

23/24 Budget Committee Meeting  
Tuesday, May 23, 2023 6:00 PM

Kalmiopsis Elementary/Room 51  
650 Easy St  
Brookings, Oregon 97415

## **Agenda**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Responsibilities of Budget Committee
4. Certification of Legal Posting of Meeting
5. Election of Budget Committee Officers
6. Presentation of Formal Message & Detailed Review of Budget Proposal
7. Discussion of Proposed Budget by Committee Members
8. Public Comment
9. Budget Approval or Announce 2nd Budget Meeting
10. Adjournment

# Brookings-Harbor School District 17C

Code: **DBEA**  
Adopted: 1/18/88  
Revised/Readopted: 10/22/03; 1/15/14  
Orig. Code(s): DBEA

## **Budget Committee**

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

The budget committee will have the responsibility of reviewing the financial program 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 increased salaries. While the committee may, in effect, delete programs because of a fund decrease in arriving at a levy figure, 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 budget committee consists of five members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district;
2. Not be an officer, agent or employee of the district.

No budget committee member may receive any type of compensation from the district.

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 establish a date by which applications may be received. 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.

At the first regular Board meeting in September, 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 October, the Board will appoint persons to fill the vacant positions.

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. 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. 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.

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.

A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action.

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.

The budget committee may request from the superintendent or business manager any information used in the preparation of or for use in revising the budget document. 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.

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 and budget committee are encouraged to attend.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.130](#)

[ORS 192.610 to -192.710](#)

[ORS 294.305 to -294.565](#)

**Cross Reference(s):**

DBG - Budget Hearing

**Brookings-Harbor  
School District 17C**

Code: **DBE**  
Adopted: 10/22/03  
Readopted: 1/15/14

**Budget Preparation**

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

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

END OF POLICY

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**Legal Reference(s):**

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

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

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

**Cross Reference(s):**

DBEA - Budget Committee

DBG - Budget Hearing

**Brookings-Harbor  
School District 17C**

Code: **DBE-AR**  
Adopted: 1/18/88  
Revised/Readopted: 10/22/03; 1/15/14  
Orig. Code(s): DBD

**Budget Preparation**

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, building administrators and department supervisors will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Principals and department supervisors will evaluate proposed budget requests coming from their staffs to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, principals will submit their building budgets to the administrative counsel and superintendent for discussion and possible modification before presentation to the budget committee;
4. The superintendent will work with the administrative counsel and other supervisory staff to develop proposed budgets for the various administrative units of the district;
5. The superintendent will compile the proposed budget and will present it to the budget committee. He/She will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.

**Brookings-Harbor  
School District 17C**

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Adopted: 1/18/88  
Readopted: 10/22/03; 1/15/14  
Orig. Code(s): DBG

**Budget Hearing**

After the budget document has been approved by the budget committee, a public hearing will be held regarding the budget document. The date, time and place will be determined by the Board. At the hearing, any person may speak for or against items in the budget document.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 - 192.710](#)  
[ORS 294.305 - 294.565](#)

**Cross Reference(s):**

DBEA - Budget Committee