

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

**November 10, 2009
SAU OFFICE
7:00 PM**

AGENDA

Committee Members:

- John Newman – Chair
- Gail Cromwell
- Butch Estey
- John Gryval
- Arthur Knight
- Mary Loftis

**1. Approval of Minutes –
October 13, 2009**

2. Education Funding Overview
Dr. Mark Joyce, NHSAA

**3. ConVal Revenue Presentation –
hand out at meeting**

4. 2010-2011 Budget Assumption

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CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

October 13, 2009

SAU Office

7:00 p.m.

MINUTES

Committee Members:

- **John Newman – Chair**
- **Gail Cromwell**
- **Butch Estey**
- **John Gryval**
- **Arthur Knight**
- **Mary Loftis**

Attendees: John Newman, Butch Estey, Craig Hicks, Arthur Knight, Gail Cromwell, Richard Bergeron, Marian Alese, John Jordan, Richard Dunning, Gib West

John Newman called the meeting to order at 7:02 p.m.

1. Approval of Minutes

September 29, 2009

Gail Cromwell moved to accept the minutes of the September 29, 2009 meeting. Butch Estey second. Arthur Knight abstained. Motion carried.

2. Budget Prep Calendar

Marian referenced the calendar in tonight's packet. It begins with October 26th where work will begin with the building principals. January and March reflect critical dates. November 16th will be the date that building principals will be met with. December 2nd is the date that the first draft of the budget to the Board will take place. Gail said that a full Board meeting on the Bond and proposed changes at the high school should be scheduled. Craig confirmed that those meetings will take place. January 12th is the last day for collective bargaining agreements as well as posting of bond and budget hearing. January 12th is also the last day for petitioned warrant articles. March 9th is the ballot vote.

John asked how many additional meetings should take place after December 5th. Marian responded by saying at least one more meeting in addition to road shows should be expected.

Discussion about Catastrophic Aid and other revenue took place. Gail asked if we got much more in special education last year. Craig asked if we budgeted for the Catastrophic Aid of approximately \$800,000 on the revenue side last year. Marian confirmed that we had and that it has been adjusted several times since, as a result of increased students. Currently, we are being told that we should expect \$732,000. The Dept. of Revenue says that anticipated revenue needs to be lowered to the \$732,000 to accurately set the tax rate. John Jordan said that real cuts are being made in our towns. Gail asked if we go up on the \$952,000 this year, if calculations have been made, what CAT Aid might be. Marian said that we have not gotten that far yet. John Newman asked if we knew how much of the \$952,000 we might receive this year. Marian confirmed. John said that it would be helpful to know what categories of monies it falls into to determine when the money will be received and what the percentage would total. Medicaid comes to us in the current fiscal year.

3. Special Education Unanticipated Expenses

October 6th, 2009 – the Board votes to use all funds from Special Ed Trust
October 13, 2009 – First review of budget lines for freezes
October 20, 2009 – Public Hearing for use of SpEd Trust Fund.

Marian referenced a document included in tonight's packet titled Budget Off-Set Process.

Trust Fund transfer is \$225,000 +/- as a result of the vote.

Dust Settling is a result of our oil prepayment and hiring delta as a result of staffing changes; senior staff replaced with younger staff.

Revenue – anticipate receiving \$100,000 (Public Hearing required) to offset unanticipated expenses.

Craig said that we will need to spend more than we asked the taxpayers to raise. We are getting revenue in, and need to have a hearing because it is more than authorized by the taxpayers.

Marian said that Medicaid, Tuition, and Voc. Ed are dependent figures on various items.

John Jordan said that the tax rate is based on what was passed.

Marian said that CAT Aid numbers are the most volatile.

Craig asked if the \$695,000 was used to set revenues for this year's assessment.

Marian said that last year, we thought we were getting \$695,000, and later thought to be \$800,000. We actually received \$732,000.

Discussion took place.

Line Freezes – between schools and maintenance, we have frozen \$110,000+.

Evolving Savings – potential grant offsets, savings in special education should students move out-of-district.

Future Decisions – include transportation and routing efficiencies, energy efficiencies, and capital trust expenditures.

Craig made note that the hiring of an HVAC position in the district has saved the district two or three times their salary in energy efficiencies.

January 19th is the final date for making decisions on how we will cover the deficiencies in the budget.

4. 09-10 Budget Spreadsheet (Handout at meeting)

(See attachment #1)

Changes that were made to meet the default are highlighted in the third column. The fifth column reflects adjustments made to offset the special education unanticipated costs.

Discussion took place about open staffing positions.

Dick Bergeron agreed to reevaluate the open positions and query the administrators.

Arthur Knight said that some positions are 10-month positions. He suggested that there remain one 12-month Administrative Assistant position and that the 10-month position be a part-time position at Great Brook. He said that through inside information he does not feel the position is needed. Dick said that it will be reviewed.

Gail said that at the time that the sabbatical was granted she thought that it would not be replaced.

Dick said that the person that was going to be used as a substitute has taken a position elsewhere in the district. They are no longer in the building. We have substitute monies available. That position is a position that warrants a substitute.

Gail said that full attention needs to be directed toward cutting back wherever we can.

Butch Estey asked what the number of Administrative Assistants at GBS compared to SMS was.

Dick Dunning said that he has one 12-month, one 10-month and another 12-month student services assistant with a 500+ student population.

Gib West said that he has one 12-month and one 10-month at GBS. Student population is 332.

Discussion about the hiring and health delta took place. Critical positions were addressed.

Gail said that she sensed that there was no effort of a serious nature to address meeting the \$952,000.

Dick Bergeron said that he was sure that Gail did not mean what she just said. We have graphically and narratively shared that we have and would continue to work at these figures. Our Alt Program has students who are volatile. One position was created for our fragile students. The position has still not been filled. When we created this position it was a critical need; if someone came in tomorrow we would hire them to fill it. This kind of evaluation happened with every part of the budget. To suggest that there was no effort is just untrue.

Butch offered that what Gail might have meant was that she hoped we would find more money. Dick confirmed that we hope to as well. Gail would like to pencil in \$150,000 in on the Health Insurance line for savings.

John Newman asked how we could.

Marian said that what she is hearing Gail say is that we should cover \$1,000,000.00.

Arthur said that we should not just throw numbers at the wall. He felt that the Board could offer thoughts and the administration could further look at it.

John Newman agreed that it would be fair but cautioned not to make hard and fast decisions on October 13th.

Marian assured that this review scrutiny is happening daily from her perspective. At this point, out of the budget, we have come up with almost \$300,000. We are looking at the special education budget, utilities, transportation, health insurance, grant offsets etc. A lot will be happening in the next 30 to 60 days.

Craig Hicks clarified that the "adjustments" line was inserted to track the whittling away of the \$952,000.

We are going to come up with \$625,000 more to cut. Marian and Gail agreed.

Arthur said that it is a moving target.

Dick agreed that it is a process; we are going to have to wait on some items. He said that he thought that he thinks that we are going to do a terrific job.

Butch Estey asked about the Athletic line 510. Marian said that it is transportation and a combination of other things.

Gail said that presenters should be reviewed as well as the supplies line. She would like the breakdown of the supplies line.

Gail further asked why we don't freeze the replacement furniture and equipment lines.

Marian said that they are there as a result of meeting with administrators.

Dick said that we have met approximately 50% of the goal.

5. 10-11 SpEd Contingency Fund (RSA 198:4b)

Marian said that we cannot have a contingency line but we can have a fund through a separate line and article. We could say to "raise and appropriate"; if the voters say no, we don't get it.

Gail asked why we wouldn't have a Warrant Article to add \$200,000 or \$300,000 to the special education line. The reply was that we could and return it to the voters if not needed; if it went in the trust, it would not be returned.

The article would have to be specific to the purpose on the warrant.

Craig asked if this was a separate vote. Marian confirmed.

Craig said that we could increase the Special Ed line to guard us against similar situations in future years.

John Jordan said that the advantage to a contingency is that at least you would have something unlike in the event of a default.

Arthur questioned if the money was put into a line item and it wasn't used that it would go back to the taxpayers.

Arthur cautioned that the voters just might not know what it means and vote it down.

6. 10-11 SpEd Revolving Fund (RSA 194:3-c)

Revolving fund allows the money to remain and revolve. It is more specific.

7. Per Pupil Cost

Cost Per Pupil By District

Cost per Pupil is based on current expenditures as reported on each school district's Annual Financial Report (DOE-25). Cost per pupil represents current expenditures less tuition and transportation costs. Any food service revenue is deducted from current expenditures before dividing by ADM in attendance. Capital and debt service are not current expenditures and are not included.

Marian said that all of our costs are totaled. Then, subtract out tuition and transportation as well as capital expenses, and food service revenue. Divide by average daily membership.

Gail said that enrollment has declined so she felt we could do better on the expense side.

Craig added that Gail did the analogy that although we lost 50 kids, we didn't lose teachers because if one or two students come out of many classrooms, staffing remains the same. We are trying to do the best we can. It is not representative to say that our costs should be even with years gone past.

Gail said that we should be able to take numbers out of the high school.

Marian distributed a copy of an article titled "Financing Junior's Education" (see attachment #2)

Next meeting is scheduled for Tuesday, November 10th at 7:00 p.m. at the SAU.

Butch Estey moved to adjourn at 8:55 p.m. Arthur Knight second. Unanimous.

Respectfully submitted,

Brenda Marschok

FY'11 Budget Assumptions & Values

Curriculum Initiatives	Factors	Associated Costs
Elementary Math Consumables - \$25,073 Add'l Teacher Kits & Tier II Intervention Kits - \$24,927 ELA Adoption	enVision	\$50,000
Middle School Math Adoption		\$250,000
Tech Paths – Curriculum Mapping	The thematic alignment of curriculum, instruction, and assessment	\$75,000
Technology Plan/Director	Equipment and Tech Director Position, including benefits	\$6,500
Literacy Coach	Position moved from grant, including benefits	\$150,000/\$100,000
Keys Cohort(s)	Researched based PD that trains teachers to embed reading comprehension strategies into content instruction	\$85,000 \$50,000
Software – Disc Ed, PD360, NetTrekker, Atomic Learning		\$24,000
Professional Development	Pending initiative choices, subsidized by grant revenue	TBD
Subtotal		\$790,500
Special Education		
Autism Program	Middle School: (1)Teacher & (1)Para computer, software, books	\$100,000
New Costs – Carry Forward Discussion Point: What does the Board recommend to address volatile SpEd costs?		\$950,000/Planning Options
Subtotal		\$1,050,000
Personnel		
Retiree Attrition (Notification by December 1 st)	3 Teachers As of 11/2 – 2 Admin.	\$38,913 Buyback & Vacation
Multilage Opportunities		\$
High School Positions		\$
Non-Bargaining – Direction on how we build our budget affecting compensation for non-bargaining members (% inc. & benefit contrib.)		\$
Subtotal		\$38,913

FY'11 Budget Assumptions & Values

Quantify Fixed Cost Increases		
LGC	Guaranteed Maximum Rate of 16.4% for Health and Dental	\$674,854 / \$34,104 Current Staffing
Retirement	Additional 7% rate increase for teachers	\$329,986 Current Staffing
Transportation General Education Special Education	Bus Contract and new placements (last year)	\$66,405 \$TBD
Strategic Plan Costs	Roofs @ Pierce & FES; Small school generator; HVAC @ SMS	\$252,000
Note: Copier leases renewed 2010		
Subtotal		\$1,357,349
Total		\$3,236,762