

MEMORANDUM

TO: WCSD Board of School Directors, Ruth Huck, Amy Stewart, Jim Grosch and Dr. Terrill
FROM: Arthur
DATE: May 6, 2011
RE: Upcoming meetings

Dear folks,

Inasmuch as the Board must receive the report from the Special Budget Committee I have had Ruth advertise and treat the May 11, 2011 budget work session as a meeting of the full Board. I coordinated this with John Grant and earlier today I met with John, Donna, Dr. Terrill, Amy Stewart and Jim Grosch to discuss the agenda for that special meeting.

Dr. Terrill expects the Special Budget Committee to complete its work the evening of May 10, 2011. I believe our first order of business, the following evening, should be the delivery of the report by the Committee. Under this agenda item we can ask questions of the Committee members and administration.

With the work of Special Budget Committee and the Finance Committee's workshops behind us, I think we next move to a process for the preliminary budget. Before we know the necessary extent of the cuts that must be implemented we must give guidance to the administration as to a proposed ending fund balance. Thus the second item on my agenda is a motion setting a tentative ending fund amount for the purpose of building the preliminary budget.

The ultimate step, of course, is to give guidance on what cuts are plugged into the preliminary budget. To do this I have asked the administration to prepare a spreadsheet that will reflect the final work of the Special Budget Committee. (Obviously the final spreadsheet cannot be completed until the morning after the Committee's May 10 meeting; however, a sample—to acquaint us with the procedure--will be ready for us, hopefully by our May 9 regular meeting.) The spreadsheet will have a column for each of us; on a 0, 1, 2 scale (I'm still working on the wording, but 2 will be something to the effect "willing to cut", 1 will be "don't want to cut but can accept", and 0 will be "can't live with cutting it") we will grade each item. That will give us a total score for each item and in that fashion we will see how the entire Board stands as to the items discussed.

With the scoring complete the administration will have sufficient direction to continue work on the preliminary budget. That budget must be ready for review and discussion at our special meeting scheduled for May 23, 2011.

Hopefully, delivery today will give us all a chance to reflect upon whether this agenda meets our needs.

Proposed Agenda:

- 1) Report from the Special Budget Committee.
- 2) Motion: That the Board of School Directors establishes a tentative ending fund balance of _____ for budget year 2011/2012, for the purpose of building the preliminary budget for said year.
- 3) Complete spreadsheet.
- 4) Other.

Sincerely,
Arthur