

**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=dVYvTDJiVzNzNTVpM0V4MGINb2Nodz09>

Meeting ID: 895 6871 0019

Password: iu7MWs

Phone: +1 312 626 6799 US

Meeting ID: 895 6871 0019

Password: 575306

MINUTES

Committee Members:

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

Present: Jim Fredrickson, Alan Edelkind, Katherine Heck, Robert Short, Jr., Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt, Tim Grossi, Kevin Pobst, Jerry Wilson

1. Call Meeting to Order

Jim Fredrickson called the meeting to order at 5:08 p.m.

2. Approval of Minutes – July 14, 2020

Katherine Heck moved to approve the minutes of July 14, 2020. Robert Short, Jr. second. Unanimous.

3. 21-22 School Year Budget Development Schedule & Process

Jim Fredrickson said that the purpose of tonight's meeting is to discuss the budget for the upcoming year. Kimberly Saunders said that a timeline is needed for development. Clear guidance that is very specific was asked. When the budget is being built, there may not be the capacity to do nine versions. Guidance that will allow one or two versions is preferred.

Jim Fredrickson asked what scenario we are planning for; back to normal or multiple scenarios.

Kimberly Saunders said that she would plan for a hybrid potential with the caveat that it is not our first choice. Depending on when a vaccine becomes available and when people will be willing to take the vaccine will play a part. A hybrid, by nature, will have a higher cost potential.

Jim Fredrickson asked what the big variables are that should be considered. What should we assume for attendance? The response was that we should wait until we have a feel for in school numbers in September.

Other variables include the teacher's contract. What assumptions should be made with the Capital Improvement Plan?

Tim Grossi said that replacing roof skins on South Meadow School and the Atrium were big ticket items. Renovations to the buildings have been talked about over the past several years.

Jim Fredrickson said that the Capital Improvement Plan should be reviewed to look at what should be done or not.

Tim Grossi said that what absolutely has to be done will be considered and what the ramifications are if we push back.

Jim Fredrickson asked what that will do to the budget a year from now. Jim cited the Lucy Hurlin Theatre and parking lot as items that could be put off. The contract with the CVEA begins now.

Katherine Heck said that the budget process itself, by State Statute, will not change. She shared her concern that capital projects would be deferred and wondered what is in the budget this year that is pushed out that will affect that budget.

Kimberly Saunders said that discretionary items need consideration. The bulk of those items are supplies, facilities, and capital projects. The costs associated to opening is a lot.

Jim Fredrickson said that school opening will include social distancing. If placing desks six feet apart is still required long-term, do we have enough facility space?

Kimberly Saunders said that we do not have enough space long-term to continue six feet apart. We will utilize outside learning space now. Shifts in student populations might be required.

Kimberly said that if we are looking to makeup a learning gap, time with teachers is a factor, not necessarily more staff.

Katherine Heck shared concerns with what we are going to do to make up the lost learning.

Kimberly said that there is a goal to make up that learning by the end of year 2022. Assessing students to determine who lost and what is needed is part of the plan. We either need more teachers to increase the contact time or we need our teachers to work more hours.

Jim said that we need to decide what scenario we need to budget. Jim said that he thinks that we need to budget for back to normal plus some makeup time. We also need to consider what else might happen. What if we can't bring the students back? Suppose in January, it is determined that it is not working. How quickly can we adapt?

Kimberly said that we keep the SAU Staff count slim. Other districts staff their SAU based on buildings. When you have eleven buildings, we need staff large enough to deal with the buildings.

Jim said that we could plan for the worst case scenario; we have to put a number in front of the voters that is sufficient.

Katherine Heck said that we can't plan for anything and everything. Congress may pass funding. Come November, we will have a more solid idea of our position. We can't know what we don't know in terms of the future. The suggestion is to budget the following year as though it is a normal year and adjust as it comes to finalize. She said that the solution is to allow the Superintendent to present a budget with fewer versions while planning for a normal return. She said that we need to use all of the tools given to running under a State of Emergency.

Kimberly said that guidance for making up lost time, what would be done in terms of facilities, and prioritize the projects, and what should be put on hold in order to do the makeup are the priorities.

Jim asked, given what we know now, if there are any obvious prudent "Plan B's" that should be considered up front. Going back to normal with consideration for lost learning and adding back.

Lori Schmidt said that what is described is what she has been doing since February.

Kevin Pobst said that it sounds like the case was made for developing a normal budget for 21/22 and have a figure built into it to address the lost learning. Remaining items from the Capital Improvement Plan and also the costs to run a remote strand would be built in. Revenue would have to be factored in for a potential increase or decrease in population.

Katherine Heck asked if what Kevin Pobst outlined is the sense of the committee.

Jim Fredrickson said that it sounds like what was captured is the sense of the committee.

Jim Fredrickson asked what new contracts will be negotiated.

The bus contract and the CVEA contract were named.

How about timing? Traditionally, the board has met the first Saturday in November. If we could push it off into later in November that would be better. The first week in December was suggested. Does the committee agree with allowing more time and to meet in December? The committee confirmed.

Kimberly Saunders said that when we discuss the fund balance, we always say that it is an estimate. Our accountant has brought some past practices that affect our fund balance.

Lori Schmidt said that she really appreciates having an accountant. Lori said that the system is set up so that when payroll is done, it pulls out health and dental. The amount that puts in the employers share did not properly expense correctly. In the past, there has not been the time to do a thorough reconciliation in past months. Our payments were accurate and employee deductions were accurate. This has been corrected for this year going forward. We are setting up a detailed reconciliation process so it can be reconciled routinely so that we can assure things are correct.

Kimberly Saunders said that this has been an ongoing adjustment that has been made over the past five years.

Lori Schmidt said that the best estimate was made on budgetary numbers. We have not yet had the opportunity to reconcile all of the account numbers. She asked for time to scrub the accounts to provide an accurate number.

Kevin Pobst shared his opinion on how tonight's meeting ran both in person and remotely. He said that it did not go well this evening. Kimberly Saunders said that we cannot continue to meet remotely.

Katherine Heck moved to adjourn at 6:16 p.m. Rob Short, Jr. second. Unanimous.

Respectfully submitted,

Brenda Marschok