

# Sanborn Regional School District

## Budget Committee

### Approved Meeting Minutes

Monday January 8, 2018, 7 PM

In Attendance:

Annie Collyer, Chairman

Charlton Swasey, Vice Chairman

Jim Doggett

Cheryl Gannon

Mary Cyr

Sandra Rogers-Osterloh

Jack Kozec

Tammy Mahoney, School Board Representative

Michele Croteau, Business Manager

Tom Ambrose, Superintendent

**Call to Order – Chairman Annie Collyer called the meeting to order at 7:02 PM.**

**Pledge of Allegiance**

**Acceptance of Minutes of December 7: Mary Cyr made a motion, seconded by Sandra Rogers-Osterloh, to accept the minutes of December 7 as amended. The motion passed unanimously.**

**Acceptance of Minutes of December 14, 2017-Jim Doggett made a motion, seconded by Tammy Mahoney, to accept the minutes of December 14 as written. The motion passed unanimously.**

**School Board Report:** Tammy Mahoney presented the request from the School Board that the Budget Committee consider adding \$40,000 to their recommended budget: \$10,000 for online subscriptions, and \$30,000 for support staff for the Business Manager and the Curriculum Director. In addition, that the Budget Committee increase their budget proposal by \$37,500 in the event that funding for ½ of the Student Assistance Counselor fails to be provided in a state grant.

She also shared that the School Board has voted to pay for the following out of the Facilities Revolving Fund instead of with taxpayer dollars:

NESDEC Study of Facilities, \$30,000

Technology Switches- \$30,000

Direct Digital Climate Controls for Bakie - \$91,000

Gym Floor Maintenance at Swasey and the High School - \$36,050

## **Budget Committee Budget Development**

### **Budget Development**

#### **-Online Subscriptions - \$10,000-**

**Ms. Rogers-Osterloh made a motion to add \$10,000 to the proposed budget. Seconded by Ms. Mahoney.**

The Committee discussed the status of current online subscriptions, with Superintendent Ambrose and Business Administrator Michele Croteau, who shared that the list of subscriptions has been compiled and evaluation is ongoing with discussions with teachers and other staff. It is unknown right now which are used and useful and which can be let go, or what the expiration dates are for contracts in place. As a result, the request is to fund all of them until that evaluation can be done. Mr. Ambrose committed to finding any possible reductions in the coming year, but cannot say right now what that result will be.

Cheryl Gannon commented that there needs to be monitoring in place. LODI used to be used.

Jack Kozec stated that the teachers and principals should be responsible for what software gets purchased, as the ones using or not using it.

Examination of the source of the \$10,000 proposed line item increase for next year, as Annie Collyer looked into the pivot tables, showed that there is an increase at the District-wide level, some at the High School and the other schools have no increases for next year in their requests.

**The motion passed 6-2, with Mr. Doggett and Mr. Swasey voting nay, the others in favor.**

#### **-Assistant to Business Administrator and Curriculum Director**

**Ms. Rogers-Osterloh made a motion, seconded by Ms. Mahoney, to add \$30,000 to the budget for the new part-time administrative assistant to Ms. Croteau and Mr. Turmelle.**

The Committee reviewed the job description and discussed the need. Mr. Swasey expressed concern about adding more staff, and questioned whether this is a need because of the newness of the positions to be aided, that would not be warranted in the future. Mrs. Cyr questioned whether this could be filled by an intern from a nearby college. Ms. Croteau said the time to train would make this solution inefficient, and that the need is permanent, not short-term. Mr. Ambrose shared that the former Business Administrator was an hourly contracted employee, and that there was no incentive for her to ask for assistance in her job, when she was being paid \$105 an hour. Ms. Collyer asked Ms. Croteau,

whether the following options had been examined: internship, interim position, fewer hours. She noted that the support staff contract requires benefits, which was not known at the meeting where the Committee had approved \$20,000 for the position. Ms. Croteau said all those options were looked at.

Mr. Ambrose shared that he, too, had asked these same questions, before being persuaded of the need.

**The motion carried, by a vote of 6-2, with Collyer, Cyr, Kozec, Mahoney, Rogers-Osterloh and Gannon in favor and Swasey and Doggett opposed.**

**Ms. Collyer asked for a motion to recommend a total budget of \$35,148,007. Ms. Rogers-Osterloh so moved, seconded by Ms. Mahoney.**

Mrs. Cyr stated that she appreciates the work the Administration and School Board has done this year, and that the job of reviewing both spending and outcomes is not over. She trusts that the work will continue.

Mr. Kozec said that he trusts the Superintendent's word that he is not done with his deep look into the financials and the results for the District.

**The motion passed 6-2, with Cyr, Kozec, Gannon, Rogers-Osterloh, Collyer and Mahoney in favor and Doggett and Swasey opposed.**

#### **-Student Assistance Counselor**

**Ms. Rogers-Osterloh made a motion, seconded by Ms. Mahoney, that \$37,500 be added to the budget should the grant funding not come through by January 18, for the position of Student Assistance Counselor.**

The Committee discussed the merits of a Licensed Drug and Alcohol Counselor versus a Licensed Social worker. Ms. Collyer said that in her capacity as a private citizen, she had brought information to the Superintendent on a LADC service that could be used, covered by private insurance. It was acknowledged that the funding of \$75,000 could be allocated for either by the School Board, as they decide.

**The motion carried with 5 in favor, Collyer, Mahoney, Rogers-Osterloh, Cyr and Kozec. 1 opposed, Swasey. 2 abstaining, Gannon and Doggett.**

#### **Budget Presentation Slides**

Committee members then collaborated on the slide presentation for the Public Hearing to be held on Thursday, January 11. Mr. Swasey requested slides on the regard the Committee pays to the costs to the public of the budget, in balance to slides on the District's wants and needs. Ms. Gannon said she would like to have the Budget Committee examine more on the public's ability to pay for the schools. Ms. Collyer stated that any member who wants to study any relevant subject and bring it to the Board's attention is welcome and encouraged to do so, that the study could be worthwhile and suggested she

proceed with it. Ms. Gannon agreed that the presentation needs to be shorter. She does want to make sure we present all that is relevant.

Neither the default budget from the School Board, nor the estimated tax impact of the proposed budget are yet ready. Ms. Collyer will contact the Superintendent and Business Administrator and the School Board Chair to inquire on the need for this information for the Public Hearing, according to the RSA's.

### **Budget Committee Agenda Public Notification**

The Committee discussed agenda detail and transparency to the public and agreed to keep the agenda open. If any member of either the public or the Administration wish to give input to the budget process, they are welcome to attend any meeting, Mr. Doggett said. He pointed out that most often there are few present at most of the public meetings.

### **Public Comment - None**

### **Committee Comment**

Ms. Gannon conveyed her concern about having enough information for the public in the presentation. She does not remember voting for a shorter presentation this year by taking out slides. Ms. Rogers-Osterloh advised Ms. Gannon that she was present for the vote and voted in favor at a fall meeting.

Mr. Swasey expressed concerns about ongoing independence of the Committee in the budget deliberations.

Mr. Doggett stated that he had requested a non-public hearing and was not happy that an attorney opinion was sought by the Administration that said it would not be legal. Ms. Collyer noted that the exception to a public meeting was requested based on a personnel issue. To be legal, the personnel need to be notified to be able to waive non-public. That was not done.

Mr. Swasey recommends, because how a question is asked determines an attorney response, that the Budget Committee have money appropriated for legal counsel in the future.

### **Next Steps**

**Public Hearing January 11, 7 PM SR High School Auditorium**

**Snow Date January 12**

**Budget Committee Meeting January 18, 7 PM SR HS Library**

**Mr. Doggett made the motion to adjourn, seconded by Mr. Kozec. It passed unanimously, and Ms. Collyer adjourned the meeting at 9:52 PM.**

**Respectfully submitted,**

**Annie Collyer**

**Acting Recording Secretary**