

Timberlane Regional School District Budget Committee
Atkinson, Danville, Plaistow, and Sandown

Regular Meeting Joint with School Board
October 10, 2013
7:00 p.m.

PAC, 40 Greenough Road
Plaistow, New Hampshire
03865

1. Call to Order:

Mr. Spero called the meeting to order at 7:00 p.m. The pledge of allegiance was recited. Mrs. O'Neil made a motion and was seconded by Mrs. Rothwell to move to item number 10 a. on the agenda, 2014-2015 Budget Presentations. Vote: Unanimous.

2. Roll Call:

Present: Mr. Spero, Mrs. O'Neil, Mr. Grosky, Mr. Francoeur, Mr. Heffernan, Mrs. Rothwell, Mrs. Green.

Absent: Ms. Gorman.

School Board Members Present: Mr. Barczak, Mr. Collins, and Mr. Blair.

Absent: Mr. Bealo, Mrs. Defino, Mr. Mascola, Mrs. Sherman, Mrs. Steenson and Mr. Ward.

Timberlane Administration Present:

Dr. Earl Metzler, Superintendent,
Dr. Wilson, Assistant Superintendent,
Mr. Stokinger, Business Administrator,
Mrs. Danahy, Director of Human Resources
Mrs. Smith, Assistant Business Administrator,
Mr. Strainge, Director of Secondary Education,
Mrs. Killen, Director of Elementary Education
Mrs. Armfield, Director of Professional Learning
Mr. Woodworth, High School Principal,
Mr. Michael Hogan, Middle School Principal
Mrs. Rincon, Director of Special Education,
Mrs. Susan Rasicot, Director of Student Services
Mr. Holland, Director of Technology,
Mr. DiBartolomeo, Director of Music and Performing Arts Center
Mrs. Dayotis, Atkinson Academy Principal
Mrs. Gaydos, Pollard School Principal
Mrs. Barcelos, Danville Elementary Principal
Mr. Rolph, Sandown Central School Principal
Mrs. Georgian, Sandown North Principal
Mr. Jim Hughes, Director of Facilities

Dr. Metzler started the PowerPoint presentation with a reminder of the TRSD Mission Statement which is; to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth. He then reviewed the agenda and introduced the Timberlane Administration. Next he reviewed our Strategic Plan and goals. Goal # 1 Apply

mission, beliefs and student competencies for the 21st century to all students. Goal #2 Accelerate achievement for all students, across all competencies and reduce achievement disparities among all groups of students. Goal #3 Create scheduled, sufficient and sustained time, for staff members to carry out the work of the school in collaborative Professional Learning Communities. Goal #4 All students and staff become proficient users of technology. Goal #5 Use technology to enhance communication between educators and parents. Goal # 6 Determine the total cost for procurement, utilization and disposal of technology to carry out district-wide and school technology plans. Goal #7 Develop Capital Improvement Plan and implementation sequence and timetable for the TRSD that addresses the concerns cited in several recent evaluation reports.

Dr. Metzler then provided a circular graph which shows his priorities during this budgeting process. The center of the circle is the student and items closest to affecting the student will be cut last while items further from the student will be cut first, such as non-academic support services. Each Principal and Department Head, as leads in this site based budgeting process, has developed a comprehensive needs based proposed budget for 2014-2015. They have done a good job in describing the needs and still remaining respectful to the taxpayers. Dr. Metzler asked how bad do we want to be a peak performing school and to build that reputation takes trust. He then introduced the Business Administrator George Stokinger for the next part of the presentation.

Mr. Stokinger reviewed the many budget drivers and opportunities that affect the proposed budget for 2014-2015. He stated that whenever possible, requests are made with actual costs, however since the process starts 18 months before the end of the year we are budgeting for, actual costs are not always available. In that case reasonable estimates are used in determining the costs of requested items. Some instances such as projected insurance costs come from the insurance companies with a guaranteed cap in rate increases. Usually the actual rates come in below the cap, but not always, therefore the cap provided by the insurance companies is used for budgeting purposes. Mr. Stokinger outlined other budget drivers that are a concern for 2014-2015 such as the enactment of new legislation that requires the sending school district to pay for special education services of a child with an IEP if he/she attends a Charter School. The Affordable Care Act which requires employers to provide insurance to all full time (30 hours) employees with insurance at an affordable rate as defined by the legislation. Finally the other challenges will be the costs associated with the implementation of Common Core State Standards. Mr. Stokinger then introduced the next speaker.

Mrs. Killen, Director of Elementary Education reported the 2014-2015 will be year 2 of the 2 year implementation of the Common Core State Standards. Budget drivers for her department are costs associated with the implementation of CCSS, such as Understanding by Design curriculum work, and Orientation for Teachers of the curriculum material along with the purchase of a universal assessment/progress monitoring tool. Support materials to be purchased are teacher kits for reading, math and science along with the student journals and student materials for the kits such as magnets and microscopes. There will be an online component to be purchased that goes along with the teacher kits. Mrs. Killen introduced the next speaker, Mr. Scott Strainge.

Mr. Scott Strainge, Director of Secondary Education reported his budget requests are affected by an increase for support materials for new courses, TURNITIN.com for the Middle School, additional training for AP teachers and strengthening (training) of the 6-12 alignment. Overall Elementary and Secondary Curriculum is up by \$21,842.

Mrs. Armfield, Director of Professional Learning described the changes taking place in education are the most dramatic made in the last 100 years. She reported that Timberlane is prepared to make sure the staff is trained with as much professional learning they will need. Her budget is level budgeted except for the purchase of the Tripod Survey which is a survey that captures key dimensions of school life and teaching practices as students experience them. Results provide valuable feedback and insights about classroom learning conditions.

Mrs. Gaydos, Mrs. Dayotis, Mrs. Georgian, Mrs. Barcelos and Mr. Rolph were next to review the proposed Budgets for the Elementary Schools. Each Principal reviewed their requests. Overall supplies, equipment and postage were anticipated to cost more for each building.

Mr. Hogan, Principal of the Timberlane Middle School reported his budget request is up about \$13,281. He stated the changes made in the building over the last few years have been extremely positive for the students and staff. He would like to thank the Budget Committee and School Board for their support again. In particular the changes made in the library this past few years, have made the area much more used. This has presented another need. A new door is now needed to be installed as a sound buffer and new chairs and tables due to the constant use of the library by many students.

Mr. Woodworth, Principal of the TRHS reported his budget proposal is up \$137,820 due to the following: Increase in enrollment in Industrial Technologies both the Engineering and Wood Technologies. Each Department has made requests for new supplies or equipment. Additionally the policy of providing summer work at no cost to the student has been included in the proposed Budget. Finally the software/information access accounts have been moved from the Technology Department to each of the schools. The cost of the AP tests for each student has also been added to the proposed Budget.

Mr. DiBartolomeo, Director of Drama and Music was next to present. He reported the statistics of student participation in the music program. He stated his budget is increased over the current year by \$6548 which is mainly due to reconditioning of the school owned instruments and the purchase of replacement uniforms for those that have become worn or damaged.

Mr. Fantasia, Director of Athletics, was unavailable so Mr. Stokinger gave the next presentation for the Physical Education and Health Department. His budget is up \$15,439 due to the increase in many of his fixed costs such as an increase in the athletic official's fees per NHIAA and a slight increase in transportations fees.

Mrs. Elizabeth Rincon, Director of Special Education was present to review her budget proposal. Her overall budget is up \$150,444. This is broken down by the following; contracted services up \$78,500, transportation up \$54,000, supplies up \$8,835, books down \$18,136, Software up \$15000, New equipment down \$3000 and replacement equipment is up \$6340. Anticipated revenues 2014-2015 are as follows; IDEA Grant \$828,000, Medicaid \$527,000, Cat Aid \$500,000 and tuition from other schools \$60,000.

The Technology Department for the District is up \$64,392 from the current year. Some of the budgeted items are the scheduled replacement computers, Server replacement for Infinite Visions (School Finance Program), Schoolnet Educator Development Suite (EDS), Ipads for High School Department Coordinators and Point of Sale Stations for Food Service (2 @ MS, 5 Ele).

Mr. Holland gave presentation for the Instructional Technology Department. The proposed Budget is up \$259,925 due to the many requests by Teachers to include technology in their curriculum. Items budgeted are Ipads for various departments, Laptops and cart for Health and Writing Lab, and additional Nook tablets for the English Department. Normal replacement scheduled items are desktop and laptop computers, Cable TV broadcast equipment, PAC equipment and network switches for HS and MS.

Mr. Hughes, Facilities Director reported the Facilities proposed budget is down \$140,351. His only unique request in the proposed budget is for a zero turn mower and enclosed trailer so the grounds personnel can assume the mowing of all the District buildings. The custodians at the other buildings are losing valuable time trying to keep up with mowing when they need to focus on the interior of the buildings.

There were several questions asked by both school board and budget committee members. At the conclusion of the question and answer session, the budget presentation portion of the meeting was adjourned at 8:42 p.m.

Mrs. O'Neil made a motion and was seconded by Mr. Heffernan to accept the minutes of September 12, 2013 as written.

Vote: Four in favor.

Abstain: Mr. Blair, Mrs. Green and Mrs. Rothwell.

Mr. Francoeur reported he would not be able to attend the Facilities Committee Meeting on October 22, 2013. A few other Budget Committee members stated they would be attending the meeting.

Mr. Blair reported the School Board is considering expanding Kindergarten to all day. A brief discussion ensued.

Mr. Jason Grosky was welcomed to the Budget Committee seat he was appointed to by the Board of Selectmen. Mr. Stokinger asked he make an appointment with the School District Clerk, Lorna Walker to be sworn in.

The Budget Committee discussed the account changes made such as residential costs have been moved to the correct account and the on line access fees being moved to the building levels. Some committee members would like a report generated to show these changes.

Dr. Metzler reminded the committee members that the administration was told to budget for what they need which is zero based budgeting.

Mr. Blair made a motion and was seconded by Mrs. Rothwell to adjourn the meeting at 9:25 pm.
Vote: Unanimous.

Respectfully Submitted,
Kathy Smith
Recording Secretary
Approved 10/24/2013