

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

**Date:** January 22, 2013  
**Place:** District Board Room – Commodore Campus  
**Time:** 5:30 – 7:00 PM

**INFORMATION**

*Overview of District Budget Advisory Committee Roles and Responsibilities*

Superintendent Faith Chapel opened the meeting with introductions and distributed the District Budget Advisory Committee (DBAC) *Mission, Membership, Roles and Responsibilities* document for committee review. It was noted that the committee is called an advisory committee, with the main purpose being to advise and make recommendations to the School Board. The School Board, by law, makes all final decisions regarding the district’s operating budget.

*District Enrollment and Financial Data*

Peggy Paige, Director of Business Services distributed the 2011/12 Fiscal Year End for committee review. Ms. Paige brought to the committee’s attention revenues for Fiscal Year 2011/12 came in very close to projections, while expenditures for 2011/12 were \$1.1 Million below budget. She explained Bainbridge Island School District (BISD) ended 2011/12 with a healthy fund balance with reserves in several categories per accounting guidelines from Office of the Superintendent of Public Instruction (OSPI). In the area of *Committed to Minimum Fund Balance Policy*, the balance was \$1,100,000 (3%). *Assigned to Other Purposes* was \$1,257,000 (3.5%), which is the portion of fund balance that was committed to Fiscal Year 2012/13, as well as grant and building carryovers. Ms. Paige reviewed other areas of the report including the *Unassigned* fund balance of \$468,322 (1.3%), *Inventory Reserve* of \$191,500, and *Restricted for Carryover* of \$ 18,400. The November 2012 Monthly Financial Report was distributed to the committee for review. Ms. Chapel and Ms. Paige discussed the specifics of the report with the group, and guided committee members through the process of reading and interpreting the district’s computer generated financial report. The November 2012 enrollment data was distributed. It was noted if enrollment remains steady, additional revenues are expected due to an increase in enrollment over budgeted numbers. Ms. Chapel underscored the significant support the district receives from the Bainbridge Schools Foundation (BSF) and other outside sources. It was noted that BSF has hopes in the future of shifting their funding model from staffing support to innovation.

*District Budget for 2012-13 – Some Revenue Assumptions*

The 2013/14 *Budget Development Guidelines* was shared with the committee. These guidelines have been in use for the last four years by the District Budget Advisory Committee, DBAC Subcommittees, and district and school administrators to determine budget priorities. Ms. Chapel noted that one strategic assumption has been updated. The Washington State Supreme Court has directed the State Legislature to “make reasonable progress” toward fully funding K-12 Basic

Education by 2018. The district therefore anticipates receiving some level of additional funding for the 2013/14 school year.

*State Budget Status Report – Governor Gregoire’s Preliminary Proposal*

Portions of outgoing Gov. Gregoire’s Proposed K-12 Budget presentation were shared with the committee. Gov. Gregoire has proposed some revenue sources remain unchanged. Ms. Chapel discussed some of the potential state funding impacts and how they may affect Bainbridge Island School District. The full PowerPoint presentation can be found on the OSPI website. Incoming Governor Jay Inslee will come out with his own K-12 Budget.

*Budget Development Draft Timeline*

The committee expects to meet once per month. A draft 2013/14 Budget Development Timeline was distributed to the committee. Ms. Chapel discussed with the committee possible Legislative decisions that may require the committee to meet more frequently. Updated Legislative information will be shared with the committee.

**Next Meeting:**

February 26

March 26

April 23

May 21

June 4