

**JOINT MEETING OF THE
TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE
and
TIMBERLANE REGIONAL SCHOOL DISTRICT SCHOOL BOARD**

MEETING MINUTES

**2017-18 Budget Season
November 22, 2016
7:01 PM**

**SAU #55
30 Greenough Road
Plaistow, NH**

CALL TO ORDER [00:00:08] 7:01 pm

Timberlane Regional School District Chairman Dube called this November 22, 2016 meeting of the Budget Committee and School Board to order at 7:01pm with the roll call.

ROLL CALL

Timberlane Regional Budget Committee Members Present: Mr. George Manos, Mr. John Hughes, Mr. David Germs, Mrs. Julie Hammond, Mr. Lee Dube (Chairman), Mrs. Kate Delfino (Vice-Chair), Mr. Tony Cantone & Mr. Alan David. Mr. Daniel Guide served as School Board Rep. until Mr. Rob Collins joined the meeting at 7:10pm.

Absent: Mr. Tom Geary

Timberlane Regional School District School Board Members Present: Mr. Peter Bealo (Chairman), Mrs. Stephanie Dube, Mrs. Donna Green, Mr. Daniel Guide, Mr. Jack Sapia, & Mr. Kelly Ward (Vice-Chair). Mr. Rob Collins joined the meeting at 7:10pm.

Absent: Mrs. Susan Sherman and Mr. Gregory Spero.

Administrators Present:

Dr. Earl F. Metzler, II, Superintendent	Mr. Angelo Fantasia, Director of Athletics
Mr. George Stokinger, Business Administrator	Mr. Anthony DiBartolomeo, Director of Music
Mr. Geoffrey Dowd, Business Operations Coordinator	

PLEDGE OF ALLEGIANCE: Sandown Selectman and Rockingham County Commissioner Tom Tombarello led the Committees in the Pledge of Allegiance.

DELEGATIONS & INDIVIDUALS:

Mr. Daniel Guide represented the School Board seat on the Budget Committee until Mr. Collins arrived.

Prior to opening the Delegations and Individuals section.

[00:02:40] 7:04pm

MOTION: Motion to Allow Speakers to Speak at the End of the Meeting as well. Made by Mrs. Delfino, second by Mr. Cantone.
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Discussion: Time limits were discussed.

[00:03:48] 7:05pm

MOTION: Motion to Amend the Current Motion to Add "the time limit block for comment is not to exceed 30 minutes". Made by Mr. Cantone, second by Mr. Manos.
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Discussion: None

Chairman Dube called the vote, which passed (9-0-0).

Chairman Dube called the vote on the Amended Motion, which passed (9-0-0).

[00:05:07] Mr. Arthur Green, 3 Cranberry Meadow Road, Sandown, NH spoke to the budget being presented and the associated surplus. Enrollment declines, NESDEC enrollment forecast trends were discussed in terms of facilities planning. FTE (Full Time Employees) were discussed as well as Mr. Green's understanding the FTE cuts were 11 and were all from the classroom in the prior year. Mr. Green felt the budget per pupil is a fair measure and that per current trending, he stated per student costs would exceed \$20,000.

UNFINISHED BUSINESS: (00:08:20] 7:09pm

NEW BUSINESS:

2017-18 Budget Presentations: [00:08:35] 7:09pm

Athletics: Director of Athletics, Mr. Angelo Fantasia presented the budget requests for the Athletic Department. Overall budget for the current year is \$405,032.50 with an increase of \$28,530.75 in '17-'18 bringing the budget request to \$433,563.25. Factors include replacement wrestling mats budgeted at \$8,395 and \$10,000 requested in connection with Athletic Hall of Fame expenses. Those expenses were sourced by experience of other districts. Potential outside funding was discussed as was the rationale for it. The recognition of excellence is the main driver behind the request for the Athletic Hall of Fame and an Academic Hall of Fame is also anticipated.

Discussion surrounded the nature of the uniforms as they currently exist, uniform shortages, how many uniforms are needed for complete teams, and general replacements cycles and needs.

[00:28:55] 7:29pm

MOTION: Motion to Accept the Athletics Budget as proposed, subject to further consideration. Made by Mr. Cantone, second by Mr. Gerns.

Discussion: None

Chairman Dube called the vote, which passed unanimously (9-0-0).

Music: Director of Music, Mr. Anthony DiBartolomeo, presented the Music Budget. Overall budget for the current year is \$140,060. \$138,363.00 is being proposed in the '17-'18 budget representing a decrease of \$1,697.00. Mr. DiBartolomeo's budget serves the student population of the entire District. Books and festival participation are drivers in spending increases. These are offset by SmartMusic subscription reductions. A reduction in transportation costs is also a driver.

The decibel level in the music practice rooms was discussed. The primary driver of the existing conditions is the nature of the room not having been designed for its current use is not conducive to its current use.

[00:48:00] 7:48pm

MOTION: Motion to Accept the Music Budget as proposed, subject to further consideration. Made by Mr. Manos, second by Mr. Cantone.

Discussion: None

Chairman Dube called the Motion, which passed unanimously (9-0-0).

Budget Discussion / Conversation Between School Board and Budget Committee: [00:48:30] 7:49pm

Mr. Stokinger walked the Budget Committee and the School Board through the consolidated budget. \$73,527,608 is the first draft budget, an increase of \$3,332,618 or 4.75% over prior year budget of \$70,194,990. Drivers are Salaries of \$1.747M, Retirement of \$743,310 – due to increase in employer contribution rate, Tuitions of \$250,801, Professional Services of \$197,051, Transportation of \$132,610 - reflecting largely the new Special Transportation contract, Equipment, FICA, Software and Books, Supplies and SAU costs are up. Bond Interest and Capital Reserve is down. There are still \$800K in budget cuts in various cuts which will be reflected in the next version of the budget, for a total budget of approximately \$72.7M.

Dr. Metzler discussed the budget being a high level push as it is and the budget as presented the prior Thursday was still being gone through since it was rolled out on Thursday. The budget is good for discussion; a target bottom line number has been helpful in the past in order to prioritize spending.

Staffing projections were discussed. The role of the Budget Committee in setting the budget was discussed. Student achievement was identified as a priority for Administration. A default budget was estimated at approximately between \$71M and \$72M.

Discussion surrounded FTE reporting, contractual increases to teacher salaries and step increases. Replacement of senior teachers with newer teachers is a factor in reviewing the salary numbers.

Mr. Dube laid out norms for the meeting, including mutual respect. Appreciation was expressed relative to the cross-collaboration impact of the Board and the Committee on the work of the Budget.

The School Committee previously determined the Tennis Court proposal would likely be a Warrant Article. A Timberlane Support Staff Union contract Warrant Article was expected. No building warrant articles were expected.

The principal position at the TLC at Sandown Central at \$107K was suggested to be removed from the budget.

CIP committee work and formulation of budget planning figures was discussed. The nature of previous year's drivers being removed in the current year budget proposal was discussed. The effect of having negotiated contracts completed prior to the budget cycle was discussed.

Clarification was provided that the School Board, upon learning of the vacancy in the position, previously did not vote to eliminate the principal position at the Learning Center at Sandown Central. Pros and cons were discussed regarding having an Administrator at the building.

More information on what drives staffing decisions would be helpful to the Committee and it is helpful to the public as well, to understand where staffing numbers come from. The underlying staffing philosophy and confidence in the community was discussed.

The staffing philosophy at Pollard was discussed to provide insight on meeting a district need of shifting resources from the High School to Pollard to meeting the needs identified, both from an administrative and building specific needs assessment. Student achievement is a driver as well. Where necessary, Administrators

assume greater roles outside their individual buildings where excess capacity is identified.

The role of the School Board in presenting the budget to the budget committee was discussed. The role of the effect of staff position funding purse strings by the Budget Committee was reviewed.

Topic: Must Have's

School Board cannot answer a specific 'must have' in particular. However, building maintenance is high on the list as a must-have due to the age of the buildings. If other cuts are proposed, they can be brought back to the School Board and addressed if need be.

The impact of modular classrooms in light of a High School/Middle School/PAC connector was discussed. The initial funding was to develop a plan, and consideration to those classrooms is part of that study.

District Funding Priorities: Technology roadmap is useful for future funding.

The District's declining enrollment, when viewed as a 'budget per student' is up. Sandown's school appropriation is up 9.1%.

If we were a district of newer buildings, we would have less expense. Other considerations such as unfunded mandates are also not within the control of the School Board or Budget Committee.

Utilities are up in the Budget over actuals. The driver is the simple lack of ability to plan 18 months out and needing to budget to accommodate increases.

The desire for additional staffing information is one of philosophy and not an exercise in producing statistical information. A staffing meeting with the School Board and the Budget Committee was suggested.

The effect of taxes on Plaistow were discussed. The tax rate may have gone down 7%, while the assessed value is up 7% for a net effect of a negligible amount. The impact varies on a property by property basis, but some residents are experiencing negligible increases while some have experienced declines over last year's tax bill.

[02:18:00] 9:19pm

ADJOURNMENT: School Board Chairman Bealo Adjourned the School Board Meeting by general consent at 9:19pm.

[02:18:20] 9:19pm

RECESS: Chairman Dube Called for a 5 Minute Recess of the Budget Committee which was accepted by general consent at 9:19pm.

[02:18:30] 9:32pm

Mr. Dube reconvened the meeting at 9:32pm.

The public comment portion of the Delegations and Individuals was closed.

Further discussion ensued on position proposals. Athletic Security Monitor position request rationale and position requirements were discussed. Incremental Student Advisor position was reviewed as were the two Atkinson Academy positions, a new teacher and an Interventionist were discussed. It was noted the

Interventionist at Atkinson Academy was similar at other schools, but are funded as a Title I position at those schools. Atkinson Academy is not a Title I school.

Residential Costs were discussed. District preference is to accommodate in-district placement as opposed to residential placement. In-District accommodations have been worked into District Facilities over the years to gain the benefits of cost savings, where appropriate.

The Security Line item increase was explained to be to provide for window shades with security features.

Psychological Services was discussed in the context of either a reduction of salary or outside services for positions which need to be filled through an agency. This will be an adjustment for December 8th one way or another.

Transportation cost variance from '16 spend to '18 budget was discussed. A driver in '16 spend was noted to be lack of availability of buses for transportation and associated contract penalties as a reduction in total expense. The District budgets for financial obligations under the contract, assuming no reductions in service with associated reduction in expense.

Utility variances were discussed and identified as an item for reduction.

Budgeting philosophy as top-down vs. bottom-up were discussed. \$781,500 were identified as cuts, including the tennis courts and related items pending next budget round.

\$72.097M was identified as a budget figure reflecting existing cuts according to Mr. Cantone. However, a 2% CPI increase over prior year budget is \$71.597M

The nature of school budgeting was discussed to the extent of correlation of impact of surplus on tax rates and the fact that in municipal budgeting and spending, there is no ability to go over budget.

[03:19:40] 10:33pm

MOTION: Motion for the Budget Committee to Direct the Superintendent and Administration to Come to the Budget Committee on December 8, 2016, with a Budget Not-to-Exceed \$71.597M for the 2017-18 fiscal year, subject to further review. Made by Mr. Cantone, second by Mr. Manos.

Discussion: None.

Chairman Dube called the Motion, which passed (8-1-0) with Mrs. Hammond against.

Staffing was raised in the context of what form the Committee would like to review. A building-by-building approach may be best. A staffing report was presented by Mrs. Delfino as a sample with a request to the District to produce something similar.

CORRESPONDENCE: Correspondence folder circulated for review.

APPROVAL OF MINUTES:

[03:30:50]

MOTION: Motion to Approve the Meeting Minutes from November 10, 2016 Meeting as Presented.

Made by Mr. Hughes, second by Mrs. Delfino.

Discussion: None

Motion passed (7-0-2) with Mr. Gerns and Mrs. Hammond abstaining.

AMINISTRATIVE REPORTS: Nothing further to report.

REPORTS OF COMMITTEES:

Budget Committee Members:

School Board: Additional Tennis Courts were moved to Warrant Article. School Board Strategic Planning Committee dates and times were discussed.

OTHER BUSINESS: None.

Discussion surrounded starting the December 8, 2016 meeting earlier than 7:00pm.

[03:37:15] 10:51pm

MOTION: Motion to Start the December 8, 3026 Meeting at 6:30pm. Made by Mr. Gerns, second by Mrs. Hammond.

Discussion: Room availability will be confirmed. Chairman Dube requested Mr. Stokinger look at room and administration availability for a potentially earlier meeting in December, prior to the meeting on December 22.

Motion passed (8-1-0) with Mr. Collins against.

Mr. Stokinger confirmed the SAU figures in the budget are the amounts owed by the Timberlane District and not the total SAU appropriate.

FUTURE DATES:

Budget Committee:

- Thursday, December 8, 2016 at 6:30pm (*pending confirmation*) in the SAU Boardroom
- Thursday, December 22, 2016 at 7:00pm in the SAU Boardroom
- Thursday, January 12, 2017 at 7:00pm in the SAU Boardroom (Public Hearing)
- Thursday, January 26, 2017 at the SAU Boardroom
- Thursday, February 9, 2017, location TBD
- Thursday, March 30, 2017 at the SAU Boardroom (Annual Organizational Meeting)
- Thursday, April 13, 2017 at the SAU Boardroom

Timberlane Parent Advisory Forum:

- District Data and Assessment, Monday, December 5, 2016, 6-8pm at the SAU Boardroom.

ADJOURNMENT [03:40:55] 10:54pm

MOTION: Motion to Adjourn. Made by Mr. Gerns. Second by Mr. Hughes.

DISCUSSION: None.

Chairman Dube called the Motion to Adjourn, which passed unanimously (9-0-0).

Respectfully submitted,

Geoffrey Dowd
Recording Clerk

Approved by the School Board by general consent on December 1, 2016.

Approved by the Budget Committee on December 8, 2016.

This meeting may be watched in its entirety by logging onto: <https://vimeo.com/192883728>