

**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 May 24, 2012.

Present Were:

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

Call to Order & Flag Salute

Casie Nash-Baruffi called the meeting to order at 6:30 p.m. and led the flag salute.

Budget Committee 2012-13 Budget Review Questions

Please provide an explanation for any line item with a variance of \$10M or more from last year's budget?

The request will require additional time. More clarity about the goal would be helpful. \$10,000 variable is a very low hurdle and much of the information will not be meaningful. For instance – all health insurance line item explanations would be “staff enrolled in different tier plans.”

What are the current attrition (drop-out) rates in the district, and what relevant demographic information is available in this regard i.e. by gender, by grade level, by race etc.? I understand from the Proposed Budget information enrollment has declined by 6.5%, I am wondering specifically about drop-out information.

St. Helens High School's 2010-11 rate is 1.46 and the District's rate is 3.06. More detailed information can be found at www.ode.state.or.us.

What is the breakdown of all sports programs?

See attached budget and stipend list.

Why is the ratio of support staff so much higher at Lewis and Clark vs. the middle school and high school to high school by (more than 20:1 students to support staff)?

Younger students require more supervision. The staffing analysis started with the 2011-12 allocations and made adjustments that took from the middle school and high school and added to the two K-6 schools. A larger transfer would be a critical change vs. incremental. This year we are more unbalanced than the district will be next year.

Are the CCEC ratios reasonable and necessary and why so low? Can we do something else and be as successful? These ratios are less than the elementary schools.

The program, though not completely flat-funded, serves students well and reverses dropouts. The enrollment number stretches during the year and serves more students. CCEC costs exceed student ADM state funding by only \$10 - \$15,000.

Casie requested the number of seniors who will return to CCEC next year.

I have done the calculations and student to teacher ratio in all schools are about the same 28:1. Is this effective to educate the lower grades where teacher to student learning is so crucial?

There are 17.25 middle school teachers, not 16.75. To calculate middle and high school ratios, preparation periods must be factored in.

*Formula = students * classes offered / classes taught / teacher allocation = ratio*

*MS = 465 students * 6 classes offered / 5 classes taught / 17.25 teachers = 32.24 (rounded to 32.5)*

*HS = 1,051 students * 7 classes offered / 6 classes taught / 36.48 teachers = 33.61 (rounded to 33.5)*

I am noting that the report given stated 32.5:1 and 33.5:1 as classroom breakdown for mid and high schools, but the ratios given in the breakdown of schools shows teacher FTE of around 28:1. What classes have severely low class sizes?

Above #6, class size will vary on content and scheduling decisions at the site.

The budget message states there will be a 'continued savings of \$160,000' yearly due to the closure of Columbia City School. What will be the associated on-going costs to the district? Utilities? Maintenance?

The savings are almost entirely due to payroll. Utilities and Maintenance will total about \$40,000 per year.

What plans (if any) are in place for Columbia city School building's future?

Superintendent Davalos has had dialogue with Portland Community College but PCC's interest is to purchase property in Scappoose. A plan to develop a Magnet school will be developed.

Regarding second administrator at Lewis & Clark and staffing:

Is this really necessary?

Yes. 780 K-6 students need staff for safety, discipline, communication, evaluation or programs, etc. July 2013 the state is requiring evaluations on teaching staff every other year which will

Mr. Porter questioned splitting the current assistant principals between the two K- 6 buildings. Superintendent Davalos explained it could be done, but is not advisable.

Can the administration reassign roles to cover this position?

We swapped the middle school assistant principal with the Lewis & Clark TOSA which is budget neutral.

The current level of student numbers with two administrators at McBride but not at Lewis & Clark was questioned. Two Board Members questioned sharing the AP position and using other administrative staff to fill in when needed.

Superintendent Davalos explained that the reconfiguration will require extra time and attention to student and parent needs.

Mr. King advocated for two administrators at the two K-6 schools due to safety reasons and the evaluation of teacher effectiveness to make teachers better with students. Mr. King also noted a majority of Oregon schools of the same size have the same level of administrative staff.

What are costs associated with new hire vs. a reassigned administrator vs. a TOSA (Teacher on special assignment)?

Salary only with the inclusion of 8 reduced days equals:

*Assistant Principal: Step 1 = \$77,566 for a 207 day contract
Existing Assistant Principal: \$79, 208 for a 207 day contract
Teacher on Special Assignment: \$50,044 for a 182 contract*

How much does a school building administrator cost?

\$84,090 (207 days) to \$103,556 (222 days)

What is the cost of closing the admin office for 1 month?

Closing the district office for one month would impact the superintendent, confidential and classified staff for a total savings of \$43,106 per year.

This would require renegotiation of employee group contracts and at least one year's lead to set-up and implement.

Can we look at posted compensation for classified staff? I believe these are posted in Teacher Handbooks....or are they available otherwise?

The classified contract is located on the SHSD employee information site.

The budget message states there will be a full-time licensed media specialist for both K-6 libraries. Is this one person over two libraries, or is it each library with their own media specialist?

One licensed media specialist at each school (QEM)

What programs are facing reductions?

SHHS auto and metals (1 period)

Library time at SHMS

SHHS is also seeing a period reduction in foreign language courses and a language arts course.

What programs, if any, are facing elimination?

Choir at Columbia City

Clarifying information on the elimination was requested.

Superintendent Davalos explained he did not fund choir as a program. The buildings assigned FTE to their programs according to student requests. The teacher was reduced one period because of the closure of Columbia City School and each K-6 has a music instructor.

Mr. King questioned 6th grade band.

Superintendent Davalos explained there was no reduction to band. Janine Salisbury explained the Band Patrons pays for the instructor.

The choir and metals programs were well represented at the last budget meeting, what is the impact directly to those programs?

Assignment reduction of one period, each. All students who forecasted for these classes will be able to take them.

How are the furlough days being calendared?

Calendar adoption is done by the Board. A Calendar Committee met last week to review and discuss options for placement. The committee will meet again next week. The Board will receive the recommendation for adoption.

Mrs. Mann requested clarification on placement and explained the intent of the question was to find out if they would be district wide and if the committee is reviewing different calendar options with 5, 6 or 8 days?

Superintendent Davalos explained the calendar is being built with 8 days. Student, parent and staff needs are all being considered and the reduced days will be district wide, all staff will take the reduction.

What would be the next reduction on the list if the committee wanted furlough days taken off the reduction list?

Staff is a large portion of the budget so options would be staff, programs and/or a reduction of reserve funds.

Is the District in a status quo period maintaining 2011-12 insurance rates?

The District has negotiated 2011-13 contracts with all employee groups and is not in a status quo period. Insurance caps are in place and are budgeted per contractual agreements.

Has a pay freeze been considered?

District employees have all agreed to no step and no COLA for the 2012-13 fiscal year. They have further agreed to as many as 8 furlough days for the 201-13 year.

Privatized afterschool sports – cost savings?

This could be explored. District insurance would not cover privatized sports and would be a significant expense for outside groups and families.

Public Comment

Prior to public comment, Cassie Nash-Baruffi reminded the public to keep comments to 3 minutes per individual or 5 minutes per group.

Kevin Zmolek spoke to the choir reduction. The Band Patrons pays the stipend for evening performances. Sixth grade choir does not hold evening performances so he does not receive a stipend.

Mr. Meeuwsen questioned CCEC being or not being self sufficient.

Jan Volynski questioned:

- District office staffing numbers
- If pay freezes are district wide does this include non-represented employees?
Mr. King explained all SHSD employees have agreed to pay freezes and eight reduced days.
- How many students transferred to Scappoose in the open enrollment option?
It was explained 10 students from SHSD were accepted in the lottery.
- In regard to administrative staffing at the middle school, can this be filled by pulling out administrative staff from other buildings?
- Has there been an evaluation of positions and need for the positions at district office level?

Keith Meeuwsen questioned librarian services at the high school and future plans for library staff.

Superintendent Davalos explained McBride and Lewis & Clark are budgeted for licensed librarians. The plan is to have licensed staff in all SHSD school libraries.

Keith Meeuwsen questioned administrative staff reduction in work days and recommended all SHSD work the same number of contract days.

Claire Shubal parent questioned breaking the Columbia City School contract to rent to a non-public entity. As a choir parent, if 6th grade choir is reduced how will the reduction affect their education and future of the choir program.

Superintendent Davalos added there was not a full schedule to continue choir at the 6th grade.

Can a parent work under a teacher such as Mr. Zmolek?

Superintendent Davalos explained how volunteers are required to pass a background and must be supervised by a licensed teacher when volunteering in the classroom.

Michelle Sprang reviewed the budget today at district office and:

Questioned certain line items in the budget that have increased significantly.

Janine Salisbury took notes on the specific items and will respond at the next meeting.

Asked if teachers bought in on the 8 furlough days?

Superintendent Davalos explained the district has agreements in place to allow for reduced days.

Asked if SHHS athletics being reduced?

Superintendent Davalos explained athletics is not a reduction in the proposed 2012-13 budget as they have taken a significant hit during previous years.

Mr. King explained they cannot guarantee athletics will not be reduced, but a reduction to athletics is not included in the proposed budget at this time.

Kevin Zmolek addressed the comment made regarding “students interest being too low to carry a full schedule” and asked if there was an interest for 6th grade band.

Superintendent Davalos did not have an answer to the question but agreed to follow-up.

Kim Snook questioned sports not receiving a reduction, expressed concern with a perceived favoritism between choir and band, and advocated for retaining arts at the current level.

Matt Freeman addressed the sports comment and noted the 2011-12 elimination of middle school sports.

Janine Salisbury also added that approximately \$35,000 of the extracurricular stipends are for drama, band, music, yearbook, auto, Skills USA, catering, etc. not athletics.

Clair Shabal recommended the committee make balanced reductions to all areas of the budget.

Michelle Sprang explained each parent pays \$150.00 per sport per student and questioned implementation of the same fee for choir.

This recommendation was not favorably received by audience members in support of retaining choir, but did peak interest in budget committee members Matt Freeman and Marshall Porter.

An unidentified SHHS student requested a breakdown of the athletics budget.

Janine Salisbury explained athletics and other extracurricular activities are lumped together in the budget. This amount is \$300,000+. This information will be provided at the next meeting.

A parent in favor of choir questioned the savings with the one period reduction to auto and metals.

Superintendent Davalos explained the proposed reductions at the high school followed student forecasting. The reduction to choir was due to the closure of Columbia City School and was not foreseen in the closure decision.

Kerry Marshall, SHHS counselor, clarified that students are not able to be placed in elective classes they request because of required courses students have not fulfilled.

Keith Meeuwsen recommended retirement incentives. There are a number of teachers eligible but who are still working for insurance.

Mikael Snook interpreted the statement “the reduction was made because the numbers aren’t there” as they don’t matter and are being punished because there is less interest.

Matt Freeman provided an example of supply and demand and noted the district does not value one of the different groups more.

Marshall Porter expressed concern with the loss of 8 days.

Ray Biggs requested information on the number of students who forecasted for choir.

Mr. Zmolek added the forecast numbers are not in yet and added that SHHS band visited Lewis & Clark today to increase interest in band.

Casie Nash-Baruffi explained the reductions at the high school level are based on incoming freshman and next year's sophomore, junior and senior students.

Mr. Biggs questioned sports availability at 6th grade. This question was answered with there is not. Based on this response Mr. Biggs did not support the inequity comment.

Marshall Porter questioned grant funds for to cover the cost of the reduction and encouraged the supporters to seek such funds.

Budget Committee Discussion of Proposed Budget

Sally Norbom questioned:

- no summer food program at Lewis & Clark.
Janine Salisbury explained the summer food program will be at McCormick Park instead of the school to accommodate reconfiguration moving.
- increase in the transportation budget while it was perceived that the reconfiguration would save transportation costs, and
- the number of students lost to Sauvie Island Charter School.

Ray Biggs also questioned charter school enrollment loss to SHSD.

Mr. Mosterdyke noted he was concerned with the dropout rate and felt his questions were addressed. He advocated for CTE programs but was agreeable with the proposed budget.

Matt Freeman questioned the charter school's budget increase of \$200,000.

Janine Salisbury explained the state amount payable to charter schools has increased and includes all other charter school enrollments.

Sally was in favor of the budget as presented and applauded the unions for their giving.

Marshall Porter expressed disagreement with the 8 day reduction and took ownership for the administrative staff questions. Mr. Porter explained he spent time with a Gresham Barlow principal who manages the school without an assistant principal. In regard to student safety, Mr. Porter added building staff are trained for and paid to step up in the event of an emergency.

Jana Mann requested moving an administrator from the high school to Lewis & Clark, expressed dislike with two librarians at McBride & Lewis & Clark, advocated for all staff working the same contract days, and CCEC operating within their funds.

Walt Shriver expressed concern with the 8 day reduction and advocated for adding days back to preserve student class time.

Alan King questioned and requested:

- \$181,000 budget for high school stipends. A list of paid stipends if stipends are not a contractual obligation, and
- clarifying information on the 6th grade band cost coverage was requested.

Ray Biggs questioned the status on the custodial and grounds positions.

Janine explained there was a reduction in custodial staff in the amount of .5 FTE due to the CC closure.

Upcoming Meeting Dates, Times & Locations

May 31 – 6:30 p.m. Location: SHHS Loo Wit Room

District Budget Committee meeting

Public comment

Budget Committee deliberation & discussion of proposed budget

June 5 (Tuesday) – 6:30 p.m. Location: SHHS Loo Wit Room

District Budget Committee meeting

Public testimony

Deliberation & approval of 2012-2013 budget for School Board adoption

June 20 – Budget Hearing & Regular Board Meeting – 6:30 p.m. District Office

School Board Meeting

Public Hearing on 2012-2013 budget

School Board adoption of 2012-2013 budget

Budget Committee Input

It was requested to send questions to Cassie on or before Monday for forwarding to district office

Adjournment

The meeting adjourned at 8:40 p.m.

Budget Committee Chair

Budget Committee Secretary

High School Extracurricular

2012-13 Proposed Budget

Account	Description	12-13 Proposed	FTE
100.1132.0111.711.230.000	ATHLETIC DIRECTOR SALARY	56,472.00	0.75
100.1132.0111.711.250.000	STIPENDS	181,066.00	
100.1132.0112.711.230.000	CLASSIFIED SALARY	29,009.00	1
	Object 100 - Salaries & Wages	<u>266,547.00</u>	
100.1132.0211.711.250.000	PERS EMPLOYER CONTRIBUTIO	9,703.20	
100.1132.0213.711.250.000	PERS BOND	22,186.72	
100.1132.0216.711.250.000	TIER III/OPSRP	537.35	
100.1132.0220.711.250.000	SOCIAL SECURITY	19,828.98	
100.1132.0231.711.250.000	WORKMANS COMPENSATION	1,350.30	
100.1132.0232.711.250.000	UNEMPLOYMENT COMPENSATION	2,848.51	
100.1132.0245.711.230.000	LIFE INSURANCE	24,940.69	
	Object 200 - Payroll Benefits	<u>81,395.75</u>	
100.1132.0322.711.230.000	REPAIR AND MAINTENANCE SE	1,700.00	
100.1132.0342.711.230.000	TRAVEL, OUT OF DISTRICT	2,000.00	
100.1132.0342.711.250.000	TRAVEL, OUT OF DISTRICT	575.00	
100.1132.0389.711.230.000	OTHER NON-INSTRUCT PROF/T	26,000.00	
	Object 300 - Purchased Services	<u>30,275.00</u>	
100.1132.0410.711.230.000	SUPPLIES	350.00	
100.1132.0410.711.250.000	SUPPLIES	900.00	
	Object 400 - Supplies	<u>1,250.00</u>	
100.1132.0640.711.230.000	DUES AND FEES	2,750.00	
100.1132.0640.711.250.000	DUES AND FEES	1,250.00	
	Object 600 - Other	<u>4,000.00</u>	
	Total	<u>\$ 383,468</u>	

High School Extracurricular Stipends

<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
Advisor Thespian	2,712	Football -Hd	5,785
Advisor Yearbook	3,887	Soccer-Hd	4,791
Drama Musical Winter	2,712	Asst. Girls Soccer	3,073
Drama Non Musical Fall	2,712	Tennis-Hd	4,861
Drama Non Musical Spring	3,073	Swim Asst	3,667
Co-Advisor -Lion Galleries	2,712	Golf-girls	4,520
Automotive Advisor	2,712	Golf-girls	5,202
Cheercoach- Winter	1,279	Track Asst	4,008
Cheercoach-Fall	1,279	Basketball Hd-girls	4,701
Activities Dir -HS	5,152	Football -Frosh	4,249
Skills USA Advisor 5 days	1,821	Basketball Asst	3,977
Advisor Lion Catering	2,350	Swim	5,514
Co-Advisor -Lion Galleries	2,712	Volleyball	5,785
Dance Advisor -Fall	1,450	Asst Volleyball	4,008
Dance Advisor -Fall	1,450	Football	4,249
Extra Days - 10	3,642	Baseball Asst	3,977
Extra Days	5,463	Wrestling Asst	4,249
Vocal Music	4,249	Cross Country -Hd	5,514
Soccer-girls	4,861	Track-Hd	5,785
BB-V-Boys	5,424	Softball Asst	3,241
Asst Track Coach -HS	3,496	Baseball	5,458
Cross Country	3,155	Track Asst	4,249
Asst. Boys Soccer	3,155	Football Asst.	4,249
Tennis	4,520	Track	4,249
Softball	5,117	Football -JV	4,249