

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

**2018-19 Budget Season  
November 9, 2017  
6:35 PM**

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

**CALL TO ORDER 6:35 PM**

Chairman Gerns called this November 9, 2017 meeting of the Timberlane Regional School District Budget Committee to order at 6:35 PM with the roll call.

**ROLL CALL**

**Budget Committee Members Present:** Mr. Alan David (arrived 6:37 PM), Mrs. Eileen Dube, Mr. David Gerns, Mr. Daniel Guide (School Board Rep), Mrs. Julie Hammond (arrived 6:40 PM), Mr. John Hughes, Mr. Michael Mascola, Mr. Shawn O'Neil, Mr. Jim Paul. **Not Present:** Mr. Lee Dube.

**Administrators Present:**

Geoff Dowd, Business Administrator  
Tony DiBartolomeo, Director of Performing Arts  
Angelo Fantasia, Director of Athletics  
Michael Flynn, Principal of TRMS  
Ken Henderson, Director of Technology  
Christi Michaud, Director of Data, Assessment, and Accountability  
Mark Pederson, Academic Dean of Science  
Heather Roy, Assistant Principal of Student Services and Facilities  
Don Woodworth, Principal of TRHS

**PLEDGE OF ALLEGIANCE** Mr. Paul led the pledge of allegiance.

**APPROVAL OF MINUTES – October 26, 2017 Meeting**

Mr. Alan David arrived at 6:37 PM. Mr. Paul noted a roll call correction.

**6:38 PM**

**MOTION:** Motion to Approve the Public Minutes of the October 26, 2017 meeting with discussed corrections. Made by Mr. Paul, second by Mrs. Dube. Chairman Gerns called the vote, which passed (7-0-1) with Mr. Hughes abstaining.

**6:39 PM**

**MOTION:** Motion to Approve the Non-Public Minutes of the October 26, 2017 meeting. Made by Mr. Guide, second by Mr. Mascola (6:40 PM).

Mr. Hughes noted a roll call correction. Mr. Guide amended the motion to include discussed corrections. Mrs. Hammond arrived at 6:40 PM. Mr. Mascola seconded the motion (6:40 PM). Mr. O'Neil noted a vote correction and that motions to seal non-public minutes indefinitely cannot encumber a future board from unsealing.

**VOTE:** Chairman Gerns called the vote, which passed (8-0-1) with Mr. Hughes abstaining.

**CORRESPONDENCE 6:43 PM**

The correspondence folder was distributed. Mr. O'Neil noted correspondence protocol - Mr. Dowd will forward

correspondence to the Board Chair, who will then forward to the Committee.

### **DELEGATIONS AND INDIVIDUALS**

Chairman Gerns noted no Delegations and Individuals.

### **MIDDLE SCHOOL 6:46 PM**

Mr. Michael Flynn presented the TRMS proposed budget. The overall budget for the current year is \$271,628. A budget increase of \$109,997 is proposed, for a total proposed budget of \$375,625. Budget increases are due to NEASC recertification, in-house fieldtrip opportunities, math consumables, math digital licenses, supplemental interactive material, AEDs, and flexible furniture. Currently four targeted classrooms at the MS use flexible furniture, and Mr. Flynn noted the positive impacts this has made in the academic environment (ie: engagement, climate, providing student choice, flexibility in classroom/school spaces). Discussion ensued about a strategic roll-out plan of flexible furniture in regards to the District scope of this project and the financial investment. Mr. Woodworth noted that the high school currently has some flexible furniture, has also seen positive impacts, and further roll-out will take equity and greatest needs into account. Mr. Flynn explained that fiscally, the amounts budgeted represents a three year roll-out of flexible furniture (including the current four classrooms, phase one would allow for two classrooms per team to have flexible furniture). Mr. O'Neil suggested to request reallocation of funds from the School Board prior to close of the fiscal year.

### **7:08 PM**

**MOTION:** Motion to accept the Middle School budget proposal under advisement, for further consideration at the next meeting. Made by Mr. O'Neil, second by Mr. Paul.

Mr. Paul inquired if the flexible furniture requests should go through the CIP. Mr. Dowd noted that normally he would expect this to be a CIP request.

### **7:09 PM**

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

### **HIGH SCHOOL 7:10 PM**

Mr. Woodworth, Ms. Roy, and Mr. Pederson presented the TRHS proposed budget. The overall budget for the current year is \$695,115. A budget decrease of \$8,472 is proposed, for a total proposed budget of \$695,115. Budget decreases are for off-cycle Business and Social Studies textbook purchases, discontinued use of certain databases, and furniture replacements in current fiscal year. Budget increases are for on-cycle Physics textbook purchases, a library security gate, replacement shades, increased student involvement in extra-curricular clubs and events, and increased need for pottery supplies. CIP requests include science room cabinets and to replenish the courtyard window and wall system. Discussion ensued on the lifespan of textbooks, the continuation of Science NECAP in the Spring, the School Board's decision to remove CIP request FACB-0011 (HS Construct Admin Office and Conference Room in Courtyard), and the increased budgeting for staff stipends to lead extracurricular activities.

### **7:27 PM**

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

### **MUSIC 7:28 PM**

Mr. DiBartolomeo presented the proposed budget. The overall budget for the current year is \$139,363. A budget

decrease of \$1,107 is proposed, for a total proposed budget of \$138,363. Budget increases are due to uniform replacement cycle and proper funding for students to participate and perform in different music festivals. Budget decreases are due to decreased need for new equipment and equipment repairs. Mr. DiBartolomeo explained that participation in music programming has seen continued growth, block scheduling has worked well, and also spoke to CIP request FACB-0016 (PAC – Remove and Replace Outside Wall). Mr. DiBartolomeo noted that the outside wall most recently needed attention after the windstorm in October.

**7:36 PM**

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

**PROFESSIONAL LEARNING 7:37 PM**

Mrs. Michaud presented the Professional Learning proposed budget. The overall budget for the current year is \$164,504. A budget decrease of \$32,001 is proposed, for a total proposed budget of \$132,503. Budget increases are due to increased funding for paraeducator training. Budget decreases are due to more appropriate budgeting in Curriculum DAC, and decreased trend of expenditures in in-service lines.

**7:41 PM**

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

**CURRICULUM 7:41 PM**

Mrs. Michaud presented the Curriculum proposed budget. The overall budget for the current year is \$459,389. A budget decrease of \$8,612.50 is proposed, for a total proposed budget of \$450,776.50. Budget increases are due to more appropriate budgeting of curriculum development services and online resources, and on-cycle renewals of secondary online resources. Budget decreases are due to decreasing trends of expenditures, no major textbook adoptions, off-cycle renewals of elementary online resources, and purchasing of STEAM resources in the current fiscal year. Mrs. Michaud spoke to the current process for major textbook adoption – the Curriculum Budget funds the initial roll-out (first year or contract), and budgeting is managed at the school-level thereafter. Mrs. Michaud spoke to the need and cost of district interventionists, as the District is realizing a decrease in Title I funding/tutors. Mrs. Michaud would expect district interventionists to be novice teachers looking to gain experience. Related costs would be aligned with beginning steps on the TTA salary schedule. Discussion ensued about estimating personnel cost as an equation of both salary and benefits. Mr. Dowd provided a conservative estimate – a \$36,000 salary could impact benefits funding by \$20,000, for a total of \$56,000 in District expenditure.

**ATHLETICS 7:50 PM**

Mrs. Fantasia presented the Athletics proposed budget. The overall budget for the current year is \$423,758. A budget increase of \$15,448 is proposed, for a total proposed budget of \$439,206. Budget increases are due to purchasing of new PE equipment, increased Official fees, gym scoreboard upgrade, and the possibility of beginning a Cardiac Evaluation Program. Budget decreases are due to replaced bleachers in the current fiscal year. Discussion ensued about the Cardiac Evaluation Program. Mr. Fantasia explained that further conversation with Access Sports will be necessary to understand the process, requirements, pros and cons of the program. Mr. Hughes inquired about a historically underspent Games Expense line. Mr. Fantasia explained this line includes budgeting for game help such as police details, how District teams fluctuate year to year (ie: more participants in a team, more Freshman teams), and also that he budgets for all possible playoff opportunities.

**8:03 PM**

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

**ADMINISTRATIVE REPORT 8:04 PM**

Mr. Dowd shared a Capital Improvement Plan Year One Summary 2018-2019 document that tracks the most recent School Board and Budget Committee actions taken on Final CIP Requests.

**8:07 PM**

**MOTION:** Motion to remove FACB-0011 (Construct Admin Office & Conf. Room in Courtyard) from the CIP. Made by Chairman Gerns, second by Mr. O’Neil.

Mr. Dowd explained that the CIP Committee decided to remove this project before the summer, however was accidentally included in the Final CIP.

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

Mr. Dowd explained that Mr. Flynn has no interest in pursuing CIP request FACB-0009 (Repurpose Space – SpEd Program), an initiative of the previous Middle School principal.

**8:11 PM**

**MOTION:** Motion to remove FACB-0009 (Repurpose Space – SpEd Program) from the CIP. Made by Mr. Guide, second by Mrs. Dube. Chairman Gerns called the vote, which passed unanimously (9-0-0).

Mr. O’Neil inquired about the language of removing items from the CIP and the CIP workflow process. Discussion ensued about FACS-0005 (Construct 2 New Tennis Courts). The School Board has removed this request from the CIP. In the current fiscal year there are funds to resurface the current courts for \$95,000. Upon analysis, the substructure was deemed insufficient to support a resurface. Some of these current fiscal year funds have been reallocated to other projects. Mr. Paul inquired about how the CIP Committee will address currently funded CIP projects that have had funding reallocated, such as this. Mr. Dowd explained all CIP requests that were not approved are automatically moved into Year One. At the beginning of CIP development, Mr. Dowd inquires to budget owners about the delayed requests. At that time, the budget owner would either support/continue to move a request forward, or withdraw their request.

**8:20 PM**

**MOTION:** Motion to remove FACS-0005 from the CIP. Made by Mr. O’Neil, second by Mr. Paul. Chairman Gerns called the vote, which passed unanimously (9-0-0).

Mr. Dowd reported that the purchasing of SAU audio visual replacement equipment is in process. Mr. Dowd reported an average GMR of 6.8%, and that HR will be performing further analysis as different plans have different ratings. In the previous year, health care participation was down, however this year it is back up. He reported a 1.69% increase in NH retirement contributions, which represents a 10% increase over current contributions. Mr. Dowd reported on the transportation contract with First Student. Mr. Dowd anticipates large increases, most notably in Special Education transportation. The contract will see additional costs due to the addition of union benefits and pensions, increased wages for drivers, and a billing change which will essentially result in a daily bus

rate increase. Mr. Dowd reported that the School Board has hired a consultant to obtain and negotiate the best contract for the District. Discussion ensued about a January RFP release as related to Public Hearing requirements.

## **REPORT OF COMMITTEES**

### **Budget Committee Members 8:36 PM**

Mr. Paul reported the first three Strategic Planning forums (staff and community) were completed on November 1. The next Community Forum will be held on November 27 from 6:30 – 8:30 PM at Sandown North. Dr. Wilson will be collecting the data from the meetings and passing it on with facilitator Jay Vogt. The Strategic Planning Committee will meet again December 11<sup>th</sup>, and Mr. Paul and Mrs. Dube will report on progress at the December 14<sup>th</sup> Budget Committee meeting. Mrs. Dube reported that the Plaistow representatives of the Budget Committee will hold a Constituent Coffee on Saturday, November 18, 2017 from 9 – 11 AM at the Plaistow Public Library.

## **UNFINISHED BUSINESS**

### **Technology/Business Operations**

Mr. Henderson reported that a survey has been sent out to teachers about a school projector rollout, and he will provide a report on the data collected as soon as possible. In regards to Business Operations, Mr. O’Neil noted lease contract development could be creative, in order to buy at an earlier date (in regards to the 2020 grant discontinuation). Mr. O’Neil noted the need to see complete roll up numbers. Mr. Paul noted the Budget Committee’s charge is to develop a bottom line budget and the School Board’s ability to take actions with the budget once approved.

### **8:50 PM**

<b>MOTION:</b>	<b>Motion to accept Business Operations budget proposal, pending final review. Made by Mr. Gerns, second by Mr. Paul. Chairman Gerns called the vote, which passed (7-2-0) with Mr. O’Neil and Mr. David opposed.</b>
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The Sandown North and Central proposed budgets remained tabled for a future date.

### **Special Education 8:51 PM**

Discussion ensued about the error on the original report which reflects a \$30,000 increase.

### **8:55 PM**

<b>MOTION:</b>	<b>Motion to accept Special Education budget proposal as revised, pending final review. Made by Mr. Guide, second by Mr. Paul. Chairman Gerns called the vote, which passed (9-0-0) unanimously.</b>
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### **Student Services 8:55 PM**

### **8:56 PM**

<b>MOTION:</b>	<b>Motion to accept Student Services budget proposal, pending final review. Made by Mr. Guide, second by Mr. Mascola. Chairman Gerns called the vote, which passed (9-0-0) unanimously.</b>
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### **Danville 8:56 PM**

### **8:57 PM**

<b>MOTION:</b>	<b>Motion to accept Danville budget proposal, pending final review. Made by Mr. Paul, second by Mr. Hughes. Chairman Gerns called the vote, which passed (9-0-0) unanimously.</b>
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### **Facilities 8:58 PM**

Mrs. Hammond spoke to her concern for safety of the FACS-0009 (Atkinson Academy removal of curbing, paving). Mr. Dowd noted this is largely paving. Discussion ensued about the tradeoff between convenient snow removal

and the safety of students/ pedestrians; safety standards/recommendations provided by the Department of Transportation, the District's insurance/risk management company, and the District's Safety Committee; and the School Board's jurisdiction of the TRSD sites. No action was taken on FACS-0009. Discussion ensued on the safety and effectiveness of the lawn vacuum in regards to the goose problem, as well as alternatives. Mr. Guide clarified that the lawn vacuum is an attachment to the lawn mower.

**09:13 PM**

**MOTION:** Motion to remove New Equipment – Grounds purchase of Lawn Vacuum (\$9,499) from the Facilities proposed budget. Made by Mrs. Hammond, second by Mrs. Dube. Chairman Gerns called the vote, which passed (7-2-0), with Chairman Gerns and Mr. Mascola opposed.

**09:16 PM**

**MOTION:** Motion to accept Facilities budget proposal as amended, for total proposed budget \$911,801, pending final review. Made by Mr. Guide, second by Mr. Hughes.

Discussion ensued about the District's current equipment, process, and cost for snow removal during light and heavy snowfall seasons, as related to the proposed rental loader.

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

#### **OTHER BUSINESS**

Mr. Mascola inquired about the budgeting practice of reallocating funds to different lines for more appropriate budgeting. Mrs. Dube distributed a sample of a possible guideline for budget development and prioritization. The process includes analyzing key drivers such as health/safety, achievement, infrastructure, culture/climate on the same prioritization scale. Discussion ensued about budget development practice and BA/Superintendent guidance. Mr. Paul expressed concern for the disconnect between the budget development process and the tax impact on the towns.

#### **ADJOURNMENT**

**09:35 PM**

**MOTION:** Motion to Adjourn. Made by Mr. Paul, 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 21, 2017.  
This meeting may be watched in its entirety by logging on to:  
<https://livestream.com/TRSD/TRSB/videos/165719213>