

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

**2019-2020 Budget Season
November 8, 2018
7:05 PM**

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

Call to Order

Chairman Mascola called this November 8, 2018 meeting of the Timberlane Regional School District Budget Committee to order at 7:05 PM with the roll call.

Roll Call 7:05 PM [00:00:23]

Present: Peter Bealo, Brian Boyle, Alan David, David Gerns, Julie Hammond, John Hughes, Michael Mascola

Not Present: Cathleen Gorman, Todd McCormick, Phil Sherwood

Administrators Present: Geoffrey Dowd, Business Administrator

Pledge of Allegiance 7:06 PM [00:00:48]

Sarah Vaira led the pledge of allegiance.

Approval of Minutes 7:06 PM [00:01:16]

No corrections to minutes.

MOTION AND VOTE: Motion to accept the minutes from the October 25, 2018 meeting, made by Mr. Boyle, second by Mr. Gerns. The motion passed (6-0-0) unanimously with Mr. Bealo abstaining.
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Correspondence 7:08 PM [00:02:22]

Correspondence was circulated.

Delegations and Individuals 7:08 PM [00:02:25]

There were no delegations.

Administrative Report 7:08 PM [00:02:33]

Budget Chair Update – deferred to end and will include CIP update.

Reports of Committees (Budget Committee Members, School Board Representative) 7:08 PM [00:02:48]

Budget Committee – no report.

School Board – Mr. Boyle – School Board prioritized CIP projects. Sue will be at the next meeting to review. Mr. Dowd will distribute the worksheet.

Unfinished Business 7:09 PM [00:03:53]

Parking lot – no update discussed.

Facility tours have been completed.

New Business 7:09 PM [00:04:14]

Budget Reviews:

7:10 PM [00:04:43] Principal Jennifer Marino reviewed the Summary of Proposed Budget document included with agenda for Sandown Central showing a decrease of \$2.00. Overall, she summarized that the budget is level funded with an average 25 student increase (165 projected for next year). In general, there are two main increases: 1) Math books 2) Library books. She highlighted some future priorities (playground equipment and parking expansion).

7:21 PM [00:19:15] Principal Donald Woodworth and Assistant Principal Heather Cronan reviewed the Summary of Proposed Budget document for Timberlane Regional High School. Mr. Woodworth began by telling about steady enrollment, with a decrease this year, and budgeting for slightly higher next year. He noted that slowly increasing enrollment does not affect this budget. Overall there was a decrease of \$1000 on summary sheet which is relative to things from last year that are not needed this year. He also reviewed some increases for accreditation for NEASC expenses, library security gate update, student group activity transportation and some other modest increases for new equipment/technology, supplies, and other items that become exhausted. Mr. Woodworth explained some of the art expenses are due to Pottery becoming a more popular class for Art credit. There was discussion about a few specific custodial maintenance updates and licensing fees. Mr. Woodworth will review professional education services increase. He also went on to say that he feels comfortable the curriculum is properly supported with the budget at this time with focus on growing areas for capital improvements and planning for facilities. There was some discussion about CIP priorities and the scheduling.

7:39 PM [00:33:28] Athletic Director Angelo Fantasia reviewed the Summary of Proposed Budget document for Athletics beginning with saying thank you to the staff, coaches, teachers, and admin for all collaboration and efforts for accuracy. There was a slight decrease overall. Game expenses were reduced for Middle School and High School for officials and game help to allow for increases in other areas that need attention such as supplies to catch up on updating uniform inventories. Another item Mr. Fantasia noted specifically was the Information access fee for Huddle program (analyze tapes) and Big Team – scheduling program in previous years had no charge. He reviewed a few other specific items on the summary sheet which then led to discussion on the fields, facilities and specifically the repair of the track. Mr. Fantasia expressed his opinion on the integrity of the track is that it is not good to compete on and making sure he focuses on doing what is needed to get students out to compete and play.

7:56 PM [00:50:56] Ken Henderson will review Technology and Business Services.

TECHNOLOGY: Mr. Henderson explained that the technology budget ties back to the plan approved by School Board – a 5-year plan; currently in its 2nd year. He reminded that tech is also mandated with a level funded budget and reviewed some detailed increases and decreases such as virtual field trips, and efficiencies for other things such as setting up chrome books in-house. He mentioned also savings for less physical server backup needs due to ramping up on cloud backup. Some increases are due to supplies and making transfers from other lines. They are continuing dedicated device initiative and next year will add more chrome books. There is also a need for google management licenses (\$25 per chrome book for its lifetime that is specific to the Chromebook (can be transferred if needed) for web filtering and protection. Tech is also planning to revisit and review 50 projectors to update the aging fleet, carts, and cords as a phased approach, with focus on elementary.

BUSINESS SERVICES: Mr. Henderson reviewed the budget summary and explained it is flat with \$4600 increase for VOIP phone maintenance. The upgrade is complete, but flatline on support. There was discussion about fiber and a few other inquiries about software.

8:18 PM [01:12:25] Chairman Mascola explained that the Music department is not present; however, Mr. Dowd reviewed the summary sheet explaining that all items were consistent with previous and pointed out the proposals for new equipment and that the budget is down overall approximately \$7000.

Review of Rev Exp Report: 8:22 PM [01:17:14]

Mr. Dowd does not have the report yet for October and will send alert when the reports are posted.

Other Business 8:23 PM [01:17:47]

An email from the School Board Chair was presented with the accepted CIP list. The Chair is tentatively scheduled to present on Tuesday, 11/20. Mr. Dowd distributed the Year 1 list for review. There was discussion about the CIP list and the School Board goals. The PAC wall is a top priority. CIP has seen estimates that might be stale. As a reminder, after 11/20/18 meeting, the 11/29 meeting will be a wrap-up of all budgets rolled in together. Mr. Hughes pointed out there were only a few people in attendance to each facility tour and reminded why they are important for discussion and to encourage people to attend to see things first hand (i.e. the stage at Pollard).

Chairman Mascola stated there is no other business to come before the committee and reviewed future agenda and dates below:

Future Agenda & Dates

Tuesday, November 20, 2018 – 7:00 p.m., SAU Office (Maintenance/Facilities, Curriculum/PLC, Student Services/Special Ed, possible add CIP)

Thursday, November 29, 2018 – 7:00 p.m., SAU Office (all inclusive budget)

Adjournment 8:38 PM [01:32:32]

<p>MOTION AND VOTE: Motion to adjourn the meeting at 8:38 pm, made by Mr. Gerns, second by Mr. David. The motion passed unanimous.</p>

Respectfully Submitted,



Sarah J. Vaira

Approved by the Budget Committee on 12/13/2018.

This meeting can be watched in its entirety at <https://vimeo.com/299937431>