

**Sanborn Regional School District Budget Committee Meeting
October 17, 2013
Approved Meeting Minutes**

Call to Order: 7:10 PM

Attendance:

Members:	Barry Gluck, Chair	Tom Gasse, Vice Chair
	Beth Ann Scanlon	Paul Brisson
	Roger Clark	Patty Stephan
	Alan Felisberto	Nancy Ross, School Board Rep.

Administration: Brian D. Blake, Superintendent
Carol Coppola, Business Administrator (excused)

Public Comment: None.

Committee Comment: None.

New Business:

- **Motion:** Review and approve October 3, 2013 meeting minutes (Mr. Gluck)
 - **Second:** Ms. Stephan
 - **Discussion:** none
 - **Vote:** 7-0-1 (Mr. Felisberto abstained). Motion passed

School Board Report (Ms. Ross):

- The Seminary Building Board of Trustees made a presentation to the School Board. Historically this organization has funded district initiatives, events, and scholarships. This year they provided \$5k for three projects. Dr. Blake mentioned that in the past this group has provided more money to more initiatives, but in challenging financial times, they are trying to build up their base. He also reaffirmed that these funds are completely outside of and separate from District budgets.
- Ms. Ross also reported that the Seminary Building will also be reappearing as a Warrant Article.
- Ms. Ross reported that the School Board received but did not review the Capital Improvement Plan (CIP) for 2014-2019.
- Ms. Ross also reported that, this year, the district will be utilizing SurveyMonkey (see the How It Works section of www.surveymonkey.com for more information) to facilitate broader participation in and collation of survey results regarding Dr. Blake's performance from January 1 through December 31, 2013. In the past, the district distributed a limited number of paper surveys. The move to an online survey tool will enable the district to gather a much broader sample, including any and all district residents who have feedback to contribute. Questions have been pulled from the best of the best surveys used by other districts and have been categorized into survey respondent groups. The results of the survey will not be shared outside the School Board.
- There was some discussion regarding the new tool and its implementation:
 - *Mr. Felisberto:* Will the district be storing and using the email addresses of respondents for future initiatives? Does the district have email addresses for district families for direct distribution of the survey? Is the board weighing the responses they receive? Concerned that only people with extremely positive or negative experiences to report would respond.
 - *Mr. Gluck:* Agreed.
 - *Ms. Stephan:* How will the board ensure a broad representative demographic response?

- *Ms. Ross:* This is the first year, a trial year.
- *Dr. Blake:* The district has used SurveyMonkey for other surveys within the district: to assess training needs, for example.
- *Mr. Gluck:* It is critically important to ensure the survey reflects true performance, as it is being used as a performance evaluation tool.

Old Business:

- None

New Business:

- Welcome back to the Budget Committee for Mr. Alan Felisberto
- Brief review of final financial results for the School District
- Driving Increased Public Awareness of Budget Committee Activities and Actions
 - *Mr. Clark:* Wants to get a broader representation of general citizens
 - *Dr. Blake:* Easiest way to ensure larger, broader participation is to repeal Senate Bill 2 (SB2), which makes it easy for people *not* to attend meetings.
 - *Mr. Felisberto and Mr. Clark:* In the old days, meetings were packed out. Lots of discussion. Vote happened on site, requiring people to be present to vote.
 - *Dr. Blake and Mr. Gluck:* Very difficult to repeal SB2. Each town and school district would have to vote to do so independently.
 - *Ms. Stephan:* Can we put it out as a Warrant Article? Volunteered to do so. Will work with Dr. Blake to obtain appropriate language, as language is prescribed. **Update:** Dr. Blake has sent the language to Ms. Stephan, who will initiate the petition as soon as possible.
 - *Mr. Felisberto and Mr. Gluck:* The discussion at the meetings often resulted in people changing their stance on certain line items.
 - Ms. Scanlon had volunteered to draft a letter to leaders of local civic organizations to invite them and their constituents to attend school board meetings. She will draft the letter shortly and submit it to the team for review. Once approved, she will send it to Dr. Blake's office, where it will be printed and signed by each board member. Ms. Scanlon will write two versions of the letter: one as a specific invitation for individual invitees and one as a general invitation to be distributed to any interested parties. BudCom members were encouraged to spread the word regarding upcoming meetings via any means possible.
 - Ms. Stephan queried Dr. Blake regarding the creation of an email address for the Budget Committee discussed at the previous meeting. Dr. Blake confirmed that BudCom@sau17.org has already been set up. The committee determined that messages received should be routed to Mr. Gluck and he will ensure any messages received are shared at BudCom meetings. We will also add a new standing agenda item, Correspondence Review, to all future meetings.
- Mr. Gluck requested that Mr. Clark and Ms. Stephan post the Budget Process Timeline at the town halls and libraries when we post the agenda for the upcoming 11/20/13 meeting.
- Query to Mr. Gluck for next meeting: Shall we carry over the discussion of a Code of Ethics?

Public Comment:

- Ms. Tammy Gluck (Newton) appeared to welcome Mr. Felisberto.

Committee Comment: None.

Schedule Next Meeting:

- 11/20/13: Joint Meeting, 7 PM, High School library
 - Meeting will be taped
- 11/21/13: Budget Committee Meeting
- 12/05/13: Budget Committee Meeting
- 12/12/13: Budget Committee Meeting
- 12/19/13: Budget Committee Meeting

Motion: To Adjourn (Mr. Gluck)

- Second: Ms. Ross
- Vote: 8-0
- Meeting Adjourned at 8:12

Respectfully submitted,

Patty Stephan, Secretary