



**OFFICE OF DEPUTY SUPERINTENDENT**  
**Business and Operations**

**MEMORANDUM**

**Date:** 05/24/2019  
**To:** Members of the Board of Education  
**From:** Claire Hertz, Deputy Superintendent of Business & Operations  
**Subject:** Budget Approval

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This Memorandum provides an update on the 2019-20 Proposed Budget and the approval process. Staff is providing the Board with an updated prioritization list, based on the feedback received at the 5/21/19 work session. The Board's concern that most items on the correction list were choices and not corrections was accurate. The only correction now "above the line" is the technical error in dropped FTE for the Human Resources department. The remaining correction items from last week have been moved down the list to be prioritized.

Staff has compiled a balanced priority list focusing on budget items where the Board and staff are aligned. Staff has also provided more specificity about what is included in each of the requests, while reducing the overall number of lines to consider.

Upon receiving this information, staff asks that the Board review the list to see we have aligned resources with fidelity to the work session conversation and subsequent agreements. (what does the subsequent agreements refer to?) These changes reflect the feedback received at the work session and bring the list of requests into alignment with Board, Community, (how is this defined? PPS never asked the community for input) and Staff priorities. The primary focus of the revised list is to build organizational capacities for literacy intervention and supports while honoring the community's desire for class size and 4/5 blend relief. (Note This was not on the Superintendent/staff list last week and wasn't discussed at the work session.)

**Summary of Changes to Budget Priorities**

1. 12.0 FTE added for 4/5 blend relief, targeted class size reductions, and equitable offerings for K-8 middle grades. (please provide all schools that are scheduled to have 4-5 blends and which will get relief and what ones will remain 4-5s. What specific schools will receive FTE for class size reductions and what how many FTE will go to each of the K-8s and which ones.)
2. Add \$50,000 to the request for CSI/TSI/Title schools and leadership pipeline partnerships
3. MTSS Phase II is more clearly defined with an overall request of \$850,000

4. Dyslexia line item is updated to indicate a coordinator is included in the amount requested
5. MAEP request description is updated to reflect the 1.0 FTE music instructor included in the request (what school gets the 1.0 music instructor and what is the criteria for awarding it)
6. Number of additional custodians reduced to account for current vacancies already in the proposed budget
7. Racial Equity Social Justice (RESJ) equity partnerships decreased to \$400,000. Budget for Board interpreters reduced, per Board request (This was not a board request, it may have been a board leadership request but not the board. I don't believe the alternative promotes inclusiveness or is functionally useful to families. What other alternatives exist?)
8. Maintenance carry-over reduced by amount sufficient to balance the requested expenditures to available resources

## Process

Here is the process we will use this weekend leading to approval of the budget and tax rates on Tuesday:

1. Staff emails packet to the board including:
  - a. Memo from Deputy Superintendent
  - b. Narrative for budget priorities
  - c. Staff balanced budget priority list
  - d. Board Ranking Tool
  - e. Prior week's list of budget priorities for comparison
  - f. Middle grades electives by school
  - g. Draft Budget Resolution (general fund to be finalized on Tuesday)
  - h. Adjustments to the 2019-20 Proposed Budget Document (general fund to be finalized on Tuesday)
  - i. Most recent questions & answers submitted by Board & CBRC
2. Board packet of materials is posted to the meeting materials website
3. **Individual Board Member creates balanced budget priorities list (instructions on front tab of Google Sheet) - priority list to be completed by Midnight, Sunday, May 26**
4. Board submits questions to Google Doc - staff responds throughout the weekend
5. Staff tallies priority lists and sends recap to the board
6. Priority list recap is posted to the meeting materials website
7. Staff prepares Budget Approval Resolution using appropriation level amounts based on prioritized recap from the board
8. Draft resolution is posted to the meeting materials website

Thanks to each of you for your time this holiday weekend. Please let me know if there are any concerns for approving the budget on Tuesday. I do have concerns about approving the budget on Tuesday as we are getting these materials late Friday when many of us already made weekend commitments. Also, I am concerned that questions and discussion about the budget is happening in a non-public setting. To meet our timeline for budget adoption by June 30, we need to approve the budget on Tuesday, May 28. This is needed to allow for time to publish our Budget Summary and Hearing Notice in the local paper. If we do not adopt the budget by June 30, we must close our doors on July 1. If you need to reach me, I will be available by cell phone at 503.319.9452.