

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

August 16, 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 – June 30, 2016**
- 3. Trust Account Update**
- 4. Summer Project Update**
- 5. Peterborough Solar Project**
- 6. 17-18 Preliminary Budget Assumptions**
- 7. Non-Public Session: RSA 91-A:3, II (If Needed)**

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Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

June 30, 2016

SAU Office

7:00 PM

Minutes

Committee Members:

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

Committee Members Present: Dick Dunning, Janine Lesser (electronically), Tom Kelly, David Martz, Stephan Morrissey

Others Present: Marian Alese, Bob Edwards

1. Call to Order

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

2. Approval of Minutes – June 14, 2016

Stephan Morrissey moved to accept the minutes of June 14, 2016. Tom Kelly second. Unanimous.

3. Review of 2015/2016 Encumbrances (handout at meeting)

Marian Alese reported that the encumbrance report is not the final expenditure report.

Line 33 Repair/Maintenance reflects use of snow plow money, infrastructure upgrades, and the high school track.

\$500,000 to unreserved, \$500,000 to trustees, plus other approved items and open purchase orders.

The request that we have is for approximately \$65,000 for the thermal envelope at the high school, HVAC work at Hancock Elementary, and solar tubes for the SAU. It leaves an unencumbered balance at this point in time of \$45,000. On the revenue side, there is approximately \$200,000 in excess that has to go back. The \$500,000 plus the \$200,000 excess (FEMA, snowplowing etc.) results in approximately \$745,000 that could go back to reduce taxes at the minimum. If the track is approved with trust funds this amount would increase.

The reason for the large surplus is largely due to health insurance. The actual rates did not come in as expected. When the budget was created we had more insurance plans than came true. In the salary line, an estimate on staff at the time was made.

Marian Alese reported that she is also anticipating a health insurance delta next year as well.

Janine Lesser reported that she thought that the board agreed to address specific issues with some of these funds in an attempt to keep the budget flat. Is there a way to manage this to keep the budget flat come next March?

Marian Alese said that we need to encumber funds for specific purposes. The 1:1 initiative and the Capital Plan are two large items. The board has decided to encumber funds for infrastructure at the middle schools and high school. In addition, TES work will be addressed and work on the road at SMS leading to the back of the school. There is a lot of work already on the table. She cautioned not to encumber funds that might not be used.

David Martz said that the voters voted on the budget with specific items in it. Adding items in is not right.

What we are discussing is whether we want to encumber an additional \$65,000.

Stephan Morrissey moved to encumber \$65,000 for solar tubes, HES HVAC Controls, and thermal envelope work at ConVal High School. Second. Unanimous.

Marian Alese reiterated that it appears that we will return at least \$745,000.

4. Other

Marian Alese reported that she met with the Trustees. Questions were posed and answered about existing funds that had not been funded until approximately 10 years later. They are valid accounts. Expendable trust funds such as the Daniels' Fund allow us to spend out of the fund because we are the agent. Marian has furthered the conversation to our attorney to discuss with the Attorney General. Dick Dunning said that the meeting was a very positive meeting. There was some confusion, recommendations were made.

Marian said that we have different investment options with trust fund money and can earn a higher rate of return if we don't plan to spend it for a year or more.

5. Non-Public Session

Stephan Morrissey moved to enter into non-public session at 7:24 p.m. for matters of personnel budget related. Second. Unanimous.

Stephan Morrissey moved to exit non-public session at 8:17 p.m. David Martz second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for a period of one year. Second. Unanimous.

Stephan Morrissey motioned to adjourn at 8:17 p.m. Tom Kelly second. Unanimous.

Respectfully submitted,

Brenda Marschok

2017-2018 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 (Not*
- *We will conduct the annual Special Ed case load review to determine recommended staffing levels*
- *We will be working on implementing 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*

Financial

Fixed

- *Year 2 of CVEA agreement: **estimated increase of \$647,778***
- *Maximum 10% increase in Workers' Comp and Liability*
- *Unemployment Insurance: maximum increase 10%*
- *Transportation contract increase **3.5%: \$71,058***
- *Bond interest reduction of **(\$11,160)***
- *Health Insurance: **Will not be known till October***
- *Changes in Adequacy Aid as a result of enrollments: **Available in October***
- *NHRS rate change: **Available in September***

Other

- ***12% CVEA** members' contribution to health insurance*
- ***12% Non-CVEA members'** contribution to health insurance*
- ***??? wage** increase for non CVEA support staff*
- *Last year of Building Aid*
- *CVHS Bond*

Programmatic

- *Professional development*
- *Strategic Plan Implementation*
- *Technology integration: Tech Plan Implementation*
- *Separate review of specific programs (Co-Curricular and Athletic; Community; Summer)*

Other

- *Positions added in 15-16 and 16-17 Fiscal Year*
- *Freshman sports added in 16-17*

Facility Needs

- *Priority items*

In Process

- *Final staffing decision*
- *Warrant articles*