



TIGARD-TUALATIN SCHOOL DISTRICT BUDGET COMMITTEE

The Tigard-Tualatin School District is currently recruiting community members to serve a three-year term on the District's Budget Committee. Candidates interested in representing their schools by learning more about the fiscal operations of your school district and participating in the review, design and recommendation of the District budget, please see the below description and process to apply. **Applications are due by January 25, 2019.**

BUDGET COMMITTEE RESPONSIBILITIES

The Budget Committee is a 10-member advisory group established by Oregon statute (ORS 294), which consists of members of the Tigard-Tualatin School District Board and five eligible volunteers, as defined by ORS 247.002, appointed by the School Board.

The Budget Committee's role is to receive the proposed budget from the Budget Officer; provide the public with an opportunity to comment on the budget; and determine the reasonableness of the proposed budget in meeting the priorities and goals of the District as set by the School Board. Upon completion of the review and deliberations, the Budget Committee will approve the budget either as proposed or revised and formally set the tax rates and general obligation bond levy. The budget then moves forward to the School Board who makes the final decision resulting in adoption.

1. To accomplish its stated objectives, the Budget Committee will govern in a consistent and efficient manner and accordingly:
 - Organize by electing a Presiding Officer and Vice-Presiding Officer. No member shall serve as Presiding Officer for more than two years in succession
 - Open all Budget Committee meetings to the public and hold all meetings within the geographic boundaries of the District
 - Conduct a Budget Committee meeting only if a majority of the members are present
 - Designate time for public testimony. The Presiding Officer may set a time limit on the length individual testimony as well as the amount of time set aside for public testimony
 - Vote on motions using "yeas" or "nays" and record the result of the vote
 - Utilize the majority vote requirement, which requires affirmative votes by a majority of the committee (6 out of 10) be required to pass any motion before the committee

2. Adhere to local budget law and terms of confidentiality until the District's budget message and the proposed budget is presented in a public meeting before discussing issues such as:
 - Specific estimates of revenue
 - Expenditures or appropriation amounts associated with any fund, object classification, program, line item, resource or requirement; or
 - Whether to impose any specific tax levy, or the amount of any levy.

3. Fulfill the role of Budget Committee member by attending identified Budget Work Group/Budget Committee meetings. For the 2019 budget process, those dates include:

Wednesday, February 20th, 2019 at Fowler Middle School
Tuesday, February 26th, 2019 at Alberta Rider Elementary School
Tuesday, March 5th, 2019 at Alberta Rider Elementary School
Monday, March 18th, 2019 at Fowler Middle School
Tuesday, April 2nd 2019 at Fowler Middle School
Wednesday, May 8th, 2019 -- Location TBD

All meetings will be held from 6:00 to 8:00 PM

4. The Budget Committee will ensure that meetings are conducted with maximum effectiveness and efficiency. Accordingly, responsibilities include:

- Attend and be prepared for meetings
- Support the Presiding Officer's efforts to facilitate an orderly meeting
- Focus on issues rather than personalities
- Speak only when recognized during meetings
- Not interrupt each other during meetings
- Not engage in side conversations during meetings
- Ask questions for clarification
- Listen for content and understanding
- Not repeat what has already been said during meetings
- Communicate in a timely manner to avoid surprises
- Ensure that all members' voices are heard
- Exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other
- Make every reasonable effort to protect the integrity and promote the positive image of the district and one another
- Respect decisions of the full committee

TO APPLY FOR A POSITION ON THE TTSD BUDGET COMMITTEE:

Pick-up an application at the office of any of our school locations or the Hibbard Administration Center; or download and application at: ttsdschools.org

Complete the application and return it by Friday, January 25, 2019 to:

Amber Summers
Tigard-Tualatin School District
6960 SW Sandburg Road
Tigard, OR 97223

Week of January 28th: Interviews with Committee candidates
February 11: Identified Committee members will be presented to the TTSD School Board for approval