

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCH VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Monday, March 19, 2007

SAU OFFICE

7:00 PM

MINUTES

Attendees: Craig Hicks, Tom Welden, Butch Estey, Bart Goodeve, Beverly Bacon, Ray Cote, Keith Burke, Marian Alese, Linda Potter, Dick Dunning, Sue Copley, Gib West, Sue Dell

Craig Hicks called the meeting to order at 7:01 p.m.

1. Approval of Minutes – January 22, 2007

Tom Welden moved to accept the minutes of the January 22, 2007 meeting. Butch Estey second. Unanimous.

2. Reporting

a. Budget

Marian referenced the budget printout and the new layout enclosed in tonight's packet. Bart asked how this generated the encumbered figures. Marian said that it is done automatically for payroll and benefits. The rest includes purchase orders. Marian explained the columns and how the figures were arrived at. Keith said that we get reimbursement funds that are not yet reflected in the totals resulting in negative numbers. Craig asked when the insurance hike would be coming. Keith said that it is a function of salaries. Craig asked if we were better off paying for some of these things that we were going to claim. Keith said that he thought we would not be. Tom said that the market varies but that a huge gap could exist with workers compensation. Keith said that we have a deductible on some of these items as well.

Craig asked if the figure for snowplowing was for use only or was it

contracted. Marian said that it differs for the big and small schools. Keith said that if we get a lot of snow and have to bring in the front end loaders we save some money. He said that we know what our exposure is and it can clearly be seen. We have a reasonably good idea of what our financial situation is.

Ray asked how what was encumbered for software support was determined. Marian said it is determined through purchase orders. Craig asked about the \$2,200 listed under new computers. Marian said that it is really other equipment.

Craig asked if there were other federal reimbursements coming in. Keith said that other federal funds will be reimbursed in May.

Craig asked if we wanted to know when an account is over, where the money comes from. Marian said that they have some latitude. For example, if we need additional money for supplies but are not going to spend all of the book money. Keith said that the real concern is with the bottom figure. As long as the bottom figure stays positive we are happy.

Keith cautioned that the numbers cannot always be matched from one year to the next.

Marian said that large numbers for salaries exist in the fall and large encumbrances will appear for supplies. She said that before every requisition is approved she gets a report telling her where the numbers lie.

Craig asked how much public awareness we want on the budget. He said that he can go on-line and look at the Town of Peterborough's budget which is posted monthly.

Bart said that he is unsure if he would be in favor of that. The figures would require explanations that wouldn't be available.

Craig suggested that we think further before we decide.

b. Technology

Marian said that at one point there was a discussion about technology reporting. Before she puts the 07/08 budget up, she asked for a definition of what is considered technology and asked what kind of report the Board was looking for.

Ray said that we want to know every computer and software that gets purchased. In addition, there is technology training. How do we distinguish the difference in training? There is a piece of hardware and software as well as people allocated to training. Bart said that we have technology staff and said we needed to decide whether we

wanted to distinguish repairs and maintenance. He added that we want to distinguish the hardware and consider infrastructure costs.

Marian said that all of these things belong to a department. She said that determining the technology piece would require an additional number in the code to identify that.

Bart asked if there were vendor codes. Ray said that we could purchase both paper and ink cartridges from the same vendor.

Keith said that there is a new equipment object code that captures all new equipment. We can find the new equipment purchased for a specific school by looking at that portion of the code.

Bart asked if we wanted to have a hard technology and soft technology and technology support figure, what prevents us in doing so.

Ray posed several questions about technology spending at Keith's request to provide an idea of classifications and break down of dollars to see if those figures can be pulled out of the larger number.

Keith said that maintenance and wiring is a problem because a lot of that is taken up in our maintenance staff.

Marian said that additional software is available that could break down the expense of our maintenance staff that is providing technology services.

Ray said that he is interested what we purchase on overhead projectors, tape recorders, digital cameras etc.

Craig said that we have an inventory. He asked how the inventory gets broken down. Keith said that the inventory we have now is computers and printers. Marian said that if want to see a list of every piece of equipment that is bought then purchase orders will have to be entered piece by piece by piece. Bart said that it is a legitimate question that the answer is that it is too troublesome.

Craig said that he would like a line to say "computers". When we are getting spoken to it is always about computers and not the routers and printers.

Craig asked about web items. Ray said that it is our infrastructure.

Marian asked if we are starting with hardware, software, people, repair and maintenance and infrastructure. Craig said that dedicated people for technology is what we want to know. Not what the costs are for our maintenance staff to run a wire.

Keith said that suppose we determine that we are spending certain amounts of money on computers and other technology related items and asked what we are going to do with these figures.

Ray said that he wants to make sure that we have systems in place before we allocate money further. Bart said that there will be proposals to do things differently that will allow us to compare more intelligently. He can't

predict what we would do with this information. He doesn't feel that the Board can make intelligent decisions without the information. For example, the next time we are accused of not spending any money on computers in the high school we will be able to access the numbers.

Ray said that we are in the process of putting additional "T" lines in and it would be interesting to know the cost.

Bart said that we want it to be less work to extract this information not more.

Keith said that we are launching the new software system. It would be huge to answer these questions for the next upcoming year. The accounting structure would have to be restructured.

Marian said that the integration question will become very apparent with the new software.

Bart said that changing the name of the new equipment account and understanding what goes into that account so that the budget is consistent is a simple thing to do. Keith said that when we talk about adding accounts to the current system then that is a big deal.

c. Staff

Marian said that she can pull out different salary amounts as well as dollar amounts for benefits. She said that she does not understand what Gail is looking for in Gail's objective number two. Craig said that it reflects reporting. Keith said that we negotiate within guidelines.

Bart said that when Marian says that she can do this, is it something she could easily produce. Bart asks that she pull one report for Gail. Craig agreed, the 110 line is a lot of different people. He would like to know what the cost of the contract is. Marian said that the contract was done three years ago. What we get today is not for the same people. Craig said that in the teacher's line, everyone takes that next step, a lot of people travel over. Marian said that she will bring a sample report.

3. Control Technologies Proposal

Marian said that some time ago we had a discussion about the capital improvement plan. Control Technologies has offered to do a pilot program at the Temple Elementary school, at cost, to run the heating and cooling system via the web. She would like to do the pilot program at Temple with a projected savings of 25% to 30%. Energy and time would be saved. Ray said that it is a great idea to do this. He asked if it takes the temperature at night. Marian confirmed that it did. Ray asked about the security with this type of system. He said that this is a very popular system to hack into. One could make the sewage system run

backward. He asked how security would be assured. Bart wanted to know about redundancy.

Tom said that because the elementary schools are so similar it could be automatically transferred to the other schools.

Craig asked if we would be able to view from one year to the next if all of this smart technology is worth it, similar to the PSNH bill that reflects different usage in time.

Ray said that having the ability to have all of the temperatures decrease by twenty degrees because of vacation and rise one hour before the start of school is valuable.

It was decided to move forward with Temple Elementary School.

4. Aramark Contract Extension

Marian said that the extension is included in tonight's packet. She said that it is pretty basic. It extends everything out one year.

Marian said that there is a 5% increase over what we paid this year for the additional year. Craig asked why we were leaving in the supplies for Aramark to purchase. He asked why we didn't go to the State bid. Marian said that she wasn't sure if the State bid would include the supplies that are currently used.

Craig asked what the opinion of the Board was. Keith said that the staff is going to go through a number of transitions next year. The staff can spend their time better elsewhere. Ray said that we should move forward with the extension.

5. Pleasant Pond Landscaping

Marian said that this business wants our business. She said that she can speak with Mike Kammer to further discuss what might be brought to the table. Marian agreed to have Mike speak with Pleasant Pond for further discussion.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Brenda L. Marschok