

## Strategic Action Plan Budget Advisory Committee

November 5, 2012

5:30p.m. - 7:00p.m.

Meeting Notes

**Attendees:** Allwyn Gazi, Ann Petta, Barbara Ryan, Brad Hunt, Cathy Pierce, Debbie Griffin, DiAnn Albert, Evonn Avila, Karl Christensen, Ken Fox, Kristi Sheen, Lisa McColl, Melanie Hirahara, Patricia Hocking, Rachel Rice, Susan Orsinelli, Teresa Edgerton, Tory Long

- ❖ Introductions
  - ❖ Formal minimum budget and cash reserve policy (BP 3101 and Draft of Table 1)
    - State's minimum reserve requirement- 3% (this is a budget reserve/ NOT cash reserve)
    - Review of Table 1 Categories
    - 2% cushion in cash flow
    - With more than 30% of State revenue deferred into the following year, larger budget reserve is necessary but policy still contemplates need for short-term cash borrowing at 75% of maximum allowed by County Treasurer
    - Reasons for needing budget reserve higher than State required minimum:
      - revenue flat or dropping
      - declining enrollment
      - State deferral of apportionment payments (amount has been over 30% of total State Aid for at least the last 3 years)
  - ❖ Develop Board approved list of fiscal priorities
    - Comprehensive list of 101 Services, Functions, and Programs list will be emailed out for review
    - All categories connected to the Mission/Vision
      - Core: Mission Critical
      - Structural: Essential for maintaining the basic integrity of the Core
      - Reinforcing: Strengthens the overall mission structure
      - Supplemental: Discretionary
    - Discussed the representation of groups in the committee (parents, administrators, teachers, etc.)
    - Clarified/ defined/ discussed a variety of items on the list
    - List will be made into a grid with columns to rank each of the items (4- Core to 1- Supplemental)
      - Suggestions:
        - Add a column to mark for someone that does not feel they have enough information to rank the item
        - Add a column to put clarifying comments such as Mandated, Self-supported, etc.
        - Add a column with definitions/description
  - ❖ Before the next meeting, Karl Christensen will send out revised list for committee to rank.
  - ❖ Exploring ways to minimize Transportation costs will be discussed next meeting.
  - ❖ Meeting Date: The meeting date of December 13 was discussed. Some members of the committee had another commitment scheduled for December 13 and may have a time conflict.
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***The next meeting of the Strategic Planning Budget Advisory Committee will be held on Thursday, December 13, 2012 at 6:00 p.m. at Rio Seco School located at 9545 Cuyamaca Street, Santee, CA 92071.***