

## Blaine School District 2008-09 Fiscal Review Committee

### Committee Responsibilities

The Board/Superintendent goals for 2008-09 address the desire to support a more comprehensive level of staff and community involvement in the fiscal planning process. It is our recommendation that a Fiscal Review Committee be established for the 2009-10 budget development process. The committee will include the Superintendent, Business Manager and representation from the following:

- BEA – 2 members
- SEIU – 2 members
- K-5 (1) and 6-12 (1) Administrator
- School Board – 2 members

1. The goal of this committee is:
  - a. Provide for a general report of both current and projected future expenditures, following an analysis of revenue/expenditure trends by program area.

Program Directors/Supervisors will present information to the committee specific to current program focus (expenses) and future program needs.

Summary information generated from the work of the committee, will be advisory to the 2009-10 budget development process.

- b. Identify & clarify what information will be most helpful to staff, board, parents and community as we work through the budget process.
    - c. Make the budget development process more collaborative, transparent and communicative.
    - d. Provide a consensus based summary (not a recommendation) of implications, by program, for either expenditure increase or expenditure decline.
2. The role/expectation of the Committee member is:
  - a. Providing for objective representation of constituents at all levels.
  - b. Committing to communicate back to their group of constituents as a transparent voice and honest conduit of information.
  - c. Pursuing and supporting a collective understanding of our spending patterns and trends.

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- d. Assisting in the analysis of whether our expenditures are in line with the mission of the School District?

Mission Statement: "Our mission is to ensure that all students gain the knowledge, skills and attitudes necessary to achieve their highest potential as responsible citizens of our society through excellence in education, community cooperation and communication."

- e. Informing a standard format for data collection and subsequent reporting out.

To what extent is revenue supporting expenditures within program areas?

What is the implication for increasing or decreasing revenue in a program area?

3. Committee Meetings – 3:30-5:30pm

November – 4 and 18

December – 4

January – 8 and 27

4. Communication of work.

Summary of each meeting highlights sent to all staff encouraging them to contact their constituent representative with any input or questions.

Final summary with key talking points posted on the website with Q&A format encouraged, similar to the Bond and Levy Format.

5. Preliminary Agenda:

a. November 4

- i. Overview of the Blaine School District Budget.
- ii. 6 year trend of revenue versus expenditures and enrollment.
- iii. Recap of the 08-09 budget development and how the \$650,000 reduction was accomplished.
- iv. K-12 Funding study for Washington State.

b. November 18

- i. Analysis of the following programs:
  1. Basic Education
  2. Levy
  3. I-728
  4. Vocational Education

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- c. December 4
  - i. Analysis of the following programs:
    1. Special Education – State and Federal
    2. Title I
    3. Learning Assistance
    4. ELL
  
- d. January 8
  - i. Analysis of the following programs:
    1. Food Service
    2. Transportation
    3. Timber Ridge
    4. Homeconnection
    5. Point Roberts Primary
  
- e. January 27
  - i. Analysis of the following programs
    1. District-wide Support
    2. Curriculum
    3. Professional Development

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Projected Timeline

<b><u>Date</u></b>	<b><u>Activity</u></b>	<b><u>Responsible Parties</u></b>
October 1, 2008	BLT preliminary discussion re: Budget Development	Full Leadership Team
October 8, 2008	Association leadership input	Superintendent/Business Manager/Association Presidents
October 15, 2008	Proposed procedural outline to the Leadership Team	Superintendent/Business manager
October 27, 2008	2008-09 Fiscal Review Plan to Board	Business Manager
November	2 committee meetings	Fiscal Review Committee
December	1 committee meeting	Fiscal Review Committee
January	2 committee meetings	Fiscal Review Committee
February	Presentation of Fiscal Review Committee report to Leadership Team, Staff and Board	Superintendent/Business Manager
March	Preliminary Program Reviews (2009-10 projected expenditures)	Business Manager/Directors/Principals/H.R. Specialist
April	Projected budget reviews with Admin/Staff/Directors (Public forums)	Superintendent/Business Manager/Admin/Directors
May	Draft budget completed and ready for public meeting on June 22	Business Office
June 10 & 15	Notice to be published re public hearing on draft budget June 22	Superintendent
June 22	Final revisions to draft budget – Public hearing on draft budget June 22	Superintendent/Business Manager/Board
July 15 & 20	Publish notice of public hearing on adoption of 2009-10 budget July 27	Superintendent
July 27	Final adoption of 2009-10 budget – public hearing	Board