

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

September 8, 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 – August 13, 2015**
- 3. MS25**
- 4. Capital Plan Revision 2015-2021**
- 5. 2016-2017 Budget Prep Calendar**
- 6. 2016-2017 Budget Assumptions**
- 7. CVHS Track Discussion**
- 8. Non-Public Session: RSA 91-A:3,II (If Needed)**

**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
-

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, 12th 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 8th 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

DOE 25 for 2014-2015

NAME:		DIST LOC		Acct No		(1)	(2)	DOE 25 2014-2015			(4)	(5)	(6)	(7)
TITLES		PAGE LINE												

BALANCE SHEET						Fund 10	Fund 21	Fund 22	Fund 30	Fund 70				
						GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST/AGENCY				
ASSETS														
Current Assets														
CASH		1	1	100		1,978,745.23	37,858.82			16,062.13				
INVESTMENTS		1	2	110		5,811.82				1,063,066.19				
ASSESSMENTS RECEIVABLE		1	3	120										
INTERFUND RECEIVABLE		1	4	130		451,617.72				0.00				
INTERGOVERNMENTAL RECEIVABLES		1	5	140			30,691.16	309,337.19		0.00				
OTHER RECEIVABLES		1	6	150		154,577.81				0.00				
BOND PROCEEDS RECEIVABLE		1	7	160										
INVENTORIES		1	8	170										
PREPAID EXPENSES		1	9	180		347,112.37				0.00				
OTHER CURRENT ASSETS		1	10	190						0.00				
Total Current Assets		1	11			2,937,864.95	68,549.98	309,337.19	0.00	1,079,128.32				
LIABILITY & FUND EQUITY														
Current Liabilities														
INTERFUND PAYABLES		1	12	400		18,044.61	155,588.77	296,028.95		0.00				
INTERGOVERNMENTAL PAYABLES		1	13	410						0.00				
OTHER PAYABLES		1	14	420		241,043.83				0.00				
CONTRACTS PAYABLE		1	15	430										
BOND AND INTEREST PAYABLE		1	16	440										
LOANS AND INTEREST PAYABLE		1	17	450										
ACCRUED EXPENSES		1	18	460										
PAYROLL DEDUCTIONS		1	19	470										
DEFERRED REVENUES		1	20	480		22,848.25								
OTHER CURRENT LIABILITIES		1	21	490						0.00				
Total Current Liabilities		1	22			281,936.69	155,588.77	296,028.95	0.00	0.00				
Fund Equity														
Nonspendable:														
RESERVE FOR INVENTORIES		1	23	751										
RESERVE FOR PREPAID EXPENSES		1	24	752		347,112.37								
RESERVE FOR ENDOWMENTS (principal only)		1	25	756						0.00				
Restricted:														
RESERVE FOR ENDOWMENTS (interest)		1	26	756						0.00				
RESTRICTED FOR FOOD SERVICE		1	27											
UNSPENT BOND PROCEEDS		1	28											
Committed:														
RESERVE FOR CONTINUING APPROPRIATIONS		1	29	754			(87,038.79)			0.00				
RESERVE FOR AMTS VOTED		1	30	755		400,000.00								
RESERVE FOR ENCUMBRANCES (non-lapsing)		1	31	753						0.00				
UNASSIGNED FUND BALANCE RETAINED		1	32											
Assigned:														
RESERVE FOR SPECIAL PURPOSES		1	33	760		162,587.43				1,079,128.32				9/4/2015 11:11 AM

DOE 25 for 2014-2015

NAME:		DIST	LOC	Acct No	(1)	(2)	DOE 25 2014-2015		(4)	(5)	(6)	(7)
TITLES		PAGE	LINE									
RESERVED FOR ENCUMBRANCES		1	34	753	1,031,708.71							
UNASSIGNED FUND BALANCE		1	35	770	714,519.75					0.00		
Total Fund Equity		1	36		2,655,928.26	(87,038.79)	0.00	0.00		1,079,128.32		
Total Liabilities and Fund Equity		1	37		2,937,864.95	68,549.98	296,028.95	0.00		1,079,128.32		

ConVal School District Capital Plan Draft September 2015

Introduction

Recognizing that maintaining high quality learning environments are a part of ensuring student success, the Contoocook Valley School District has created a Capital Plan that attempts to capture the anticipated expense for major facility enhancements over the next five years.

This plan was designed by the Contoocook Valley School District in the fall of 2015.

Its primary purposes include:

- Guiding the School Board and Administrative Team in the annual budgeting process
- Act as an aid in the prioritization, coordination, and sequencing of various facility upgrades
- Informing all stakeholders of planned improvements
- Coordination with member town capital improvement

Capital Planning objectives are reflective of current data, current needs, current issues and current demands. They also represent current expectations and/or mandates from the state and national levels. This plan also includes planning objectives not completed during past plans, or significant issues that have been, for whatever reason, unfunded. Objectives identified here are assessed to have the highest potential to add value to the district.

One of the principal goals of this plan is to regulate the annual budget impact of implementation by anticipating major purchases through thoughtful sequence planning of funding sources. Although our plan covers a five-year period, it will be reviewed annually to reflect changing needs. For purposes of the Strategic Plan, expenditures are defined as having a cost threshold of \$20,000 or more (though some items that cost less than \$20,000 may be included, and a useful life of at least 5 years. Eligible items may include new buildings, renovations, and equipment upgrades. Operating expenses are not included; neither are costs for maintenance or repair, unless the scope of a project significantly changes current configurations.

Resources of one kind or another play an essential part in the accomplishment of what is identified in this planning document. The plan, by design, recommends where the resources of the school district should be directed in any given year if the system is to build on its strengths, address its opportunities for improvement, and deliver on the expectations of its stakeholders and constituencies. This document is a guide to budget development as well as an educational tool for the community. While the plan focuses on improvement efforts, it also helps taxpayers understand where and how their money is being spent. If monies are not made available for a given objective in a given year, that funding objective will be placed into the next year of the plan for execution. Lack of funds does not make real need disappear; it simply postpones and delays the ability to address what has already been determined to be important to fulfill the mission of the system.

Summary

The plan is in its draft stages: for example technology needs are only reflected for FY 2016, FY 2017 and FY 2018, as decisions must be made with regard to technology integration needs, infrastructure upgrades and whether the Board will pursue initiatives such as one to one or bring your own device (BYOD) for students and staff.

The plan assumes that all eleven buildings will be in operation, and plans for renovations to almost every school, particularly ConVal High School. Included for FY 2018 is a placeholder for a \$2M bond to complete renovations at CVHS. This proposed renovation will relocate several classrooms and labs into "clusters", based on program needs – examples would include a Humanities wing. At the same time, CVHS is examining the offerings for our Applied Technology Center. If approved, it is likely that the capital plan will be revised to include expenses for additional programs.

Other items included are upgrades to our community schools paging and telephone systems, classroom renovations, building controls, lighting efficiencies, and security enhancements.

This plan will be included in the District's Strategic Plan that is currently undergoing a revision, and will be reflected in its most recent version.

Annual reviews will likely modify the plan from year to year.

Structure

Attached you will find a series of spreadsheets that reflect the estimated expenses for each school. Summary pages are categorized by trade (electrical, mechanical, etc.), and by school. Highlighted items are those items that are included in our Building Aid plan that was submitted in 2010. These are primarily life safety and efficiency upgrades; the District receives \$.55 on every dollar spent for these purposes through the end of FY 2018.

Included in each school spreadsheet are explanatory notes for specific items, as are items that need to be addressed, but do not yet have associated costs.

Funding

Funding sources include taxation (annual budgets), capital reserve funds, Erate and indirect cost reimbursements from the state and federal government, and a proposed bond issue.

Items listed for FY 2016 have either been funded by the approved annual budget or other capital reserve funds held by the District.

Items requested for FY 2017 will be decided upon within the annual budget preparation process, as will funding sources.

<u>Item & Year</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
<u>Proposed Capital Expenditures</u>							
Building Controls/HVAC	\$93,900.00	\$96,000.00	\$50,000.00	\$15,000.00	\$0.00	\$0.00	\$254,900.00
Parking Lots	\$0.00	\$69,800.00	\$71,000.00	\$198,000.00	\$455,000.00	\$163,000.00	\$956,800.00
Electrical	\$0.00	\$33,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$56,000.00
Mechanical	\$34,000.00	\$106,000.00	\$28,000.00	\$52,000.00	\$150,000.00	\$263,000.00	\$633,000.00
Flooring	\$95,000.00	\$93,000.00	\$135,400.00	\$86,000.00	\$71,000.00	\$36,500.00	\$516,900.00
Windows/Doors	\$57,000.00	\$73,000.00	\$22,000.00	\$14,000.00	\$0.00	\$0.00	\$166,000.00
Security	\$230,000.00	\$60,000.00	\$885,000.00	\$80,000.00	\$580,000.00	\$120,000.00	\$1,955,000.00
Thermal Envelope	\$0.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
Kitchens	\$0.00	\$0.00	\$0.00	\$260,000.00	\$0.00	\$0.00	\$260,000.00
Roofing	\$250,000.00	\$27,000.00	\$426,000.00	\$91,000.00	\$250,000.00	\$345,000.00	\$1,389,000.00
Classroom Renovations	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$198,000.00
Fields	\$328,000.00	\$60,000.00	\$31,000.00	\$50,000.00	\$167,000.00	\$135,000.00	\$771,000.00
Infrastructure (Erate)	\$0.00	\$74,000.00	\$84,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Phones (Erate)	\$91,326.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158,000.00
Vehicles	\$33,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$91,326.00
Technology Replacement & SIS	\$235,053.00	\$325,000.00					\$208,000.00
Bond			\$2,000,000.00				\$0.00
							\$560,053.00
							\$2,000,000.00
TOTAL PROPOSED EXPENSES	\$1,480,279	\$1,116,800	\$3,800,400	\$914,000	\$1,764,000	\$1,130,500	\$10,205,979
Building Aid Eligible	\$789,226.00	\$474,000.00	\$1,528,000.00				
Bond			\$2,000,000.00				

ConVal School District Capital Improvement Plan

<u>Item & Year</u>		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Proposed Capital Expenditures								
Antrim ES		\$26,000.00	\$77,000.00	\$95,000.00	\$0.00	\$15,000.00	\$165,000.00	\$378,000.00
Bennington ES		\$24,304.00	\$24,000.00	\$91,000.00	\$0.00	\$27,000.00	\$52,000.00	\$218,304.00
Dublin CS		\$23,227.00	\$80,000.00	\$91,400.00	\$17,000.00	\$0.00	\$0.00	\$211,627.00
Francestown ES		\$26,627.00	\$47,000.00	\$88,000.00	\$0.00	\$45,000.00	\$73,000.00	\$279,627.00
Greenfield ES		\$7,925.00	\$27,000.00	\$116,000.00	\$0.00	\$57,500.00	\$0.00	\$208,425.00
Hancock ES		\$20,272.00	\$4,800.00	\$116,000.00	\$58,000.00	\$0.00	\$54,500.00	\$253,572.00
Peterborough ES		\$32,500.00	\$43,000.00	\$151,000.00	\$66,000.00	\$322,000.00	\$140,000.00	\$754,500.00
Temple ES		\$15,971.00	\$53,000.00	\$36,000.00	\$80,000.00	\$9,500.00	\$90,000.00	\$284,471.00
Great Brook School		\$160,400.00	\$58,000.00	\$18,000.00	\$376,000.00	\$198,000.00	\$60,000.00	\$870,400.00
South Meadow School		\$95,000.00	\$64,000.00	\$95,000.00	\$145,000.00	\$500,000.00	\$293,000.00	\$1,192,000.00
ConVal HS		\$780,000.00	\$279,000.00	\$2,868,000.00	\$137,000.00	\$555,000.00	\$168,000.00	\$4,787,000.00
Vehicles		\$33,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$208,000.00
Technology Replacement & SIS		\$235,053.00	\$325,000.00					\$560,053.00
TOTAL PROPOSED EXPENSES		\$1,480,279	\$1,116,800	\$3,800,400	\$914,000	\$1,764,000	\$1,130,500	\$10,205,979
Building Aid Eligible		\$789,226.00	\$534,000.00	\$1,528,000.00				
Bond				\$2,000,000.00				
Note that all expenses for CVHS could be contained in a bond.								

Antrim Elementary School Capital Improvement Plan							
<u>Item & Year</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
<u>Proposed Capital Expenditures</u>							
Building Controls/HVAC		\$50,000	\$50,000				\$100,000
Parking Lots			\$30,000				\$30,000
Electrical							\$0
Mechanical	\$19,000	\$15,000	\$15,000			\$45,000	\$94,000
Flooring	\$7,000	\$12,000			\$15,000		\$34,000
Doors							\$0
Security						\$120,000	\$120,000
Infrastructure (Erate)							\$0
Phones (Erate)							\$0
TOTAL PROPOSED EXPENSES	\$26,000	\$77,000	\$95,000	\$0	\$15,000	\$165,000	\$378,000
Notes							
Vinyl Siding TBD							
Large paving estimates are \$2 - \$3 square foot							
LED lighting in classrooms							
Exterior door hardware is sporadically failing							
Security estimates include card readers door buzzer, and 911 panic button							

Bennington Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						
Building Controls						
Parking Lot / Paving					\$27,000	
Mechanical			\$13,000			\$40,000
Phone System (Erate)	\$21,304					
Security			\$70,000			
Flooring	\$3,000		\$8,000			\$12,000
Infrastructure		\$24,000				
TOTAL PROPOSED EXPENSES	\$24,304	\$24,000	\$91,000	\$0	\$27,000	\$52,000
Total						\$218,304
Notes						
Vinyl Siding TBD						
Large paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Dublin Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						
Building Controls						
Electrical		\$33,000				\$33,000
Mechanical						\$0
Parking Lot Paving/Sealing		\$25,000				\$25,000
Security			\$75,000			\$75,000
Phone System (Erate)	\$15,227					\$15,227
Flooring			\$8,400	\$17,000		\$25,400
Infrastructure		\$22,000				\$22,000
Windows/Doors	\$8,000		\$8,000			\$16,000
TOTAL PROPOSED EXPENSES	\$23,227	\$80,000	\$91,400	\$17,000	\$0	\$211,627
Notes						
Vinyl Siding TBD						
Large paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Francestown Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						
Building Controls						
Parking Lot Sealing/Paving						
Mechanical		\$19,000			\$45,000	\$73,000
Flooring	\$8,000		\$8,000			\$64,000
Security			\$80,000			\$16,000
Phone System (Erate)	\$18,627					\$80,000
Infrastructure		\$28,000				\$18,627
						\$28,000
TOTAL PROPOSED EXPENSES	\$26,627	\$47,000	\$88,000	\$0	\$45,000	\$73,000
\$0						\$279,627
Notes						
Vinyl Siding TBD						
Paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Greenfield Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						
Building Controls						
Flooring		\$8,000	\$8,000		\$9,500	
Mechanical		\$13,000				
Security			\$80,000			
Phone System (Erate)	\$7,925					
Infrastructure			\$28,000			
Parking Lot Sealing/Paving		\$6,000			\$48,000	
Mechanical						
TOTAL PROPOSED	\$7,925	\$27,000	\$116,000	\$0	\$57,500	\$0
Total						\$208,425
Notes						
Vinyl Siding TBD						
Large paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Hancock Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						
Building Controls						
Parking Lot Sealing/Paving		\$4,800		\$58,000		\$62,800
Mechanical						\$45,000
Security			\$80,000			\$80,000
Flooring			\$8,000			\$17,500
Phone System (Erate)	\$20,272					\$20,272
Infrastructure			\$28,000			\$28,000
TOTAL PROPOSED EXPENSES	\$20,272	\$4,800	\$116,000	\$58,000	\$0	\$253,572
Notes						
Vinyl Siding TBD						
Paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Peterborough Elementary School Capital Improvement Plan							
Item & Year	2016	2017	2018	2019	2020	2021	Total
<u>Proposed Capital Expenditures</u>							
Building Controls/HVAC	\$18,500	\$16,000					\$34,500
Parking Lot Sealing/Paving/Add			\$41,000		\$170,000		\$211,000
Mechanical				\$52,000			\$52,000
Thermal Insulated Door units		\$27,000					\$27,000
Flooring	\$14,000		\$14,000	\$14,000	\$22,000		\$64,000
Security					\$130,000		\$130,000
Lighting							\$0
Fields							\$0
Roof			\$96,000			\$140,000	\$236,000
TOTAL PROPOSED EXPENSES	\$32,500	\$43,000	\$151,000	\$66,000	\$322,000	\$140,000	\$754,500
Notes							
Paving estimates are \$2 - \$3 square foot							
LED lighting in classrooms							
Exterior door hardware is sporadically failing							
Security estimates include card readers door buzzer, and 911 panic button							
Air conditioning in third story section of building							

Temple Elementary School Capital Improvement Plan						
Item & Year	2016	2017	2018	2019	2020	2021
Proposed Capital Expenditures						Total
Mechanical		\$19,000				\$19,000.00
Building Controls						\$0.00
Flooring	\$8,000		\$8,000		\$9,500	\$25,500.00
Parking Lot sealing/Paving		\$34,000				\$124,000.00
Security				\$80,000		\$80,000.00
Infrastructure			\$28,000			\$28,000.00
Phone System (Erate)	\$7,971					\$7,971.00
TOTAL PROPOSED EXPENSES	\$15,971	\$53,000	\$36,000	\$80,000	\$9,500	\$90,000
					\$0	\$284,471
Notes						
Vinyl Siding TBD						
Paving estimates are \$2 - \$3 square foot						
LED lighting in classrooms						
Exterior door hardware is sporadically failing						
Security estimates include card readers door buzzer, and 911 panic button						

Great Brook School Capital Improvement Plan							
Item & Year	2016	2017	2018	2019	2020	2021	Total
Building Controls	\$30,400.00						\$30,400.00
Parking Lot Sealing/Paving				\$140,000.00			\$140,000.00
Mechanical						\$60,000.00	\$60,000.00
Electrical					\$23,000.00		\$23,000.00
Kitchen Equipment				\$130,000.00			\$130,000.00
Security	\$65,000.00				\$175,000.00		\$240,000.00
AHU/Ventilation	\$30,000.00	\$30,000.00		\$15,000.00			\$75,000.00
Roofing				\$91,000.00			\$91,000.00
Windows/Doors	\$35,000.00	\$10,000.00					\$45,000.00
Flooring		\$18,000.00	\$18,000.00				\$36,000.00
TOTAL PROPOSED EXPENSES	\$160,400.00	\$58,000.00	\$18,000.00	\$376,000.00	\$198,000.00	\$60,000.00	\$870,400.00
Notes							
Paving estimates are \$2 - \$3 square foot							
LED lighting in classrooms							
Exterior door hardware is sporadically failing							
Security estimates include card readers door buzzer, and 911 panic button							

South Meadow School Capital Improvement Plan							
<u>Item & Year</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Building Controls							\$0
Parking Lot sealing/Paving					\$210,000		\$210,000
Mechanical						\$73,000	\$73,000
Flooring	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
Security	\$65,000				\$275,000		\$340,000
Kitchen Equipment				\$130,000			\$130,000
Roofing		\$27,000	\$80,000			\$205,000	\$312,000
Doors/Windows		\$22,000					\$22,000
AHU/Ventilators	\$15,000						\$15,000
TOTAL PROPOSED EXPENSES	\$95,000	\$64,000.00	\$95,000.00	\$145,000.00	\$500,000.00	\$293,000.00	\$1,192,000
Notes							
Paving estimates are \$2 - \$3 square foot							
LED lighting in classrooms							
Exterior door hardware is sporadically failing							
Security estimates include card readers door buzzer, and 911 panic button							

Draft 16-17 Budget Prep Calendar

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 School Board
- 7 Labor Day
- 15 School Board
- 24 Instructions for Principals

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 School Board
- 8 School Board
- 18 Final Budget
- 24-31 Holiday Recess

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Admin Council
- 6 School Board
- 12 Columbus Day
- 20 School Board
- 22 Admin Council
- 26-30 School Meetings

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 New Year's Day
- 5 School Board
- 12 Last Day to Post Hearing Notice
- Last Day for Collective Barg
- Last Day for Petitioned Article
- 19 Board/Budget/CVEA Hearing
- 25 Post Warrant

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3 School Board
- 7 Board Budget Workshop
- 11 Veterans Day
- 17 School Board
- 25-27 Thanksgiving Recess

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 2 School Board
- 6 Deliberative Session
- 16 School Board

2016-2017 Budget Assumptions

Procedural

This is a continuation of effort that supports planning, curriculum development, facility investment, and professional development: Strategic Plan, Technology Plan, Maintenance Plan, and Professional Development Plan

- *We will continue to reference class size guidelines recommendations and apply multiage where appropriate (Note that the Education Committee will be reviewing the idea of multiage as a philosophy rather than a financial solution to declining enrollments)*
- *We will conduct the annual Special Ed case load review to determine recommended staffing levels*
- *We have updated the Strategic Plan*
- *We may recommend potential reallocation of existing resources: an example might be reassigning the reduction of a classroom position because of enrollments as an additional interventionist position*
- *Supply accounts will reflect enrollment where applicable, except with regard to curriculum renewal*

Financial

Fixed

- *Maximum **9% increase** in Workers' Comp and Liability*
- *Unemployment Insurance: maximum **9% increase***
- *Transportation contract increase **\$66,890 (3.5% Increase)***
- *Bond **reduction of \$9,360** (Interest)*
- ***Health Insurance: Will not be known till October***
- *Changes in Adequacy Aid as a result of enrollments*
- *No increase to NHRS rates however, salary increases will likely impact amounts paid*

Other

- ***12%** CVEA members' contribution to health insurance*
- ***12%** Non-CVEA members' contribution to health insurance*
- *Salary increases for non CVEA staff members*

Programmatic

- *Professional development as it relates to curriculum renewal*
- *Alignment to Common Core State Standards*
- *Separate review of specific programs (TBD)*

Other

- *Positions added in 14-15 and 15-16 Fiscal Year*

Facility Needs

- *Priority items or items that qualify for Building Aid reimbursement*

In Process

- *CVEA Agreement*
- *Final staffing decisions*
- *Warrant articles*
- *Continue Food Service Contract*