

## **Budget Committee Meeting**

Tuesday, November 9, 2021 from 5:30-7:30 p.m.

Public Zoom Webinar Link: [Board Budget Committee Meeting November 9, 2021 Link](#)

Administrative Center – Board Room and Zoom

### **Agenda**

#### A. Call to Order

**Land Acknowledgement Statement:** As a standing committee of the School Board, we would like to take this moment to acknowledge we are residing on the traditional land of the Dena (pronounced duhNAY) people.

**Mission Statement:** Our mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society.

#### B. Roll Call

Tara DeV Vaughn, FEA Elementary Representative  
Wendy Demers, FEA Secondary Representative  
Stacy Foshee, FPA Elementary Representative  
Graham Storey, FPA Secondary Representative  
TBD, Student Representative  
Kathy Bennett, Parent Representative  
Kenneth McLeod, Parent Representative  
Loa Carroll-Hubbard, Community Representative  
Greg Kahoe, Community Representative  
Jeffeda Knight, Community Representative  
Ryan Hinton, Non-Represented Representative  
TBD, ESSA Representative (elementary)  
TBD, ESSA Representative (secondary)

#### Nonvoting Members

Margaret (Maggie) Matheson, Board Committee Chair  
Andy DeGraw, Chief Operations Officer

*Recruiting for 1 Parent Representative & 1 Community Representative*

#### C. Approval of Agenda

- Recommend approval of the meeting agenda for November 9, 2021

#### D. Approval of Notes

- Recommend approval of the meeting notes for October 26, 2021

#### E. Opening remarks

#### F. Department Overview:

- Human Resources, presented by Executive Director Ivory McDaniel
- Communications, Development and Engagement, presented by Executive Director Rebecca Hurbi

#### G. Committee Discussion:

- What is important to us? (Continued)
- Finalizing the Budget Committee Report

#### Upcoming Meetings:

- ✓ December 7, 2021 - Committee presentation to the Board (not all members need to be present)
- ✓ February 15, 2022 – Review Proposed Budget, Legislative update



[Budget Committee Webpage](#)



[2021-22 Approved Budget](#)



[Policy 236.1: School Board Committees to Advise Administration and the School Board](#)



[Budget Committee Report - Presented December 1, 2020](#)

**Budget Committee Meeting**

***Administrative Center - Board Room 520 Fifth Avenue, Fairbanks, Alaska***

***Tuesday, October 26, 2021 from 5:30-7:30 p.m.***

**[Public Zoom Webinar Link location:](#) Administrative Center – Board Room, or Zoom**  
***Meeting Notes***

**Call to Order & Roll Call**

Chrya Sanderson, School Board Member and FY 21-22 Budget Committee Chair called the meeting to order at 5:31 PM. Budget Committee meetings are recorded and will be available on the district's website.

Committee Members Present:

Chrya Sanderson, Board Committee Chair  
April Smith, Board Committee Member excused 6:30  
Andy DeGraw, Chief Operations Officer  
Tara Devaughn, FEA Elementary Representative  
Wendy Demers, FEA Secondary Representative  
Stacey Foshee, FPA Elementary Representative  
Graham Storey, FPA Secondary Representative arrived 5:50  
Loa Carroll-Hubbard, Community Representative  
Jeffreda Knight, Community Representative  
Ryan Hinton, Non-Represented Representative  
Kathy Bennett, Parent Representative

Committee Members Absent:

Greg Kahoe, Community Representative  
Kenneth McLeod, Parent Representative  
TBD, ESSA Representative  
TBD, ESSA Representative  
TBD, Student Representative

Staff Present:

Karen Melin, Superintendent of Schools  
Sandra Weaver, Budget Specialist II  
Nico Herbert, Director of Accounting

**A. Agenda**

**1. Adoption of Agenda October 26, 2021**

Stacy Foshee made a motion to adopt the agenda, Wendy Demers seconded the motion and it carried unanimously.

**2. Adoption of October 12, 2021 Notes**

Wendy Demers made a motion to adopt the October 12, 2021 Notes, Ryan Hinton seconded the motion and it carried unanimously.

**B. New Business**

Opening remarks – Chrya Sanderson

Chrya welcomed everyone to the meeting and turned the meeting over to Andy DeGraw

## C. Introduction to the Presenters – Andy DeGraw

### D. Guest Speakers:

- ✚ Student Support Services, presented by Executive Director Carla Marquand
  - [Student Support Services link to video](#)
- ✚ Teaching and Learning, presented by Executive Director Chane Beam
  - [Teaching & Learning link to presentation](#)
- ✚ Transportation, presented by Director Ryan Hinton

### G. Committee Discussion:

- What is important to us? (Continued)
- Consideration of items to include in Budget Committee Report

## E. Committee Discussion Ensued - Included Topics:

### Student Support Services, presented by Executive Director Carla Marquand

- Federal Funding – mostly, funds salaries and benefits, student supplies, transportation, etc.
- Social Emotional Learning & Prevention (SELP) – What they do?
  - Social Services Managers – assisting kids connecting to supports, counselors, problem solving skills.
- Many employees are one-to-one supporting student learning at the schools
- Due to pandemic has there been additional need for our students? Absolutely!
- Vacancies - How do we address students that need assistance where the staff may not be present?
  - Building support capacity within all of us
  - Admin Team is exploring reaching out for recruitment for more staff
  - District Support Team

### Teaching and Learning, presented by Executive Director Chane Beam

This year curriculum adoption is PE and Health Curriculum, 6 year cycle

- Peaks testing is gone, currently using the AK Star testing
- Project Diplomas is going away, we haven't seen a grant that matches, but we are looking for it.
- Goal for a grant is that it's set up where we can provide the sustainability
- Student Support Services (SSS) works with students, T&L works with teachers

### Transportation, presented by Director Ryan Hinton

- Ryan will provide committee on detailed information
- 3 person department
- Funded by the State, \$902 per student (less correspondence)
  - Execution of the contract is processed through Durham
- If route is not running, we're not paying for services
- Current 92 drivers, started year at 99 routes with 75 drivers
- With limited drivers the district had to schedule rotation route outages
- Routing is getting better, more drivers are working
  - Short term –
    - Reached out to the military – didn't really work out
    - Reached out to FNSB– MAC system for secondary students riding the Borough busses
    - Durham working on getting more drivers
  - Long term -
    - Possibly district purchasing a fleet of vans

- Superintendent Karen Melin - Appreciation to the Transportation Department
  - Reliable and consistent service is important
- What is Durham doing to recruit?
  - Banner is on our website
  - Advertising all over town
  - Recruitment fairs
  - Pay increase 10% more than last year - \$ 5000 CDL/\$2000 for non-CDL
  - 32 drivers brought up, 1 driver returned to Fairbanks to live
  - Also offering employee families incentives for moving here
  - Durham doing a good job on communication
  - General Fund must support some of the transportation cost - Last year 1.3 million, \$200,000 previous year
  - Durham has a bulk tank for gasoline; savings for the district

Andy reviewed the Budget Committee Report with the committee

School Board asked for a Task Force for School Closure conversation

Adding another layer to navigate is going to be very stressful, make sure to communicate and transparent.

Competency based learning – students are 2-3 years behind; it'll take time to get them where they need to be.

Legislative discussion around funding

State Statute

- Funding model hard to change
- Hold Harmless

FNSB- doesn't have a similar funding as State

Is there a benefit for the committee members to attend the December meeting when the memo is presented?

Not necessary, but welcomed to join.

## **Meetings:**

### **Additional Discussion Topics:**

Audio of the Budget Review Committee meetings can be heard on the following site:

<http://www.k12northstar.org/boe/meeting-minutes>

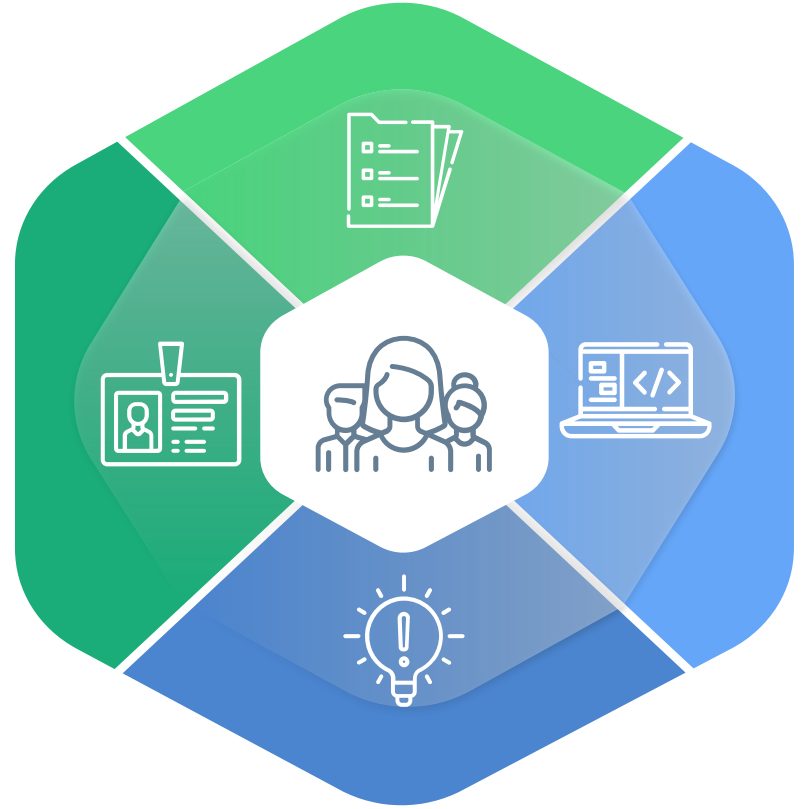
The meeting adjourned at 7:27 PM, Tara DeVaughn made a motion to adjourn, and Wendy Demers second the motion.

Notes respectfully submitted by Sandra weaver



# Human Resources Budget Review

Fiscal Year 21-22



# FNSBSD Work Groups

## Certified Employees

Fairbanks Principals Association

*i.e., Principals, Asst Principal*



**46**  
**FPA**  
**Staff**

## Certified Employees

Fairbanks Education Association

*i.e., Teachers, Counselors*



**843**  
**FEA**  
**Staff**

## Classified Employees

Education Support Staff Association

*i.e. Secretaries, Custodians, Special Education Aides*



**791**  
**ESSA**  
**Staff**

## Non-Represented Employees

Non-Union

*i.e. Coordinators, Directors, Superintendents*



**100**  
**Non-Represented**  
**Staff**

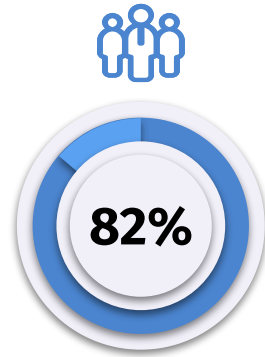
## Substitutes & Temps



**758**  
**Sub/Temp**  
**Staff**

# HR Budget Expenditures by Category

2021-2022 Approved Budget: \$2,741,349



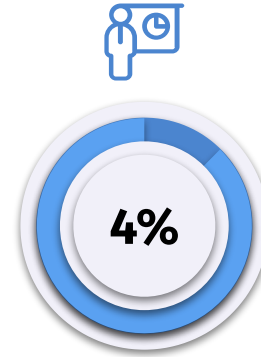
## Staffing

Non-Represented  
Salary & Hourly  
Staff



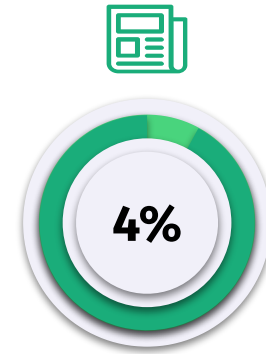
## Purchased Services

Professional &  
Technical,  
Fingerprinting,  
Advertisement



## Other Staffing

Substitutes for  
Certified,  
Temporaries &  
Overtime



## Supplies & Materials

General Office  
Supplies,  
Software, ESSA  
In-Service & AASLC

# HR Staffing Expenditure Breakdown



# HR Budget Variance



## Title IX Specialist/Student Discipline Hearing Officer

1.0 FTE position funded through the Assistant Superintendent's Budget



## FEA/ESSA President's Release Time

2--0.5 FTE positions



## Substitute/Temporary

Districtwide funds used to supplement school sub/temp budgets

# Human Resources Administration



**Executive Director of  
Human Resources**

Ivory McDaniel-Ilgenfritz



**Assistant Director of  
Human Resources**

Kathy Port



**Executive Assistant**

Heather Christian

# EEO & Title IX



# HR Coordinators & Technicians

**Shea Wollmann**

HR Coordinator



**Mechelle Nash**

HR Coordinator



**Teresa Paulsen**

HR Assistant



**Karen Motschenbacher**

HR Tech



**Kelly Slechta**

HR Tech



**Paula Richards**

HR Tech





# Employee & Labor Relations



**Employee Relations  
Specialist**

Brianna Brefczynski

# Benefits



**HRIS  
Coordinator**

Robyn Anderson



**Benefits  
Assistant**

Robin Carlson



# Recruiting & Staffing

**Rachael Stockton**

Recruiting Technician



**D'Lila Matzie**

Recruiting Technician



**Vacant**

District Recruiter



# Purchased Services Expenditure

## Labor Relations

Arbitration/ Mediation Services,  
Legal, Medical



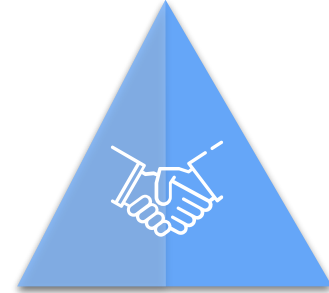
## Other Purchased Services

Fingerprinting, Advertisements,  
Recruiting Ads, HR Outreach /  
Initiatives Expenditures



## Professional & Technical

UAF Teacher Placement, Background  
Checks, Professional Development /  
Tuition Reimbursement, DEI  
Contracted Service



# Supplies & Materials Expenditure

## General Supplies

General office supplies and materials



## Software

Canvas, i-Sight, Frontline (*Recruiting, Professional Growth, Absence Management*)



## Professional Development

ESSA In-Service, African-American Student Leadership Conference

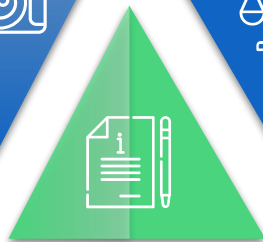


# HR Strategic Goals

**Create and  
Implement a  
Student Worker  
Recruitment Process**



**Create Teacher  
Pipelines to the  
District/University  
& College  
Relationships**



**Job Description  
Reviews**

The background features several overlapping watercolor-style shapes in shades of light blue, teal, and pale green. Scattered throughout are numerous small, dark blue dots of varying sizes. At the bottom center, there are faint, stylized line drawings of what appear to be hands or fingers reaching upwards.

# **Communications, Development & Engagement**

Budget Committee | November 9, 2021

## Partnerships

- Collaborative Project Agreements - MOAs/MOUs
- Bright Futures Fairbanks

# Communications, Development & Engagement (CD&E)

## Communication

- Email, text, phone calls
- Crisis communication
- Website editing & training
- Social media
- Graphic design of print and online media
- District initiatives & special projects

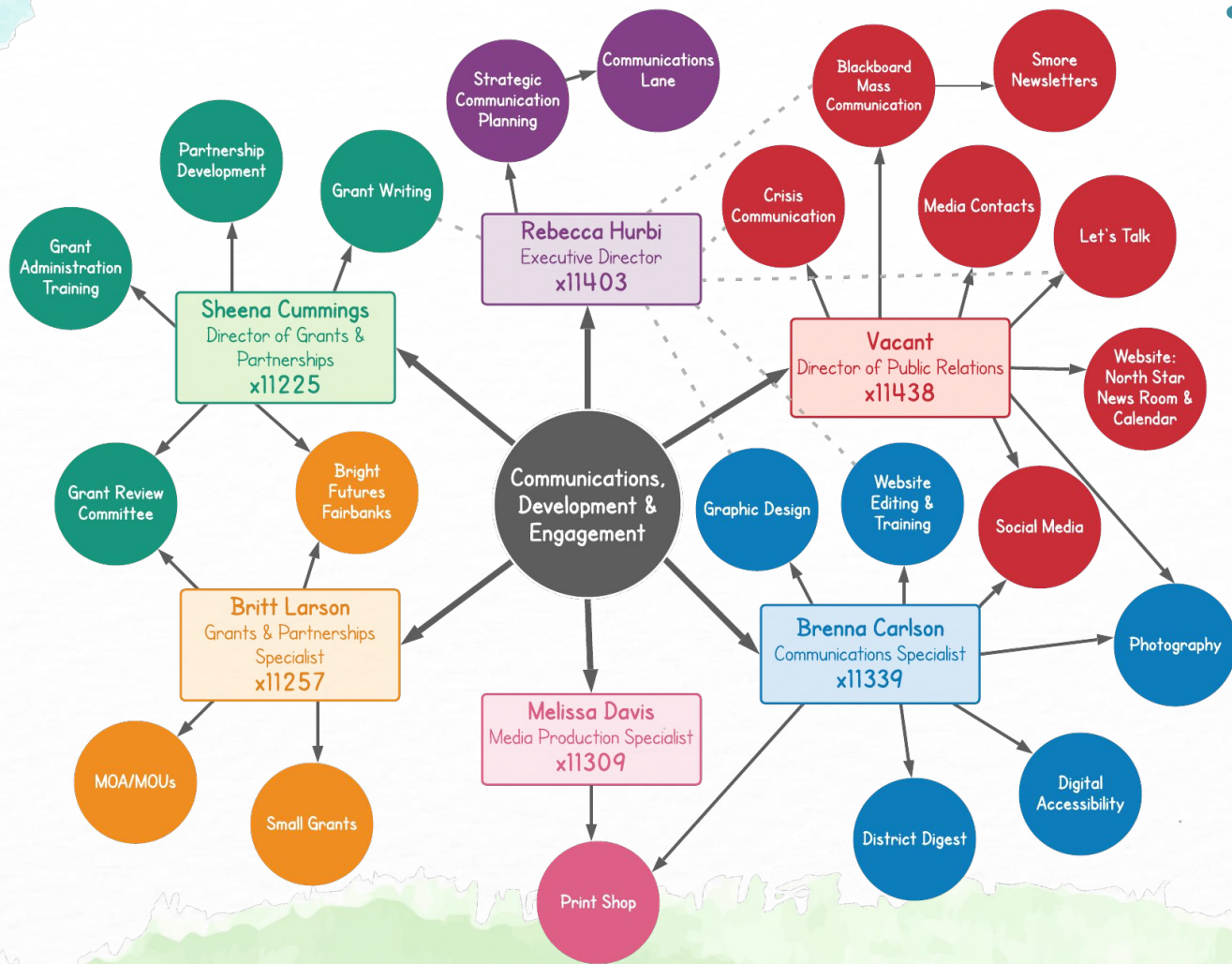
## Grants

- Grant management and training
- Grant application review and approval

## Print Shop

- Printing of district and school materials, essentially at cost
- Bulk mailing





# Communications



## Mass Communication

- Blackboard Platform
- Crisis Communication
- District & School Websites



## District Projects & Initiatives

- Board meeting support
- COVID communication and dashboard
- Department events
- Community presentations



## Two-Way Communication

- Let's Talk!
- Social Media
- Virtual Events



## Media Creation

- Digital graphics (website, social media)
- Print materials (budget book)
- Video and streaming

# Print Shop

## Orders and Total Billed

- **2018-19:** 492 orders, \$43,600 billed
- **2019-20:** 484 orders, \$42,500 billed
- **2020-21** *[Schools remote for first semester]:*  
335 orders, \$45,526 billed

**2x-4x more  
expensive  
to outsource**

## Print Shop vs External

- Order of 200 envelopes from IT - Print Shop charged \$60, Vistaprint would charge \$120.
- Order of 50 approved budget books - Print Shop charged \$500, online print shop would charge \$2,000.

# Grants & Partnerships

## Grant Management

- Primary responsibility is **competitive grants**, assists as needed with formula grants
- Currently 29 active or pending competitive grants, valued at \$6,294,992
- **2021-2022:** 9 competitive grant applications, valued at \$2,289,569

## Bright Futures Fairbanks

This cross-sector group of volunteers connects existing community resources to meet the immediate needs of children

- **2020-2021:** Provided Internet connectivity for 10 families in need with support from the Fairbanks Council of PTAs and Fairbanks Native Association

# By the Numbers

*LAST YEAR*  
**2020-21**

\$952,562 Total District Allocation  
7.0 FTE, 94% of budget



**14% Reduction**

-1.0 FTE, Digital Communications  
Manager

*THIS YEAR*  
**2021-22**

\$819,512 Total District Allocation  
6.0 FTE, 94% of budget



**Questions?**

**MEMORANDUM**

DATE: December 7, 2021  
TO: Board of Education  
THRU: Karen Melin, Acting Superintendent  
FROM: Andy DeGraw, Chief Operations Officer  
SUBJECT: Budget Committee Report

\*\*\*\*\*

**Scope and Function of the Budget Committee:**

The overall purpose of the Budget Committee is to provide input to ensure the district's budgeting process has "a long-term perspective and is not simply an exercise in balancing revenues and expenditures one year at a time" – National Advisory Council on State and Local Budgeting.

The role of the Budget Committee is to:

- Review and consider all aspects of the district's budgeting process.
- Determine if the current budgeting process is a goal-driven approach that spans the planning, development, adoption, and execution phases of the district's SY 2020-2025 Strategic Plan.
- Consider the district's current budgeting process and provide feedback and input for the establishment of policies and plans to achieve efficiency and best practice in financial management.
- Ensure the budget planning process is timely, accurate, participatory, and comprehensive.

**Budget Committee Working Principles:**

1. Recognize the Strategic Plan as the guiding document for resource allocation.
2. Keep student welfare and success at the forefront.
3. Assure input is evidence-based (data-driven, realistic, and feasible).
4. Support a budget system that is transparent, timely, and objective.
5. Promote participation and awareness by all district stakeholders.

The Budget Committee met three times during the months of October and November and discussed the overall financial position of the district. The group held in-depth conversations about the district's revenue sources, expenditures, the impacts of the global pandemic, and declines in student enrollment. As part of reviewing the expenditure side of the budget, the committee received comprehensive reports from Executive Directors of various departments within the district. A consistent theme heard and discussed was the departments' objective to maintain services to students and staff, while at the same time facing the possibility of significant budget cuts. The final meeting with approval for input occurred on Tuesday, November 9, 2021.



The Budget Committee recognizes the district is facing unprecedented financial challenges. A key part of the committee process had members identify, rank, and discuss priorities (District Objectives) to protect within the SY 2020-2025 Strategic Plan in a budget cutting environment. Through this exercise, the committee identified Student Success and Workforce & Organizational Excellence as high priorities. Other items of importance were in the areas of Equity & Inclusion and Communications & Engagement. Members think the areas identified should be preserved to the extent possible in the face of budget reductions.

The highest ranked priorities identified by committee members are as follows:

1. **Student Success:**

- **Competency Based Learning** – The district should ensure that students are acquiring the knowledge and skills that are deemed essential to success in school, higher education, careers, and adult life.
- **Instructional Excellence** – Student success is most likely to be achieved through highly effective educators. The district should continue to invest in training and professional development that engages educators in a cycle of reflection and continuous improvement.
- **Multiple Pathways** – The district should continue to provide multiple options to meet the wide range of educational needs of students and families in our community.
- **Career Technical Education (CTE)** – The district should continue to leverage existing community partnerships and seek additional ones that would effectively prepare students to enter the workforce. CTE partnerships and investments by the district benefit both students and industries that have a difficult time filling high demand positions.
- **Social Emotional Learning** - Students face an ever increasing amount of external and internal social pressures and obstacles that inhibit and/or prevent academic achievement in the classroom. These challenges are magnified and are faced by a higher number of students than before due to the pandemic. The district should preserve programs that promote and focus on meeting the social and emotional needs of students and staff.

2. **Workforce & Organizational Excellence/Staff:** The district's most valuable resource is its staff. Attracting and retaining a highly effective staff is the single most effective way to ensure student success and for the district to effectively implement its strategic plan. Given the competitive and challenging hiring environment, the district should preserve and possibly expand its recruiting efforts.

3. **Workforce & Organizational Excellence/Facilities:** The committee encourages the district to consider school closures as a way to reduce fixed overhead expenses and consolidate operations in light of significant enrollment declines. Districtwide capacity is currently at 65% with several schools below 60%. This equates to over 5500 empty seats across the school district. While it is expected that enrollments will rebound in the future, building capacities had persisted at low levels even prior to the pandemic, with districtwide capacity at 74% in the fall of 2019. There are significant fixed costs associated with maintaining school buildings which include administration, routine and long-term major maintenance, and utility costs, among others. Staffing vacancies have created gaps in services available to students as the district maintains the same number of physical buildings with significantly reduced enrollment. With fewer buildings in operation, economies of scales will be gained, efficiencies will increase, and students will be better served.

4. Additional priorities identified by the committee were **Equity & Access (2.1)**, **Effective Communication (3.1)**, and **Family Engagement (3.2)**.

The Budget Committee is scheduled to meet again February 15, 2022. Topics would include legislative updates, lobbying and advocacy efforts, updated revenue estimates, and discussion related to the Proposed and Recommended budgets.