

**SANBORN REGIONAL BUDGET COMMITTEE**  
**APPROVED MEETING MINUTES**  
**THURSDAY, November 9, 2017**

A meeting of the Sanborn Regional Budget Committee was held on Thursday, November 9, 2017. The meeting was called to order at 7:12 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**  
**Pam Brown, School Board Representative**

The meeting began with a salute to the flag.

**Ms. Collyer called for a motion to accept the meeting minutes from November 1, 2017**

James Doggett motioned to accept meeting minutes from November 1, 2017. Charlton Swasey seconded. Revision to remove powerpoint of budget preparation was requested. Motion passed unanimously.

**SCHOOL BOARD REPRESENTATIVE COMMENT**

Pam Brown sat in for Tammy Mahoney who was absent as previously arranged. Dr. Brown stated that the superintendent had presented the budget. In addition, the School Board Committee is creating a policy regarding vape pens.

**BUDGET PREPARATION DISCUSSION**

Ms. Collyer passed out new budget sheets with 3 hole punch, noting that adjustments have been made and this new budget is to replace the originally presented version. There were some minor omissions that are now included, and the adjustments leave the bottom line the same in his requested spending plan for the next fiscal year.

Ms. Gannon clarified content within the document.

Ms. Collyer reviewed another document distributed that shows the "Account Segments" and how they can be used as a legend or key for the contents of the new pivot table that contains a lot of budget detail, historic and requested.

Ms. Collyer discussed the format on Google Drive and the change to a Pivot Table document. Functionality of the document was reviewed. The document is not usable on Google Drive and she will email the excel pivot table to all members to download to their computers and use.

Ms. Gannon discussed the methodology of receiving answers to questions that had been submitted. Review of the “working document” was discussed as the ability to see changes being made. Ms. Collyer stated that the questions with finalized answers will be posted to the Team Drive on or before November 15, 2017.

Mr. Swasey requested a hard copy of the finalized document showing the questions and answers. Ms. Collyer agreed to supply that hard copy.

Mr. Doggett questioned if all documents had been migrated to Google Docs from Launch Pad. Ms. Collyer confirmed.

Mr. Doggett requested an updated staff list with salaries, stipends, benefits and waivers to reflect current information. Ms. Collyer asked that he submit a detailed request outlining information requested and in what format he would like the information. Ms. Collyer also noted that with the turnover from last year, the Administrators have had to investigate and recreate the process. It may be helpful to request pertinent information to preparing the budget and delay questions of personal interest until after budget season, then get the information privately.

Ms. Gannon questioned reported amounts with notes for a clear understanding on how to interpret the information.

Ms. Collyer requested that any additional questions be submitted on the question form using budget code vs. page number. All questions that come in by November 19, she will collate and submit to the Administration on November 20, on the Superintendent’s form that populates a spreadsheet that the Administrators will use to provide answers on November 30. Ms. Collyer clarified questions to be asked for the November 30 meeting be focused on High School, Special Education, Facilities and District-wide items.

#### **PUBLIC COMMENT**

There was no public comment.

#### **COMMITTEE COMMENT**

Mr. Doggett discussed Newton’s tax rate increase and that the final figure will be out tomorrow. Kingston had not released any information yet. He also discussed year end financial numbers to be obtained when available.

## **CALL TO ADJOURN**

Ms. Collyer called for a motion to adjourn. Mr. Kozec made the motion, Mr. Doggett seconded. Motion passed unanimously. Meeting adjourned at 8:17pm.

Minutes submitted by,  
Christi Donovan