

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

**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Wednesday, October 21, 2020**

**5:30 PM**

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

**Virtual Location:**

**<https://us02web.zoom.us/j/87623886098?pwd=V0l6TjNRUnNKRDNQOGt2VDBWVGhQT09>**

**Meeting ID: 876 2388 6098**

**Password: YqQ83L**

**Phone: +1 312 626 6799 US**

**Meeting ID: 876 2388 6098**

**Password: 578700**

**Agenda**

**Committee Members:**

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

- 1. Call Meeting to Order**
- 2. Approval of Minutes – September 8, 2020**
- 3. Solar Project**
- 4. 19-20 Audit Update**
- 5. 20-21 Budget Summary**
- 6. 21-22 Budget Guidance/Schedule**
- 7. Capital Improvement Plan**
- 8. Monitoring the School Budget**
- 9. Trust Funds**
- 10. Non-Public Session: RSA 91-A:3,II (If Required)**

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**Tuesday, September 8, 2020**

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

**Virtual Location:**

**<https://us02web.zoom.us/j/81169397675?pwd=M1l0cWh1ekJrOG1vYTI1VU9jTkFNUT09>**

**Meeting ID: 898 9498 3350**

**Password: bh3PWE**

**Phone: +1 312 626 6799 US**

**Meeting ID: 811 6939 7675**

**Password: 468933**

**Minutes**

**Committee Members:**

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

**Present:** Jim Fredrickson, Richard Dunning, Alan Edelkind, Katherine Heck, Robert Short, Jr.  
Dr. Kimberly Saunders, Lori Schmidt, Tim Grossi

**1. Call Meeting to Order**

**Jim Fredrickson called the meeting to order at 5:38 p.m.**

**2. Approval of Minutes – August 18, 2020**

**Dick Dunning moved to approve the minutes of August 18, 2020.**

**Katherine Heck second. Unanimous.**

**3. Solar Project**

Lori Schmidt said that the plan is to connect and schedule time to meet with Revision Energy after the start of school.

Jim Fredrickson asked for a revised financial spreadsheet updated proforma, in advance, to allow time to digest before meeting.

A quick overview of documentation took place.

Tim Grossi said that he will organize a meeting to gather and review information. A formal proposal will be requested of Revision. Stay tuned.

Alan Edelkind asked if we are satisfied with the rate. Tim said that the initial "sell back to us" rate has gone up slightly. It is a discussion point.

Jim Fredrickson noted that he has done a "what if" analysis that he will send to the committee.

#### **4. 20-21 Budget Summary**

Lori Schmidt referenced the expenditure and encumbrance report. She said that budget transfers are needed.

As an example, Line 111, Paraprofessional Salaries is currently -9.06% or (\$234,009.20).

Capturing all of the dollars that we need to contractually is needed.

\$4M is unencumbered.

Jim Fredrickson said that we have had expenses as a result of COVID that will be reimbursed by the government; how does that factor in. Lori said that expenses will be transferred out and into grants when CAREs shakes out and other funding. We do not have any guidance from FEMA yet. FEMA's response was that they are still reviewing the guidance and anticipate having some soon.

Lori Schmidt said that we are getting money back from HealthTrust as well and anticipate receiving it in December and January. It is money that will be returned to us.

Kimberly Saunders said that part of the return goes back to employees because they paid a portion.

Kimberly said that we are drawing from every source that we are able to. This will set the district back on many fronts i.e. curriculum renewal etc.

Lori said that the current budget summary is very rough; it is actively changing almost daily.

Jim said that we know what the appropriate budget amount is, we moved \$400k from the budget to trusts, we have \$326K CAREs money that adds to the amount we can spend.

Lori said that it doesn't give us more to spend, it is a funding source.

Jim said that we have a hard spend limit.

Lori said that it allows us to use the money in a different way.

Kimberly explained that the transfer from trusts is an unanticipated revenue. It is bad practice to spend it in addition to the proposed budget. There is not more or extra money no matter how we move it around.

Dick Dunning said that we have a fixed amount of money. We have expenses that were not anticipated for. We have to take out trust money and put it to offset unexpected costs.

#### **5. 21-22 Budget Guidance**

Katherine Heck said that we have our framework and our path. We are going to have to make up for shortfalls somewhere. When it comes down to actual budgeting, allocating percentages of the budget to meet short and long term goals needs determination. We are going to have to get to the projects that have been put off.

Katherine referenced a document that she just sent for committee review. Administration has clear instruction on how to build the budget. They have goals and a vision. Priority details will have to be worked out.

Further discussion ensued.

#### **6. Financial Policy Updates**

None.

#### **7. Non-Public Session: RSA 91-A:3,II (If Required)**

None.

**Dick Dunning motioned to adjourn at 6:29 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,

Brenda Marschok

## Unanticipated Costs Due to COVID-19 & Related Funding Source

Description	Unanticipated Costs	Anticipated Funding					FY 20 Encumbrance
		Gen Fund	Other Grants	ESSER Grant	10/15/20 CARES Award		
<u>Staffing</u>	870,728.06	664,501.19	-	131,569.88			74,656.99
<u>Technology / Communication</u>	473,228.48	276,217.08	45,915.10	90,726.30			-
<u>Sanitizing</u>	22,571.83	-	-	-	22,571.83		-
<u>PPE &amp; Thermometers</u>	155,476.78	-	-	-	155,476.78		-
<u>Outdoor Classrooms</u>	739,905.35	522,494.64	-	10,782.46	206,628.25		-
<u>HVAC</u>	103,031.75	93,004.13	-	10,027.62			-
<u>Contracted Services</u>	960,607.50	505,697.50	-	69,000.00			385,910.00
<u>Miscellaneous</u>	45,935.44	31,093.44	-	-	14,842.00		-
<b>Total</b>	<b>3,371,485.19</b>	<b>2,093,007.98</b>	<b>45,915.10</b>	<b>312,106.26</b>	<b>399,518.86</b>		<b>460,566.99</b>

## CONVAL Capital Improvement Plan

Carry Over from  
2021 Priority

School	Year	Trade	Building Controls/HVAC	Trade	\$\$\$	Funding	Trust	Comments	Priority
AES	2022	Building Controls/HVAC		Capital	\$ 21,000	Trust Funds	Capital	2 new HVAC Units	Low
AES	2022	Flooring		Capital	\$ 27,000	TBD	Capital	VCT flooring library/classrooms 2022 paving	Low
BES	2022	Parking Lots		Capital	\$ 37,000	TBD	Capital	VCT Flooring - classrooms	Low
BES	2022	Flooring		Capital	\$ 13,000	Trust Funds	Capital	VCT Flooring - classrooms	Low
BES	2022	Flooring		Capital	\$ 13,000	TBD	Capital	track overlay athletic trust paving	Low
CVHS	2022	Fields		Athletic	\$ 62,000	Trust Funds	Athletic	front entry security enhancement	Med
CVHS	2022	Parking Lots		Capital	\$ 615,000	Trust Funds	Capital	classroom renovations 3 per year replacement boiler	Low
CVHS	2022	Security		Capital	\$ 19,000	Trust Funds	Capital		Low
CVHS	2022	Classroom Renovations		Capital	\$ 33,000	TBD	Capital		Low
CVHS	2022	Mechanical		Capital	\$ 155,000	bond	Capital		Low
CVHS	2022	Windows/Doors		Capital	\$ 135,000	TBD	Capital		Low
DCS	2022	Parking Lots		Capital	\$ 64,000	TBD	Capital		Low
DCS	2022	Flooring		Capital	\$ 19,000	Trust Funds	Capital		Low
DCS	2022	Flooring		Capital	\$ 19,000	TBD	Capital		Low
District	2022	Vehicles		Equipment	\$ 35,000	Trust Funds	Equipment	replace 2 mowers	Low
FES	2022	Parking Lots		Capital	\$ 75,000	TBD	Capital		Low
FES	2022	Flooring		Capital	\$ 11,000	Trust Funds	Capital		Low
FES	2022	Flooring		Capital	\$ 19,000	TBD	Capital		Low
GBS	2022	Kitchens		Capital	\$ 32,000	Trust Funds	Capital	kitchen equipment	Med
GBS	2022	AHU/Ventilation		Capital	\$ 17,000	TBD	Capital	middle hallway HVAC	Med
GBS	2022	Electrical		Capital	\$ 52,000	Budget	Capital	LED lighting	Med
GBS	2022	Flooring		Capital	\$ 48,000	TBD	Capital	VCT flooring	Med
GBS	2022	Security		Capital	\$ 38,000	TBD	Capital		Low
GES	2022	Flooring		Capital	\$ 11,000	Trust Funds	Capital		Low
GES	2022	Parking Lots		Capital	\$ 48,000	TBD	Capital		Low
GES	2022	Flooring		Capital	\$ 11,000	TBD	Capital		Low
HES	2022	Parking Lots		Capital	\$ 58,000	TBD	Capital		Low
HES	2022	Flooring		Capital	\$ 11,000	Trust Funds	Capital		Low
HES	2022	Flooring		Capital	\$ 11,000	TBD	Capital		Low
PES	2022	Fields		Athletic	\$ 160,000	Trust Funds	Athletic	fields PES softball paving	Med
PES	2022	Parking Lots		Capital	\$ 170,000	TBD	Capital	replacement boiler	Med
PES	2022	Mechanical		Capital	\$ 155,000	bond	Capital	new roof - 3 story wing	Med
PES	2022	Roofing		Capital	\$ 140,000	TBD	Capital	security cameras	Med
SMS	2022	Security		Capital	\$ 43,000	Trust Funds	Capital	LED Lighting	Med
SMS	2022	Building Controls/HVAC		Capital	\$ 76,000	bond	Capital	asbestos abatement/new VCT flooring	Med
SMS	2022	Flooring		Capital	\$ 500,000	bond	Capital	new roof	Med
SMS	2022	Roofing		Capital	\$ 215,000	TBD	Capital	paving	Med
TES	2022	Parking Lots		Capital	\$ 90,000	TBD	Capital	VCT flooring	Med
TES	2022	Flooring		Capital	\$ 11,000	TBD	Capital		Med

**CONVAL Capital Improvement Plan**

Sum of \$\$								
School	2021	2022	2023	2024	2025	2026	2027	Grand Total
AES		\$ 48,000	\$ 27,000	\$ 120,000				\$ 195,000
BES		\$ 63,000	\$ 13,000	\$ 129,000				\$ 205,000
CVHS	\$ 61,400	\$ 1,019,000	\$ 5,357,422	\$ 33,000	\$ 222,200	\$ 96,700		\$ 6,789,722
DCS		\$ 102,000			\$ 30,000			\$ 132,000
District		\$ 35,000						\$ 35,000
FES		\$ 105,000	\$ 23,000	\$ 110,000				\$ 238,000
GBS		\$ 187,000	\$ 4,926,000	\$ 383,000	\$ 198,000		\$ 87,000	\$ 5,781,000
GES		\$ 70,000	\$ 19,000	\$ 110,000				\$ 199,000
HES		\$ 80,000		\$ 131,000				\$ 211,000
PES	\$ 187,000	\$ 625,000	\$ 54,000	\$ 187,000	\$ 32,000		\$ 185,000	\$ 1,270,000
SMS	\$ 18,000	\$ 834,000	\$ 571,000	\$ 7,939,000	\$ 220,000		\$ 87,000	\$ 9,669,000
TES		\$ 101,000	\$ 19,000	\$ 134,000				\$ 254,000
<b>Grand Total</b>	<b>\$ 266,400</b>	<b>\$ 3,269,000</b>	<b>\$ 11,009,422</b>	<b>\$ 9,276,000</b>	<b>\$ 702,200</b>	<b>\$ 96,700</b>	<b>\$ 359,000</b>	<b>\$ 24,978,722</b>

Sum of \$\$								
Trade	2021	2022	2023	2024	2025	2026	2027	Grand Total
AHU/Ventilation	\$ 38,800	\$ 17,000						\$ 55,800
Building Controls	\$ 187,000	\$ 97,000	\$ 22,000					\$ 306,000
Classroom Renov	\$ 33,000	\$ 33,000	\$ 4,032,000	\$ 33,000				\$ 4,131,000
Electrical		\$ 52,000						\$ 52,000
Fields		\$ 222,000	\$ 75,000					\$ 297,000
Flooring		\$ 724,000	\$ 221,000	\$ 144,000	\$ 80,000			\$ 1,169,000
Hallway Renovations			\$ 189,622					\$ 189,622
Infrastructure			\$ 4,640,000	\$ 7,544,000				\$ 12,184,000
Infrastructure/LHT Reno			\$ 1,020,800					\$ 1,020,800
Kitchens	\$ 32,000							\$ 32,000
Mechanical	\$ 310,000	\$ 310,000	\$ 310,000	\$ 1,170,000	\$ 165,000			\$ 1,955,000
Parking Lots	\$ 1,157,000			\$ 170,000	\$ 220,000			\$ 1,547,000
Roofing	\$ 355,000	\$ 499,000	\$ 215,000	\$ 207,200	\$ 96,700	\$ 359,000		\$ 1,731,900
Security	\$ 100,000							\$ 100,000
Vehicles	\$ 35,000							\$ 35,000
Windows/Doors	\$ 7,600	\$ 135,000			\$ 30,000			\$ 172,600
<b>Grand Total</b>	<b>\$ 266,400</b>	<b>\$ 3,269,000</b>	<b>\$ 11,009,422</b>	<b>\$ 9,276,000</b>	<b>\$ 702,200</b>	<b>\$ 96,700</b>	<b>\$ 359,000</b>	<b>\$ 24,978,722</b>

Sum of \$\$								
Funding	2021	2022	2023	2024	2025	2026	2027	Grand Total
Bond		\$ 886,000	\$ 10,440,800	\$ 8,714,000	\$ 315,000			\$ 20,355,800
Budget	\$ 79,400	\$ 52,000		\$ 170,000				\$ 301,400
TBD		\$ 1,279,000	\$ 493,622	\$ 392,000	\$ 387,200	\$ 96,700	\$ 359,000	\$ 3,007,522
Trust Funds	\$ 187,000	\$ 1,052,000	\$ 75,000					\$ 1,314,000
<b>Grand Total</b>	<b>\$ 266,400</b>	<b>\$ 3,269,000</b>	<b>\$ 11,009,422</b>	<b>\$ 9,276,000</b>	<b>\$ 702,200</b>	<b>\$ 96,700</b>	<b>\$ 359,000</b>	<b>\$ 24,978,722</b>

Funding Trust Funds

Sum of \$\$				
Row Labels	2021	2022	2023	Grand Total
Athletic		\$ 222,000		\$ 222,000
Capital	\$ 187,000	\$ 795,000	\$ 75,000	\$ 1,057,000
Equipment		\$ 35,000		\$ 35,000
<b>Grand Total</b>	<b>\$ 187,000</b>	<b>\$ 1,052,000</b>	<b>\$ 75,000</b>	<b>\$ 1,314,000</b>

CONVAL Capital Improvement Plan

Total

Total \$\$ Row Labels	Column Labels							Grand Total
	2021	2022	2023	2024	2025	2026	2027	
AES		\$ 48,000	\$ 27,000	\$ 120,000				\$ 195,000
BES		\$ 63,000	\$ 13,000	\$ 129,000				\$ 205,000
CVHS	\$ 61,400	\$ 1,019,000	\$ 5,357,422	\$ 33,000	\$ 222,200	\$ 96,700		\$ 6,789,722
DCS		\$ 102,000			\$ 30,000			\$ 132,000
District		\$ 35,000						\$ 35,000
FES		\$ 105,000	\$ 23,000	\$ 110,000				\$ 238,000
GBS		\$ 187,000	\$ 4,926,000	\$ 383,000	\$ 198,000		\$ 87,000	\$ 5,781,000
GES		\$ 70,000	\$ 19,000	\$ 110,000				\$ 199,000
HES		\$ 80,000		\$ 131,000				\$ 211,000
PES	\$ 187,000	\$ 625,000	\$ 54,000	\$ 187,000	\$ 32,000		\$ 185,000	\$ 1,270,000
SMS	\$ 18,000	\$ 834,000	\$ 571,000	\$ 7,939,000	\$ 220,000		\$ 87,000	\$ 9,669,000
TES		\$ 101,000	\$ 19,000	\$ 134,000				\$ 254,000
<b>Grand Total</b>	<b>\$ 266,400</b>	<b>\$ 3,269,000</b>	<b>\$ 11,009,422</b>	<b>\$ 9,276,000</b>	<b>\$ 702,200</b>	<b>\$ 96,700</b>	<b>\$ 359,000</b>	<b>\$ 24,978,722</b>

Building Aid \$ Row Labels	Column Labels							Grand Total
	2021	2022	2023	2024	2025	2026	2027	
AES				\$ 43,200				\$ 43,200
BES				\$ 43,200				\$ 43,200
CVHS	\$ 55,800	\$ 1,819,008			\$ 59,400			\$ 1,934,208
DCS								
District								
FES				\$ 39,600				\$ 39,600
GBS		\$ 1,726,200		\$ 59,400	\$ 54,000			\$ 1,839,600
GES				\$ 39,600				\$ 39,600
HES				\$ 39,600				\$ 39,600
PES	\$ 55,800	\$ 7,920	\$ 55,800					\$ 119,520
SMS	\$ 207,360	\$ 205,560	\$ 2,775,240					\$ 3,188,160
TES			\$ 41,400					\$ 41,400
<b>Grand Total</b>	<b>\$ 318,960</b>	<b>\$ 3,758,688</b>	<b>\$ 3,137,040</b>	<b>\$ 113,400</b>				<b>\$ 7,328,088</b>

Building Controls/HVAC	AES	Budget	Capital
Parking Lots	BES	Bond	Equipment
Electrical	DCS	Bldg Aid	Athletic
Mechanical	FES	TBD	
Flooring	GES	Warrant Article	
Windows/Doors	HES	Trust Funds	
Security	PES	????	
Hallway Renovations	TES		
Kitchens	SMS		
Roofing	GBS		
Classroom Renovations	CVHS		
Fields			
Lighting			
AHU/Ventilation			
Infrastructure			
Infrastructure (Erate)			
Phone (Erate)			
Vehicles			



**CONVAL School District Trust Fund Summary**

<b>2019-2020 School Year</b>		<b>Special Education</b>	<b>Building Capital Reserve</b>	<b>Athletics/CoCurricular</b>	<b>Health Maintenance</b>	<b>Equipment</b>	<b>Notes</b>
July 1, 2019 Balance	\$	519,052.09	\$ 1,265,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19	\$ 2,847,385.01
<i>Completed Transfers</i>							
Transfers In	\$	-	\$ 30,624.98	\$ -	\$ -	\$ -	
Net Income	\$	8,115.14	\$ 19,827.59	\$ 5,566.14	\$ 6,327.16	\$ 4,380.68	
Transfers Out	\$	-	\$ -	\$ -	\$ -	\$ -	
Current Balance	\$	527,167.23	\$ 1,316,322.82	\$ 373,363.15	\$ 420,116.63	\$ 285,256.87	
<i>Projected Transfers</i>							
Warrant Articles (Approved)	\$	200,000.00	\$ 250,000.00	\$ -	\$ 50,000.00	\$ 100,000.00	3
Net Income	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 600,000.00
Transfers Out	\$	-	\$ -	\$ -	\$ -	\$ -	
June 30, 2020 Balance	\$	727,167.23	\$ 1,566,322.82	\$ 373,363.15	\$ 470,116.63	\$ 385,256.87	\$ 3,522,226.70

<b>2020-2021 School Year</b>		<b>Special Education</b>	<b>Building Capital Reserve</b>	<b>Athletics/CoCurricular</b>	<b>Health Maintenance</b>	<b>Equipment</b>	<b>Energy Project &amp; Efficiency Fund</b>	<b>Notes</b>
July 1, 2020 Balance	\$	727,167.23	\$ 1,566,322.82	\$ 373,363.15	\$ 470,116.63	\$ 385,256.87	\$ -	\$ 3,522,226.70
<i>Completed Transfers</i>								
Transfers In	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 70,000.00
Net Income	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$	-	\$ 197,150.99	\$ -	\$ -	\$ -	\$ -	
Current Balance	\$	727,167.23	\$ 1,369,171.83	\$ 373,363.15	\$ 470,116.63	\$ 372,488.87	\$ 70,000.00	Requests for Reimburse
<i>Projected Transfers</i>								
Transfers In	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Warrant Articles (Approved)	\$	-	\$ 550,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	4
Net Income	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$	33,545.50	\$ 154,300.00	\$ 37,550.00	\$ -	\$ 243,388.69	\$ -	\$ 468,784.19
Estimated June 30, 2021 Balance	\$	693,621.73	\$ 1,764,871.83	\$ 360,813.15	\$ 495,116.63	\$ 129,100.18	\$ 70,000.00	\$ 3,513,523.52

**Notes:**

- 1) Warrant Articles Approved - March 2017 . From June 30, 2017 fund balance. Transferred in 2018
- 2) Warrant Articles Approved - March 2018 . From June 30, 2018 fund balance. Transferred in 2019
- 3) Warrant Articles Approved - March 2019 . From June 30, 2019 fund balance. Transferred in 2020
- 4) Warrant Articles Approved - March 2020 . From June 30, 2020 fund balance. Transfer after audit completed