

SEASIDE SCHOOL DISTRICT 10

Budget Committee Meeting - Minutes

Tuesday, April 16, 2024, 6:00 pm

Secondary School Library, 2600 Spruce Drive, Suite 200, Seaside and virtual via ZOOM

PRESENT:

Budget Committee: In-Person: Brian Taylor, Michelle Hawken, Shannon Swedenborg, Chris Corder, Brian Owen, Coral Sadler, Mary Bess Gloria, Jason Haag, Nancy McCune, Darryl Walker, Tony Wozniak, Kevin LaCoste. Zoom: Sondra Gomez. Absent: AJ Wahl.

Administration: In-Person: Superintendent Susan Penrod, Business Manager Toni Vandershule, Principals Juli Wozniak and Jeff Roberts, Assistant Principals Jason Boyd and Jeremy Catt, Director of Curriculum and Instruction Cate Blakesley.

Staff: In Person: IT Specialist Kyle Duffy, Executive Assistant Leslie Garvin.

Others: In Person: Brian Hardebeck. Zoom: Becky Seybold, Jessica Smith, Nissa Roberts, Rich Nofield, 'Kates'.

1. CALL TO ORDER

Board Chair Brian Taylor called the Budget Committee Meeting to order at 6:00 pm

2. PLEDGE OF ALLEGANCE

3. CALL FOR ELECTION OF THE CHAIR OF THE BUDGET COMMITTEE

Board Chair Brian Taylor called for nominations for Budget Committee Chair.

Brian Taylor **MOVED, SECONDED** by Michelle Hawken to nominate Chris Corder as Chair of the Budget Committee.

There being no further nominations, the nominations for Budget Committee Chair were closed and a vote was called.

The MOTION CARRIED (12-0)

4. CALL FOR ELECTION OF THE VICE-CHAIR OF THE BUDGET COMMITTEE

Budget Committee Chair Chris Corder called for nominations for Budget Committee Vice-Chair.

Nancy McCune **MOVED, SECONDED** by Brian Taylor to nominate Mary Bess Gloria as Vice-Chair of the Budget Committee.

There being no further nominations, the nominations for Budget Committee Vice-Chair were closed and a vote was called.

The MOTION CARRIED (12-0)

Kevin LaCoste arrives – 6:05 pm

5. PRESENTATION OF THE BUDGET MESSAGE AND DOCUMENT – Susan Penrod, Superintendent

Superintendent Penrod welcomed all and introduced members of the Budget Committee.

Penrod read the Budget Message:

2024-2025 Budget Message

“Dear Seaside School District Community,

Student and staff success is our number one priority. We prioritize intervention programs, instructional coaching for staff, and the continued development of our instructional framework. Additional staffing positions focus on supporting the social and emotional needs of our students and additional middle school electives that offer students a variety of options. We continue to fund our successful staff wellness program with monthly events to support healthy living. Seaside School district is a great place to learn and work!

2024-2025 will mark our second year implementing the *Integrated Guidance Plan*, initiated by the Oregon Department of Education. This plan consolidates several of our grants into one funding source, offering a more comprehensive view into our programs and priorities, such as Career Technical Education, Multi-Tiered Systems of Support, Early Learning, Literacy, and Attendance.

September 2024 is the deadline for all public school districts to access grant funds through the Elementary and Secondary School Emergency Relief Fund (ESSER). We knew these funds were limited to three years, so last year all ongoing staffing and materials were moved into stable funding sources. I am proud that we are able to sustain a sufficient operating contingency **and** provide programs and positions that enable students and staff to excel. We continue to meet the requirements in our board policy ensuring a 10% ending fund balance in our contingency fund, providing financial security for our school district.

The Seaside School District continues our commitment to the core values of equitable, safe learning environments, an engaging well-rounded education, and a focus on collective wellness and community partnerships. Thank you to our entire community for supporting our schools.

Sincerely, Susan Penrod, Superintendent and Budget Officer”

Penrod shared a presentation (attached). She reviewed the first few slides, then introduced Business Manager Toni Vandershule, who proceeded with the presentation. On the Personnel Expenditures in General Fund slide Vandershule noted 70.1% of the general fund is salary and benefits, down from 80% a couple of years ago. In response to questions from the committee, she clarified that staffing is not down, but where the funding for staffing is coming from has changed.

Moving to the budget document, Vandershule explained that not much has changed from last year, she noted that a 7% COLA increase for everyone has been budgeted. Penrod noted that we are currently in negotiations with the teachers union (SEA) and the current increase the district has offered is 7% for the first year.

Haag asked if the 7% increase is across the board. Vandershule noted that everyone has been budgeted for a 7% increase. Penrod explained that once the SEA agreement is negotiated, the increase goes to all employee groups.

Vandershule continued (comments are from Vandershule unless otherwise noted):

Page 7: Summary of all funds and FTE.

Page 8: 2.0 FTE was moved to different places.

LaCoste requested: in areas where a greater than about 5-7% change were made, or for a shifting of priorities, could it be called out.

Vandershule noted that she budgeted for inflation. She also noted that program allocation is about the same.

Page 9: A classified position was moved. Swedenborg asked where it came from. Vandershule answered that she would have to look it up.

Page 10: A temporary licensed position from last year was moved to another area. Hawken requested: when a change is noted, could Toni point out where the committee should be looking in the document.

Haag said he is wondering how we did last year...knowing how we did, how close did we get, did we have to move money around? Starting the next meeting with that information would be helpful. In addition, as we look at the broad categories, it would be nice to know where the big changes are for this year. Vandershule said that for the most part, ESSER has filled a lot of our needs, which is why we have a very big ending fund balance, which is why we can give a 7% COLA. She noted that we did not hit the 'fiscal cliff' like everyone else did, because we saw it coming and made sure we had some cushion. ESSER is going away, we have a little over one million dollars that needs to be spent between July and September. Haag responded that it would be great to have a three year projection, to show how we will be adjusting for these changes, so we know we are using every last dollar in our budget and putting it to work.

LaCoste, requested that if there are salaries in a grant that is ending, let us know how that works. Penrod responded that we don't have any staffing in unstable funding; all staffing is in stable grants (grants without an end date). Penrod noted that we are not part of the State School Fund. She also noted that SPED staffing has increased because of an increase in student needs. She emphasized that no positions have been cut.

McCune pointed out that page 10 and page 11 are the same page (11 is a duplicate of 10).

Page 12: No significant changes.

Page 13: 0.5 FTE moved elsewhere (function 1250, classified salaries)

Page 14: Vandershule noted that unemployment will be higher than normal. There is a new law allowing classified staff to claim unemployment during breaks, so unemployment will be extremely high. Haag asked where those funds are coming from, did we have to reduce somewhere to offset this? Vandershule said that we were only able to offer up to a 7% COLA.

Page 15: No significant changes.

Page 16: Health Services. Staffing is through MAC, with some supplies in the general fund.

Page 17: Last year we had an Assistant Superintendent budgeted, this year we hired a Director of Curriculum and Instruction, so we changed it to Improvement of Instruction (2210 – 113).

Page 18: There is 1.0 FTE that is no longer in the library. Penrod noted that we have one library assistant in the secondary library and two at the elementary; there was an additional FTE budgeted last year that we did not use.

Page 19: Executive Administrative Services, salary went down because it was moved to Instructional Improvement.

Penrod noted that you will see throughout that there has been a 3-4% increase for materials, to account for inflation.

Page 21: Increase in FTE for Human Resource staff.

Page 22: Operations and Maintenance - there is a significant increase for Care and Upkeep. We have been doing a lot of projects (function 2542, and non-consumable supplies).

Page 23: No significant changes. Some increase for fuel, and we will be buying a new diesel bus (2550-541).

Page 24: Technology Services. An increase for computer hardware.

Page 25: Miscellaneous Grants. These change from year to year and vary widely. Haag asked if there are any new grants on the books. Vandershule noted the Early Literacy grant is new (it is on a different page, fund 260).

Page 26: Title IIA. A small increase. Penrod noted that this area is used for staff development.

Page 27: ESSER. This is going away September 30 (2024). We are budgeting computer software and some special projects, but nothing ongoing. Penrod noted that we used ESSER funds for math and science curriculum adoptions.

Page 28: Allocations for computer hardware and software at the high school.

Page 29: Allocations for alternative education.

Penrod responded to questions about textbook costs, explaining the ODE seven year cycle for curriculum adoptions. She noted Division 22 Standards requirements as well.

Page 30: ESSER continued.

Page 31: You will see where major projects are budgeted in equipment.

Penrod noted that we have to have about 1.2 million of ESSER funds spent by September 30.

Page 32: Technology Grants, primarily E-Rate, a grant that helps us buy technology. Penrod noted that we have some cyber security requirements over the next three years.

Page 33: MAC (Medicaid), which funds our health services staff. We also set aside a reserve for next year.

Page 34: ASPIRE. It was noted that salaries are not in this area.

Page 35: Title I. This grew significantly, we are funding more salaries from this fund. Penrod noted that this is a very stable fund, this supports several of our Title I staff. Corder asked about the reduction in Travel (340). Vandershule said it went back into the General Fund.

Page 36: IDEA. Went up significantly, funding one more FTE here.

Page 37: Rural and Low Income.

Page 38: Title IV/Improving Programs for Students. This has gone down slightly, staff development was put elsewhere.

Page 39: Misc. Grants. These change from year to year, vary widely, and are small to medium. They are for specific purposes.

There was discussion about CTE grants, which are a Measure 98 grant. Principal Jeff Roberts noted that the 2-year grant we recently got is to revitalize our program.

Gomez asked what ESSER funds can be used on. Penrod noted it is a focus on student supports, mental health, lost learning, staffing and curriculum. It is quite broad, but can't be used for capital improvements.

At this time Superintendent Penrod continued the presentation (comments are from Penrod, unless otherwise noted).

Page 41: Summer School. We did not receive grant funding this year. We will have some activities, including a Kindergarten Camp.

Page 42: Misc. Grants. There is an increase for staff development.

Page 43: Misc. Grants. Consistent funding.

Page 44: Student Investment Account. There is an increase in FTE, taking them out of ESSER. This is funded by the corporate activity tax (stable fund).

Page 48: Measure 98. We fund two CTE salaries here, as well as some other staff.

Page 50: Summer Enrichment. We did not get a grant, but will provide credit recovery.

Page 51: ELL.

Page 52: Energy Efficient Schools. Minimal changes.

Page 53: Meyer grant carried over here.

Page 54: Student Body Funds. Minimal changes.

Page 55: Early Literacy Success Grant. This is our newest grant.

Page 56: Preschool Promise. We are in our fourth year of Preschool. This is a federal grant and is stable.

Page 57 and 58: Scholarships.

Page 59: Food Service. We provide free breakfast and lunch through Provision II grant funding, which we supplement.

Penrod turned it back over to Vandershule (comments are from Vandershule unless otherwise noted).

Page 60: Debt Service. This shows the 2017 and 2020 bonds.

Page 61: PERS UAL. This is a bond we took out several years ago.

Page 62: Full Faith Credit Obligation loan.

Page 63: Capital Improvement Fund. This is not tied to the GO fund for this building. It is for the softball field and other projects.

Page 64: GO Bond. Haag asked if the 420 carry over was planned. LaCoste noted that this was because of the delay in construction, this is being carried over from last year. Penrod noted the total project cost is the same; this has been a multi-year project.

Page 65: Capital Maintenance Reserve. LaCoste asked what an appropriate reserve is for real estate maintenance, noting that this seems low. Vandershule noted that we are in new buildings. Penrod explained that we have some summer projects planned, including doors and generator upgrade at PRE. LaCoste asked if this is the fund that we would go to for an unexpected facilities issue. Vandershule said yes, it is.

Page 67: General Fund Summary.

Haag asked how we had a 30% increase from 22-23 to 23-24, with almost all of it in salaries. He asked Vandershule to unpack this – what source enabled us to spend an additional 7 million dollars. Vandershule explained that part of it is our ending fund balance; because of Covid, we didn't have students in the building, but Covid money allowed us to cover expenses. She said the ending fund balance, going into next year, was 6.5 million. Haag requested for the next meeting it would be good to know how we plan to maintain staffing as we move forward. Penrod agreed that we can break this down for the next meeting. Vandershule agreed to provide forecasting information as well.

Vandershule gave an overview of ending fund balance and TANS loans.

Page 69: Misc. Grant, Resources Report.

Page 71: ESSER.

It was noted that page numbers skip from page 98 to page 157. There are no pages in between.

Penrod noted the debt services schedules at the end of the document. There was some general discussion about bonds and debt service.

Penrod indicated that she knows this is a lot of information. She noted that she will be sending an email out tomorrow to the committee, it will include the presentation shown this evening, as well as a Google form that has been created for questions. The questionnaire will be for this committee, as well as staff, parents, and the public. Penrod explained that at the next meeting a document with all questions, and answers will be provided.

Budget Committee Chair Chris Corder asked if there were any additional clarifying questions from the committee. There were none.

6. **PUBLIC COMMENT**

Committee Chair Corder read information regarding public comment. There was no public comment.

7. **ADJOURN BUDGET COMMITTEE MEETING**

8. **NEXT MEETING OF THE BUDGET COMMITTEE**

- Tuesday, May 21, 2024, 6:00 pm

Leslie Garvin
Executive Assistant