

Memo

To: Budget & Property

From: Marian Alese

Date: May 6, 2016

Re: May 10 Agenda

Attached please find the agenda for Tuesday's meeting.

We will be reviewing the food service program and options for the proposed program budget for next year. I am anticipating having the new contract for 16-17, and will likely send that under separate cover.

I am asking for authorization to begin negotiations for fuel purchases.

We may request a non-public session as well.

Thank you

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

May 10, 2016

**SAU Office
7:00 PM**

AGENDA

Committee Members:

Dick Dunning, Chair
Janine Lesser
Tom Kelly
Dave Martz
Stephan Morrissey

- 1. Call to Order**
- 2. Approval of Minutes – April 12, 2016**
- 3. April Expense Report**
- 4. Superintendent Search**
- 5. Food Service Update**
 - Year to Date
 - 16-17 Budget
 - 16-17 Contract
- 6. Fuel Purchase Authorization**
- 7. Other**
- 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

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

Board Briefs

May 10, 2016

Expenses

Attached is the expense report for April.

Please note the following:

- There is still a substantial delta in line 1 (Salaries). This is primarily due to staffing changes and the amount added to the budget for the first year of the CVEA agreement (approximately \$400K). The CVEA amount was calculated using the then current staff, and again has been impacted by staffing changes. We also have several vacant positions at CVHS, SMS, and in Special Education. Note that the delta attributed to staffing changes is about \$240K.
- Line 3 (Custodial) reflects a vacancy at SMS that is currently being covered by contracted services.
- We have transferred \$500K to the unreserved line from the health insurance delta (Line 11). This line still reflects a delta of \$300K due to above mentioned staffing changes, vacancies, and additional insurance buyouts for staff.
- Line 24 (323) reflects an overdraft of \$47K. We will be requesting a transfer from either the salary line or tuition.
- Line 31 (430) reflects \$17K in unanticipated expenses as a result of our recent inspection by the Department of Labor. Items required are roof guards, eye wash stations and miscellaneous other small equipment.
- Line 57 (610) reflects \$100K in curriculum supplies encumbrance. We will be purchasing supplies as soon as possible. This amount was cut from 16-17 budget, and the decision was made to use available delta to get supplies and materials into the hands of teachers for the PD sessions that will begin as school is out in June.

2015-2016 Expense Report							5-May-16		
		2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	Balance	Includes 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	-\$121,450.00	\$13,472,386.00	\$10,644,300.30	\$2,510,925.37	\$317,160.33	2.35%	
2	21.000.0000.00.111 PARA SALARIES	\$2,068,442.00	\$61,450.00	\$2,129,892.00	\$1,768,241.05	\$360,125.16	\$1,525.79	0.07%	
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$995,744.00	\$60,000.00	\$1,045,744.00	\$856,577.28	\$189,390.31	-\$223.59	-0.02%	
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$697,995.00	-\$60,000.00	\$637,995.00	\$501,486.65	\$90,528.99	\$45,979.36	7.21% Vacancy	
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,253,283.00		\$2,253,283.00	\$1,968,427.35	\$280,217.17	\$4,638.48	0.21%	
6	21.000.0000.00.115 DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$25,836.05	\$5,663.95	\$0.00	0.00%	
7	21.000.0000.00.119 SUPPORT SERVICES	\$648,124.00		\$648,124.00	\$562,164.15	\$87,674.03	-\$1,714.18	-0.26%	
8	21.000.0000.00.120 TEMPORARY SALARIES	\$850,008.00		\$850,008.00	\$689,978.76	\$158,470.79	\$1,558.45	0.18%	
9	21.000.0000.00.130 OVERTIME	\$37,500.00		\$37,500.00	\$35,111.86		\$2,388.14	6.37%	
10									
11	21.000.0000.00.211 HEALTH INSURANCE	\$6,415,928.00	-\$ 500,000.00	\$5,915,928.00	\$5,093,437.10	\$523,255.97	\$299,234.93	5.06% Transfer to Unreserved	
12	21.000.0000.00.212 DENTAL INSURANCE	\$234,670.00		\$234,670.00	\$205,290.93	\$18,534.29	\$10,844.78	4.62%	
13	21.000.0000.00.213 LIFE INSURANCE	\$40,500.00	\$ 4,090.00	\$44,590.00	\$36,995.00	\$7,628.00	-\$33.00	-0.07%	
14	21.000.0000.00.214 LONG TERM DISABILITY	\$51,245.00	-\$ 4,090.00	\$47,155.00	\$38,950.16	\$8,010.00	\$194.84	0.41%	
15	21.000.0000.00.220 FICA	\$1,578,932.00		\$1,578,932.00	\$1,263,012.08	\$274,562.82	\$41,357.10	2.62%	
16	21.000.0000.00.225 HRA ACCOUNT	\$ 131,500.00		\$131,500.00	\$52,787.46		\$78,712.54	59.86%	
17	21.000.0000.00.231 NON - TEACH RETIRE	\$573,133.00		\$573,133.00	\$457,887.44	\$84,219.49	\$31,026.07	5.41%	
18	21.000.0000.00.232 TEACHER RETIRE	\$2,361,208.00		\$2,361,208.00	\$1,897,722.83	\$438,656.34	\$24,828.83	1.05%	
19	21.000.0000.00.260 UNEMPLOYMENT	\$ 49,133.00		\$49,133.00	\$48,728.00		\$405.00	0.82%	
20	21.000.0000.00.270 ADMIN ANNUITY	\$14,721.00		\$14,721.00			\$0.00	0.00%	
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00	\$15,548.00	\$1,952.00	\$100.00	0.57%	
22	21.000.0000.00.321 STAFF TUITION	\$75,540.00		\$75,540.00	\$54,980.00		\$20,560.00	27.22%	
23	21.000.0000.00.322 STAFF SERVICES	\$ 70,200.00		\$70,200.00	\$42,167.72	\$23,837.00	\$4,195.28	5.98%	
24	21.000.0000.00.323 PUPIL SERVICES	\$112,165.00		\$112,165.00	\$76,025.57	\$83,845.38	-\$47,705.95	-42.53% Student driven. Will need transfer	
25	21.000.0000.00.330 PURCHASED/PROF	\$1,116,416.00	\$ 60,000.00	\$1,176,416.00	\$978,593.01	\$184,098.38	\$13,724.61	1.17%	
26	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$28,841.50		\$1,158.50	3.86%	
27	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$160,500.00		\$160,500.00	\$120,168.49	\$41,000.00	-\$668.49	-0.42%	
28	21.000.0000.00.411 WATER/SEWER	\$48,800.00		\$48,800.00	\$39,627.81	\$3,790.47	\$5,381.72	11.03%	

2015-2016 Expense Report

5-May-16						
		2015-2016	2015-2016	2015-2016	2015-2016	Balance
		Budget	Transfers	Adjusted Budget	Expense	Encumbered
Account Number	Description					
Line #						
29	21,000,0000.00.421 DISPOSAL	\$41,650.00		\$41,650.00	\$30,374.00	\$4,772.00
						\$6,504.00
						15.62%
30	21,000,0000.00.422 SNOW PLOWING	\$140,210.00		\$140,210.00	\$61,730.25	\$78,479.75
						\$0.00
						0.00%
31	21,000,0000.00.430 REPAIR/MAINT	\$304,640.00	\$300,000.00	\$604,640.00	\$244,426.75	\$365,484.44
						\$-5,271.19
						-0.87% DOL Inspection Requirements
32	21,000,0000.00.431 STRUCTURAL REPAIRS	\$185,500.00	\$317,000.00	\$502,500.00	\$180,039.76	\$321,484.00
						\$20,976.24
						4.17%
33	21,000,0000.00.432 ELECTRICAL REPAIRS	\$32,300.00	\$6,000.00	\$38,300.00	\$43,941.80	\$16,671.32
						\$-22,313.12
						-58.26% DCS Fire Alarm
34	21,000,0000.00.433 MECHANICAL REPAIRS	\$58,500.00	\$43,000.00	\$101,500.00	\$54,177.66	\$50,933.42
						\$-3,611.08
						-3.56%
35	21,000,0000.00.434 HVAC REPAIRS	\$98,900.00	\$50,000.00	\$148,900.00	\$138,933.99	\$46,119.23
						\$-36,153.22
						-24.28% PES Controls
36	21,000,0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00	\$1,200.00	\$1,300.00
						\$0.00
						0.00%
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	\$495.00	\$3,505.00
						87.63%
39						
40	21,000,0000.00.510 FIELD TRIP /ATHLETIC	\$227,020.00		\$227,020.00	\$149,076.06	\$45,856.54
						\$32,087.40
						14.13%
41	21,000,0000.00.519 PUPIL TRANSPORTATION	\$2,230,022.00		\$2,230,022.00	\$1,608,922.69	\$612,938.70
						\$8,160.61
						0.37%
42						
43	21,000,0000.00.520 INSURANCE	\$211,550.00		\$211,550.00	\$197,900.00	\$13,650.00
						6.45%
44	21,000,0000.00.530 TELEPHONE /WEB ACCESS	\$151,000.00		\$151,000.00	\$112,821.92	\$35,005.77
						\$3,172.31
						2.10%
45	21,000,0000.00.534 POSTAGE	\$29,420.00		\$29,420.00	\$8,699.75	\$1,538.38
						\$19,181.87
						65.20%
46	21,000,0000.00.540 ADVERTISING	\$17,000.00		\$17,000.00	\$17,830.06	\$16,082.14
						\$-16,912.20
						-99.48%
47	21,000,0000.00.550 PRINTING	\$16,850.00		\$16,850.00	\$15,498.47	\$960.00
						\$391.53
						2.32%
48	21,000,0000.00.561 TUITION	\$1,774,341.00		\$1,774,341.00	\$1,273,060.36	\$441,978.89
						\$59,301.75
						3.34%
49	21,000,0000.00.580 MILEAGE	\$93,130.00		\$93,130.00	\$61,248.64	\$7,023.26
						\$24,858.10
						26.69%
50	21,000,0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$10,301.05	\$4,698.95
						31.33%
51						
52	21,000,0000.00.622 ELECTRICITY	\$433,800.00		\$433,800.00	\$365,179.89	\$54,677.76
						\$13,942.35
						3.21%
53	21,000,0000.00.623 BOTTLED GAS	\$11,700.00		\$11,700.00	\$7,528.19	\$4,596.81
						-\$425.00
						-3.63%
54	21,000,0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00	\$258,229.20	\$15,000.00
						\$71,613.80
						20.77%
55	21,000,0000.00.656 PROPANE / GASOLINE	\$238,000.00		\$238,000.00	\$163,078.37	\$65,285.87
						\$9,635.76
						4.05%
56						
57	21,000,0000.00.610 SUPPLIES	\$768,880.00		\$768,880.00	\$567,828.05	\$249,724.81
						-\$48,672.86
						-6.33% Curriculum Supplies
58	21,000,0000.00.640 BOOKS	\$75,103.00		\$75,103.00	\$47,885.91	\$22,652.04
						\$4,565.05
						6.08%
59	21,000,0000.00.641 PERIODICALS	\$21,310.00		\$21,310.00	\$16,340.80	\$666.53
						\$4,302.67
						20.19%

2015-2016 Expense Report							5-May-16		
Line #	Account Number	Description	2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Includes Approved Transfers
60	21.000.0000.00.649	OTHER INFO SOURCES	\$ 4,125.00		\$4,125.00	\$2,088.50	\$644.41	\$1,392.09	33.75%
61	21.000.0000.00.650	SOFTWARE SUPPORT	\$209,145.00		\$209,145.00	\$174,442.49	\$14,813.16	\$19,889.35	9.51%
62	21.000.0000.00.733	NEW FURNITURE	\$ 1,600.00		\$1,600.00	\$90.00		\$1,510.00	94.38%
63	21.000.0000.00.734	OTHER EQUIPMENT	\$ 0.00		\$0.00			\$0.00	
64	21.000.0000.00.737	REPL FURNITURE	\$13,500.00		\$13,500.00	\$7,012.88	\$500.00	\$5,987.12	44.35%
65	21.000.0000.00.738	REPL EQUIPMENT	\$271,147.00	\$33,665.00	\$304,812.00	\$292,608.99	\$7,684.54	\$4,518.47	1.48%
66	21.000.0000.00.739	NEW EQUIPMENT	\$ 7,800.00	\$ 25,000.00	\$32,800.00	\$68,219.46	\$15,959.99	-\$51,379.45	-156.64% Tractor
67									
68	21.000.0000.00.810	DUES & FEES	\$152,360.00		\$152,360.00	\$148,253.16	\$3,196.98	\$909.86	0.60%
69	21.000.0000.00.830	DEBT SERVICE INTEREST	\$109,756.00		\$109,756.00	\$109,755.00		\$1.00	0.00%
70	21.000.0000.00.890	MISCELLANEOUS	\$ 45,350.00		\$45,350.00	\$27,057.07	\$11,959.38	\$6,333.55	13.97%
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		\$400,000.00	\$400,000.00		\$900,000.00	-\$500,000.00	-125.00%
72		TOTAL	\$42,951,575.00	\$674,665.00	\$43,626,240.00	\$34,323,883.72	\$8,790,376.03	\$511,980.25	14-15 Encumbrance and 15-16 Anticipated Transfers
73		PY ENCUMBRANCES	\$1,371,728.00	-\$1,174,665.00	\$197,063.00	\$15,302.16		\$181,760.84	
74		Unreserved Fund Balance		\$500,000.00	\$500,000.00		\$500,000.00	\$0.00	
75		Total	\$44,323,303.00	\$ 0.00	\$44,323,303.00	\$34,339,185.88	\$ 9,290,376.03	\$ 693,741.09	1.57%

Con Val School District

Food Service Base Bid 2016/2017

<u>Projected Income</u>	
Student Breakfast	22177
Adult Sales	35000
Student Lunch	280338
A la carte	127000
FFVP	30000
Special Functions	8000
Fed and State Reimbursements	377044
Total Income	879560
<u>Projected Costs</u>	
Labor Costs	458250
Food Cost	394157
Commodity Value	-41092
Paper Supplies	18471
Cleaning Supplies	12314
Laundry & Uniforms	1750
Insurance	11434
Office Supplies/Postage	1750
Computerization	140
Advertizing/Promotions	1750
Employee Training	750
USDA Delivery/Administrative	4000
Licenses	3850
Adminstrative/Service Fee	75000
Total Costs	954834
Net (cost)/ return to District	-75275

The updated base bid is for the 2016/2017 school year. Renewal of the existing foodservice agreement between the Con Val School District and Fresh Picks Café/ Café Services, Inc. All other arrangements and specifications agreed upon in the original agreement are to be carried forward with this renewal.

Con Val School District

Fresh Picks Café/ Café Services, Inc.

By: _____

By: _____

It's: _____

It's: President _____

Date: _____

Date: _____

Con Val School District

Food Service Base Bid 2016/2017

Antrim CEP

<u>Projected Income</u>	
Student Breakfast	21039
Adult Sales	35000
Student Lunch	270061
A la carte	127000
FFVP	30000
Special Functions	8000
Fed and State Reimbursements	422238
Total Income	913337
<u>Projected Costs</u>	
Labor Costs	462917
Food Cost	415922
Commodity Value	-43112
Paper Supplies	16440
Cleaning Supplies	10960
Laundry & Uniforms	1500
Insurance	11873
Office Supplies/Postage	1750
Computerization	140
Advertizing/Promotions	1750
Employee Training	750
USDA Delivery/Administrative	4000
Licenses	3850
Administrative/Service Fee	75000
Total Costs	976051
Net (cost)/ return to District	-62714

The updated base bid is for the 2016/2017 school year. Renewal of the existing foodservice agreement between the Con Val School District and Fresh Picks Cafe/ Café Services, Inc. All other arrangements and specifications agreed upon in the original agreement are to be carried forward with this renewal.

Con Val School District

Fresh Picks Café/ Café Services, Inc.

By: _____

By: _____

It's: _____

It's: President _____

Date: _____

Date: _____