

CORBETT SCHOOL DISTRICT NO.39

2021-22

BOARD OF DIRECTORS

Position No. 3	Michelle Vo, Board Chair	Term expires 6/2025
Position No. 2	Todd Mickalson, Board Vice Chair	Term expires 6/2025
Position No. 1	Todd Redfern	Term expires 6/2023
Position No. 4	David Granberg	Term expires 6/2025
Position No. 5	Bob Buttke	Term expires 6/2025
Position No. 6	Rebecca Bratton	Term expires 6/2023
Position No. 7	Katey Kinnear	Term expires 6/2023

Dan Wold	Interim Superintendent-Clerk
Cindy Duley	Business Manager
Robin Lindeen-Blakeley	Deputy Clerk/HR Lead

BUDGET MEMBERS

Position No. 1	Brad Garrett, Vice Presiding Officer	Term expires 12/2022
Position No. 2	vacant	Term expires 12/2024
Position No. 3	Ben Byers	Term expires 12/2024
Position No. 4	Dirk Iwata-Reuyl	Term expires 12/2024
Position No. 5	Rebecca Stewart	Term expires 12/2022
Position No. 6	Stuart Childs	Term expires 12/2023
Position No. 7	Stephanie Nystrom	Term expires 12/2023

Budmem44
4/19/22

Corbett School District 39

Code: DBEA
Adopted: 3/12/14
Revised/Readopted: 8/18/21
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease. The committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. No budget committee member may receive any type of compensation from the district.
3. At its first meeting in July, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of July. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.
4. At the first regular Board meeting in August, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions.
5. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. The appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year terms.

The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members expire each year.

6. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee's responsibilities:

7. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee.
8. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.
9. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.
10. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.
11. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 to -192.695](#)

[ORS 294.305 to -294.565](#)
[ORS 433.835 to -433.875](#)

Cross Reference(s):

DBD - Budget Priorities

Corbett School District
Proposed Budget Calendar 2022-23

Date	Activity	Responsible
January to April 2022	Budget Committee members appointed (ORS 294.414), if necessary	CSD Board
January to April 2022	Develop the Proposed Budget	CSD Management
Friday, April 15 2022	Publish Notice of Budget Committee Meetings <ul style="list-style-type: none"> - Newspaper notice within 5-30 days before meeting (ORS 294.426) - Online notice for at least 10 days before meeting (ORS 294.426) 	CSD Staff
Friday, April 22 2022	Proposed budget document available to committee and public on website	CSD Staff
Wednesday, April 27 2022	1 st Budget Committee Meeting <ul style="list-style-type: none"> - Proposed budget document available to committee and public (ORS 294.426) - Elect Presiding Officer - Superintendent's Budget Message and Proposed Budget Presentation (ORS 294.403) - Budget Committee discussion 	Budget Committee & CSD Staff
Wednesday, May 4 2022	2 nd Budget Committee Meeting <ul style="list-style-type: none"> - Public Comment - Continue discussion of Proposed Budget presentation for approval - Budget Committee recommendations - Budget Committee approve Budget document (ORS 294.428) (Resolution) 	Budget Committee
Wednesday, May 11 2022	3 rd Budget Committee Meeting, if necessary <ul style="list-style-type: none"> - Continue discussion of Proposed Budget presentation for approval 	Budget Committee
Friday, May 13 2022	Deadline to submit Approved Budget to TSCC (ORS 294.431(1)), "thirty days before hearing" or May 15 th , whichever comes first. May request extension	CSD Staff
Friday, June 3 2022	Publish Notice of Public Hearing on the Budget <ul style="list-style-type: none"> - Newspaper notice within 5-30 days before hearing (ORS 294.438) - Online notice for at least 10 days before meeting (ORS 294.438) 	CSD Staff
Wednesday, June 15 2022	CSD Public Hearing & Board Meeting <ul style="list-style-type: none"> - Public Hearing on the Budget (ORS 294.453) - Adopt Budget Appropriation & Certify Tax Levy (ORS 294.456) (Resolution) - Each fund cannot be increased by more than 10% of Approved Budget 	CSD Board
Friday, July 15 2022	Deadline to file Certification of Tax Levy with County Deadline to file Adopted Budget with TSCC	CSD Staff

Corbett School District 39

Code: DBE
Adopted: 10/16/97
Revised/Readopted: 8/18/21
Orig. Code(s): DBE

Budget Preparation

The superintendent has the overall responsibility for the budget preparation and will develop such procedures necessary to ensure that the proposed district budget reflects all areas of the district's operation.

The superintendent and administrative staff will establish budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and the budget committee.

The superintendent will deliver the completed budget document and budget message to the budget committee when they are ready for presentation.

END OF POLICY

Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Cross Reference(s):

DBD - Budget Priorities
DBEA - Budget Committee