

Gresham-Barlow SD 10

Code: DBEA
Adopted: 7/11/94
Revised/Readopted: 5/02/02; 11/07/13; 3/05/20
Orig. Code: DBEA

Budget Committee

The budget committee will have the responsibility for reviewing the financial ~~programs~~ program of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, ~~however~~, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board, plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee. ^{1}
3. No budget committee member may receive any type of compensation from the district. The Board has the authority to appoint additional members to serve in an advisory capacity during the budget process.
4. At its first meeting in September, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of October. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

¹ {Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025. The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.}

5. At the first regular Board meeting in October, the Board will review the names of persons filing applications. ~~and names of those persons who have served previously and are willing to be reappointed.~~ By the December regular meeting, the Board will appoint persons to fill the vacant positions.
6. The appointive committee members of a budget committee ~~in a district~~ that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. ~~Appointive members of a budget committee that prepares a biennial budget shall be appointed to four-year terms.~~ If any appointive member is unable to complete the term for which ~~the member~~ ~~he/she~~ was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at ~~the next~~ regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee.
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget ~~officer~~ ~~committee~~ shall announce the time and place for all ~~such~~ meetings, as provided by law. All meetings of the budget committee are open to the public.
4. The budget committee may request ~~of the superintendent or business manager~~ any information used in the preparation of or for revising the budget document ~~from the superintendent or business manager~~. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)
[ORS 294.305 - 294.565](#)

[ORS 328.542](#)
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)
[OAR 581-022-2307](#)

Fixed Asset Control

The district will maintain inventory records of all fixed assets. Fixed assets are identified as all buildings and grounds owned by the district (total or in part) and all equipment and furniture owned by the district considered nonexpendable (~~\$5,000~~ \$10,000 or more).

Inventory records of fixed assets will identify assets by location and will show:

1. Original purchase cost (or best estimate);
2. Current value; and
3. Replacement cost.

Fixed assets will be identified on inventory records in separate categories as follows:

1. Purchased from district funds;
2. Purchased from U.S. Government and/or grant funds;
3. Gifts and/or donated items at fair market value.

Depreciation of fixed assets will be recorded in accordance with the Governmental Accounting Standards Board (GASB), Statement 34.

Inventory records will be updated as changes are made (i.e., items are added or deleted). The district will maintain a complete property inventory which lists all district sites, buildings, equipment and supplies with a value greater than ~~\$5,000~~ \$10,000. This inventory will be updated annually.

The disposal of fixed assets for any reason (i.e., unusable, obsolete, etc.) must be in accordance with Board policy.

The superintendent or designee shall develop procedures to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Cross Reference(s):

DN - Disposal of District Property

Gresham-Barlow SD 10

Code: FF

Adopted: 7/11/94

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Orig. Code: FF

Naming of New Facilities

The Board shall be responsible for naming any building, site or other facility which is the property of the district.

In considering names for facilities, the board will use an equity framework and give preference to names associated with the community. Names of historical persons, places and events may be considered. ~~Names of living persons will not be considered.~~

Pursuant to OAR 581-021-0047, facilities will not use names associated with or significant to a Native American Tribe unless the school district enters into an approved written agreements with that federally recognized Native American Tribe in Oregon.

Recommendations from parent groups, students and residents of the district will be considered. The superintendent will, upon request of the Board, prepare a list of possible names for new facilities. The Board may establish a committee for screening, reviewing and suggesting names.

Naming of Areas or Spaces in a School or District Facility

Areas or spaces in a school or district facility (e.g., library, gym, cafeteria, field) may be named after an individual with Board approval for a period of 5-10 years. ~~Names of persons who are living or have been deceased for less than three years will not be considered.~~ At the end of the approved period, the Board may approve an extension of the named space for an additional 5-10 years if the purpose of the naming remains relevant and aligned with school & district priorities. Such requests will identify the area/space to be named and its purpose and will be provided to the Superintendent or the Board of Directors in writing for consideration. During the process of naming a facility or area, the Superintendent will consult with the District Equity Committee to gather input about the proposed name. If information becomes available that necessitates a reconsideration of the facility name, the Board reserves the right to meet in public session, consider the information, and, when needed, change the name at its discretion.

Special Honorary Plaque

With the Superintendent's approval, a plaque in honor of an individual's special contribution or accomplishment may be placed in a school or district facility with approval from the Board for a period of

5 years. At the end of the approved period, an additional 5-year extension may be granted if the recognition remains relevant and aligned with school & district priorities. Plaques may honor living or deceased persons. Such requests will identify the location of the plaque and the reason for the recognition and will be provided to the Superintendent or the Board of Directors in writing for consideration.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-021-0047](#)