

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

August 21, 2017

**SAU Office
6:00 PM**

Agenda

Committee Members:

- Dick Dunning, Chair
- Rich Cahoon
- Jim Fredrickson
- Stephan Morrissey

- 1. Call to Order**
- 2. Approval of Minutes – June 13, 2017**
- 3. June 2017 Expenditure Report**
- 4. August 2017 Expenditure Report** (will be shared at meeting)
- 5. Antrim Agreement Review**
- 6. Other**
- 7. 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

June 13, 2017

**SAU Office
6:00 PM**

Minutes

Committee Members:

- Dick Dunning, Chair
- Rich Cahoon
- Jim Fredrickson
- Tom Kelly
- Stephan Morrissey

Committee Members Present: Dick Dunning, Stephan Morrissey

Others Present: Kimberly Saunders, Brian Grattan, Myron Steere, Bob Edwards, John Jordan

1. Call to Order

Dick Dunning called the meeting to order at 6:01 p.m.

**2. Approval of Minutes – May 30, 2017
Tabled.**

3. Follow-Up on Cop Sync 911

A telephone conference call was made to Brandon Flanagan, Cop Sync 911.

Myron Steere asked about concern that they do not own the software. Could those assets be taken by the company that owns the software?

Brandon Flanagan said that it is a publicly traded company. "Brandon Cop Sync" owns their own customers. They have a trademarking agreement.

Brandon said that company is not insolvent nor pursuing bankruptcy protection and is on solid ground. They have never received an unqualified standing from FCC.

Brandon Cop Sync just contracted with the city of Worcester. Stock has tripled in last several days.

Brian Grattan shared reports that he has heard from other NH school districts. One district reports a trouble ticket outstanding since February.

Brandon reported support staff bolstered at his company. He said that often support is sought from the wrong company, Cop Sync 911 rather than Brandon Cop Sync. Turnover with support staff is part of the problem with outstanding tickets. The support line must be to "Brandon Cop Sync".

Who does continuing development? The response was that the other Cop Sync does the development.

Would the contract state that if the software was not acquired that ConVal can exit the agreement at any point? Brandon Flanagan confirmed that could be executed.

"Brandon Cop Sync" would help with implementation roll out, as stated in the past. What would "Brandon Cop Sync" look like? Brandon reported that participation is whatever the district wanted. His company can be present to deploy software for one or all schools.

What happens if someone hits the icon and it doesn't work properly? The only way that Cop Sync 911 will not work is if there is no connectivity.

Is Brandon Cop Sync willing to submit the grant without a signed contract? Brandon said that he would feel more comfortable doing so with a signed contract because of the time and energy being spent on this. He is comfortable placing in the contract that it is only valid if the grant is accepted. The School Board would need to vote on it. The contract would need review beforehand by our legal. "Brandon Cop Sync" will put CV into the grant cue? They can assist with grant completion but cannot do it on behalf of the district. Brandon would meet with Dick Dunning to complete and submit the grant. This is Emergency Management money allocated to the state for the Cop Sync program. Brandon was requested to fax/email copy of a contract tomorrow morning for review. Bob Edwards asked how much flexibility in the terms and conditions of the contract. Are they open to any change should something need to be added or removed.

Is it critical that every town buy into this program? Yes, otherwise that town/school would not participate.

Cop Sync financial data was reviewed in terms of the market. Their financials do not look good. The creditors could put a hold on the software if there are financial issues.

It is important to put the placeholder in for grant monies. The grant can only go in under Cop Sync in New Hampshire. The grant would cover part with approximately \$9K needed by the district. It falls below the bid threshold.

Kimberly Saunders will bring to the board on June 20th.

Brian Grattan will ask questions of other tech directors and bring responses back before taking this further.

4. Other

Bob Edwards spoke about a recent security conference he attended. Our emergency management plans should be routinely discussed and updated. Sandy Hook was over in 4 minutes. He would love to have the district or board hear a presentation.

Discussion took place about planned awareness.

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

None.

Motion to adjourn at 6:50 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

2016-2017 Expense Report

June 30 2017

NOT AUDITED

Account Number		Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
Line #									
1	21.000.0000.00.110	REGULAR SALARIES	\$13,468,205.00	-\$120,543.00	\$13,347,662.00	\$13,233,223.69		\$114,438.31	0.86%
2	21.000.0000.00.111	PARA SALARIES	\$2,153,670.00	\$8,800.00	\$2,162,470.00	\$2,187,115.09		-\$24,645.09	-1.14%
3	21.000.0000.00.112	ADMIN ASSIST SALARIES	\$1,029,225.00	\$38,250.00	\$1,067,475.00	\$1,063,873.54		\$3,601.46	0.34%
4	21.000.0000.00.113	CUSTODIAL/MAINTEN SALARIES	\$626,430.00		\$626,430.00	\$559,113.46		\$67,316.54	10.75%
5	21.000.0000.00.114	ADMINISTRATOR SALARIES	\$2,246,548.00	\$16,000.00	\$2,262,548.00	\$2,251,367.71		\$11,180.29	0.49%
6	21.000.0000.00.115	DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$31,500.00		\$0.00	0.00%
7	21.000.0000.00.119	SUPPORT SERVICES	\$713,925.00		\$713,925.00	\$713,378.63		\$546.37	0.08%
8	21.000.0000.00.120	TEMPORARY SALARIES	\$871,451.00		\$871,451.00	\$1,076,678.93		-\$205,227.93	-23.55%
9	21.000.0000.00.130	OVERTIME	\$42,500.00		\$42,500.00	\$41,660.08		\$839.92	1.98%
10									
11	21.000.0000.00.211	HEALTH INSURANCE	\$6,559,784.00	-\$1,410,000.00	\$5,149,784.00	\$4,814,509.80		\$335,274.20	6.51%
12	21.000.0000.00.212	DENTAL INSURANCE	\$230,500.00		\$230,500.00	\$189,906.93		\$40,593.07	17.61%
13	21.000.0000.00.213	LIFE INSURANCE	\$43,000.00		\$43,000.00	\$43,678.49		-\$678.49	-1.58%
14	21.000.0000.00.214	LONG TERM DISABILITY	\$49,500.00		\$49,500.00	\$47,190.93		\$2,309.07	4.66%
15	21.000.0000.00.220	FICA	\$1,606,014.00		\$1,606,014.00	\$1,574,500.00		\$31,514.00	1.96%
16	21.000.0000.00.225	hRA ACCOUNT		\$ 268,000.00	\$268,000.00	\$267,795.44		\$204.56	0.08%
17	21.000.0000.00.231	NON - TEACH RETIRE	\$589,273.00		\$589,273.00	\$543,368.98		\$45,904.02	7.79%
18	21.000.0000.00.232	TEACHER RETIRE	\$2,370,610.00		\$2,370,610.00	\$2,342,957.64		\$27,652.36	1.17%
19	21.000.0000.00.260	UNEMPLOYMENT	\$ 52,500.00		\$52,500.00	\$45,989.00		\$6,511.00	12.40%
20	21.000.0000.00.270	ADMIN ANNUITY	\$14,721.00		\$14,721.00	\$14,721.00		\$0.00	0.00%
21									
22	21.000.0000.00.320	PRESENTERS	\$17,600.00		\$17,600.00	\$19,559.32		-\$1,959.32	-11.13%
23	21.000.0000.00.321	STAFF TUITION	\$77,198.00		\$77,198.00	\$98,695.00		-\$21,497.00	-27.85%
24	21.000.0000.00.322	STAFF SERVICES	\$102,930.00		\$102,930.00	\$43,123.22		\$59,806.78	58.10%
25	21.000.0000.00.323	PUPIL SERVICES	\$99,805.00	\$252,024.00	\$351,829.00	\$312,630.80		\$39,198.20	11.14%
26	21.000.0000.00.330	PURCHASED/PROF	\$1,341,879.00		\$1,341,879.00	\$1,369,924.63	\$58,762.00	-\$86,807.63	-6.47%

2016-2017 Expense Report

June 30 2017

NOT AUDITED

Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
Line #								
27	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$23,437.50		\$6,562.50 21.88%	
28	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$210,701.17		-\$49,701.17 -30.87%	
29								
30	21.000.0000.00.411 WATER/SEWER	\$41,700.00		\$41,700.00	\$52,350.27		-\$10,650.27 -25.54%	
31	21.000.0000.00.421 DISPOSAL	\$41,400.00		\$41,400.00	\$37,358.96		\$4,041.04 9.76%	
32	21.000.0000.00.422 SNOW PLOWING	\$198,000.00		\$198,000.00	\$156,933.75		\$41,066.25 20.74%	
33	21.000.0000.00.430 REPAIR/MAINT	\$303,130.00	\$555,837.00	\$858,967.00	\$756,210.15	\$130,834.09	-\$28,077.24 -3.27%	
34	21.000.0000.00.431 STRUCTURAL REPAIRS	\$137,000.00	\$266,000.00	\$403,000.00	\$336,161.71	\$74,942.67	-\$8,104.38 -2.01%	
35	21.000.0000.00.432 ELECTRICAL REPAIRS	\$35,100.00	\$8,500.00	\$43,600.00	\$32,823.84	\$12,174.31	-\$1,398.15 -3.21%	
36	21.000.0000.00.433 MECHANICAL REPAIRS	\$71,600.00	\$29,900.00	\$101,500.00	\$79,817.61	\$12,921.68	\$8,760.71 8.63%	
37	21.000.0000.00.434 HVAC REPAIRS	\$26,500.00	\$81,000.00	\$107,500.00	\$87,529.32	\$76,916.15	-\$56,945.47 -52.97%	
38	21.000.0000.00.440 BUILDING RENTAL	\$3,500.00		\$3,500.00	\$2,650.00		\$850.00 24.29%	
39	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00 100.00%	
40	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00			\$4,000.00 100.00%	
41								
42	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$237,230.00		\$237,230.00	\$213,427.22		\$23,802.78 10.03%	
43	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,303,067.00		\$2,303,067.00	\$2,022,132.15		\$280,934.85 12.20%	
44								
45	21.000.0000.00.520 INSURANCE	\$217,689.00		\$217,689.00	\$229,755.00		-\$12,066.00 -5.54%	
46	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$140,174.67		\$8,825.33 5.92%	
47	21.000.0000.00.534 POSTAGE	\$23,870.00		\$23,870.00	\$14,217.01		\$9,652.99 40.44%	
48	21.000.0000.00.540 ADVERTISING	\$20,000.00		\$20,000.00	\$32,059.77		-\$12,059.77 -60.30%	
49	21.000.0000.00.550 PRINTING	\$20,800.00		\$20,800.00	\$15,776.81		\$5,023.19 24.15%	
50	21.000.0000.00.561 TUITION	\$1,591,845.00		\$1,591,845.00	\$1,400,020.54		\$191,824.46 12.05%	
51	21.000.0000.00.580 MILEAGE	\$88,495.00		\$88,495.00	\$73,005.53		\$15,489.47 17.50%	
52	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$14,764.78		\$235.22 1.57%	
53								
54	21.000.0000.00.622 ELECTRICITY	\$439,600.00		\$439,600.00	\$418,853.06		\$20,746.94 4.72%	

2016-2017 Expense Report

June 30 2017

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Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
Line #								
55	21.000.0000.00.623 BOTTLED GAS	\$12,450.00		\$12,450.00	\$13,425.95		-\$975.95	-7.84%
56	21.000.0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00	\$217,106.49		\$127,736.51	37.04%
57	21.000.0000.00.656 PROPANE / GASOLINE	\$214,500.00		\$214,500.00	\$184,648.51	\$28,662.71	\$1,188.78	0.55%
58								
59	21.000.0000.00.610 SUPPLIES	\$785,670.00		\$785,670.00	\$573,935.05	\$157,363.44	\$54,371.51	6.92%
60	21.000.0000.00.640 BOOKS	\$94,335.00		\$94,335.00	\$77,787.47		\$16,547.53	17.54%
61	21.000.0000.00.641 PERIODICALS	\$22,820.00		\$22,820.00	\$19,845.23		\$2,974.77	13.04%
62	21.000.0000.00.649 OTHER INFO SOURCES	\$3,815.00		\$3,815.00	\$1,602.62		\$2,212.38	57.99%
63	21.000.0000.00.650 SOFTWARE SUPPORT	\$220,076.00		\$220,076.00	\$231,975.42		-\$11,899.42	-5.41%
64	21.000.0000.00.733 NEW FURNITURE	\$13,153.00		\$13,153.00	\$13,265.41		-\$112.41	-0.85%
65	21.000.0000.00.734 OTHER EQUIPMENT	\$2,507.00		\$2,507.00	\$349.00		\$2,158.00	86.08%
66	21.000.0000.00.737 REPL FURNITURE	\$38,980.00		\$38,980.00	\$35,624.76		\$3,355.24	8.61%
67	21.000.0000.00.738 REPL EQUIPMENT	\$223,864.00	\$109,000.00	\$332,864.00	\$186,018.53	\$129,906.00	\$16,939.47	5.09%
68	21.000.0000.00.739 NEW EQUIPMENT	\$30,890.00	\$390,000.00	\$420,890.00	\$93,912.72	\$319,965.60	\$7,011.68	1.67%
69								
70	21.000.0000.00.810 DUES & FEES	\$151,343.00		\$151,343.00	\$129,764.99		\$21,578.01	14.26%
71	21.000.0000.00.830 DEBT SERVICE INTEREST	\$98,595.00		\$98,595.00	\$98,595.00		\$0.00	0.00%
72	21.000.0000.00.890 MISCELLANEOUS	\$57,500.00		\$57,500.00	\$42,163.67	\$596.00	\$14,740.33	25.64%
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	\$18,615.11	\$75,000.00	-\$93,615.11	
76	TOTAL	\$43,174,635.00	\$492,768.00	\$43,667,403.00	\$41,535,259.06	\$1,078,044.65	\$1,054,099.29	
77	PY ENCUMBRANCES	\$1,282,602.00	-\$1,217,768.00	\$64,834.00		\$64,834.00	\$0.00	
21.000.0000.00.930	TRANS TO TRUST FUNDS	\$500,000.00		\$500,000.00	\$500,000.00	\$550,000.00	-\$550,000.00	-110.00%
78	UNRESERVED FUND BALANCE		\$725,000.00	\$725,000.00		\$725,000.00	\$0.00	
79	Total	\$44,957,237.00	\$0.00	\$44,957,237.00	\$42,035,259.06	\$2,417,878.65	\$504,099.29	#

**LETTER OF AGREEMENT
ANTRIM MEMORIAL GYMNASIUM**

1. The Antrim Memorial Gymnasium is available to the Contoocook Valley Regional School District (ConVal) for use from 8:15 am until 3:15 pm Monday through Friday. This time frame encompasses the current school day for Antrim Elementary School (AES). If ConVal must modify the school day, then these times are subject to change. ConVal will submit a written schedule for district events to the Antrim Recreation Department in 4-month increments starting August 1st for September–December, December 1st for January–April and April 1st for May–August. The gymnasium is available for use by the Town of Antrim during all other times.

There may be times when Great Brook School (GBS) will request the use of the Antrim Memorial Gymnasium from 7:00–8:15 am if the GBS gymnasium is unavailable.

In the event of a declared emergency, the gymnasium will be available to the Town in accordance with the Town's Emergency Management Operations Plan.

2. Outside of the determined regular school hours, the Town of Antrim's use of the gymnasium will be scheduled as follows:
 - A. Antrim Recreation Department's scheduled programs, as approved by the Antrim Parks & Recreation Commission and agreed to by the Selectboard, will have priority.
 - B. AES programs will have second priority.
 - C. Groups or individuals requesting gym use for a private function will complete the required form(s) and submit the request to the Antrim Recreation Department (including a certificate of insurance) at least 10 working days in advance of the function date. Request forms are available from either the Antrim Recreation Department or the Antrim Town Hall.
 - D. Changes to approved private use of the gymnasium must be submitted to the Antrim Recreation Department at least one week in advance of the function, if possible.
 - E. The Antrim Selectboard reserves the right of final approval for all private use.
 - F. Town use of the gymnasium for Town functions will be determined by the Selectboard.
3. The Town of Antrim's Recreation Office, adjacent to the gymnasium is granted to the Town of Antrim by ConVal in exchange for space given up by the Town when the gymnasium was expanded. Any change to the agreed-upon use of the space must be approved by the Antrim Selectboard and ConVal. Use of the entry lobby and the adjacent restroom facilities is shared by the Town and the District.
4. The Town of Antrim and ConVal will function in a cooperative manner to ensure that access to and use of the gymnasium and adjacent facilities meets the needs of the Town of Antrim and ConVal. The Town reserves the right to have continual access to all doors that provide access to the Gymnasium, Recreation Office, and Foyer.
5. The cost of all utilities, excepting telephone service in the Recreation Office and Gymnasium, are included in ConVal's operating expense for the gymnasium. ConVal reserves the right, at their expense, to place the Gymnasium on its own meters. At that time the Town of Antrim may be responsible for its share of the utilities and will be able to control its use of the utilities.
6. ConVal agrees to include the Antrim Memorial Gymnasium and Recreation Office in all maintenance and custodial plans. Summer and activity-driven custodial services will be provided by the Town of Antrim and may, with the agreement of ConVal, be contracted with ConVal's custodial staff.

7. Normal maintenance to the Gymnasium is the responsibility of ConVal with the costs split between ConVal and the Town of Antrim based on use. Normal maintenance includes annual "screen and recoat" of the gym floor, and a complete sanding and refinishing will be performed every 8-10 years. The facility will be maintained by the same mutually approved company from year to year. This may be ConVal, if agreed upon, with the cost of the work in even years (2018, 2020, 2022...) reimbursed to ConVal by the Town of Antrim. As part of this agreement, the Town of Antrim and ConVal will adhere to a mutually agreed-upon document detailing best practices for maintenance of the Antrim Memorial Gymnasium.

Notification of damage must be reported to ConVal's Facilities Director and the Antrim Selectboard. A decision on repair plan and cost burden will be made within 5 business days, and in cooperation between the Recreation Director and the ConVal Facilities Director.

ConVal and the Town of Antrim will work together to schedule maintenance and repairs.

8. Improvements to the Town Gymnasium are the decision of the Town of Antrim. Improvements by anyone other than the Town of Antrim, including the purchase and installation of equipment, must be approved by the Antrim Selectboard. All improvements will be available for use by both parties, unless otherwise agreed.
9. The Antrim Recreation Department may schedule meetings and host visitors in the Recreation Office during the normal school day. Such persons will enter the building via the main school entrance off School Street, will sign in at the AES office, and will be issued a Recreation Visitor Pass as required for school security. All visitors will be under the direct supervision of the Antrim Recreation Department staff at all times. The school staff restroom facilities will be available during these activities. ConVal reserves the right to deny entry during the school day, as required under ConVal policy.
10. The Town of Antrim and ConVal will cooperate fully in matters of school security.
11. Conflicts arising over the use of the Antrim Memorial Gymnasium and adjacent facilities will be resolved between the ConVal School Board and the Antrim Selectboard.
12. Normal school hours will be defined by ConVal by August 1 of that year. ConVal reserves the right to modify those hours at any time to ensure an adequate education of the students in the district.
13. All employees and volunteers will be properly vetted.
14. The ConVal Superintendent and the Antrim Selectboard will each appoint a contact person to execute this agreement.
15. This document will be in force until cancelled by either party in writing. This agreement must be reviewed by both parties in July of each year.

Michael Genest
Chair, Antrim Selectboard

Myron Steere, III
Chair, ConVal School Board

Date

Date