

*****FINAL*****

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

Regular Meeting
April 10, 2014
7:00 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair called this April 10, 2014 meeting of the Timberlane Regional Budget Committee meeting to order at 7:02 PM. Roll call was taken.

Board Members Present

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

Administrators Present

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

Pledge of Allegiance

The assembly recited the Pledge of Allegiance.

Approval of Minutes

Mrs. O'Neil motioned to approve the Organizational and Regular Meeting minutes of March 27, 2014. Mr. Heffernan made a second to the motion. After discussion and amendments made, the vote was taken. Vote: Eight in favor, none opposed.

Correspondences

Mr. Green stated he had a point of personal privilege regarding emails he sent to the Budget Committee Members. He had requested a motion he wanted to make be added to the agenda for this meeting. Mr. Green stated he was declined this request, while Madam Chair replied she asked him to bring it up under New Business.

Delegations and Individuals

None

Administrative Report

None

Report of Committees

Budget Committee Members

Mr. Grosky reported attending the meeting at the High School regarding the musical Sweeney Todd.

School Board Representative

None

Unfinished Business

Review By-Laws

Mrs. O'Neil made a motion and was seconded by Mr. Heffernan to accept the By-Laws as presented. Vote: Seven in favor. One opposed, Mr. Blair.

Committee Goals & Objectives

Ms. Gorman made a motion and was seconded by Mr. Green to remove the Goals & Objectives from the agenda. After discussion, Mr. Grosky called to move the question. Vote: Two in favor; six against, Mr. Heffernan, Mr. Grosky, Mrs. O'Neil, Mrs. Rothwell, Mr. Cantone and Mr. Blair.

Mrs. O'Neil motioned and was seconded by Mr. Heffernan to hold a short recess while documents pertinent to the Goals and Objectives discussion were retrieved and distributed. Vote: Unanimous.

After reading the draft document of the Goals & Objectives submitted by Mr. Blair, Mr. Green motioned, and was seconded by Ms. Gorman, to have the discussion regarding this document, moved to the agenda of the next meeting. Vote: Two in favor, six opposed, Mr. Heffernan, Mr. Grosky, Mrs. O'Neil, Mrs. Rothwell, Mr. Cantone and Mr. Blair.

The Mission statement provided by Mr. Blair was read aloud and revised by the committee. Discussion regarding RSA 32 which governs the Budget Committee was also discussed. Mr. Heffernan motioned and was seconded by Mr. Grosky to accept the Mission Statement as revised to:

Mission: To prepare the Timberlane Regional School District Budget as provided by RSA for submission to each annual meeting of the voters of the towns of Atkinson, Danville, Plaistow and Sandown.

Vote: Five in favor, three opposed, Mr. Cantone, Mr. Green and Ms. Gorman.

Goal 1 was read aloud by Madam Chair: *When making budget decisions, make sure any impact to students is considered.* After discussion, Mr. Cantone motioned and was seconded by Ms. Gorman to strike goal 1. Vote: Seven in favor, none opposed, and one abstained, Mr. Blair.

Goal 2 was read aloud by Madam Chair: *Support the mission of the Timberlane District School Board.* Mrs. O'Neil read aloud the School District Mission statement. *The mission of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.* Mr. Grosky motioned and was seconded by Mr. Heffernan to remove the words School Board from the Budget Committee Goal 2. Vote: Four in favor, two against Mr. Green and Ms. Gorman, and two abstain, Mr. Blair and Mr. Cantone.

Madam Chair recommended limiting conversation on the two final goals to five minutes each with no motions to be made.

Goal 3 was read aloud by Madam Chair: *Clearly communicate the agreed to budget to all concerned parties (School Board, Town Selectmen, Taxpayers, etc.)* Discussion ensued.

Goal 4 was read aloud by Madam Chair: *Make budget decisions based upon administrative presentations, comparison data, historical data and budget documentation.* Discussion ensued. It was agreed the Goals would be added to the next agenda and a working copy of the changes made this evening would be sent out to the Committee Members in advance of the next meeting.

Mrs. O'Neil motioned and was seconded by Mr. Cantone, not to post the Goals and Objectives on the TRSD Budget Committee SharePoint site while it is still a work in progress. Vote: Four in favor, two opposed Mr. Green and Ms. Gorman and two abstain, Mr. Grosky and Mr. Blair.

Tasks to Accomplish Goals & Objectives

Ms. Gorman motioned and was seconded by Mr. Cantone to move the Tasks to Accomplish Goals & Objectives to the agenda of the next meeting. Vote: Six in favor, one opposed and one abstained, Mr. Blair.

New Business

Committee Operating Procedures

Mr. Stokinger briefly outlined the process used over the past few years to develop the budget. He stated the first meeting in October with the School Board, normally held at the PAC, is traditionally the first look at some of the various school and department budget requests. The second meeting in October encompasses all the remaining departments and/or schools that did not present on the first night. District budget accounts are traditionally not ready until around the first of November. Discussion ensued regarding how the members felt about past practices, and if they have been helpful for the Budget Committee Members to perform their task. Many different ideas regarding how to proceed in the fall were suggested. A lengthy discussion ensued regarding a target Budget number as a baseline for next the budget season. Motions were made and withdrawn during this portion of the meeting. Mr. Grosky then made a motion and was seconded by Mr. Heffernan, to request from administration, a proposed 2015-2016 Budget not to exceed \$67,335,682.14, which is the voted Budget for 2014-2015 including Operating, SAU and TSSU warrant. In addition, any additional cost items requested, be listed separately, in order of priority, with written supplemental documentation attached, defending the request. Vote: Four in favor, one opposed, Ms. Gorman and three abstain, Mr. Cantone, Mrs. O'Neil and Mr. Blair.

Various specific requests regarding reports, documentation and presentations were made by members to help them perform their duties, such as documenting account number corrections, i.e. shifts in funding from year to year. The

documentation needs to be distributed before the meetings and in a format that can easily be understood and referred to as needed. Having presenters come to the regular meetings at the SAU with all documentation distributed by email, at least one week in advance. Eliminating the PAC presentations all together and providing a written summary from each Principal/Director describing changes in their budget requests from the previous year. Mr. Blair motioned and was seconded by Mr. Cantone to have the BudCom Chair work with administration to set up a schedule for the various department heads/Principals to attend the BudCom meetings for questions regarding their proposed budgets. Vote: Seven in favor, none opposed and one abstain, Mr. Green.

Mr. Green provided a list of documentation which he recommends be provided by administration in preparation for the next budget season. After discussion, Mr. Green motioned and was seconded by Ms. Gorman to provide this list as expected material from the District. Debate and discussion continued regarding the motion. Vote: Two in favor, four against Mrs. Rothwell, Mrs. O'Neil, Mr. Grosky, Mr. Blair and two abstain, Mr. Heffernan and Mr. Cantone.

Danville Vacancy

Mrs. O'Neil reported the Danville Selectmen will be making an appointment to fill the TRSD BudCom seat at their meeting on Monday April 14.

Other Business

Mr. Green moved that, under the provisions of RSA 32:22, the Timberland Budget Committee requests that the administration provide a monthly financial statement of revenues and expenditures, covering the line items of function/object codes as listed in the budget documents, with line item information including:

- full-year budget amount
- current month expenditure (revenue)
- year-to-date expenditure (revenue)
- same month previous year expenditure (revenue)
- previous year-to-date expenditure (revenue)

Timing of such monthly financial statements to be based on the existing SAU administrative processes, but no later than 15 business days following each month end. Such financial statements will be posted on the budget committee sharepoint site for public access. A standing item will be added to the budget committee agenda for review and questions about the financial statements. Ms. Gorman seconded the motion. Mr. Green stated it is good practice for a governing body to review these monthly reports. Vote: Two in favor, five opposed, Mrs. Rothwell, Mr. Grosky, Mrs. O'Neil, Mr. Heffernan, Mr. Blair and one abstain, Mr. Cantone.

Mr. Heffernan requested the Budget Committee be asked to submit a letter, as is done by all the other Principals and departments, to be included in the Annual Report. Dr. Metzler agreed that was a good idea and would make a note to see that it does happen next spring.

Ms. Gorman stated the training she has attended in the past at the Municipal Association was relevant to the School District Budget Committee and she would recommend the Budget Committee members attend. Mr. Heffernan stated the Town will be hosting training which the School Board and School Budget Committee will be invited to attend by the Plaistow Town Manager.

Future Agenda and Dates

Mr. Stokinger reported the next meeting on September 11 is traditionally a facilities tour of this campus which is driven by direction of the Facilities Committee. The next Facilities meeting will set the dates for the tours in the fall.

The District Calendar will be updated with the Budget Committee Calendar by Dr. Metzler's secretary. The Budget Committee SharePoint site was discussed.

Mr. Grosky made a motion and was seconded by Mr. Heffernan to adjourn the meeting at 10:32 p.m. Vote: Unanimous.

Respectfully submitted,
Kathy Smith