Concord School District
Finance Committee Minutes

School Board Committee: Finance Committee

Date: April 29, 2013

Committee members present: Clint Cogswell, Chair, Barbara Higgins, Nick Metalious, Oliver Spencer

Other Board members present: Kass Ardinger, Tom Croteau, Tara Reardon

Administration: Superintendent Chris Rath, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Committee Chair Clint Cogswell called the meeting to order at 5:30 p.m. Mr. Cogswell explained that the purpose of the meeting was to review District adjustable tuition rates and fees, and to explain iPad use and finish setup with the Board before moving on to the topics of discussion.

Mr. Cogswell turned the meeting over to Mr. Dunn, who explained how to access the presentation in Google Drive on the iPads and noted that all the links are searchable.

Mr. Dunn explained that during the 2013-2014 budget process, the administration compiled a list of revenue sources from various educational, enrichment, facility and food service programs that the District has some discretion on what it charges. This document was created to give detail to these charges and explore the possibility of adjusting the rates for these programs. President Ardinger thanked the administration for its hard work setting this up, and noted that this list can now be used as a continuing master document rather than recreating it each year, and that only revisions to it will need to be made.

Mr. Dunn stated that the fees represent $609,000 of the approximate $75 million approved FY 2013-2014 General Fund budget.

The summary of these tuition rates, fees and food service prices was detailed with the amount currently charged, projected FY14 revenue, and recommendation for rate increases or other changes for each program and includes the following:

<table>
<thead>
<tr>
<th>Tuition Rates</th>
<th>Fees</th>
<th>Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Search</td>
<td>Athletics</td>
<td>Meal Prices</td>
</tr>
<tr>
<td>CRTC – Pre-School</td>
<td>Gate Receipts</td>
<td></td>
</tr>
<tr>
<td>CRTC – Summer Camp</td>
<td>Concord High Bus Pass</td>
<td></td>
</tr>
<tr>
<td>Pre-School</td>
<td>Concord High Parking</td>
<td></td>
</tr>
<tr>
<td>Community Education</td>
<td>Transportation Charter</td>
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<tr>
<td>Summer School</td>
<td>Building Rental</td>
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</tbody>
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Mr. Dunn explained more specifically the tuition, tuition history, last review, refund policy, discounts and surcharges, enrollment numbers, payment method, projected revenue, and an overview of what each program offers. Finally, he stated the
administration’s recommendation would be to further define refund policies and increase the acceptance of credit card payments.

Mr. Dunn explained that the CRTC Preschool is available to anyone, including Concord residents and District staff.

In his presentation for Community Education, Mr. Dunn included approximately 15 pages detailing each course offered, when it’s offered, its duration and cost. These courses are offered by semester in the fall, winter and spring. Some courses may or may not repeat in each semester. Mr. Dunn noted that the recommendation is to raise tuition by $5.00. Community Education tuition has not been raised in five years.

When asked by the Board how much a teacher for a course is paid, Director of Facilities and Planning Matt Cashman stated that a non-certified teacher for classes such as Ballroom Dancing is paid $25 per hour and a certified teacher for a class such as Chemistry is paid $28.50 per hour.

When asked by Tara Reardon how many students pay tuition, Mr. Cashman responded that approximately 900 students pay tuition. Most enrollments come from Concord; however, some have enrolled from Bow and other surrounding towns, and from as far as Moultonborough. Most classes are taught at the high school; however, Abbot-Downing is also used for Ballroom Dancing.

Tom Croteau asked how classes are evaluated as being both cost-effective and satisfactory. Superintendent Rath stated that currently evaluations are done by each student and given to Mr. Cashman, but the administration will look at how better to evaluate the various programs.

It was explained that Summer School runs four days a week from the beginning of July to the beginning of August. The reduction in enrollments is due to a higher rate of students passing classes, credit recovery programs available to students and the District’s move to a competency-based grading system.

With regard to the Athletic fees, Mr. Cogswell noted that the District funds students who want to participate but cannot afford to do so. Mr. Croteau asked if there is a revenue fund to aid these students to participate in sports and camps. Mr. Dunn will compile more information with regard to this topic.

A discussion ensued regarding which sports hold camps and whether everyone is able to participate who wants to, regardless of the cost. Superintendent Rath said she would get more information outlining all the sports camps available to students. She pointed out that Booster Clubs are separate from the sports teams. Oliver Spencer asked if a coach’s students are required to pay tuition for camps and sports; Superintendent Rath replied that all students participating, including a coach’s students, are required to pay.

Moving on the Concord High School bus passes, it was noted that students at the high school who live more than 2 miles away are eligible to ride the bus and must pay the $25 fee and an additional late fee of $15 if paid after August 1. The purpose of the fee is for the planning of bus routes for students who are interested in riding the bus.
Concord High School Parking is done by lottery: students pay $20 to enter the lottery, then an additional $20 if selected. The $20 is refunded to those students who were not chosen.

Transportation for any Concord School District organization that charters District buses is charged a $3.70 per mile flat fee.

Mr. Cashman stated that the administration is finalizing its recommendations for Building Rental. Availability needs to be considered when building rental requests are made.

With regard to food service pricing, Mr. Dunn outlined meal prices for student breakfast and lunch, as well as adult meals, breaking each category down by Elementary Schools, Middle School and St. John’s and High School, with an additional category for Deli at the High School level. When asked what is done with money left in a student’s account, Mr. Dunn explained that it must be refunded and cannot be transferred to another student.

   The Committee voted 4–0 to recommend to the full Board to approve the fees and meal prices as recommended by the administration (motioned by Mr. Spencer, seconded by Barb Higgins).

   The Committee voted 4-0 to adjourn (motioned by Ms. Higgins, seconded by Nick Metalious).

The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Clint Cogswell, Chair
Jack Dunn, Recorder