

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

Regular Meeting
March 28, 2013
8:35 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Mr. Spero called this March 28, 2013 regular meeting of the Timberlane Regional Budget Committee meeting to order at 8:35 PM. Roll call was taken.

Board Members Present

Mr. Spero, Mrs. O'Neil, Mr. Francoeur, Mr. Heffernan, Mrs. Rothwell, Mrs. Green, Ms. Gorman (not sworn in, not voting), Mr. Barczak.

Administrators Present

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

Minutes

Mrs. Roth made a motion and was seconded by Mrs. O'Neil to approve the minutes of February 7, 2013 taken immediately after the Deliberative Session. Vote: Four in favor, three abstain Mr. Francoeur, Mr. Barczak and Mr. Heffernan.

Reports of Committees

Mrs. O'Neil attended at the Curriculum and Assessment Committee meeting where the recommendation for the new elementary math program has been decided to be Envision. She also attended and spoke highly of the High School Band, Orchestra, Chamber Orchestra all of which competed at the State level and were very well received by the judges. Mr. Spero stated he had been the Ski Club Chaperone at the Middle School and stated Mr. McCabe did an awesome job. Mrs. Rothwell also attended and spoke highly of the High School music performances and reminded everyone to not miss the student performance of Les Miserables to be held on May 9,10,11 at the PAC. Mr. Heffernan thanked the voting public of Plaistow for writing him in. Dr. Metzler reported Alex Shield has achieved Eagle Scout and he attended that wonderful ceremony.

School Board Representative

Mr. Barczak reported attending the PTA Breakfast held in Sandown. He also stated that two long-time members of the School Board Lori Aubry and Lisa Withee have both retired and the new members are Mr. Kelly Ward of Sandown and Mr. Richard (Rick) Blair of Plaistow. He also reported the School Board Meetings have been to each Elementary School now and feedback is appreciated. The search for a new Assistant Superintendent has started will be led by Dr. Metzler. Dr. Metzler provided a brief overview of the search plan. Mrs. O'Neil thanked Mr. Barczak for his work on the Budget Committee this past year.

Mrs. Green requested clarification regarding item number five on the Agenda, Expenditures and Receipts Reports. Mr. Stokinger stated it is listed as an item in the By-laws for the agenda and this is where he would report any unusual expenditures or receipts that may come up. Mrs. Green requested an additional report showing a change in category. Mr. Stokinger stated Budget transfers happen all the time due to the time lapse between budgeting and spending. Any budget transfers over \$5000 go

directly to the School Board for approval. Mrs. O'Neil stated she believes Mrs. Green is requesting a formal list of account numbers with a change of use, to make tracking these changes during the Budget process easier to follow. Also she was thinking about employees who are coded differently as the one who was discussed at the SAU meeting who is a Timberlane employee, but who does Hampstead work for 25%. Dr. Metzler gave a brief recap of his concerns regarding this one particular employee who was not doing 100% of the work of the entity she was paid from. Mr. Francoeur stated it is not under our purview to review payables and receivables and that is what that agenda item sounds like to him. Mrs. O'Neil made a motion and was seconded by Mr. Spero to remove from the By-Laws Order of Business, agenda item, Expenditures and Receipts. Mr. Francoeur stated I don't see where we can get into that kind of nitty gritty within the Budget Process. Mrs. Green stated that monthly reports of expenditures and receipts reported out to an elected body is not an unusual request and it is apparently not happening at our School Board level, at least it is not indicated so in the minutes. Mr. Barczak explained the School Board has a "Vendor" file which goes around at every School Board Meeting for the members to sign off, after they receive ok from the assigned School Board Member who goes through every single payment made by the District in painful detail. Mrs. O'Neil stated the School Board deals with the current budget while the Budget Committee is technically looking at 2014-2015. Mrs. Rothwell asked to make an amendment to motion on the floor to revise the agenda listing from Expenditure and Receipts to Administrative Reports, and to move it further down on the agenda. Mrs. O'Neil and Mr. Spero both rescinded their motion and second. Mrs. Rothwell then made a motion and was seconded by Mrs. O'Neil to revise the agenda listing from Expenditure and Receipts to Administrative Reports. Vote: Six in favor, One opposed the motion passes.

Unfinished Business
None

New Business
Review Election Results

Mr. Stokinger reported on District-wide voting results. The new School Board members are Richard Blair and Kelly Ward. The new Budget Committee members are Cathy Gorman, Dennis Heffernan and Michelle O'Neil. All warrant articles also passed. Mrs. O'Neil noted the passing of the SAU Petitioned warrant article will cause the Timberlane SD Budget to be artificially down by the amount of the SAU Budget which will be removed from the Timberlane Budget. The amendments made at the Deliberative session adding \$150,000 to the Budget for the Athletic Fields were discussed. Mr. Stokinger stated he added \$125,000 to the 2630-610 account and because there appeared to be talk of a piece of equipment for approximately \$25,000, that amount was added to the 2630-733 account which can be seen on page 31 of the annual report. Some Budget Committee members would also like the grounds reports they have from the budget process updated as well. Mrs. Green requested more columns of data be added to the reports next year with a final column showing the percent change over five years. Mr. Stokinger explained that he doesn't have much room to work with but he would see what he could do.

The two vacancies for the Budget committee were discussed. One vacancy is from Atkinson and the other is from Plaistow. Advertisements will be placed around town and on both the School and Town cable channel. If anyone is interested in serving on the Budget Committee, please contact Mr. Stokinger at the SAU Office.

Committee Assignments

Mrs. O'Neil indicated she would like to continue on the Curriculum and Assessment Committee. Mr. Stokinger noted that a recap of the committee assignments, contact and meeting information is enclosed in each member's packet this evening. Mr. Spero volunteered to attend the Technology

Committee Meetings. Mr. Heffernan volunteered to do Facilities with Mrs. Rothwell as his alternate. Mr. Francoeur volunteered for the Safety committee with Mrs. Rothwell as his alternate.

Sau/District Overview and budget Process Overview

Mr. Stokinger provided an overview of the district outlining that the SAU office could be compared to a management company providing the administrative and financial support for the 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 District. The Budgeting process was discussed with Mr. Barcark stating a new trend is starting with something called "performance based budgeting". He recommended the committee members do some research on this interesting new trend. Mr. Stokinger stated positions are constantly under review and many that are not needed (remain vacant for a year) are dropped from the Budget. Mrs. O'Neil stated a surplus of 2.2 million is actually quite tight considering how much we need to budget for and how far in advance we are budgeting (3.5%).

Mrs. Green requested reorganizing the Budget committee SharePoint site. It was agreed to list this topic on the next agenda.

Mrs. Green would like to try doing the Budget process in reverse this year. She felt the presentation at the Deliberative was very good and helpful and that starting with all details along the way is too confusing and overwhelming. Mr. Stokinger advised he would try to accommodate that as best he could. Mrs. O'Neil agreed that she also would appreciate a summary presentation with the submission of Draft one to the Budget Committee.

The Budget committee members also requested the 3 ring binders be supplied for next year as they had been done in the past. The amount of data distributed does get overwhelming without the assistance of the binders and dividers.

The next meeting is scheduled for April 11, 2013 at 7 pm at the SAU Board Room.

Mrs. Rothwell motioned to adjourn the meeting, seconded by Mrs. O'Neil. With no further discussion, the motion passed by a vote 7-0-0. The meeting adjourned at 9:40 p.m.

Respectfully submitted,
Kathy Smith
Recording Secretary
Approved 4/11/2013