

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

October 24, 2017

**SAU Office
5:30 PM**

Agenda

Committee Members:

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

- 1. Call to Order**
- 2. Approval of Minutes – September 26, 2017**
- 3. AES Playground Enhancements by the PTO - Tim Grossi**
- 4. LED Lighting Project AES/PES – Tim Grossi**
- 5. Year End Financial Status - 2016/2017**

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

September 26, 2017

SAU Office

6:00 PM

Minutes

Committee Members:

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

Committee Members Present: Dick Dunning, Rich Cahoon, Jim Fredrickson, Stephan Morrissey

Others Present: Kimberly Saunders, Mindy Ryan, Gib West, Myron Steere, Jerome Wilson,
John Jordan (SAC), Ed Juengst

1. Call to Order

Dick Dunning called the meeting to order at 6:00 p.m.

2. Approval of Minutes – August 21, 2017

Stephan Morrissey moved to accept the minutes of August 21, 2017. Jim Fredrickson second. Stephan Morrissey and Jim Fredrickson abstained. All else in favor. Motion carried.

3. End of Year Financial Review

Mindy Ryan reported that end of year figures are not quite available. Auditors are in the office this week.

4. Cost for High School Lab Work

A revised cost projection was distributed (attached). It does not include furniture. The total came to \$1,560,355. End of the year funding and additional revenue is being looked at. A bond may not be necessary.

Kimberly Saunders estimated that a bond for \$600,000 may be necessary to accomplish all of the work. There is currently \$650,000 in the capital reserve; it will be added to with an additional \$250,000. On June 20th we encumbered the fund balance for capital dollars. This is the figure we are waiting for with the end of year financial review.

Myron Steere thought that the motion was for capital projects not the labs. He further said that if we do a bond and it fails, the project cannot take place. Do we want to put the money in the budget?

Kimberly Saunders said that we could also not bond it and put it on the warrant.

Rich Cahoon asked if it is not one project. We could split the project and pay for one and bond the other. We have to find out what we have for a fund balance first. If we put it on the warrant as a bond and it fails we can't do anything.

5. Antrim Agreement Review Update

Dick Dunning reported that there was \$5,000 in the GBS budget, but it was earmarked for something other than the fields. Dick asked if it could be clearly marked in the budget, what the money is for. It should be clearly detailed.

To sand the floor down is difficult, there is warping. If the floor needs to be replaced, the question is, are we sure that water is not getting in now. Discussion about drainage and snow load against the concrete blocks resulting in melt seepage has taken place.

Antrim owes us their engineering documentation.

A memo on how to take care of gym floors is necessary. Kimberly Saunders will ask Tim Grossi to write the memo on floor care and send it to Antrim, Jim Fredrickson, and Myron Steere.

Discussion about sanding the floor down to bare wood every ten years took place. The understanding on a capital item such as this is that the cost would be shared 50/50.

It would be great if the Town of Antrim and the District could agree on a date to replace the gym floor.

6. Other

Kimberly Saunders reported that the budget process is about to begin. If there is input that the committee would like to share, it would be helpful. Administrators are being asked to "zero base" their staffing budget. Looking at staff, why they are there etc. Rather than assume to keep people, each person would have to be justified. In addition, historical spending is being asked to compare with the budget requested and making sure it is properly budgeted. An average of three years will be looked at. Dick Dunning would like to see classroom, number of students, and the number of blocks that teacher teaches each day.

Rich Cahoon asked how small a school gets before we can no longer offer certain classes every year; maybe they are offered on the odd or even years. Gib West reported that this is currently a practice at the high school.

Mindy Ryan said that she is looking to put specific detail in the budget lines.

Myron Steere asked if we are looking at the practice of department heads teaching only two blocks rather than three. If we are paying them a stipend to head the department, they should be teaching three blocks a day. We need our better teachers to teach more kids. Myron Steere asked administration to pursue this.

Rich Cahoon spoke about consideration of a program by program budget review; it was the most successful budget in terms of community support. Rich cited an example that science would include the teacher, materials used etc. Athletics would include the cost of transportation.

Kimberly Saunders asked if the same assumptions should carry forward i.e. class size, strategic plan, curriculum renewal etc. Dick Dunning confirmed.

Dick further said that we are looking at four labs with the funding we have; five if we are bonding. The budget process was reviewed.

Food Service needs consideration; last year of this contract. The bus contract comes in future years.

Rich Cahoon said that the towns have got use to a larger unexpended fund balance. They will want to know more.

CopSync – the grant is not specific to CopSync. All nine towns would have to agree to the same vendor. Talk is underway with the police chiefs.

Dick Dunning reported that he has asked Jim Fredrickson to be Vice-Chair of Budget and Property. Confirmed.

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

None.

Stephan Morrissey motioned to adjourn at 6:51 p.m. Jim Fredrickson second. Unanimous.

Respectfully submitted,

Brenda Marschok