

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Tuesday, February 14, 2023

6:00 p.m.

Physical Location: SAU Board Room

Minutes

Committee Members:

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

Present: Jim Fredrickson, Dick Dunning, Alan Edelkind, Katherine Heck, Greg Kriebel, Janine Lesser, Dr. Kimberly Saunders, Jen Kiley, Lori Schmidt

1. Call meeting to Order

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

2. Approval of January 10, 2023 Minutes

Dick Dunning motioned to approve the minutes of January 10, 2023. Alan Edelkind seconded. Unanimous.

3. Financial Policies/Procedures

The Capital Improvement Policy (CIP) in tonight's packet and budget preparation procedure were referenced.

Is the policy establishing a CIP or a procedure for a CIP? Both.

Janine Lesser said that she did not think it would establish a CIP.

Katherine Heck said that it would tie into the review of the plan annually.

Lori Schmidt said that it is similar to budget procedures and it documents the process.

The purpose is to establish a plan formally. It tells everyone using it how we see this plan being developed, monitored, adjusted etc.

Jim Fredrickson said that this puts an umbrella in place. We are ahead of the game because we have a CIP in place but we don't have a policy. This fills that gap.

This is the first time it has been discussed.

Dick Dunning moved to take this policy forward to the Policy Committee to ultimately move to the full board.

Katherine Heck asked if we were still using \$15,000 as the threshold. Lori Schmidt confirmed.

Greg Kriebel seconded the motion. Unanimous.

This policy will be assigned a letter designation.

Kimberly Saunders shared that the planned policy agenda is full, this will be on a future policy agenda.

4. Food Service Vehicles

Two vehicles need to be purchased for Food Service.

A Public Hearing needs to be scheduled for this purpose.

A Public Hearing will be scheduled on March 7th.

Jim Fredrickson said that the normal Budget & Property Committee meeting in March would be on the 14th.

March 21st is the organizational meeting of the board. The Chair is not elected until that meeting.

Jim Fredrickson said that the burning question is the potential of a default budget.

Kimberly Saunders said that if we had a default budget, it would be the topic of the March 21st Board meeting.

Dick Dunning said that if the new food delivery system for food service goes into place, would we need two replacement vehicles.

Lori Schmidt confirmed that two need replacement. They are smaller vehicles.

Katherine Heck said that we have the public hearing to make a purchase, how do we submit it to the trustees.

Lori Schmidt said that we track the approval by public hearing. When we make the payment, we submit it to the trustees.

March 7th will be the date of the Public Hearing.

No Budget & Property meeting until a new committee is in place.

Jim Fredrickson said that the new CIP Policy will go to the Policy Committee.

Policy DB: Annual Budget - why was it sent back?

Lori Schmidt said that procedures that support the policy are the reason that this has returned.

DBC-R: Were there any changes to this procedure? No, there have not been any changes. Why was this sent back? The consensus was that it had not been discussed at the B&P level.

Katherine Heck thought that there was discussion.

Janine Lesser thought that it was the board that did not discuss it.

Jim Fredrickson asked that the financial policies be reviewed and questions and concerns should be shared with the Policy Committee.

5. Status Updates

- SKIP

- ConVal High School Parking Lot

- Safety Improvement Program

- FY'22 Audit

The board would like the auditors to present to the full board.

- High School/Middle School Renovation – Building Committee

The Building Committee meeting scheduled tomorrow was deferred.

Kimberly said that Lavallee Brensinger will send a report on what has been accomplished and where we stand right now. A meeting was not seen as necessary tomorrow. Information will be shared with the Building Committee.

The report will also be sent to Katherine Heck and Greg Kriebel.

Katherine Heck asked what the process is when the school has clubs and activities; how does the money funnel in and back out. She was confused about the process and is unclear.

Lori Schmidt said that at the elementary level it comes to the SAU and funnels out. Disbursements are managed through the SAU. It is pooled but sub-accounted.

The middle schools have an activity and principal account. Funds come in and are double counted. Schools are supposed to submit a written request for disbursement that would go into the office. The requisition would be processed. A purchase order would be created.

Katherine Heck shared what she heard as the process. She asked if no credit cards are used. Confirmed.

Lori Schmidt said that we are fully staffed now in the Business Office. Self-audits will take place. How does one get cash? There is no cash with few exceptions.

There is a procedure and there is a form for reconciling funds after events.

Plodzick & Sanders, auditors, have developed a manual that has been shared. Professional Development took place with administrative assistants.

If a group has money coming in, it is sub accounted. For purchases, they are allowed to use the District P-Card at times and the club would reimburse the District for that expenditure.

What would the allowable uses be for revenue? Is there a general line?

The Principal's Account has a general line where they can choose what to do with those funds?

Examples might include donations or revenue from a vending machine or picture money.

It does not go into the general fund.

Katherine Heck moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 6:36 p.m. Seconded. Unanimous.

Greg Kriebel motioned to exit Non-Public Session at 6:51 p.m. Dick Dunning seconded. Unanimous.

Dick Dunning motioned to seal the minutes of Non-Public Session for five years. Katherine Heck seconded. Unanimous.

6. Adjourn

Dick Dunning motioned to adjourn the meeting at 6:51 p.m. Greg Kriebel seconded at 6:51 p.m. Unanimous.

Respectfully submitted,

Brenda Marschok