

**CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, CA**

**BUDGET SUBCOMMITTEE  
April 16, 2013**

Meeting started at 5:35 p.m. Clark Hampton welcomed those in attendance. He asked anyone in the audience wishing to address the agenda items to submit blue cards.

Subcommittee Members Present: Trustee Anna Bryson, Trustee Reardon, Jodee Brentlinger, Sara Jocham, Dr. Julie Hatchel, Philippa Geiger, Stacy Yogi, Dr. Michelle Le Patner, Leona Olson, and Kristen Nelson.  
An audio recorder was in use.

Absent: Trustee Dr. Gary Pritchard

Dr. Joseph Farley participated in the discussion.

**Agenda Item #1: Purpose of Budget Subcommittee Meeting**

Clark Hampton summarized the purpose of the Budget Subcommittee. He stated the Subcommittee would develop a broader understanding of school finance, budgeting process, and a deeper knowledge of the current budget, multi-year projection, and issues facing the District for next year's budget. A PowerPoint presentation was used to go through each agenda item.

Trustee Bryson requested a copy of the PowerPoint presentation and to have it posted on the District's website.

**Agenda Item #2: New Information on State Budget**

Clark Hampton reported new information on the State budget provided in the PowerPoint presentation. It appears the economy is slowing improving. Although jobs are not coming back as fast, the price of the median home is up 24 percent and the state revenues for March to date are better than projected. Income tax payments/refunds over the next weeks will indicate if this improvement is solid or not.

Trustee Bryon requested a copy of the slide from School Services of California item referenced during the presentation.

**Agenda Item # 3: Account Code Structure**

Philippa Geiger presented a PowerPoint presentation explaining the Standardized Account Code Structure (SACS). SACS is the statewide, uniform financial reporting format for school budgets.

**Agenda Item # 4: Strategic Planning Process**

Marcus Walton was asked to provide information on the strategic planning process. The current strategic plan was created in 2012 and it is currently being updated. So far, the District has conducted 10-12 stakeholder forums requesting input from students, parents, community parents, teachers, classified staff, and administrators.

The strategic plan has five pillars: Community Relations, Safe and Healthy Schools, Academic Achievement and Enrichment, Character Development, and Effective Operations. Under those pillars are strategies to give direction and beneath the strategies are objectives, which give specific tasks for staff to accomplish.

The District is now in the process of updating the objectives based on the input from the focus groups.

**Agenda Item # 5: Budget Implication of Enrollment Projections and Staffing**

Jodee Brentlinger, Dr. Michelle Le Patner, and Leona Olson provided examples of elementary staffing allocations by grade level, and the formula and methodology used to develop projection and staffing needs. Also illustrated was the budget impact if there were no combination classes. Mrs. Brentlinger, Dr. Le Patner, and Ms. Olson explained the process for staffing middle and high schools and the unique challenges they present. The Subcommittee discussed the intricacies of projections and how important and complicated staffing projections are to the District's budget.

**Agenda Item #6: Follow Up Items for Next Meeting**

1. May Revision Update – staff will provide the Subcommittee with up-to-date information from the May 20 workshop.

Meeting ended at 7:20 p.m.

Next Meeting: Thursday, May 23, 2013 at 5:30 p.m. in Staff Development Room 3