

TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE
MEETING MINUTES

Regular Meeting
November 12, 2020
7:00 PM

Teleconference via Webinar Link

Call to Order

7:02 Chairman Todd McCormick opened the meeting of the Timberlane Regional School District Budget Committee Meeting with the reading of the Written Letter from the Governor that states the following: Check list to ensure meetings are compliant with right to know law during the State of Emergency. As chair of TRSD Budget.Com board, I find that due to the State of Emergency declared by the Governor as a result of Covid19 Pandemic in according with governance emergency order #12 pursuant to executive order 2020-04 this public body is authorized to meet electronically. There is no physical location to observe and listen contemporaneously to this meeting which was authorized pursuant to the Governor's emergency order. However, in accordance with emergency order, I am confirming that we are:

A: Providing public access to meeting by audio and video utilizing a zoom webinar platform where all members of the board have the ability to communicate contemporaneously during the meeting. The public has access to contemporaneously listen and view by logging into www.timberlane.net/zoombudcom.

B: We have given notice to the public of necessary informative for accessing this meeting. This information has been provided along with agenda and posted to the board website. www.timberlane.net.

C: We have provided a phone number for public to alert public body during meeting if there are problems with access. That phone number is (603) 382-6541 extension 3955.

D. We will adjourn the meeting and reschedule if public is unable to access the meeting. Additionally, all votes that are taken during this meeting should be done by roll call vote. We will begin meeting by roll call attendance. When member states presence they must also state if anyone is in the room during this meeting which is required under the Right to Know Law. That concludes.

Roll Call taken by Jhalise Morales

Present: Kristi Auclair, Peter Bealo, Julie Hammond, Michael Mascola, Todd McCormick, Susan Sherman, and Phil Sherwood.

Not in Attendance: Brian Boyle, Alan David, and Cathleen Gorman.

Administrators Present: Geoff Dowd, CFO/Business Administrator & Maria Watkins, Business Operations Coordinator

Peter Bealo – Lead the Pledge of Allegiance.

Approval of Minutes – October 22, 2020 Regular Meeting

Motion:	To accept approval of minutes for the Regular Meeting on October 22, 2020. By, Peter Bealo, 2 nd by Kristi Auclair. The motion passed unanimously 7-0-0.
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Adjustment to October 22, 2020 meeting minutes to note Julie Hammond entered the meeting at 7:20.

Correspondence:

Todd McCormick- Alan David resigned due to personal reasons. Resignation accepted and notified Board of Selectman in Sandown.

Delegations and individuals – None

New Business:

Curriculum Budget Presentation-Sandy Allaire presented Curriculum 2021-2022 proposed budget. Proposal includes an increase of \$91, 799.63. Decreased need in textbook as curriculum is moving away from traditional textbooks and increased use in online info-access. Some lines underspent in last year's budget due to the pandemic, so this was considered in the spending trend analysis. Instructional supplies decrease due to focus on remote learning model. Increase in guided reading books for district elementary K-3. Symphony Math online program is to support math instruction in school and remote. Increase in additional blended learning supplies due to blended learning model.

Professional Learning Budget Presentation- Sandy Allaire presented Professional Learning 2021-2022 proposed budget. Proposal includes a decrease of (\$6001.00) due to dropped tuition reimbursement for elementary educators due to spending trend analysis. Increase paraeducator/COTA tuition reimbursement due to increased requests. Professional services moving to self-guided personalized internal development thus bringing in fewer contract speakers.

TRHS Budget Presentation- Don Woodworth presented TRHS 2021-2022 proposed budget. Proposal includes an increase of \$22,176.00 due to anticipated full enrollment and increased need for school supplies that decreases in last year's budget. Increase in science books as digital licensing is better for hybrid learning and students shifting between learning models. Increase for No Red Ink, an online grammar program that personalizes adapted programs for competency and SAT prep. Art department requires five new apple iPads for drawing. This may be added to the technology budget. Increase to replace art equipment. Three-year plan included for cafeteria tables that was re-distributed last year. Increase to replace portable projection screen in Social Studies. Increase in new library printer and in Assistant/Principal office equipment to update old furniture.

Sue Sherman- What is the total project for the cafeteria tables? \$12,000.00 per year for three years?

Don Woodworth-Yes. No this was not part of the Capital Improvement Plan.

Sue Sherman-If it is over \$10,000.00 and it is an improvement to the facility, it should be in the CIP. This would add more support to your case. That is a big amount of money to put in your replacement account.

Don Woodworth-You could approach this in a lot of ways. We thought a three-year plan would be a good approach. Traditionally we would replace a few tables or chairs a year. We could take this to a Capital Improvement Plan.

Student Services Budget Presentation- Geoff Dowd presented Student Services 2021-2022 proposal budget. Proposal includes an increase of \$339, 473.80. Increase due to different services and contracts. Increase in school nurse SNAP service and iPads. Contracted psychologist services increase in demand, anticipated continued increase. Decreases in homeless transportation spending due to spending analysis. Increases to private tuition-HS and decrease in residential-HS costs. If placements become necessary due to pandemic impact, we may have to increase services for next year.

Special Education Budget Presentation- Geoff Dowd presented Special Education 2021-2022 proposed budget. Proposal includes decrease of (\$49, 199.00) due to decrease in contracted services. Increase in special education transportation at 7% to cover potential need. Special Education transportation will be going to bid this year. Pricing schedule is different and may exceed total amount allowed for daily ride charge and incur additional charges which may not be a %7 increase.

Facilities Budget Presentation-Gary Paradise presented the Facilities 2021-2022 proposed budget. Proposal includes an increase of \$16, 703.00. Extensive research was done to the current budget to see what the needs were. Re-allocated funding that was determined to be in the incorrect line. Trending higher in general repairs due to aging buildings. Increase for supply lines as supply lines were created for every school for tracking purposes. Decreases in information access fees for SchoolDude work order tracking due to reviewing trends. Increase due to new washer and dryer for Danville to wash microfiber rags. Replacement equipment line increases due to new floor scrubber. Decrease in contract services due to trend analysis. Mowers came up on CIP for replacement of equipment as we have aging equipment in grounds. Vehicle replacement will be a capital expense and may come out of this budget. Based on trend, alarm monitoring was over budgeted and thus a decrease in this line.

Administrative Report: Geoff Dowd presented the legal calendar for the upcoming budget annual meeting cycle. By January 6th we will go through the process of a public hearing 01/14/2020 and then a deliberative session set for 02/04/2021. We want to have the budget finalized before 01/06/2020. Presented Executive Summary for COVID-19 expenses and potential/utilized grants.

Todd McCormick-My concern is that this is not going to be available next year, but the expense side will be relevant.

Geoff Dowd- We are not planning on that, we are planning on getting back to the building, business as usual. I do not think there will be additional funding and these grants are very tricky. We do have a HealthTrust refund due to their surplus to offset costs. We are not alone in this challenge to spend the funding before the deadline.

Reports of Committees:

Sue Sherman-CIP has not met since last budget committee, the last meeting was cancelled.

Unfinished Business: Special Education private tuition expense

Geoff Dowd-Presented FY2019-FY2020 special education out-of-district private placement counts. There is a wide range of actual expenditures. You can see the trending increase, but it does not provide an FTE equivalent.

Maria Watkins-FTE is one thing, that number of students incurred any service through-out the year which we paid for. Is this what you were looking for?

Sue Sherman-Yes exactly, this should help the budget committee see the big difference. Even if we send a kid one day, it costs to send them. Thank you, Geoff. That’s what I was looking for.

Maria Watkins- Each child is so different, even an average varies on the needs each year.

Other Business-None

Todd McCormick adjourned meeting at 8:41PM.

Future Agenda and Dates:

Tuesday, November 24, 2020

Thursday, December 10, 2020

Thursday, December 24, 2020 (this meeting usually cancelled)

Thursday, January 14, 2021 – Public Hearing Proposed Budget - PAC 7:00pm

Tuesday, February 4, 2021 – Deliberative Session - TRHS Gymnasium 7:00pm

Respectfully submitted,

Jhalise Morales

Recording Secretary

The meeting can be viewed by following this link:

<https://vimeo.com/showcase/255893/video/478742255>

Approved by the Budget Committee on 11/30/2020.

