

To: Board of Education

From: Kathy Johnson, executive director finance

Re: Establishment of a Board Committee for Budget and Program Evaluation

Date: December 10, 2018

Background:

Budget development over the years has taken many forms. During some of the districts most difficult budget years a board committee, Budget Program and Evaluation Committee (BPEC) was used to assist in the budget preparation process. The committee was a cross section of district staff. The committee members were educated on school finance, and Lawrence USD 497 budget. The committee members also served as liaisons to the employee groups they represented, to help with communication and education on the budget.

The committee, with board direction, evaluated programs both existing and new as those programs tied to budget, board goals and/or strategic plan. Sub-committees were used for in depth program evaluation and those sub-committees included other staff and at times community to provide a deeper dive into the nuts and bolts of a program and its effectiveness as well as possible budget implications of additions or reductions depending on the district's budget circumstances and goals for budget development.

The committee reported back to the Board of Education with recommendations for additions, reductions and reallocations, as a part of the budget development process.

Rationale:

With the establishment of a board committee for Budget and Program Evaluation, it will provide input and a systemized process for additions and reductions to the district's budget as well as provides education and a space for stakeholders to contribute to the process.

The board of education is wrestling with deficit spending, expenditures currently exceed resources, and have for several years. There is the near extinction of cash reserves that puts the board of education in a precarious situation if there were an emergency or cash flow delays.

Through the listening and learning tours and student, staff and community surveys, along with the recent mediation process for negotiations, the message is clear that there are areas of programming that need to be evaluated and most have a large price tag. Larger than what the school finance formula provides Lawrence to work with, even with the pending court decisions and inflationary adjustments to the base state aid per pupil.

Recommendation:

Administration recommends the establishment of a board committee for Budget Program and Evaluation to begin this fiscal year for the development of the 2019-20 budget. If approved, further board direction, composition of committee members, goals and objectives will be discussed.

Motion:

"I move the board of education approve the establishment of a board committee for Budget and Program Evaluation to begin this fiscal year for the development of the 2019-20 budget."

## BOARD DISCUSSION ITEMS

Possible composition of Budget and Program Evaluation Committee – for discussion purposes

	Name	Title Description	Location
1	Kathy Johnson, chair	Executive Director Finance	ESC
2	Anthony Lewis	Superintendent (or designee)	ESC
3		Board Member	
4		Board Member	
5		High School Principal	
6		Middle School Principal	
7		Elementary Principal	
8		Teaching and Learning	
9		Teaching and Learning	
10		Special Education/Student Services	
11		Facilities and Operations	
12		Human Resources	
13		Technology	
14		Certified LEA President	
15		Certified High School	
16		Certified High School	
17		Certified Middle School	
18		Certified Middle School	
19		Certified Elementary	
20		Certified Elementary	
21		Certified Elementary Specials	
22		Classified Administrative Services	
23		Classified Custodial	
24		Classified Para Educator	
25		Classified Food Services	

Ex Officio:

Kevin Etzel, Budget Manager

Committee Commitment

- Committee members should plan on two (2) BPEC committee meetings a month during the budget planning season (December to June). During July-November “off season”, the committee would meet once a month, unless more is needed.
- If a committee member is absent more than three times, they may be removed from the committee and replaced with a member who can make the meetings.
- If a BPEC committee member participates in a sub-committee program evaluation team, they may have additional meetings beyond the BPEC meetings.

Specific program evaluation sub-committees should include for input existing advisory groups and/or committees, community members, parents and students.

General Purpose of the Committee

It is the purpose of the Budget and Program Evaluation Committee (BPEC), in preparation of the 2019-20 budget, to review and recommend budget considerations to the board of education and make the board aware of the impact of those budget considerations.

Board Direction

Is anything off the table?

Are there specific program areas the board wants evaluated ahead of others?

Are there specific areas the board would like to focus or re-focus resources for 2019-20?

Target

Target may evolve as the State releases funding for 2019-2020 during legislative session. TBD