



West Linn-Wilsonville School District
BUSINESS OFFICE
22210 SW Stafford Rd.
Tualatin, Oregon 97062
P: (503) 673-7000
F: (503) 673-7001
www.wlww.k12.or.us

Dr. Son Lê Hughes
Chief Financial Officer

Fiscal Accountant
aliej@wlww.k12.or.us

Grants & Contracts
grayc@wlww.k12.or.us

Dr. Kathy Ludwig
Superintendent

Payroll & Benefits
pr-ben@wlww.k12.or.us

Accounts Payable
wlww-ap@wlww.k12.or.us

To: Board of Directors
From: Son Lê Hughes, Chief Financial Officer
Subject: Proposed Budget Calendar Fiscal Year 2021-22 and Budget Committee Vacancy
Date: November 09, 2020

MEMO

PROPOSED BUDGET CALENDAR FISCAL YEAR 2021-22

Background: This calendar outlines the Proposed Budget for the fiscal year 2021-22. The outline includes information about meetings scheduled from November 2020 to June 2021. The first Budget Committee Meeting is scheduled on May 17, 2021, followed by an additional meeting scheduled on May 19, 2021, if needed. Budget adoption is scheduled to take place during the Regular Board Meeting on June 7, 2021.

BUDGET COMMITTEE VACANCY

The District has one (1) position that needs to be filled for the coming 2021-22 budget year. The position currently held by Hui Xie expired on June 30, 2020. Notice will be given to the public for community citizens to apply. The Board will have a chance to interview applicants and take action at the Regular Board Meeting on December 07, 2020.

Here is a proposed motion:

“I move that effective as of this date, the Board declares one Budget Committee position vacant, for the purpose of seeking a replacement from the public to assist in the budget process.”

ATTACHMENTS:

Proposed Budget Calendar 2021-2022

Information presented for review and discussion, no action required.

**WEST LINN WILSONVILLE SCHOOL DISTRICT
2021-2022 PROPOSED BUDGET CALENDAR**

	<u>DATE</u>	<u>ACTIVITY</u>
Budget Planning	Nov 09, 2020	REGULAR SCHOOL BOARD MEETING Board reviews draft 2021-22 Budget Calendar Board announces Budget Committee vacancy
	Dec 07, 2020	REGULAR SCHOOL BOARD MEETING Board approves 2021-22 budget calendar Board appoints Budget Committee member
	March 17, 2021	Work Session with Budget Committee members
	March 31, 2021	Work Session with Budget Committee members (if needed)
Budget	April 14, 2021	Publish first notice of Budget Committee Meeting (5 to 30 days before the meeting)
	April 21, 2021	Publish second notice Budget Committee Meeting on District website (5 to 30 days before the meeting)
	May 03, 2021	REGULAR SCHOOL BOARD BUDGET MEETING Budget Committee in attendance <u>Proposed Budget:</u> Superintendent delivers 2021-22 Proposed Budget Message and Presentation
	May 17, 2021	1st OFFICIAL BUDGET COMMITTEE MEETING Budget Committee presents 2021-22 Proposed Budget Report to Board <u>Approved Budget:</u> Board as Budget Committee approves 2021-22 Proposed Budget
	May 19, 2021	2nd BUDGET COMMITTEE MEETING (if needed)
	May 24, 2021	Publish Notice of Public Hearing and Budget Summary (ORS 294.438) (5 to 30 days before the meeting)
	June 07, 2021	REGULAR BOARD MEETING <u>Adopted Budget:</u> Board conducts a public hearing and adopts the budget, makes appropriations, and imposes taxes.
	July 15, 2021	Submit Tax Certification Documentations File budget information with County Recorder and Designated Agencies
	Aug 31, 2021	Submission of electronic budget to the Oregon Department of Education