

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road  
Peterborough, New Hampshire  
CONTOOCCOOK VALLEY SCHOOL BOARD**

**Selectmen's Advisory Committee**

**Thursday, October 26, 2017  
7:00 p.m.  
SAU #1**

**Minutes**

**Present:** John Jordan (Hancock), Gail Cromwell (Temple), Dale Gabel (Dublin), John Robertson (Bennington)

**Others Present:** Rich Cahoon (Antrim), Myron Steere (Greenfield)

**John Jordan called the meeting to order at 7:01 p.m.**

**1. Accept Minutes of September 28, 2017**

**Gail Cromwell moved to accept the minutes of September 28, 2017. John Robertson second. Unanimous.**

**2. Presentation of Science Labs Proposal**

Myron Steere reported that science labs will be discussed at the November 4<sup>th</sup> Board Budget Work session. The thought is to renovate two with capital reserves and two through a bond. The projected cost is \$1.7 million with the furniture. The reserves will allow approximately \$1M, with the possibility of budgeting a portion.

The 16/17 year-end balance is pending, which will then result in capital reserve fund balances being satisfied according to the warrant.

Myron Steere reported that the State has said that the labs are not safe and do not meet ADA. John Jordan said that they should have been renovated 10 years ago.

Gail Cromwell distributed a copy of the 2016/2017 budget. Money was transferred into various accounts and \$300K was encumbered due to working on projects that could not be addressed when school was in session.

\$550K was transferred into trust funds. \$725K will offset future taxes. Gail asked about the \$504K and asked why that was not being returned to the towns as well.

Myron Steere said that some of those funds may be returned to the taxpayers but that is unknown until the auditors complete their work.

Gail Cromwell reported that the tax rates in the towns are being held up pending this information. Myron said that we want to do it right.

Myron said that he hopes that the Selectmen will share their support of the work on the labs at deliberative session.

**3. Discussion of Models**

John Jordan asked if progress has been made in this area. Myron said that it is likely that the hiring of people to come in and work on cost information for these models may be necessary.

Rich Cahoon said that these models are conceptual only and were never designed to go on the warrant. It was an intellectual exercise of administrators brainstorming.

Discussion took place about broadband in the area. Affordable housing is the number one item that is discussed when discussion about the economic vitality of the district takes place.

John Jordan noted that the school district has a Free & Reduced Lunch percentage of over 30%. Peterborough has a rate of 50%.

Myron Steere said that at some point, the model will go on the ballot. It will help establish a fact.

Various plans have been voted on four times in six years. Never has one been brought forward by the board.

The model that considers reconfiguration does not have to go on the ballot. Consolidation would.

#### **4. Budget Timeline**

November 4<sup>th</sup> is the School Board budget work session. Zero-based budget for staffing is underway. In addition, the teacher's contract will be on the ballot. January 16<sup>th</sup> is the deadline to bring something forward on the contract.

#### **5. Other**

John Jordan referenced information about the ATC.

Myron Steere said that a Manufacturing Night took place last night to discuss opportunities that exist in the area. Manufacturers need staffing. We are trying to learn more about what they need of our students to enter that work force.

Rich Cahoon said that manufacturing is under consideration as a program in the future. In addition, revamping of accounting and health careers will also be looked at.

We receive approximately \$90K in Perkins Grant funding.

Myron Steere said that we also have a Firefighter Program to help support local towns.

Any chance the district will see additional funding from the State? Not likely, the State sees their investment when 75% of the cost was provided to build the ATC, from there, they would look at renovations on a rotating schedule.

Further discussion took place about the manufacturing program. We are working on the programming with the State. They are very supportive.

Opportunities for a plumbing or electrical apprenticeship program was discussed. Small companies don't have the manpower to do what is necessary to support this.

The hope is that students leaving these programs (manufacturing) will have an advantage over someone walking in off the street.

Gail Cromwell motioned to adjourn at 7:42 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

To date, ATC has addressed the following task as associated with the ATC SMART Goals for 2017-2018 academic school year:

- Explore Grant Opportunities
  - Applied for and submitted a NH Robotics Education Grant Application.
  - Successfully applied for and received the 2017-2018 Federal Perkins Grant.
- Support the evaluation and assessment of our current programming & opportunities
  - Met with State of NH DOE officials in September and October 2017 to review current programs.
  - NH DOE officials met with ATC faculty to discuss procedures for ATC Region 14 Audit on Tuesday September 26<sup>th</sup>. Second meeting scheduled for follow with ATC staff on Wednesday, November 8<sup>th</sup>.
  - Presented to full board on Tuesday, October 3<sup>rd</sup> ATC Goals for 2017-2018 academic year. Five-year review of historical data on CTE programs and enrollment trends. Further research on Industry specific growth trends to address ATC future programs to provide additional pathways for student success.
- Relationships with Post-Secondary
  - Updated current Running Start and Articulation Agreements with ATC and ConVal's High School teachers (See Spreadsheet).
  - Collected Cythia Davis's application material to increase running start opportunities for ConVal students in English.
  - Met with Art Department to discuss the opportunity to offer a running start Art college credit.
  - Increased NH Scholar Opportunities from 4 courses to 12 courses.
- Create articulated relationships with businesses
  - Weekly meetings with Extended Learning Coordinator to address industry needs, student placement sites and growth opportunities. Ensure ELOs align to competencies and standards are assessed. (See Spreadsheet)
  - Construction Career Days program on September 28, 2017
  - Manufacturing Day Internship on October 18, 2017
  - Manufacturing Information Parent Night on October 25, 2017
- Cross-region collaboration
  - Discussions with Littleton NH and Rochester NH CTE Programs directly related to Manufacturing.
  - Meeting with Jaffrey/Rindge administration that included; Larry Pimental, Principal, Conant High School & Reuben Duncan, Superintendent – Jaffrey/Rindge School District. To address how to build capacity to serve our students in both regions and further growth opportunities for all student.
  - Conferenced with Katelyn Carrington CTE Director at Somersworth Career Technical Center. Discussion on their new Medical/Clinical Assistant program (CIP #510801).
- Continue to support ATC with communication with the School Board
  - Monthly meetings that address ATC 2017-2018 goals, monitoring visit, and new program implementation.

# 2016-2017 Expense Report

June 30 2017

NOT AUDITED

Line #	Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
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	1.98%
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	-\$88,807.63	-6.47%



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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	\$98,495.00		\$98,495.00	\$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%		

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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	\$129,905.00	\$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	\$595.00	\$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	Per Agreement
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 #	