Sanborn Regional School District

Budget Committee Minutes
Thursday April 11, 2019
Sanborn Regional High School Library

District Clerk, Phyllis called the meeting to order at 7:02 p.m.

Present:
Phyllis Kennedy – District Clerk
Annie Collyer - Newton
James Doggett - Newton
Sandi Rogers-Osterloh - Kingston
Mary Cyr, Member-at-Large
Cheryl Gannon - Kingston
Moira Bashaw – Kingston
Jim McCarthy - Newton
Larry Heath, School Board Representative

School District Clerk Phyllis Kennedy called the meeting to order at 7:03 PM.
The Pledge of Allegiance was recited by all in attendance.

Elections of Officers:
Nomination of Chair
Nomination of - Annie Collyer – by Ms. Cyr/Seconded by Mr. Heath. Ms. Cyr spoke on behalf of Ms. Collyer/Seconded by Mr. Heath. Procedure regarding voting on nominees was discussed.
Nomination of - Cheryl Gannon/by Ms. Gannon/Seconded by Mr. Heath – Ms. Gannon presented her nomination letter
Nomination of – James Doggett /by Mr. Doggett/Seconded by Mr. Heath – Mr. Doggett presented his nomination letter
Ms. Collyer presented her nomination letter.
Mr. Heath request that the ballots be made in secret. Ms. Collyer informs -Committee must have a public record of votes – Right to Know Law.
Mr. McCarthy requests further discussion on Right To Know Law after the elections.
Mr. Doggett suggest the use of Team Drive to alleviate this problem.
Ms. Collyer request this subject be added to the agenda.

Election of Chair
Annie Collyer 5/3/opposed-McCarthy, Doggett, Gannon
Cheryl Gannon 3/5/opposed-Collyer, Cyr, Rogers-Osterloh, Bashaw, Heath
James Doggett 0/0

Approval of Minutes:
Both the 4th and 6th of February are in need of approval from the Board
The 6th of February was a meeting after Attorney opinion letter that presentation for Deliberative could be changed from the Public Hearing, contrary to prior information acted on in Feb 4 meeting, and that revote meeting could be held on Feb 6.
Ms. Gannon states she hadn’t received the Feb 6th, minutes (the deliberative session), request the vote be deferred, Ms. Rogers-Osterloih and Ms. Cyr agree. PASSED/ unanimous
Mr. Doggett, motions to approve the minutes of February 4th/seconded by Ms. Rogers-Osterloh. - Unanimous approval.

Nomination for Vice Chair:
Nomination of Cheryl Gannon/ by Mr. McCarthy/Ms. Cyr Seconded

Election of Vice Chair:
Cheryl Gannon - 4/4 -TIE opposed/Collyer, Bashaw, Heath, Rogers-Osterloh
Moira Bashaw - 4/4 -TIE opposed/Gannon, Cyr, Doggett, McCarthy
4/4 vote – further discussion ensues.
Nomination of Mary Cyr/ by Mr. Heath – Ms. Cyr declines nomination.
Second vote for Vice Chair
Cheryl Gannon - 4/4 –TIE opposed/Collyer, Bashaw, Heath, Rogers-Osterloh
Moira Bashaw - 4/4 –TIE opposed/Cyr, Gannon, Doggett, McCarthy
Ms. Gannon withdraws from the nomination.  Ms. Bashaw is new Vice Chair

Nomination of the Correspondence Secretary:
Nominated – Cheryl Gannon/ by Mr. Heath /Seconded by Ms. Collyer
Motion was made/ by Ms. Cyr, that Correspondence Secretary position be deferred until the role has been defined/Seconded by Mr. Heath.
Mr. Heath withdraws his motion of nomination; agrees with suggestion that the position of Correspondence Secretary be considered after guidelines are set/no objections.

Minutes of Feb 4th, 2019 –Vote on previous motion to approve – PASSED/unanimous approval of minutes.

Approval of Recording Secretary:
Motion to recommend/ by Mr. Doggett/hiring of a Recording Secretary/discussion ensues.
Ms. Cyr suggest the position of Recording Secretary and Corresponding Secretary be included in the updated guidelines.

Election of a Recording Secretary:
A call for vote of approval of Judith Schaefer as Recording Secretary/ by Ms. Collyer –PASSED unanimous vote.

Review and Approval of Budget Committee Calendar
Ms. Collyer – Submit any questions on existing or past budgets you might have by September 24th, so the administration has time to answer them.  She noted that there is a lot of Q&A and detail in Team Drive already, so few questions are likely.
- October 10th – To review Budget Process with Business Administrator.  Purpose of this meeting is to become familiar with the new Business Administrator's systems and get answers to any questions you may have.
- October 24th – Meeting if required
- November 6th – Joint Meeting with School Board/hosted by School Board/Budget Presentation
  Superintendent’s request, not a budget proposal, Ms. Collyer noted.  The proposal is the job of the Committee, with attempts to iron out any differences with School Board and Administration.  The final budget is the job of the voters present at the Deliberative Session.
Ms. Gannon proposes; to divide budget into sections.
- November 13th – First portion of budget questions for Administration.
November 20th - Second portion of budget questions and any answers from Administration. Portions to be determined in consultation with the Administration on Nov 6.

November 27th – Responses to Budget Questions from Administration.

December 4th – School Board vote on budget recommendations and all remaining Responses

December 5th - Meeting with Superintendent, Relevant Administrators, answers to questions

December 12th – Review Budget Recommendations, Make Budget Proposal

December 19th - Meeting for Joint Session with School Board, Finalize Proposal – School Board Set Default Budget. Ms. Collyer asks for agreement if possible on the Budget formulation of the Presentation for the Public Hearing.

January 2nd – Budget Committee to meet to finalize Public Hearing Presentation and supporting Documents.

January 9th - Public Hearing

January 16th – We meet to finalize the budget and vote on warrant articles – then this budget goes to the School Board, it is the law.

January 23rd - Meeting to shape the Deliberative Presentation

January 30th - Meeting if needed.

February 5 (6) – Deliberative Session; Meeting to vote on final budget and allocation Recommendations, final votes on all Warrant Articles. Budget is still a proposed Budget. Budget is finalized in the deliberative session by those present.

Procedures for Q&A on Current and Past Operations:
Request we ask the Superintendent to require departments to follow the same procedure of reporting. Have each department be specific in line item detail; including Athletics – Ms. Cyr.

Ms. Collyer notes; Budget Proposal - planned budget for FY beginning July 1st – and current year end estimate will be uploaded to Team Drive, enabling us a look, with year-end unaudited until early September.

Ms. Gannon -Question to Superintendent; since the Budget did not pass, where were the deductions made? – Mr. Heath will investigate.

Sub-Committee for Guidelines Review:
By-laws were carved in granite – Mr. Doggett. Ms. Collyer states; guidelines are a replacement, Ms. Gannon and Ms. Cyr worked on guidelines, approved by then-sitting Budget Committee. It has been 2 years they are in need of update – Ms. Gannon, Mr. Dogget and Mr. McCarthy will be working together to complete those updates, with noticed meetings and minutes. They will elect subcommittee chair.

Next Scheduled Meeting Date:
Budget Committee Thursday, October 10th, 2019 – 7:00 p.m.

Right To Know
E-mails can be sent; you cannot return comment/this is considered a meeting/Mr. Heath
Mr. Doggett advice- Utilize only School supplied Chrome Book for school committee business. Do not use your personal devices, should you go to court, they can be confiscated. Mr. Heath advises: do not download to your personal e-mail.

Ms. Gannon, suggests we add public comments to the agenda.

Public Comment
Jim Baker, Newton;
There is a Chart that you have on your drive that shows what constitutes the right to know violations and what does not.

Pam Brown, Newton
Congratulations everyone. She suggests that the Budget Committee members attend the upcoming sub-committee proposal meetings with the School Board. Specifically; Facilities, Finance and Excellence In Educational Achievement Committees. We have a lot of proposals coming up for the new year, with many changes. We meet Wednesdays, early evenings please attend.

Tammy Mahoney, Kingston
Thank you for serving and I’m looking for to a productive year of collaboration.

Committee Comments
Mr. Dogget I only view school district information on school district lab tops, do not sent to other accounts. I will delete it.

Ms. Cyr; The Town of Newton, last year, had a really good Right To Know presentation. Sponsored by the Municipal Association. Mr. Doggett; I will advise everyone, should the opportunity arise.
M. Heath; Funds are for committees to attend such meetings, contact the Superintendent.

Ms. Gannon; Thanks to past committee members; Charlton Swasey and Jack Kozec for their service. Also thank you to Sandi Rogers-Osterloh and good luck to you. Ms. Gannon addresses the anticipated vacant seat to be left (in the Fall) by Ms. Rogers-Osterloh. She suggests finding a replacement prior to October 10th.
Ms. Collyer; When and IF we receive a resignation, the Kingston representatives (Gannon, Bashaw and Cyr) select the replacement for Ms. Rogers-Osterloh. They will interview and select, in public.

Ms. Gannon; Sub-committee guidelines; regarding chair – the committee to determine Chair. They will submit to this Committee at the October 10th, public meeting. Mr. Doggett; should we receive a letter of resignation; this will result in an emergency meeting, possibly July.

Adjournment
Ms. Gannon Motioned to adjourn/Seconded by Ms. Rogers-Osterloh/PASSED unanimous 8:41 pm

Next Scheduled Meeting Date:

    Budget Committee Thursday October 10, 2019 – 7p.m.

Judith Schaefer
Recording Secretary