

BAINBRIDGE ISLAND SCHOOL DISTRICT

**District Budget Advisory Committee**

Tuesday, April 11, 2017

5:00-8:30 pm

District Board Meeting Room

**A G E N D A**

- Approve March 28 Minutes
- Overview of the Meeting
- Review BISD +/- Sheet
- Review Possible Revenue Increases
- Review Possible Expenditure Reductions
- Prioritization Activity
- Discussion of the Prioritization of Each Item
- Recommendation

District Budget Advisory Committee  
Reduction Prioritization Process

- Review of proposed revenue increases and discussion by group.
- Discuss the implications of the reductions.
- Rank order the reduction items (#1 = highest priority to keep, #9 = lowest priority to keep).
- After each voting member prioritizes the expenditure reductions, we will add up the numerical valuation of each item (number on dots) and discuss the initial findings. We may see some items emerge that have very low scores (thus having a high priority to preserve), while other items may have higher scores (suggesting consensus around that item to be reduced first).
- Depending on how far we get with this first round, we may do a second round of voting.
- Our goal is to develop a recommended list of reductions that will reach \$562,444 in necessary cuts for the 2017-18 school year by the conclusion of our meeting.

# Draft

Updated as of 4/10/17

Running Total Increase or (Reduction) Required \$ (562,444)

Notes

Expenditures		Revenues	
Anticipated increases	Amount	Anticipated increases	Amount
Competitive Compensation - Negotiated Agreements	\$ 1,150,000	Enrollment in 7th class at BHS/EHHS	\$ 26,800
Building Materials & Supplies - MSOC	\$ 53,000	2018 EP&O Levy Increase	\$ 350,000
Problem Solving Cert FTE	\$ 180,000	Full Recovery of CTE Indirects	\$ 135,000
<b>COLA</b>		HS Parking Pass Increase	\$1,770
Campus Supervision at BHS	\$ 30,000		
District Surplus Process	\$ 6,000		
Increasing Translation services	\$ 2,000		
Truancy Reduction*	\$ 2,000		
<b>Total Anticipated Increase</b>	<b>\$ 1,423,000</b>	<b>Total Anticipated Increase</b>	<b>\$ 513,570</b>
<b>Anticipated decreases</b>		<b>Anticipated decreases</b>	
Reduction of 0.5 Building Administrator	\$ (80,000)	Decrease in Parent Paid Preschool Tuition	\$ (7,500)
Reduction of 0.5 CTE Director	\$ (80,000)	Fund Balance at 5% - Reduced Spending Capacity	\$ (600,000)
Reduction of SpEd Paraeducators	\$ (210,000)	Declining Enrollment	\$ (600,000)
ESA Certificated Specialists	\$ (192,000)		
Certificated Staff	\$ (965,300)		
Transportation	\$ (27,186)		
<b>Total Anticipated Decreases</b>	<b>\$ (1,554,486)</b>	<b>Total Anticipated Decreases</b>	<b>\$ (1,207,500)</b>
<b>Net change in Expenditures</b>	<b>\$ (131,486)</b>	<b>Net change in revenues</b>	<b>\$ (693,930)</b>
* Estimate		Add to Fund Balance \$ -	
		Maintain 5% target Reserve	
		Total Added to Reserve	

Issues to track: COLA, benefit increases

**Possible Expenditure Reductions**

Position/Activity

Budget Reduction (Salary + Benefits)

Group	Position/	FTE	Budget Reduction (Salary + Benefits)
Certificated - Instructional	Athletic Director	0.5	\$45,000
	Instructional Coaches	3.64	\$327,000
Classified - Building Based	Classified Nursing/Healthroom Staff		\$67,000
	Custodial	1-2 (reduction listed for one, if two \$100,000)	\$50,000
District-wide Support	Fac/Grounds/Laborers/Mechanics		\$30,000
	DO Classified Staff		\$80,000
Transportation	Reduction of bus wash time by 15 minutes per day		\$29,896
	Adjust starting and ending time of schools	2 routes (reduction listed for one route) - total savings \$58,288	\$29,144
All District	Welcome back breakfast		\$15,000

**Possible Revenues**

Budget Revenue

Group	Description	#	Budget Revenue
HS Students	Resume charging \$200 per semester for students enrolled in a 7th period class.	67	\$26,800
HS Students	Increase the cost of parking passes by \$10	177	\$1,770

**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303**  
District Budget Advisory Committee (DBAC)  
Meeting Minutes

Date: March 28, 2017

Place: Board Room – Commodore Campus

Time: 5:30-7:30 p.m.

Attendees: Peter Bang-Knudsen, Sheryl Belt, Erin Murphy, Peggy Paige, Dave Shockley, Reese Ande, Larry Holland, Martha Wells, Sandy Van Eps, Mike McCloud, Tamela Van Winkle, Tim Kinkead, Lynn Smith, Jennifer Pells, Tamara Colagrossi Turner, Heather Palmer, Marina Cofer-Wildsmith

*The following minutes are an overview of the DBAC meeting. A complete audio recording is available for review in the Bainbridge Island School District Main Office. Contact Lani Chaffee 206-780-1052.*

Superintendent Peter Bang-Knudsen reviewed the agenda. The committee reviewed the March 21 DBAC meeting notes. The minutes provide an overview of the meeting. A complete recording is available for review in the district office. A request was made for a hard copy of the minutes to be distributed with the meeting packets. Committee member Larry Holland moved to approve the minutes as presented. The affirmative vote was unanimous.

Clarifications for DBAC Members

Assistant Superintendent Erin Murphy clarified that the grade designation in the Private School Report distributed at the March 21 DBAC meeting. The designation reflects the current grade of the student, not the grade when the student withdrew from BISD.

Director of Business Services Peggy Paige referenced the State Revenue by Grade Level Report distributed at the March 21 meeting. To make a true comparison by grade level, the formula for small school funding needs to be backed out (\$799 out of each level K-3, 4-6).

BISD +/- Sheet

Assistant Superintendent Erin Murphy walked the committee through the +/- sheet. The sheet is a budget real-time tracking document. The expenditures side reflects the negotiated agreements, MSOC school supply support, problem solving FTE, COLA (state cost of living adjustment) for the employees above the state allocation. Additional expenditures include: BHS campus supervision, surplus process, translation services, truancy reduction (a change in state process for a local truancy board).

Anticipated decrease in expenditures: .5 building administrator, .5 CTE director, reduction of special ed para educators, ESA certificated specialists, certificated staff, transportation.

Anticipated increases in revenue: fee based 7<sup>th</sup> period, 2018 levy increase, full recovery of CTE indirects. Fifteen percent of CTE funds are designated for district-wide support.

Anticipated decrease in revenue: decrease in parent paid preschool tuition, reduction of spending down the fund balance, and a declining enrollment (a conservative projection for next year).

The running total increase/reduction required is a reduction of \$566,514.

### DBAC Questions & Answers

1. District office staffing and expenses. How do we compare to other districts and what has been added in the past few years.

*Superintendent Peter Bang-Knudsen referenced a quantitative data point, the Washington State School Districts Per Pupil General Fund Administration Expenditures for 2014-2015. The districts are grouped by enrollment size. BISD is in the 3,000-5,000 category. The BISD central administration expenditures are at 6.9%, below the 7.3% average. Building administration is slightly above the 5.8% average at 5.9%. The qualitative effectiveness must also be evaluated.*

*Positions added: Director of Assessment and Special Programs, CTE Director, Transportation Supervisor, Associate Principal at Ordway.*

2. Custodial Staffing.

*Director of Facilities and Operations Tamela Van Winkle reported that a total of 23 custodians were employed by the district in 2009-2010. Currently staff 21.7 custodians and a lead/supervisor. The supervisor works Fri/Sat/Sun/Mon/Tue to help with building security/video security, facility use/leases and surplus. There is the potential to reduce custodians by 1 to 2. If the district reduces the roving custodian, the department will need to pull from the sub pool.*

3. Fees and Advertising

*Director of Business Services Peggy Paige reported that student parking is \$240 each for 177 spaces. The district retains \$212.69 after paying a state leasehold tax. The district receives \$37,650 from student parking. The fee for the staff parking lot (located at the Masonic lot) will increase next year.*

*Several years ago advertising on our sport fields was reviewed by the boosters. The district limited the ad space to local businesses. The district will continue to investigate this idea.*

*Catering costs are not charged to a specific account code. Meals may be provided if individuals are required to work through a mealtime. Anecdotally, the district has reduced the number of catered meals.*

*Staff travel is a small percentage of the expenditures (.4% of expenditures) – 50% is directly related to professional development. Approximately, 36-40% is related to student travel (field trips/ferry) and 7-9% is departmental travel.*

4. Athletic Trainer – FTE

*The Athletic Trainer is a 1.0 FTE with 4 periods of classroom teaching. A fifth class is a practicum class and receives CTE funding.*

5. Certificated Staff Serving as a Para Sub

*Across the district, we have 10-15 para absences a day (50-75 a week). Approximately, 2-3 times a week, a certificated sub covers a para job. A full-day para sub is \$85. The average certificated*

*sub rate is approximately \$115. The district is paying an additional \$2,400 per year for certificated subs covering para positions.*

#### 6. Staffing Formulas

*The contract language on page 32 speaks to the staffing of nurses, OT, PT, psychologists, speech language pathologists.*

#### 7. ST Math/Project Lead the Way

*Associate Superintendent Sheryl Belt shared that the district spent \$16,686 on ST Math K-5 this year. A few students in special programs 7-12. Project Lead the Way annual participation fee K-6 is \$2,250, 7-12 is covered out of CTE.*

*Consultant fees are primarily for staff professional development – Respecting Cultures, Appropriate Boundaries, First Aid training, Language Line, and bus driver train the trainer course.*

#### 8. Coaches

*Coaches are teachers on special assignment that are building based to support teachers in their growth and development. Their overall umbrella duty is to help teachers to meet the needs of the various learners and support new staff. The coaches spend time as differentiation specialists and on highly capable. The coaches are involved in assessment and implement FastBridge.*

#### 9. Facility Revenue

*The first six months of the year, the district has billed out \$25,000 for rentals. The district leases have billed out \$76,000. The district anticipates the projected rentals/lease dollars to be up \$50,000 from the previous year.*

*Many of the schools use motion detectors for lights. Stadium lights use a program that is time of usage plus 15 minutes. The users are charged a fee for the usage of the lights.*

*The user fees/rental fees will be reviewed by a separate committee/focus group.*

#### Possible Expenditure Reductions

The committee reviewed the possible expenditure reductions and looked to find consensus of \$566,414 in reductions. Tim Kinkead, Lynn Smith and Peter Bang-Knudsen will not participate in the process.

The staffing to allocation numbers have already been adjusted. The work of DBAC is to prioritize the possible expenditure reductions.

Mike McCloud encouraged the committee to read the concerns submitted by Nurse Heidi McKay.

The April 11 meeting will begin with discussion around the prioritization of expenditure reductions. More information will be provided regarding nursing allocation.

The meeting adjourned at 7:35 p.m.