

**BUDGET COMMITTEE TRAINING
ST. HELENS SCHOOL DISTRICT #502
ST. HELENS, OREGON**

The Budget Committee of St. Helens School District #502, Columbia County, Oregon convened in the Administrative Office of the District, County and State on March 14, 2012.

Present

Jana Mann, Budget Committee Member
Nathan Helwig, Budget Committee Member
Walt Shriver, Budget Committee Member
Matt Freeman, Budget Committee Member
Alan King, Budget Committee Member
Marshall Porter, Budget Committee Member
Casie Nash-Baruffi, Budget Committee Member
Sally Norbom, Budget Committee Member
Tim Mosterdyke, Budget Committee Member
Raymond Biggs, Budget Committee Member
Mark Davalos, Superintendent
Janine Salisbury, Business Manager
Amanda Stuber, Executive Assistant

Call to Order & Flag Salute

Superintendent Mark Davalos called the meeting to order at 6:30 p.m. and led the flag salute.

Welcome & Introductions

The Budget Committee was welcomed by Superintendent Mark Davalos and introductions of each budget committee member, Superintendent Davalos and Janine Salisbury was made.

Budget Committee Roles/Responsibilities, Local Budget Law & School Finance Review

Business Manager Janine Salisbury provided a presentation on Budget Committee roles and responsibilities. Areas covered included:

- an explanation of budgeting and governance,
- a sample budget calendar,
- legal issues,
- Budget Committee role,
- School Board role,
- Budget Committee process,
- Budget meeting chair and vice chair selection,
- first meeting and remaining meeting requirements,
- committee member consulting with other committee members, and
- budget approval.

Questions/Comments

Question: Please clarify setting of the tax rate. Can this be lowered or raised.

Answer: This can be lowered or raised, but typically is not done.

Question: How will the budget be presented to the Budget Committee?

Answer: The budget will be presented in one complete document as simple as possible.

A simple document with detailed information on impacts was requested.

Ground Rules: Previously budget committee members emailed the Budget Committee Chair questions for forwarding to the Business Manager. The Business Manager would then respond to all committee members. Last minute (day of meeting) requests for information was not preferred.

These ground rules were agreed upon by the committee.

Adjournment

The March 14th Budget Committee Work Session adjourned at 8:30 p.m.

Budget Committee Chair

Budget Committee Secretary