

## Orcas Island School District Budget Meeting

April 3, 2007

*In attendance* – Carla Jo Larmore, Suzanne McClure, Mary Gropp, Linda Sullivan, Marta Branch, Susan McCaull, Keith Whitaker, Barbara Kline, Phil Branch, Bonnie Bossler, Phil Heikinen, Susan Stolmeier, Anne Ford McGrath, Lea Bossler, Julie Pinardi, Morgan Paige, Michelle Reed, Mimi Anderson, Alison Monico, Lyn Perry, Kathi Collister, Coleen O'Brien, Laura Tidwell, Chris Ledgerwood, Sharron Mierau, Kari Schuh, Steve Diepenbrock, Bob Connell, Barb Skotte, Roanne Mietzner  
Facilitator: Lisa Byers

Lisa started the meeting by sharing her view that the group will need to hold a couple more meetings – perhaps not all together – in order to provide the school board with some useful, in-depth information. As an example, she stated that if NERCs are to be cut, the board needs specific ideas with dollar figures attached. She invited each person to think about what they could do in the next 10 days, including a major focus on fundraising. Lisa then asked each person to share briefly their observations of how the process has gone and what ideas they have for what to do and what they want to work on.

### Comments

1. Sharon – Interested in fund raising in next four weeks
2. Sue – Process is important
3. Glenn – Need for people to know
4. Barbara – Figures coming too slow – wishes we'd had numbers sooner
5. Kari – Glad to see everyone here. Wish it had started sooner
6. Bob – What classes are valuable to students after graduation?  
Thought the first night was good and would like to get more people back into this forum.
7. Roanne – Forum needs to continue
8. Barb – Need to build on this energy and make this a transparent process. Encouraged by the number of people sticking with it.
9. Alison – We've been asking for information for a long time. Everyone should be able to get the same information at the same time.
10. Janet – Fund raising – looking at short term need funds now. Would like people to look at sustainable money funding.
11. Laura – Curious about what will be said to community. Assurances of how money will be used.
12. Phil – District seems more rigorous about budget and money. Important to use the long range plan as our main tool to address personnel issues.
13. Chris – What is the short term fund raising process and would like to see a long term process.
14. Linda – board establish a budget committee and a long term committee who would hold public hearings. Takes work off the board. Would like a formal plan established.

15. Susan - would like to keep track of all the different things proposed and keep on adding to the list.
16. Keith - avoid falling into standard operating procedures. Long term process should continue.
17. Mimi - slippery edge between hope and despair. Strong desire to work on short term fund raising. Don't want to damage the program.

Short term fund raising:

- 4 weeks - money must be in districts general fund by May 1
- Steve-What kind of control will we have over that fund?
- Michelle - we have a responsibility to our donors. I don't write a check until I have an invoice from the district for what we are writing a check for.
- Janet - New gift procedure over \$500 adopted by board
- District will be held accountable for spending

The group then reviewed the ideas presented at the last meeting and identified three work groups for more detailed work. The groups met for 40 minutes and then reported back:

### **Fundraising Workgroup:**

General ideas: Need a price tag for a specific target goal  
Bring us back to more transparent and balanced budget

SHORT TERM GOAL: No RIF notices and create a reserve fund for THIS year  
Speak of our needs in terms of preserving the diversity (and excellence) of the Orcas Island school district (as we know that AP classes have more appeal but the reality is that the schools need support across the spectrum for low class size, reading recovery (remedial type classes), sports, maintenance, etc).

### OIEF Fundraising Plan:

1. DIRECT / BIG ASK: High level community (and a few parents) donors  
Cocktail Party - Tues 4/3 - Glenn Harris will speak (as well as Kevin O'Brien and Janet Brownell) OIEF Board Members will follow-up with one-on-one meetings to answer questions and hopefully get donors. This is for SHORT TERM goal of raising \$343,000 magic # but will also involve planting the seed for future ENDOWMENT efforts
2. "SPONSOR A CHILD" CAMPAIGN: A three phase plan
  1. Parents
  2. Community (community members, grandparents, etc)
  3. Island Businesses

Idea is to split the need by enrollment and ask everyone to “sponsor a child”  
For \$750 each. Parent letter being mailed out Friday, April 6<sup>th</sup>

3. DIRECT ASK of Families of certain income level – headed by Mimi Anderson  
She is one-on-one meeting with specifically targeted parents
4. May 20<sup>th</sup> – Thing-a-thon – in conjunction with the School Open House on May 18<sup>th</sup>  
An ALL school event - Students will seek sponsors for running, biking, doing an art project, etc

Other goals/thoughts:

1. Address the short term deficit so we can THEN address long term goals, it is essential to address this short term problem so there is no snowball negative effect on the school (morale and for potential donors interest).
2. Address the cycle of knee-jerk decision making process – look for ways to systemically solve these problems for the long term

*Schedule of RIF process (as per Glenn):*

Wed 4/18 - Regular April Board meeting: Superintendent will ask Board to adopt a resolution that lays out recommendations for 2007-2008 in “gross” numbers – total FTE not specific to each teacher, etc...

Sometime the following week: Special Board Meeting: Resolution recommended tied to FTE/RIF of specific personnel - Remember that for 3.5 FTE – it will be necessary to OVER notify (estimate 6-8 FTE)

May 1 - General notices go out

May 15 – Specifics for each individual is worked out

8/1/07 – Actual budget adopted – sometimes this is a time when personnel is brought back or it might wait until school starts and actual enrollment numbers can be realized

SO – really for NO notices to go out – it would be necessary to have the money in hand by April 20, 2007 .... Otherwise, notices have to go out and personnel can be reinstated based on fundraising efforts.

**Miscellaneous Budget Adjustment Group**

Identified the following next steps:

1. Find out what benchmarks must be met in order to implement a distribution of the payments into the reserve fund over the next three years that is not as front-loaded as the one being currently proposed. This was indicated as a possibility

by Jerry Jenkins, but only if certain goals were achieved. We need to know specifically what those goals/measures are.

2. Ben's estimate for the next 5 months of district non-employee related expenses is \$20k more per month than the last 7 months of actual expenses. Find out if any portion of the increase can be backed out, resulting in an increase of the projected ending fund balance for 06/07. This will require a detailed list of what those expenses are and which are absolutely required.
3. Find out what other measures the district could take to increase the ending fund balance for 06/07. For example, are there areas of spending that could be immediately frozen or reduced? Every dollar not spent will be one less dollar to fundraise.
4. Explore the feasibility of implementing a specific list of suggested 2008 NERC reductions. (This question has been forwarded to the NERC workgroup to avoid working at cross purposes.)
5. For the longer term, exploring the possibility of energy saving capital projects could serve to shift the burden of certain expenses from the general fund to the capital budget. This could include anything from heating system control equipment to building bus barns at the far end of bus routes to installing water catchment or solar panel systems.

### **NERC Committee**

"We know what we know. We know what we don't know. Where do we go for information?" We need clarification of policy. We need to work through the year. Where can we save? Steve D. and Keith will meet with Ben Thomas to look at NERCs and other numbers on Thursday.

Lisa proposed an outline of a report to the school board. There was discussion and the following outline emerged:

1. Problem/goal statement
2. Assumptions/givens
  - enrollment projections
  - April 30 deadline for \$ in the district account
  - April 18 School Board considers program budget
  - Budget constraints from past performance
3. Short term recommendation
  - How it relates to strategic plan
  - Total savings
  - Numerical analysis
4. Long term recommendations

Budget committee

Long range planning committee

5. APPENDIX:

What is the fund raising message?

List of all the recommendations

**NEXT MEETINGS**

The fundraising efforts are continuing

The report writing committee will meet in Lyn Perry's Room – 7 pm Thursday 4/5, and again Tuesday 4/10 – time and location to be decided.