



# Budget and Program Evaluation Committee

November 10, 2022



# Agenda Items

- Calendar of Meetings
- Committee Composition
- Strategic Plan
- Funding
- Establishment of Sub-Committees
- Break Out
- Report Back



# Calendar of Meeting Dates



- October 13, 2021 4:00-5:30pm
- October 27, 2021 4:00-5:00pm – time edit
- November 10, 2021 4:00-5:30pm
- December 1, 2021 4:00-5:30pm
- December 15, 2021 4:00-5:30pm
- January 5, 2022 4:00-5:30pm
- January 19, 2022 4:00-5:30pm
- January 26, 2022 4:00-5:30pm
- February 9, 2022 4:00-5:30pm
- February 23, 2022 4:00-5:30pm
- March 9, 2022 4:00-5:30p
- March 23, 2022 4:00-5:30pm
- April 6, 2022 4:00-5:30pm
- April 20, 2022 4:00-5:30pm
- May 4, 2022 4:00-5:30pm
- May 18, 2022 4:00-5:30pm
- June 1, 2022 4:00-5:30pm



# Composition of Budget and Program Evaluation Committee

2021-2022 BUDGET AND PROGRAM EVALUATION COMMITTEE (BPEC)			
		9/30/2021	
Name	Title Description	Location	
1 Kathy Johnson, chair	Finance	ESC	
2 Anthony Lewis	Superintendent (or designee)	ESC	
3 Erica Hill	Board Member	Board of Education	
4 Carol Cadue-Blackwood	Board Member	Board of Education	
5 Lindsey Buck	Certified LEA President	Lawrence High School	
6 Hanna Allison	Classified Interim PAL President	Bert Nash	
8 Patrick Kelly	Curriculum and Instruction	ESC	
9 Kevin Harrell	Special Education/Student Services	ESC	
10 Samrie Devin	Human Resources	ESC	
11 Zachary Conrad	Data and Technology	ESC	
12 Larry Englebrick	Facilities and Operations	F&O	
13 Myron Graber	High School Principal	Free State High School	
14 Kathy Branson	Middle School Principal	West Middle School	
15 Jacki Mickel	Elementary Principal	Langston Hughes	
16 Eugene Miles	Certified High School	Lawrence High School	
17 Phil Mitchell	Certified High School	Free State High School	
18 Julthia Rials	Certified Middle School	Liberty Memorial CMS	
19 JoLynn Albertson-Sears	Certified Middle School	Southwest MS	
20 Stephanie Dickson	Certified Elementary Specials	Sunset Hill	
21 Jill Anderson	Certified Elementary	Kennedy-ECH	
22 Marcia Riggins	Certified Elementary	Lawrence Virtual School	
23 Lisa Koppes	Classified Administrative Services	FSHS	
24 Chad Scherbarth	Classified Para Educator	BMMS	
25	Classified Food Services	TBD - Pending	
26 Shawn Ledford	Classified Custodial/Maintenance	Maint Shop	
	Catherine Glidewell	Certified - Elementary IRR (Representative from LEA Negotiations)	Langston Hughes
	Ashley Eicholtz	Classified - Administrative Assistant Maintenance (Representation from PAL Negotiations)	Maintenance
	Kevin Etzel	Ex-Officio - Assistant Director Budget/Finance	ESC
	Robin Yackley	Administrative Assistant, Finance	ESC



# Budget and the Strategic Plan



**1** COHESIVE  
CURRICULUM



**2** STUDENT-CENTERED  
LEARNING



**3** SAFE & SUPPORTIVE  
SCHOOLS



**4** EFFECTIVE  
EMPLOYEES



**5** DATA-INFORMED  
DECISIONS



b. Allocate resources according to research-based best practices for student success.



# Funding – Planning for 2022-2023



Description	FTE	Addition	Reduction	Runing Total	Notes:
<b>Budget Short Fall - Decrease in Funding 2022-2023 - Preliminary estimates</b>				<b>(2,000,000)</b>	Will update as new/audited information is known.
Gas - Utility Rate Increase		300,000		(2,300,000)	
Property Insurance Rate Increase up to 10%		80,000		(2,380,000)	Will not know until May/June, based on past 2 years trend
Budget a General Fund Transfer to Contingency Reserve Fund - bring fund to 2% of 2020-2021 General Fund Legal Max		795,457		(3,175,457)	
Classified Cost - in lieu of continued savings - CL Contract beginning in 2022-2023; any savings from value of monthly benefit (M/D/V) Actual Cost, that below the \$587.61 monthly amount, similiary to Certified MA is paid out to employee. Took full savings in 2020-2021 - add back cost of differential expected in 2022-2023 after 6% increase from current premium amounts.		8,400		(3,183,857)	Approximate Calcuation - will review when benefit rates are actually set for 2022-2023 - spring of 2022
				(3,183,857)	
Elementary Staffing - Assuming NO Enrollment Growth - Funding at existing thresholds - no other changes	10.00		644,830	(2,539,027)	Natural Calculation would be 10 General Fund FTE less than current year planned of 210 - lowering to 200; and continue to retain 3-4 FTE in Title II for Contingency
				(2,539,027)	
				(2,539,027)	
1% Increase to Salary Pool of each Employee Groups (CE, CL, AD)		825,000		(3,364,027)	For Information and Planning purposes only - Estimated cost of each 1% to all employee group salary pools. IBB Negotiations will determine actual budget addition for 2022-2023 - Includes Employer costs of 8.25% - Fica/Medicare; Unemployment/Work Comp
1% Increase to Salary Pool of each Employee Groups (CE, CL, AD)		825,000		(4,189,027)	
1% Increase to Salary Pool of each Employee Groups (CE, CL, AD)		825,000		(5,014,027)	
1% Increase to Salary Pool of each Employee Groups (CE, CL, AD)		825,000		(5,839,027)	
1% Increase to Salary Pool of each Employee Groups (CE, CL, AD)		825,000		(6,664,027)	

# Contingency Reserve Fund

FINANCIAL REPORTING GUIDELINES



## CONTINGENCY RESERVE FUND

- A. There is hereby established in every district a fund which shall be called the contingency reserve fund, such fund shall consist of all moneys deposited therein or transferred thereto according to law. *(K.S.A. 72-5165)*
- B. The fund shall be maintained for payment of expenses of a district attributable to financial contingencies as determined by the board. *(K.S.A. 72-5165)*
- C. The only source of revenue for the contingency reserve fund is a transfer from general fund.

**72-5165. Same; contingency reserve fund; use.** There is hereby established in every school district a contingency reserve fund, which shall consist of all moneys deposited therein or transferred thereto according to law. The fund shall be maintained for payment of expenses of a school district attributable to financial contingencies as determined by the board.

Contingency Reserve Fund		
General Fund Legal Max w/Audit Adjustment	2020-2021	80,062,915
	1%	800,629
	2%	1,601,258
	3%	2,401,887
	4%	3,202,517
	5%	4,003,146
	6%	4,803,775
	8%	6,405,033
	9%	7,205,662
	10%	8,006,292
<b>June 30, 2021 Unencumbered Cash Balance</b>		<b>805,801</b>
Required transfer to reach 2% Contingency of 2020-2021 General Fund	Budget Addition	795,457
<b>2% Contingency Reserve</b>		<b>1,601,258</b>

# Elementary Thresholds from 10/13 BPEC



2021-2022 Thresholds				
School	Kdg, 1st,	3rd	4th & 5th	
BA	25	27	30	Title
Cordley	25	27	30	Title
Deerfield	25	27	30	
Hillcrest	25	27	30	Title
Langston	25	27	30	
New York	25	27	30	Title
Pinckney	25	27	30	Title
Prairie Park	25	27	30	Title
Quail Run	25	27	30	
Schwegler	25	27	30	Title
Sunflower	25	27	30	
Sunset Hill	25	27	30	
Woodlawn	25	27	30	Title

	Planned:	Enrollment	FTE	Actual 9.20:	Enrollment	FTE		
		4512	210		4281	210		
	Title II		3			2	212.0	
	<b>Total</b>		<b>213</b>			1	Remaining	

12.0 FTE Assigned a Section beyond Sections needed based on thresholds; FTE would be 200

Refer to Oct 13 BPEC meeting for additional information. 2021-2022 assignments were in excess of thresholds to keep class sizes smaller.

Expenditures for FTE in excess of 200 will have to come from Title I, Title II and ESSER III in 2021-2022, as there are no general fund budget to cover these costs.

The 10 general fund FTE will not be a part of budget planning for 2022-2023 unless projections for elementary enrollment reflect the need for additional FTE.



# Budget and Program Evaluation Subcommittees



**Charge** - Each subcommittee will identify and develop three (3) proposals for significant budget savings and provide those proposals to the Budget and Program Evaluation Committee (BPEC) by December 13th, 2021. Proposals should be categorized as high, medium and low with regard to the amount of cost savings for each proposal. All proposals must include an analysis of the "pros" and "cons" regarding the particular proposal. This analysis will be reviewed by BPEC and used in providing a recommendation to the Lawrence Public Schools Board of Education.

1. Elementary Staffing
2. Middle School Staffing
3. High School Staffing
4. Administration
5. Special Education
6. Facilities and Operations
7. Curriculum and Instruction
8. ESOL - English Language Learners
9. Athletics and Activities



# Budget and Program Evaluation Subcommittees



## Time line:

Week of November 8-12	Committees Identified/Recruitment
November 10	BPEC Meeting
Week of November 15-19	1 <sup>st</sup> Meeting for Each Committee
November 22	Board of Education Meeting
November 24-26	Fall Break
Week of November 29-December 3	2 <sup>nd</sup> Meeting for Each Committee
December 1 <sup>st</sup>	BPEC Meeting
Week of December 6-10	3 <sup>rd</sup> Meeting for Each Committee
December 13 <sup>th</sup>	Proposals Due to BPEC
December 15 <sup>th</sup>	BPEC Meeting



# Meeting Objectives



## Meeting 1:

- Establish meeting dates
- Identify a chair and secretary for the subcommittee
- Identify and articulate norms for the group
- Brainstorm possible budget savings
- Identify what data is needed to evaluate possible budget savings proposals

## Meeting 2:

- Review data provided and determine what additional information is needed
- Establish a process for evaluating/ranking proposals
- Begin to identify “pros” and “cons” for each proposal

## Meeting 3:

- Review any additional data that was provided
- Using the established evaluation tool identify three proposals
- Rank proposals high, medium and low with regard to amount of cost savings
- List “pros” and “cons” for each proposal



# Meeting Norms and Question Examples for Sub-Committees to consider

## Use? Are there others to add?



### NORMS:

- We will be fully present, prepared and concise
- We will assume positive interactions and support one another
- We will respect confidentiality
- We will respectfully push one another's thinking
- We will exhibit professional discourse and enhance our team's work
- We will support our decisions with one voice and one team

### QUESTIONS TO CONSIDER:

- Does this decision align with the District mission/vision and Strategic Plan?
- What systems of oppression might exist within this situation?
- Whom does the decision affect both positively and negatively?
- Does the decision being made ignore or worsen existing disparities or produce other unintended consequences?
- Are those being affected by the decision included in the process?
- What other possibilities were explored?
- Is the decision/outcome sustainable?



<b>Membership-Elementary</b>		<b>Membership-Middle School</b>		<b>Membership-High School</b>	
<b>Members/Committee</b>	<b>Elementary School Staffing</b>	<b>Members/Committee</b>	<b>Middle School Staffing</b>	<b>Members/Committee</b>	<b>High School Staffing</b>
District Admin	Samrie Devin (BPEC)	District Admin	Zach Conrad (BPEC)	District Admin	Cynthia Johnson
Building Admin	Jackie Mickel (BPEC)	Building Admin	Kathy Branson (BPEC)	Building Admin	Myron Graber (BPEC)
Certified Staff (LEA)		Certified Staff (LEA)		Certified Staff (LEA)	Lindsay Buck
Classified Staff (PAL)		Classified Staff (PAL)		Classified Staff (PAL)	
District Admin	Kristen Ryan	District Admin	Lori Stithem	District Admin	Rick Henry
Building Admin	Jayci Roberson	Building Admin	Andrew Taylor	Building Admin	Mark Preut
Certified Staff	Stephanie Dixon (BPEC)	Certified Staff	Julitha Rials (BPEC)	Certified Staff	Phil Mitchell (BPEC)
Classified Staff		Classified Staff	Erin Tarnowicz	Classified Staff	
<b>Membership-Administration</b>		<b>Membership-Special Education</b>		<b>Membership-Facilities</b>	
<b>Members/Committee</b>	<b>Administration</b>	<b>Members/Committee</b>	<b>Special Education</b>	<b>Members/Committee</b>	<b>Facilities and Operations</b>
District Admin	Anthony Lewis (BPEC)	District Admin	Kevin Harrell (BPEC)	District Admin	Larry Englebrick (BPEC)
Building Admin	Jared Comfort	Building Admin	Susan Cooper	Building Admin	Quentin Rials
Certified Staff (LEA)		Certified Staff (LEA)	Catherine Glidewell (BPEC)	Certified Staff (LEA)	
Classified Staff (PAL)		Classified Staff (PAL)		Classified Staff (PAL)	
District Admin	Sarah Hamlin	District Admin	Shelia Smith	District Admin	Paula Murrish
Building Admin	Anne Hawks	Building Admin	Jeremy Phillip	Building Admin	Chalita Middleton
Certified Staff	Kiley Luckett	Certified Staff	Patrick Dipman	Certified Staff	
Classified Staff	Robin Yackley (BPEC)	Classified Staff	Lisa Koppes (BPEC)	Classified Staff	Shawn Ledford (BPEC)
<b>Membership-Curriculum &amp; Instruction</b>		<b>Membership - ESOL</b>		<b>Membership - Athletics and Activities</b>	
<b>Members/Committee</b>	<b>Curriculum and Instruction</b>	<b>Members/Committee</b>	<b>English to Speakers of Other Languages (ESOL)</b>	<b>Members/Committee</b>	<b>Athletics and Activities</b>
District Admin	Patrick Kelly (BPEC)	District Admin	Leah Wisdom	District Admin	Ron May
Building Admin	James Polk	Building Admin	Melissa Blevins	Building Admin	Carissa Miles
Certified Staff (LEA)		Certified Staff (LEA)	JoLynn Albertson-Sears (BPEC)	Certified Staff (LEA)	
Classified Staff (PAL)	Hannah Allison (BPEC)	Classified Staff (PAL)		Classified Staff (PAL)	
District Admin	Laura Basham	District Admin	Kevin Etzel (BPEC)	District Admin	Denise Johnson
Building Admin	Amy McAnarney	Building Admin	Jennifer Schmitt	Building Admin	Matt Renk
Certified Staff	Marcia Riggins (BPEC)	Certified Staff	Kasey VanDyk	Certified Staff	Jill Anderson (BPEC)
Classified Staff		Classified Staff		Classified Staff	Ashley Eicholoz (BPEC)

# Breakout Time: Take Notes to turn in



- Preliminary brainstorming for meetings
- Information that you believe would be helpful to have for the subcommittee meetings
- Suggestions of items to consider in the subcommittee meetings.

## **Examples of discussions might have in subcommittees :**

### Elementary:

Current Thresholds; Revising Thresholds; Multi-Age; Revising Boundaries; Closing a school; Repurposing a school; Consider Specials/Sections; 2 Section Schools

### Middle School:

Current Thresholds; Revised Ratio Calculation; MS Schedule; 2 Plan Times; Consolidation of MS to three (3)

### High School:

Current Ratio – Same as PY; Revision/Establish new Ratio; Establish Position Control for position within ratio that are not teachers as part of ratio revision; LCCC and LCCCA included or separate from HS position controls, currently co-mingled; Programming between both schools; Class Offerings/Smaller Size Classes;



Report Out – Turn in notes

