

Utah State Board of Education
FINANCE COMMITTEE
March 8, 2024

Members Present: Kristan Norton, Cindy Davis, Brent Strate, Christina Boggess, and Jim Moss.

Staff Present: Scott Jones, Deborah Jacobson, and Cammy Wilcox.

Others Present: Jared Felt, Sarah Young, Tracy Nuttall, Aaron Brough, Adam Herd, Angie Stallings, Annie Massy, Dale Frost, Darin Nielsen, Don Modde, Katrina Brinkley, Mark Waddoups, Michelle Watts, Noralee Green, Paula Plant, Sam Urie, Sara Harward, Tim Davis, and Alex Farah.

Finance Committee Chair Norton called the meeting to order at 9:01 a.m.

5.2 Public Comment

Item 5.9.1 – Program Monthly Report (PMR) on USIMS
- Annie Massie, Parent.

5.3 Update to the LEA Annual Assurances Document

As part of the legal requirements project, the Board requested staff review the LEA Annual Assurances document and determine which items are legally required and which items could potentially be eliminated. The Policy and Financial Operations staff have reviewed each state assurance and have kept those that are required by code or rule. Federal assurances have remained unchanged due to their requirements. For this agenda item, staff will be discussing our review and presenting which state assurances are necessary and which can potentially be eliminated, with the goal of simplifying the assurances document. Staff will be seeking the Board's approval of the updated document.

Committee Action:

Member Davis Motion: That the Committee remove the green assurances from the FY25 LEA Annual Assurances Document.

Motion: Passed 4 to 1, with Member Boggess opposed.

Member Davis Motion:

The Committee recommends the Board approve FY25 LEA Annual Assurances Document Draft 2, as amended and requests staff review the assurances document to determine whether there are items in the yellow/orange categories that could be removed and/or

added based on public input, levels of risk, and new legislation passed during the 2024 Session.

[Motion: Passed 4 to 1, with Member Boggess opposed.](#)

MOTION FOR THE BOARD: That the Board approves FY25 LEA Annual Assurances Document Draft 2, as amended and requests staff review the assurances document to determine whether there are items in the yellow/orange categories that could be removed and/or added based on public input, levels of risk, and new legislation passed during the 2024 Session.

5.4 [R277-108, Annual Assurance of Compliance by Local School Boards \(Amendment\)](#)

The policy section is working on a project to simplify the assurances document. Based on research, staff are proposing the types of state (not federal) assurances that should and should not be included in the assurances document.

Staff presented R277-108, Draft 1, for consideration and approval.

Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4)

Committee Action:

[Member Davis Motion:](#) That the Committee approves R277-108, Annual Assurance of Compliance by Local School Boards, Draft 1, on first reading and forward to the Board for approval on second and final reading.

[Motion: Passed 4 to 1, with Member Boggess opposed.](#)

MOTION FOR THE BOARD: That the Board approves R277-108, Annual Assurance of Compliance by Local School Boards, Draft 1, on second and final reading.

5.5 [Board Discretionary Funds Repurpose and New Requests](#)

In its October 5, 2023, Board meeting, The Board approved using \$75,000 of its discretionary funds to upgrade obsolete parking equipment at the USBE office. The transition to the new equipment fit within the existing framework, avoiding adjustments to the existing structure (e.g., cement island, fastening bolts, scale, wiring etc.), resulting in a savings of approximately \$23,000.

The Division of Facilities, Construction and Management (DFCM) recently used approved

capital improvement dollars to remodel the break room and created a shared work space on the basement level of the USBE building. The project included costs related to the facility construction but did not include all furnishings. Staff used existing/surplus cubicle furniture to create workspaces in the shared area, and the IT section purchased docking stations and monitors to equip the workspaces. Staff are requesting that the Board consider repurposing the savings (approximately \$23,000) from the parking equipment upgrade to purchase two microwaves for the newly remodeled break room and furniture (e.g., work and conference room chairs) for the shared workspace.

Additional new funding requests:

- Repurpose funding set aside for John Hancock Charter School in the amount of \$2,140,000 and utilize \$360,000 of tax delay funding for the San Juan School District broadband infrastructure.
- Pingboard - \$20,000 from state funds for FY2024 and \$25,000 ongoing funds from the Board's budget for FY2025 forward.

Committee Action:

Member Boggess Motion:

The Finance Committee recommends that the Board approve repurposing the remaining discretionary funds from the parking gate upgrade to purchase furnishings for the break room and basement office remodel.

Motion: Passed unanimously

Member Boggess Motion:

The Finance Committee recommends that the Board approve repurposing funding set aside for John Hancock Charter School in the amount of \$2,140,000 and utilize \$360,000 of tax delay funding for the San Juan School District broadband infrastructure.

Motion: Passed 4 to 1, with Member Boggess opposed.

Member Boggess Motion:

The Finance Committee recommends that the Board approve utilizing \$20,000 from FY2024 state discretionary funds and \$25,000 ongoing funds from the Board's budget to sustain the Pingboard subscription for FY2025 and beyond.

Motion: Passed unanimously.

Member Boggess Motion:

The Finance Committee recommends that the Board approve allocating \$300,000 of the remaining tax delay fund balance for use by the Regional Education Service Agencies (RESA) for continuation of literacy coaches for fiscal year 2025. The RESA boards are meeting on March 19, and will provide the board details on the intended use of these

funds for decision making purposes and long-term funding solutions during the April 2024 Utah State Board of Education meeting.

[Motion: Passed 4 to 1, with Member Boggess opposed.](#)

MOTION FOR THE BOARD: That the Board approves repurposing the remaining discretionary funds (approximately \$23,000) from the parking gate upgrade to purchase furnishings for the break room and basement office remodel.

MOTION FOR THE BOARD: That the Board approves repurposing funding set aside for John Hancock Charter School in the amount of \$2,140,000 and utilize \$360,000 of tax delay funding for the San Juan School District broadband infrastructure.

MOTION FOR THE BOARD: That the Board approves utilizing \$20,000 from FY2024 state discretionary funds and \$25,000 ongoing funds from the Board's budget to sustain the Pingboard subscription for FY2025 and beyond.

MOTION FOR THE BOARD: That the Board approves allocating \$300,000 of the remaining tax delay fund balance for use by the Regional Education Service Agencies (RESA) for continuation of literacy coaches for fiscal year 2025. The RESA boards are meeting on March 19, and will provide the board with details on the intended use of these funds for decision making purposes and long-term funding solutions during the April 2024 Utah State Board of Education meeting.

5.6 [Measuring the Results of Appropriations for Specific Programs](#)

The Utah State Board of Education currently operates under performance measures mandated by legislation. However, there exists an opportunity to enhance our understanding of the impact of allocated funding by incorporating additional data and information focused on the specific benefits or positive outcomes derived from these investments, using an agreed-upon standard of measure.

The committee provided direction to staff on next steps to develop a proof-of-concept logic model for several programs to bring back to the committee for feedback in May 2024.

Committee Action:

The Finance Committee directed staff to develop proof-of-concept for:

- Competency-based Education Initiatives, and
- To and From Pupil Transportation Services

And to bring those back to the May meeting to view as a draft and to provide input.

5.7 Tooele County School District FY 2024 Mid-Year Update Finalization

Tooele County School District and all LEAs are subject to legislative laws governing mid-year updates. The legislature changed code during the 2024 legislative session regarding student enrollment counts and the second and third level effects on mid-year updates. Tooele County School District was affected by the change in code. The legislature has since taken action to mitigate the effects.

Committee Action:**Member Norton Motion:**

The Committee recommends that the Board approve the Utah State Legislature's Executive Appropriations Committee action to provide \$10 million to Tooele County School District.

Motion: Passed unanimously

MOTION FOR THE BOARD: That the Board approves the Utah State Legislature's Executive Appropriations Committee action to provide \$10 million to Tooele County School District.

5.8 Review of 2024 General Session of the Utah Legislature Funding Outcomes and Determination of the Process for the 2025 General Session

According to the Budgetary Procedures Act, Title 63J, as delineated in (3)(a), the Governor is mandated to oversee the preparation and reporting of the proposed budget. This encompasses obtaining detailed estimates of revenue and expenditure changes from pertinent state officials, spanning public and higher education, executive and administrative departments, state institutions, boards, commissions, and agencies responsible for state fund management. Additionally, institutions seeking state appropriations are obliged to furnish itemized estimates. The Governor retains the authority to request additional information, including program productivity and performance measures, and may convene budget meetings with representatives of public and higher education, state departments, and other entities seeking state funding. Traditionally, budget requests are due the first week of October.

In alignment with these statutory obligations, the USBE has previously directed its staff to develop a budget, or funding requests, in adherence to the Budgetary Procedures

Act. This directive ensures the readiness of a budget proposal for submission to the upcoming legislative session. Staff members are assigned with presenting the outcomes of prior funding requests, compiling necessary documentation, and formulating funding requests as per the Board's directives. These materials are indispensable for the Board to articulate its proposals to both the Governor's office and the Utah State Legislature.

Staff are actively soliciting feedback on the 2023-24 process to better inform support for Board members.

Committee Action:

Member Strate Motion:

The Finance Committee members propose to the Utah State Board of Education the creation of funding requests to facilitate the preparation and presentation of budget proposals by USBE staff. These proposals will be presented to the full board starting in the August 2024 board meeting.

Motion: Passed unanimously

MOTION FOR THE BOARD: That the Board approves the creation of funding requests to facilitate the preparation and presentation of budget proposals by USBE staff. These proposals will be presented to the full board starting in the August 2024 board meeting.

5.9 Recognition of Progress, Achievements, or Improvements

Committee Members are provided monthly recognition by the Deputy Superintendent of Operations of key progress, improvement, and/or achievements by staff and/or programs.

- FY23 LEA GFOA and ASBO award recipients
- USBE Freshservices 2023 in Review
- IT Ops Report

5.9.1 INFORMATION: Program Monthly Report (PMR) on USIMS

There was no in-depth presentation this month. A summary was provided.

5.9.2 INFORMATION: Program Monthly Report (PMR) on Utah Grants

There was no in-depth presentation this month. A summary was provided.

5.10 INFORMATION: Requests for Data and Information

This is a perpetual agenda item that allows Finance Committee members to request data or information for information and/or decision-making purposes. This item also

serves as how USBE staff follow up on requests for data and information from the Finance Committee members. Occasionally, staff may ask for action by the Finance Committee on data and information updates.

There were no new requests for March.

5.11 [Review of the Utah Legislature 2024 General Session Compensation Bill](#)

Senate Bill 8 sets the compensation levels for Utah State Board of Education employees. Staff will provide the Finance Committee with information on those compensation levels.

The meeting adjourned at 11:58 a.m.