



Board of Directors, Special Meeting Minutes, Tuesday, May 21, 2019  
RICHLAND SCHOOL DISTRICT NO. 400  
BENTON COUNTY, RICHLAND, WASHINGTON

The Board of Directors of Richland School District No. 400 met for a special meeting Tuesday, May 21, 2019, at 6:30 P.M. at the Administrative Service Center, 615 Snow Avenue, Richland, Washington. School Board President Rick Jansons presided. Board members present: Heather Cleary, Rick Donahoe, Jill Oldson, and Brett Amidan.

## **1.0 CALL TO ORDER**

### **1.1 Budget Update**

Dr. Schulte reviewed the revised Revenue and Expenditure worksheets. He stated the major change is the result of legislative action that allows us to collect \$4.3 million in levy revenue and about \$500,000 in new special education revenue balanced by restored expenditures from the return of most budget cuts previously included in earlier versions.

As a result of these changes, the District is now showing a budgeted unassigned and unreserved ending fund balance of \$9,572,080 equal to 4.84% of expenditures. While this is below the board goal of 5%, it should be acceptable since the District will not spend 100% of capacity, resulting in an actual ending fund balance higher than the 5% goal. Highlights of changes to the expenditure budget worksheets include:

- \$350,000 less in Basic Education Allocation (BEA) administration
- \$150,000 more in BEA Certificated staff
- \$706,000 more in BEA Classified staff
- \$500,000 more in BEA benefits
- \$900,000 more in BEA Maintenance, Supplies, Operating Costs
- An overall increase of about \$1,378,000 in classified staff

Superintendent Schulte stated belt tightening has been accomplished with fewer administrative positions and less travel. He also shared several ideas to do away with certified overloads. The maintenance and operations budget has been tightly scrubbed for more accuracy.

Dr. Schulte stated the budget includes sufficient funding to maintain or increase current classified staffing and paraprofessional levels, taking into consideration all funding sources. He reported there will be no layoffs or Reductions in Force (RIFs), although both certificated and classified staff are subject to reassignment or changes in hours depending on student and District needs. Superintendent Schulte explained some directions the District hopes to gradually move toward include:

- Minimum hourly schedules of six hours or more. Converting part-time staff to closer to full time allows for more available total classified hours and positions, potentially as many as the equivalent of 15 additional positions for the same funding level.

- Use of BEA or levy funds for classified staff where possible. This avoids the need to maintain burdensome Time and Effort records, it allows individual staff to serve any or all students, and it permits staff to easily fill needs in more than one program.
- Use of categorical funds wherever possible to fill certificated positions. This will allow us to simplify Time and Effort records and enhance our staffing in difficult to fill positions such as school psychologist, SLP, OT/PT, and special ed teacher.
- Wherever practical and feasible, delegate scheduling of classified staff and positions to the building level. This allows schools to allocate classified staffing hours to the unique and priority needs at each school, where those needs may vary depending on grade levels, classrooms, students, teachers, specialists, and/or supervision.

Dr. Schulte next reported on the Educational Programs and Operations (EP & O) Levy. This revised budget plan takes into account a number of changes resulting from legislative action. He highlighted several features of the 2020-2021 EP& O Levy:

- An increase in levy revenue in 2019-2020 by about \$4.3 million.
- An increase in levy revenue in 2020-2021 by about \$9.8 million.
- An increase in the levy rate from \$1.50 to \$2.50 per thousand.
- Establishment of a new sub-fund in the accounting system for levy revenue and expenditure.
- Future audits of the levy sub-fund to verify that levy expenditures satisfy the requirement that they are used for Enrichment and not for Basic Education.
- While the total levy revenue is reasonably predictable and known, the distribution of expenses within the levy plan are flexible so long as increases in one line are offset by decreases in other lines.

Mr. Jansons stated the state only provides funding for two nurses for the entire District, which is not acceptable in the Richland School District, and does not provide any funding for School Resource Officers (SROs).

Board members agreed this budget reflects the Board's goal of attempting to avoid cuts that will affect students. It also is near the Board's goals of a 5% fund balance, and the levy is still less than the \$24 million the levy legally allowed by the ballot proposition, which is good for taxpayers.

Mr. Jansons advised this is first time the Board has seen the budget documents and is not the final version. Final approval by the board is projected for the June 11, 2019 Board meeting, although the Board has until August if needed. The Public Hearing will be advertised two weeks prior.

*Public Comment:*

Colleen Mangano, 3517 Fargo, questioned the reduction in budget for special education staff. Dr. Schulte assured her there would be no layoffs.

Mr. Jansons announced an executive session would follow the regular portion of the meeting. Executive session is projected to last thirty minutes with no action taken. The Board recessed at 7:26 P.M.

The Board meeting reconvened at 7:40 P.M.

**EXECUTIVE SESSION (Personnel)**

The Board adjourned to executive session at 7:40 P.M. to discuss qualifications of an applicant for employment or review of performance of an employee (final actions must be taken in public and discussions affecting employees generally must be held in public) 42.30.110 (1) (g). The executive session was projected to last thirty minutes, with no action expected. Executive session ended at 8:10 P.M.

The Board returned to the regular meeting at 8:10 P.M.

**ADJOURNMENT**

The meeting adjourned at 8:10 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS