

**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 May 6, 2009.

**Present Were:**

Benita Saatvedt, Budget Committee Chair  
Nathan Helwig, Budget Committee Vice-Chair  
Jana Mann, Budget Committee Member  
Rebecca Wallace, Budget Committee Member  
Dennis Minsent, Budget Committee Member  
Carol Ford, 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

Benita Saatvedt called the meeting to order at 6:30 p.m. and led the flag salute.

**MINUTES APPROVAL**

Following three revisions to the January 21, 2009 budget committee meeting minutes, Nathan moved to approve the minutes. Patrick Loupin seconded. The motion carried unanimously.

**PRESENTATION OF 2009-10 BUDGET MESSAGE & PROPOSED BUDGET**

Prior to the delivery of the 2009-10 budget message Superintendent Adams expressed gratitude to each principal, each business office employee, SHEA President Tonya Arnold, OSEA President Telka Peterson, and her assistant for the work they all put into the budgeting process since it began in February. The presented 2009-10 Superintendent's budget message included the following:

This year our budgeting must rely on uncertain financial projections for the 2009-11 Biennium. This is a two year funding cycle and the economic forecast is volatile. Students are the reason we are here and we are committed to a quality school district where every school is run by passionate and innovative individuals who always put children first. This budget ensures that the reduction in resources provide a balance in programs and staffing that allows us to work together to achieve excellence.

The district strategic planning process, mission and goals, bind our budget planning. These venues were integrated into the budget proposal and are reflective of strategically identified needs and priorities. Based on community and staff input, the strategic planning process identified four essential priority areas: student achievement, communication, technology and facilities. These priorities, along with the district mission and goals, have served as the future direction for the St. Helens School District and have created a challenge to the proposed 2009-10 budget.

**District Mission**

Dedicated to Inspiring Excellence for All.

District Goals

- St. Helens School District's comprehensive, aligned and implemented K-12 balanced curriculum will result in a 5% or greater annual increase in academic achievement in math, reading and writing for all students, as measured by state and district assessments.
- The school district will become increasingly engaged with the greater St. Helens community through expanded communication, collaboration and involvement opportunities.
- The St. Helens School District will upgrade the educational facilities through a capital reserve fund and bond.

The 2009-10 Budget addresses the serious decline in state revenue and a slight decrease in student enrollment. We are in the first year of the 2009-11 Biennium Funding Allocation and we will continue on a path of fiscal caution and prudence.

Budget Assumptions

The proposed Budget is built upon the latest financial information from the State. The economic recession and instability of K-12 education funding may result in future reductions. The Final State Economic Forecast will be released on May 15<sup>th</sup>. This forecast will determine the funding level for the next biennium—July 1, 2009 to June 30, 2011.

- The District's proposed budget for 2009-10 is based on the April 2009, \$5.4 billion ODE State School Fund estimate. With an average daily member weighted (ADMw) student population of 4,019.8 the district estimates receiving \$16,025,157 in State School Funding.
- Our proposed budget for 2009-10 is \$25,076,695 which is down 12% compared to \$28,529,162 for the past year.
- The revenues from the State School Fund are based on the first year of the 2009-11 Biennium Funding Allocation. The revenue generated per student will decrease from \$6,329 per student to \$5,782 per student. This is a \$547 decrease or 9% decrease in Average Daily Membership weighted (ADMw) funding.
- The District will have an estimated ending fund balance of \$1.7 million at the end of the fiscal year on June 30 2009.
- The Beginning Fund Balance for 2009-2010 is estimated at \$1.7 million which is 6.8% of the budget.
- The District's contingency fund will remain at \$600,000 which is 2.4% of the budget.
- The cost to maintain current programs, referred to as our "roll-up" cost would be approximately \$1.4 million over last year's budget, representing a 5% increase.
- Student enrollment population growth is estimated at a 1.5% decrease or approximately 50 less students.
- Licensed and Classified employees will be in their final year of a three year contract. By Contract, licensed salaries will increase by 3.5% and classified

salaries will increase by 2.5%. Both Contracts have a District health insurance cap. The District pays 92.5% per month for licensed employees and 90% per month for classified employees.

- District required contribution to the retirement funds for school employees remain stable from the previous school year.
- A change in graduation requirements and state and federal data collection has required additional resources.
- Utility and fuel budgets have been increased by approximately 5%.

#### Other General Fund Resources for 2009-2010

The District estimates that in addition to State School Funding the following resources will be available in 2009-2010:

##### Beginning Fund Balance

- The District's current estimate of this school year's Ending Fund Balance is \$1.7 million. This resource becomes the Beginning Fund Balance for 2009-10.

##### Additional Revenue

- The District estimates receiving \$7.4 million in other revenue for 2009-10. This includes current and prior-year tax revenue, gate receipts, participation fees, user fees for facility use, and interest earning.
- Northwest Regional Education Service District provides \$894,050 in service credits.
- The Construction Excise Tax will generate revenue based on collecting \$1.00 per square foot for residential permits and \$.50 per foot for industrial/commercial permits (up to \$25,000). All collections are expected to be spent on capital projects.

##### District Demographics

- **Students:** The projected student enrollment in the St. Helens School District for the 2009-2010 school year is 3,598 students, a decrease of 50 students from the current school year. This projection includes all students attending St. Helens Public Schools and alternative programs.
- **Licensed Staff:** The 2009-2010 proposed budget includes 166.25 Full-Time Equivalency (FTE) licensed staff. Of those positions, 12 FTE are funded through grants, 4 FTE are funded through ESD service credits and 2.5 FTE are funded through the Federal Stimulus package.
- **Classified Staff:** The proposed budget includes 108.99 FTE classified support staff. Of those positions, 27 FTE are funded through grants and other funds.
- **Administrative Staff:** The proposed budget includes 12.5 FTE administrative staff. Of those positions, 8 FTE are principals and assistant principals, 3 FTE district office administrators, and 1.5 FTE specialists. Of this FTE, 1.5 FTE is funded through grants and ESD County Allocation.
- **Confidential Staff:** The proposed budget includes 6.5 FTE confidential staff.

The message also included the major proposed reductions that represent a decrease in the amount of \$3,452,467 from the 2008-2009 budget and concluded with the following:

I continue to believe that our work is directly linked to the district's core mission and goals. I am optimistic that St. Helens School District will remain a place where children come first and excellence is the norm. I am confident that in the short-term our students will have access to rigorous academics, the arts, music, technology, athletics, after-school programs, electives, literacy and math interventions, advanced placement, alternative placement, ELL and special education services, career development, and student guidance, as well as resources that meet graduation requirements within a culture of 21<sup>st</sup> century standards; I also believe that our facilities will continue to be maintained in a manner conducive to effective teaching and learning.

The challenge for our teachers, principals, parents, staff, school board and the entire community is to collectively focus our energy on a future where morale, trust and pride become consistently high; and together, we will continue our pathway for success of all students. We will need to reflect and understand just how we got to this place, and we will need to remind ourselves, that despite all of our differences, we share common hopes and common dreams that every child in this district can be successful.

#### **COMMITTEE DISCUSSION**

Mr. King requested time to review the presented information and expressed a concern with a meeting not being held before the May 20<sup>th</sup> meeting to allow for committee member question time.

Mrs. Wallace suggested postponing the scheduling of another meeting until after the May 20<sup>th</sup> meeting where public comment will be provided.

Mrs. Saatvedt requested committee members forward questions ahead of time to Mrs. Burns and asked Mrs. Burns to distribute the compiled information to the committee before the next meeting. Mrs. Saatvedt also agreed to postpone the scheduling of an additional meeting until after public comment is received.

Mr. King expressed his disagreement with the postponing of a meeting before the May 20<sup>th</sup> meeting.

Mrs. Mann thanked the work done by the administrative team and briefly re-addressed the roll of the budget committee.

Mr. Loupin also revisited the OSBA budget committee training received in March and shared his observation that the committee is borderline crossing into the area that is not within their authority.

Following minor discussion on the role of the committee the committee requested the following information be provided prior to the next meeting:

1. Enrollment by grade
2. Class sizes after the proposed reductions
3. Dollar value of each item in the district wide general fund reductions area

**NEXT MEETING DATE**

The time of the May 20<sup>th</sup> meeting was changed to 6:00 p.m. instead of 7:00 and a larger location will be arranged. The papers will be notified as per the legal posting requirements and a notice will go out to all staff.

**ADJOURNMENT**

Benita Saatvedt adjourned the meeting at 7:10 p.m.

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Budget Committee Chair

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Budget Committee Secretary