



## ASTORIA SCHOOL DISTRICT BUDGET COMMITTEE

The Astoria School District is currently recruiting two community members to serve a three-year term, and one community member to serve a two-year unexpired 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 3:00 PM February 7, 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 Astoria 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 Budget Chair, Budget Vice-Chair and Budget Secretary
  - 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. 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
  - 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 ASD BUDGET COMMITTEE:**

Pick-up an application at the District Office or download an application [here](#):

Complete the application and return it by 3:00 PM Thursday, February 7, 2019 to:

Craig Hoppes  
Astoria School District 1C  
785 Alameda Avenue  
Astoria, OR 97103

**Week of February 11:** Selection of Committee candidates  
**February 13:** Identified Committee members will be presented to the ASD School Board for approval



Craig Hoppes, Superintendent  
785 Alameda Ave, Astoria OR 97103  
Phone: 503-325-6441 Fax: 503-325-6524

**BUDGET COMMITTEE CANDIDATE INFORMATION SHEET**  
**Position 1 – Unexpired Term which will expire June 30, 2020**  
**Position 2 – Three-Year Term which will expire June 30, 2021**  
**Position 3 – Three-Year Term which will expire June 30, 2021**

\_\_\_\_\_ **Last Name**                      \_\_\_\_\_ **First Name**                      \_\_\_\_\_ **Today's Date**

\_\_\_\_\_ **Business Address**

\_\_\_\_\_ **Business Telephone**                      \_\_\_\_\_ **Personal Email**

\_\_\_\_\_ **Home Address**

\_\_\_\_\_ **Home Telephone**                      \_\_\_\_\_ **Cell #**

\_\_\_\_\_ **Occupation**                      \_\_\_\_\_ **No. of Yrs. In District**

\_\_\_\_\_ **Do you have children in Astoria Schools?**

\_\_\_\_\_ **If yes, ages and schools:**

\_\_\_\_\_

\_\_\_\_\_ **Have you worked on any school committees or participated in any school activities recently?**

\_\_\_\_\_ **List**

\_\_\_\_\_

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\_\_\_\_\_ **Other community or business activities**

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**Why do you want to become a Budget Committee member?**

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**In your opinion, what is the role of the Budget Committee?**

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**Please complete and return to the above address by 3:00 P.M., Thursday, February 7, 2019.**