

BAINBRIDGE ISLAND SCHOOL DISTRICT

District Budget Advisory Committee

Tuesday, October 20, 2009

5:30-7:30 pm

Bainbridge High School Library

A G E N D A

INFORMATION:

- DBAC Committee Roles and Responsibilities
- Capital Bond Update 2009
- Overview of 2009 - 2010 District Budget
- Monthly Financial Reports
- October 2009 Enrollment
- 2010-11 Budget Development Process and Timeline

BAINBRIDGE ISLAND SCHOOL DISTRICT

2009 - 2010 District Budget Advisory Committee

Committee Members

Superintendent	Faith Chapel
Assoc. Superintendent of Curriculum & Instruction	Julie Goldsmith
Asst. Superintendent Instructional Support Services	Clayton Mork
Director of Capital Projects	Tamela Van Winkle
Director of Business Services	Peggy Paige
Director of Human Services	Cami Dombkowski
Principal Representative	Brent Peterson
Certificated Staff Representative	Mary Jeanne (MJ) Linford
Certificated Staff Representative	Janice Petaja
Certificated Staff Representative	Boo Scheider
Classified Staff Representative	TBA
Classified Staff Representative	David Flieder
Board of Directors Representative	Dave Pollock
Board of Directors Representative	John Tawresey
Parent Representative	Kyanne Hawkins
Parent Representative	Tim Kinhead
Parent Representative	Judi Leader
Parent Representative	Vicky Marsing
Parent Representative	John Velisaris
Community Member Representative	John Brown

BAINBRIDGE ISLAND SCHOOL DISTRICT

2009 - 10 District Budget Advisory Committee Roles, Responsibilities, and Guiding Principles

Mission: To support and advise the Bainbridge Island School District Board of Directors, Superintendent, and other district staff and committees in the development, review, and revision of both short and long-term financial management plans that support the mission and priorities of the District.

Membership: The composition of the committee will be as follows:

- Superintendent (1)
- Associate Superintendent of Curriculum and Instruction (1)
- Asst. Superintendent Instructional Support Services (1)
- Director of Capital Projects (1)
- Director of Business Services (1)
- Director of Human Services (1)
- Principal Representative (1)
- Certificated Representative (3)
- Classified Representative (2)
- Board of Directors Representatives (2)
- Parents (4)
- Community Members (2-3)

Committee Roles and Responsibilities: The District Budget Advisory Committee...

- Functions in an advisory capacity, understanding that the responsibility for making district budgetary decisions rests with the Board of Directors.
- Works collaboratively to ensure appropriate and representative involvement in the district's budgetary decision-making process.
- Analyzes demographic and financial trends and projections and evaluates results of prior budget decisions.
- Considers legal, financial, and educational requirements established by the state and federal government and the needs and priorities of students, staff, parents, and community.
- Formulates budget recommendations that promote student learning and are aligned with Vision 2010 and the educational goals and priorities established by the Bainbridge Island Board of Directors.
- Assists with the communication of district budgetary recommendations to the Board of Directors and respective constituents.

Guiding Beliefs and Principles: The District Budget Advisory Committee will...

- Ensure alignment of district educational priorities and goals with the allocation of resources.
- Utilize Vision 2010 and the educational goals and priorities established by the district as the primary tools for assessing budgetary priorities.
- Acknowledge the community's investment in and support of education, and honor their trust through accountability measures and transparency in communication.
- Conduct its deliberations in a manner that is open, honest, respectful and cooperative.

- Ensure development of a budget that balances projected revenues and expenditures and provides adequate protection against unforeseen future needs.
- Develop realistic recommendations, using all pertinent educational, financial and operational information.
- Adhere as closely as possible to established timelines for decision-making, providing sufficient time and opportunity for staff and community to review and respond to committee recommendations.

Budget Planning Guidelines:

- Focus financial resources on programs that directly support student learning, as outlined in Vision 2010 and the district's goals and priorities.
- Maintain a safe learning and working environment for students and staff.
- Maintain the district's financial integrity and investment in facilities, technology and other physical assets.
- Retain an essential level of support services for district operations.
- Assure revenue generating programs break even.
- Budget decisions should be:
 - ✓ Legal
 - ✓ Practical
 - ✓ Sustainable
 - ✓ Timely
 - ✓ Cost effective
 - ✓ Commensurate with adjustments in student enrollment
 - ✓ Evaluated on an ongoing basis.
 - ✓ Clearly communicated to constituent groups.

Meeting Schedule: The District Budget Advisory Committee will meet 1 – 2 times per month, October through June of each year.

GENERAL FUND (F195 – GF1-2, Budget Summary Page)

Although the General Fund Budget has been reduced from current year and is very tight, we believe that we have met the district goals 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.

Assumptions

Enrollment for 2009/10 is expected to decline by 80-85 FTE

Student Achievements funds will decrease by \$1.3 million

Revenues

Summary of General Fund Revenues by Source

Source	2008/09 <u>Budget</u>	2009/10 <u>Budget</u>	08/09 % <u>of total</u>	09/10 % <u>of total</u>
Local Taxes	7,247,707	7,549,562	19.3%	20.7%
Local Nontax	2,560,425	3,047,865	6.8%	8.3%
State, General	20,738,391	19,800,519	55.3%	54.2%
State, Special	5,921,488	3,661,668	15.8%	10.0%
Federal, Special	1,035,373	2,445,500	2.8%	6.7%
	<u>37,503,384</u>	<u>36,505,114</u>	<u>100.0%</u>	<u>100.0%</u>

This budget reflects a shift in funding sources from the State & Federal level to the local level and a total reduction in revenues of \$998,270. Overall, local support now comprises 29% of revenues. Federal Stimulus funds were used to offset some of the reductions in state funds for 09/10.

- Property tax collections will remain consistent with our levy lid and voter approved M & O levy.
- Tuitions & Fees include the increases for All-Day K, athletic programs and student clubs.
- Gifts & Donations reflect enhanced funding from the Foundation
- Rental Income includes long-term lease agreements
- State Funding decreases by \$3.2 million
- Federal Funds increase by \$1.4 million as a result of Federal Stimulus Funds

Expenditures

Summary of General Fund Expenditure by Program

Program	2008/09 <u>Budget</u>	2009/10 <u>Budget</u>	08/09 % <u>of total</u>	09/10 % <u>of total</u>
Regular Instruction	21,009,282	21,440,433	56.0%	59.1%
Federal Stimulus	0	849,633		2.3%
Special Education	4,918,998	4,459,884	13.1%	12.3%
Vocational	723,903	705,151	1.9%	1.9%
Compensatory	2,200,368	563,976	5.9%	1.6%
Other	36,694	143,070	0.1%	0.4%
Community Services	0	30,000		0.1%
Support Services	8,613,855	8,074,465	23.0%	22.3%
	37,503,100	36,266,612	100.0%	100.0%

Although the influx of Federal Stimulus funds has impacted the various program dollars and percentages, it is still apparent that over 77% of district expenditures are on activities that directly impact students. The Federal Stimulus funds will support both regular instruction and special education in 09/10. The reduction in staff (central office, print shop, custodial and grounds) is reflected in Support Services.

Summary of General Fund Expenditure by Object

Object	2008/09 <u>Budget</u>	2009/10 <u>Budget</u>	08/09 % <u>of total</u>	09/10 % <u>of total</u>
Debit Transfers	222,317	136,440		
Credit Transfers	-222,317	-136,440		
Certificated Salaries	18,016,808	17,406,131	48.0%	48.0%
Classified Salaries	6,176,125	5,959,804	16.5%	16.4%
Benefits	7,986,784	7,812,978	21.3%	21.5%
Supplies/Materials	1,865,596	1,673,729	5.0%	4.6%
Purchased Services	3,067,064	3,169,630	8.2%	8.7%
Travel	117,125	88,540	0.3%	0.2%
Capital Outlay	273,598	155,800	0.7%	0.4%
	37,503,100	36,266,612	100.0%	100.0%

Salaries and benefits continue 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% of total staff while another 13.7% of staff are in areas such as Food Service, Transportation, Custodial and Maintenance and have indirect daily student contact. The remaining 6.2% of staff serve in district-wide administrative support functions such as the Superintendent's office, the

Curriculum and Instruction office, Human Resources, the Business office and Information Services/Systems.

While the percentages in each Object category remain somewhat consistent from year to year, the expenditure reductions for 09/10 are more apparent when looking at the total dollars budgeted by category. As previously presented to the Board, some of these changes include certificated and classified staff reductions, deferral of curriculum adoption, reduction in building NERCs, and reductions in opening day activities and meetings. The increase in dollars budgeted for Purchased Services is due to increased staff development activities (funded with Federal grants), increased costs for outside services (Special Ed) and student activities funded with PTO donations or direct fees.

BOARD OF DIRECTORS

Mary Curtis
Mike Foley
Dave Pollock
Patty Fielding
John Tawrescy



SUPERINTENDENT
Faith A. Chapel

8489 Madison Avenue NE * Bainbridge Island, Washington 98110-2999 * (206) 842-4714 * Fax: (206) 842-2928

MEMORANDUM

To: Faith Chapel, Superintendent Date: September 15, 2009
From: Peggy Paige, Director of Business Services
RE: Monthly Financial Reports – August

Attached are the financial reports for the month ending August 31, 2009. These comprise the following:

1. General Fund
 - a. Analysis
 - b. Cash Flow
2. Summary of Fund Balances
 - a. Budget Status Reports

Analysis of General Fund

Revenue

Total General Fund revenues to August 31 were \$37.5 million, which is 5.2% more than for the same period last year and equal to budget estimates. While year-to-date tax collections are slightly below budget estimates, it is likely that any remaining taxes will be collected in the next fiscal year. Local revenues are below budget at this time but do not include anticipated accounts receivable accruals of about \$50,000. Due to the replacement of a portion of Basic Ed and Student Achievement funds with Federal Stimulus funds the revenues for these categories are below the average and budget estimates. However, Federal, Special Purpose is well above the average and estimates with the addition of these funds. Special Ed revenues are below budget estimates since all anticipated Safety Net Funds were budgeted as state revenue and some were received as federal revenues. Revenues for Transportation are above budget due to increased ridership in the fall and additional funding for transportation (in response to the Joint Legislative Audit & Review Committee study) received in March. Other revenues received for the year include funds for teacher certification (National Board), Road Safety and Emergency Drill grants, WASL retakes and reimbursement of purchases related to the Tech Levy.

• Expenditure

Expenditures for the year to August 31 total \$37.1 million, which is 3.1% higher than for the same period last year. Year-to-date expenditures are below budget but do not include accounts payable accruals.

Total expense for Regular (Basic) Education increased 5.3% over last year and is over budget estimates. Reimbursable purchases (funded by PTO and Tech Levy) impact this category as well as the inclusion of costs funded with Federal Stimulus dollars (State Fiscal Stabilization Funds).

Total special education costs are above budget estimates by over \$200,000. Safety Net funds received in excess of budget estimates were available to offset some of these costs.

Vocational expense is equal to budgeted expenditures and is in line with total revenues from state and local (student fees) sources.

Compensatory education is below budget with the transfer of some expense to Basic Education Federal Stimulus funds.

Other Instruction reflects expenditures for grant funded staff development activities (Math/Science).

Total Support Services is below budget estimates but will be adjusted during the fiscal year close with accruals. In Transportation/Motor Pool expenditures are lower at this time for general supplies (including gas) and capital outlay (new van purchased last year). Unanticipated substitute costs (due to L & I injury) pushed Operation, Buildings above budget estimates. Utilities remain below budget - indicating savings in propane, garbage and phone services. Food Service expense is below budget and prior year. Cost reductions were implemented in this area but we also experienced decreased participation in the lunch program. Maintenance/Grounds and Central Office are below budget estimates after the reimbursement from the Capital Fund. Information Services reflects some expense that is related to Tech Levy (which has been reimbursed) but this is recorded as revenue rather than a reduction of expenditure.

Cash Flow

Net cash inflow during August was \$130,935. As of August 31, 2009, the closing cash balance in the general account was \$1,526,890. The cash balance is above prior estimates due to the receipting of increased fees and the delay in payment of FY 08/09 expenses during the month of August. Adjusting entries during the fiscal year close will move these revenues and expenditures into the correct fiscal year. Final fund balance is *estimated* to be at or above 2.8%.

District Enrollment by Building & Grade

Date: Oct 09

Elementary

	Blakely		Wilkes		Ordway		Sakai		HomeSchool		Odyssey		Student Svcs		Total		Budget FTE
	Head	FTE	Head	FTE	Head	FTE	Head	FTE	Head	FTE	Head	FTE	Head	FTE	Head	FTE	
K-half	23	11.5	22	11.00	21	10.50			7	3.50			1	0.27	74	36.77	K
K-full	66	33	44	22.00	45	22.50									155	77.50	KF
1	67	67	86	86.00	93	93.00			10	8.80	12	12.00	1	0.13	269	266.93	1
2	72	72	74	74.00	99	98.20			12	11.24	12	12.00	1	0.03	270	267.47	2
3	88	88	89	89.00	66	66.00			2	1.95	13	13.00	1	0.03	259	257.98	3
4	90	90	66	66.00	93	93.00		1	1.00	15	13.72	12	12.00	277	275.72	274	4
Total K-4	406	361.50	381	348.00	417	383.20	1	1.00	46	39.21	49	49	4	0.46	1304	1182.37	1164

Intermediate & Middle

WMS

	Sakai		HomeSchool		Odyssey		Student Svcs		Total	
	Head	FTE	Head	FTE	Head	FTE	Head	FTE	Head	FTE
5	271	270.08	4	3.90	14	14.00		0.03	289	288.01
6	1	1.57							281	279.32
7	265	264.49	10	9.78	14	14.00	1	0.04	295	291.92
8	305	303.98	3	1.24	26	26.17	1	0.02	320	315.62
Total 5-8	571	570.04	0	0.00	62	62.17	4	0.17	1185	1174.87

High School

	BHS		Eagle Harbor		Student Svcs		Total		
	Head	FTE	Head	FTE	Head	FTE	Head	FTE	
9	342	345.55	23	18.09			365	363.64	
10	375	390.39	37	20.21			413	410.64	
11	318	308.62	23	13.92	1	0.04	343	324.32	
11A		0.70			2	1.08			
12	297	290.32	32	22.81	1	1.00	330	317.03	
12A		2.90							
Total 9-12	1332	1338.48	115	75.03	0	0.00	1451	1415.63	
Prgm Total					4.00	2.12		1411	
Dist Total			527	525.01	68	57.69	111.17	12.00	2.75
			3940	3772.87				3729	

*11A/12A reflect Running Start Advisory count
Running Start college count not included in totals

Bainbridge Island School District

District Budget Advisory Committee

DRAFT – 2009-10 Meeting Dates

All meetings are scheduled on Tuesdays, 5:30-7:30 pm in the BHS Library unless otherwise specified.

- **October 20**
- **November 17 (4:00-6:00 pm)**
- **December 15**
- **January 19**
- **February 9**
- **February 23**
- **March 16**
- **April 6**
- **April 20**
- **May 4**
- **May 18**
- **June 1**

Bainbridge Island School District No. 303 Demographic Analysis in Support Of Long Range Planning

Updated Analysis - July 23, 2009

Submitted by

Reed Hansen & Associates
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Bainbridge Island, WA 98110
(206) 842-7228

Summary

This report presents the results of an updated and revised demographic study conducted by Reed Hansen & Associates to address the long-range capital facilities planning needs of Bainbridge Island School District No. 303.¹ This report presents forecasts of the total population and public school enrollment of Bainbridge Island between 2009 and 2019, based on three population-growth scenarios: 1) a primary scenario, reflecting medium population growth; 2) a low-growth scenario; and 3) a high-growth scenario.

The study presents annual enrollment forecasts by grade for the Bainbridge Island School District from school-year 2009-10 through school-year 2019-20. These forecasts show the number of students in each grade that are likely to attend Bainbridge Island public schools.

The Summary Table presents the current and forecasted FTE enrollment for years 2008-09, 2009-10, 2015-16; and 2019-20 by grade levels, i.e., K-4; 5-8; and 9-12.

**Summary Table
Current and Forecasted FTE Enrollment
Bainbridge Island School District**

Year	Low Enrollment Change Scenario				Medium Enrollment Change Scenario				High Enrollment Change Scenario			
	K-4	5-8	9-12	Total	K-4	5-8	9-12	Total	K-4	5-8	9-12	Total
2008/09 (Actual)	1,178	1,189	1,448	3,814	1,178	1,189	1,448	3,814	1,178	1,189	1,448	3,814
2010/11	1,213	1,142	1,404	3,759	1,214	1,142	1,406	3,762	1,215	1,143	1,407	3,765
2015/16	1,178	1,205	1,269	3,689	1,192	1,214	1,282	3,688	1,206	1,223	1,296	3,725
2019/20	1,191	1,149	1,349	3,689	1,216	1,169	1,371	3,756	1,241	1,189	1,394	3,824

As shown in the table, there is very little difference in forecasted enrollment during the initial forecast period (2008-09 through 2010-11), in part because of the lagged effect of population growth on enrollment changes and, also, because differences in population growth rates across scenarios are very small during the initial two years of the projection horizon. After 2010-11 enrollment changes due to birth increases in prior years as well as net migration become evident. The forecast results, however, indicate that Bainbridge Island School District enrollment will decrease, but at very modest levels, over the next 10 years under medium and low population growth scenarios, while increasing slightly under the high-growth scenario.

¹ The original study report was issued October 31, 2007.