



# Budget Development and Input Committee Meeting Minutes

## March 7, 2019; 8:30 a.m.

### Central Administration Office – Board Room

Present: Board President Brent Seaks (Chair), Board Member Jason Rodakowski, Superintendent Shon Hocker, Assistant Superintendent Keith Harris, and Business Manager Kent Anderson. Also present: Burton Lewton, and Naomi Obrugewitch,

**Called to Order** – The meeting was called to order at 8:35 a.m. by Chair Brent Seaks.

**Additions/Deletions to Agenda Items** – Dr. Hocker stated he would like to discuss the Bus Bids first under New Business.

#### **Old Business**

**Bond Referendum – Debt limit** – Mr. Anderson reported to the Committee that the debt limit that had been previously reported to the Committee was incorrect due to new information he recently found which confirmed that the voters had passed an increase to the District’s debt limit with a vote in August of 1947. Due to this new information, it is not necessary for this to be voted on again so a revised Resolution, Notice of Election and Sample Ballot would be presented to the board at the March 11 meeting related to the May 7, 2019 Bond Referendum.

#### **New Business**

**Bus Bids** – Mr. Anderson stated the district advertised for bids on three gas or diesel, 65 or 71 passenger buses. The bid opening was at 1:30 on March 6, 2018. Three sealed bids were received, one each from Harlow’s, Hartley’s, and I State Truck Center. Mr. Anderson reported that the bids from Hartley’s and I State Truck Center did not meet numerous owner specifications. Harlow’s offered a bid of \$99,025 for a diesel engine 71 passenger bus, and \$94,025 gas engine 71 passenger bus, and a bid of \$98,225 for a diesel engine 65 passenger bus, and \$93,225 gas engine 65 passenger bus. **The Committee members agreed that it was nice to see more than one bidder and directed the administration to review the bus specifications and confirm that no changes are warranted prior to future bus bids.**

Some discussion was had as to benefits of purchasing gasoline versus diesel. Burton Lewton expressed his support of purchasing gasoline engine buses. **Consensus of the Committee was to recommend that the Board accept the bid from Harlow’s to purchase three 71 passenger gasoline buses for a total of \$282,075.**

**2019 – 2019 Staffing** – Dr. Hocker reported that a staffing needs assessment supported a request of 14.18 new certified positions for the 2019-2020 school year. These positions are four (4) K-5 regular ed teachers, one (1) high school health careers teacher, two (2) K-3 interventionists, three (3) special education teachers, .18 special ed/Read 180 teacher; and four (4) teachers on special assignment (TOSA) to serve as technology integration specialists.

The three intervention positions would service the K-3 population and be utilized as early intervention in reading. Because of the district's title funds, we are required to have adequate staff to meet grant qualifications.

Dr. Hocker also reported to the committee that Dorothy Martinson, Student Services Coordinator, will be retiring in June 2019 and Dr. Hocker recommends adding ten days to Mrs. Martinson's current contract so she can help complete next year's grant applications and help transition her replacement.

Dr. Hocker also reported the need of three classified positions, one communication/academy coordinator/grant writer; one additional maintenance worker to report to Wayne Schatz and work district wide especially on weekends; and one business office assistant. All three positions are needed to fill gaps created by recent growth of the District.

Mr. Seaks voiced his concern approving additional positions without knowing the exact funding for the 2019-2020 school year. Mr. Anderson stated work on the 2019-2020 budget is ongoing but many revenue variables will become clear over the next few months as the legislative session concludes, etc. Mr. Anderson also reported that the final certificate of levy is not due to be filed until October 10, 2019. Dr. Hocker stated the timing of hiring season and funding variables can make planning difficult and the budget committee would be kept informed as work on the 2019-2020 budget progresses. **Consensus of the committee was to recommend that the Board approve the staffing additions and changes as requested.**

Cash vs. Accrual Financial Reporting – Mr. Anderson stated that one finding during the June 30, 2018 financial audit by Brady Martz was the need for the District to generate fiscal year-end accrual basis financial statements in accordance with generally accepted accounting principles (GAAP). Mr. Anderson reported that the fiscal year-end adjustments related to this accounting change will likely result in the Budget Committee and Board needing to revisit the 2018-2019 budget due to the budget being prepared on the modified cash basis. The Committee indicated support for implementing the response to the audit finding.

Other – Mr. Harris reported to the Committee that he had attended a recent meeting with the architects working on Heart River's HVAC upgrade project and learned that there may be an issue with completing the project over the summer as had been planned. Mr. Harris stated it is possible the system will be purchased, but not installed before next winter if time does not allow.

Adjournment – At 10:15 a.m., Chair Seaks declared the meeting adjourned.