

Woodburn School District 103
1390 Meridian Drive
Woodburn, OR 97071
(503) 981-9555



DIVERSE IN CULTURE; UNIFIED IN MISSION

APPLICATION TO FILL BUDGET COMMITTEE VACANCY

BACKGROUND INFORMATION

Position: Board appointed Budget Committee Position 4 and 5

Appointment Requirements: To be eligible for appointment, the candidate must:

- (1) have lived in the district at least 12 months prior to appointment,
- (2) not be an officer or employee of the district,
- (3) be a registered voter of the school district

Duration of Appointment: 3 Year Term

Duties: In a series of public meetings, the Budget Committee meets to review, discuss, make additions or deletions to and approve the proposed budget presented by the budget officer. Upon completion or deliberations by the committee, the budget is recommended to the board for final approval.

Application Procedure: This application, when completed, should be returned to the Board Secretary's Office at the above. The Board will schedule an interview of candidates, then at the next regularly scheduled meeting will make their selection and appointment.

Desirable Qualifications: Participant in school activities, committees, etc.; ability to solve problems in a positive manner; ability to attend budget work session and meetings.

Position(s) Open:

Position 4 and 5 Upon Appointment to June 30, 2026

Additional Information: If you have questions or would like additional information, please call Jenne Marquez at 503-981-2701.

Budget Committee Meetings: Work Session & First Budget Committee Meeting – April 16, 2024; Second Budget Committee Meeting – May 7, 2024.

**BUDGET COMMITTEE APPOINTEE
PROCEDURE TO APPLY CHECKLIST**

**BEFORE YOU RETURN THE BUDGET COMMITTEE APPLICATION,
PLEASE COMPLETE THE FOLLOWING CHECKLIST.**

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Verify requirements necessary for appointment: | | |
| • I live in the Woodburn School District | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am not an officer or employee of Woodburn School District. | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am a qualified voter in the Woodburn School District. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have read the background information (on front page). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have fully completed the application form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I can attend the scheduled board meeting for an Interview, February 13, 2024. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I can attend the schedule Budget Committee Meetings:
-Work Session & First Budget Committee Meeting – April 16, 2024;
-Second Budget Committee Meeting – May 7, 2024. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Return application to: | | |

**Woodburn School District 103
Email: j.marquez@woodburnsd.org
1390 Meridian Drive
Woodburn, OR 97071**

IF YOU ANSWERED 'YES' TO ALL THESE QUESTIONS,
YOU ARE READY TO RETURN YOUR APPLICATION

APPLICATION TO FILL BUDGET COMMITTEE VACANCY

Please return completed form.

CANDIDATE INFORMATION

Name: _____

Home Address: _____ Phone: _____

Work Address: _____ Phone: _____

Do you have children attending Woodburn Schools? Yes No Other: _____

If yes, which school/s?

WHS Success

French Prairie M.S Valor M.S.

Heritage Lincoln Nellie Muir Washington Arthur Academy (Charter)

Please respond to the following questions.

Additional sheets may be used if required.

1. What qualifications do you have that will help you to be a member of the Budget Committee?

2. What considerations led you to volunteer for service on the Budget Committee?

3. What do you see as the major issues facing the Woodburn School District?

4. Additional Information/Comments:

Please list 3 references:

Name	Address	Phone	# Years Known

By signing this form, I HEREBY CERTIFY THAT all information supplied by me is true and to the best of my knowledge.

Candidate's Signature

Date