



Steilacoom Historical School District Board of Directors

Study Session

Professional Development Center 511 Chambers Street Steilacoom, WA

7/14/2016 06:00 PM

- 1. CALL TO ORDER** (Action)
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda

- 2. INTRODUCTION OF NEW PRINCIPALS** (Information)

Presenter: Kathi Weight

JoAnne Fernandes, Pioneer Middle School
Michael Miller, Steilacoom High School
Ryan Douglas, Cherrydale Primary School

- 3. TOPIC FOR BOARD DISCUSSION**
 - a. Budget Advisory Committee** (Information)

Presenter: Jim Brittain

[Budget Committee Presentation 7142016 draft.pdf \(p. 3\)](#)

- 4. RECESS TO PUBLIC HEARING**

- 5. PUBLIC HEARING ON DRAFT 2016-17 SCHOOL YEAR BUDGET**
 - a. PRESENTATION** (Information)

Presenter: Jim Brittain

[Final 16-17 Budget Hearing Presentation 7142016.pdf \(p. 13\)](#)

 - b. COMMENTS FROM THE AUDIENCE** (Information)

- 6. RETURN TO STUDY SESSION**

- 7. TOPIC FOR BOARD DISCUSSION**
 - a. Data Discussion** (Information)

Presenter: Nancy McClure

[SHSD DATA CYCLE.pdf \(p. 29\)](#)

- 8. RECESS TO CLOSED MEETING**

9. CLOSED MEETING

per RCW 42.30.140 (4)(b) to discuss collective bargaining

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

10. RECESS TO EXECUTIVE SESSION

11. EXECUTIVE SESSION

(Executive Session)

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

12. RETURN TO PUBLIC MEETING

13. ADJOURNMENT

(Action)

Steilacoom Historical School District

BUDGET ADVISORY COMMITTEE

July 14, 2016

Committee Members

Bob Forbes, School Board Member

**Patrick Lewis , City of DuPont
Community Member**

**Andrew Gelstin, Town of Steilacoom
Community Member**

**Tiffany Tarter, Anderson Island
Community Member**

Jean Vonderscheer, SCEA Member

Katie Redman, SEA Member

Nancy McClure, Principal

**Jim Brittain, Executive Director of
Finance and Operations**

Purpose of Committee/Outcomes

- **Transparency of District's Finance and Operations**
- **Understanding of K-12 Finances**
- **Understanding and Analysis of Revenues, Expenditures and Fund Balance Reserves**
- **Budget Strategies link to District's Strategic Goals**
- **Lessons Learned**

Understanding of K-12 Finances

K-12 Finances

- State Funding Model Drivers (Enrollment and Staff Mix Ratio)

Revenue Sources

- Apportionment
- M&O Levies
- Non-local tax (Sale of Goods, Food Service, Facility Rental)
- State and Federal Grants (Special Education, Title I, II, III, Math and Science, etc.)
- Fund Balance Reserves – usage to build budget expenditure capacity
- Expenditure Capacity (build additional capacity using fund balance as source)
- Fund Balance Reserves (assigned, unassigned and committed for other purposes)

Understanding and Analysis of Revenues, Expenditures and Fund Balance Reserves

Analyzed current budget and actual for 2015-2016 school year

- **Revenues Sources - \$33,408,852**
 - Local, State and Federal Funding
- **Expenditures – \$34,357,932**
 - Programs (Basic Ed, Special Ed, Information Technology, Transportation, etc.)
- **Fund Balance Reserves – more than \$4,000,000**
 - What it can be used for (budget expenditure capacity, commitments for the future, compensated absence pool)

Budget Strategies linked to Strategic Goals

Teaching and Learning

- **Curriculum**

- Disadvantage of ordering textbook curriculum - books and workbooks become outdated and the consumables may or may not work for the teacher.
- On-line curriculum is updated regularly and consistently with improvements and updates
- Maintaining \$\$\$ in general fund for technology update of curriculum
- Form a group to research best practice in early learning and assessment tools

- **Professional Development**

- Create a Master Plan for Professional Development
- Training to use technology vs. teaching professional development
- Move \$\$\$ from textbook to training and resources for technology driven classrooms

Budget Strategies linked to Strategic Goals

Resource Management

- **Instructional Resources**

- Additional technology resources in the classroom (computers, projectors, smart boards document cameras).
- Additional musical instruments at all levels
- Additional PE equipment
- Replacement of classroom furniture

- **Maintenance and Preservation**

- Facilities – budget for each building to properly maintain
- Low maintenance landscape plan to reduce water usage
- Reduce energy usage in all areas

Budget Strategies linked to Strategic Goals

Resource Management

- **Technology**
 - Electronic Reader Boards
 - Need to consider MediaCast or other system (survey if and how it would be used)
 - Teacher Laptops
 - Continue Network Upgrades
- **Fiscal Integrity and Stability**
 - Maintain 6% Fund Balance Reserve – Board Policy
 - Maintain an Unassigned Fund Balance – dedicate fund balance for specific purposes
 - Educate district employees regarding school funding

Budget Strategies linked to Strategic Goals

Safety, Services and Support

- **Safe Learning Environment**

- Security Surveillance inside and out
- Emergency Sheds – emergency response equipment for each school
- Town of Steilacoom SRO/City of DuPont Community Resource Office
- AED at each building

Family and Community Involvement

- **Community Outreach**

- Establish committees to assist district in areas of energy conservation, recycling, summer shut down plan and other specific problems identified.
- Social media to enhance district communication
- Day of volunteer work at each school

Lessons Learned

- Initiate committee earlier in the year
- Expand the number of committee members
- Provide information to committee members early
- Increase the number of committee meetings
- Summarize committee recommendations early to incorporate into budget

Steilacoom Historical School District

2016-2017

Budget Presentation

July 14, 2016

**General Fund, Debt Service Fund, Capital Projects Fund,
ASB Fund, Transportation Vehicle Fund**

FTE Enrollment Assumption

Grade	June 2014 Actual	June 2015 Actual	June 2016 Actual	2016-2017 Budget
All Day K	131	108	174	230
1	229	257	222	230
2	218	228	269	225
3	219	206	237	255
4	239	192	210	235
5	263	251	210	215
6	256	271	267	205
7	231	242	278	255
8	266	227	252	275
9	220	249	233	250
10	216	213	253	230
11	194	188	184	245
12	167	176	164	200
District Total	2850	2808	2952	3050
Running Start	70	81	79	90

- Chloe Clark All-Day K increase
- Expansion of Special Education Program

District Staffing

School District Staffing	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget
FTE Certificated	172.99	180.07	173.98	178.63	183.30
FTE Classified	81.89	88.34	84.98	89.73	95.48
FTE Administration	11.81	13.97	14	16	16

2016-2017 Staffing Increases

Certificated Increases:

- 2 additional Teachers for Full Day K – Chloe Clark
- 7th – 12th Special Education Program Teacher
- Instrumental/Music Teacher (now 1 at both SHS and PMS)
- LAP/Title 1 Services Teacher

Classified:

- 5 Para educators for 7th – 12th Special Education Program

Fund Balance Position

	Budgeted 2014-2015	Actual 2014-2015	Budgeted 2015-2016	Projection 2015-2016
Beginning Fund Balance	\$7,506,200	\$7,512,906	\$4,340,280	\$4,769,197
Revenue Budgeted	\$30,988,871	\$30,035,473	\$33,408,812	\$32,975,000
Expenditures Budgeted	\$32,867,351	\$30,925,183	\$34,352,413	\$32,863,917
Fund Balance Transfer	\$1,854,000	\$1,854,000	\$0	\$0
Financial Impact	-\$3,732,480	-\$2,743,710	-\$943,601	\$111,083
Ending Fund Balance	\$3,773,720	\$4,769,197	\$3,396,679	\$4,880,280

Fund Balance includes Board Policy 6% prior expenditures and Compensated Absence Pool Reserve. 15-16 Fund Balance has \$500,000 committed for Capital Projects.

Fund Balance Budgeted Position

	Budgeted 2016-2017
Beginning Fund Balance	\$4,880,280
Revenue Budgeted	\$36,560,345
Expenditures Budgeted	\$37,772,013
Fund Balance Transfer	-\$600,000
Financial Impact	-\$1,811,668
Ending Fund Balance	\$3,068,612

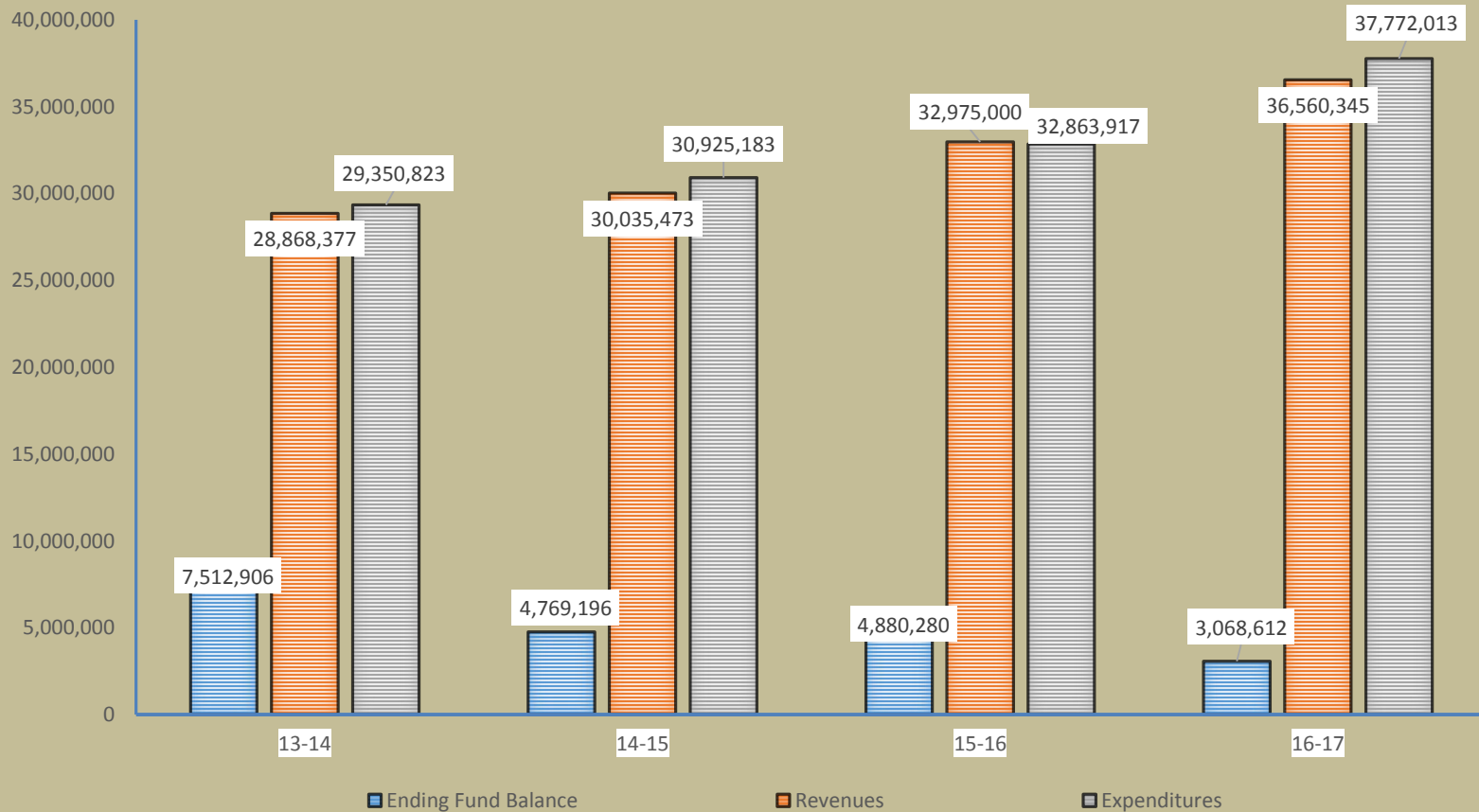
Fund Balance Reserves are utilized to supplement revenues to build expenditure capacity.

Budget Proposed:

- Provides expenditure capacity
- Transfers both unassigned (\$100,000) and committed (\$500,000) fund balance to Capital Projects Fund
- Continues computer resources for classrooms \$450,000
- \$200,000 capacity to replace several buildings surveillance systems and \$100,000 to replace Bells/Clock System
- Safety improvements capacity of \$300,000.

Fiscal Comparison

Fund Balance, Revenues, Expenditures

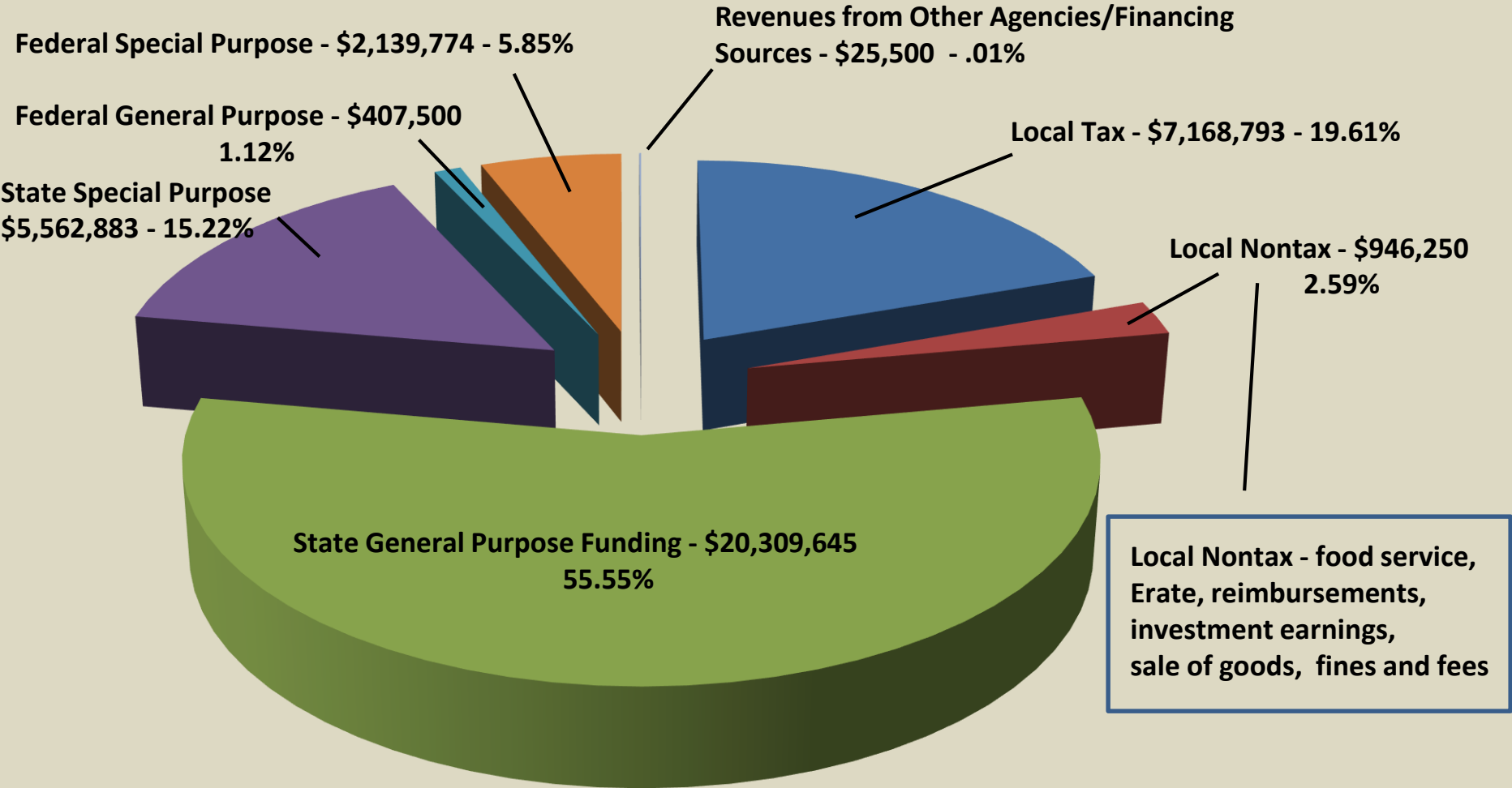


13-14 and 14-15 Actual, 15-16 Projection, 16-17 Budget

General Fund Budget Comparison 2015-2016 to 2016-2017

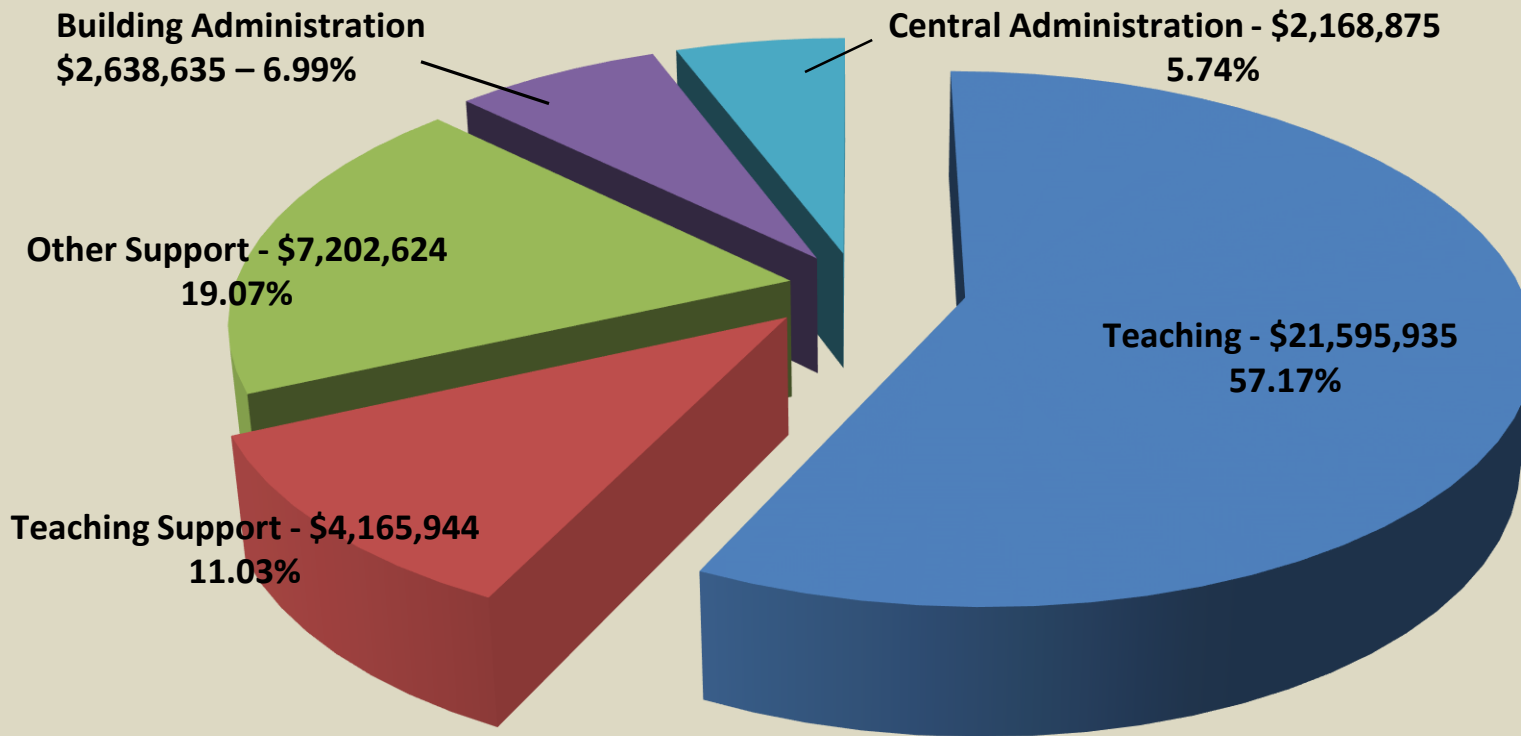
	Budget 2015-2016	Budget 2016-2017	Variance
REVENUES AND OTHER FINANCING SOURCES			
Local Taxes	\$7,040,093	\$7,168,793	\$128,700
Local Non-Tax	\$1,335,800	\$946,250	-\$389,550
State, General Purpose	\$18,050,499	\$20,309,645	\$2,259,146
State, Special Purpose	\$4,676,775	\$5,562,883	\$886,108
Federal, General Purpose	\$406,000	\$407,500	\$1,500
Federal, Special Purpose	\$1,856,645	\$2,139,774	\$283,129
Revenues from Other Agencies	\$43,000	\$25,500	-\$17,500
Total Revenues & Other Financing Sources	\$33,408,812	\$36,560,345	\$3,151,533
EXPENDITURES			
Regular Instruction	\$18,853,673	\$20,176,134	\$1,322,461
Special Education Instruction	\$4,116,031	\$4,503,536	\$387,505
Vocational Education Instruction	\$1,373,745	\$1,406,953	\$33,208
Compensatory Education Instruction	\$1,320,083	\$1,398,620	\$78,537
Other Instructional	\$749,925	\$1,199,256	\$449,331
Community Service	\$2,500	\$0	-\$2,500
Support Services	\$7,936,456	\$9,087,514	\$1,151,058
Total Expenditures	\$34,352,413	\$37,772,013	\$3,419,600

General Fund Revenues By Source



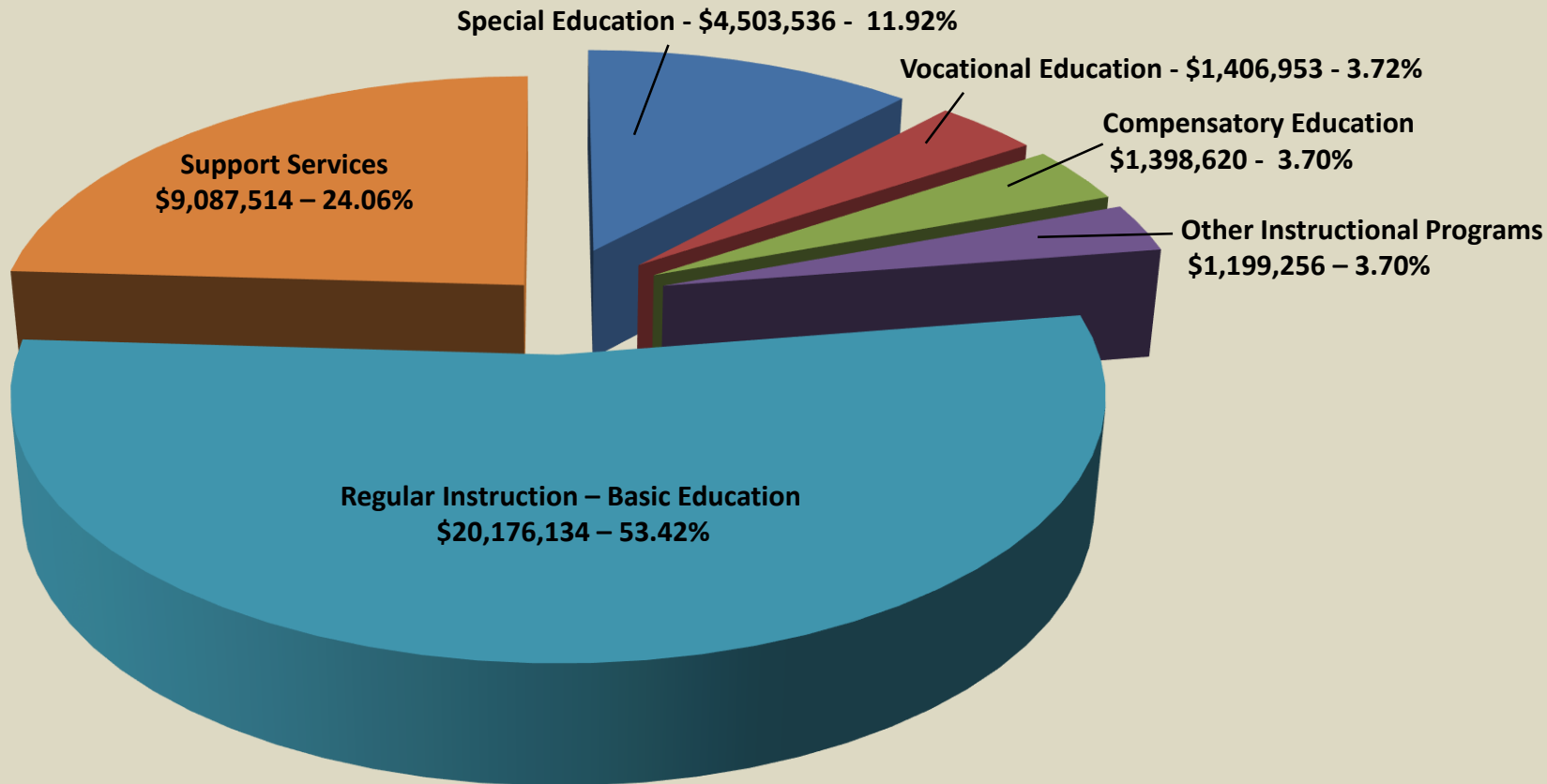
Total Budgeted Revenues - \$36,560,345

General Fund Budget Expenditures By Activity



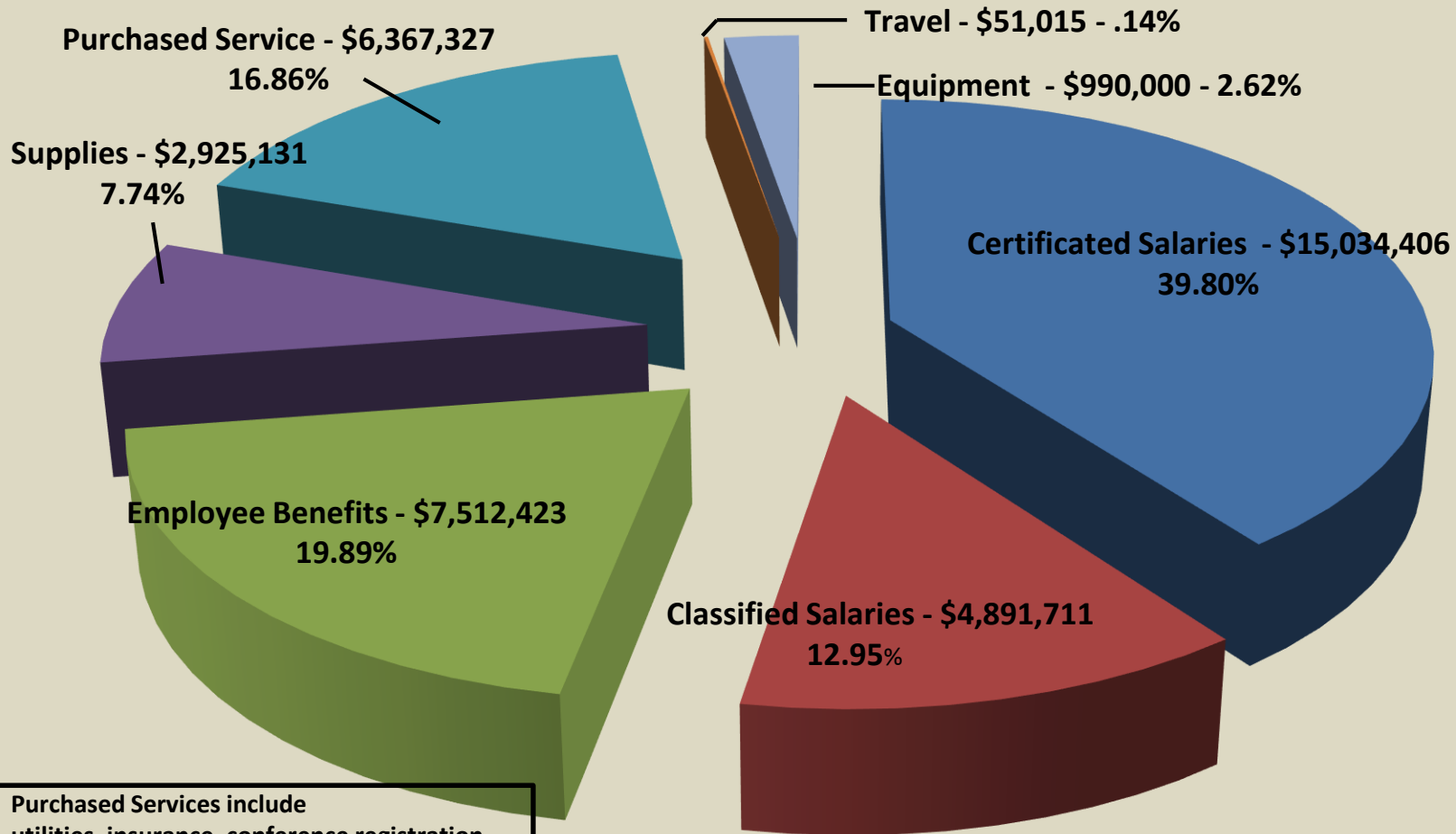
General Fund Budgeted Expenditures Total \$37,772,013

General Fund Budget Expenditures By Program



General Fund Budgeted Expenditures Total \$37,772,013

General Fund Budget Expenditures by Object



Purchased Services include utilities, insurance, conference registration, special education contracts, Running Start, transportation, food service, etc.

Salaries and Benefits represent 72.64% of budgeted expenditures.

General Fund MSOC Disclosure

MSOC from F-203	
Regular Instruction	\$ 3,413,174
Grades 9-12 Additional	\$ 296,717
Grades 7-8 Additional	\$ 79,607
Total MSOC Allocation	\$ 3,709,891

F-195 Budgeted Objects of Expenditure	Totals	Prg 01	Prg 97
Object 5 - totals	\$ 1,206,365	\$ 539,115	\$ 667,250
Object 7 - totals	\$ 3,257,587	\$ 943,587	\$ 2,314,000
Object 8 - totals	\$ 34,950	\$ 17,450	\$ 17,500
Object 9 - totals	\$ 950,000	\$ 600,000	\$ 350,000
Total Budgeted 5-9 Expenditures	\$ 5,448,902		

Difference	\$ (1,739,011)
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District is budgeting \$1,739,011 more in MSOC than receiving from State of Washington

Debt Service Fund

Beginning Fund Balance		\$2,906,087
Local Levy		
Fall 2016	\$2,607,509	
Spring 2017	\$3,919,472	
Timber Excise Tax	\$794	
Interest	\$2,000	
Total Local Levy and Interest		\$6,529,775
Bond and Interest 12/1/2016	\$5,235,300	
Interest Payment 6/1/2017	\$1,027,400	
Bond Transfer Fee	\$10,000	
Total Payments		\$6,272,700
Ending Fund Balance		\$3,163,162

Capital Project Fund

Beginning Fund Balance		\$1,205,417
Revenues and Other Financing Sources:		
Impact Fees/Investment Earnings	\$77,000	
Sale of Property	\$1,250,000	
General Fund Transfer In	\$600,000	
Total Revenues and Other Financing Sources		\$1,927,000
Total Funds Available for Capital Projects		\$3,132,417
Expenditures for Capital Projects:		
DuPont Transportation Facility	\$1,300,000	
HVAC Systems	\$900,000	
Parking Lots	\$175,000	
Projects Unassigned	\$200,000	
Legal/Survey Consulting Services	\$100,000	
Total Expenditures for Capital Projects		\$2,675,000
Ending Fund Balance		\$457,417

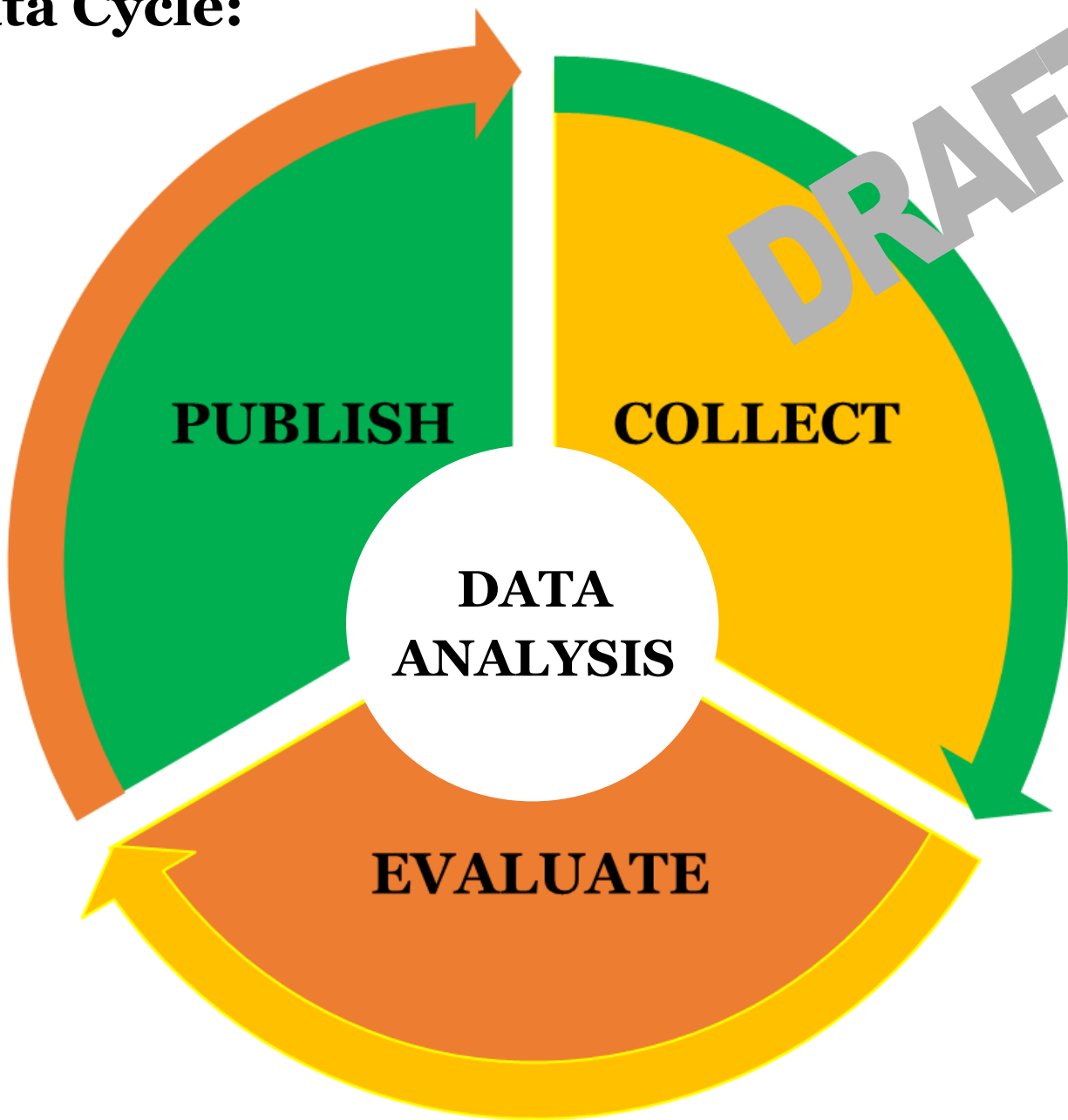
ASB and Transportation

	Associated Student Body	Transportation
Beginning Fund Balance	\$302,000	\$67,612
Revenue Budgeted	\$741,864	\$15,401
Expenditures Budgeted	\$720,100	\$65,000
Financial Impact	\$21,764	-\$49,599
Ending Fund Balance	\$323,764	\$18,013

Questions/Comments

Steilacoom Historical School District No. 1

Data Cycle:



COLLECTING:

- Achievement
- Safety
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EVALUATING:

- Demographics
- Trends
-
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PUBLISHING:

- Brochure
- Website
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