

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303
District Budget Advisory Committee
Meeting Minutes

Date: October 20, 2009
Place: Bainbridge High School Library
Time: 5:30 p.m.

DBAC Committee Roles and Responsibilities

Superintendent Faith Chapel provided a brief review of the 2009/2010 District Budget Advisory Committee Roles, Responsibilities, and Guiding Principles document, originally distributed during last year's budget planning process. Superintendent Chapel noted the committee responsibilities and guiding principles remained the same. The committee will function in an advisory capacity with the understanding that the responsibility for making district budgetary decision rests with the Board of Directors. One of the key goals from last year, making sure information and input is gathered from all constituent groups, will continue to be a very important element of this year's budget planning process. It was noted that the budget planning guidelines would again focus financial resources on programs that directly support student learning, and budget decisions would be legal, practical, sustainable, cost effective, commensurate with adjustments in student enrollment, evaluated on an ongoing basis, and be clearly communicated to constituent groups.

Capital Bond Update 2009

Superintendent Chapel presented an update regarding the capital bond measure that has been placed on the November 3, 2009, election ballot. (The presentation is available on the district's website.) Following the May bond election, which received 59.8% voter approval – just 19 votes short of the 60% required for passage, the School Board and district staff spent the summer reviewing enrollment projections, current facility conditions, and cost estimates for the replacement of Wilkes Elementary School. It was reconfirmed that elementary enrollment is stable and projected to increase, facility needs remain the same, and the original cost estimates for Wilkes were well founded. In addition to the replacement cost for Wilkes, a review of the proposed repairs and renovations related to all the other district facilities was presented. It was noted that a portion of the bond would also target energy conservation and sustainability projects such as window replacement, waste reduction, lighting fixture/bulb replacement and the pursuit of alternative energy sources. The group also reviewed local school tax comparisons in similar districts based on 2009 Median assessed value of homes in those districts. There was also a brief discussion about the challenges posed by levy lids and other financial concerns.

Overview of 2009-2010 District Budget

Director of Business Services Peggy Paige provided a summary of the Fiscal Budget for 2009-2010. She stated that while the budget had been reduced and was very tight, it was believed that the district met its goal of preserving acceptable class size ratios, maintaining a safe learning and working environment, enhancing efforts to increase operational efficiency and conservation of resources, and providing a basic level of support services for district operations. It was noted that the budget considered a decline in enrollment of 80-85 FTE and that State Student Achievement funds would decrease by \$1.3 million (although some Federal Stimulus funds were used to offset this reduction). Federal Stimulus funds were received for Special Education, with some of those funds to be used this year and some during 2010/11. Certificated staffing was reduced from 257.49 FTE to 249.54 FTE, which included reductions in Central Administration, alignment of staffing to enrollment, and changes in delivery for the health rooms and multicultural education programs. Classified staffing declined from 133.83 FTE to 127.08 FTE, which included reductions in custodial, grounds and transportation staff, the closure of the district's print shop and changes in paraeducator support. Ms Paige noted the 2009/10 budget reflects a shift in funding sources from the State and Federal level to the local level, with local support now comprising 29% of revenues. Ms. Paige noted that over 77% of district expenditures were focused on activities that directly impact students, and that salaries and benefits continued to be the largest portion (85.9%) of the district's expenditures. Staff assigned to teaching and support activities with direct student contact represent 80.1%, while another 13.7% of staff are in areas such as Food Service, Transportation, Custodial and Maintenance. The remaining staff serve in district-wide administrative support

functions such as the Superintendent's Office, Curriculum and Instruction, Human Resources, Business and Information Services. It was noted that the 2009/10 budget was available on the district's website.

Committee members asked if there was a plan to monitor those program areas that were reduced to determine the estimated savings versus actual, such as the reductions implemented in Transportation. Ms. Paige noted it would take about three months into the school year to begin to see trends in those reduced program areas. It was also noted that there would be an opportunity, in the form of staff, parent and community surveys, for folks to reflect on the impact of the budget reductions. This line of conversation led to the suggestion that the district put together a summary of the reductions implemented this year and include the incredible revenue support provided by organizations such as the PTOs and Bainbridge Schools Foundation. Finally, it was noted that while legislators are saying they have reduced K-12 education as much as they can, this year the state is facing an additional \$1.2 billion gap for this second year of the budget biennium.

Monthly Financial Report – August

Ms. Paige reported the submission of the end-of-the-year report to Puget Sound Educational Service District for review. She noted the ending fund balance was 2.8%. The group reviewed the financial report for August with Ms. Paige highlighting that, due to the replacement of a portion of Basic Ed and Student Achievement funds with Federal Stimulus funds, the revenues for these categories were below the average and budget estimates. However, Federal Special Purpose was well above the average and estimates with the addition of the funds. It was noted that the final end-of-the-year financial report for 2008/09 would be shared at the next committee meeting.

October 2009 Enrollment

Superintendent Chapel noted the district had been conservative in projecting enrollment for the 2009/10 school year, anticipating a decrease of 85 FTE. However, over the summer more Kindergarten students than were anticipated enrolled and generally strong numbers at the K-4 levels were realized. The October enrollment came in at 3772.87 FTE, which is good news for the district. Ms. Chapel also provided a summary of the updated demographic analysis completed by Reed Hansen and Associates in July.

2010-11 Budget Development Process and Timeline

Superintendent Chapel stated that preliminary information about the revenue situation for 2010/11 would be shared with the committee at their next meeting. Ms. Chapel noted that last year's budget planning process included subcommittee work that provided detailed analysis of potential budget reductions and revenue enhancements. Because of that good work, it was felt the subcommittee process would not be necessary this year. Several committee members emphasized the need to gather feedback regarding the budget reductions implemented this year, and felt that conducting forums and surveys would provide the venue for that feedback. In addition, providing a summary of how the budget gap was bridged would assist in clarifying last year's process.

Ms. Chapel distributed a list of proposed meeting dates for 2009/10. After a brief discussion about the proposed November date, a schedule was confirmed. All meetings will be held on Tuesdays, 5:30 – 7:30 p.m. in the Bainbridge High School Library unless otherwise specified. The meeting dates are as follows:

- * October 20
- * November 16 (Monday)
- * December 15
- * January 19
- * February 9
- * February 23
- * March 16
- * April 6
- * April 20
- * May 4
- * May 18
- * June 1