

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**August 13, 2015**

**SAU Office**

**6:30 PM**

**Minutes**

**Committee Members:**

- Myron Steere, Chair
- Pierce Rigrod
- David Martz
- Janine Lesser
- Richard Dunning
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**Present:** Myron Steere, Janine Lesser, Pierce Rigrod, Richard Dunning, Marian Alese, Tim Grossi, David Martz (6:37 p.m.)

**1. Call to Order**

**Myron Steere called the meeting to order at 6:30 p.m.**

**2. Approval of Minutes – June 30, 2015**

**Pierce Rigrod moved to accept the minutes of June 30, 2015. Richard Dunning second.**

**Pierce Rigrod moved to amend the minutes to reflect a change on page 2, agenda item 4, 12<sup>th</sup> line down, from "Pierce Rigrod suggested looking hard at the larger number items" to read "Pierce Rigrod suggested looking at prioritizing the larger capital items." Second. Unanimous on the amendment. Unanimous as amended.**

**3. Policy Discussion**

**DGA Authorized Signatures**

Marian suggested that the authority given in Policy DJ be used to sign checks.

David Martz asked what happens if the Board does not approve a manifest. Marian said that nothing would be released until the Board approved it.

David said that the policy has to handle the possibility that the board decline to approve a manifest. After discussion, Marian said that the Purchasing Policy might require change.

Marian agreed to look at the RSA's with regard to board responsibility.

**DK Payment Procedures**

Marian Alese agreed to look at this policy further.

**DJ Purchasing**

This policy gives authority for the Superintendent and Business Administrator to make purchases. No changes suggested.

**EFDA Food Service Meal Charging**

Marian Alese asked for clarification on the last sentence in this policy which states "In no case will action be taken against a student because of an overdue account". Marian said that this meant, in the past, that

an alternative meal, such as a peanut butter sandwich, would not be given in place of the meal offered singling any student out.

If someone does not pay, the general fund will have to pay the food service program. Marian shared different scenarios that might exist resulting in no payment. The district gets federal funds for every reimbursable meal; an alternative meal would not qualify. We could at least get reimbursement from the government. Marian is asking that non-payment still be pursued for lack of payment, even with our new food service program. Removing the stipulation that any account "in excess of \$50.00" was made. It will now read "Any account unpaid for more than 30 days will be considered overdue and responsible persons who have not contacted the Food Service Director with genuine difficulties..." In addition, the terms "and reported to credit bureaus" was added to the second to the last sentence to read ".....legal action referral to an outside collection agency and reported to credit bureaus." This will move to the Policy Committee. Richard Dunning said that we should not allow non-payment to continue without some type of action. He shared concern that we will pay a food service company for food with taxpayer dollars. No one objected to feeding students; everyone was in agreement that first and foremost children should be fed. The objection was with allowing non-payment to continue. Mr. Dunning said that he would be happy to know that pressure was being pushed down on the individuals for payment. David Martz suggested reporting non-payment to credit bureaus. Marian said that it carries on ConVal's books as a receivable. This is the difference.

### **KG Community Use of School Facilities**

Marian Alese asked that before this policy is re-written, she needs clarity on the expectations. As an example, "Girls on the Run" is a non-profit, not recreation activity. Some of the coaches are ConVal employees and access the buildings as a result. A custodian is not involved. It started to get into grey areas. Some sports tournaments earn a lot of money where ConVal does not receive any funds. Tim Grossi thought that if there is a charge, a rental fee would be requested at one point, regardless of non-profit status.

Marian Alese suggested that a policy be crafted that is really clear about who is going to pay and who is not. If it is ConVal community organizations, serving our community, they would not pay a fee but require insurance. Ms. Alese suggested that if overtime fees are incurred, that these organizations should be charged. Another option is that we put \$20,000 in a community use line in the budget.

Pierce Rigrod cited the issues as facilities left unclean, etc. Repeat offenders might have keys revoked. David Martz said that if fees are charged by an organization, a fee should be charged to use the facilities. Myron Steere suggested a recommendation to the Policy Committee to put money into the budget to pay for some of these things. We should budget an amount to cover those events that we feel are related to ConVal organizations.

Marian Alese said that we have agreed to allow the ConVal Youth Association use of our fields and facilities without charge. She asked for specificity in the language used.

Pierce Rigrod said that a checklist could be developed that would put one into the "non-fee" or "fee" category depending upon the boxes checked. Fees discourage use by small groups. Marian agreed to develop a checklist that will go to the Policy Committee. Employees should also go through the matrix. Dick Dunning agreed to work on the matrix with Marian.

**Pierce Rigrod moved to make the recommendation that \$20,000 be set aside for the purpose of community use in the budget to maintain facilities. Dick Dunning second. Unanimous.**

### **4. Capital Plan Draft 2015-2021**

Marian Alese reported that everything that is building aid eligible was moved up through 2018; the last year for eligibility. Security, phones, HVAC work, windows and doors, some classroom renovation at CVHS are included. 2017 includes building controls and HVAC, parking lots, electrical, insulation, roofing, and classroom renovations. 2018 includes security and roofing in large part.

Card readers, door buzzers, and panic buttons are part of security.

Four science labs are proposed for renovation two years out.

The purpose of the renovation is to cluster the like departments i.e. English would be in one area.

Bond discussion took place; nothing proposed yet, still in formative discussion.

## **5. 2015-2016 Goals for Strategic Plan**

Based on work for the Strategic Plan, Budget & Property will need to develop a Capital Plan. Board approval will be required.

## **6. Other**

Ms. Alese reported that the Food Service transition is underway. Four individuals have resigned. Marian reported that the new buses have been in the process of delivery, which is very exciting.

Marian also reported that a food service van will soon be needed. Cost information will be researched. The van that is in need of replacement is on its last leg. Discussion ensued.

**David Martz moved to recommend to the board that we purchase a van to transport food up to \$15,000 with the ability to come back with another recommendation if necessary. Dick Dunning second. Unanimous.**

Tim Grossi reported that the prices for the track came back slightly more than budgeted; \$287,000, \$22,000 more than budgeted. It puts us in the running to host State and Championship track meets. It allows everything that is needed. It would not be done this fall. There is a maintenance plan suggested that will require monitoring and recoating and painting at additional cost in future years to come. Precautions to protect the track from crossing traffic was discussed.

Marian Alese said that conversations about fundraising and/or naming a field could take place. Agreement with the company that would do the track to guarantee some of the cost was asked. Formation of a 501C3 was discussed in order to accept donations and specific requests.

**Dick Dunning moved to recommend to the full board to implement a 5013C for the purpose of receiving donated funds. Janine Lesser second. Unanimous.**

A September meeting to lock in the track and review the MS25 will take place.

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

The next Budget & Property Committee meeting was scheduled for Tuesday, September 8<sup>th</sup> at 6:30 p.m. to discuss MS25, CVHS track, and policy discussion.

**Pierce Rigrod moved to adjourn at 8:31 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok