



PUBLIC EDUCATION
APPROPRIATIONS SUBCOMMITTEE

Meetings, Schedule, & Procedures

R. Benjamin Leishman, Product Manager January 2019

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Subcommittee

2019 GS | Membership, Meetings, & Information

Membership & Meetings

- 8 Session Meetings
 - Review All Budget Line-Items
 - Budget Issues/Changes
 - New Funding Requests (USB/E/Governor/Others)
 - Requests for Appropriation
 - Budget Bills
 - Senate Bill 1 (Base) & House Bill 2
- Staff
 - Ben Leishman, Emily Willis, Mary Stringham

Primary Meeting Information

- Mostly Paperless – Legislature Website
 - Subcommittee Page
 - Meeting Notices, Agendas, Minutes, Audio
 - Meeting Materials
 - Budget.Utah.Gov
 - Compendium of Budget Information - Issues & Financial Tabs
 - Budget of the State of Utah
- Acronyms
- Meeting Handouts
 - Request Print Copies
 - Documents from Agencies/Public



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Subcommittee Schedule

2019 General Session

Agendas Posted 24 Hours Prior to Meeting

Individuals/Organizations Wishing to Address the Subcommittee:

- Contact Committee Staff 48 Hours Prior to Scheduled Meeting
- Email Presentation Materials 24 Hours Prior to Meeting

2019 General Session
Meeting Schedule

Public Education Appropriations Subcommittee

Meeting 1: Tuesday, January 29 8:00 - 10:50 am 1. Session Introductions, Schedule, & Procedures 2. Education Strategic Planning Update • State Board of Education - Education Elevated • Education Excellence Commission 3. Education Budget Overview & Base Budget 4. Performance Measures	Meeting 2: Thursday, January 31 8:00 - 10:50 am 1. Committee Action: Approve Base Budget Bill 2. State Board of Education Line Items • State Administrative Office, General System Support, and Teaching & Learning 3. Educator Licensing 4. Federal Funds & Fee Approval 5. State Charter School Board & Charter School Finance Authority 6. Requests for Appropriation/Fiscal Impact Bills
Meeting 3: Monday, February 4 8:00 - 10:50 am 1. Utah Schools for the Deaf and the Blind 2. Child Nutrition Programs 3. Regional Service Centers 4. Science Outreach 5. Requests for Appropriation/Fiscal Impact Bills	Meeting 4: Wednesday, February 6 8:00 - 10:50 am 1. Fine Arts Outreach 2. Initiative Programs 3. Minimum School Program - Basic School Program 4. Requests for Appropriation/Fiscal Impact Bills
Meeting 5: Friday, February 8 8:00 - 10:50 am 1. Student Health & School Safety 2. School & Institutional Trust Funds Office 3. Minimum School Program - Related to Basic School Program 4. Early Learning Programs 5. Requests for Appropriation/Fiscal Impact Bills	Meeting 6: Tuesday, February 12 8:00 - 10:50 am 1. Minimum School Program - Voted & Board Local Levy 2. MSP - Categorical Program Administration 3. School Building Program 4. Student Fees 5. Student Absenteeism 6. Requests for Appropriation/Fiscal Impact Bills
Meeting 7: Thursday, February 14 8:00 - 10:50 am 1. Completion of Prior Agenda Items 2. Requests for Appropriation/Fiscal Impact Bills 3. Final Budget Discussion 4. Budget Items Prioritization Process	<div style="font-size: x-small;"> General Information • Individuals/Organizations wishing to address the committee, contact committee staff at least 48 hours prior to the meeting and they will coordinate with the chairs. • Agendas will be posted at least 24 hours prior to the meeting. • Submit (e-mail) presentation documents to staff 24 hours prior to the meeting for posting on the website. (PDF works best). • Committee meetings are mostly paperless. Please staple & 3-hole punch any printed handouts. Coordinate with committee staff prior to distributing handouts for a meeting. • Refer to the Public Education Appropriations Subcommittee web page for meeting materials. • Refer to the "How to Testify in a Committee" guide on the Legislature's website. *The meeting schedule is subject to change. Please review the posted agenda for each meeting date to update committee discussions and entries. </div>
Meeting 8: Tuesday, February 19 4:10 - 6:00 pm 1. Final Budget Actions & Recommendations • Approve Final Budget Items & Intent Language • Final Prioritization of Budget Increase Requests	

Deadlines

- February 7th - Noon deadline to submit Requests for Appropriation (RFA) without floor approval.
- February 12th - Noon deadline for Legislature to pass base budget bills.

UTAH STATE LEGISLATURE

All Meetings Held in Room 445 in the State Capitol Building

Subcommittee Chair:
 Senator Lyle Hillyard
 Representative Steve Hession
 Representative Steve Waltrip

Subcommittee Staff:
 Ben Lindeman - benlindeman@utah.gov
 Emily Wells - emilypwells@utah.gov
 801-538-1034

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Requests for Appropriation

Due by Noon February 7th

Required Information:

- Itemized Budget
- Deliverables and/or Performance Measures
- Other State Funds Received by Organization
- Type of Organization (Government, Gov't Not for Profit, Private Not for Profit, Private for Profit)
- Statewide Public Purpose

State Agencies Receive Funds and Must Follow State Procurement Laws

Request for Appropriation (2019 General Session)
 (See instructions on reverse side and JR4-3-101 through 201.)

SECTION I - To be completed by requesting legislator

Name: Senator/Representative _____ Date _____

Funding Request Name: _____

Description of Funding Item: _____

Agency through which funds would be administered: _____

What is the statewide public purpose? _____

What type of organization(s) will receive this funding? (check all that apply)
 Government Gov't Not for Profit Private for Profit Private Not for Profit

Amount Requested: \$ _____

_____ General Fund _____ Educ. Fund _____ Transp. Fund _____ Other: _____

_____ FY19 (One-time) _____ FY20 (One-time) _____ FY20 (Ongoing) _____ Nonlapsing

Project Contact Information: Name _____
 Title _____
 Organization _____
 Phone # _____
 Email _____

Attach Supporting Documentation (Required)

Itemized Budget

Deliverables and/or Performance Measures

Does this organization receive other State financing? Yes No *if yes, attach explanation.*

Please attach any other supporting documentation

Appropriations Committee Recommendation _____

*All appropriations must be made to state agencies. State agencies must follow state procurement laws which require competitive bids, requests for proposal, or sole source determination. (Over)

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Subcommittee

2019 GS | Rules, Quorum, & Voting Requirements

Rules & Quorum

- Specific for Joint Subcommittees (JR3-2)
 - Created in 2017 to Address Confusion
 - Different Quorum & Procedure Requirements
 - Not “House of Chair” or Standing/Interim Committee Rules
- Quorum Requirements (JR3-2-404)
 - 50% in One House & 50% +1 in the Other
 - 6 Senators | 13 Representatives
 - Cannot Split a Person
 - Majority/Minority Leadership Excluded
 - Unless Present, then Counted in Quorum
- Voting Requirements
 - 50% of Members in Attendance in One House
 - More than 50% in Attendance in the Other

Parliamentary Procedures

- Parliamentary Procedures (JR3-2-801 to 811)
 - Privileged Motions Take Precedence
 - (Adjourn, Recess, Call the Question, etc.)
 - Original Motions Debatable & Substituted
 - No Motion with a Pending Privileged or Substitute Motion
 - Substitute Disposes of Original Motion if Adopted
 - Division of a Motion
 - Not a Motion (Except During a Vote)
 - Member Clearly State How the Motion is Divided
 - Prohibited Motions
 - No Motion if no Quorum (Except Adjourn)
 - No Motion During Vote (Even Point of Order)
 - Repeating a Defeated Motion
 - Only After Consideration of Other Business
 - Defeated Budget Item or RFA in Later Meeting



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Quorum & Voting Scenarios – 2019 GS

Posted on “Related Links”

Story Problem: How Members of Leadership Can Impact Quorum & Voting Requirements

Public Education Appropriations Subcommittee				
Total number of members	Senate	House		
	6	13		
Members in Leadership Positions	2	3		
	Quorum Requirements		Voting Requirements	
	Senate	House	Senate	House
If all leadership present	At least 3	7	At least 2	4
All leadership present except 1 senator	At least 3	7	At least 2	4
All leadership present except 2 senators	At least 2	7	At least 1	4
All leadership present except 1 rep.	At least 3+	6+	At least 2+	3+
All leadership present except 2 reps.	At least 3	6	At least 2	3
All leadership present except 3 reps.	At least 3+	5+	At least 2	3
All leadership present except 1 sen. and 1 rep.	At least 3	6	At least 2	3
All leadership present except 1 sen. and 2 reps.	At least 3	6	At least 2	3
All leadership present except 1 sen. and 3 reps.	At least 3	5	At least 2	3
All leadership present except 2 sens. and 1 rep.	At least 2+	6+	At least 1+	3+
All leadership present except 2 sens. and 2 reps.	At least 2	6	At least 1+	3+
No leadership present	At least 2+	5+	At least 1+	3+

+ Must have at least 50% in one body, and greater than 50% in the other body



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Subcommittee Meetings

2019 GS | Review Each Budgetary Line Item

Meeting Structure

- Presentation of Line Item Budget (Analyst)
 - Budget (Revenues & Expenditures)
 - Issues & Recommendations
- State Board of Education
 - Comments & Budget Recommendations
 - Updates on Performance Measures
- Public Input (as Approved by Chairs)
- Subcommittee Discussion
 - Most Budgetary Actions Taken in Final Meeting
 - Contact Chairs with Additional Agenda Items

Budget Reviews

- Review All Line Items (Approx. 18)
 - Starting Point (Base Budget)
 - Purpose, Funding, Performance
 - Adjust Funding to Meet Current Needs or Issues
 - Evaluate Requests for Increases
- Subcommittee Allocation
 - \$3,567,817,700 Ongoing State Funds (GF/EF/USF)
 - Subcommittee Can Reallocate to Meet Priorities
- Recommendations to Executive Appropriations
 - Funding Reallocations
 - New Funding Priorities (Ongoing & One-time)



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Budget Reviews

Key Questions Card

Asking Key Questions:

A Legislator's Guide to Using Performance Information

Basic questions to ask agencies in budget and program review hearings

1. What is your program (or agency) mission? Who are your customers?
2. How is this program expected to help the state's citizens? Which citizens?
3. What key results are expected from this use of taxpayers' funds?
4. Did your program obtain the expected results in the most recent funding period?
5. What key performance indicators do you use to track progress in attaining these results?
6. What are the unintended impacts of the program, both positive and negative?
7. What have been the values for these indicators in past years?
8. How do these values compare to targets you established for the funds you received? Have any been unexpectedly good or unexpectedly poor?
9. For which citizen groups have the results been less than desired? (Examples: Groups by location, gender, income, age, race/ethnicity, disability, etc.)
10. If any targets were missed, why were those targets missed?
11. What is currently being done to improve deficiencies?
12. What actions does your proposed budget include that would improve results?
13. How would results change if funding is increased by 5 percent? Decreased by 5 percent?
14. Which groups of citizens might benefit? Which might lose? To what extent?
15. What other programs and agencies are partners in producing desired results?



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