

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

**2016-17 Budget Season  
October 22, 2015  
7:00 PM**

**Superintendent's Office  
30 Greenough Road  
Plaistow, NH**

**Call to Order (00:00:05)**

Committee Chairman Dennis Heffernan called this October 22, 2015 Budget Committee meeting to order at 7:05pm with the roll call followed by the Pledge of Allegiance.

**Committee Members Present**

Lee Dube, Tom Geary, Cathy Gorman, Julie Hammond, Dennis Heffernan, Josh Horns, Michelle O'Neil, and school board representative, Rick Blair. Absent: Kate Delfino and Tony Cantone (excused absences).

**Administrators Present**

Dr. Earl Metzler, Superintendent of Schools  
George Stokinger, Business Administrator  
Michelle Auger, Pollard School Principal  
Nancy Barcelos, Danville School Principal  
Kathleen Dayotis, Atkinson Academy Principal  
Jo-Ann Georgian, Sandown North Principal

Jim Hughes, Director of Facilities  
Kathleen McKechnie, Director of Preschool  
Doug Rolph, Principal of TLC @ Sandown Central  
Brian Shawley, Danville Assistant Principal  
Michele Vance, Pollard Assistant Principal

**MOTION: Mrs. O'Neil motioned to change the order of the agenda to move forward with elementary and facilities budget presentations under new business in consideration of the presenters; seconded by Mr. Geary. With no further discussion the motion passed unanimously (8-0-0).**

**New Business (00:03:25)**

**2016-17 Budget Presentations**

**ELEMENTARY SCHOOLS (00:03:25)**

Mr. Stokinger announced that the budget summary reports in committee packets may be different than what was posted on Monday as some changes were made since then. Presenters were asked to note any such changes in their presentations.

Atkinson Academy – Mrs. Dayotis presented an overview of the proposed 2016-17 budget identifying several significant expense account changes. Atkinson's enrollment is currently 357; anticipated for next year is 346. The overall budget is up \$3,296. She noted a decrease in the general supplies line (due to enrollment), an increase in curriculum (a need to purchase curriculum consumables), new equipment is down as little is needed (same for replacement equipment) and office supplies are up (postage supplies will need to be restocked). Also noted was the district curriculum learning specialist is housed at Atkinson Academy who also utilizes the school's office supplies. Questions regarding consumables and postage were raised whereby Mrs. Dayotis reported that curriculum consumables are associated with the new program Phonics with Foundations (workbooks, scrabble tiles) and will need to be purchased annually and that each school is responsible for purchasing their own postage supplies; there is no centralized mailing system.

Danville Elementary – Mrs. Barcelos presented her budget for the 2016-17 year noting enrollment (current 268, anticipated 281) and an overall decrease of \$4,423. Significant expense account changes were a decrease in general supplies (due to enrollment), an increase in curriculum supplies (purchase of consumables for grade 3 Foundations program), an increase in new equipment (purchase of two tables and a locking rechargeable

cabinet for iPads), and a decrease in replacement equipment (only need to replace one teacher's desk). There were no questions from the committee.

Pollard School – Ms. Auger reported enrollment as 477 this year and anticipated 473 for next. She is proposing an overall increase of \$18,721.32 for the 2016-17 budget. Budget drivers include a decrease in general supplies (due to enrollment), increase in curriculum supplies (due to the Foundations curriculum consumables), and a significant increase in replacement equipment (replace chairs and desks in two classrooms and fund phase II of the playground replacement project). She provided the history of the playground, its safety concerns and fundraising efforts. Another budget driver is the purchase of office furniture under the principal's office equipment line. Discussion ensued on the cost of phase III of the playground and any cost savings should they combine the two phases as well as why this request did not qualify as a capital expense or if capital reserve funds could be used. Ms. Auger will inquire with the vendor about cost savings and will send information about the total project to Mr. Geary. Mr. Stokinger noted that building principals do not have the option when developing their budgets to separate out capital v. operating expenses; this would be done at the apportionment stage. He further explained that capital reserve funds require authorization via warrant articles and town vote. Discussion then centered on the one dollar placeholders throughout the budget and that they were there to avoid confusion about zeroed out lines. Concern was raised that they were being placed within the budget to allow for fund transfers at a later date.

Sandown North – Mrs. Georgian presented this year's enrollment (344) and next year's projections (348) noting this year's numbers were not budgeted for resulting in an increase of \$25,436 for 2016-17. Significant expense account changes are an increase in general and curriculum supplies (may need to add another first grade classroom), an increase in books and audio visual (multimedia needs due to student enrollment), an increase in reg. ed new equipment (3 teachers requesting desks v. tables for students), a decrease in reg. ed equipment replacement (only 2 teacher's desks and easels need replacing), a decrease in principal's office equipment replacement (only need securing mirrors in library), an increase in principal's office new equipment (replacement of 16 cafeteria tables and one office chair), and a small increase to student transportation (field trip costs due to increased enrollment). There were no questions from committee members.

The Learning Center at Sandown Central – Mr. Rolph began his budget presentation by sharing the excitement of the learning center, adjustments made and future prospects. Enrollment for this year is 119 students with a projected 139 for 2016-17. An overall budget decrease of \$7,685 which is reflective in the nature of the children (prek-kindergarten v. grades 4 and 5). The largest contributors to the decrease are associated with assemblies, enrichment and distant learning needs; however he would like to move forward and hire a librarian for three days a week to support the literacy center. In response to committee questions, Mr. Rolph explained that the budget was developed using calculations from both the kindergarten program at SN and the preschool numbers from the TLC at Pollard. When looking at this as a combination of both schools with 59 students, it is basically a flat budget.

Facilities – Mr. Hughes presented an overview of the operations budget for facilities, grounds and custodial services which reflected an overall increase of \$96,900. Significant expense account changes are an increase of \$51,000 for snow removal (\$40k just for plowing the TLC @ SC), a decrease in vehicle maintenance and information access fees, a decrease in new equipment, and an increase in vehicle replacement (replace grounds pickup truck and plow and the HVAC service van). He noted he erroneously budgeted twice for the replacement vehicles but has since corrected this. Questions were raised relative to the increase in snow plowing costs to which Mr. Hughes reported the Town of Sandown has indicated through various people that the town is not considering plowing the central school due to their concern the school does not house Sandown students. Each of the four towns have historically plowed the elementary schools while the facilities department takes care of

the Timberlane campus. Ms. Gorman indicated the board of selectmen recently voted to continue plowing the school as they have learned student population is comprised mostly of Sandown students. Discussion ensued as to securing written confirmation of this decision which resulted in Mr. Dube offering to do so. Dr. Metzler noted that the Town of Sandown has taken several votes recently which were not honored and until such time and satisfactory confirmation is secured, the costs for plowing the central school will stay in the budget; it would be irresponsible to budget otherwise as they cannot allow for a single point of failure. The question was then raised about the costs for plowing the Central school for this current winter to which Mr. Hughes replied is not covered in the current budget. Budget presentations ended at 7:56pm.

**APPROVAL OF MINUTES (00:53:30)**

Committee members took time out to read the minutes of October 7, 2015 committee meeting.

**MOTION:** Mr. Geary motioned to approve the October 7, 2015 Budget Committee meeting minutes; seconded by Mr. Dube.

Discussion: One typographical error noted.

**Without further discussion, Chairman Heffernan called the vote which passed 7-0-1 (Ms. Gorman abstained).**

**CORRESPONDENCE (00:58:08)**

No correspondence for review.

**DELEGATES AND INDIVIDUALS (00:58:12)**

No delegates or individuals were present.

**ADMINISTRATIVE REPORT (00:58:20)**

No report.

**COMMITTEE REPORTS (00:58:27)**

Mrs. O’Neil announced the PTA will meet next on November 17, 2015 at the high school. Chairman Heffernan attended a Facilities Committee meeting on Tuesday to discuss the budget; various projects were reviewed as well as a CIP presentation by the Shermans to solicit committee input on process. The CIP draft has now been presented to the SLT, the school board and the Facilities Committee. The CIP Committee meets next on October 28<sup>th</sup> at 7pm at the high school. He went on to further report that the Athletic Advisory Committee met this past Monday to discuss the budget as well as a presentation on the success of the fall athletic teams.

Chairman Heffernan also reported that the school board has requested to attend the committee’s November 24<sup>th</sup> meeting to discuss warrant articles and the budget. He noted this forum for open discussion is well intended and a step in the right direction.

**UNFINISHED BUSINESS (01:02:14)**

Discussion continued on the one dollar placeholders throughout the budget whereby Ms. Gorman stated she had not seen those provided in the school budgets in the past and questioned the intent. It was explained that the budget was populated with these placeholders so that budget developers could see which accounts they could use. Mr. Dube raised questions relative to the Excel spreadsheet which were clarified.

**NEW BUSINESS (01:10:08)**

Already completed by previous motion to change the order of the agenda.

**OTHER BUSINESS (01:10:09)**

No other business.

**FUTURE AGENDA AND DATES (01:10:10)**

The list of future dates was reviewed noting the next meeting on November 12<sup>th</sup> would include budget presentations from the middle and high schools as well as the athletic and music departments.

With no other business before the board, Chairman Heffernan adjourned the meeting at 8:15pm.

Respectfully submitted,



Catherine Belcher

Recording Clerk Pro Tem

Approved by the Budget Committee on November 12, 2015.

This meeting may be watched in its entirety by logging onto <https://vimeo.com/143763097>.