800.00	\$ 25,000.00	\$32,800.00	\$53,128.56	\$24,977.71	-\$45,306.27	-138.13%	Need transfer from CR
67										
68	21.000.0000.00.810	DUES & FEES	\$152,360.00		\$152,360.00	\$92,613.37	\$23,215.71	\$36,530.92	23.98%	
69	21.000.0000.00.830	DEBT SERVICE INTEREST	\$108,756.00		\$108,756.00	\$54,877.50	\$53,878.00	\$0.50	0.00%	
70	21.000.0000.00.890	MISCELLANEOUS	\$ 45,350.00		\$45,350.00	\$6,991.17		\$38,358.83	84.58%	
71	21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%	
		TRANS TO TRUST FUNDS			\$0.00			\$0.00	#DIV/0!	
72		TOTAL	\$42,951,575.00	\$748,000.00	\$43,699,575.00	\$14,493,858.69	\$26,145,444.97	\$3,060,271.34		
73		PY ENCUMBRANCES	\$1,031,709.00	-\$748,000.00	\$283,709.00	\$15,302.16		\$268,406.84		
74		Total	\$43,983,284.00	\$ 0.00	\$43,983,284.00	\$14,509,160.85	\$26,145,444.97	\$ 3,328,678.18	7.57%	