

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

October 11, 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 – September 13, 2016**
- 3. Daniels Fund Update**
- 4. Revised Budget Assumptions**
- 5. September 2016 Expense Report**
- 6. Transfer Requests**
- 7. Non-Public Session: RSA 91-A:3, II (If Needed)**

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September 13, 2016

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7:00 PM

MINUTES

Committee Members:

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

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

Others Present: Kimberly Saunders, Marian Alese, Tim Grossi, Rich Cahoon, Myron Steere, Eric Burbank (PAYS), Randy Kangas (Hutter Construction)

1. Call to Order

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

2. Approval of Minutes – August 16, 2016

A motion to accept the minutes of August 16, 2016 was made. Second.

David Martz amended page 2, agenda item #6, second paragraph to clarify what the 12% was representative of. It should read "12% CVEA contribution to health insurance, 12% non-CVEA contribution to health insurance..." Second. Motion carried to accept minutes as amended.

3. Use of CVSD Athletic Trust Funds

(Batting Tunnel \$9500 and \$5500 for prep work)

A request to use trust funds for a batting tunnel and prep work was presented.

Stephan Morrissey motioned to approve the request for a batting tunnel and prep work.

David Martz second.

Marian Alese said that a public hearing would be needed.

David Martz asked if we already had batting cages. Confirmed, we have one in the gym for winter workouts.

Is this an appropriate request for this fund?

The recommendation will be to move this to the board, then to a public hearing.

Unanimous.

4. PAYS Donation for Soccer Field: \$14,000

Eric Burbank, former president of Peterborough Area Youth Soccer reported that Peterborough Area Youth Soccer has decided to terminate its association with Peterborough Recreation and fold in under ConVal Youth Sports Association (CYSA). The CYSA is not presently a formal non-profit. This money has been set aside for 10 to 15 years with eye to improve field space for the purpose of recreational soccer space.

Mr. Burbank reported that the actual dollar figure being donated is \$14,392.00. The intent is for these dollars to be applied to that purpose. The field used in the past has been right behind Peterborough Elementary School. It does not have to be exactly that space. There are no time parameters in place.

David Martz motioned to accept the donation as stated. Stephan Morrissey second with gratitude.

David Martz asked administration if the constraints are acceptable. Marian Alese responded that 1b.; which states that "at sole discretion of athletic director" is problematic. Decisions would not be made about deeming the space physically safe at the sole discretion of the athletic director.

Discussion took place over prioritization of space utilization.

Tim Grossi said that its purpose has been for soccer in terms of biggest users.

Dick Dunning said that in the past, the school has had the right to bump for use of the space. The likelihood is slim that bumping takes place.

Ms. Saunders said that she had no problem with the language. She wanted assurance that CYSA would continue to accept students, regardless of town of residence, at the same cost.

Tim Grossi confirmed that 172 kids were on the fields this weekend and that the organization was formed, in part, to assure the same costs for all students.

David Martz rescinded his motion and Stephan Morrissey rescinded his second.

David Martz motioned to move this to the full board for acceptance. Stephan Morrissey second. Unanimous.

This will move forward to the board on Tuesday night.

5. CVHS Preliminary Bond Proposal

Randy Kangas, Hutter, shared various blueprints on proposed high school renovations to allocate like disciplines together.

Mr. Kangas highlighted the proposal, which included restrooms in each of the labs. The language and other lab space will have been eliminated.

Estimated cost is \$4.5 million. It would cluster similar core subjects. These are very conceptual drawings.

Dick Dunning said that the original estimate for science labs was \$2M. How did we arrive at \$4.5M? The original core facility is in need of work. Discussion began around reclaiming ATC space for a CTE Program. That meant taking back some space.

There was a snowball effect when moving rooms. When you move one, you move another. Program offerings are currently being offered in space that does not work. The project blossomed.

Rich Cahoon asked if this proposal was it. Are there other needs? The district would not be able to pursue another bond for 10 years.

Tim Grossi noted middle school needs as well as the high school parking lot need.

How does the scale, space, and cost compare to other school districts? The response was that they range depending on what a district feels their community can support.

David Martz asked about the need for a chemical blowout wall that was cited as an important need during a previous tour. Are these incorporated? Mr. Kangas said that they were not.

Tim Grossi said that in his experience, with the need for blowout walls, it is driven by the quantity of chemicals stored. Most high schools do not store quantities of chemicals.

The proposal is to move the present labs to a different floor. Why is this important at this time and in this space? Why make the change? What is the cost factor?

How many classes from the ATC affected this change?

Marian Alese reminded those around the table that the gym renovation was a \$4M project. This project affects so many more students and staff.

Rich Cahoon said that it is important to know what percentage the science portion is. This proposal has to accomplish everything that we need for the next decade. Is it important to group together over other needs; air handling, parking lot etc.

How many students does the proposed layout serve? Marian said that we are not expanding the space; so likely between 650 and 750.

What are our options and what are we asking for funding?

A facilities as well as an educational assessment is necessary.

A menu with the needs and justifications is needed. Decisions can be made about what will be placed in the bond and which needs will be funded through capital reserves or not included.

Course offerings drive space needs.

Do we want to cluster disciplines or is it a thought from the past. Other districts are moving away from this. What is the cost? Have other models been investigated?

What is the timeline? Tim Grossi said that it would likely be a very phased project to lessen the impact on students.

Next steps are to obtain good, solid answers to questions.

6. Other

Marian Alese reported that no one responded to the recent RFP for financial equity analysis. She has spoken with an individual to see if they would work in conjunction with SERESC to conduct the work being sought in the RFP.

Marian Alese reported the potential for a \$1M surplus in health insurance funds.

Any news on Retirement System changes. Marian has heard an increase of 1% over current.

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

None.

Stephan Morrissey motioned to adjourn at 8:22 p.m. David Martz 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*
- *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 \$576,005***
- *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: **12.3% rate increase; 12% employee contribution***
- *Changes in Adequacy Aid as a result of enrollments: **Available in October***
- *NHRS rate change: **1% Rate Increase - \$250,000 estimate***

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*

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*

Board Brief
October 11, 2016

The attached expense report reflects expenses and encumbrances through September 30, 2016. I have adjusted the lines to reflect the transfer requests being presented tonight.

Please note the transfer request lines.

Line 1 Salaries: I am requesting transfers from this line for reasons listed below.

Line 11 Health Insurance: Large surplus due to plan change. The appropriation for this line was based on a GMR of 19.9% for the MTB 10 Plan. The new CVEA agreement called for a switch to the higher deductible ABSOS20 Plan. The rates for this plan are **10% less than what we paid for MTB15 last year.** Other factors impacting this line are staff vacancies and insurance buyouts.

Line 16 HRA Account: This appropriation was removed from the 2016-2017 budget, assuming that costs could be absorbed by either the health line or our Health Maintenance Trust account.

Line 25 Pupil Services: reflects the addition of two contracted services positions we have been unable to fill as employees: Speech/language pathologist and school psychologist.

Line 33 Repairs and Maintenance: Reflects 15-16 purchases orders encumbered to this year; primarily the roof at CVHS and security installations.

Line 77 PY Encumbrances reflects the transfer for the 15-16 purchase orders.

2016-2017 Expense Report							4-Oct-16	
Account Number		Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance
Line #								Account Notes
1	21.000.0000.00.110	REGULAR SALARIES	\$13,300,674.00	-\$272,074.00	\$13,028,600.00	\$1,646,775.45	\$11,379,217.00	\$2,607.55 0.02% Transfer to Lines 2, 3, and 25
2	21.000.0000.00.111	PARA SALARIES	\$2,153,670.00	\$8,800.00	\$2,162,470.00	\$280,198.49	\$1,882,256.38	\$15.13 0.00%
3	21.000.0000.00.112	ADMIN ASSIST SALARIES	\$1,029,225.00	\$38,250.00	\$1,067,475.00	\$232,515.64	\$834,948.36	\$11.00 0.00%
4	21.000.0000.00.113	CUSTODIAL/MAINTEN SALARIES	\$626,430.00		\$626,430.00	\$150,555.04	\$435,021.35	\$40,852.61 6.52% Vacancy
5	21.000.0000.00.114	ADMINISTRATOR SALARIES	\$2,246,548.00		\$2,246,548.00	\$586,665.12	\$1,659,353.87	\$529.01 0.02%
6	21.000.0000.00.115	DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$3,634.68	\$27,865.32	\$0.00 0.00%
7	21.000.0000.00.119	SUPPORT SERVICES	\$713,925.00		\$713,925.00	\$159,814.55	\$532,214.12	\$21,896.33 3.07%
8	21.000.0000.00.120	TEMPORARY SALARIES	\$871,451.00		\$871,451.00	\$155,736.42	\$302,737.53	\$412,977.05 47.39%
9	21.000.0000.00.130	OVERTIME	\$42,500.00		\$42,500.00	\$12,034.02		\$30,465.98 71.68%
10								
11	21.000.0000.00.211	HEALTH INSURANCE	\$6,559,784.00	-\$ 41,000.00	\$6,518,784.00	\$1,478,445.38	\$3,445,948.82	\$1,594,389.80 24.46% Change in Plans, Transfer to HRA Account and Contracted Services
12	21.000.0000.00.212	DENTAL INSURANCE	\$230,500.00		\$230,500.00	\$84,721.70	\$134,531.42	\$11,246.88 4.88%
13	21.000.0000.00.213	LIFE INSURANCE	\$43,000.00		\$43,000.00	\$10,892.00	\$34,461.00	-\$2,353.00 -5.47%
14	21.000.0000.00.214	LONG TERM DISABILITY	\$49,500.00		\$49,500.00	\$11,383.05	\$36,153.00	\$1,963.95 3.97%
15	21.000.0000.00.220	FICA	\$1,606,014.00		\$1,606,014.00	\$241,744.64	\$1,269,925.44	\$94,343.92 5.87%
16	21.000.0000.00.225	HRA ACCOUNT		\$ 14,000.00	\$14,000.00	\$13,260.95		\$739.05 5.28%
17	21.000.0000.00.231	NON - TEACH RETIRE	\$589,273.00		\$589,273.00	\$107,342.79	\$431,909.65	\$50,020.56 8.49%
18	21.000.0000.00.232	TEACHER RETIRE	\$2,370,610.00		\$2,370,610.00	\$337,790.94	\$1,998,525.71	\$34,293.35 1.45%
19	21.000.0000.00.260	UNEMPLOYMENT	\$ 52,500.00		\$52,500.00			\$52,500.00 100.00%
20	21.000.0000.00.270	ADMIN ANNUITY	\$14,721.00		\$14,721.00	\$9,960.00	\$4,761.00	\$0.00 0.00%
21								
22	21.000.0000.00.320	PRESENTERS	\$17,600.00		\$17,600.00	\$1,326.00		\$16,274.00 92.47%
23	21.000.0000.00.321	STAFF TUITION	\$77,198.00		\$77,198.00	\$52,622.00		\$24,576.00 31.84%
24	21.000.0000.00.322	STAFF SERVICES	\$102,930.00		\$102,930.00	\$7,245.00	\$23,837.00	\$71,848.00 69.80%
25	21.000.0000.00.323	PUPIL SERVICES	\$99,805.00	\$252,024.00	\$351,829.00	\$11,160.68	\$340,207.32	\$441.00 0.13% Contracted Services.
26	21.000.0000.00.330	PURCHASED/PROF	\$1,341,879.00		\$1,341,879.00	\$271,063.78	\$693,746.21	\$377,069.01 28.10%
27	21.000.0000.00.340	STATISTICAL SERVICES	\$30,000.00		\$30,000.00			\$30,000.00 100.00%
28	21.000.0000.00.380	SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$30,166.64		\$130,833.36 81.26%
29								

2016-2017 Expense Report

4-Oct-16

Account Number		Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
Line #									
59	21.000.0000.00.610	SUPPLIES	\$785,670.00		\$785,670.00	\$211,758.46	\$381,525.89	\$192,385.65	24.49%
60	21.000.0000.00.640	BOOKS	\$ 94,335.00		\$94,335.00	\$15,525.58	\$28,745.58	\$50,063.84	53.07%
61	21.000.0000.00.641	PERIODICALS	\$22,820.00		\$22,820.00	\$7,619.09	\$771.63	\$14,429.28	63.23%
62	21.000.0000.00.649	OTHER INFO SOURCES	\$ 3,815.00		\$3,815.00	\$219.73	\$400.00	\$3,195.27	83.76%
63	21.000.0000.00.650	SOFTWARE SUPPORT	\$220,076.00		\$220,076.00	\$149,938.06	\$20,869.00	\$49,268.94	22.39%
64	21.000.0000.00.733	NEW FURNITURE	\$13,153.00		\$13,153.00	\$4,022.50	\$461.04	\$8,669.46	65.91%
65	21.000.0000.00.734	OTHER EQUIPMENT	\$2,507.00		\$2,507.00	\$474.00		\$2,033.00	81.09%
66	21.000.0000.00.737	REPL FURNITURE	\$38,980.00		\$38,980.00	\$18,040.69	\$1,000.00	\$19,939.31	51.15%
67	21.000.0000.00.738	REPL EQUIPMENT	\$223,864.00		\$223,864.00	\$110,665.08	\$36,180.61	\$77,018.31	34.40%
68	21.000.0000.00.739	NEW EQUIPMENT	\$ 30,890.00		\$30,890.00	\$5,190.13	\$26,150.41	-\$450.54	-1.46%
69									
70	21.000.0000.00.810	DUES & FEES	\$151,343.00		\$151,343.00	\$45,101.99	\$28,204.94	\$78,036.07	51.56%
71	21.000.0000.00.830	DEBT SERVICE INTEREST	\$ 98,595.00		\$98,595.00	\$49,297.50	\$49,297.50	\$0.00	0.00%
72	21.000.0000.00.890	MISCELLANEOUS	\$ 57,500.00		\$57,500.00	\$7,992.85	\$3,526.06	\$45,981.09	79.97%
73	21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%
74									
75	21.000.0000.00.930	TRANS TO FOOD SERVICE			\$0.00			\$0.00	#DIV/0!
76		TOTAL	\$43,007,104.00	\$499,236.00	\$43,506,340.00	\$8,124,430.77	\$31,026,247.75	\$4,355,661.48	
77		PY ENCUMBRANCES	\$1,282,602.00	-\$499,236.00				\$0.00	
	21.000.0000.00.930	TRANS TO TRUST FUNDS	\$ 500,000.00		\$500,000.00		\$500,000.00	\$0.00	0.00%
78		UNRESERVED FUND BALANCE						\$0.00	
79		Total	\$44,789,706.00	\$ 0.00	\$44,006,340.00	\$ 8,124,430.77	\$31,526,247.75	\$ 4,355,661.48	#

October 2016 Transfer Requests

Line		Amount	Line		Amount	Purpose
1	REGULAR SALARIES	(\$272,074.00)	2	PARA SALARIES	\$8,800	Increase in para salaries
			3	ADMIN ASSIST SALARIES	\$38,250	Increase in AA salaries
			25	PUPIL SERVICES	\$225,024	Positions covered by Contracted Services (Vacancies
11	HEALTH INSURANCE	(\$41,000)	25	PUPIL SERVICES	\$27,000	Positions covered by Contracted Services (Vacancies
			16	HRA ACCOUNT	\$14,000	HRA expenses charged to health line
77	PY ENCUMBRANCES	(\$499,236)	33	REPAIR/MAINT	\$499,236	PY Encumbrances (Grounds, Security, Renovations)
					\$812,310	
		(\$812,310)				