

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

2018-19 Budget Season
October 26, 2017
6:49 PM

SAU #55 Boardroom
30 Greenough Road
Plaistow, NH

CALL TO ORDER 6:49 PM

Chairman Gerns called this October 26, 2017 meeting of the Timberlane Regional School District Budget Committee to order at 6:49 PM with the roll call.

ROLL CALL

Budget Committee Members Present: Mr. Alan David, Mrs. Eileen Dube, Mr. Lee Dube, Mr. David Gerns, Mr. Daniel Guide (School Board Rep), Mrs. Julie Hammond (arrived 6:58 PM), Mr. Michael Mascola, Mr. Shawn O'Neil, Mr. Jim Paul. **Not Present:** Mr. John Hughes.

Administrators Present:

Geoff Dowd, Business Administrator
Nancy Barcelos, Principal at Danville Elementary
Tom Geary III, Business Operations Coordinator
Ken Henderson, Director of Technology
Susan Rasicot, Director of Student Services
Christi Michaud, Director of Data, Assessment, and Accountability
Rodney Mills, District Facilities Supervisor
Elizabeth Rincon, Director of Special Education
Lucy Williams, Executive Assistant to Special Education and Student Services

PLEDGE OF ALLEGIANCE Mr. Mascola led the pledge of allegiance.

APPROVAL OF MINUTES – October 12, 2017 Meeting

Mr. Mascola and Mrs. Dube noted corrections.

06:52 PM

MOTION:	Motion to Approve the Public Minutes of the October 12th, 2017 meeting with discussed corrections. Made by Mr. Dube, second by Mr. Guide. Chairman Gerns called the vote, which passed (7-0-1) with Mr. Paul abstaining.
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06:53 PM

MOTION:	Motion to Approve the Non-Public Minutes of the October 12th, 2017 meeting. Made by Mr. Dube, second by Mr. Mascola. Chairman Gerns called the vote, which passed (7-0-1) with Mr. Paul abstaining.
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CORRESPONDENCE 6:56 PM

The correspondence folder was distributed, and the Committee reviewed correspondence protocol. Mr. Dowd will forward correspondence to the Board Chair, who will exercise his discretion in forwarding to the Committee.

DELEGATIONS AND INDIVIDUALS 6:56 PM

Chairman Gerns noted no Delegations and Individuals.

ADMINISTRATIVE REPORT 6:57 PM

Mr. Dowd updated budget report templates to include 2016 and 2017 Expended columns.

Mrs. Julie Hammond joined the Committee at 6:58 PM. Chairman Gerns encouraged Committee members to attend the Public Hearing on the SAU Budget on November 1, 2017.

REPORTS OF COMMITTEES 6:59 PM

Budget Committee Members

Mrs. Eileen Dube reported that on November 1, 2017 elementary and secondary staff have the opportunity to meet with a facilitator to provide input on Timberlane’s Strategic Planning. Also, on November 1 at the Middle School and November 27 at Sandown North from 6:30-8:30 PM, the facilitator will facilitate a Community Forum.

School Board Representative

Mr. Guide reported that the School Board has approved the CIP project for SAU Boardroom video and sound system, to be included in the current 2017-18 budget. Mr. Guide also reported that the School Board will discuss Sandown planning at their next meeting.

NEW BUSINESS

SPECIAL EDUCATION 7:02 PM

Mrs. Beth Rincon, Director of Special Education, and Lucy Williams, Executive Assistant to Special Education, presented the 2017-18 Budget. Anticipated enrollment (750) represents a placeholder as Special Education enrollment can largely fluctuate from 20-30 students.

The overall budget for the current year is \$1,823,361. A budget increase of \$249,947 is proposed, for a total proposed budget of \$2,073,308. Budget documents reflect an increase technology replacement equipment of \$30,000, which should reflect a decrease of \$13,538. Budget increases are due to increased transportation contracts for both during the school year and the extended school year (ESY) program, and staff coverage (specialized needs for ESY program, anticipated retirements) and training (Registered Behavior Technician Training for all paraeducators). Budget decreases include lower replacement computer costs, Medicaid billing.

The hiring of a District behaviorist has kept contracted service cost down, however the cost of contracted services to serve those with unique needs has risen, and can range from \$250/hr to \$350/hr. Mrs. Rincon explained the coordination and associated costs for the transportation of out of district students, and also in regards to the ESY program.

7:20 PM

MOTION: Motion to accept the Special Education budget proposal under advisement, for further consideration at the next meeting. Made by Mr. O’Neil, second by Mr. Guide. Chairman Gerns called the vote which passed unanimously (9-0-0).

STUDENT SERVICES 7:21 PM

Budget: The overall budget for the current year is \$2,103,889. A budget increase of \$508,835.45 is proposed, for a total proposed budget of \$2,612,723.45. Budget increases are due to tuition increases K-12 students requiring a therapeutic school setting, providing services to students who have been removed from their homes, and updating nursing equipment (AED, vision equipment, audiometer). Budget decreases are due to the hiring of a School Psychologist.

7:24 PM

MOTION: Motion to accept the Student Services budget proposal under advisement, for further consideration at the next meeting. Made by Mr. Guide, second by Mrs. Dube. Chairman Gerns called the vote which passed (8-1-0) with Mr. O'Neil against.

DANVILLE ELEMENTARY 7:25 PM

Staffing: Mrs. Barcelos requests an additional Grade 2 classroom teacher per TRSD classroom policy, and an interventionist to provide multi-tiered support to both struggling and advanced learners. With the decreased Title I funding this year, Danville may see a reduction in hours of the current Title I interventionist by the end of this school year.

Budget: The overall budget for the current year is \$80,570. A budget increase of \$8,850 is proposed, for a total proposed budget of \$89,420. Budget increases are due to increased custodial supplies in the construction of creative spaces, kidney tables for small group work, stand up desks for grades 3-5 classrooms, new student and adult furniture, and cabinets. Budget decreases are due to decreased need for new library equipment.

7:33 PM

MOTION: Motion to accept the Danville budget proposal under advisement, for further consideration at the next meeting. Made by Mr. Dube, second by Mr. Guide. Chairman Gerns called the vote which passed unanimously (9-0-0).

TECHNOLOGY UPDATE 7:25 PM

Mr. Henderson provided an interactive projector inventory: Pollard (4), Danville (1), High School (9, 1 of which were grant funded), and Middle School (12). To determine the roll-out schedule, a teacher survey will be conducted to see who would utilize projectors immediately. Mr. Dube noted that this data will be relevant to the budget composition, and Mr. Henderson will provide a follow-up by the December meeting.

Mr. Henderson provided an update on leasing routers, firewalls, and link balancers. Buying has been quoted at about \$218,000. To lease, the 3-year term rate is 75,981.68 (at 3.9% APR). The 5-year term rate is 47,284.09 (at 3.9% APR). The fixed APR rate could change at the time of leasing next year. The District would own the equipment at the end of the lease terms. Mr. Henderson explained that the federal e-rate Category 2 (infrastructure) funding is a 5 year grant which will most likely be non-renewed. Therefore, through a lease option we would only be eligible for reimbursement for 2 years (pay full for 1 of 3 years, or 3 of 5-year lease terms). Mr. Gerns asked if maintenance and failure is built into buy and lease values, and Mr. Henderson confirmed this to be true.

FACILITIES 7:45 PM

The overall budget for the current year is \$809,503. A budget increase of \$111,797 is proposed, for a total proposed budget of \$921,300. Budget increases are for updated uniforms; increased DES mandates for water/sewage/septic systems; contracted services that were put out to bid last year but were not budgeted for, including tree removal and field/parking lot maintenance; renting snow removal equipment; more appropriate budgeting; alarm testing and repairs; floor burnishers; and a lawn vacuum. Budget decreases are for decreased cost in staff trainings, and replacement of trailer, van, and vehicles in current fiscal year.

Discussion ensued about current snow removal processes and expenditure, in regards to light or heavy snow fall seasons. Mr. Geary noted that currently a contracted service removes snow (on-site), and TRSD vehicles and

equipment being used for snow removal are most likely aging prematurely. With a rental loader, staff could operate and remove snow (on-site). Staff will be trained on operation (NH does not require specific licensure for snow removal) and this will be an efficient reallocation of staff time. Mrs. Hammond asked about the processes and known effectiveness of the lawn vacuum. Mr. O’Neil noted the importance of the School Board identifying the direction for Sandown Central as it relates to Facilities budgeting. Mr. Geary noted that some Sandown Central related requests are portable (ie: burnishers), and also that Sandown Central will be operating next school year.

8:07 PM

MOTION: Motion to accept the Facilities budget proposal under advisement, for further consideration at the next meeting. Made by Mr. Dube, second by Mrs. Dube. Chairman Gerns called the vote which passed unanimously (9-0-0).

FACILITIES RENOVATIONS 8:08 PM

The overall budget for the current year is \$866,239. Mr. Geary proposes a budget increase of \$239,429, for a total proposed budget of \$1,105,668. Budget decreases reflect a \$58,600 decrease in outdoor Site based CIP projects. Budget increases reflect a \$298,029 increase in building renovation CIP projects.

Mr. Paul inquired if safety needs that were addressed on building tours are included in operating budget or CIP projects. Mr. Geary requested a motion to nonpublic session.

8:10 PM

MOTION: Mr. Dube motioned to go into nonpublic session under RSA 91-A:3,II (i), consideration of matters relating to preparation for and the carrying out of emergency preparations to prevent widespread injury or loss of life; seconded by Mr. Paul.

The board was polled: David – yes
E. Dube – yes
L. Dube – yes
Gerns – yes
Guide – yes
Hammond – yes
Mascola – yes
O’Neil – yes
Paul – yes

The board entered nonpublic session at 8:10 PM.

8:21 PM

MOTION: Mr. Dube motioned the board exit nonpublic session; seconded by Mr. Guide.

The board was polled: David – yes
E. Dube – yes
L. Dube – yes
Gerns – yes
Guide – yes
Hammond – yes
Mascola – yes
O’Neil – yes
Paul – yes

The board exited nonpublic session at 8:22 PM.

No action was taken in nonpublic session.

8:22 PM

MOTION: Motion to seal the minutes of the nonpublic session indefinitely based on concerns related to safety and the carrying out of emergency functions. Made by Mr. Dube, second by Mr. Guide. Chairman Gerns called the vote which passed unanimously (9-0-0).

FACILITIES RENOVATIONS (con't)

Discussion ensued about CIP projects regarding tree planting and the maintenance of tennis and basketball courts. The tennis courts project has been delayed to year 2, and Mrs. Hammond spoke to the current state and use of tennis courts. Mr. Dube noted that portable investments such as the Sandown Central burnisher are sound, however knowing the direction of Sandown Central is necessary for Sandown Central specific improvements (ie: signage). Mrs. Dube inquired about PAC renovations that were mentioned on the Facilities tour. Mr. Dowd noted he will be distributing a CIP Comprehensive Document, detailing the status and support of various CIP projects past and present.

8:32 PM

MOTION: Motion to accept the Facilities - Renovation budget proposal under advisement, for further consideration at the next meeting. Made by Mr. Dube, second by Mr. Paul. Chairman Gerns called the vote which passed unanimously (9-0-0).

UNFINISHED BUSINESS – REVIEW OF BUDGETS 8:33 PM

Technology/Business Operations

Mr. Dube noted that further discussion is needed on the lease vs. buy debate for Business Operations, and interactive projectors for the Technology side.

8:35 PM

MOTION: Motion to table the Technology budget and Business Operations budgets, for further consideration at the next meeting. Made by Mr. O'Neil, second by Mr. Dube. Chairman Gerns called the vote which passed unanimously (9-0-0).

Sandown North

8:35 PM

MOTION: Motion to jointly consider the Sandown North and Sandown Central budgets, and table both budgets until the School Board provides a direction for the Sandown Schools. Made by Mr. O'Neil, second by Mrs. Dube.

Mr. Guide noted this discussion will most likely occur over two School Board meetings.

8:37 PM

VOTE: Chairman Gerns called the vote which passed unanimously (9-0-0).

Pollard School

Mrs. Dube inquired about the salary for an Interventionist, especially as it relates to a District-wide need. Mr. Dube inquired about a 610 supplies line indicating \$1,080 for refreshments, and discussion ensued about guidance or policy regarding refreshment expenses. Mr. Dowd noted that other schools are most likely also providing refreshments for working meetings/ professional development events under supplies lines, and that any purchases, both purchase orders and related reimbursements, are directly overseen by him. Mr. Paul spoke to his

experience regarding this topic as an elementary principal, and asked Mr. Dowd to further investigate administrator practices. Mr. Gerns noted that the budget approval process will be fluid until the Committee works with the comprehensive TRSD budget.

8:44 PM

MOTION: Motion to accept the Pollard budget proposal as presented, pending final review. Made by Mr. Guide, second by Mr. Mascola.

Mrs. Hammond inquired about the effectiveness, and possible liability, of the Stryker Evacuation Chair. Mr. Gerns noted the chair does not involve any lifting, and the resistance tracking allows for safe and easy use. Mrs. Dube noted that the need is greater than the one child, but for anyone on the second floor who would have trouble exiting the building safely or be temporarily injured. Mrs. Dube also noted this is recommended by the Fire Chief.

8:50 PM

VOTE: Chairman Gerns called the vote which passed unanimously (9-0-0).

Atkinson Academy

Mrs. Dube inquired about the need for an interventionist at Atkinson Academy as it relates to Title I.

8:51 PM

MOTION: Motion to accept the Atkinson budget proposal as presented, pending final review. Made by Mr. Dube, second by Mr. Guide. Chairman Gerns called the vote which passed unanimously (9-0-0).

Mr. Gerns asked the Board about an earlier start time for the November 9, 2017 meeting.

8:51 PM

MOTION: Motion to start the November 9, 2017 Budget Committee meeting at 6:30 PM. Made by Mr. Gerns, second by Mr. Paul. Chairman Gerns called the vote which passed (6-0-3) with Mr. O’Neil, Mr. Dube, and Mr. Guide abstaining.

Mr. Paul and Mrs. Dube will bring a Strategic Planning report for next meeting. Mr. O’Neil noted the percentages of increases (ranging from 11% - 25%) on the proposed budgets that were presented this evening. Mr. O’Neil inquired about the School Board’s budget cut recommendations, and discussion ensued about the building of the operating budget, default budget, and the joint Budget Committee/School Board meeting. Mr. Dube suggested the meeting be a two-item agenda, which would be (1) School Board Joint Meeting, and (2) Consideration of Budget.

9:05 PM

MOTION: Motion to add an additional meeting, which will be joint with the School Board, tentatively for November 30, 2017 pending confirmation of Boardroom availability. Made by Mr. Dube, second by O’Neil. Chairman Gerns called the vote which passed unanimously (9-0-0).

Mr. Dube inquired about e-mail addresses being posted on the SharePoint site. Mr. Dowd reported that Mr. Henderson is working on this.

ADJOURNMENT

09:08 PM

MOTION: Motion to Adjourn. Made by Chairman Gerns, second by Mr. O'Neil. Chairman Gerns called the vote, which passed (9-0-0).

Respectfully submitted,



Katarina Curtin
Recording Clerk

Approved by the Budget Committee on November 9, 2017.

This meeting may be watched in its entirety by logging on to:
<https://livestream.com/TRSD/TRSB/videos/164991553>