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Commitment, Excellence, Community

BUDGET COMMITTEE MEETING MINUTES
Monday, May 20, 2019, 7:00 p.m.
Pleasant Hill High Community Center

1.0 CALL TO ORDER

The May 20, 2019 Budget Committee Meeting was called to order at 7:00 p.m. by Board Chair Wylda Cafferata. Budget Committee members in attendance were: Jessica Crawford, Jennifer Robbins, Drew Gottfried, Dan Kimball, Wylda Cafferata, Curt Offenbacher, John Oldham, Kimberly Jeremiah, and Jeff Bernardo. Others in attendance included Superintendent Scott Linenberger, Business Manager Sheri Longobardo, High School Principal Randy Fisher, Elementary School Principal Devery Stoneberg, Special Education Director Lisa Taylor, and Board Secretary Courtney Wilson.

2.0 NOMINATION AND ELECTION OF OFFICERS

2.1 Chair

Jeff Bernardo nominated Jessica Crawford to be the Budget Committee Chair. Wylda Cafferata seconded the motion. The motion passed unanimously.

2.2 Vice Chair

Budget Committee Chair Jessica Crawford nominated Jennifer Robbins for Budget Committee Vice Chair. Jeff Bernardo seconded the motion. The motion passed unanimously.

3.0 READING OF THE BUDGET MESSAGE

Superintendent Scott Linenberger read the Budget Message for the Committee. Refer to the 2019-20 Proposed Budget document for the verbatim Budget Message.

There was clarification regarding Priority Focus Areas which originally stated in the Budget Message that an additional \$400,000 from the State School Funds could potentially be added to the budget. This number is looking to be closer to \$80,000 as live updates continue to come in.

4.0 REVIEW GENERAL FUND BUDGET AND OTHER BUDGETS

Business Manager Sheri Longobardo presented a summary of the 2019-2020 proposed budget document. Questions and discussions are summarized as follows:

There was some confusion regarding the change in amount from \$400,000 to \$80,000 with regards to where it fits into the budget and how/why the number is so drastically different. Superintendent Linenberger and Ms. Longobardo explained that the numbers have not yet been finalized by Oregon Department of Education. It has been included in the budget in anticipation that the State School Fund be funded at a higher rate and it must be budgeted in order to be used. The State School Funds estimates will continue to be updated. It was advised that including the higher amount in the

Contingency Funds gives the maximum amount of flexibility to transfer elsewhere if the Board so chose.

Conversations surrounding the allocations of these additional funds were had. Budget Committee Chair Jessica Crawford inquired about the agreed upon purposes and allocations of these funds, whether they be \$400,000 or \$80,000. It was stated that a “wish list” for fund allocations would be brought to the board that may include increased hours for secretarial/administrative assistant positions.

Chair Cafferata expressed that additional discussion may be needed since thoughts about where the funds should go may have changed after knowing the amounts have decreased. Curt Offenbacher stated that the funds aren't required to be spent, and Jeff Bernardo said that a decision does not need to be made tonight on where the funds should be spent. Committee member Gottfried suggested setting the contingency fund at the historical 2% and analyze where the additional funds should be spent moving forward.

An update on House Bill 3427 was discussed, stating it has passed both the House and Senate and has been signed by the Governor. Certain circumstances may put the bill on a public ballot, further prolonging the funding approvals. Earmarks for this funding were mentioned, wondering if they have changed to include food programs in addition to originally stated allocations. It was clarified that these additional \$400,000/\$80,000 are not related to this bill.

The Committee was updated on the status of the Greenhouse Project. Previously, the project was put on hold while the anticipated community funding was being pursued but it is now included in the budget to be completed. It was stated that the funding would come from grants and the General Funds account. A request was made to provide an updated cost and how much funding is still needed to complete the project.

Curt Offenbacher inquired about the lower property tax rates for debt service. It was explained that last year's collection were up, resulting in a larger beginning fund balance, so rates will be lowered this year to put the fund back in balance.

Discussions were had about the Insurance/Benefit Fund and the request to transfer some funds out of it for PERS. Curt Offenbacher stated that it was a one-time resource and when it's gone, it's gone. By his account, we are proposing to spend approximately 25% of it. This fund is created to be used for PERS increases and worker's compensation claims. It was mentioned that the General Fund was absorbing most of the PERS increase, but transferring some of it would help keep us from making other cuts.

The ability to use “Unappropriated Ending Fund Balance” was clarified. Updated information will be provided at the next meeting about State School Funds amounts, costs for continuing the Greenhouse Project, and the Elementary Music Room renovations expenditures. The figures will also be readjusted to portray a more realistic amount rather than the entire \$400,000 State School Fund. This proposed amount to prepare for is \$150,000.

The Budget Committee came to a consensus that, because there was not an approval or rejection of the budget document, that there is not a need to make a motion to vote at this time. Revisions will be completed and a vote will be held at a future meeting. It was reiterated that the budget committee can be reconvened should adjustments need to be made in the future.

6.0 OTHER

There were no other items discussed.

7.0 ADJOURNMENT – 8:47 p.m.

Signed: *Jessica Crawford* on this 6 day of June , 2019
Jessica Crawford, Budget Committee Chair

