

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

**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, September 12, 2023**

**5:45 p.m.**

**Physical Location: SAU Finch Room**

**Agenda**

**Committee Members:**

- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Mike Hoyt
- Greg Kriebel

- 1. Call meeting to Order**
- 2. Approval of August 15, 2023 Minutes**
- 3. FY'23 Audit Schedule**
- 4. FY'25 Budget Guidance**
- 5. Adjourn**

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**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, August 15, 2023**

**5:45 p.m.**

**Physical Location: SAU Finch Room**

**Minutes**

**Committee Members:**

- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Mike Hoyt
- Greg Kriebel

**Present:** Jim Fredrickson, Alan Edelkind, Mike Hoyt, Greg Kriebel, Tim Grossi, Dr. Kimberly Saunders, Brian Cisneros, Dick Dunning

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 5:48 p.m.**

**2. Approval of June 20, 2023 Minutes**

**Greg Kriebel moved to approve the minutes of June 20, 2023. Mike Hoyt seconded. Unanimous.**

**3. FY'25 Budget Guidance**

Jim Fredrickson referenced last year's format for budget guidance.

Kimberly Saunders reported that budgeting will begin in mid-September with administrators.

Last year, programs and curriculum remained the same; status quo. But when the budget was presented, reductions and additions were considered. A target was requested.

This year, contract figures are locked in.

Kimberly Saunders further said that reupping of curriculum may be proposed but nothing like the addition of the preschool program.

If something related to reconfiguration or consolidation goes before the voters in March and passes, it would not impact the following year. Nothing was anticipated.

Jim Fredrickson said that the guidance so far, is the same as last year.

Kimberly Saunders said that the principal model would impact the budget.

The cost related to Charter Schools needs to be reflected in the budget.

This year, we have staffing challenges. Should the challenges continue, shifts might be considered.

No large expenditures came to mind when considering budget guidance for 24/25.

**4. Capital Improvement Plan Update - addition of technology & security plans**

Capital Improvements need consideration. Guidance might be 1% for capital improvements.

Special Education Transportation needs consideration. What kind of escalation target should be considered? An estimate was asked.

Fixed cost increases were asked to help provide budget guidance.

Professional opinions on how the major pieces are going to change was asked for the next Budget & Property Committee meeting.

A Technical Advisory was cited related to Charter Schools and the associated responsibilities. Funding and accounting methodology will be needed. Setting up a separate "school" for budgeting of Charters was mentioned. Security and technology need budget considerations and from a capital improvement perspective.

**5. Trust Fund Update - projected balances and investment guidance**

Remaining issues include investment guidance. Projected balances and targets need review and then a plan for investing. The existing spreadsheet will be the guidance tool.

Jim Fredrickson asked Kimberly to talk with Mark Schaub and ask him to attend a meeting and bring suggestions about tracking technology costs in outgoing years for projections. In terms of security, considerations need to be shared.

Tim Grossi said that it is time to talk about contracts for oil and gas. He asked permission to reach back out to vendors.

Great Brook School trusses were found to be coated with a fire retardance that caused degradation. However, no degradation was found. Work is needed.

The Bennington Playground was discussed in terms of playground surface.

Renovations needs discussion.

Kimberly said that legal will review the deeds of our property to learn more about all of the details.

**6. Adjourn**

**Greg Kriebel motioned to adjourn at 6:39 p.m. Mike Hoyt seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok