

SANBORN REGIONAL BUDGET COMMITTEE
APPROVED MEETING MINUTES
THURSDAY, October 12, 2017

A meeting of the Sanborn Regional Budget Committee was held on Thursday, October 29, 2017. The meeting was called to order at 7:02 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
Tammy Mahoney, School Board Representative

The meeting began with a salute to the flag and called to order at 7:02pm. Jack Kozec was absent as prearranged.

INTRODUCTION OF GUESTS

Ms. Collyer welcomed Michelle Croteau, Business Administrator and the public in attendance.

MEETING WITH MICHELLE CROTEAU, BUSINESS ADMINISTRATOR:

Ms. Croteau explained that the categories will remain and reporting is to be grouped and concise. Sample report hard copy presented to the Budget Committee members as a one page summary expandable with hyperlink to line item detail with comparison to previous numbers.

Ms. Gannon requested clarification on report format. Ms. Croteau explained that the report would be in Excel format and posted to the website.

Ms. Croteau discussed options for report building and expressed a goal of having draft ready to present to the Budget Committee members on November 1, 2017.

Mr. Doggett asked about the availability of background and justifications for each item and expressed the need for paper copies with the itemizations shown.

Mr. Swasey requested +/- shown on the report for easy reading. Ms. Collyer suggested color coding or possibly adding a column to specify or placing a key on the report.

Ms. Collyer is to provide pages of historical data to Ms. Croteau to incorporate information for comparison.

On November 1, 2017 there will be a joint meeting with the School Board with the goal of the full budget being proposed by the Administration.

Mr. Doggett noted the FY17-18 document on launchpad in pdf and Excel format and requested that type of report for current and proposed budget be used as an example of information requested.

Mr. Doggett addressed aggregated and disaggregated charges. Ms. Croteau stated that the Department of Education requires charges to be at a building level.

Ms. Gannon addressed notating increases and decreases in expenses, as well as new request (one time) and new request (recurring).

Ms. Collyer clarified that the use of acronyms will be avoided.

Ms. Croteau stated that she will have the information regarding the review of prior and current budget information. At this point, she is creating a system for current as well as future procedure.

Ms. Collyer stated that the budget spending requests will be presented on November 1, 2017. Questions and answers shall be broken down into categories vs. all at the same time.

Ms. Rogers- Osterloh presented Ms. Croteau with a copy of the powerpoint presentation for last year's budget proposal for reference.

Ms. Croteau referenced the revised meeting schedule that was discussed after she left the meeting. She stated that the changes were meant to be helpful.

Ms. Collyer and the Budget Committee members thanked Ms. Croteau for her attendance.

Ms. Collyer requested a brief recess at 8:02pm.

Meeting recalled into session and reassembled at 8:07pm.

REVIEW AND REVISE BUDGET PROCEDURES

Ms. Collyer went over revised budget calendar.

Ms. Collyer called for a motion to accept budget calendar. Mr. Swasey motioned, Mr. Doggett seconded. Motion passed unanimously.

Ms. Collyer called for a motion to accept meeting minutes from September 28, 2017 with revisions. Mr. Doggett motioned, Mr. Swasey seconded. Motion passed unanimously.

REPORT FROM SCHOOL BOARD

Ms. Mahoney stated official enrollment as of October 1, 2017 was 1,601 students vs. projected 1,632.

Ms. Mahoney stated that the Superintendent addressed the Administrative team. Three goals were adopted.

Motion approved to hire a Counselor Director, not as a new position.

Scope of work, cost addressing High School campus liabilities.

Mr. Ambrose has been hired as the permanent Superintendent. No Superintendent search will be performed.

Mr. Doggett requested a copy of the contract for the Superintendent position.

Ms. Gannon requested clarification on the job description of the Counselor Director vs. Guidance Director and the salary associated with the position.

Ms. Gannon questioned the High School and town of Kingston on the liabilities on the High School campus.

ACTION ON PROPOSED BUDGET COMMITTEE GUIDELINES

Revisions discussed and Mr. Swasey presented rewording of Draft #2 handed out on hard copy to Budget Committee members. Several items discussed and rewording set in place.

Vote to stop discussion and accept revisions: 4 for, 3 opposed. Opposed were Ms. Mahoney, Ms. Cyr and Ms. Gannon. Vote passes.

Motion to accept revised Budget Committee Guidelines made by Ms. Gannon, Ms. Rogers-Osterloh seconded. Motion passed unanimously.

Mr. Doggett moved to delete next agenda due to the time.

Motion to adjourn made by Mr. Doggett, Ms. Rogers-Osterloh seconded. Motion passed unanimously.

Minutes submitted by,
Christi Donovan