

**Date:** September 14, 2021  
**To:** Planning and Oversight Committee  
**From:** Kathy Fleming, Director of Local Resources  
**Re:** Update to Oversight and Communication Plan 2021-22

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The following change to the P&O and Board-Approved plan is being brought to the Planning and Oversight Committee for information.

**Continued Support from Outgoing BSEP Director \$66,380**

When the [2021-22 Oversight and Communications Plan](#) (pages 100-113 of the pdf) was approved, it was anticipated that the outgoing Director of BSEP and Community Relations would be needed to provide training in the transition to a new Director of Local Resources. At the time the budget was developed, in the spring of 2021, it was anticipated that the support necessary would extend from July through September and \$40,000 was budgeted from the Measure A Fund Balance for this purpose.

In the fall of 2021, it became apparent that the needs of Educational Services, the Superintendent's Office, and the Communications Department were greater than anticipated, due to the need to not only train/mentor the new Director of Local Resources, but also orient a new Associate Superintendent to BSEP/BERRA, support the Communications Office while the Communications Specialist position was unfilled, and launch the Washington Naming Project (without the support of consultants for the renaming and for communications as had been done in the past). The outgoing Director agreed to stay on until December to provide support in these areas.

\$40,000 from measure A Carryover is included in the approved plan. The remainder amount to be budgeted is anticipated to cost \$66,380 (includes salary and benefits) and will be funded as follows:

- \$22,557 - Savings from Unfilled 0.5 FTE BSEP funded Communications Specialist (July - November)
- \$43,856 - use of fund Balance for BSEP

**Impact on 2021-22 Beginning Fund Balances**

When the 2021-22 Oversight and Communications Plan was approved in spring of 2021, the projected Oversight and Communications BSEP Beginning Fund Balance for 2021-22 was \$272,251. In the 2020-21 Unaudited Actuals Report issued in fall of 2021, the 2021-22 Beginning Fund Balance was updated to \$348,128. With the use of BSEP Fund Balance at \$43,856, the updated projected 2021-22 Beginning Fund Balance is \$304,272. This figure will likely change slightly as staffing costs can vary.

All updates to the Oversight and Communications Plan budget will be included in the First Interim Report for 2021-22.