

Sanborn Regional Budget Committee

Approved Meeting Minutes
Thursday, May 3, 2018

A meeting of the Sanborn Regional Budget Committee was held on Thursday, May 3, 2018. The meeting was called to order at 7:03 PM. The following were recorded as present:

SRSD Budget Committee:

Annie Collyer, Chairperson
Charlton Swasey, Vice-Chairman
Cheryl Gannon
Sandra Rogers-Osterloh
Jack Kozec
Mary Cyr, Member-at-large
James Doggett
Larry Heath, School Board Representative

The meeting began with a salute and pledge of allegiance to the flag.

1) Welcome to Returning Members and Recording Secretary Caitlyn Louks

2) Approval of Minutes of February 8, 2018

Mr. James Doggett made a motion to approve one set of minutes from February 8, 2018. Seconded by Mr. Jack Kozec.

Vote: Unanimous (8-0) Motion carries

3) Election of Officers:

Chairman: Annie Collyer, Cheryl Gannon

Mr. Charlton Swasey ran the election for Chairman between candidates Ms. Annie Collyer and Ms. Cheryl Gannon. The candidates began by giving personal statements to the members of the committee.

Ms. Annie Collyer spoke first. Ms. Annie Collyer stated that the budget committee had made tremendous progress in the previous years. The committee is on a good road and that they should forge ahead. There were no questions from the other members of the committee.

Ms. Cheryl Gannon spoke second. Ms. Cheryl Gannon presented her credentials and her wish to have productive discussions, with respect for one another's opinions and full transparency. She emphasized that it is not the Budget Committee's role to propose program changes, and that she would make her decisions based on data and evidence. She proposed two items: (1) a serious look on how we gather and disseminate information and (2) request that administrators provide a

summary in writing where a 10% change, increase or decrease, in budget is required. There were no questions from the other members of the committee.

Mr. Charlton Swasey conducted the voting.

Vote: Ms. Annie Collyer (6) Ms. Cheryl Gannon (2) **Ms. Annie Collyer is re-elected to Chair.**

Vice-Chairman: Charlton Swasey

Ms. Annie Collyer ran the election for Vice-Chairman with candidate Mr. Charlton Swasey.

Vote: Unanimous (8-0) Mr. Charlton is re-elected to Vice-Chairman.

Secretary: Sandra Rogers-Osterloh

Ms. Annie Collyer ran the election for Secretary with candidate Ms. Sandra Rogers-Osterloh.

Vote: Unanimous (8-0) Ms. Sandra Rogers-Osterloh is elected to Secretary.

4) School Board Report: Larry Heath

Mr. Larry Heath, representative from the School Board, informed the Budget Committee that the Board's Policy Manual needs to be brought into compliance with state law. It will be worked on over the summer.

The School Board would like more school detail from the Administration on: 1,000 Books were sent to the elementary schools, Honor Society, French Honor Society, and French Society etc. The Middle School is having two student representatives be principal for the day.

There was an appointment of two representatives to the negotiation committee: Jim Baker & Larry Heath.

Mr. Heath stated that the School Board would like to make things more efficient this budget cycle, including him serving as the official conduit in the exchange of information between the Administration and the Budget Committee. This would be in addition to his appointed role as School Board Representative to the Budget Committee. It was implied that the reason for this change stemmed from a reported \$80,000 worth of accrued research hours dedicated by the Administration last budget cycle, responding to inquiries by both the Budget Committee and the School Board.

Ms. Annie Collyer stated that the School Board and Budget Committee are two separate entities under the law, and that Budget Committee procedure is for communication with the Administration to be through the Chairman, not the School Board Representative. She also stated that it is beneficial to the District for the continued communication channels to remain in place.

Ms. Cyr said it is important to note that last year we had several new Administrators, including both a new Superintendent and Business Manager. The dedication of due diligence and discovery was necessary for them to grasp and fully understand the needs and priorities of the district, regardless of which board or committee was seeking answers. The demands for addressing some inquiries may have been especially time consuming for our new school leaders, as certain policies and procedures were not adequately documented by the prior administration.

Mr. Heath clarified the intent to have things be more efficient this year. There was discussion as to whether this was a School Board request or a request from the Chair made in non-public session. There was no vote from the Board.

Mr. James Doggett invited members to a Right-to-Know training to be held by the Board of Selectmen in Newton on June 25.

Ms. Gannon suggested Mr. Heath meet with Ms. Collyer to clarify his role.

5) Public Comment

Jim Baker, a resident of Newton, congratulated the people returning to the committee and the people re-elected affirmed that Mr. Broderick's directions to Mr. Heath were made between non-public sessions without any vote.

Tammy Mahoney would like to welcome the committee to a new season. She is looking forward to a successful budget season and year.

6) Committee Comment

Ms. Sandra Rogers-Osterloh wants updates on items agreed upon by the Administration during the last budget season. She hopes that that new proposed contracts be completed by middle to the end of December because they impact the budgets for the year.

Mr. Jack Kozec would like to see an increase in health insurance contributions in the staff contracts and not just the total amount of the contract.

Mr. Swasey stated that he would like to see the complete employee contract when proposed this year, rather than a summary of changes.

Mr. James Doggett requested raising of hands to speak and not over-talking one another.

7) Set up Budget Calendar

Members reviewed the proposed budget calendar and finalized it.

Mr. Swasey expressed concern that the Budget Committee remain independent of the Administration and other employees, and that he felt there was too much collaboration last budget season. Mr. Kozec agreed..

Mr. Doggett wanted the default budget from the School Board in early December.

Further discussion about the default budget details delays ensued from Ms. Gannon, Mr. Heath and Mr. Doggett, noting that some information like insurance premium is not available until January.

Ms. Mary Cyr suggested that the default budget be based on interim reports of revenue to help guide the budget.

Ms. Collyer will send out a revised calendar to the committee members with an early December preliminary default budget to be forwarded to the Budget Committee from the School Board.

8) Review Procedures and Information for Planning 2019-20

Ms. Collyer's goal would be to see a time, approval and moving forward with the procedure.

Mr. Swasey stated his disagreements with attempted limitations on what could be asked and when by the Superintendent, and that the law does not provide such restrictions.

Mr. Doggett agreed that he did not like the repeated negotiations with the School Board, to present a jointly agreed budget. He will be happy with one School Board request, to which the Budget Committee will make its response and recommendations.

Ms. Gannon stated that she would like to hear answers to questions directly from Department Heads, not just the Superintendent.

Ms. Collyer stated that the department heads were present. The Administration is obligated by the RSA to answer questions and give information, but not to be present.

Mr. Kozec stated that he has no issue with the presentation, regardless of the person presenting the information. He would like to sit down with the School Board to discuss their differences if that occurs.

Mr. Doggett stated that the Budget Committee sent one number to the School Board but the School Board wanted more money. The committee felt pressured to the "wants" the school board submitted.

Mr. Swasey stated that he feels it was driven by the wish list completed by the Superintendent. Ms. Rogers-Osterloh agreed and wants to see an improvement on the budget process.

Ms. Gannon stated that the School Board directed the Superintendent to come up with budgets that were as flat as possible even with the approved contracts.

Ms. Collyer stated that she hears a concern with policy and procedure but there are no solutions or suggestions as to what should be done.

She suggested that **the Committee** come up with budget, present it to the school board, listen and respond to any feedback, and then end the process. There was general agreement with that procedure.

Further requests for information

Mr. Doggett wants a list of staff with corresponding salaries, stipends, benefits excluding the health care premium as well as teaching assignment.

Ms. Cyr wants to denote the cost centers of the budget; viz. the transportation piece of the budget to be broken down by school and then further by sport/activity. Ms. Gannon stated that some sports may mix transportation; i.e. Junior Varsity & Varsity but it must be under the same building. She noted that it would be important to look at the transportation contract when it is up. There is a School Board policy on how long a child can remain on a bus.

Ms. Rogers-Osterloh would like to review the NESDEC results but they are not available until the summer.

Mr. Doggett and Mr. Kozec expressed desire to review the **travel** costs for the administrators. Mr. Swasey recommended that the transportation benefits are made public. Mr. Doggett wants to review end-of-year spending of the budget.

After a review of the PIVOT Table, it was found that ½ of the members use it and ½ of the members did not. Where possible, paper is needed in addition to the electronic version.

Ms. Gannon suggested that any budget change of 5% or more have a written explanation.

Areas for follow-up: Online subscriptions, Math Coordinator position, travel, per student costs for supplies, transportation.

Ms. Collyer reminded members that the Superintendent will be doing a major presentation of his entry plan on June 6.

9) Proposed Next Meeting Date: Thursday, May 10, 7 PM

In Attendance: Superintendent Ambrose, Business Administrator Croteau

The committee agreed to postpone the meeting proposed for Thursday, May 10, 2018 until Thursday, June 7, 2018.

10) Adjourn

Ms. Rogers-Osterloh made a motion to adjourn the meeting. Seconded by Mr. Doggett.

Vote: Unanimous (8-0) Motion carries