

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

**Regular Meeting**  
**October 27, 2011 – 7:00 PM**

**SAU # 55 Office**  
**Plaistow, NH**

**AGENDA**

1. Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes – October 13, 2011
5. Correspondence
6. Delegations and Individuals
7. Expenditures and Receipts Reports
8. Reports of Committees
  - a. Budget Committee Members
  - b. School Board Representative
9. Unfinished Business
10. New Business
  - a. 2012 – 2013 Budget
11. Other Business
12. Future Agenda and Dates

Budget Committee:

- a. Thursday, November 10, 2011 – 7:00 p.m. at SAU
- b. Tuesday, November 22, 2011 – 7:00 p.m. at SAU

Other Meetings:

- a. Wednesday, November 16 – 7:00 p.m. SAU Public Hearing on 2013 Budget
- b. Tuesday, December 13 - 8:30 a.m. Facilities Comm., SAU Boardroom
- c. Tuesday, December 13 - 10:15 a.m. Safety Comm., SAU Boardroom

\*\*\*\*\*Draft\*\*\*\*\*

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

Regular Meeting Joint with School Board  
October 13, 2011  
7:00 p.m.

PAC, 40 Greenough Road  
Plaistow, New Hampshire  
03865

1. Call to Order:

Mrs. O'Neil and Mrs. Aubrey called the meeting to order at 7:00 p.m. The pledge of allegiance was recited.

2. Roll Call:

Present: Mrs. O'Neil, Mr. Spero, Ms. Rochford, Ms. Conte, Mr. Bouchard, Mrs. Holt, Mrs. Chaput and Mrs. Lisi.

Absent: Mr. Cook.

School Board Members Present:

Mrs. Aubrey, Mr. Collins, Mrs. Kosta, Mr. Mascola, Mr. Paone, Mr. Porcelli and Mrs. Withee.

Absent: Mr. Baldwin, Mrs. Steenson and Mr. Bealo.

Timberlane Administration Present:

Mr. LaSalle, Superintendent,

Mr. Winfried Feneberg, 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

Mr. Woodworth, High School Principal,

Mr. Michael Hogan, Middle School Principal

Mrs. Wilson, Director of Pupil Personnel,

Mrs. Rincon, Assistant Director of Pupil Personnel,

Mr. Holland, Director of Technology,

Mr. DiBartolomeo, Director of Music and Performing Arts Center

Mr. Fantasia, Athletic Director

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. LaSalle started the PowerPoint presentation with a brief introduction and the review of the agenda. He explained this is the beginning of the 2012-2013 Budget process. The administrators would be available to attend any additional Budget Committee meetings if requested.

Mr. LaSalle stated many of the unknowns from last year's budget process due to the State Budget not being set, has been settled with the passing of the biannual state budget. Timberlane is still making up for an unanticipated expense which nets to about a half million dollars due to the state not paying their 35% share of the teacher retirement. Mr. LaSalle also reported that some of the traditional negative drivers may not be as bad during this process such as health insurance and energy. The TTA contract has expired so if there are to be any raises for the TTA members, it will be in a separate warrant article and not included in the operating budget. One negative is making up for the loss in ARRA funds. Enrollment continues to be a gentle decline and therefore the number of staff has also followed the same trend.

Mr. Stokingler gave a brief presentation indicating he is in agreement that many of the problems we worried about last year, are gone for this year. School Building Aid and Adequacy Aid were both reinstated by the state which had the potential to be a large loss in revenue. Driver Education state revenue is gone, however that wasn't a huge amount of money for the district and the students are now paying a little more to make up for some of the loss in revenue. Catastrophic Aid is expected to be reimbursed in the mid 60% range per the State. The health insurance guaranteed max has not been given issued by the insurance company, however they have indicated the increase should be very moderate compared to past years. Facilities projects will be reviewed at the next facilities meeting on Tuesday October 18, 2011 and a list of projects that take priority for the 2012-2013 school year will be agreed upon and presented at the next Budget Committee Meeting.

Mrs. Killen described the initiatives that are affecting her budget like new online resources such as TechSteps which teach and track technology skills to students. Another initiative is purchasing Deluxe eSuite for Math which provides teachers with access to the ePresentations, eToolKit and the online iTLG ebook. Students will also get access to the online EM(Everyday Math) Games and the Interactive My/Student Reference Book. Mrs. Killen stated they wish to purchase the following assessment platforms NWEA (Northwest Evaluation Association) which is similar to the NECAP tests with 24 hour feedback to help tailor the curriculum as needed. DIBELS, which stands for Dynamic Indicators of Basic Early Literacy Skills is a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills. Linkit for K-12 schools improve student performance through the use of real-time data. Linkit is focused on creating a comprehensive system for assessment creation, delivery, scoring and reporting and can be used in conjunction with our existing PowerSchool database. This is the second year using Linkit after the first year being a free trial period. Additional materials and resource kits Mrs. Killen wishes to purchase in 2012-2013 are upgraded portions of EM 2012 edition. Student resource books as well as science leveled readers. Additional literature will also be purchased to support the K-5 writing program.

Mr. Strange reminded everyone that last year he did not have any large scale curriculum purchases for 2011-2012 which caused his budget to be lower than it has been in prior years. For 2012-2013 there is a variety of new business courses being offered at the high school and a new math literacy program. Additionally the high school will have new science courses to be held in the new science labs. Adobe Creative Suite 5.5 will be purchased to tie all the different types of work done by the students together and to make the various programs all look and feel similar and easy to use for all students in all course from Journalism to Film Studies. Additional purchases scheduled for 2012-2013 is the MathFlex program, NWEA for grades 6-8 and E-readers for the entire freshmen class.

Mr. Woodworth presented the High School proposed budget. The High School will be focusing on technology and performance based instruction. Equipment needs for 2012-2013 is a new Driver Education vehicle, which is a large piece of the increase in his budget. Additional items needed is a dishwasher, pottery wheel, white boards, cameras, tables and chairs, refrigerator, incubator and microwave oven for the science labs. Other new initiatives for 2012-2013 will be a transition program for the freshmen which involve traveling to adventure lore located in Danville NH. His proposed budget is up \$37,445.

Mr. Hogan presented the Middle School proposed budget. Some items that Mr. Hogan will be asking for are; a new circulation desk and rolling shelving for the library to make that space more versatile. Also he will be asking for a new video production lab to be built for the students to use. Additionally the Middle school would like to start using the SRI, Scholastic Reading Inventory program which tests and tracks the students as they improve their reading skills. Additional costs in the middle school budget will be the shift of the expenses for the read 180 program from the Curriculum budget to the Middle school budget. Overall his budget requests are up \$13,424 from the current budget.

Mr. DiBartolomeo presented the Music and Performing Arts Center proposed budget. He reviewed the large number of students involved in the Music and Drama and described a program that is far above the average school music program. His overall budget request, which is affected mostly by the increase in fees for the SmartMusic licenses and the price of the subscription, is up \$4,576.

Mr. Holland presented the District Technology budget and the Business Services budget. The new initiatives in Business Services is the purchase of InfoSnap which is an online admissions and registration program designed specifically for Pre K - 12 schools and Oasis which links the assessment process with the current mylearningplan professional development program. The business services part of Mr. Holland's proposed budget is up \$21,560.

The Technology Department portion of his budget is up \$30,864 due to the following new initiatives, adobe CS5 master collection for k-12, Microsoft school agreement fee, Research and Destiny (library) renewals, distance learning, video equipment for the new middle school video lab, updating the TEN Network equipment, new servers for Pollard and Sandown North as well as the annual replacement computer schedule. The PAC will also be needing replacement cameras and control equipment.

Mr. Fantasia presented the Athletic Department proposed budget. Mr. Fantasia stated the PE and Health Curriculum have been recently improved and additional course selections have been developed. Instruction in this area is also utilizing technology. Half the laptops they need were purchased last year and the second half is scheduled for 2012-2013. Additionally there has been an increase in sports participation which has also affected his budget request for next year. TRHS was awarded the sportsmanship award for 2011 which Mr. Fantasia stated he was very proud of. Some increased costs are the athletic trainer fees, officials, NHIAA dues and transportation costs. He is instituting three new initiatives for 2012-2013,

1. Adding a swim team,
2. Adding a second volleyball court in the large gym and
3. Funding the students who attend the NHIAA student ambassador overnight program.

Overall his budget request is up \$13,037.

Mrs. Wilson presented the Pupil Personnel Budget and she reminded everyone this is her first Budget here at TRSD and she took a lot of time reviewing every actual expense in prepping for this proposed Budget for 2012-2013. She also reminded everyone that the ARRA funds are gone. Mrs. Wilson spent considerable time with her staff to review the materials and supply requests to confirm they were actually necessary items. Another change made is consolidating the 320 and 330 object codes. She explained the special education students are legally the school districts responsibility until they receive a diploma or reach 21 years old. The school is therefore required to prepare these students to transition to life after school. There is an increased need for more of these services which is normally done by an outside service that accompany the students with learning to use public transportation and other important life skills etc. The IDEA grant is anticipated to cover 16 staff members and 3 vendors. Other revenue sources were reviewed with total anticipated revenue of \$1,996,146 in 2012-2013.

Mr. Hughes was on vacation so Mr. Stokinger presented the Facilities Operations budget. There were no new initiatives within the day to day operation of facilities. Overall his budget request is up \$1500 from the current year budget due to the increase costs for snow removal and fuel. Then Facilities Committee will be meeting on Tuesday October 18<sup>th</sup> and will be deciding the priority for the facilities projects to be included in the 2012-2013 school year.

Mr. LaSalle gave a brief conclusion to the presentations. There was a brief question and answer session held. Mr. LaSalle adjourned the Budget Presentation portion of the meeting at 8:43 p.m.

The Budget Committee members reconvened after a 10 minute recess.

Ms. Rochford made a motion and was seconded by Mrs. Holt, to accept the minutes of September 8, 2011 with corrections made.

Vote: Five in favor. Three abstains, Mr. Spero, Mr. Bouchard and Mrs. Chaput.

Mr. Stokinger distributed the financial reports that support the evening's budget presentations as well as the enrollment estimates.

Mrs. O'Neil reported attending the Curriculum and Assessment Meeting. Mr. Collins gave the School Board report. He stated the last school board meeting included a mini bond item for renovating the gym and locker rooms at the high school.

Mr. Stokinger reviewed the next steps to see if the Committee wanted him to invite any administrators to the next Budget committee Meeting. Mrs. O'Neil stated they would prefer to review what has been handed out so far and formulate questions for the next meeting.

Mr. Collins also reminded the Budget Committee that a TTA warrant article will be on the Ballot in March and it is the wish of the School Board to have that warrant article pass.

Ms. Rochford made a motion and was seconded by Mrs. Lisi to adjourn the meeting at 9:05 pm.  
Vote Unanimous.

Respectfully Submitted,  
Kathy Smith  
Recording Secretary

## Enrollment Projection Budget SY 2012-2013

<b>2011-2012</b>	<b>AA</b>	<b>DA</b>	<b>PE</b>	<b>SN-C</b>	<b>TRMS</b>	<b>TRHS</b>	<b>Grade Total:</b>
PreK	32		65				97
K	32	45	68	62			207
1	77	23	72	73			245
2	52	62	87	73			274
3	78	53	91	70			292
4	92	56	78	84			310
5	70	63	75	87			295
6					341		341
7					337		337
8					344		344
9						354	354
10						336	336
11						371	371
12						357	357
<b>School Total:</b>	<b>433</b>	<b>302</b>	<b>536</b>	<b>449</b>	<b>1022</b>	<b>1418</b>	

<b>2012-2013</b>	<b>AA</b>	<b>DA</b>	<b>PE</b>	<b>SN-C</b>	<b>TRMS</b>	<b>TRHS</b>	<b>Grade Total:</b>
PreK	28	24	60	24			136
K	45	45	70	65			225
1	37	52	78	71			238
2	77	23	72	73			245
3	52	62	87	73			274
4	78	53	91	70			292
5	92	56	78	84			310
6					295		295
7					341		341
8					337		337
9						344	344
10						354	354
11						336	336
12						371	371
<b>School Total:</b>	<b>409</b>	<b>315</b>	<b>536</b>	<b>460</b>	<b>973</b>	<b>1405</b>	

Kindergarten is an estimate based on the NESDEC Report and local calculations.  
Grade 1 is based on previous year increased by 15% for private kindergarten .

Timberlane Regional School District

Building & Site Major Maintenance & Renovation Spending

Accounts 4600 & 4200

	<u>2013 Proposed</u>	<u>2012 Budget</u>	<u>2011 Budget</u>	<u>2010 Budget</u>	<u>2009 Budget</u>
Building & Site Maint & Renovation (in Operating Budget)	615,900 <i>Fac. Comm.</i>	353,200	676,100 <i>incl HS Lab Phase II (\$326k)</i>	676,100 <i>incl Danv kitchen, roof &amp; well</i>	598,640 <i>incl HS Lab Phase I (\$360k)</i>
Warrant Articles from Cap. Res.		300,000 <i>Pollard kitchen</i>	225,000 <i>AA kitchen</i>	none	144,000 <i>MS Spec. Educ area</i>
<b>Total</b>	<b>615,900</b>	<b>653,200</b>	<b>901,100</b>	<b>676,100</b>	<b>742,640</b>

# Maintenance and Renovation Projects TRSD Budget Preparation - FY 2013

Priority	Project	Estimate			2013 Bldg Total
		2011	2012	2013	
<b>Account 4600-450, Building Renovations &amp; Improvements</b>					
	<i>2011 budget \$608,850, 2012 budget \$273,400</i>				
M	AA 1803 basement remove 8 pumps inst.VFD 2 pump syste		\$26,000		\$26,000
M	AA siding 87/95 wing		\$34,000		\$34,000
M	AA Siding Dyke Auditorium		\$27,000		\$27,000
M	AA Generator		\$200,000		\$200,000
1	AA 1803 fire doors		\$3,000		\$3,000
2	AA 1803 paint front of building		\$7,000		\$7,000
2	AA 1803 vinyl side 2 sides and back of building		\$22,000		\$22,000
1	AA playground door replacement		\$4,500		\$4,500
1	AA 5th grade wing door replacement		\$6,200		\$6,200
1	AA boiler room door replacement		\$1,200		\$1,200
1	AA café door replacement		\$2,200		\$2,200
					\$46,100
1	DE update toilets/sinks 62/87 wings		\$3,500		\$3,500
3	DE Generator		\$200,000		\$200,000
2	DE café lighting replacement		\$5,700		\$5,700
2	DE gym lighting replacement		\$7,000		\$7,000
1	DE '87 wing lighting		\$10,800		\$10,800
1	DE '87 wing HVAC work (ceiling related)		\$3,500		\$3,500
1	DE '87 wing suspended ceiling (9 classrooms)		\$20,000		\$20,000
					\$250,500
1	District gym floor refinishing		\$12,500		\$12,500
1	District window replacement/upgrade (50 @ 330)		\$16,500		\$16,500
1	District wide MSDS online program		\$2,000		\$2,000
					\$31,000
M	Elem. - internet based Bldg Mgt system (\$20k ea)		\$20,000		\$20,000
M	Elem. - internet based Bldg Mgt system (\$20k ea)		\$40,000		\$40,000
M	Elem. - internet based Bldg Mgt system (\$20k ea)		\$40,000		\$40,000
					\$0
L	HS Rms 114 & 116 science lab casework		\$40,000		\$40,000
M	HS athletic office ductless A/C		\$5,000		\$5,000
L	HS athletic outside storage inadequate		\$1		\$1
1	HS carpet Food Service Dir.office		\$1,500		\$1,500
M	HS carpet main office/hallway/Guidance/reception		\$14,500		\$14,500
L	HS office space inadequate		\$1		\$1
L	HS remove expansion tank custodial area		\$3,500		\$3,500

# Maintenance and Renovation Projects TRSD Budget Preparation - FY 2013

Priority	Project	Estimate	2013 Bldg Total		
			1 to 2 Yrs.	3 to 5 Yrs.	Total
L	HS storage inadequate	\$1			\$1
1	HS gym floor painting (add volleyball lines)	\$4,000	\$4,000		
L	HS Locker Room upgrade	\$1			\$1
L	HS Locker Room lockers	\$1			\$1
L	HS gym air handler replacement	\$98,000			\$98,000
L	HS build office for AP secretary	\$3,500			\$3,500
M	HS replace gym foyer exterior siding	\$47,800		\$47,800	
2	HS ductless A/C room 500 (teacher tech room)	\$6,000	\$6,000		
1	HS ductless A/C room 611 (writing lab)	\$6,000	\$6,000		
M	HS IT area expansion	\$3,500		\$3,500	
L	HS work room - create office off hallway	\$2,000			\$2,000
					\$17,500
M	MS IT tech office / library storage	\$6,000		\$6,000	
L	MS kitchen renovations	\$150,000			\$150,000
M	MS N/E facing replace window	\$34,500		\$34,500	
M	MS renovate restrooms	\$20,000		\$20,000	
L	MS replacement of pneumatic to DDC	\$45,000			\$45,000
M	MS south facing window replacement	\$19,000		\$19,000	
M	MS café RTU	\$18,000		\$18,000	
1	MS carpet curriculum/AP office	\$3,000	\$3,000		
1	MS curriculum/AP office	\$4,200	\$4,200		
1	MS video lab	\$13,000	\$13,000		
					\$20,200
M	PAC siding - bottom section	\$160,000		\$160,000	
M	PAC siding - top section	\$160,000		\$160,000	
					\$0
2	PE 100/300 classroom sink replacement	\$12,000	\$12,000		
L	PE BR remove 10 cir pumps replace w/VFD 2 pump sys	\$35,000			\$35,000
M	PE build overhang @ elevator entrance	\$8,500		\$8,500	
M	PE room 301 recarpet	\$1,800		\$1,800	
M	PE window replacement 87/95 wing, library	\$44,100		\$44,100	
1	PE IT area office for security	\$3,500	\$3,500		
1	PE paint exterior 95 wing	\$8,200	\$8,200		
1	PE suspended ceiling 87 wing (5 classrooms)	\$12,000	\$12,000		
1	PE sprinkler work in 87 wing	\$3,500	\$3,500		
1	PE HVAC 87 wing SA/RA grills ductwork	\$1,500	\$1,500		
1	PE lighting 87 wing	\$6,500	\$6,500		
1	PE T-12 light replacement (40/2/8', 16/2/4')	\$23,500	\$23,500		
M	PE Generator	\$4,500	\$4,500		
		\$200,000		\$200,000	

# Maintenance and Renovation Projects TRSD Budget Preparation - FY 2013

Priority	Project	Estimate	2013		2013 Bldg Total	
			1 to 2 Yrs.	3 to 5 Yrs.	1 to 2 Yrs.	3 to 5 Yrs.
						\$51,700
1	SAU carpeting/painting	\$4,300	\$4,300			
M	SAU Board room renovation	\$19,000	\$19,000			
1	SAU roof replacement	\$19,000	\$19,000			\$23,300
M	SC 87 wing window replacement (37 @ \$330)	\$12,210		\$12,210		
M	SC classroom sink & cabinet replacement	\$12,000		\$12,000		
M	SC kitchen renovations	\$100,000		\$100,000		
M	SC phase III siding (gym)	\$67,000		\$67,000		
L	SC Generator	\$200,000			\$200,000	
1	SC paint interior gym walls	\$8,500	\$8,500			
1	SC T-12 replacement (136/2/8, 13/2/4')	\$12,500	\$12,500			\$21,000
L	SN additional parking w/area for field	\$50,000			\$50,000	
1	SN Guidance carpet replacement	\$1,800	\$1,800			
L	SN Gym Cafe install A/C unit	\$65,000			\$65,000	
1	SN music room carpet replacement	\$3,800	\$3,800			
1	SN office carpet replacement	\$4,000	\$4,000			
L	SN redundant back-up boiler	\$70,000			\$70,000	
1	SN T-12 replacement (14/2/8')	\$1,500	\$1,500			
L	SN Generator	\$200,000			\$200,000	\$11,100
	<b>Total Projects</b>	<b>\$2,774,315</b>	<b>\$472,400</b>	<b>\$1,339,910</b>	<b>\$962,005</b>	<b>\$472,400</b>
					\$2,774,315	
	<b>Priority Legend</b>					
	1 - Essential	1	\$212,700			
	2 - High	2	\$59,700			
	3 - Medium	3	\$200,000			
	M - Medium, 1-2 years in the future					
	L - Long Term 3-5 years in the future					
		Total	\$472,400			

# Maintenance and Renovation Projects TRSD Budget Preparation - FY 2013

Priority	Project	Estimate	2013	1 to 2 Yrs.	3 to 5 Yrs.
<b>Account 4200-430, Site Renovations &amp; Improvements</b>					
	<i>2011 budget \$67,250, 2012 budget \$79,800</i>				
<b>M</b>	PE - pave bus circle	\$31,000	\$32,000	\$31,000	
<b>1</b>	PE - new well, etc.				
<b>M</b>	SC pave back of building	\$40,000		\$40,000	
<b>M</b>	HS - remove island in front of PAC	\$1,800		\$1,800	
<b>1</b>	HS - bus loop entrance paving	\$25,000	\$25,000		
<b>1</b>	HS - gym entrance concrete	\$12,000	\$12,000		
<b>1</b>	HS - Main entrance paving (Greenough Rd turning lane)	\$30,000	\$30,000		
<b>1</b>	HS - bus loop sidewalk - athletic area	\$9,000	\$9,000		
<b>L</b>	HS - concession stand, patio (Athletic concession discussion)	\$1	\$1		\$1
<b>1</b>	HS - track repair (repair & repaint)	\$20,000	\$20,000		
<b>1</b>	HS - Greenough Rd student parking tree removal/paving	\$8,000	\$8,000		
<b>1</b>	District - parking lot line painting	\$7,500	\$7,500		
<b>M</b>	District - 5 year paving plan	\$1	\$1	\$1	
<b>L</b>	Greenough Rd sidewalk (Plaisow grant initiative)				\$0
		\$216,302	\$143,500	\$72,801	\$1
					\$216,302
	<b>Priority Legend</b>				
	1 - Essential	1	\$143,500		
	2 - High	2	\$0		
	3 - Medium	3	\$0		
	M - Medium, 1-2 years in the future				
	L - Long Term 3-5 years in the future				
	<b>Total</b>		\$143,500		