

TIMBERLANE REGIONAL BUDGET COMMITTEE
Atkinson, Danville, Plaistow, Sandown
New Hampshire

Regular Meeting after the Organizational Meeting
March 27, 2013
7:15 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Mrs. Rothwell called this March 27, 2014 regular meeting of the Timberlane Regional Budget Committee meeting to order at 7:15 PM. Roll call was taken.

Board Members Present

Mr. Spero, Mrs. O'Neil, Mr. Heffernan, Mrs. Rothwell, Mr. Cantone, Ms. Gorman, Mr. Green and Mr. Blair, School Board Representative. Board members absent: Mr. Grosky.

Administrators Present

Dr. Earl Metzler, Superintendent of Schools
Mr. George Stokinger, Business Administrator

A new member, Mr. Cantone, questioned why the meeting was adjourned and then reopened. Mrs. Rothwell explained the purpose of the first meeting after the March vote is always Organizational so that officers for the Budget Committee can be elected for the upcoming year.

Approval of Minutes

Mrs. Rothwell asked for a motion to approve the minutes. Mrs. O'Neil made a motion to approve the minutes of February 6, 2014, after the Deliberative Session and the revised minutes of December 12, 2013. She was seconded by Mr. Heffernan. After review and discussion, the minutes were approved with amendments made. As part of the amendments approved by a majority, was the inclusion of supplemental documentation presented by Dr. Metzler, which were not originally present at the December 12, 2013 meeting. Vote: Seven in favor, one opposed Mr. Green.

Correspondence

Two emails were received by the Budget Committee. One was from someone who identified herself by her first name only. It was discussed and agreed that communications sent in should include a first name, last name and town of residence. Dr. Metzler re-iterated this request for all incoming communications to the SAU. The first email was answered by School Board Chair, Mrs. Steenson as the topics were more appropriate for the School Board, not the Budget Committee. The second email discussed was from Mrs. Caruso who recommended the TRSD Budget Committee adopt the Bedford School District website as a model for Timberlane. Mr. Stokinger stated he reviewed the website. He stated he does provide all the same information but not in that same format. He also stated Bedford does not have a Budget Committee. Mr. Stokinger strongly recommended the Budget Committee Members watch the School Board Meetings to keep up with the Business of the School District.

Delegations and Individuals

None

Administrative Report

None

Reports of Committees

Mr. Heffernan reported attending the Facilities Meeting on February 11, 2014 where the High School

was discussed regarding uncomfortably cold areas within the building. The harsh winter has been making it particularly difficult to keep all areas of the building a consistently warm temperature. Mrs. O'Neil attended the High School Band and Orchestra Concerts as well as the TSSU ballot recount on Saturday morning. Mr. Spero stated he attended the Atkinson Academy Lip-sync and did stop by at the recount. Ms. Gorman and Mr. Green also reported attending the recount. Dr. Metzler thanked everyone who attended the Deliberative Session and the recount. He also reported the SAU 55 job fair was held this past Saturday and was very successful with great candidates coming in from the entire area. There were 250 people attending who all wanted to work for us. He took that as a very good sign.

School Board Representative

Mr. Blair reported the School Board elected Mrs. Steenson as the new Chair and he is again the School Board representative to the Budget Committee for the upcoming year.

Unfinished Business

None

New Business

Review Election Results

Mr. Stokinger reported on District-wide voting results. Discussion ensued regarding the passing of Warrant Article 9, Rescind SAU Budget as a separate warrant article.

Danville Vacancy

The Danville vacancy for the Budget Committee was discussed. Mrs. O'Neil reported the Danville Selectmen will hopefully have an appointment to make by the April 14, 2014 meeting. She requested if any Danville resident is interested; please contact the Danville Selectmen's office.

Goals & Objectives

Mrs. Rothwell asked to move this item to the end of the New Business section. By consensus this was approved.

Training for Committee

Mr. Blair reported the School Board is planning to have School Board member training in cooperation with the Hampstead School Board. Mr. Blair wanted to know if the Budget Committee members would be interested in participating in training, if it were available and appropriate to the Budget Committee. Dr. Metzler elaborated on the planned School Board training. It appeared there was interest by the Budget Committee members. Mr. Blair stated he would request information and bring it to the Budget Committee at a later date.

Committee Operating Procedures

Mr. Blair reported the School Board recently approved a Committee Operating Procedure. He thought this might also be appropriate for the Budget Committee. He distributed a copy of the rules and asked everyone take them home for review. Mr. Blair made a motion to have the members take the rules home and to return at the next meeting with their own suggestions which can be adopted by the Budget Committee. Mrs. O'Neil seconded the motion. Vote: Seven in favor, one against, Mr. Heffernan.

2015-2016 Budget Review Process

Mr. Heffernan stated he finds the Administrative presentations at the PAC in October prior to any budget reports being distributed, not particularly helpful. He would prefer to have the reports distributed first, followed by the committee requesting specific Administrators come to a regular meeting here at the SAU, to address questions from the Budget Committee. Mrs. Rothwell stated that has been done in the past. Mr. Stokinger stated that when this was done previously, he found that

Budget Committee members were frequently getting bogged down on very small items. Superintendent LaSalle was the one who recommended starting at a higher level overview. Mrs. O'Neil stated the process she saw outlined on the Bedford School District appealed to her. They have a letter from each Department or Principal with changes explained in writing attached to the financial reports. Mrs. Rothwell suggested this conversation be tabled until the next meeting as it might be directly influenced by the work Mr. Blair wants them to do this evening by developing goals and objectives. It was agreed by consensus, as long as it was discussed again at a later time.

Committee Assignments

Mr. Heffernan volunteered to continue as the Facilities representative. Mrs. Rothwell volunteered for the Safety Committee and to act as the alternate for Mr. Heffernan on Facilities. Mr. Cantone asked if the representative is a voting member and that was confirmed. Mr. Spero volunteered for the Technology Committee.

SAU/District Overview and Budget Process Overview

Mr. Stokinger provided an overview of the district outlining how the SAU office is similar to a management company, providing administrative support for Hampstead and Timberlane Regional School Districts. SAU's are authorized and governed by RSA 194-C. He then presented a PowerPoint presentation outlining the infrastructure of the SAU as it relates to each district. Included in his presentation was the account structure that is used by the Districts.

Goals and Objectives

Mr. Blair stated the Budget Committee needed to develop a mission statement to help guide the work done by the Budget Committee. He wants to have a brainstorming session to start the process to get that accomplished. Mr. Green read aloud RSA 32:16 and asked how that was not the mission of the Budget Committee. It was agreed that it is, but there were other considerations in performing that mission. Discussion ensued regarding the mission of the Committee. Mr. Blair had each member state what they believed to be one of the goals of the Budget Committee. After many goals were written down, members then listed what they believed is NOT a goal of the Budget Committee. Finally each member was given six dots to be placed by the goals they felt were the most important of the 24 suggested. The following is a list of goals and a tally of the votes:

	Suggested Mission, Goals, Objectives
Vote	
	Challenge the Administration
	Understand Budget Year to Year changes
5	Communicate Budget Information to taxpayers
2	Have a structured Budget Process
1	Represent the Taxpayers
6	Support the School Board Mission
	Focus on Budget
9	Put students first while budgeting
	Approve a Respectful Budget
	Rationalize Budget Expenses
2	Set bottom line Budget while funding quality education and affordable to taxpayers
2	Listen to input of all involved
3	Clearly define responsibility of Budget Committee
1	Allow for difference of opinion/not personal
5	Request documentation to make informed decisions
3	Allow funding to meet the educational requirements and values of the Community

- 3 Translate taxpayer message into Respectful Budget.
 - 3 Review all materials given to Budget Committee to make decisions
 - 1 What are necessary vs. discretionary Budget Items
 - 1 Educate the public about the Budget process
 - Respect and appreciate the Budget presenters
 - 3 Solicit taxpayer input during budgeting process
 - 2 Be involved in schools to understand how they spend the money they request
- Ask Questions

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Suggested NOT part of the Mission, Goals, Objectives

- Not to work on School Board policy
- Not to shape the curriculum
- Not to disrespect the guest/presenters
- Not to go into contractual line items
- Not to present misleading information
- Not to assume
- Not to waste time talking about non-budget topics
- Not to alter specific budget line items
- Not to micromanage cost of individual items
- Not to discuss what we don't have control over
- Not to tear apart programs
- Not to write warrant articles

Mr. Blair stated he will bring back a draft Mission Statement derived from these goals for the Budget Committee to review at the next meeting. From this Mission Statement, the next conversation to happen will be how we get there, which will also happen at the next meeting.

Other Business

Mr. Green distributed material he and his wife received from a Right-to-Know request they made of the Timberlane School District which he felt was important to share with the other Budget Committee Members. Mr. Green gave a brief description of the various materials he shared.

Future Agenda and Dates

The next meeting is scheduled for Thursday April 10, 2014 at 7 pm at the SAU Board Room. Mr. Green made a motion to add May 15 as an additional Budget Committee meeting date. He was seconded by Mr. Heffernan. Dr. Metzler pointed out May 15 was not a good date since the School Board would be holding a meeting in the Boardroom. Mr. Blair amended the motion to have one additional meeting before the end of this school year, with the date to be determined by Administration. This motion was seconded by Mr. Cantone. Vote: six in favor, two against, Mrs. O'Neil and Mrs. Rothwell. The amendment passed. Additional discussion ensued then a vote was taken on the original motion which was amended to having the Administration find a date for the additional meeting. Vote: Five in favor, three against, Mr. Heffernan, Mrs. O'Neil and Mrs. Rothwell. The motion passed.

Mr. Blair brought up for discussion how he had not been receiving the email notifications when new items were posted to the Budget Committee SharePoint site. Mr. Holland was able fix that for him and wondered if others were having the same problem. Mr. Blair made a motion and was seconded by Mrs. O'Neil to have Mr. Holland attend a Budget Committee meeting to demonstrate how to use the SharePoint site. Mrs. Rothwell suggested he need not attend a meeting, if the written instructions could be re-distributed. As a consensus it was agreed to ask Mr. Holland to re-send the instructions by email

for using the SharePoint site. Mr. Blair rescinded his motion. Mrs. O'Neil rescinded her second.

Mr. Spero motioned to adjourn the meeting and was seconded by Ms. Gorman. With no further discussion, the motion passed by a unanimous vote. The meeting adjourned at 10:00 p.m.

Respectfully submitted,
Kathy Smith
Recording Secretary
Approved April 10, 2014