

Board Special Meeting

Budget Work Session

Wednesday, January 24, 2018,

Board Office Conference Room, John Stanford Center

2445 – 3rd Avenue South, Seattle WA 98134



Minutes

Call to Order

6:29pm

Call to Order

This meeting was called to order at 6:29 pm. All Directors were present.

This meeting was staffed by Assistant Superintendent for Business & Finance JoLynn Berge.

Assistant Superintendent of Business and Finance JoLynn Berge summarized the agenda. Ms. Berge reviewed the FY2018-19 budget develop calendar.

Director Mack asked when do enrollment projections come to Ms. Berge. Ms. Berge explained she will receive them the week before they are distributed. She explained the deadline process leading up to enrollment numbers going out to schools on February 28th. Principals will receive the initial reports next week, and staffing allocations will be seen for the first time on February 28th.

Director Harris asked if a school has more enrollment than projected will the WSS change. Ms. Berge explained open enrollment ends and the budget office runs staffing allocations off those numbers from enrollment. Once staffing allocations are completed, decisions will be made about specific programs. She added when equity tiering would be used during this process.

Director Mack asked if adjustments are done again on October 1st and given additional staff if the count increases. Ms. Berge explained if more students are after the 7-day count then an adjustment is done, if less students are enrolled then adjustments are done. If a deadline isn't given then we cannot manage a budget and we match up with other local districts with this process.

Ms. Berge spoke about the 2018-19 projected budget, and items that need decisions from the Board Directors. She explained the District does have a plan on how to get to a balanced budget. She recapped the WSS \$4M, she explained this is estimated until the 2018-19 enrollment is determined.

Director Pinkham asked how balanced is the budget, due to all the rounding of numbers. Ms. Berge explained rounding usually nets zero due and she was confident it was accurate.

Director of Research and Evaluation (REA) Eric Anderson outlined what his four-person department of REA does and what they are responsible for at the District. He explained the purpose of program summaries and what additional data can be added based on the Directors interest. He explained previous program reviews that the REA department has done. He offered suggestions on a plan for developing an annual District Research and Evaluation Action Plan that includes program reviews and other strategic research projects aligned to Superintendent SMART Goals. He explained that the 2017-18 plan includes 11 projects that will be brought to the Curriculum and Instruction committee for review and input. He summarized additional plans for creating a Superintendent Procedure and updating policy 2090 this spring in order to formalize expectations for creating an annual plan each year for research projects, including program reviews year. Dr. Anderson spoke about the active and potential program review projects upcoming.

Director Harris asked if this will be funded by the City of Seattle for preschool program review and if we haven't, can we. Dr. Anderson said currently this will not have a negative impact on his staff and is more to collect data. We have not asked the city for funding and he will look into that as an option.

Director Mack would like for these large projects to go through committee, Dr. Anderson agrees and confirmed that was the plan. Dr. Anderson explained next steps that will be coming in the winter of 2018.

Director Harris asked for the amount of the request for proposal for the external contractor and fiscal analyst. Dr. Anderson explained it was approximately \$50K for the contractor and the analyst would be \$133K as a salaried position with benefits.

Director Burke asked Dr. Anderson to work with Erinn Bennett to have consistent template planning. He added for design, implementation and impact of program reviews for outcome.

Director Mack asked if reports from program reviews conducted last year are available online. Dr. Anderson confirmed the reports are available online and he will provide a link to the Directors.

Director Patu asked what is the plan to fund the International Baccalaureate (IB) programs. Ms. Berge explained we are likely to add additional staffing to schools that have IB programs and will also look at schools with 24 credits. She explained the District would need to do more work to decide if a resource gap is actually there.

Director DeWolf asked why is the underspent money not going directly towards things that will move us forward in EOG work that is valuable to our community. Ms. Berge explained the underspent is from estimated vacancy dollars. She would not recommend spending budget from an estimated amount. Ms. Berge spoke about the impacts of K-3 staffing increases. She explained parents will want lower class sizes and impacts are likely to impact some CBO preschool programs.

Director Mack asked about the capacity management BAR that was not part of the conversation. She would like to know about the enrollment projections with two sets of numbers. Ms. Berge explained she is showing the directors a framework on how the buildings have to operate. Each school has parameters and we will not know what the schools choose to do until further down the road depending on what the school selects.

Director Harris asked how does she tell the public they may no longer have onsite daycare. Ms. Berge explained James Bush has begun communication with the sites. And we are developing a timeline to give notification on April 1st.

Ms. Berge explained decisions made at the school building level are made by them and we need to support the well trained principals that are doing a great job in that.

Director Mack asked if space of the building is this then what needs to be communicated to parents and publicly available. Ms. Berge explained as we get more information the Director of Enrollment Planning Ashley Davies can give an update on how many schools will be impacted.

Ms. Berge spoke about some schools gaining additional staffing. She reviewed the items that need discussion and decision in the FY2018-19 projected budget.

Directors discussed protentional options.

Ms. Berge explained this budget was done with a three-year plan. It is based on vacancy savings, and projection roll out. Some of these items are one time and haven't been done in many years. She explained the balanced risks and based on all the projections this is the budget that is comfortable recommending.

Director Burke would like the work plan of adoption instructional materials and IB as baseline budget.

Director DeWolf also agrees adoption instruction materials.

Director Mack also agrees with adoption instructional materials and IB.

Director Harris would like ETA estimate on IB sent to all directors. She would like \$7M fors curriculum adoption for the next year. Ms. Berge explained what would need to occur to maintain good budget controls. And the addition would need to be taken out of the stabilization fund.

Director Geary agrees with increasing curriculum adoption, but will it be materials or hiring more people.

Director Pinkham agrees with \$7M on instructional materials, IB \$500k with the additional funds coming from the economic stabilization fund.

Director Mack asked what is the SMART goals budget. Ms. Berge explained what costs go along with SMART goals and what was budgeted for.

Consensus was reached by all Directors on \$7m for curriculum and \$500,000 for IB funding.

Adjourned at 6:11pm