

# 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  
Moirra 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 4<sup>th</sup> and 6<sup>th</sup> of February are in need of approval from the Board

The 6<sup>th</sup> 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 6<sup>th</sup>, minutes (the deliberative session), request the vote be deferred, Ms. Rogers-Osterloh and Ms. Cyr agree. PASSED/ unanimous

Mr. Doggett, **motions** to approve the minutes of February 4<sup>th</sup>/seconded by Ms. Rogers-Osterloh. - Unanimous approval.

**Nomination for Vice Chair:**

Nomination of Cheryl Gannon/by Mr. McCarthy/Ms. Cyr Seconded

Nomination of Moira Bashaw/ by Ms. Collyer/Ms. Rogers-Osterloh Seconded - Ms. Bashaw speaks on her nomination. Ms. Gannon speaks on her nomination.

**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 4<sup>th</sup>, 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 24<sup>th</sup>, 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 10<sup>th</sup> – 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 24<sup>th</sup> – Meeting if required
- November 6<sup>th</sup> – 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 13<sup>th</sup> – First portion of budget questions for Administration.

- November 20<sup>th</sup> - Second portion of budget questions and any answers from Administration. Portions to be determined in consultation with the Administration on Nov 6.
- November 27<sup>th</sup> – Responses to Budget Questions from Administration.
- December 4<sup>th</sup> – School Board vote on budget recommendations and all remaining Responses
- December 5<sup>th</sup> - Meeting with Superintendent, Relevant Administrators, answers to questions
- December 12<sup>th</sup> – Review Budget Recommendations, Make Budget Proposal
- December 19<sup>th</sup> - 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 2<sup>nd</sup> – Budget Committee to meet to finalize Public Hearing Presentation and supporting Documents.
- January 9<sup>th</sup> - Public Hearing
- January 16<sup>th</sup> – We meet to finalize the budget and vote on warrant articles – then this budget goes to the School Board, it is the law.
- January 23<sup>rd</sup> - Meeting to shape the Deliberative Presentation
- January 30<sup>th</sup> - 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 1<sup>st</sup> – 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. Doggett 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 10<sup>th</sup>, 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 10<sup>th</sup>.

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 10<sup>th</sup>, 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