

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

**2017-18 Budget Season  
October 13, 2016  
7:00 PM**

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

**CALL TO ORDER [00:00:00] 7:11 pm**

Chairman Dube called this September 22, 2016 meeting of the Budget Committee to order at 7:30 pm with the roll call.

**ROLL CALL**

**Budget Committee Members Present:** Mrs. Kate Delfino, Mrs. Julie Hammond, Mr. Lee Dube, Mr. Thomas Geary, Mr. Alan David, Mr. W. David Gerns, Mr. George Manos, and Mr. Robert Collins (TRSB Rep).

**Absent:** Mr. Tony Cantone and Mr. John Hughes.

**Administrators Present**

Dr. Earl F. Metzler, Superintendent

Mr. George Stokinger, Business Administrator

Mr. Geoffrey Dowd, Business Operations Coordinator

Mrs. Susan Rasicot, Director, Special Services

Mrs. Elizabeth Rincon, Director, Special Education

Ms. Michelle Auger, Principal, Pollard Elementary

Mr. Brian Shawley, Assistant Principal, Pollard Elem.

Mr. Doug Blay

**PLEDGE OF ALLEGIANCE:** Chairman Dube led the Committee in the Pledge of Allegiance.

**DELEGATIONS & INDIVIDUALS:** None.

**UNFINISHED BUSINESS: (00:01:24]**

**MOTION:** Motion to Hear New Business First on the Agenda. Made by Mrs. Delfino, seconded Mr. Manos.

Discussion: None

**Chairman Dube called the Motion, which passed unanimously (8-0-0).**

**NEW BUSINESS:**

**CIP Presentation -**

Mrs. Sherman, Co-Chair of the Capital Improvement Committee, made a presentation to the Committee on the CIP composition and work. The Capital Improvement Plan document, Management Summary for Year 1, a full listing of all projects from Years 1 through Year 6, and a Year 1 only summaries were distributed to the Committee. Mrs. Sherman expressed appreciation to a number of members of the Timberlane community and administration in developing the plan.

Mr. Dube and Mrs. Sherman discussed the plan, it's composition and makeup. Mrs. Delfino noted it would be good if Mrs. Sherman would be willing to share her plan at the Board of Selectman at the town level. Further discussion ensued. Mr. Stokinger noted the Year 1 CIP requests as presented represented approximately level funding requests.

Further discussion occurred among Committee members on what the role of Budget Committee and School

Board were relative to the CIP. It was noted Warrant Articles are the responsibility of the School Board, any potential Warrant Article items would need to be discussed with the School Board.

**2017-18 Budget Presentations: [00:27:00]**

**Sandown North:** Principal Georgian presented the budget requests for Sandown North. Overall budget for the current year is \$100,623 with a small increase of \$4,913 in '17-'18 bringing the budget request to \$105,536. Enrollment is projected at 385 in '17-18, where it is currently 361. Another 2<sup>nd</sup> grade class may be required and budget figures reflect the additional class. Enrichment and related supplies are also a driver. Principal Georgian noted there was a request for a ½ time receptionist.

**[00:33:20]**

<b>MOTION:</b>	<b>Motion to Accept the Sandown North Budget as proposed, subject to further consideration. Made by Mr. Manos, second Mr. Gerns.</b>
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Discussion: None

<b>Chairman Dube called the vote, which passed unanimously (8-0-0).</b>
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**Pollard:** Principal Auger and Assistant Principals Shawley and Bray presented for Pollard. Overall budget for the current year is \$139,852.32. A budget reduction of \$11,695.32 is proposed bringing the total requested budget down to \$128,157. Principal Auger noted the Assistant Principals worked hard to identify and sort the materials already in the school and as a result, supplies are down. A second phase of playground equipment was included in last year's budget. This year, a lower amount of furniture is included in the plan. Miscellaneous other factors were discussed. Mr. Dube inquired on Pre-K at Pollard, which Principal Auger confirmed there was one class. Stand up student desks were also discussed. These desks have proven to be successful as educational tools for certain students.

**[00:42:50]**

<b>MOTION:</b>	<b>Motion to Accept the Pollard Budget as proposed, subject to further consideration. Made by Mr. Geary, second by Mr. Gerns.</b>
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Discussion: None

<b>Chairman Dube called the Motion, which passed unanimously (8-0-0).</b>
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**Student Services:** Director Rasicot presented with Lucy Williams. Student services has a current budget of \$1,792,025 currently. The proposed budget includes an increase of \$401,865 bringing the requested budget amount to \$2,193,890. Director Rasicot discussed the Student Services function. Major drivers in the increase are outsourcing Student Psychologist and the need for residential programs. Efficient use of McKinney-Vento (homeless transportation) reflects lower budget requests, as do fewer elementary enrollments.

**[00:48:10] 7:58PM**

<b>MOTION:</b>	<b>Motion to Enter Nonpublic Session Based on Reputation R.S.A. 91-A:3 ii(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. Made by Mr. Collins, second by Mr. Manos.</b>
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The Board was Polled: Mr. Manos – yes  
Mr. Gerns – yes  
Mrs. Hammond – yes  
Mr. Geary - yes

Mr. Dube - yes  
Mrs. Delfino - yes  
Mr. Collins - yes  
Mr. Alan - yes

**The Committee entered Nonpublic Session at 7:59pm.**

**MOTION: Motion to exit Nonpublic Session. Made by Mr. Collins, second by Mr. Manos.**

The Board was Polled: Mr. Manos – yes  
Mr. Gerns – yes  
Mrs. Hammond – yes  
Mr. Geary - yes

Mr. Dube - yes  
Mrs. Delfino - yes  
Mr. Collins - yes  
Mr. Alan - yes

**The Committee exited Nonpublic Session at 8:24pm.**

**[00:49:00]**

**MOTION: Motion to Seal Nonpublic Minutes based on RSA 91-A:3 III "...when divulgence of the information would likely adversely affect the reputation of any person, other than a member of the board itself...." Made by Mr. Collins, second by Mr. Manos.**

**Chairman Dube called the Vote, which passed unanimously (8-0-0).**

Further discussion on the Special Services Budget.

**[00:50:58]** 8:26pm

**MOTION: Motion to Accept the Special Services Budget as proposed, subject to further consideration. Made by Mr. Geary, second by Mr. Gerns.**

Discussion: None

**Chairman Dube called the Vote, which passed unanimously (8-0-0).**

**[00:51:15]**

**Special Education:** Special Education Director Beth Rincon reviewed the purpose of the Special Education function and requirements under law. Current budget is \$1,691,031.50. An increase of \$143,792.50 is proposed bringing the total requested budget to \$1,834,823.50. Special education transportation is up due to a new contract with a total of \$76,600 requested. Various efforts have been undertaken in ride sharing among students in our District and with students out of District. Information access fees are up \$41,775 due to contracting with people utilizing remote on-line resources. This would be offset in the salaries line. Money has been included in prior year budget to replace para-educator laptops which were acquired through a grant 6 years ago and were in need replacement. The proposed budget reflects a decrease as a result. Director Rincon clarified the technology line of her budget is driven from input by the technology department.

**[01:05:16]** 8:38pm

**MOTION: Motion to Accept the Special Education Budget as proposed, subject to further consideration. Made by Mr. Gerns, second by Mrs. Delfino.**

Discussion: None

**Chairman Dube called the Vote, which passed unanimously (8-0-0).**

**UNFINISHED BUSINESS:**

**Technology Plan:** The Technology Plan is slated to be presented to the School Board next week. Chairman Dube requested Mr. Stokinger request the Technology Plan be presented to the Committee, through Dr. Metzler. Chairman Dube was hopeful to include a Technology Plan presentation by the Director of Technology on the October 27, 2016 meeting.

**Year-to-Year Expense Comparison Report:** Mr. Stokinger provided the information and it has been distributed.

**CORRESPONDENCE:** Nothing received.

**NEW BUSINESS (cont'd):**

**Plan Agenda for Joint School Board/Budget Committee Meeting:** Any agenda items should be brought forward for discussion.

**Enrollment Report/Projections:** Enrollment reports have been distributed.

**Staffing Report/Projections:** A date will be proposed to discuss this in the future.

**Major Budget Drivers:** Mr. Stokinger noted the employee insurance Guaranteed Maximum Rate (GMR) is anticipated by the next meeting.

**APPROVAL OF MINUTES: [01:10:00] 8:45pm**

Discussion on changes to the minutes

**MOTION: Motion to Accept the Minutes from the September 22, 2016 Meeting as Modified. Made by Mrs. Delfino, seconded Mr. Gerns.**

Discussion: None

**Chairman Dube called the Motion, which passed unanimously (7-0-1) with Mr. Geary abstaining.**

**AMINISTRATIVE REPORTS:** None.

**COMMITTEE REPORTS:** CIP was presented. Nothing further.

**School Board:** Mr. Collins noted that at the end of the last school board meeting, the board approved a request for a quote for watering for the Plaistow campus.

**ADJOURNMENT [00:00:00] 8:47 pm**

**MOTION: Motion to Adjourn. Made by Mr. Manos and seconded by Mrs. Delfino.**

DISCUSSION: None.

**Chairman Dube called the Motion to Adjourn, which passed unanimously (8-0-0).**

**Future dates:**

Budget Committee:

- Thursday, October 27, 2016 at 7:00pm in the SAU Boardroom
- Thursday, November 10, 2016 at 7:00pm in the SAU Boardroom
- Thursday, November 22, 2016 at 7:00pm in the SAU Boardroom

Respectfully submitted,

Geoffrey Dowd  
Recording Clerk

Approved by the Budget Committee on October 27, 2016.

This meeting may be watched in its entirety by logging onto:  
<https://vimeo.com/album/255893/video/187721503>.