

BUDGET COMMITTEE

Operating Guide



Revision September 19, 2019

The Budget Committee is established in accordance with current School Board Policy and Administrative Regulation 236.1: School Board Committees to Advise Administration and the School Board.

As a board committee, the committee is subject to the Alaska Open Meetings of Governmental Bodies Act, AS 44.62.310.

Budget Committee (17-18 members)

- School Board Chair: 1
- School Board (optional – president’s discretion): 1
- District Administration: 1
- Exempt: 1
- Teachers: 2 (1 elementary, 1 secondary)
- Support Staff: 2 (1 elementary, 1 secondary)
- Principals: 2 (1 elementary, 1 secondary)
- Parents: 3
- Students: 1
- At Large Community Members: 4

The superintendent 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 provide feedback and input to ensure 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 suggestions 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 feedback and input is 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 in consultation with the chief operations officer. Committee members will normally be notified of committee meetings at least five days in advance. Budget Committee meetings will be open to the public; however, the committee will not take public testimony. Public input regarding the committee process may be submitted to the committee chairperson, the chief financial officer, or any committee member.

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 Notes:

The committee chair, in conjunction with the chief operations officer, will set the committee's meeting agenda. Suggested items for the agenda should be directed to the committee chair or chief operations officer. Agendas will be made available at least four days in advance of meetings, and meeting notes will be published to the website after approval. Committee meetings are audio-recorded for next-day website posting.

5. How Members are Chosen:

Each administrative committee shall include:

- School board chair (non-voting): assigned by the board president;
- Board member - optional (non-voting): assigned by the board president;
- District administration: assigned by superintendent;
- Exempt: assigned by superintendent;
- 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;
- Parents and Community Members: application process with final selection made by the committee chair and chief operations officer.

Additional information:

- Voluntary committee members shall be limited to membership on one 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 committee chair or chief operations officer;
- If a voting member misses more than 50% of meetings for the current school year, that member may be dismissed and replaced.

6. Length of Committee Member Terms:

All Positions: three-year staggered terms, except for the school board representative(s) who is appointed yearly by the school board president.

Term Limit: one three-year term, except school board representative(s). Voting Budget Committee members will not serve more than one term. A committee member who wishes to continue to serve after their term of service must allow one year to pass prior to reapplication or request for assignment.

7. Activity Timelines of the Budget Committee:

September-November	Budget Committee meets to review the current process and consider input 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.