



Budget Development Committee Meeting Minutes

April 30, 2018

EW 207

2:00 p.m. – 5:00 p.m.

Present: Lisa Couch, Heather Ostash, Frank Timpone, Debbie Gregory, Matt Crow, Katie Bachman, Matt Jones, Crystal Leffler, Kristie Nichols

Absent: Corey Marvin

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:00p.m.
2. Review Agenda	Lisa Couch	Agenda approved.
3. Review of Action Items and Meeting Minutes from 4/23/18	Lisa Couch/Committee	<p><i>Review of Action items:</i> <i>Action items 4/18/18</i> <i>1. Corey will follow-up on Faulk Family or Sunset as possible funding sources for LAC support.</i> <i>2. Heather will talk to John McHenry about Booster support for 18/19.</i> <i>Action items 4/23/18. Heather stated Boosters could provide \$20,000 for the next couple of years with the intent to get to \$30,000.</i> <i>1. Corey will have Stephanie follow-up on the amount of maintenance contracts for PE equipment.</i> <i>2. Lisa will ask John Daly about mower life and reel costs. See 4e.</i> <i>3. Lisa will clarify the requests for blinds at Mammoth with Deanna Campbell. See 4e.</i> <i>4. Lisa will clarify if advertising for EK will fit into categorical funding. See 4e.</i></p>
4. Updates a) 2018-19 Revenue/Expense Update b) 2018-19 Budget Committee Recommended Adjustments c) 2018-19 Recommendations for other Funding Sources d) Other Adjustments e) Responses to Information Requests	Lisa Couch	<p>a) Lisa provided the 18/19 GU001 estimates as of 4/30/18. b) Lisa provided a summary of the recommended budget adjustments from 4/23/18. c) Lisa provided a summary of items that the committee has recommended for other Funding Sources. d) An adjustment was made to add the ESCC postcards and M&O Standing seams for Occ Lab/Art skylight windows. e) Responses to information was discussed by the committee:</p> <ul style="list-style-type: none"> • John Daly provided an update on the \$4,000 Additional Resource Request for classroom lecterns. He reduced request to \$1,200. • John Daly provided an update on the Tri-King reel mower request of \$25,000. Our grounds workers re-assessed the machine and determined that a complete tune-up & replacement of hydraulic hoses would be sufficient. The request was reduced to \$3,000. • John Daly also provided an update on the \$50,000 request to replace blinds at Mammoth. Provided we purchase and install the blinds, this can be reduced to \$20,000. • Lisa reported on the storage containers. We have one that can be freed up and moved. Softball has a container. The Soccer container request was not supported in planning documents. Baseball decided they are okay for now but a second container would be nice to have.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<ul style="list-style-type: none"> • Heather Ostash provided an update on the \$3,000 request for East Kern Marketing. This would be appropriate for Promise funding. • Lisa reported we might need to increase the Adjunct/Overload budget for 18/19. Corey is reviewing increase to determine what was missed.
5. Budget Request Review	Lisa Couch/Committee	
6. Rubric	Lisa Couch/Committee	The Rubric was updated to include “maintain” or “improve” as an option. The Rubric will be shared with individuals to assist them when preparing budgets. The committee will apply page 2 of the Rubric to the budget request when more information is needed.
7. Streamline Resource Request Process	Lisa Couch/Committee	<p>The committee discussed ideas on how to make the Resource Request Process more straightforward. The committee agreed it would be helpful to identify duplicates by asking the question if request was pulled from another area.</p> <p>Action: Lisa will update Resource Request to filter duplicate requests.</p>
8. Committee Evaluation	Lisa Couch/Committee	The committee is working toward a formal evaluation process. We will test the Rubric and other process updates when we begin our work for the 19/20 budget review.
9. Future Agenda Items a. Reallocation of district-wide reserve based on proposal to cap district-wide reserve level.	Lisa Couch	
10. Future Meeting Dates/Times Fall 2018/ Spring 2019	Lisa Couch	The committee discussed meeting dates for next fall. We would like to meet on a regular schedule next spring.
11. Review of Action Items	Lisa Couch	1. Lisa will update Resource Request to filter duplicate requests.
12. Adjourned		5:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler