

**UPPER WEST SHORE
SCHOOL DISTRICT #33
BOARD OF TRUSTEES
PRELIMINARY BUDGET MEETING
AUGUST 14, 2018**

Trustees Present: Jessi Wood, Ben Adams, Ron Tjaden

Staff Present: Principal Darlene Hartman

Clerk Present: Duskie Dwelle

Superintendent Present: Carolyn Hall

Guests present: Amanda Adams

The meeting was called to order at 5:30 p.m.

The first topic of discussion was the Employee Handbook. Darlene's recommendation is that the Employee Handbook reflects board policy. The trustees and the principal agreed that they had reviewed the proposed changes to the Employee Handbook. Ben made a motion to approve the revised Employee Handbook. Ron seconded the motion. All trustees voted in favor of the motion.

Duskie handed out copies of the preliminary general fund budget figures showing that \$10,223.74 needed to be cut in order to be within the \$407,535.26, the maximum general fund budget allowable without a vote. Duskie and Carolyn agreed that our increase in enrollment may qualify the district for a budget amendment. This will not be known until after the October fall enrollment count.

The figures of last year's expenditures and this year's preliminary expenditures were discussed. It was decided that \$1,700 will be cut from the Paraprofessional wages, \$3,200 will be cut from instructional supplies, \$2,000 will be cut from janitorial supplies and \$3,500 will be cut from field trips. The \$10,400 in cuts will put us under the maximum allowable budget. Ben made a motion to approve the preliminary budget. Ron seconded the motion. All trustees voted in favor of the motion.

Those present discussed the expenses that will arise in setting the modular unit, hooking it up to the well and the septic system. There will also be expenses in preparing for the hook up to fiber optic internet and installing some new phones. Ron made a motion to raise \$20,000 with a permissive levy in the building reserve fund. Ben seconded the motion. All trustees voted in favor of the motion.

The trustees authorized Duskie to add 4% to the debt service fund to cover any shortages that may occur if the state does not fully fund the debt service.

Ben made a motion to adjourn. Ron seconded the motion. All trustees voted in favor of the motion. The meeting adjourned at 6:50 p.m.

Board Chair

District Clerk

Date