

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Tuesday, June 11, 2019**

**SAU #1 Board Room  
6:00 PM**

**Agenda**

**Committee Members:**

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Kristen Reilly

- 1. Call to Order**
- 2. Approval of Minutes – May 14, 2019**
- 3. Elementary School Costs – Update**
- 4. Solar Project - Update**
- 5. LED Lighting Plan**
- 6. Potential Leasing Plan**
- 7. Outside Use of District Facilities**
- 8. Capital Improvement Plan - Update**
- 9. Other**

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**Tuesday, May 14, 2019**

**SAU #1 Board Room  
6:00\* PM**

\*The meeting will start at 6:00 and will be preceded by a walk-through of SMS at 5:40 (meet in Board Room). An overview of upgrades under consideration for the 2020-2021 budget will be shared.

**Minutes**

**Committee Members:**

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Kristen Reilly

**Present:** Jim Fredrickson, Rich Cahoon, Richard Dunning, Niki McGettigan, Stephan Morrissey (6:10), Kimberly Saunders, David Jack, Tim Grossi, Myron Steere, John Jordan (SAC)

**1. Call to Order**

**Jim Fredrickson called the meeting to order at 6:00 p.m.**

**2. Approval of Minutes – April 9, 2019**

**Dick Dunning moved to approve the minutes of April 9, 2019. Rich Cahoon second. Rich Cahoon abstained. All others in favor. Motion carried.**

**3. Elementary School Costs – Update**

David Jack distributed elementary school cost information. He emphasized it is not a finished product. Costs have not been allocated in each school for certain figures. Prorating district wide, and general costs is still under discussion. \$8.6M in costs, total of \$15M actually allocated.

How do we accurately portray the individual schools?

Nobody liked/understood the cost per student for elementary schools; which started this process. The \$15M was simply divided among the elementary schools. Next year, the costs of benefits will be allocated to the schools according to each employee in that school. Other costs will need to be decided upon for prorating. Salaries are by building as well.

Niki McGettigan spoke about making a case for a school that had either all new staff or more seasoned staff. The cost for schools will be reflective of that.

Myron Steere spoke about showing it two ways, using exact costs and also averaging. \$1.289 reflects the health insurance.

Rich Cahoon observed that the account numbers are not consistent from one school to another. David Jack said that is not unusual. There are some consistencies, how a school splits it up is different from one school to another.

What's next? Rich would like to see some of the CVES allocated to the buildings where they actually work. It can be divided on a per pupil basis or by the number of schools.

Is it the intent to prorate the CVES piece among the appropriate schools? Some are district-wide; like preschool. It is more the salaries for the specialists. There are full time positions counted in some of the schools and then taking a hit for part of a position that does not serve that school. The SAU costs were distributed in three pieces for each level. This approach provides communities a strong sense of the cost of their school; it doesn't include everything.

Jim Fredrickson asked about what is taking place in Dublin; how involved or not involved should the district be. Kimberly Saunders said that the district should not be involved in town political issues.

David Jack said that the spreadsheet reflects what was reported to the DRA. There will be items, such as the cost of a Superintendent, by school. It has to be generalized and prorated.

Food Service costs are a separate piece. If a school were to leave, they would have to know what that would cost. We don't budget for food service, we budget in the event that there is a deficit, we have to cover that.

Rich Cahoon suggested dividing the CVES by 5 buildings.

Special Education Preschool should be a district expense.

Guidance, Health, and Network should be divided a specific way. Mileage by building.

Supplies by building.

The \$1.035M should be broken down by student, staff, building, or district.

A column will be added to document the assumptions.

Starting July 1<sup>st</sup>, everything will be allocated exactly as requested.

Discussion took place about the number of districts in New Hampshire, number of SAU's, and what is legally required and what is desired. At some point the cost of the SAU should be allocated.

#### **4. Solar Project - Update**

Tim Grossi reported having met with Bob Hayden. The group interested in solar energy had access to the high school electronic metering to look for trends. Slow and steady is the approach to make sure we don't buy into something that is inaccurate. A presentation will be coming in June from the group.

Will this still be proposed as a small scale educational project? Discussion is taking place with the ATC.

#### **5. Trust Fund – Update**

David Jack reported on a three year history on Trust Funds. Several housekeeping pieces need to take place. A public hearing for \$75K for athletics is needed. \$201K for special education funds has not been requested. Once these are complete, it should bring us up to date.

David Jack noted the change for helmets that occurred.

The proceeds from votes are reflected; transfers are shown.

\$662,781 was transferred out of the trust for the high school; we didn't need \$600K so we sent it back to the trust.

The only fund not transferring into next year is athletics.

What would be the cost of completing LED lighting throughout the district?

Classrooms that are routinely used longer in the day should have LED lighting installed.

Using funding at the end of the year is favorable if there is a vote in favor of, by the board, to show intent.

A prioritized list will be developed to look at what might be possible.

#### **6. Antrim Gym**

David Jack reported that \$13,043.95 is available in the Antrim Trust Funds that are held here. They revolve from one-year to the next. We receive an interest check each year; it is split between the two funds (Antrim and GBS).

Jim Fredrickson said that these funds might be discussed for use in the Antrim Gym.

### **7. Potential Leasing Plan**

Jim Fredrickson said that starting with a list of equipment that might be leased was discussed. Printers are already leased. The service contracts change incredibly because the product is turned over. It stabilizes everything. It keeps equipment current.

Dave said that other opportunities might include vehicles and sizable lawn mowers.

### **8. Outside Use of District Facilities**

David Jack distributed a document titled *Community Use of Facilities Policy Draft*. It is a sample draft policy. ConVal policy is included. This is for discussion purposes only. The committee was asked to review.

Kimberly Saunders said that we do not charge for non-profits. Tim Grossi said that we have so much use from non-profits during the week and weekends.

Rich Cahoon said that very clear direction is needed before going forward; it is not ready for Policy Committee.

It was noted that the fee schedule is five years old.

The action item is to review this information and discuss at the next meeting.

### **9. Expenditure Report**

- Review of Object codes 734/738 (Other/Replacement Equipment)

David Jack distributed an expenditure report.

Chrome books – a purchase was made but the product was returned; a savings resulted with no intent to spend. The intention is to leave it and have it go back to the unreserved balance or return it.

The PA System at the high school was supposed to be completed; it couldn't be done in the time frame.

Work will be done over the summer; permission will be asked to finish during the summer. The bid has not gone out.

Stephan Morrissey asked about providing the School Board with Chromebooks. Brief discussion took place.

### **10. Athletic Booster Safe**

Kimberly Saunders reported that the FCVA is asking if they can have a safe that they will purchase on site at the high school. They propose to bolt it into the concession stand at the high school in the gym area.

In the past, having booster money in the building has been problematic. The auditor's report that we should not handle their money.

Tim Grossi said that our policy is that ConVal staff bring money to the bank every day. In the past, we have had problems with funds.

**Dick Dunning moved not to permit an athletic booster safe. Stephan Morrissey second. Unanimous.**

### **11. Other**

None.

**Stephan Morrissey motioned to adjourn at 7:26 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok