

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

**2017-18 Budget Season  
October 27, 2016  
7:02 PM**

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

**CALL TO ORDER [00:00:07] 7:02 pm**

Chairman Dube called this October 27, 2016 meeting of the Budget Committee to order at 7:02 pm with the roll call.

**ROLL CALL**

**Budget Committee Members Present:** Mr. George Manos, Mr. John Hughes, Mr. David Gerns, Mr. Tom Geary, Mr. Lee Dube (Chairman), Mrs. Kate Delfino (Vice-Chair), Mr. Tony Cantone, & Mr. Alan David. Mr. Rob Collins (School Board) joined the meeting at 7:55pm and Mrs. Julie Hammond joined the meeting at 8:11pm.

**Absent:** None.

**Administrators Present**

Dr. Earl F. Metzler, Superintendent	Mrs. Nancy Barcelos, Principal, Danville Elementary
Mr. George Stokinger, Business Administrator	Mrs. Kathy Dayotis, Principal, Atkinson Academy
Mr. Geoffrey Dowd, Business Operations Coordinator	Mr. Jim Hughes, District Facilities Director
Ms. Deb Armfield, Director, Curriculum & Dev't	Mr. Doug Rolph, Principal, TLC/Sandown Central

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

**DELEGATIONS & INDIVIDUALS:** None.

**UNFINISHED BUSINESS: (00:01:10]**

**Budget Committee Information Request:** Prior agenda item previously addressed.

**NEW BUSINESS:**

**2017-18 Budget Presentations: [00:01:28]**

**The Learning Center/Sandown Central:** Principal Rolph presented the budget requests for the Learning Center at Sandown Central. Overall budget for the current year is \$27,251 with a small increase of \$9,453 in '17-'18 bringing the budget request to \$36,704. Enrollment is projected at 130 in '17-18, where it is currently 127. Principal Rolph noted the budget was up slightly in response to ongoing efforts to address the building improvements, including a 2 year replacement plan for furniture. He also noted he would be requesting a part-time library assistant in the personnel requests. Mr. Geary asked about a 2 year plan and whether this was 50%. Principal Rolph noted he thought it was close and would evaluate depending on enrollment. Mrs. Delfino asked how they would operate without a library assistant. Mr. Rolph said they were cautious and cooperative.

**[00:11:33]**

<b>MOTION:</b> Motion to Accept the Learning Center at Sandown Central Budget as proposed, subject to further consideration. Made by Mr. Manos, second Mrs. Delfino.
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Discussion: None

<b>Chairman Dube called the vote, which passed unanimously (8-0-0).</b>
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**Atkinson Academy:** Principal Dayotis presented for Atkinson Academy. Overall budget for the current year is \$93,288. \$2,996 is being proposed as added to the budget bringing the total requested budget to \$96,281.50. Principal Dayotis noted current enrollment is 324 and anticipated enrollment is 344. There will be a match for playground equipment of \$12,000, but otherwise, a reduction of \$3,125 for supplies based on enrollment. Principal Dayotis noted she will be requesting an interventionist for assistance with students. They are not a Title I school, so this would help. Mr. Stokinger noted how CIP request appear in budget reports in order that the Committee can identify them going forward. Principal Dayotis discussed the nature of an Interventionist being a full time position, what the duties are, how long they work with children in supporting instruction, and keeping children out of Special Education.

[00:19:49] 7:21pm

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

Discussion: None

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

**Danville Elementary:** Principal Barcelos presented the budget request for Danville Elementary, which has a current budget of \$79,329. The proposed budget includes an increase of \$1,241, bringing the requested budget amount to \$80,570. Principal Barcelos discussed the major budget driver being a short throw projector for the school library. Mr. Geary inquired to Dr. Metzler and Mr. Stokinger whether projectors are school item or a Technology item. Mr. Stokinger stated it was possible that this would be moved to the Technology budget.

[00:23:22] 7:25PM

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

Discussion: None

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

**Professional Learning:** Director Armfield presented the budget for Professional Learning. The current budget is \$149,002 with an additional request of \$15,502 for a total of \$164,504 being requested in the new budget year. Drivers include additional administrators and Deans which drive professional development and learning. Dr. Metzler noted the additional administrative positions did not add to the total number of district positions, they were from the instructional side.

[00:31:48] 7:33pm

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

Discussion: None

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

**Curriculum:** Director Armfield presented the budget for Curriculum. The current budget is \$465,663 with an

additional request of \$18,402 for a total of \$484,065 being requested for the 17-18 year. Drivers include ongoing evaluation of curriculum delivery. The request will allow for the addition of resources, and shift others. Some textbook money is being shifted to subscriptions, showing as a decrease in textbooks, but an increase in information technology. Additional resources are requested for the addition of STEAM learning at the Middle School level. Dr. Metzler noted that Curriculum and Assessment are currently under Curriculum. In future years, these may be separated and presented independently. Training for A/P class instructor training is often out of state. Further discussion ensued.

[00:51:10] 7:53pm

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

Discussion: None

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

Mr. Collins joined the meeting at 7:55pm.

**Facilities (Operations):** Facilities Director Jim Hughes presented the Facilities and Grounds budget. The current budget is \$688,500 with an additional request of \$121,003 for a total of budget proposed of \$809,503. Fire and other alarms have the capability for mobile reporting. A new trailer, a new van and a pickup truck are all budget drivers. Mr. Hughes delineated the nature of the new vehicles. Mr. Cantone inquired on outsourcing of plowing services. Mr. Hughes noted this was cost and service level prohibitive. Further discussion ensued. More frequent water testing and monitoring is required and more scientific testing is required. An increase of rubbish removal was attributed to bringing budget more in line with actual expense. Trash hauling and disposal fees continue to rise. Recycling costs savings are somewhat negated since it requires an additional dumpster and tipping.

Mrs. Hammond joined the meeting at 8:11pm.

[01:25:25] 8:27 pm

**MOTION: Motion to Accept the Facilities (Operations) Budget as proposed, subject to further consideration. Made by Mr. Manos, second by Mrs. Delfino.**

Discussion: None

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

**Facilities (Building & Site Improvement Projects):** Facilities Director Jim Hughes presented the building and site improvement projects budget. Building projects totaled \$801,086, of which \$554,800 is CIP project related, while site projects totaled \$532,000, of which \$437,000 is CIP related. Chairman Dube asked questions on the Athletic Wing building management system. A pneumatic HVAC system will be replaced with an electronic system. High School/PAC/Middle School Enclosure – cost is just an engineering project number. Security and weather are elements. Approval process for Facilities projects was discussed. Projects start with Administration vetting, to the Facilities Committee, to the Budget Committee to the School Board. The storage and layout needs of the High School main office was discussed in connection with the request for funding for a study. Kalwal replacement was discussed in connection with potential development of courtyard space nearest the main office. Four phases to the project ensure that is touched last. Sound dampening at the PAC was discussed.

**[01:44:30]**

**MOTION:** Motion to move the CIP Portion of the Facilities Capital Projects Budget forward at \$390,800, reflecting a reduction of \$164,000. Made by Mr. Geary. Motion failed for lack of a second.

Mr. Stokinger discussed with the Committee the nature of the initial budgets being proposed, and the impact on the budget resulting from the need for improvements to the Pollard rear access road in connection with safety issues identified by the town.

**MOTION:** Motion to Accept the Facilities Capital Projects Site Budget at \$340,000 (excluding \$134K, and reducing the band room to \$10K), subject to further consideration. Made by Mr. Manos, failed for lack of second.

Mrs. Delfino further suggested the Kal-Wal work be eliminated. Discussion ensued.

Mr. Stokinger spoke to the additional project at the Pollard School for the rear access road. The budget amount was \$90K, but realistic numbers may be \$28K and may be changed upon further consideration.

**[01:57:35]**

**MOTION:** Motion to Accept the Facilities Building Renovations & Improvements Budget at \$801,086 and Facilities Site Projects Budget at \$532,000, subject to further consideration. Made by Mr. Manos, second by Mr. Gerns.

Discussion: Mr. Collins inquired whether anything was removed from the CIP plan recommendations for Year 1. Mr. Stokinger noted the list is as the CIP recommended.

**Chairman Dube called the Vote, which passed (9-1-0) with Chairman Lee against.**

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

**[02:01:56]**

**MOTION:** Motion that the Budget Committee recommend that at the upcoming School Board and Budget Committee meeting, the School Board and SAU jointly present their thoughts on any active role the Timberlane Regional School District make take for drug education, prevention and treatment in the District, along with any funding they recommend be allocated to program in the future. Made by Mr. Cantone, second by Mr. Gerns.

Discussion: Mr. Collins noted this issue has been discussed in the past, with Mr. Sapia spearheading efforts, resulting in a roundtable last spring. The programs exist in the schools, they are funded and would continue to be funded. Mr. Cantone noted the general public does not have a great deal of visibility in this area and it would be good to know what we're going and what we're spending.

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

**Enrollment Report/Projections:** Enrollment reports have been received and will be removed from the next agenda.

**Staffing Report/Projections:** Chairman Dube will follow up with Dr. Metzler.

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

**CORRESPONDENCE:** Nothing received.

**APPROVAL OF MINUTES:** Discussion ensued on changes to the minutes.

[02:15:56]

**MOTION:** Motion to Unseal the Nonpublic Minutes from the October 13, 2016 Meeting as Modified. Made by Mr. Collins, second Mr. Manos.

Discussion: None

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

[02:16:50] 9:18pm

**MOTION:** Motion to Accept the Public Minutes from the October 13, 2016 Meeting as Modified. Made by Mrs. Delfino, second by Mr. Gerns.

Discussion: None

**Chairman Dube called the Motion, which passed (8-0-2) with Mr. Hughes and Mr. Cantone abstaining.**

[02:17:58] 9:19pm

**MOTION:** Motion to Accept the Nonpublic Minutes from the October 13, 2016 Meeting. Made by Mrs. Delfino, second by Mr. Collins.

Discussion: None

**Chairman Dube called the Motion, which passed (8-0-2) with Mr. Hughes and Mr. Cantone abstaining.**

**AMINISTRATIVE REPORTS:** Mr. Stokinger previously noted the Guaranteed Maximum Rate of 5.5%.

**COMMITTEE REPORTS:**

**School Board:** Mr. Collins noted the School Board allowed a transfer relating to covering school nursing through an outside agency, to fulfill the need, when available. He also requested that if there was any guidance needed from the Board, that the Budget Committee relay the same.

Discussion surrounded the usefulness and impact of the CIP on budget development.

**OTHER BUSINESS:**

**Technology Plan:** Chairman Dube noted Mr. Henderson, the Technology Director, would present his budget and the Technology Plan at a future meeting.

**ADJOURNMENT [02:36:36] 9:39pm**

**MOTION: Motion to Adjourn. Made by Mr. Gerns and seconded by Mr. Hughes.**

Discussion: None.

**Chairman Dube called the Motion to Adjourn, which passed unanimously (10-0-0).**

**Future dates:**

Budget Committee:

- Thursday, November 10, 2016 at 7:00pm in the SAU Boardroom
- **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.

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/189735656>