

BUDGET COMMITTEE

Operating Guide



Revision October 20, 2017

The Budget Committee is established in accordance with School Board Policy and Administrative Regulation 236: Administrative Committees to Advise Administration and the School Board (revision October 3, 2017)

Budget Committee (16 members)

- District Administration Chair: 1
- School Board: 1
- Teachers: 2
- Support Staff: 2
- Principals: 2 (1 elementary, 1 secondary)
- Parents: 3
- Students: 1
- At Large Community Members: 4

The superintendent and/or the administrative staff chairpersons may assign additional district staff to committees to provide support and resources as necessary. The additional staff will not be voting members of the committee

1. Scope and Function of the Budget Committee:

The overall purpose of the Budget Committee is to recognize and make recommendation to ensure that the District's budgeting process has *"a long-term perspective and is not simply an exercise in balancing revenues and expenditures one year at a time."* – *National Advisory Council on State and Local Budgeting*

The role of the Budget Committee is to

- Review and consider all aspects of the district's budgeting process
- Determine if the current budgeting process is a goal-driven approach that spans the planning, development, adoption, and execution phases of the District's Strategic Plan.
- Consider the District's current budgeting process and make recommendations for the establishment of policies and plans to achieve efficiency and best practice in financial management.
- Ensure that the budget planning process is timely, accurate, participatory, and comprehensive.

2. Budget Committee Working Principles:

1. Recognize the Strategic Plan as the guiding document for resource allocation.
2. Keep student welfare and success foremost.
3. Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
4. Support a budget system that is transparent, timely and objective.
5. Promote participation and awareness by all district stakeholders.

3. Meetings:

Meetings will be scheduled by the committee chairperson. Budget Committee meetings will be open to the public, however, the committee will not take public testimony. Public input regarding the committee process should be submitted to the committee chairperson. Agendas will be made available in advance of meetings, and minutes will be published in a timely manner and made widely available: e.g. posted on a website.

Committee meetings will be held at the Fairbanks North Star Borough School District Administrative Center, 520 Fifth Avenue. Meeting schedules will be posted on the District's website.

4. Agenda:

Meeting agendas will be available in advance of the meetings. Suggested items for the agenda are to be directed to the Budget Committee Chairperson.

5. *How Members are Chosen:* Each administrative committee shall include:

- Administrative staff chair (non-voting), assigned by the superintendent;
- Board member (non-voting), assigned by the board president;
- Elected and advisory board members will encourage constituents to apply for at-large positions.

Assignment of voluntary committee members shall be as follows:

- Teachers: Assigned by the FEA President;
- Support Staff: Assigned by the ESSA President;
- Principals: Assigned by the FPA President;
- Student: Assigned by the Regional Student Council Representative;
- Parents and Community Members: Application process with final selection made by administrative staff chair;

Additional information:

- Voluntary committee members shall be limited to membership on one board advisory committee;
- Solicitation for and assignment of voluntary membership from the respective employee associations (FEA, ESSA, & FPA) shall be directed to the entire membership and not limited to association leadership.
- Any committee member unable to attend a meeting should notify the Chair.
- If a voting member misses more than 50% of meetings for the current school year, that member may be dismissed and replaced by the administrative chair.

6. *Length of Committee Member Terms:*

Two-year terms, staggered:

- Parents
- Community members

Annual assignments:

- District administrative chair
- School board member
- Student member
- Teachers
- Support Staff
- Principals

Non-voting committee members shall serve more than two consecutive full terms (four years). A committee member that wishes to continue to serve after four consecutive years of service must allow one year to pass prior to reapplication or request for assignment.

7. ACTIVITY TIMELINES OF THE BUDGET COMMITTEE:

October-November	Budget Committee meets to review the current process and consider recommendations to establish that the District’s budgeting process meets the long-term needs of the district.
December-January	Committee report to Board of Education
February and March	Reconvene as needed to consider specific budget issues related to the proposed budget.