

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, July 28, 2020

5:00 PM

**Physical Location: ConVal High School Gym
184 Hancock Rd., Peterborough, NH**

Virtual Location:

<https://us02web.zoom.us/j/89568710019?pwd=dVYvTDJiVzNzNTVpM0V4MGlnb2Nodz09>

Meeting ID: 895 6871 0019

Password: iu7MWs

Phone: +1 312 626 6799 US

Meeting ID: 895 6871 0019

Password: 575306

Agenda

Committee Members:

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Robert Short, Jr.

- 1. Call Meeting to Order**
- 2. Approval of Minutes – July 14, 2020**
- 3. 21-22 School Year Budget Development Schedule & Process**

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, July 14, 2020

5:30 PM

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/82888406409?pwd=QWZwVWYwN1NEV3dWtXNIRIF0b3poUT09>

Meeting ID: 828 8840 6409

Password: 6RRZGz

Phone: +1 312 626 6799 US

Meeting ID: 828 8840 6409

Password: 666222

Minutes

Committee Members:

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Robert Short, Jr.

Present: Jim Fredrickson, Alan Edelkind, Dick Dunning, Katherine Heck, Robert Short, Jr., Dr. Kimberly Saunders, Lori Schmidt

1. Call Meeting to Order

Jim Fredrickson called the meeting to order at 5:30 p.m.

2. Approval of Minutes – June 9, 2020

Dick Dunning moved to approve the minutes of June 9, 2020. Katherine Heck second. Unanimous.

3. Solar RFQ

Lori Schmidt reported that changes have been implemented to the RFQ. Lori confirmed that the RFQ will be put out tomorrow.

Jim Fredrickson asked thoughts about the CTQ's regarding the educational component in the project.

No cost, savings across the district, and an educational component were the three agreed upon CTQ's.

Kimberly said that in an RFQ, it might be confusing. Kimberly confirmed that the wording can be added.

It will be sent out tomorrow.

Lori Schmidt said that August 5th is the return date on the document.

4. 20-21 Budget

- Spending freeze process

Kimberly Saunders said that as purchase orders are submitted, she and Lori will review the request. From there, it will be brought to the board for confirmation. At the beginning of a budget freeze, as things are

brought forward, the board might determine that certain types of requests do not need to come before them. Right now, everything is coming to the board if it is not a contractual or legal obligation. Jim Fredrickson asked if the guidance brought to the team will cause some items not to come forward for purchase. Lori said that requisitions should be submitted for it to be determined for approval.

- Reopening cost estimates & options

Jim Fredrickson said that the guidance has just come from the State today. His concern is that the different teams start bringing forward recommendations for reopening, how will Budget & Property fold in?

Kimberly said that the board will meet between now and when a plan is finalized. It is a big commitment. Adding the Budget & Property layer is an additional one and she was unsure it is needed.

Alan Edelkind asked Jim what he thought the role of Budget & Property (B&P) Committee might be. Jim said that it would be a more focused discussion.

Kimberly Saunders said that the reason we have subcommittees is because we have a board of thirteen. They take recommendations to the board.

Rich Cahoon said that the way that Budget & Property dealt with the last budget process was dead on. While we deal with the preparing for opening of school, we don't want an additional layer for that. He sees Budget & Property busier this year. We would have already been in the development of next year's budget absent the pandemic.

Jim said that he wants to make sure B&P is doing enough.

Rich Cahoon said that in terms of this summer, and getting ready for the fall, the State guidance is pure operations and management. When it will involve the School Board, it will involve the full board.

Katherine Heck agreed, she was unsure there would be time to add another layer. We can best serve by showing up to board meetings and voting.

Jim Fredrickson said that knowing how the opening will impact the budget will be valuable for budget development.

Kimberly Saunders spoke about potentially hiring additional nursing staff as a result of the pandemic. It might be temporary. We would have to hire night time security if we implement outdoor classrooms under tents. In addition, we would have to hire additional facilities staff for cleaning.

Lori Schmidt said that HealthTrust is required to retain a certain amount of funding. If it exceeds a certain amount, they are required to return those funds. A portion typically gets returned to the employees because they contribute. We have to wait for the audit to be completed in the fall.

- Equipment Trust Fund use

Jim Fredrickson said that he added an "expenditure out" line to his spreadsheet. Jim spoke about using 12% of the trust fund balance to offset budget items.

Kimberly said that she and Lori are trying to get to a place where opening costs are determined.

5. Emergency Order #56: Temporary Modification of Procedure Relative to Appropriations and Tax Payments

Referenced but not discussed.

6. Mental Health options & estimates

Jim Fredrickson said that the legal recommendation was discussed at a prior board meeting.

Robert Short, Jr. asked if NH has a history of school based health centers. Kimberly said that they do not. One of the issues is that students come with more and more mental health needs. ConVal needs to proactively communicate and publicize all that we do in this area. She spoke about training that staff undergo, wrap around services available, and local connections in mental health areas. Getting parents involved and referring is what schools focus.

Rob shared his experience where mental health providers set up within the school as a third party provider.

Kimberly spoke about the liability if a provider set up at the high school and a student met with them and shared specific health information or thoughts. Our staff do not have the same confidentiality as mental

health providers do. Parents are informed by school staff. A provider would not have the same obligation. There is legal concern.

7. Summary of the Reopening Work – Alan Edelkind

Jim Fredrickson asked if anything should be shared with B&P in advance of tonight’s School Board meeting.

Katherine Heck said that there are some proactive activities that the Board can go through beginning with a budget freeze and making sure that funds are best spent as a result of the crisis. She said that once the warrant was approved, we have to fulfill everything that we said we would do. The Emergency Order allows the district to pull back based on COVID-19. She suggested that the board think about it similarly to a default budget.

Jim Fredrickson said that he has been invited to a discussion with the Town of Antrim to discuss recommended changes to the town’s last revision proposal. He will report back after the meeting.

Dick Dunning motioned to adjourn at 6:17 p.m. Katherine Heck second. Unanimous.

Respectfully submitted,

Brenda Marschok

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