

**MINUTES OF THE BUDGET COMMITTEE MEETING
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 January 20, 2010.

Present Were:

Carol Ford, Budget Committee Chair
Benita Saatvedt, Budget Committee Member
Nathan Helwig, Budget Committee Member
Alan King, Budget Committee Member
Bill Crist, Budget Committee Member
Patricia Adams, Superintendent
Terri Burns, Director of Operations & Finance
Amanda Stuber, Executive Assistant

Superintendent Adams called the meeting to order at 7:00 p.m. and led the flag salute.

ELECTION OF 2009-10 BUDGET COMMITTEE OFFICERS

Budget Committee Chair

Superintendent Adams' welcomed the committee and announced there are still three vacancies on the committee and the district is still actively seeking applicants.

Mr. Helwig nominated Mrs. Ford as budget committee chair. Mr. King seconded. With no further nominations, Mrs. Ford was unanimously approved to serve as the 2010-11 budget committee chair.

Budget Committee Vice Chair

Mr. King entered a motion to defer nomination of vice chair until a full committee is established. Mr. Helwig seconded.

The motion deferring the nomination of a vice chair until the next meeting was unanimously approved.

Chair Ford questioned applications for the vacancies to date and the committee recommended Sally Norbom. Mr. King will contact Sally Norbom regarding the vacancy.

REVIEW YEAR TO DATE 2009-2010 FINANCIAL REPORTS

Mrs. Burns provided the board a year to date financial report which reflects a \$1.8 million ending fund balance. However, after January through June there could be an approximate \$400,000 reduction due to uncollected taxes and the ADM adjustment would reduce the ending fund balance as well.

Superintendent Adams brought attention to the reduced expenditure in supplies for this time of year and noted staff is being conservative.

Mr. Helwig questioned the balance of the capital projects fund.

Mrs. Burns answered the balance is approximately \$300,000.

It was also noted the report does not reflect the \$500,000 the county is holding for the NW Natural Gas case. Should NW Natural Gas win the case, the county will further reduce district funding by 5%.

2010-11 BUDGET ESTIMATES & IMPACTING ISSUES TO THE 2010-11 BUDGET

Superintendent Adams noted there are many unknowns at this time without a forecast, the election results of measures 66 and 67, negotiations, and assumptions. Following the January 26 election, the district will have a better idea.

The Stimulus funding was questioned. It was explained the stimulus funding was only for the 2009-2010 school year, however, the Race to the Top Grant, if received, could make up that loss.

DISCUSSION OF 2010-11 BUDGET CALENDAR AND BUDGET DEVELOPMENT PROCESS

Mrs. Burns reviewed the 2010-11 budget calendar and explained the next meeting in May is later than in previous years. This is because of the forecasting timelines. Mrs. Burns noted the district could have a few different budgets for review at that meeting.

Chair Ford questioned how Superintendent Adams would proceed with the beginning steps in the early months.

Superintendent Adams explained between now and the May meeting she will meet with administrative staff who will meet with their staff for priorities that meet the district goals. The district will also seek input from the community through the blog on the district website. The combination of the two will assist with building of the 2010-11 budget. As an example, Superintendent Adams reviewed middle school budget priorities and explained that because of NCLB and the new technology assessment, equity in technology will be a priority.

Mrs. Burns added that while Superintendent Adams is working with the buildings, she is working with the vendors.

Mr. King commented that the district will not meet their Strategic Plan if the district continuously rolls over the budget.

Mrs. Saatvedt noted there are federal programs, new graduation requirements, and other areas the district cannot control.

Chair Ford questioned the district's progress in the Strategic Plan and progress is measured and reminded the committee that the committee's charge is to review the numbers; the board can better determine what areas to feed or not feed.

Superintendent Adams explained there are various assessments done through the year that tells where our students are and where they need to be. This information is provided to the board at their meetings and report on the progress will be given at the March meeting and again in June.

Mrs. Saatvedt noted she is unavailable for the May 19th meeting. Mrs. Saatvedt also questioned what capital projects did not get completed this year that still need done.

Mrs. Burns explained that capital project priorities include safety and security projects and a list of the projects would be provided at a later time.

Superintendent Adams added she is establishing a Science Facilities task force for updating and improving district science facilities at the middle and high school.

Chair Ford requested clarity of what went in and came out of the 2009-10 budget. It was explained this information may be helpful to the committee and is good for the public to have.

Discussion on holding future meetings at a larger location occurred. No action was taken on the discussion item.

Mr. King entered a motion to revise the meeting times from 7:00 p.m. to 6:30 p.m. Mr. Helwig seconded. The motion carried unanimously.

The meeting adjourned at 7:50 p.m.

Budget Committee Chair

Budget Committee Secretary