

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, June 26, 2018

**SAU Office
5:30 PM**

Agenda

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

- 1. Call to Order**
- 2. Approval of Minutes – May 22, 2018**
- 3. Antrim Gym floor resanding/refinishing plan**
- 4. 2019-20 Budget Guidelines**
- 5. Student Activity Funds**
- 6. 2017-18 Operating Budget....status report (encumbrances, end of year estimate)**
- 7. 2018-19 Contract status....brief review of status of significant contracts for 2019-2020 school year**
- 8. Trust Fund Balance/Summary Report**
- 9. CVHS Science Project update**
- 10. Other**

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CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, May 22, 2018

**SAU Office
6:00 PM**

Minutes

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

Committee Members Present: Rich Cahoon, Richard Dunning, Niki McGettigan, Stephan Morrissey, Pierce Rigrod

Others Present: Tim Grossi, Myron Steere, John Jordan, Mindy Ryan, Kimberly Saunders, Brian Grattan, Michelle Russell, Ian MacKay

1. Call to Order

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

2. Approval of Minutes – April 24, 2018

Stephan Morrissey moved to approve the minutes of April 24, 2018. Pierce Rigrod second. Mindy Ryan amended the minutes under agenda item 3 to reflect "The DRA wants the budget by object function." In addition; "The bond would be in fund line 25; what is shared tonight is line-fund 21.

Under agenda item 6, it should read "Pierce Rigrod noted that there is a \$75K fee in the current contract (not as a subsidy). Unanimous as amended.

3. Budget

A min and max was talked about at the last School Board meeting. How the budget will be built needs determination by this committee.

Max is stay the course with adjustments; 4% at the highest. The lower is the default.

One approach is a maintenance of effort budget; another is a hold the line approach plus specific changes based on decisions.

Separate warrant articles might be included for specific purchases.

If we stay status quo, what is it we would not be able to do? The middle ground might be higher than the max.

What would happen if we end up in a default budget and we cancel items while focusing on educational items? Sports are an important part of the whole education.

Realistically would we do that?

We could delay curriculum options, eliminate 9 positions, don't buy school supplies for a year etc. Things are a lot tighter now than they were when the last major cut was necessary.

If separate warrant articles were pursued, the voters might vote them all down. We would need to be prepared for that possibility.

Administration is looking for guidelines; a max and min have been decided. Administration can go from there or receive further direction.

Kimberly Saunders reported that in the past, it has been the district's practice to provide free lunches to substitutes. The cost is \$10,000 per year. That will no longer be a practice.

Maintenance of effort to 4% (of the operating budget) is the max.

Mindy and Kimberly will look at the detail in the current budget. Revenue next year will be down; stabilization will be down 4%.

On June 5th Kimberly and Mindy will report out on the encumbrances and what can be and cannot be done in the current year.

John Jordan said that unassigned funds should go back to the towns and have an immediate impact on the tax rate.

Capital projects still need completion.

If there is a plan to conduct specific work and take the funds out of capital reserves, can we use budget funds? If it was possible, it would not have an impact. Funds would not be returned and the capital reserves would remain.

Budget to maintenance of effort, and develop a list of work in priority order to default should be well communicated. Programs and positions at risk should be shared in the event a default is voted.

For clarity to bring to the board....default budget with priorities and also build a budget to max of 4% with other considerations for increases such as oil.

If we do maintenance of effort, administration would continue to find areas that money can be saved and bring in a maintenance of effort under 4% as a goal.

True zero based budgeting will be pursued.

Staffing in general will be looked at.

Maintenance of effort is everything that we are doing now. Do we want to pare some things down?

The recommendation will be to provide a budget to board that looks at the default as well.

Or, come back with maintenance of effort earlier and then decide in general terms how you get to default.

The timeline for the budget doesn't change, the budget should go to the board in early November.

Maintenance of effort includes certain assumptions; such as replace 10% of furniture. This would be a year to skip that. Some disagreed.

Areas to review are telecom, reimbursements for cellphones, mileage, furniture replacement.

The following will be brought to the board: approve the guidance provided to the Superintendent at Budget and Property Committee.

Maintenance of effort, minus things that can be delayed will be the request; things that don't directly impact the education of children.

Default is people and program. The focus should be to eliminate things in the budget that preserve people and program.

Areas where we exceed our obligation should be considered; sport options might be considered. Athletic fees are returning in the fall.

Kimberly said that this district exceeds compared to other districts, in the area of professional development. A staff member can meet their certification obligations without ever leaving the district.

The 1:1 initiative should be untouched.

Rich Cahoon moved the recommendation for Maintenance of effort, minus things that can be delayed as a recommendation to the board. Things that don't directly impact the education of children. Second. Unanimous.

4. Fuel

Tim Grossi reported that we have purchased fuel oil through putting it out to bid and we have also partnered with a local vendor. Partnering with a local vendor has been the most beneficial. This year, rack price is \$2.21 per gallon. Right now, we would be with what has been budgeted. It is twice what it was last year at this time, per barrel. Tim asked the direction of the committee; put out to bid or partner with a vendor. Tim's recommendation is to partner with a local vendor.

Pierce Rigrod supported this recommendation.

A waiver of the policy should be placed on the School Board agenda. Otherwise it needs a unanimous vote of the board.

Rich Cahoon said that in the past we have taken a chance and not purchased the full amount. This is not the year to take a chance. We should buy it because we are right at the budget.

The recommendation is to waive the bidding process and go with our local partner. This will go forward on the June 5th School Board agenda. Confirmed.

Stephan Morrissey moved to bring this recommendation to the board. Niki McGettigan second. Unanimous.

Propane? Tim Grossi and Mindy Ryan will work together on this topic and discuss on June 5th.

5. Other

Ian MacKay and Michelle Russell asked about follow-up on prior solar energy conversation and presentations. Dick Dunning said that currently, this would have to be on hold as a result of the budget. It would need to go out to bid. Currently he was unsure if the district could meet obligations relative to solar. This topic is not forgotten. Looking at a format for RFP's would be the next step.

Rich Cahoon said that an RFP commits us to the project. An RFQ or RFI should be pursued.

We cannot expend any money up front right now.

State grants are available in September of this year and tax credits expire in the following year.

Ian MacKay and Michelle Russell offered their assistance in doing any work necessary to further this discussion.

Stephan Morrissey motioned to adjourn at 7:15 p.m. Pierce Rigrod second. Unanimous.

Respectfully submitted,

Brenda Marschok