

**Budget Committee
Minutes
October 5, 2010**

Present: T. Beard, M. Beck, B. Boyd (arrived late) R. Buckley, J. Burk, E. Coburn, B. Cummings, S. Heinrich, G. Markwell, M. Publicover, A. Schneider and School Board liaison C. Ortega

Excused: M. Beck

A. Schneider called the meeting to order at 7: 00 P.M and led those present in the Pledge of Allegiance.

Approval of Prior Minutes

S. Heinrich Made a MOTION to approve the minutes from September 28, 2010. Second: B. Cummings. MOTION PASSED: 8 – 0 – 2 with G. Markwell and T. Beard abstaining.

B. Boyd arrived at this time.

Fill Vacancy

A. Schneider reviewed the process by which the Committee had agreed to fill the vacant seat. He said that only one person, Rick Barnes, had sent in a letter of interest and noted that Mr. Barnes was present to be interviewed by the Committee. He invited Mr. Barnes to come forward.

Mr. Barnes made a short statement and then answered questions from the Committee.

S. Heinrich made a MOTION to appoint Rick Barnes to fill the open seat on the Committee until the next election. Second: B. Boyd. MOTION PASSED unanimously.

R. Barnes was sworn in by the School District Clerk and took a seat at the table.

Liaison Assignments

A. Schneider told the Committee he and B. Cummings had finished making liaison assignments. He indicated that two liaison assignments have been given to whomever filled the open seat and that an experienced Committee member had been designated as the team lead for each department. He stated he thought the Committee's intention was to have the liaison teams attend the School Board meetings at which their liaison assignment's budget was discussed and that he would contact the School Board chair to get a schedule of those meetings, which he would forward to all members. He suggested that the liaison teams might want to consider meeting with the various department heads before their presentations.

A. Schneider noted that, in the past, members often had questions about department budgets to which they are not the liaison and requested that members send such questions to that

department's liaison team lead as soon as possible so the liaison team could take them to the liaison meeting.

Sub-Committee re: Committee by-laws

A. Schneider said that B. Boyd had requested this agenda item.

B. Boyd told the Committee he felt that having a set of rules for the Committee to govern itself would be beneficial to help the Committee move forward.

Discussion included the following points:

- By-laws could
 - Address conflicts of interest
 - How the Committee takes testimony
 - How the Committee functions
 - How the Committee fills vacant seats
 - Define officers and their roles
- The Committee is governed by RSA 32.
- The Committee does not operate strictly under Robert's Rules. Currently, how meetings are run is at the discretion of the Chair.
- RSA-32 has a provision for automatic removal from the Committee if a member has 4 consecutive unexcused absences.
- Sub-Committee:
 - Should be 3 – 4 members.
 - Could meet weekly or bi-weekly.
 - Should regularly report to the Committee
 - Should or should not present a final version to the Committee until after the public hearing on the budget.
- A final proposal should be reviewed by the District's attorney.
- The Sub-Committee has to post its meetings as well as take and approve minutes.
- Do the voters have to approve the By-laws?
- The School District Planning & Building Committee has by-laws, which were approved by the voters.
- These issues could be discussed at the upcoming Right-To-Know training.
- Another resource is the NH School Boards Association.

S. Heinrich made a MOTION to table the discussion until after budget preparation is finalized.
Second: M. Publicover.

B. Boyd asked for a clarification about when the issue could be taken off the table. S. Heinrich replied when he said after budget preparation was finalized, he meant after the Public Hearing.
A. Schneider said that he would accept a motion to remove this issue from the table sooner, if someone wanted to make such a motion.

B. Boyd requested a roll call vote. MOTION FAILED: 5 – 7 – 0.

Voting Yes: R. Buckley, E. Coburn, B. Cummings, S. Heinrich, A. Schneider

Voting No: R. Barnes, T. Beard, B. Boyd, J. Burk, G. Markwell, M. Publicover, C. Ortega

B. Boyd made a MOTION that the Committee create a Sub-Committee, of no more than 3 members, to draft a set of by-laws. Second: G. Markwell. B. Boyd said he thought this would be an on-going process, which would take some time.

R. Barnes asked if the School Board should also have a liaison to the Sub-Committee. C. Ortega said he didn't feel one was needed.

After discussion, B. Boyd offered to modify his motion to state that the subcommittee would not present its draft until after budget preparation was complete, if the motion's second agreed. G. Markwell, who seconded the motion, disagreed.

S. Heinrich made a MOTION to AMEND the motion by changing the word "by-law" to "operational guidelines." Second: T. Beard. S. Heinrich said that the term "guidelines" was more in line with what the Committee does, which is offer guidance and direction. T. Beard said he felt the Committee needed some parameters under which it could operate.

B. Boyd and G. Markwell agreed to WITHDRAW his MOTION. S. Heinrich and T. Beard WITHDREW the AMENDMENT.

B. Boyd made a MOTION to create a subcommittee to draft rules of order by which the Committee governs itself. Second: G. Markwell. MOTION PASSED: 11 – 1 – 0, with E. Coburn opposed.

A. Schneider asked for volunteers and appointed B. Boyd, S. Heinrich and G. Markwell as members of the Sub-Committee and R. Buckley as an alternate. He requested that the Sub-Committee make regular reports, but said it was his expectation that nothing would be presented for Committee discussion and approval until after the budget preparation was completed. He told the Sub-Committee when and how often they met would be their decision. He reminded them to post their meetings as well as take and approve minutes.

B. Cummings requested that the Sub-Committee investigate the legal ramifications of its work.

Upcoming Meetings

A. Schneider told the Committee that he would be scheduling a meeting in early November so that Business Administrator Shevenell can review the FY 2009-2010 year-end report with the Committee. He said that there would be no meetings in December so that liaison teams could attend the School Board meetings where various department budget requests are discussed.

G. Markwell asked for a calendar of budget review meeting dates as soon as possible. A. Schneider told the Committee that he will work on setting dates and expects that meetings will be held on Tuesdays in January and February, with possible snow dates on Fridays.

A. Schneider told the members they have been invited to attend a "Right to Know Law Training," presented by the School District's attorney and tentatively scheduled for October 26th.

Minutes, 10-5-10, continued

Public Participation

There was no public participation.

R. Buckley made a MOTION to adjourn. Second: S. Heinrich. MOTION PASSED unanimously.

A. Schneider adjourned the meeting at 8:23 PM.