

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

Regular Meeting  
November 8, 2012  
7:00 p.m.

30 Greenough Road  
Plaistow, New Hampshire  
03865

1. Call to Order:

Mrs. O'Neil called the meeting to order at 7:00 p.m.

2. Roll Call:

Present: Ms. Rochford, Mrs. O'Neil Chair, Mrs. Rothwell, Mrs. Green, Mrs. Lisi and Mr. Barczak. Absent: Mr. Francoeur, Mr. Spero and Mr. Weymouth. Also present were Mr. Stokinger, Business Administrator and Mrs. Smith, Assistant Business Administrator.

3. The pledge of allegiance was recited.

4. Approval of Minutes: Mrs. Rothwell made a motion and was seconded by Ms. Rochford to approve the minutes of October 25, 2012 with amendments.

Vote: Unanimous.

5. Correspondence: An email was received from Mrs. Green regarding the SharePoint site. Mrs. O'Neil stated this topic will be addressed under Other Business.

6. Delegations and Individuals: None.

7. Expenditures and Receipts Reports: None.

8. Reports of Committees:

Budget Committee members: Mrs. Rothwell reported attending the magic show, which was very good and had a total attendance of 510 people. Mrs. O'Neil reported attending the Curriculum and Assessment meeting.

9. Unfinished Business:

Mr. Stokinger, in response to the previous meetings questions, read aloud the Gate Receipts Policy. Mr. DiBartolomeo submitted a summary of the musical revenues and expenditures as requested at the last Budget Committee Meeting. Mr. Stokinger reported he confirmed with Mr. DiBartolomeo the District does pay for the licensing while the ticket revenue account is kept under the control of the High School Principal to pay for all other expenditures related to the musical. Mr. Stokinger also reported there is usually a small running balance which is held over from year to year.

Mr. Hughes provided detail regarding items he purchases under the plumbing, electrical and miscellaneous repair lines as requested by the Budget Committee. Mrs. O'Neil stated the Budget lines, when divided by the number of buildings and square footage of the buildings, does not seem exorbitant.

Finally under old business Mr. Stokinger reported Mr. Woodworth stated the SAT texts were regular text books and not the workbook type that would not be reused.

## 10. New Business:

- a. 2013-2014 Budget: Mr. Stokinger provided a summary sheet with the total proposed budget which is \$64,715,968 which is an increase over the 2012-2013 Budget of 2.69%. Some of the major factors in that increase are the NH Retirement System (\$842,663) and the estimated increase in the Group Insurance (\$842,663). Mrs. Danahy is still computing what the actual Budget increase will be, by employee and plan with the guaranteed max provided. This amount will be updated as soon as she has completed her calculations. The new math curriculum proposed, with an increase of \$260,000 and the increases in contracted services in Special Education for \$150,000 relative to the students in Charter Schools with IEP's. There is a \$67,000 increase in new equipment to upgrade the phone system at one of the elementary schools which continues the plan of having already upgraded the phone system at the SAU, then the High School, PAC and Middle School over the last few years. Student transportation is up an estimated 3%, however the contract for regular education bussing will be going out to bid this spring effective fall of 2013.

Major reductions in this proposed budget compared to the current budget are items such as reduction in the interest payment for the Bond (final payment August 2019). Fund transfers are down \$110,000, the warrant article for the capital reserve is not in the budget until after the vote in March. A reduction in federal grant revenue is estimated to be approximately 8% (2 positions) due to sequestration which has been moved from the grant fund to the general fund under salaries.

Mr. Stokinger provided a one page summary sheet, by object code, sorted by variance, smallest to largest and another report sorted by account number. He also provided the full function object report which is the format used in the annual report. Mr. Stokinger pointed out the reduction in Driver's Ed is due to a car purchase in the current budget and not one in the 2013-2014. There were some corrections made to the speech salary accounts to separate the professional pathologists from the speech/language assistants. Previously these two different position types were lumped together which was an incorrect accounting practice.

Utilities were level budgeted for 2013-2014; Mr. Stokinger stated he has been able to secure good pricing.

Staffing is currently being studied and Mr. Stokinger anticipates some reductions due to open positions that were not filled this year and are not expected to be needed next year. How many positions are expected to be cut is still undecided. The Superintendent will be working on that over the next few weeks and will hopefully have some ideas by the next meeting.

The new administrative position, Director of Professional Learning held currently by Mrs. Armfield shows is in a new account number under function code 2213. She replaced a teacher who was performing many of the tasks that have come to be Mrs. Armfield's responsibilities, such as running the mentor program. Mrs. Gustafson was

the teacher who retired last year who performed that service for the District. A portion of Mrs. Armfield's position was funded by a cut of an administrative position at the Middle School.

Mr. Stokinger reminded the committee this is officially Draft 1 of the proposed 2013-2014 Budget. As new information is received and additional changes are made, he will track them separately so it is clear what changes have been made as we move forward. Mr. Fantasia requested an increase for his Athletic Trainers since the presentations were done at the PAC, which Mr. Stokinger entered for him.

Snow removal at the various locations was questioned and Mr. Stokinger explained the High-Middle School complex is plowed by our staff and equipment while the elementary schools are plowed by the Town vehicles and staff. At the HS/MS complex there are some winters where the parking lot snow is moved to the back fields for safety and space reasons.

Mr. Barczak questioned if a "buffer" is built into the budget as he has heard from different taxpayers. Mr. Stokinger explained that we are a zero based budget and budget only what we need. For example, I have good records on how much fuel and energy we need to run the buildings, but I don't know what the rates will be for electricity, oil etc. 18 months from now. Based on the latest contract pricing, the consumer price index and his experience, I do the calculation at an estimated rate.

Ms. Rochford asked Mr. Stokinger to explain the process the year the High School had a leach field failure and how that unexpected cost was paid for. Mr. Stokinger stated we essentially froze all the equipment purchases. The cost of the new leach fields ended up being less than what was feared, so some equipment lines were opened again after the estimates for the replacement came in lower than expected. Mr. Stokinger reminded the Budget Committee, it is by State Statute the Budget cannot be over expended. That is why they immediately froze all equipment accounts and would have had to move on to freezing supply accounts if the cost had been more than anticipated.

Mrs. Green questioned how cuts are made when the Budget Committee requests a reduction of the proposed Budget. It was agreed it can be done either in a general request of a reduction of x dollars or a specific item can be removed from the Budget. It has been done both ways in the past.

The historical process regarding the TTA contract negotiations was briefly discussed. The TTA contract, once it has been accepted by both the Union and the School Board, will be made public and will be a separate warrant article in March. The average historical salary increase for the TTA contracts has been about \$1 million dollars per contract.

11. Other Business:

Mrs. Green asked if it would be possible to eliminate the private area of the Budget Committee SharePoint site and just have the one public area. It was agreed the contact information would remain in the private area but all the reports can be posted to the public area.

Mrs. Rothwell made a motion and was seconded by Ms. Rochford, to hold off on answering questions submitted by Mr. Francoeur via email just before this meeting so he can be here to hear the answers and to give the administration time to research them.

Vote: Five in favor. One against.

Mrs. Rothwell made a motion and was seconded by Ms. Rochford to **not** make any specific requests of the administration at this time regarding cutting the proposed budget, but to wait and see what the second draft of the proposed budget looks like at the next meeting, giving the new Superintendent a chance to make his cuts.

Vote: Five in favor. One against.

12. Future Agenda and Dates: Mrs. O'Neil requested the Public Hearing and Deliberative Session dates be added to the next agenda. The next scheduled meeting is Tuesday November 20, 2012. Ms. Rochford asked if the Public Hearing and Deliberative Session Dates can be listed on the Town channels to notify people who don't watch the school channel. Mr. Stokinger stated he knows we notify all the towns the dates we have scheduled our meetings. He will be specific about asking them to list our dates on their channels.

With no further business to come before the committee, Mrs. Rothwell made a motion and was seconded by Ms. Rochford to adjourn at 9:17 pm.

Vote: Unanimous.

Respectfully Submitted,  
Kathy Smith  
Recording Secretary  
Approved 11-20-2012