

**SANBORN REGIONAL BUDGET COMMITTEE**  
**APPROVED - MEETING MINUTES**  
**THURSDAY, MAY 12, 2016**

A meeting of the Sanborn Regional Budget Committee was held on Thursday, May 12, 2016. The meeting was called to order at 7:40 pm. The following were recorded as present:

<b>SRSB BUDGET COMMITTEE</b>	<b>Annie Collyer, Chairperson</b> <b>James Doggett</b> <b>Patricia Stephan</b> <b>Jack Kozec</b> <b>Charlton Swasey</b> <b>Cheryl Gannon</b> <b>Roberto Miller, School Committee Representative</b>
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<b>EXCUSED</b>	<b>Ami Faria</b>
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The meeting began with a salute to the flag.

**REVIEW AGENDA/ADDITIONS:**

Ms. Gannon requested adding the topic of “Accepted Use of Email” to the agenda.

**LAUNCHPAD & EMAIL ACCESS:**

Ms. Collyer updated the Board on Launchpad along with the information and documents that will be available to the Committee members. The members will also be able to access this information from their home computers and will be able to log in to their Zimbra email account. She explained how they can log in.

**REVIEW AND APPROVE MINUTES:** April 14, 2016

**A motion was made by Ms. Stephan to approve the minutes of April 14, 2016 as written. Seconded by Mr. Kozec. VOTE: 7-0-0 Motion passes**

**PUBLIC COMMENT:** No comments

**COMMITTEE COMMENT:**

Ms. Stephan thanked Corey Masson for setting up the technology for the Budget Committee meetings.

**SCHOOL BOARD REPORT:**

Mr. Miller stated prior to the School Board meeting, the Financial Committee had met. They discussed the purchase of Chrome Books and voted unanimously to get them. They took into consideration the cost of text books and this technology will cost less. There will be some initial

upgrades required to the facilities. Ellen Hume did a PACE presentation at the School Board meeting.

### **SCHOOL BOARD COMMENTS:**

Mr. Masson, Chairperson of the School Board addressed the Committee. He added that the Chrome Books will be intended for Grades 3-10. He reviewed a handout he provided to the Committee outlining things he would like to accomplish as a School Board this year and what he thinks the School Board should address. He explained the School Board Mission Statement might be modified and they are working on goals. He would like to see the School Board become less of a ratifying group and more of one which sets policy and measures results, with consequences for failures. He described what he believes makes a school board effective. Mr. Masson discussed the budget process he would like to use for this year.

The Committee discussed the budget process with Mr. Masson. Ms. Gannon stated this sounds like zero-based budgeting and program based budgeting. Mr. Masson clarified he was proposing a program-based and combination zero-based budgeting.

Ms. Gannon stated when analyzing the proposed budget, she looks at what was spent the previous year and then at the proposed budget. It can be inappropriate to compare the categories of expenditures that have changed. If categories are changed from one year to the next, that would be like comparing apples to oranges.

### **RSA 32 REVIEW**

Ms. Collyer reviewed RSA 32:1 which describes the role of the Budget Committee.

The Budget Committee discussed the RSA's which govern the role of Administration, review of expenditures, budget preparation, emergency expenditures and over expenditures, duties and authority of the Budget Committee, and the duties of the governing body and other officials.

Ms. Gannon questioned how the Budget Committee will review the budget over a 12-month period when we don't get it until 3 weeks before. Ms. Collyer explained she will get to that.

### **BY-LAW REVIEW AND PROPOSED CHANGES**

Mr. Doggett reviewed the By-laws and highlighted the prospective changes he made to make them more relevant. There are a total of 16 by-laws.

Mr. Swasey believes that since by-laws are not enforceable, this is just another document and they should get rid of them.

Ms. Gannon would like to know what other Budget Committees do. She asked to table this for the next meeting. She mentioned that as a Committee, time is needed to review issues before taking a vote.

Ms. Collyer stated the original by-laws can be sent to the members with the by-laws reflecting the proposed amendments. They could act on it at the next meeting.

Mr. Swasey wants the Committee to do something substantive and not waste time on a meaningless document.

**A motion was made by Mr. Swasey regarding the so-called Sanborn Regional School Board Budget Committee By-laws as they exist be revoked and deleted in its entirety. Seconded by Mr. Doggett. VOTE: 7-0-0 Motion Passes**

The By-laws will be removed from the School District website.

Ms. Collyer reviewed the Budget Committee goals using a power point presentation. She went through the five items listed on "How Will We Develop a Passable Budget in 2017". She believes this includes assessing the needs, wants, goals and cost and they need a thorough understanding of existing budgets.

The Budget Committee had a lengthy discussion on the budget process.

Ms. Gannon explained the Committee only saw this document at their last meeting quickly without having the opportunity to think about or discuss it. She asked to go through item by item because she is not sure she agrees with everything.

Mr. Doggett stated their only goal should be to develop a passable budget and the rest is simply the process. He said they need to understand the past budgets.

Ms. Collyer commented she is not ready to abdicate the responsibility of the Budget Committee to the School Board.

Ms. Stephan explained it is the Administration, School Board and Budget Committee who are involved in the process. She believes they need to work hand in hand with the School Board.

Mr. Doggett stated that based on people he speaks with in both towns, the Committee needs to go back to the last approach that worked, which is going through the budget line item by line item.

Mr. Swasey stated the Committee needs to have a thorough understanding of the past, present and future expenditures.

Ms. Gannon believes it is their responsibility to review, assess and look at expenditures, the source of funding and raise questions in order to gain clarity on the proposed budget for the upcoming year. She stated we are supposed to look at the 2017/2018 budget but we don't have it yet. The Budget Committee members can look at past budgets for a better understanding but the governing body develops the budget and that is not the responsibility of the Budget Committee. The Budget Committee reviews the proposed budget presented to them by the governing body, but they do not develop it. It is not the responsibility of the

Budget Committee to analyze line item transfers and question our Administration on why they were made. She feels this is micromanaging the budget. The School Board has to approve the transfers made and they are who has more authority to question. She asked why the Budget Committee is going to be asked to spend time doing what we have no authority to change or do anything about.

Mr. Miller doesn't think they should get hung up on line item transfers. It is his understanding the Administration gives the School Board a budget number and the Budget Committee looks at it with ideas and possibly cuts. He commented the RSA says the Budget Committee prepares the Budget. He doesn't see that happening, the Administration is preparing the budget. He added that we need to decide are we preparing the budget? We cannot do that without the help of the Administration.

### **BUDGET COMMITTEE MISSION AND GOALS**

Ms. Collyer presented the proposed mission and goals.

Ms. Gannon commented on the three goals and stated the only goal that is not covered by the RSA is #3 which is to communicate the depth of investigation and reasoning with the citizens in the community in an effort to gain support for the proposed budget. All other items are listed as their responsibility under the RSA.

Mr. Kozec believes this is a good start. He questioned the budget process and asked who comes up with the decision that the budget will be increased or have a zero increase.

### **ESTABLISH PROCEDURES FOR FISCAL YEAR 2018 BUDGET**

Ms. Collyer provided the Committee with a Budget Process Overview chart and timeline.

Ms. Stephan described the process that is used before the proposed budget is presented to the Budget Committee for review. It is a very lengthy process and urges the citizens to follow this process and hear the why's and how's of the budget process and the decisions that are made along the way. She believes the Budget Committee needs to focus on what matters which, in her opinion, is what was spent. That should be their jump off point, what was spent, not the transfers.

Ms. Gannon believes the videotaping of the Budget Committee meetings will be very helpful for the public. She added that in the past several years, the School Board has had very little conversation about the budget.

**A motion was made by Mr. Kozec to flex end the meetings between 9:00 pm to 9:30 pm.  
Seconded by Ms. Faria. VOTE: 7-0-0 Motion Passes**

**A motion was made by Ms. Gannon to have the Chairperson send out the information she presented tonight in order for the Committee to review and take a vote at our next meeting.  
Seconded by Mr. Kozec. VOTE: 7-0-0 Motion Passes**

Ms. Collyer would like to re-adopt the budget process as designed originally and suggests holding joint meetings with the School Board in September, October and November.

Mr. Doggett likes that idea and said it is a way of getting the basics of the proposed budget in October.

Ms. Gannon agrees and stated they are mainly looking at expenditures and goals of the District and what the Administration is spending to achieve their goals.

Ms. Collyer said the Budget Committee would host the joint meetings which would be held on Thursday nights.

It was the consensus of the Committee to move forward with this.

Ms. Collyer explained historic financial details on budgets versus actuals will be added to the Launchpad and will be updated monthly.

Mr. Doggett would like to have access to the Manifests also.

**A motion was made by Mr. Doggett to receive the Payroll and Vendor Manifests from the School Board. Seconded by Mr. Swasey. VOTE: 6-0-1 (Gannon opposed) Motion passes**

Ms. Collyer will forward the Budget workshop schedule to the Committee members.

### **PUBLIC COMMENT**

Jim Baker of Newton, NH stated that he has attended many meetings over the years. He commented the reason for a Budget Committee is because the Administration are not budget managers. He wants to know that the Budget Committee is evaluating the money the School Board wants by looking back at years of budgets and identifying areas that look good and worth supporting. He wants the Budget Committee to make sure the money is well spent.

### **COMMITTEE COMMENT**

Ms. Gannon referenced the ground rules the Committee had operated under last year. Any documents that are expected to be voted on should be sent 4 days prior to their meeting in order for them to prepare and digest the information they are being asked to make decisions on.

Ms. Collyer agreed. She will email the members notifying them when information becomes available on Launchpad.

Ms. Gannon suggested having a veteran Budget Committee member be a mentor for new Committee members to help them do what they need to do in order to be a competent member of the Committee.

Mr. Swasey said he doesn't need a mentor.

**A motion was made by Mr. Doggett that we want the 'put together budget' by November 1, 2016. Seconded by Mr. Swasey. VOTE: 7-0-0 Motion passes**

Ms. Collyer asked Ms. Gannon if she wouldn't mind tabling the agenda item she requested to the next meeting agenda. Ms. Gannon said that was fine.

Ms. Gannon responded to a remark made by Mr. Baker when he referenced the Administration as not being budget managers. She stated that she is not a budget manager either. No qualifications are needed to run for Budget Committee or School Board. She further added we have a very qualified budget manager who is our Business Administrator. Our Business Administrator has a lot of input into creating the budget with Administrators.

Ms. Collyer commented the school tour was wonderful and very informative. They will be working on scheduling an evening tour also.

There will be a Budget Workshop held in Manchester, NH on September 20, 2016.

### **UPCOMING MEETINGS**

The next meeting of the Budget Committee is scheduled for Thursday, May 26, 2016.

Ms. Collyer requested the members send her agenda items for the next meeting. They will review Launchpad, educational measurements for success and to see where we want to go with other things.

### **ADJOURN**

**A motion was made by Mr. Doggett to adjourn the meeting. Seconded by Mr. Kozec. VOTE: 7-0-0 Motion passes**

The meeting was adjourned at 9:50 pm.

Minutes submitted by,

Linda Mahoney