

DRAFT

Souhegan Advisory Finance Committee

Approved [TBD]

Date: 16-Sep-2020

Time: 6pm

Attendees:

- Michele Croteau, Business Administrator
- George Bower, Moderator
- Joel Gordon, Acting Chair, SAFC
- Daniel Veilleux, SAFC member
- John Stover, SAFC member
- Peggy Harris, SAFC member)
- Howard Brown, SAFC member
- Jeanne Ludt, SAFC member
- Stephanie Grund, Souhegan Cooperative School Board and SAU39 Member
- Laura Taylor, Souhegan Cooperative School Board Member
- Mark Vincent, SAFC alternate

Missing:

- Charlie York, SAFC member
- John Bowkett, SAFC alternate

Call to Order / Welcome and Introductions

The meeting was called to order by Joel Gordon, Acting Chair of the SAFC.

Verify eMails working correctly

There was some discussion to confirm everyone is aware that SAU email will now use the gmail server. Some members have been having troubles and will contact support for assistance.

Select Committee Secretary for minutes

Mark Vincent, who was currently an alternate on the committee, initially offered to act as secretary. Peggy Harris, who has been a 3-term member, suggested that Mark take her place as a full member. This was presented to, and approved by the moderator, George Bower. Peggy will perform an alternate role this year, and act as secretary, taking minutes during SAFC meetings. Mark Vincent, and Dan Veilleux, who were both alternates last year, will now be full board members.

Comments from George Bower, Moderator SCSD

George Bower provided a summary of the responsibilities and structure needed to begin the budget evaluation season. This included the following comments.

DRAFT

- All meetings are public
- All official communication among members should use SAU39 email accounts
- This first meeting should begin by establishing a chair, who will run this year's meetings.
- Ensure that minutes are recorded for each meeting.
- When making decisions, try to do the following.
 - Listen to input from all members and try to arrive at a consensus when making decisions that will be communicated as coming from the SAFC.
 - Try to keep votes to a minimum – if possible, members should try to avoid abstaining.
- Decide how virtual meetings will be run, and then be consistent. For example, public input will be received via text comments during all virtual meetings.

Jeanne suggested that we increase communication with the SHS school board by ensuring that a board member attends all meetings. Stephanie Grund noted that it is her intention to attend all SAFC meetings.

Recess

Due to an interruption that caused the Zoom meeting to crash, the meeting was temporarily on hold from 6:35-6:40 pm.

When the meeting resumed, Joel Gordon was nominated, and then elected SAFC chair for the current year. With a chair (Joel) and a secretary (Peggy) the 2019-2020 budget year was officially started.

Review AFC Process & Timeline – Michele Croteau

Michele Croteau summarized the budget review process and reviewed the budget spreadsheet. She also requested that all questions that are asked, both in, and out of subcommittee meetings, be submitted, so that answers can be tracked and shared.

Joel emphasized that the December 7 meeting is significant, as all questions should be answered, and changes clarified by this time.

Assignment for SAFC members for specific areas of the budget were made as follows.

- Mark Vincent (Amherst) - Food and Transportation
- Dan Veilleux (Amherst) - Administration
- Jeanne Ludt (Amherst) - Facilities
- John Stover (Amherst) - Technology
- Charlie York (Mont Vernon) - Special Education
- Joel Gordon (Amherst) - Curriculum
- Howard Brown (Mont Vernon) - Athletics & Activities
- John Bowkett (Mont Vernon) - Alternate
- Peggy Harris (Amherst) - Alternate / Secretary

Receive Update on Facilities 2.0 Committee – Jeanne Ludt.

Jeanne will forward a report – some highlights include the following.

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- Middle school and elementary schools need major renovations. Need to determine which are critical
- HVAC will be upgraded to have good pandemic ventilation
- Science labs need updates
- Architects have long-term plans – need to be broken into chunks

Adjourn

Meeting was adjourned at 7:26pm