

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

April 12, 2016

SAU Office

7:00 PM

Minutes

Committee Members:

- Dick Dunning, Chair
- Janine Lesser
- Tom Kelly
- David Martz
- Stephan Morrissey

Present: Dick Dunning, Janine Lesser, Tom Kelly, David Martz, Kimberly Saunders, Marian Alese, Tim Grossi, Dr. Ann Allwarden, Pierce Rigrod, Myron Steere

1. Call to Order

Dick Dunning called the meeting to order at 7:00 p.m.

Dick Dunning set norms and parameters as follows:

One speaker at a time, stay on task, committee members speak first, Chair will recognize speakers and open up to others. Confirmed.

2. Pick Up Patrol

Marian Alese introduced SAU 39 Students who were present to speak about "Pick Up Patrol" which they built. PES has been piloting this program. Minimal cost; could be covered in a miscellaneous line, \$1.99 per student beginning in May 2018.

Students shared the software application that they built. Riley spoke about a safer way to communicate getting kids home from school. Changes occur at a rate of 15,000 per year per school. "Pick Up Patrol" is used to make plan changes electronically. It is convenient. Parent submit changes to their regular plan, "Pick Up Patrol" auto notifies the parent that the message was received. It compiles lists for bus drivers. Tools to manage cut-off times are in place. "Pick Up Patrol" uses encryption. It reduces classroom interruptions. It saves over 2 hours each day. It is convenient, reliable, efficient and safe.

Ten school districts are currently served with national recognition gaining.

Marian Alese proposed using this program for all elementary and middle schools. Every child has a default plan in the system. If there is a change in the plan, the parent goes online and makes the change. The amount of time that it saves is unbelievable. Last week there would have been 72 handwritten notes on a given day. A roster for each bus is developed. This is significant in the event of an emergency; an actual student list for those riding on a particular day would be printed.

Marian said that this is for informational purposes; board approval is not required.

The committee agreed to bring this forward to the full board as informational.

3. Approval of Minutes – March 10, 2016

Janine Lesser moved to approve the minutes as read. David Martz second. Tom Kelly abstained. Motion carried.

4. March Expense Report

Marian reported that this report reflects all transfers to date. The board approved a transfer of \$500K from health to the unreserved line. Lines 33 and 35 reflect unanticipated expenses at PES for HVAC and DCS for fire panel work. Marian encumbered \$500K for transfers to trust accounts. They are placeholders only. If there is not surplus it will be first come.

David Martz moved to approve the expense report. Second. Unanimous.

5. Withdrawal Study

Budget & Property was asked to approach the board to request approval of a facilitator to assist in this study. Do we need to vote on a facilitator until the Peterborough vote occurs? Marian said that lining up some of this work so that it can begin right away should the vote move forward is the intent. Myron Steere said that this could assist with the Strategic Plan work if the vote was not favorable. This is such an important issue and will have great impact on families and students that Mr. Kelly proposed a facilitator in place as soon as possible.

Tom Kelly motioned to go to the board to contract with a facilitator. Janine Lesser second. David Martz abstained. Motion carried.

6. Track Update

Tim Grossi reported that the work on the track is scheduled to begin on June 20th. The original intention was to take money out of the Daniels Fund. The balance was to come from our Capital Reserve accounts.

7. Facility Use Fee Schedule

The draft reflects non-profit organizations not being charged to use our facilities. Private school athletic programs will pay a 2% facility fee to cover utilities plus a staff fee if we have to put someone on to cover the event. Non-profits, running a fundraiser for our own schools and our own students; no charge. Non-profits for individuals other than our own students would be charged up to 5% of the amount raised plus expenses incurred for custodial coverage. If you are a for-profit group, it would be 2% facility plus staff fees. 2% of the monthly utility fee per day for a particular building is the charge.

David Martz said that he preferred not to use "Up to 5%..." otherwise we will not charge a fee.

Tom Kelly recommended a flat fee rather than a percentage of earnings because earnings could be subjective.

David also suggested using a flat percentage with a minimum earning. In other words, a fundraiser would have to raise a minimum of \$250 before we charged.

Dick Dunning spoke about non-profits and for-profits that raise money that do not stay in the district towns. Finding a way to make it equitable for the taxpayers in ConVal is a goal.

Tom suggested that non-profits only be charged the staff fee.

Dick Dunning said that overtime fees for a full day would cost more than a percentage.

Non-profits who are not fundraising are not charged.

Tom suggested that for profits are charged 5% and 2% for non-profit fundraisers.

David said that we should get away from what they make at the gate.

Marian suggested that for profit organizations pay 2% facility, a daily rate, plus staff fee.

For profit organizations would be charged 2% facility, daily rate, plus current staff fee.

Non-profits would be charged 2% facility plus staff fee.

Marian suggested that the town agreements be reviewed i.e. Hancock, Dublin, Peterborough etc. Each are different.

Dick and Marian will meet to review existing agreements.

David Martz moved to bring this to the board as recommended. Tom Kelly second. Unanimous.

8. Security Bid Award and Project

Tim Grossi sought out another contractor to bid on security. *One Source* bid on the scope of the project. Schools were toured that had security from *One Source*.

One Source bid significantly lower than the first. It had expansion capabilities for video monitoring. Programming cards for security were part of the implementation. Discussion took place. We would be responsible for wiring to card systems.

Myron Steere asked the committee to get the additional information on the middle schools and high school before moving forward with elementary schools.

David Martz moved that we move forward on this part of the proposal to get things moving and recommend to the board. Tom Kelly second.

Maintenance costs would approximate minimal dollars. Most could be done with our in-house staff. Tom agreed that maintenance is pretty low.

Marian said that a policy is at the policy committee. Procedures are going to administrators and admin assistants before the policy is adopted.

Myron suggested a plan of what would be added in future years i.e. additional cameras etc.

Unanimous.

9. Capital Expense Priority

The list of Capital Expense priorities was reviewed and the 16/17 Use of Trust Funds. Discussion took place about drawing some of the trust funds down.

10. Other

None.

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

None.

David Martz motioned to adjourn at 8:12 p.m. Tom Kelly second. Unanimous.

Respectfully submitted,

Brenda Marschok