



Tigard-Tualatin School District 23J

GLOSSARY

10K SCHOOL DISTRICTS: The top thirteen largest school districts in Oregon based on enrollment of 10,000 students or more. Tigard-Tualatin is the 9th largest district. These thirteen districts represent one-half of the student enrollment in the state. The 10K school districts work collaboratively with ODE and each other to support all school districts in the state.

ACCOUNTING SYSTEM: The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government of any of its funds, fund types, balanced account groups, or organizational components.

ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

ADEQUATE: *see Investment Levels*

ADMINISTRATIVE RULE (AR): Specific rules, created by the district administration, that outline the steps by which the district will address the broader goals of a school board policy.

ADOPTED BUDGET: Financial plan adopted by the governing body for the fiscal year or budget period that is the basis for appropriations (ORS 294.456).

AMERICAN COLLEGE TESTING (ACT): A college readiness assessment which is a standardized test for high school achievement and college admissions in the United States.

AVERAGE DAILY MEMBERSHIP (ADM): The year-to-date average of daily student enrollment.

AVERAGE DAILY MEMBERSHIP - Weighted (ADMw): Average of daily membership, weighted for additional student characteristics.

APPROPRIATION: A legal authorization to make expenditures and incur obligations for specific purposes. Total appropriations include the adopted budget and any supplemental budget(s). The legal appropriation is the amount authorized by the board (ORS 294.411(3)).

APPROVED BUDGET: The budget that has been approved by the budget committee.

ASSESSED PROPERTY VALUE (AV): The value placed on real and personal property as a basis for imposing

taxes. It is the lesser of the property's maximum assessed value or real market value.

BALANCED BUDGET: Projected resources equal projected requirements within each fund.

BASIC: *see Investment Levels*

BASIS OF ACCOUNTING: Methodology and timing of when revenues and expenditures or expenses are recognized and reported in the financial statements.

BOARD OF EDUCATION: Five member elected board, created according to state law and vested with responsibilities for educational activities in a given geographical area, who establishes policy, hires a superintendent and governs the operations of the district.

BOND: A written promise, general under seal, to pay a specific sum of money, called the face value, at a fixed time in the future, called the date of maturity and carrying interest at a fixed rate, usually payable periodically. The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

BOND MANAGEMENT TEAM (BMT): TTSD's Superintendent, CFO, Bond Accountant, Facilities Manager and Custodial/Grounds Manager along with Day CPM Program Managers.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period of purpose and the purposed means of financing them.

BUDGET COMMITTEE: A statutorily (ORS 294.414) defined committee composed of the School Board and an equal number of citizen members appointed by the Board. The committee is responsible for reviewing the budget as proposed, recommending changes and approving the final budget which is presented to the School Board for adoption.

BUDGET DOCUMENT: Written report showing the school district's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures for each of the last two budgets and estimated revenues and expenditures for the current and upcoming budget.

BUDGET MESSAGE: Written explanation of the budget and the school district's financial priorities. It is

prepared and presented by the Superintendent of the school district.

BUDGETARY CONTROL: The control or management of a school district in accordance with an adopted budget to keep expenditures within the limitations of available appropriations and available resources.

CAPITAL BUDGET: A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

CAPITAL OUTLAY: Items which have a useful life of one or more years and exceed a dollar threshold established by the district, such as land, buildings, furniture, and equipment.

CAPITAL PROJECTS FUND: Accounts for resources, such as bond sale proceeds, construction excise taxes or land sales, used for activities related to the purchase or construction of major capital assets.

CASH BASIS: System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid.

CONSTRUCTION EXCISE TAX: In the 2007 Regular Session, the Oregon State Legislature passed a law (Senate Bill 1036) to help Oregon school districts pay for a portion of the cost of new or expanded school facilities. The law allows school boards, in cooperation with cities and counties, to tax new residential and non-residential development.

CONTINGENCY: An estimate in an operating fund for unforeseen spending that may become necessary.

CORNERSTONE: See *Strategic Plan*.

COST CENTER: An administrative subdivision of the school district, which is charged with carrying on one or more specific purposes such as a school, department or special program.

CURRENT BUDGET PERIOD: The budget period currently in progress.

DAZE: A component of DIBELS. A Short reading comprehension task for 3rd through 6th grade in which every seventh (approx.) word in a passage is left blank and the student must select one of three options to fill in the blank. See also *MAZE*.

DEBT SERVICE FUND: A fund established to account for payment of general long-term debt principal and interest.

DYNAMIC INDICATORS OF BASIC EARLY LITERACY SKILLS (DIBELS): A short collection of tests measuring the acquisition of early literacy skills from kindergarten

through sixth grade.

ENCUMBRANCE: An obligation chargeable to an appropriation and for which part of the appropriation is reserved.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (ELPA): An assessment for non-native English speakers which measures and reports on students' English language proficiency overall, as well as in reading, writing, speaking, listening, and comprehension.

ENHANCED CORE READING INSTRUCTION (ECRI): A teaching method that uses explicit teaching routines in the foundational skill areas of phonemic awareness, phonics and word recognition, decodable text reading, fluency, dictation, vocabulary, and comprehension.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA): A 1965 education act, which is now modified by *ESSA*.

EVERY STUDENT SUCCEEDS ACT (ESSA): The 2015 reauthorization of *ESEA*.

EXPENDITURES: Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

FISCAL YEAR (FY): A 12-month period from July 1 through June 30 to which the annual operating budget applies.

FUNCTION: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

FUND: A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

FUND BALANCE: The excess of assets of a fund over its liabilities and reserves. During the fiscal year prior to closing, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves & appropriations for the period.

FUND TYPE: Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

FULL TIME EQUIVALENT (FTE): The term used to note the percentage of the job employed based on one full time employee being the norm. One FTE is one employee 100% of the time for the entire year. (.5) FTE

is one employee working one half of the day in that position.

GENERAL EDUCATIONAL DEVELOPMENT (GED): A test that provides a high school equivalency diploma.

GENERAL FUND: A fund used to account for most operating activities except those activities required to be accounted for in another fund.

GOVERNING BODY: County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit.

GRANT: A donation or contribution in cash which may be made to support a specified purpose or function, or general purpose.

INDIVIDUALIZED EDUCATION PLAN (IEP): A document that spells out services for special education students.

INSTRUCTION: The activities dealing directly with the teaching of students or improving the quality of teaching.

INTERNAL SERVICE FUND: A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis.

INVESTMENT LEVELS: The three levels of investment are **Basic, Adequate & Optimal.**

BASIC: *The service level required to have confidence that the program will address the students with the highest need and will achieve the desired results of the students who qualify. Because the strategy is worth addressing, this low level of investment allows the district to address the need, but does not offer a comprehensive program.*

ADEQUATE: *The service level required to have reasonable confidence that the program will address the needs of most students and will achieve desired results for those students. Because the strategy is worth addressing, this level of investment allows the district to address the need with a wider program that reaches more students.*

OPTIMAL: *The service level required to have the highest level of confidence that the program will achieve above average results for all students affected by the program. This level of investment allows the district to address the need with a district-wide, comprehensive program that reaches all students.*

LEVY: Amount or rate of ad valorem tax certified by a local government for the support of

governmental activities.

LIABILITIES: Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances.

LOCAL OPTION TAX: Voter approved temporary taxing authority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

MAZE: A short reading comprehension task for 7th through 8th grade in which every seventh (approx.) word in a passage is left blank and the student must select one of three options to fill in the blank. *See also DAZE.*

MEASURE 5 CONSTITUTIONAL LIMITS: The maximum amount of tax on property that can be collected from an individual property in each category of limitation.

MEASUREMENT FOCUS: The accounting convention which determines: (1) which assets and which liabilities are included on the governmental unit's balance sheet; and (2) whether its operating statement presents "financial flow: information (revenue and expenditures) or "capital maintenance: information (revenues and expenses).

OPTIMAL: *see Investment Levels*

OREGON ASSESSMENT OF KNOWLEDGE AND SKILLS (OAKS): The Oregon state test, now replaced by Smarter Balanced (except for the science portion).

OREGON ADMINISTRATIVE RULES (OAR): The official compilation of rules and regulations having the force of law in Oregon. It is the regulatory and administrative corollary to Oregon Revised Statutes. *See also ORS.*

OBJECT CLASSIFICATION: A grouping of expenditures, such as personal services, materials and services, capital outlay, debt services, and other type of requirements.

OREGON REVISED STATUTE (ORS): The codified body of statutory law governing Oregon, as enacted by the Oregon Legislative Assembly and occasionally by citizen initiative.

PERMANENT RATE LIMIT: The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the

local government can increase a permanent rate limit once it is established.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS):

Retirement and disability fund for public employees in the state of Oregon.

PROGRAM: A group of related activities to accomplish a major service or function for which the local government is responsible.

PROPERTY TAXES: Ad valorem tax certified to the county assessor by a local government unit.

PROPOSED BUDGET: Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

PURCHASED SERVICES: Includes such items as conference fees, mileage paid, consultant fees, fees of subcontractors, utilities including electricity, telephone, water, refuse and gas, liability, property and fleet insurance.

REQUIREMENT: The sum of all appropriated and unappropriated items in a fund. Total requirements must always equal total resources in a fund.

RESERVE FUND: Established to accumulate money over time for a specific purpose, such as purchase of new equipment.

RESOLUTION: A formal order of a governing body.

RESOURCE: Estimated beginning funds on hand plus anticipated receipt.

RESPONSE TO INTERVENTION (RTI): A method to identify children who need help in school, and match the child to an appropriate intervention program.

SPECIAL RESERVE FUND: A fund used to account revenue sources (other than special assessments, expendable trusts, or major capital projects) that are restricted to expenditure for specific purposes.

STAFFING MODEL: A plan for allocation of staff to schools and district programs. The plan includes class size ratios and allocations based on enrollment and other factors that help balance safety, instructional needs, and workload.

STRATEGIC FINANCIAL PLAN: A plan to fund the desired outcomes of the District's Strategic Plan. This plan is the link between the 4 Cornerstones of the District's Strategic Plan and the decisions made in the District's budget process.

STRATEGIC PLAN: Strategic planning is "a systematic process of envisioning a desired future, and translating

this vision into broadly defined goals or objectives and a sequence of steps to achieve them."

<http://www.businessdictionary.com/definition/strategic-planning.html>

Tigard-Tualatin School District's Strategic Plan focuses on immediate outcomes that will improve learning and the education experience for all district students and their families. The plan is built on the 4 Cornerstones of *Student Achievement, Equity, Talent, and Climate and Culture*.

SCHOOL-WIDE INTEGRATED FRAMEWORK for TRANSFORMATION (SWIFT): Involves an integration of special education, parent involvement, and several other components.

SUPPLEMENTAL BUDGET: A financial plan prepared after the regular budget has been adopted to meet unexpected needs or to spend revenues not anticipated when the budget was originally adopted.

SUPPORT SERVICES: Includes support such as maintenance & custodial, transportation, school administration & technology.

TITLE I: A federal program that provides funding to local school districts to improve the academic achievement of low-income students.

TITLE IX: A federal law, passed in 1972, which states no person can be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program on the basis of gender.

TRANSFERS: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

TRUST AND AGENCY FUND: A fund used to account for activities of assets held in trust by a local government.

UNAPPROPRIATED ENDING FUND BALANCE: Amount set aside in the budget to be used as a cash carryover to the next fiscal year or budget period. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.