



Philomath Public Schools

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

January 2017

Dear Applicant,

Thank you for your interest in serving on the Philomath School District Budget Committee. To make the Board's selection as carefully and objectively as possible, we appreciate your completing the enclosed candidate information sheet.

The Budget Committee meetings are tentatively scheduled for early May through mid-June with work sessions prior to that. Meetings last approximately two hours each. A copy of the proposed budget calendar for developing the 2017-2018 budget is enclosed.

If you have any questions about what services might be required of you in regard to time and responsibility, please contact me or any School Board member.

We will need the candidate information sheet returned by noon on February 9, 2017.

The Board may wish to arrange for a personal interview with all candidates on the night of February 16, 2017.

Your interest is appreciated.

Sincerely,

Bill Mancuso
Business Manager

enclosures:

candidate information sheet
proposed budget calendar

**PHILOMATH SCHOOL DISTRICT 17J
BUDGET COMMITTEE**

CANDIDATE INFORMATION SHEET

Please fill out this form and return it to the Philomath School District Administration Office; 1620 Applegate Street; Philomath OR 97370. **APPLICATIONS ARE DUE BY 12:00 NOON, ON THURSDAY, FEBRUARY 9, 2017.**

Qualifications for Appointment: Candidate must live in the district; be a qualified voter in the district; and must not be an officer or employee of the school district. The School Board will review applications and make appointments at the February 16, 2017 Board meeting. Term of appointment is 3 years.

NAME _____ DATE _____

BUSINESS ADDRESS _____ PHONE _____

HOME ADDRESS _____ PHONE _____

EMAIL ADDRESS _____

OCCUPATION _____

SCHOOL/UNIVERSITY/COLLEGE ATTENDED _____

NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT _____

PRECINT WHERE YOU ARE REGISTERED TO VOTE _____

Do you have children in the School District? Yes No

If so, which schools? CLEMENS PRIMARY SCHOOL PHILOMATH MIDDLE SCHOOL
 PHILOMATH ELEMENTARY PHILOMATH HIGH SCHOOL
 BLODGETT ELEMENTARY KINGS VALLEY CHARTER SCHOOL

Have you worked on any School Committees? Yes No

If so, which committees? _____

Other Community or Business Activities _____

What qualifications or interests do you have that will help you as a budget committee member?

What do you perceive the job of a budget committee member to be?

What would you hope to accomplish as a budget committee member?

How would you balance the needs of all students in the decisions you make as a budget member?

Candidate Signature

Date

PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon

2017/2018 BUDGET PREPARATION CALENDAR

- TBD * Budget informational meetings at schools (PHS, PMS, PES/CPS)
- Ongoing * Review of Enrollment/Staffing/Budget Issues by District and Site Staff
- January 19, 2017 * **Adoption of the Budget Calendar by the Board of Directors**
- January 23, 2017 * Initial Meeting with Budget Committee Chair to Discuss Schedule/Process
- February 9, 2017 * **Budget Work Session #1: DO Board Room, Thursday, 7:00 pm**
- February 16, 2017* **Board selects and fills by Appointment all Budget Committee Vacancies**
- March 9, 2017 * **Budget Work Session #2: DO Board Room, Thursday, 7:00 pm**
- April 26, 2017 * Publication of first public notice of Budget Committee meeting
(not more than 30 days before the meeting)
- May 2, 2017 * Early Release of Budget Document
(7 days prior to Budget Meeting)
- May 9, 2017 * **First Budget Committee Meeting: Present proposed budget and budget message;
DO Board Room, Tuesday 7:00 p.m. - includes Community Listening Session**
- May 25, 2017 * **Second Budget Committee Meeting: DO Board Room, Thursday 7:00 p.m.
Budget Approval**
- June 5, 2017 * Publication of Notice of Budget Hearing, Financial Summary and Fund Summaries
(not more than 30 days nor less than 5 days prior to the hearing)
- June 15, 2017 * **Regular Board Meeting & Public Budget Hearing on budget as approved by Budget
Committee: DO Board Room, Thursday 7:00 p.m.**
- Adopt final budget and make appropriations. The amount of tax levy in the
published budget may not be increased, a new fund added, or expenditures
increased by more than 10 percent without full republication and another public
hearing.**
- July 1, 2017 * Levy Certified to Assessor (No later than July 15, 2017)
- October 2017 (TBD) * Follow Up Meeting to Discuss Results/Begin Discussion on FY 2018-19 Budget
Schedule