

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

**2017-18 Budget Season
November 10, 2016
7:05 PM**

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

CALL TO ORDER [00:00:10] 7:05 pm

Chairman Dube called this November 10, 2016 meeting of the Budget Committee to order at 7:05pm with the roll call.

ROLL CALL

Budget Committee Members Present: Mr. Tom Geary, Mr. Lee Dube (Chairman), Mrs. Kate Delfino (Vice-Chair), Mr. Tony Cantone, & Mr. Alan David. Mr. Rob Collins joined the meeting at 7:12pm. Mr. John Hughes joined the meeting at 7:27pm. Mr. George Manos subsequently joined the meeting.

Absent: Mr. David Gerns & Mrs. Julie Hammond.

Administrators Present

Mrs. Deb Armfield, Director, Curriculum & Data	Mr. Donald Woodworth, Principal, TRHS
Mr. George Stokinger, Business Administrator	Mr. Ken Henderson, District Technology Director
Mr. Geoffrey Dowd, Business Operations Coordinator	Mr. Brian O'Connell, Ass't Principal, TRHS
Mr. Michael Hogan, Principal, TRMS	

PLEDGE OF ALLEGIANCE: Chairman Dube led the Committee in the Pledge of Allegiance. Mr. Dube noted the cable broadcast was having issues, but LiveStream was working fine.

DELEGATIONS & INDIVIDUALS: None.

UNFINISHED BUSINESS: (00:01:30)

NEW BUSINESS:

2017-18 Budget Presentations: [00:01:52]

Middle School: Principal Hogan presented the budget requests for the Middle School. Overall budget for the current year is \$258,494 with an increase of \$13,134 in '17-'18 bringing the budget request to \$271,628. Enrollment is projected at 789 in '17-18, where it is currently 831. NEASC Evaluation costs were included in the budget. Replacement of outdated athletic equipment for boys and girls sports constitutes an increase. A question was raised as to why the athletic equipment was included in a building budget and not in the Athletic Budget. A typo was noted in the budget summary, including in FACS, where the figure should be a decrease, and is identified as an increase.

[00:10:27] 7:15pm

MOTION: Motion to Accept the Middle School Budget as proposed, subject to further consideration. Made by Mr. Geary, second by Mr. David.
--

Discussion: None

Chairman Dube called the vote, which passed (6-0-0).

High School: Principal Woodworth and Assistant Principal O'Connell presented for the High School. Overall

budget for the current year is \$624,949. \$70,171 is being proposed as added to the budget bringing the total requested budget to \$695,120. Principal Woodworth noted current enrollment is 1,197 and anticipated enrollment is 1,175. Curriculum related books represented a majority of the increase request. Response to intervention (RTI) licenses (from 30 licenses to 40 licenses) were also included and constitute an increase. 3D printing supplies in connection with Project Lead the Way. Professional development is increased to reflect the course work. Mr. Geary asked if professional development was included in the overall Professional Development Budget. Mrs. Delfino asked about an architectural design for new office space, who would be housed there. Mr. Woodworth noted this would most likely move his current office to the courtyard area and the attendance office would likely be there. The Deans are located in a former classroom with six spaces.

Mr. Cantone noted the budget request was a 38% increase over the 2015 spend, and inquired what the driving factors and trends are leading up to this. Mr. Woodworth noted that building programs was a major driver. Software licensing is budgeted at the school level when it is a school unique software.

[00:23:56] 7:28pm

MOTION: Motion to Accept the High School Budget as proposed, subject to further consideration. Made by Mrs. Delfino, second by Mr. Cantone.

Discussion: None

Chairman Dube called the Motion, which passed (6-0-1), with Mr. Hughes abstaining.

Music and Athletics: Music and Athletics have moved to another night.

Technology Plan: District Technology Director, Mr. Ken Henderson, presented the Technology Plan as was presented and approved by the School Board. He noted the plan is reviewed annually. Chairman Dube asked if the proposed fiber networks would be managed internally (within the District) or externally. Mr. Henderson noted both options would be explored.

Mr. Manos joined the meeting at 7:35pm.

Mr. Manos asked if there was an inventory of software as part of the Technology Plan. Mr. Henderson confirmed an inventory is maintained by the Technology Committee.

Mrs. Delfino thanked Mr. Henderson for the efforts at community outreach and contact through technology. Discussion surrounded Chromebooks and deployment. Mr. Cantone inquired about standardization and eliminating redundancy. Mr. Henderson discussed criteria for vetting equipment. Mr. Dube noted the Technology Plan was solid, and he was wondering if deployment of the interactive projectors throughout the grade levels. Mr. Henderson confirmed they always look at that. Mr. Hughes asked about software as a service applications. Mr. Henderson noted the District is moving in that direction. Discussion surrounded utilizing space in the buildings away from lab space toward classroom space.

Technology: Director Henderson presented the Technology budget. The current budget is \$496,974 with an additional request of \$85,926 for a total of \$582,900 being requested for the 17-18 year. Information Access fees are up in connection with license fees of new Chromebooks. One-time 3 year support for firewalls is up and will renew this year for 3 years.

[01:02:51] 8:07pm

MOTION: Motion to Accept the Technology Budget as proposed, subject to further consideration. Made by Mr. Geary, second by Mr. Manos.

Discussion: None

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

Business Services: Director Henderson presented the Business Services budget. The current budget is \$342,288 with 17-18 budget request of \$342,288, a decrease of \$8,138. The SAU board room equipment including video and audio is proposed to be upgraded.

[01:06:00] 8:11pm

MOTION: Motion to Reduce the Business Services Budget as proposed by \$40,000. Made by Mrs. Delfino, second by Mr. Cantone.

Discussion: Discussion surrounded the ability of District to deliver a greater breadth of content via high definition, furthering increasing accountability to the public. Even if audio enhancements are not approved, the HD allows for delivery of much more content to the public. Mrs. Delfino asked if presentations could be included on the website. Mr. Dowd noted only limited content can be included currently for live presentations on current low definition, and creating presentations with greater content was not feasible currently. Chairman Dube noted the public is welcome attend meetings in person.

Chairman Dube called the Vote, which passed (10-0-0).

[01:11:35] 8:16pm

MOTION: Motion to Accept the Business Services Budget as \$302,288 proposed, subject to further consideration. Made by Mr. Geary, second by Mr. David.

Discussion: None

Chairman Dube called the Vote, which passed unanimously (10-0-0).

Timberlane Health Curriculum Presentation: [01:13:50] 8:18pm

Mrs. Armfield and Mira Hogan, Health Teacher at the High School presented. Shift to a skills based to a knowledge based curriculum. Skills taught in Health include building skills supporting general wellness. Looking at general life skills, social and emotional health, coping skill building and drug awareness are part of the curriculum. In the past, there had been a dedicated health teacher. Health has only been offered in the past 4 years to 8th grade. 6th and 7th are set to be included as well. Discussion surrounded whether resources or time is more of an issue.

Timberlane Drug Awareness & Prevention: [01:47:50]

Kelly Bennett and Tim Lena, both Student Assistance Counselors, presented. They present awareness of strategies combating harmful substances and situations. Referrals for any number of disciplinary matters may include a referral to the student assistance team, which can undertake an initial screening for drug and alcohol abuse as well as for mental health issues with appropriate outside referrals. They try to bring evidence based programming to the district to reduce substance abuse. Surveying was discussed in terms of whether behavior surveying was garnered. Mr. Woodworth joined in clarifying that the District relies on state DOE data for

student behavior without actually surveying within the district. Mrs. Delfino suggested the School Board consider behavior surveying to give the school counselors the tools they need.

Mr. Woodworth noted other peer groups have been established and more are sought to be established to bring more students into the fray. Mr. Cantone noted this was helpful to understand what offerings the school has addressing these areas of risk.

Plan Agenda for Joint School Board/Budget Committee Meeting: [02:34:57] 9:39pm

Chairman Dube solicited opinions prior to the meeting. Mr. Collins suggested the Committee look at 17-18 budget items only, since there are a lot of people attending. Discussion ensued. Longer term tax impact planning, Strategic Plan progress, Achieve 3000 rollout and funding, Sandown North capacity issues and modular classroom use were discussed. Full-day kindergarten funding and capacity were discussed. Mr. Stoking noted that costs are not tracked by grade. The data is not easily ascertainable.

[03:09:00] 10:14pm

MOTION: Motion to Request Current Cost of K Program, ½ Day and Full Day, and to Verify the Offsetting Full Day Revenue. Made by Mr. Hughes, second by Mrs. Delfino.

Discussion: Mr. Hughes inquired whether there were any half-time teachers. Mr. Stoking noted there were both. Mr. Cantone was curious what the direct expense was associated with the additional half day for instruction. Expense and revenues of the full day program only.

[03:18:43] 10:23pm

MOTION: Motion to Amend Motion to Request Expenses and Revenues Associated only with Full-Day K Only Program to be provided not later than December 8, 2016. Made by Mr. David, second by Mr. Hughes.

Discussion: None.

Chairman Dube called the Motion to Amend, which passed (7-1-0) with Mr. Geary opposed.

Chairman Dube called the Amended Motion, which passed (7-2-0) with Mr. Collins and Mr. Geary opposed.

The Committee agreed to agenda for the joint meeting:

1. "Untouchable items"
2. Warrant Articles
3. Funding priorities

Staffing Report/Projections: [03:22:42] 10:26pm

Mr. Stoking provided historic forecast information. Dr. Metzler expected level staffing for 17-18, subject to any number of changes, including changes in headcount, curriculum and drastic change of direction, etc., is level staffing to the '17 figures. Mr. Geary asked Mr. Stoking if the same report as provided would be available with FTE counts. Discussion surrounded on the value of an employee headcount vs. FTE report.

Major Budget Drivers: [03:30:12] 10:34pm

Mr. Stoking noted GMR and Pension rates are in. With some direction on headcount, most factors are in.

CORRESPONDENCE: Correspondence folder circulated. Several items were reviewed by Committee members.

APPROVAL OF MINUTES: Discussion on changes to the minutes

[03:31:56] 10:36pm

MOTION: Motion to Accept the Minutes from the October 27, 2016 Meeting as Modified. Made by Mrs. Delfino, second by Mr. Geary.

Discussion: None

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

AMINISTRATIVE REPORTS: Nothing to report.

COMMITTEE REPORTS:

Budget Committee Members: None.

School Board: School Board added a kindergarten teacher for a full-day class in Sandown. There were 21 students in the class, which already exceeded the maximum of the School Board policy of 20 students. An additional student enrolled, and the classes were split. Discussion surrounded whether students are being turned away for full-day Kindergarten if the class maximum is reached.

OTHER BUSINESS: [03:31:28]

Three meetings remain. The meeting on the November 22nd will be the Athletics Budget and Music budget. The joint meeting would be the goal for the full budget. Discussions surrounded whether to include correspondence in the Budget Committee packages. Committee members were advised to contact Mr. Henderson to have email addresses listed in the Budget Committee SharePoint site.

FUTURE DATES:

Budget Committee:

- **Tuesday**, November 22, 2016 at 7:00pm in the SAU Boardroom (before Thanksgiving)
- **Thursday**, December 8, 2016 at 7:00pm in the SAU Boardroom
- **Thursday**, January 12, 2017 at 7:00pm in the SAU Boardroom (Public Hearing)
- **Thursday**, January 26, 2017 at the SAU Boardroom
- **Thursday**, February 9, 2017, location TBD
- **Thursday**, March 30, 2017 at the SAU Boardroom (Annual Organizational Meeting)
- **Thursday**, April 13, 2017 at the SAU Boardroom

Timberlane Parent Advisory Forum:

- District Data and Assessment, Monday, December 5, 2016, 6-8pm at the SAU Boardroom.

ADJOURNMENT [03:43:40] 10:48pm

MOTION: Motion to Adjourn. Made by Manos. Second by Mr. David.

DISCUSSION: None.

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

Respectfully submitted,

Geoffrey Dowd
Recording Clerk

Approved by the Budget Committee on November 10, 2016.

This meeting may be watched in its entirety by logging onto: <https://vimeo.com/191817288>