

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

**2018-19 Budget Season
October 12, 2017
7:07 PM**

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

CALL TO ORDER 7:07 PM

Chairman Gerns called this October 12, 2017 regular meeting of the Timberlane Regional School District Budget Committee to order at 7:07 PM with the roll call.

ROLL CALL

Budget Committee Members Present: Mr. Alan David, Mrs. Eileen Dube, Mr. David Gerns, Mr. Daniel Guide (School Board Rep), Mrs. Julie Hammond (arrived 7:12 PM), Mr. John Hughes, Mr. Michael Mascola (arrived 7:11 PM), Mr. Shawn O'Neil. **Not Present:** Mr. Jim Paul.

Administrators Present:

Geoff Dowd, Business Administrator
Michelle Auger, Principal of Pollard Elementary
Kathie Dayotis, Principal of Atkinson Academy
JoAnn Georgian, Principal of Sandown North Elementary
Ken Henderson, Director of Technology
Jennifer Marino, Principal of TLC at Sandown Central
Christi Michaud, Director of Data, Assessment, and Accountability
Brian Shawley, Assistant Principal of Pollard School

PLEDGE OF ALLEGIANCE - Mr. O'Neil led the pledge of allegiance.

APPROVAL OF MINUTES – September 28, 2017 Meeting

07:09 PM [00:02:29]

MOTION: Motion to Approve the Minutes of the September 28th, 2017 meeting. Made by Mr. Guide, second by Mr. Hughes. Chairman Gerns called the vote, which passed (6-0-1) with Mr. Dube abstaining.

CORRESPONDENCE 7:11 PM [00:03:00]

Mr. Dowd noted two letters of correspondence from two individuals who were also present. Mr. O'Neil noted the importance of committee members having the ability to review the correspondence folder, along with other agenda materials, prior to the meetings. He suggested that e-mail distribution of correspondence is most logical. Mr. Mascola joined the Committee at 7:11 PM.

Mr. Dowd noted a discrepancy in the Budget Committee E-Mail Distribution List, in which some members are not included. Mrs. Hammond joined the Committee at 7:12 PM. Mr. Dowd will update the Budget Committee E-Mail Distribution List to include all current members, and reminded the committee that a reply to all e-mail recipients constitutes an illegal meeting. Distribution protocol was confirmed, in which Mr. Dowd will send materials to Mr. Gerns, who will then forward to all committee members. The SharePoint site will also be updated with the most current members' information, including email addresses.

DELEGATIONS AND INDIVIDUALS 7:16 PM [00:08:48]

The clerk recognized Joel Logiudice of Sandown. He spoke to his correspondence message, addressing his concern for an increasing property tax burden. He expressed concern for both the reasoning and cost of two CIP projects specifically, BIT 0001 (District Fiber Connections) to bring fiber optic internet connections to the schools, and BIT 0010 (Replacement of Sound System: SAU Building) for microphones, cabling and installation.

The clerk recognized Arthur Green of Sandown. Mr. Green thanked Mr. O'Neil for addressing the correspondence folder distribution issue. Mr. Green read his correspondence e-mail dated September 25, 2017, which was included in the correspondence folder for this week. His e-mail details that the TRSD 2017-18 Final Voted Budget does not appear to be posted on the TRSD website. He noted the importance of having the Final Voted Budget posted publicly, with all the adjustments relative to the warrant articles that were passed in the March election.

7:20 PM [00:13:31]

MOTION: Motion to make a formal request to the School Board to publicly provide the TRSD 2017-18 Final Voted Budget, if it is in fact their jurisdiction. Made by Mr. O'Neil, second by Mr. David.

Discussion ensued about who has the responsibilities to post public budgetary documents (School Board Chair, Budget Committee Chair, or SAU Office). Mr. Green noted that this issue has been brought to the School Board Chair previously.

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

7:23 PM [00:16:19]

MOTION: Motion to move New Business (School/Dept Budget Presentations) Agenda items up. Made by Mr. Gerns, second by Mr. David. Chairman Gerns called the vote which passed unanimously.

NEW BUSINESS

SANDOWN NORTH 7:24 PM [00:17:00]

Mrs. JoAnn Georgian of Sandown North School provided an introduction to the 3 elementary school principals.

Staffing: Mrs. Georgian requests an additional grade one teacher and an interventionist. NESDEC's enrollment report trends and projected allocation of students by grade level for Sandown calls for an additional grade one teacher per TRSD maximum class size policy. Title I federal funding decreases have cut elementary interventionist positions this school year. Mrs. Georgian requests an Interventionist to provide support for both struggling and advanced learners.

Budget: The overall budget for the current year is \$105,536. A budget increase of \$2,247 is proposed, for a total proposed budget of \$107,247. Budget increases are for supplies and furniture for the additional/changed classrooms, and supplies for custodian efforts to improve spaces. Mrs. Georgian also made note of Sandown North CIP request for additional playground equipment, Facilities CIP request for additional adult bathrooms, and that next year will see a large budget increase for EnVisions Math consumables, currently under contract. Discussion ensued about Timberlane maximum classroom policy, Sandown North overcrowding and space constraints, fieldtrips, and playground equipment.

7:48 PM [00:41:05]

MOTION: Motion to accept the Sandown North budget proposal under advisement, for final consideration at the next meeting. Made by Mr. Guide, second by Mrs. Dube.

Discussion: Discussion ensued about budget and CIP approval process in conjunction with School Board.

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

POLLARD ELEMENTARY 7:56 PM [00:49:00]

Staffing: Mrs. Auger requests an additional grade 5 teacher to meet enrollment needs and an interventionist. Two interventionists were cut from a total of four due to Title I federal funding decreases.

Budget: The overall budget for the current year is \$128,157. A budget increase of \$7,019 is proposed, for a total proposed budget of \$135,176. Budget increases are to finish replacing all classroom furniture, cafeteria tables, and a Stryker evacuation chair. This chair allows for the safe transportation of disabled or injured individuals up and down stairs, and the only way to evacuate the second floor are the stairs and elevator (no handicap accessible egress). This will be a clear need next year, with a physically limited 4th grade student who requires a wheelchair.

8:15 PM [01:07:47]

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

SANDOWN CENTRAL 8:15 PM [01:08:28]

Staffing: Mrs. Marino requests an interventionist and a half-time Library Media Specialist to provide circulation services for the students (currently none).

Budget: The overall budget for the current year is \$36,704. A budget increase of \$26,117.98 is proposed, for a total proposed budget of \$62,821.98. Major driving factors are increased enrollment (from 161 to 196), and age-appropriate equipment (current furniture and equipment for previous 4th and 5th grade students).

8:24 PM [1:17:26]

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

ATKINSON ACADEMY 8:25 PM [01:17:55]

Staffing: Mrs. Dayotis requests an interventionist. Atkinson Academy does not qualify for Title I federal funding.

Budget: The overall budget for the current year is \$96,281.50. A budget decrease of \$2,522.50 is proposed, for a total proposed budget of \$93,759. Budget decreases are based on small projected enrollment growth. Budget increases are for library books and in-house custodian projects.

Discussion: Discussion ensued about Title I funding, execution, and interventionists. Mrs. Michaud explained that the Title I grant is federal funding disseminated to the states for allocation at the school district level. Distribution amounts are based on the percentage of students who receive free and reduced lunch within a town in conjunction with data collected from the Census Bureau. Mrs. Michaud noted that if the interventionists were to be District funded, the interventionists would serve to work closely with both struggling and advanced learners (as opposed to only struggling through Title I criteria).

8:38 PM [01:30:57]

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

Mr. O’Neil proposed that the “2016 Budget” amount be listed on budget proposals. Discussion ensued about how this could be provided additionally to all other information.

TECHNOLOGY 8:42 PM [01:34:52]

The overall budget for the current year is \$450,752. Mr. Henderson proposes a budget increase of \$88,296, for a total proposed budget of \$539,048. Budget increases are largely informed by the approved 5-year technology plan, specifically the addition of interactive projectors, Chromebooks, and necessary maintenance and applications. Budget decreases are due to fewer replacement computers and accessories, as the District moves towards the Chromebook for students’ primary device. Discussion ensued about the rollout of interactive projectors at the elementary and secondary level. Mrs. Hammond requested a breakdown of the District’s current inventory of interactive projectors.

8:52 PM [01:45:20]

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

BUSINESS SERVICES 8:53 PM [1:45:20]

The overall budget for the current year is \$321,710. Mr. Henderson proposes a budget increase of \$197,405, for a total proposed budget of \$519,115. Budget increases are due to system upgrades and maintenance (VoIP phone system, Infinite Visions financial/HR system), SAU boardroom replacement equipment (audio/ microphones/ cameras), and replacement, install and setup of leased T1/S lines and cable modems to a new intra-school fiber internet connection.

Discussion ensued about the quality and remaining life of SAU audio/visual equipment. Currently the two tripod based cameras being utilized are intended for school use. Mr. O’Neil noted the importance of this investment, explaining that the filmed meetings in the SAU Boardroom are highly utilized by community members and this is one of our essential means of communicating with the public. Mrs. Henderson confirmed the estimates provided are budgetary quotes, and this purchase would be put out to bid.

Mr. Henderson explained the fiber solution as it relates to our 8 sites (7 schools and SAU building), and the necessary equipment to support the system (routers, firewalls, link balancers). The proposal includes linking all schools through fiber connections, with two egresses to the internet at the SAU and Danville. Over the summer, the middle and high school were connected to fiber due to failing modems/insufficient support of sessions. Currently T1 lines connect the schools, and the elementary schools utilize slow cable modems. Mr. Henderson clarified that Comcast heavily subsidizes the handoff of fiber to the schools, but not for the required heavy-duty routers and firewalls. Mr. O’Neil inquired about the possibility of leasing the routers to stabilize cost and for maintenance services. Mr. Henderson explained that by purchasing there is the possible off-setting of revenue, possible federal E-Rate grants, and possible school improvement grants that have been made public by NH state. Mr. Dowd clarified that to qualify for this state grant, the District must be in process/taking action towards the updating of internet connections. Mr. Henderson will come to the October 28th meeting with leasing quotes. Mr. Dube inquired about the return on investment (ROI) of switching to fiber. This is currently unclear. Mr. Dowd requested a motion to enter nonpublic session for issues relating to security.

9:26 PM [02:18:46]

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. Guide.

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

The board entered nonpublic session at 9:26 PM.

9:36 PM

MOTION: Mr. Gerns 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
Hughes – yes
Mascola – yes
O’Neil – yes

The board exited nonpublic session at 9:37 PM.

No action was taken in nonpublic session.

9:37 PM [02:19:30]

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

9:38 PM [02:20:15]

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. Guide, second by Mr. Dube. Chairman Gerns called the vote which passed unanimously (9-0-0).

ADMINISTRATIVE REPORT 9:38 PM [02:20:50]

Mr. Dowd detailed his experience in entering the BA/CFO role, and the workflow changes to be made to successfully support the Budget Committee (distribution of correspondence, distribution of agenda materials, Budget Committee SharePoint site and required access for members). Mr. Dowd expressed condolences for the recent passing of District Treasurer Paul Sullivan. The Assistant Treasurer has been overseeing Treasurer duties, and the School Board will be organizing for the reappointment of a Treasurer.

REPORTS OF COMMITTEES 9:46 PM [02:28:11]

Budget Committee Members

Mrs. Dube reported that her and Mr. Paul will be preparing a study on the Strategic Plan as it relates to budget development.

School Board Representative

Mr. Guide reported the School Board has approved the Atkinson Academy CIP request for playground equipment and the Danville Elementary CIP request for playground equipment for this years' current budget. These projects will now be removed from the CIP. Next week the School Board will review default budget criteria, and will get a budget surplus number.

OTHER BUSINESS

Mr. Gerns inquired about adjusting the order of agenda items, and also the start time of meetings.

9:50 PM [02:32:15]

MOTION: Motion to begin the October 28, 2017 meeting at 6:45 PM. Made by Mr. Gerns, second by Mr. Guide.
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Mr. Dowd explained the bylaws do state 7 PM meeting start times, however this does not apply if voted on and passed. Mr. Dowd also explained that the agenda and its' order is clearly outlined in the bylaws.

VOTE: Chairman Gerns called the vote which passed 8-0-1, with Mr. Dube abstaining.
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Mr. Mascola noted concerns with the distribution of correspondence and additional meeting materials, and also the operations of committee meetings. Discussion ensued on productivity and best practices.

ADJOURNMENT

09:56 PM [02:38:34]

MOTION: Motion to Adjourn. Made by Chairman Gerns, second by Mr. Dube. Chairman Gerns called the vote, which passed (9-0-0).
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Respectfully submitted,



Katarina Curtin
Recording Clerk

Approved by the Budget Committee on October 26, 2017.

This meeting may be watched in its entirety by logging on to: <https://vimeo.com/238107165>