

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

CONTOOCH VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Tuesday, March 22, 2022

6:00 p.m.

Physical Location: SAU Board Room

Minutes

Committee Members:

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson, Chairman
- Katherine Heck
- Greg Kriebel

- 1. Call meeting to Order**
- 2. Elect Chairman**
- 3. Approval of Minutes – February 10, 2022**
- 4. Elect Chairman**
- 5. Approved FY'23 Budget**
- 6. FY'24 Budget – Format**
- 7. Capital Improvement Plan & Policy**
- 8. Modernization Program**
- 9. Committee Priorities – Twelve Months**
- 10. Public Hearings**
- 11. Other**

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Thursday, February 10, 2022

6:00 p.m.

Physical Location: SAU Board Room

Minutes

Committee Members:

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson, Chairman
- Katherine Heck
- Greg Kriebel

Present: Richard Dunning, Alan Edelkind, Jim Fredrickson, Lori Schmidt, Tim Grossi, Jen Kiley

1. Call meeting to Order

Jim Fredrickson called the meeting to order at 6:02 p.m.

2. Approval of Minutes – January 11, 2022

Dick Dunning moved to approve the minutes of January 11, 2022. Alan Edelkind second. Unanimous.

3. FY'23 Budget – Default

The default list has not yet been available pending administrative review. It will be available at the March 1st School Board meeting.

A Default would require a cut of \$588K to the 2022/2023 budget.

4. FY'24 Budget - Format

Jim Fredrickson said that the format of ConVal's financial reports are different than that of the State. The Department of Revenue Administration (DRA) uses "by function" while ConVal prepares "by object". In September, we are required to have details available to the public for review. It ties in to the DRA Accounting Code and sublevels. It is organized by function.

For ease of use by the public, do we want to consider changing up the formatting to do it based on function rather than object? This would include the monthly reporting.

The Budget & Property should bring a recommendation forward.

The decision is dependent on how the committee and board wants the information dissected.

If the change recommended is adopted, the level of detail would change.

What does this mean for budgeting? The detail is not lost. What changes is how it is presented to the public and the board.

Lori Schmidt will prepare something for the Budget & Property Committee. From there, it will be shared with the full board.

Alan Edelkind suggested discussing this first with the board. Sometimes, an awful lot of work is completed and then something else is asked.

Lori Schmidt suggested that she could pull samples from other districts to share.

Dick Dunning said that simplifying for public consumption is a better approach. If there is a way to make it easier for people to understand, and it meets our legal requirements, then that is a good approach.

Every year, with every group, time is spent explaining the difference between the gross and the operating budget. Or, adding wording that the budget, which is the gross amount, is made up of the operating plus federal portions.

5. Capital Improvement Plan and Policy (FY'24-26)

Lori Schmidt reported that she is working on procedures, policy, and a plan. ConVal started this at one point and it is being revisited. Work continues on this.

Discussion took place about setting a percentage of the budget dedicated to capital improvement.

6. Proposed Bond

Discussion took place about renovations needed at both middle schools which would require a bond.

7. CTE Renovation

Jen Kiley said that a timeline for dates for the renovations to occur was asked.

Obtaining concept designs this summer is the hope. Retrofitting what we currently have to make it industry standard is a goal. Soliciting input from the RAC and PAC will take place.

The action plan would be developed by Jen Kiley and shared with Budget & Property Committee.

The first step is to say that we are going to put out an RFP.

Tim Grossi said that a building committee should be formed right away. A good representation of board, community, facilities, business office, parents, and students should sit on the committee. Clarity on the renovation as a result of the regional agreement is needed e.g. does it only include ConVal or are the other two partners to sit on the committee.

The State sees this as a ConVal renovation with representation from ConVal. Jaffrey-Rindge and Mascenic are not viewed as part of it by the State.

The CTE renovation includes the consideration of weaving curriculums together.

The Renovation Application must be submitted in January 2024. A vote in March 2024 or 2025 to get approval by the voters can take place.

Tim Grossi reported that he has several examples that fit the intent of what ConVal is doing in terms of RFP's.

An internal building committee e.g. working group will be formed first.

Finding money in this year's budget for an RFP e.g. \$50K.

Pieces of planning are not reimbursable by the State; the actual building portions are.

A public hearing will be scheduled.

Developing a building committee should take place now.

Jim Fredrickson, Tim Grossi, Lori Schmidt, Dick Dunning and Alan Edelkind shared interest.

Alan said that defining the scope of the project should be developed.

An RFP might go out and it may be determined that those that submit can't get to the project until 2023. It would be good to know this up from so the timeline can be adjusted.
Getting in the DOE's queue is critical.
Tim Grossi agreed to submit a list of team members next week.

8. Committee Priorities – Twelve Months

The determination of elementary school costs is outstanding.
Special Education costs are a district expense and not by school. Knowing the costs of the schools will be needed soon.
April was the target month set for this work.
Including technology at Budget & Property meetings will be important moving forward, especially if the trust fund passes.

9. SKIP None.

10. Other

How much has been collected from Antrim for utilities? Tim reported it is close to a wash right now. Tim reported conversations underway with Peterborough Recreation as well.

11. Non-Public Session - RSA 91-A:3,II

Dick Dunning moved to enter into Non-Public session for matters of negotiations at 6:55 p.m. Alan Edelkind second. Unanimous.

Dick Dunning motioned to exit Non-Public session at 7:04 p.m. Alan Edelkind second. Unanimous.

Dick Dunning motioned to adjourn at 7:08 p.m. Alan Edelkind second. Unanimous.

Respectfully submitted,

Brenda Marschok