

**TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE
MEETING MINUTES**

2019-2020 Budget Season

April 12, 2018

7:05 PM

Call to Order

Chairman Mascola called this April 12, 2017 meeting of the Timberlane Regional School District Budget Committee to order at 7:05 PM with the roll call.

Roll Call

Present: Peter Bealo, Alan David, David Gerns, Cathleen Gorman (conf. called in 7:07 PM), Julie Hammond, John Hughes, Michael Mascola, Todd McCormick, and Phil Sherwood

Not Present: School Board Representative TBD

Administrators Present: Geoffrey Dowd, Business Administrator

Pledge of Allegiance: Mr. David led the pledge of allegiance.

7:07 PM (00:01:38)

MOTION AND VOTE: Motion to conference call Cathleen Gorman into the meeting. Made by Mr. Bealo, seconded by Mr. David. The vote passed (7-0-1) with Mr. Sherwood abstaining.

Approval of Minutes

Mr. Hughes noted a typographical error. Mr. Sherwood inquired about draft minute posting practice, and Mr. Mascola and Mr. Dowd noted that it is most convenient to post on SharePoint.

7:10 PM (00:04:30)

MOTION AND VOTE: Motion to approve the March 29, 2018 organizational meeting minutes with correction. Made by Mr. Gerns, seconded by Mr. Sherwood. The motion passed (7-0-2) with Mr. Bealo and Mr. David abstaining.
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7:11 PM (00:05:35)

MOTION AND VOTE: Motion to approve the March 29, 2018 regular meeting. Made by Mr. Hughes, seconded by Mr. McCormick. The motion passed (6-0-3) with Mr. Bealo, Mr. David, and Mr. Gerns abstaining.

Correspondence

Correspondence was circulated.

Delegations and Individuals

Chairman Mascola noted no Delegations and Individuals participants.

Administrative Report

Mr. Dowd reported that he is working with the School Board on the concerns of the voted default budget.

Reports of Committees

Chairman Mascola reported he spoke with School Board Chair Sue Sherman regarding appointments to Committees. Mr. Bealo noted that Committee Chairs still need to be appointed which informs scheduling and availability, and Chairman Mascola noted he is looking to gauge interest. Mr. Gerns and Ms. Gorman expressed interest in the Capital Improvement Plan (CIP) Committee. Mr. Bealo, Mr. McCormick, and Mr. Sherwood expressed interest in the Strategic Planning Committee. Chairman Mascola noted a possible appointment of Mr. Lee Dube as School Board representative for the Budget Committee.

Unfinished Business

Budget Process: Chairman Mascola opened with setting a discussion goal to determine what overarching common threads will inform the budget development process. He referenced previous discussion about town budget process, and stated he discussed this idea of Board collaboration with Madam Chair Sherman who will share with her Board. Mr. Sherwood noted the importance of flexibility in adopting any specific process, as there are many different ways to build a budget, and the possibility of new developments/changed information. Mr. Gerns noted that the Budget Committee spoke to an outlined four step process used last year to develop the proposed budget, which was shared at the Public Hearing and Deliberative sessions. Mr. Gerns reviewed the process used during his time with the Plaistow Budget Committee, which allowed for better collaboration with departments. Mr. David stated that the budget process should be transparent, and that budget development should be based in analysis of real operating costs. Mr. Mascola stated his interest in sending out guidelines to administrators to provide guidance on needs and wants. Mr. Gerns noted the importance of accurate analysis of trends and spending patterns. Mr. Hughes spoke to the balancing struggle between supporting the administrators' work and the taxpayers' budget, and using the CIP and prioritized needs as tools in appropriate budgeting. Ms. Gorman suggested additional meetings through the end of the fiscal year to develop a process for proposed budget development, including working with administrators and receiving School Board recommendations. Mr. Bealo spoke to his experience with the Plaistow Budget Committee. Mr. Sherwood suggested a sub-committee to meet and articulate a methodology for the Committee's budget development process. Discussion ensued on how the sub-committee will function into the work of the larger Committee, and who will comprise the sub-committee. Chairman Mascola inquired who is interested in the creation of and/or serving on a sub-committee, and Ms. Gorman, Mr. Bealo, Mr. McCormick, and Mr. Sherwood expressed interest.

7:37 PM (00:31:03)

MOTION:	Motion to create a sub-committee of three Budget Committee members, with Geoff Dowd advising, to create a budget development process proposal. Made by Mr. Bealo, seconded by Mr. McCormick.
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Discussion: Appointments to sub-committee were to be determined in New Business.

VOTE:	Chairman Mascola called the vote which passed unanimously (9-0-0).
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New Business

7:38 PM (00:32:50)

MOTION AND VOTE:	Motion to add two meetings dates between now and June 30, 2018, in order to hear the results of the sub-committee and provide feedback. Made by Mr. Bealo, second by Mr. Sherwood. Chairman Mascola called the vote which passed unanimously (9-0-0).
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Mr. Mascola noted he will work with Mrs. Belcher to poll the Committee on availability.

7:41 PM (00:35:00)

MOTION AND VOTE:	Motion to nominate Ms. Gorman, Mr. McCormick, and Mr. Bealo to the sub-committee. Made by Mr. Gerns, second by Mr. David. Chairman Mascola called the vote which passed unanimously (9-0-0).
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Budget Training: Mr. Bealo reported on his research into working with NH School Board Association and NH Municipal Association. The Associations provide consulting services for school boards and towns respectively, but not directly for co-operative school district budget committees. Ms. Gorman stated her experience

attending trainings as a budget committee member for the district and town. Ms. Gorman will report back to Chairman Mascola on possible training information.

Software Training: Mr. Dowd reported back that budget committee members will not be able to have access to the financial/ human resources system Infinite Visions, stating audit concerns. Discussion ensued on data sensitivity. Mr. Mascola stated he is working with Mr. Dowd who will provide a list of available and relevant report types to the Budget Committee. Ms. Gorman stated the initial interest in the software was to receive a demo in which the Committee could see the capabilities, and the list of report types will accomplish this. Mr. Mascola and Mr. Dowd will work on what this list of report types will include (Parking Lot item). Chairman Mascola explained the Parking Lot concept, unfinished business matters, to new members.

Review of By Laws of the School District Budget Committee

Sections 1 and 2: Mr. Gerns suggested a change to the language of Section 2A, which would have the Committee meet twice in September. Discussion ensued on Section 2A, which states the Committee shall meet on the second Thursday of April, September, and February, and shall hold two meetings a month from October-January. Ms. Gorman suggested removing language from Section 1B about reconvening after the organizational meeting due to redundancy in Section 2A. Chairman Mascola reviewed the suggested amendments.

7:58 PM (00:52:55)

MOTION AND VOTE:	Motion to amend By Laws Sections 1 and 2 with the discussed suggestions as outlined by Chairman Mascola. Made by Mr. Bealo, second by Mr. Gerns. Chairman Mascola called the vote which passed unanimously (9-0-0).
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Attendance (Section 7, incorrectly written as Section 8): Ms. Gorman commented that accountability is important however there are no attendance rules per RSA 32 which require officials to attend meetings. Mr. McCormick explained the spirit of the by law is most likely referencing RSA 32:15 section 6, and discussion ensued on the RSA. Mr. Sherwood suggested removing the entire section, and should the Committee be wrong in their interpretation, state law supersedes.

8:03 PM (00:57:40)

MOTION:	Motion to remove the Attendance section By Law. Made by Mr. Sherwood, second by Mr. McCormick.
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Mrs. Hammond inquired about what action the Committee might take if a member does not attend meetings. Discussion ensued on the symbolic nature of the By Laws, and no action could be taken by the Committee or voters in the scenario. Mr. Sherwood noted that the section is #7, and it is incorrectly written as #8.

VOTE:	Chairman Mascola called the vote which passed unanimously (9-0-0).
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Section 5: Ms. Gorman inquired about the language which states the Chair can sign on behalf of the Committee, and if there should be language that includes a Committee vote on such a document. Chairman Mascola was unsure if there was such a scenario, and Mr. Gerns noted he did not sign anything on behalf of the Committee last year as Chair.

Section 9: Ms. Gorman inquired about the language which states the Superintendent acts as an ex-officio member. Mr. Sherwood stated concern for striking the language as it may send a message that the Committee does not have interest working with the Superintendent/administration, and also stated he could not find other districts where the Superintendent does not serve as a non-voting member. Chairman Mascola agreed with Mr.

Sherwood and would not want to exclude the Superintendent. Discussion ensued on past Budget Committee standing committees. No action was taken.

Mr. McCormick inquired about the by law language which requires either a full Committee vote or a 14 day notification for by law changes. Discussion ensued on the benefits and flexibility of the by law as written.

Facility Tours: Chairman Mascola prefaced discussion with reviewing the sentiments and ideas about facility tours previously discussed by the Committee, including that the Committee would prefer not to do facility tours on scheduled meeting nights. Discussion ensued on the goals for the Budget Committee's attendance of the facility tours, including context for budgeting, attendance and attentiveness, and engaging in the work with the administrators. Chairman Mascola noted that in his discussion with Madam Chair Sherman, the facility tours will occur as they are for the Board and public as well, however Chairman Mascola will work with her to schedule them on non-Committee nights. It will be a Parking Lot issue until later notice.

Meeting Dates: Chairman Mascola reiterated he will have Mrs. Belcher poll the Committee for May and June meeting dates. Mr. Gerns suggested that per the amended by law, the Committee add September 27th to the list of future meeting dates. Discussion ensued on the schedule and possible conflicts. Mr. Gerns suggested the Committee keep the December 27th meeting as scheduled, with the understanding it is provisional based on the progress of the Committee. Mrs. Hammond suggested earmarking another meeting and meeting space in December prior to Christmas, based on last year's timeline. Discussion ensued on last year's timeline, this year's timeline with the sub-committee's work, possible scheduling of November 29th (fifth Thursday), and maintaining flexibility. The Committee had consensus to schedule another Budget Committee meeting for November 29th. Summertime meeting dates were placed in the Parking Lot for discussion closer to the dates.

Other Business

Chairman Mascola inquired if any attendees would be interested in speaking. Melissa Martin, a 10th grade TRHS student from Danville, spoke to her concern for teacher layoffs and the layoff process. She inquired about possible solutions, the Budget Committee's ideas and role with the School Board, and suggested the possibility of early retirement incentives. Chairman Mascola thanked Ms. Martin for sharing.

Mr. Hughes suggested members send their ideas to the sub-committee members. Chairman Mascola stated to send all input to him, and he will direct to the sub-committee. Mr. Hughes commended students for supporting teachers, and Mr. Gerns also addressed the students, encouraging them to continue participating. Mr. Dowd agreed with the sentiments, however noted that the Budget Committee's original proposed budget did include layoffs of 25-30 staff members, but that the Budget Committee appropriately funded lines that they are legally obligated to budget for. Ms. Gorman provided her understanding of the funding for the proposed default budget and proposed operating budget in regard to legal obligations and staffing.

Adjournment

Chairman Mascola adjourned the meeting at 8:45 PM, seconded by Mr. Sherwood.

Respectfully Submitted,



Katarina Curtin
Recording Secretary

Approved by the Budget Committee on May 10, 2018.

This meeting can be watched in its entirety at: <https://vimeo.com/album/255893/video/264650521>