



TIMBERLANE REGIONAL SCHOOL DISTRICT

Serving the communities of Atkinson, Danville, Plaistow and Sandown

Deliberative Session

Robert Harb, Moderator

February 4, 2021

Timberlane Regional High School
36 Greenough Road, Plaistow, NH

Budget Committee Members

ATKINSON

Julie Hammond (2023)
Phil Sherwood, Vice Chair (2021)

PLAISTOW

Peter Bealo (2021)
Michael Mascola (2023)
Sue Sherman (2021/22 Appointed)

DANVILLE

Kristi Auclair (2022)
Todd McCormick, Chair (2023)

SANDOWN

Steven Finnegan (2021/22 Appointed)
Cathleen Gorman (2021)

SCHOOL BOARD REPRESENTATIVE

Brian Boyle



School Board Members

ATKINSON

Brian Boyle (2023)
Jennifer Silva (2021)

PLAISTOW

Sarah Machemer (2021)
Barbara Kiszka (2023)
Kristin Savage, Vice Chair (2022)

DANVILLE

Dr. Kim Farah, Chair (2023)
Shawn O'Neil (2022)

SANDOWN

Lee Dube (2021)
Sheila Lowes (2022)



Meeting Rules

1. Masks are required and social distance must be maintained at all times.
2. Chairs in the gymnasium should stay in place.
3. No smoking. Turn off cell phones or set them to vibrate.
4. Each person will treat every other participant with courtesy and respect.
5. Any voter who wishes to address the meeting will approach the microphone, be recognized by the moderator, and will then state his or her name and address and spell the last name.
6. General comments will be limited to 5 minutes maximum.
7. Speakers shall remain at the microphone for answers to their questions.
8. All questions to the School Board, Budget Committee or other officials or meeting participants will be directed to the moderator.
9. Each voter who desires to speak on an article will be given a chance to do so before any voter is given a second opportunity to speak on the same issue.
10. Makers of motions and seconds will state their name for the district clerk.



Meeting Rules

11. Only one amendment will be allowed on the floor at any one time. No amendment to an amendment will be allowed; such proposals will be dealt with as subsequent amendments after the first amendment has been voted upon. Amendments must be in writing and signed by the voter along with their printed name.
12. Secret ballots must be requested by 5 voters in writing and signed by the voters (verified by the clerk) and made before the vote on an article.
13. Challengers to any voice vote require 7 or more voters immediately after it is announced who then may request a written ballot.
14. Municipal Budget Act – 10% limit will be explained by the School Board Chair or District Attorney if necessary.
15. Reasonable discussion on both sides of a motion will be allowed before a “call the question” will be accepted by the moderator. A 2/3 vote is required for a call the question.



Meeting Rules

16. Any amendment of financial amounts must be stated in dollars. Percentage figures must be converted to dollar amounts.
17. Upon appeal of any ruling by the moderator, a majority vote will prevail.
18. Roberts Rule of Order will be used as a guide only.
19. At any time during the meeting these rules may be altered by a majority vote.

Without objection from the floor, we will adopt these rules for the conduct of the meeting subject to change.

We are now ready to move to the Warrant.



First Session of Annual Meeting

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 4th day of February 2021, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number 10. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.



Second Session of Annual Meeting (Voting)

Voting on warrant articles numbered 1 through 10 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 9th day of March 2021, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Plaistow Public Works Garage from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm



Article 1 – Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	3-year Term
Plaistow Voters	School Board Member	3-Year Term
Sandown Voters	School Board Member	3-year Term

Atkinson Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	1-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Sandown Voters	Budget Committee Member	1-Year Term
Sandown Voters	Budget Committee Member	3-Year Term



Article 2 – Operating Budget

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$74,318,918**? Should this article be defeated, the operating budget shall be **\$74,973,634** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0

Recommended by the Budget Committee 7-1-0



Budget Process

- Developed in accordance with applicable NH Statutes
 - RSA's 32, 33, & 195
- Incorporation of the Budget Committee's Mission Statement
 - The Budget Committee will develop a fiscally sound annual budget that will optimally meet the needs of the District, by working with District personnel and in consultation with the School Board. Throughout the budget process, the Budget Committee will take into consideration district taxpayers as well as support for staff, rigor, evaluation and accountability initiatives that drive student achievement.



Budget Process

- Review of actual expenditures in prior years
- Consideration for staffing and enrollment projections
- Deliberation of capital improvements requested within the Capital Improvement Plan (CIP)
- Collaboration with Administrators, Department Heads, Teachers, and many others



Budget Overview

2020 - 2021 Budget: \$73,304,644*

2021 – 2022 Proposed: \$74,318,918

Net Change: \$ 1,014,274

% Change: 1.38%

**Excl. Capital Reserve Contribution*



Budget Drivers

Major Budget Increases (>\$25k)

- Benefits: \$1.8M
- Salaries: \$607K
- Special Education: \$350K
- Curriculum Initiatives: \$207K
- Student Transportation: \$ 62K



Budget Drivers

Major Budget Decreases (>\$25k)

- Open & Vacant Positions: (\$684K)
- Attrition: (\$450K)
- Existing Positions RIF: (\$300K)
- SAU Withdrawal (\$255K)
- Utilities: (\$110K)
- Contracted Services: (\$100K)



Budget by Object Code *(sorted by account)*

Object Code		FY2022 Proposed	FY2021 Voted	Variance
1xx	Total Salaries	36,468,855	35,861,911	606,944
210	Group Insurance	10,517,520	9,952,544	564,976
220	FICA	2,586,170	2,562,856	23,314
231	Non-teacher Retirement	1,105,930	817,471	288,459
232	Teacher Retirement	5,599,877	4,622,648	977,229
240	Tuition Reimbursement	215,507	211,507	4,000
250	Unemployment Compensation	30,000	30,000	-
260	Worker's Compensation	273,903	261,358	12,545
290	Other Employee Benefits	35,000	35,000	-
Total Salaries & Benefits		56,832,762	54,355,296	2,477,466



Budget by Object Code *(Sorted by Account)*

Object Code		FY2022 Proposed	FY2021 Voted	Variance
310	Official/Admin Sevices	40,000	1,803,315	(1,763,315)
320-340	Professional Services	1,428,283	1,698,952	(270,669)
410	Water/Sewer/Septic	58,000	58,000	-
420	Cleaning Services	100,500	123,500	(23,000)
422	Snow Removal	10,000	10,000	-
43x	Repair and Maintenance	477,749	468,625	9,124
450	Construction Services/Buildings	892,200	892,200	-
490	Other Purchased Property Serv.	6,500	5,001	1,499
519	Student Transportation	3,601,002	3,538,483	62,519
520	Insurance	205,891	200,944	4,947
531-532	Telephone/Comm.	160,240	150,481	9,759
534	Postage	4,300	300	4,000
540-550	Printing/Advertising	16,745	16,795	(50)
56x	Tuition	3,627,000	3,279,844	347,156



Budget by Object Code *(Sorted by Account)*

Object Code		FY2022 Proposed	FY2021 Voted	Variance
580	Travel/Workshops	61,926	44,911	17,015
610	Supplies	1,269,605	1,263,916	5,689
62x	Utilities/Energy	753,006	862,006	(109,000)
640-650	Books/Info Resources & Software	1,134,315	926,551	207,764
73x	Equipment	656,963	632,127	24,836
810	Dues & Fees	87,328	76,293	11,035
830/910	Bond Prin. & Interest	-	-	-
880-890	Miscellaneous Expense	117,103	119,604	(2,501)
930	Fund Transfer (offset by revenue)	2,777,500	2,777,500	-
	Total Other Expenses	17,486,156	18,949,348	(1,463,192)
	Total Expenses	74,318,918	73,304,644	1,014,274



Default Budget Overview

2020 - 2021 Budget: \$73,304,644*

2021 – 2022 Default: \$74,973,634

Net Change: \$ 1,668,990

% Change: 2.28%

**Excl. Capital Reserve Contribution*



Default Budget (*School Board*)

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget and by salaries and benefits of positions that have been eliminated in the proposed budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget and eliminated positions shall not include vacant positions under recruitment or positions redefined in the proposed operating budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision. In calculating the default budget amount, the governing body shall follow the statutory formula which may result in a higher or lower amount than the proposed operating budget.

RSA 40:13, IX (c) "Contracts" as used in this subdivision means contracts previously approved, in the amount so approved, by the legislative body in either the operating budget authorized for the previous year or in a separate warrant article for a previous year.



Default Budget



*New Hampshire
Department of
Revenue Administration*

**2021
MS-DSB**

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Instruction					
1100-1199	Regular Programs	\$20,282,159	\$82,161	(\$58,631)	\$20,305,689
1200-1299	Special Programs	\$11,175,263	\$468,232	\$0	\$11,643,495
1300-1399	Vocational Programs	\$110,000	\$10,000	\$0	\$120,000
1400-1499	Other Programs	\$947,327	\$0	(\$9,395)	\$937,932
1500-1599	Non-Public Programs	\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	\$143,764	\$0	\$0	\$143,764
1700-1799	Community/Junior College Education Programs	\$0	\$0	\$0	\$0
1800-1899	Community Service Programs	\$0	\$0	\$0	\$0
Instruction Subtotal		\$32,658,513	\$560,393	(\$68,026)	\$33,150,880
Support Services					
2000-2199	Student Support Services	\$3,759,952	\$61,145	(\$8,000)	\$3,813,097
2200-2299	Instructional Staff Services	\$1,248,024	\$16,183	(\$2,348)	\$1,261,859
Support Services Subtotal		\$5,007,976	\$77,328	(\$10,348)	\$5,074,956



Default Budget



*New Hampshire
Department of
Revenue Administration*

**2021
MS-DSB**

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
General Administration					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency	\$0	\$0	\$0	\$0
2310-2319	Other School Board	\$228,221	\$0	\$0	\$228,221
General Administration Subtotal		\$228,221	\$0	\$0	\$228,221
Executive Administration					
2320 (310)	SAU Management Services	\$1,748,315	(\$1,748,315)	\$0	\$0
2320-2399	All Other Administration	\$540,154	\$325,090	\$0	\$865,244
2400-2499	School Administration Service	\$3,262,602	(\$236,007)	(\$7,649)	\$3,018,946
2500-2599	Business	\$55,000	\$315,000	\$0	\$370,000
2600-2699	Plant Operations and Maintenance	\$3,761,267	\$17,947	\$0	\$3,779,214
2700-2799	Student Transportation	\$3,538,483	\$132,733	\$0	\$3,671,216
2800-2999	Support Service, Central and Other	\$18,684,413	\$2,310,844	\$0	\$20,995,257
Executive Administration Subtotal		\$31,590,234	\$1,117,292	(\$7,649)	\$32,699,877



Default Budget



New Hampshire
Department of
Revenue Administration

2021
MS-DSB

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Non-Instructional Services					
3100	Food Service Operations	\$0	\$0	\$0	\$0
3200	Enterprise Operations	\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal		\$0	\$0	\$0	\$0
Facilities Acquisition and Construction					
4100	Site Acquisition	\$0	\$0	\$0	\$0
4200	Site Improvement	\$150,000	\$0	\$0	\$150,000
4300	Architectural/Engineering	\$0	\$0	\$0	\$0
4400	Educational Specification Development	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction	\$0	\$0	\$0	\$0
4600	Building Improvement Services	\$892,200	\$0	\$0	\$892,200
4900	Other Facilities Acquisition and Construction	\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal		\$1,042,200	\$0	\$0	\$1,042,200



Default Budget



New Hampshire
Department of
Revenue Administration

2021
MS-DSB

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Other Outlays					
5110	Debt Service - Principal	\$0	\$0	\$0	\$0
5120	Debt Service - Interest	\$0	\$0	\$0	\$0
Other Outlays Subtotal		\$0	\$0	\$0	\$0
Fund Transfers					
5220-5221	To Food Service	\$1,400,000	\$0	\$0	\$1,400,000
5222-5229	To Other Special Revenue	\$1,377,500	\$0	\$0	\$1,377,500
5230-5239	To Capital Projects	\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
5254	To Agency Funds	\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation	\$0	\$0	\$0	\$0
9992	Deficit Appropriation	\$0	\$0	\$0	\$0
Fund Transfers Subtotal		\$2,777,500	\$0	\$0	\$2,777,500
Total Operating Budget Appropriations		\$73,304,644	\$1,755,013	(\$86,023)	\$74,973,634



Default Budget



New Hampshire
*Department of
Revenue Administration*

**2021
MS-DSB**

Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
2320-2399	New SAU 106, reduction in force
2500-2599	New SAU 106
2200-2299	CBA salary increases, one time equipment decrease
1400-1499	One time equipment decrease
2600-2699	New SAU 106 and insurance contractual increase
1100-1199	CBA salary increases, SB reduction in force, remove one time new equipment
2320 (310)	SAU 55 withdrawal, no contractual obligation
2400-2499	Reduction in force and one time new equipment decrease
1200-1299	CBA salary increases, Spec. Ed. tuition increase
2000-2199	CBA salary increases, one time equipment decrease
2700-2799	Transportation contractual increase
2800-2999	New SAU 106, employee benefits contractual increase
1300-1399	State required program increase



Estimated Tax Rate Impact

	2020	2021*
ATKINSON	\$14.26	\$14.49
DANVILLE	\$20.24	\$21.69
PLAISTOW	\$15.38	\$15.46
SANDOWN	\$22.62	\$23.88

*Combined Local and State School Rate

*Based on 2021-2022 TRSD Proposed Budget



Article 3 – One Year Collective Bargaining Agreement (Timberlane Administrative Assistants and Maintenance Union)

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Administrative Assistants and Maintenance Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year.

Fiscal Year	<u>2021-22</u>
Estimated Increase	\$20,836

And further to raise and appropriate the sum of \$20,836 for the 2021-22 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0

Recommended by the Budget Committee 8-0-0



Article 4 – Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 3 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 3 cost items only? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0



Article 5 – One Year Collective Bargaining Agreement (Timberlane Custodians Union)

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Custodians Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year.

Fiscal Year	<u>2021-22</u>
Estimated Increase	\$13,998

And further to raise and appropriate the sum of \$13,998 for the 2021-22 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0

Recommended by the Budget Committee 8-0-0



Article 6 – Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 5 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 5 cost items only? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0



Article 7 – One Year Collective Bargaining Agreement (Timberlane Food Service Workers Union)

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Food Service Workers Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year.

Fiscal Year	<u>2021-22</u>
Estimated Increase	\$4,833

And further to raise and appropriate the sum of \$4,833 for the 2021-22 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0

Recommended by the Budget Committee 8-0-0



Article 8 – Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 7 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 7 cost items only? (MAJORITY VOTE REQUIRED)

Recommended by School Board 7-0-0



Article 9 – Capital Reserve Fund by Surplus

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$250,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2021 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2020-2021 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation.

(MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0

Recommended by the Budget Committee 8-0-0



Article 10 – General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2020 Annual Report? (MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-0-0



Special Meetings

The Timberlane Regional School Board will meet by way of videoconference later in the evening beginning at 9:00pm to finalize article recommendations for the official ballot.

<http://www.timberlane.net/zoomtrsb>

Technology Assistance: 603-382-6541 x 3955

The Budget Committee will meet by way of videoconference on February 5, 2021 at 7pm to finalize article recommendations for the official ballot.

<http://www.timberlane.net/zoombudcom>

Technology Assistance: 603-382-6541 x 3955



VOTE

MARCH 9, 2021

Atkinson: Atkinson Community Center 7am-8pm

Danville: Danville Community Center 8am-7pm

Plaistow: Plaistow Public Works Garage 7am-8pm

Sandown: Sandown Town Hall 8am-8pm