

SANBORN REGIONAL BUDGET COMMITTEE
APPROVED MEETING MINUTES
THURSDAY, SEPTEMBER 28, 2017

A meeting of the Sanborn Regional Budget Committee was held on Thursday, October 28, 2017. The meeting was called to order by Ms. Collyer at 7:01 pm. The following were recorded as present:

SRSD BUDGET COMMITTEE

Annie Collyer, Chairperson
Charlton Swasey, Vice-Chairman
James Doggett
Sandi Rogers-Osterloh
Mary Cyr
Cheryl Gannon
Jack Kozec
Tammy Mahoney, School Board Representative

The meeting began with a salute to the flag.

INTRODUCTION OF GUESTS AND NEW BOARD MEMBERS

Ms. Collyer welcomed Christi Donovan as the Recording Secretary.

Ms. Collyer announced Business Administrator, Michele Croteau is unable to attend meeting.

Ms. Collyer welcomed Sandi Rogers-Osterloh, a representative of Kingston and new board member.

REVIEW OF AGENDA ITEMS

Ms. Collyer reviewed the upcoming budget presentation dates with the Committee members.

Ms. Collyer made a motion to approve meeting minutes from June 8, 2017. Motion seconded by Cheryl Gannon. Motion passed by unanimous vote.

Report from School Board

Tammy Mahoney, School Board Representative stated that “conservative budget proposals” will be announced on November 1, 2017 at joint meeting by the Superintendent.

Ms. Mahoney announced the approved Budget Calendar.

Ms. Mahoney discussed the vacancy of Assistant Principal for the Middle School and Guidance Director for the High School.

Charlton Swasey questioned School Board and Budget Committee meetings.

Ms. Collyer stated that Tom Ambrose is to present a Flat Budget, a 1-2% decrease and a 1-2% increase per School Board direction, on November 1. Questions regarding that budget should be submitted through her by November 8, 2017 and that answers shall be provided by November 15, 2017. The School Board has scheduled an additional meeting for November 29, 2017 as needed.

Cheryl Gannon asked Tammy Mahoney if the 5 year Capital Improvement Plan was to be revisited. Ms. Mahoney stated that the plan was to be revisited and discussed. Ms. Collyer noted that Mr. Ambrose does not intend to have any proposed capital improvements as a part of the budget proposal.

James Doggett suggested grammatical corrections to the "Capital Improvement" and "Capital Replacement" plans, noting that plans for replacement of musical instruments, textbooks and furniture are not capital investments, and should be called Replacement Plans.

Ms. Mahoney discussed the search for Superintendent.

Report from Budget Committee Guidelines Subcommittee

Cheryl Gannon and Mary Cyr presented the Guidelines for the committee. James Doggett expressed concern with the current wording and content. Charlton Swasey also indicated concern with the current wording and extended content. Suggested modification and abbreviation of current documents is to be sent out prior to next meeting and will be voted on at that time.

Establish Budget Committee Budget Procedure for Fiscal Year 2018-2019

Documents were reviewed on Launchpad.

The Budget Committee reviewed the NESDEC enrollment projections.

Budget Committee Budget-Preparation Process discussed. Superintendent to present proposal at joint meeting on November 1, 2017. James Doggett suggested beginning November 2, 2017 meeting with Business Administrator, Michele Croteau to discuss aggregating and disaggregating facilities and other concerns. Unanimous decision to meet with Michele.

Ms. Collyer set meeting for October 12, 2017 for budget proposal with hard copies and line item detail. Charlton Swasey requested acronyms be avoided. Unanimous decision to meet with department heads established.

Replacement plan to be reviewed on November 9, 2017. Focus will be on Elementary Schools. Invited to attend will include Principals, Assistant Principals and Curriculum Director.

Meeting to be held on November 16, 2017 with focus on Middle School Athletics and Information Technology. Ms. Collyer suggests questions be submitted by November 12, 2017 to be answered at that meeting.

Meeting to be held November 26, 2017 with focus on High School, Special Education and Facilities. Ms. Collyer suggested questions be submitted by November 22, 2017 to be answered at that meeting.

Meeting to be held December 7, 2017 to discuss Budget to be developed by department by December 14, 2017. Goal set to come up with budget by December 21, 2017 and invite the School Board to that meeting. Mr. Kozec suggested that the Committee members review the budget and vote on each department together rather than each member coming up with his or her own budget proposals as has been done in recent years. His suggestion for procedure for preparing the budget was adopted.

Meeting to be held on January 4, 2018 to look at presentation for Public Hearing. The supporting documentation is to be reviewed and finalized.

Public Hearing set to be held on January 11, 2018

Meeting to be held on January 18, 2018 to finalize budget and warrants. If changes are needed, another meeting to be held.

Deliberative Session is set for February 7, 2018.

Public Comment

No public comment

Adjournment

**Motion to adjourn meeting by Ms. Collyer, seconded by James Doggett: Unanimous
The meeting adjourned at 9:07 pm.**

Minutes submitted by,
Christi Donovan