

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303

District Budget Advisory Committee (DBAC)

Meeting Minutes

Date: April 11, 2017

Place: Board Room – Commodore Campus

Time: 5:00-8:30 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, Mairead Shutt

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 thanked the committee for their time and diligent work. The committee reviewed the March 28 DBAC meeting notes. An edit was made to the minutes. The Transportation Supervisor position was increased from .5 to 1.0 . Committee member Larry Holland moved to approve the minutes as presented. The affirmative vote was unanimous.

The meeting time was extended to allow the committee to complete the recommended reductions report. The district is under obligation to notify certificated staff of reductions in force/layoffs by May 15. The school board must approve the reductions by April 27 and receive the DBAC recommended reductions on April 13.

The committee received a list of approximately \$752,000 worth of expenditure reductions. The committee must cut \$562,444. The right size/staffing to enrollment will reduce the budget by \$1.55 million. The district will continue to track budget that includes the cost of living adjustment (COLA) and benefit increases. The negotiated increases have been earmarked in the budget.

A demographic report will be presented at the April 13 board meeting. The report will focus on headcount and the capacity of the district facilities.

Assistant Superintendent Erin Murphy reviewed revenue generating suggestions.

- The state pays for a 6 period day. A fee of \$200 for a 7th period could potentially increase revenue by \$26,800. Scholarship funds would be made available. The summer school opportunities are for students to make up credits online. The committee reached consensus in charging for a 7th period.
Potential Revenue \$26,800
- Additional revenue may be captured through an increase in the student parking fee by \$10 to \$250. The district rents parking from the Masonic Temple for teacher parking. The committee reached consensus on recommending the increase in student parking fees.
Potential Revenue \$1,770

The committee discussed the feasibility of the cuts and the challenges associated with each possible reduction:

- Instructional coaches were reviewed at the previous meeting
Savings of \$327,000
- Nursing/Health Room Staff Reallocation: The health needs of the students have increased with acute needs requiring licensed personnel. The district has a classified LPN or RN at all buildings except Commodore. Commodore has a health room para and 1 day a week RN. Commodore has students with health plans but no acute needs. The proposal eliminates one classified RN with the position covered by an ESA and a reduction of paraeducator support.
Savings of \$67,000
- Custodial Reduction: The reduction of 1 to 2 custodians has been identified. The roving custodian position covers as a substitute. The position is currently open. The Ordway custodial position currently open is being covered by a substitute. The greatest impact on the district will be the reduction of the full-time building-based custodian. To cover the position, slight reductions in custodial services will occur across the district. The travel time needs to be minimized.
Savings of \$100,000
- District-Wide Support Reduction: The maintenance and district grounds support cannot be reduced. The additional .5 mechanic brought in to support the mechanics that were often driving can be reduced. The transportation department is fully staffed and has substitute drivers thus reducing the need for the .5 mechanic position.
Savings of \$30,000
- Transportation Bus Wash Reduction: The bus washing days will be more deliberate/assigned and create a more efficient system in transportation.
Savings of \$29,896
- Transportation/Change of Start Time: By adjusting the start time by 10 minutes, transportation can reduce 2 routes resulting in a savings of \$58,288. If the K-4 schools start 5 minutes earlier, the first student would be picked up at 6:50 a.m. Another option would be to push the start time of grades 5-12 to 10 minutes later. The time allows the buses longer routes.
Savings of \$58,288
- Welcome Back Breakfast: The \$15,000 expenditure primarily covers the cost of staff. An opportunity for the staff to gather for the beginning of the school year.
Savings of \$15,000
- District Office Reductions: A recommendation of trimmed hours across multiple district office departments. The workload will be absorbed by staff.
Savings of \$80,000
- Athletic Director: The reduction to a .5 athletic director. The FTE of the position has varied in years past and a .5 AD is feasible. There will be challenges accommodating the AD to attend the metro league monthly meetings and the weather dependent spring sports. There are 536 kids participating in spring sports and 90 coaches.
Savings \$45,000

The voting member of the committee participated in the value voting. The calculations were performed by Erin Murphy, Lynn Stellick and Larry Holland.

Not participating in the value voting: Larry Holland, Martha Wells, Tim Kinkead, Lynn Smith, Peter Bang-Knudsen, Erin Murphy, Mairead Shutt (just instructional coaches)

DBAC Value Voting Results

<u>Expenditure</u>	<u>Average</u>
Instructional Coaches	1.5
Nursing	3.6
Custodians	3.9
District Office Staff	4.3
Athletic Director	5.4
Start Times	5.4
Facilities/Grounds/Maint	6.3
Welcome Back Breakfast	7.1
Transportation Bus Wash	7.2

The DBAC proposal to the BISD School Board:

Position/Description	Budget reduction	Impact
All staff breakfast	\$15,000	Limits opportunity for entire staff to gather and launch the beginning of the school year
Reduction of bus washing time by 15 minutes per day	\$29,896	Less hours for transportation staff. Buses not cleaned as frequently.
Push back start and end time of schools w/ kids grades 5-12 by 10 minutes.	\$58,288	2 bus routes would be eliminated, thus reducing the # of available routes for drivers. Some student athletes may be impacted when they have to leave school early for competitions.
District Office reductions	\$80,000	Hours would be trimmed across multiple district departments.
Mechanic	\$30,000	Reduced hours available in transportation. Remaining mechanics will cover essential repairs and upkeep.
Health room staff	\$67,000	Student safety and health issues will still be covered, but some nursing staff will need to absorb additional responsibilities.
Athletic director BHS	\$45,000	A.D. position reduced to ½ time. More challenging to

		provide level of support to coaches, athletes and parents.
Custodial *	\$100,000	2 positions reduced. Some custodians will need to cover multiple buildings/sites. Some spaces will not be cleaned as frequently. *If financially possible, one custodial position would be restored.
Instructional coaches	\$137,260	Reduction of instructional coaches (teachers that work w/ teachers and students). This limited reduction will still allow for approximately 2.0 instructional coaches to remain.
Total DBAC recommended reductions	\$562,444	

In addition to these reductions, DBAC made the following recommendations for increased revenues:

Item	Addition revenues	Impact
7th period tuition	\$26,800	The state does not fund 7 periods. This is an additional cost for families, but there would be some financial assistance for families who need support.
Student parking fee increase by \$10 (\$240-\$250)	\$1,770	Additional expenses for students/families who drive to school

The meeting adjourned at 8:33 p.m.