

Sudbury Public School Committee

Budget Subcommittee Charge

Approved May 18, 2026

Mission Statement:

The Budget Subcommittee shall be composed of two members of the Sudbury School Committee, appointed annually by vote of the Committee at its organizational meeting. The Superintendent and the Director of Business and Human Resources shall serve as staff liaisons to support the Subcommittee's work.

Pursuant to M.G.L. c. 71, including §§ 34, 37, and 38N, the School Committee is responsible for establishing educational goals, developing and approving the district budget, and ensuring the responsible fiscal operation of Sudbury Public Schools.

The purpose of the Budget Subcommittee is to support the Committee's work related to annual budget development, long-term fiscal planning, analysis of district revenues, expenditure review, and understanding of capital needs that directly impact budget preparation. The Subcommittee conducts preliminary work, reviews data trends, and, when appropriate, makes recommendations to the full School Committee.

The Subcommittee serves in an advisory capacity only. All budget decisions, policy determinations, and financial votes rest solely with the full School Committee.

Committee Members:

Karyn Jones
Elizabeth Sues
Interim Superintendent
Director of Business and Human Resources

Goals and Objectives: (process)

The Sudbury School Committee hereby establishes the Budget Subcommittee to support the district's fiscal oversight, strategic resource planning, and development of the annual operating budget. The Subcommittee shall:

Budget Development & Expenditures

- Review preliminary budget assumptions and major cost drivers, including staffing levels, special education expenditures, transportation, curriculum needs, technology, and facilities costs.
- Review multi-year expenditure trends and identify areas requiring additional analysis or clarification.
- Monitor special education trends, mandated costs, tuition projections, and service requirements that influence fiscal planning.

Revenue and Funding Sources

- Examine all major revenue streams supporting the SPS operating budget, including:
 - Chapter 70 State Aid;
 - Circuit Breaker reimbursement;

- Medicaid reimbursement;
 - Federal, state, and private grants;
 - Revolving funds and fee-based programs;
 - Town appropriations and local receipts affecting SPS
- Review the timing, volatility, and predictability of revenue sources to inform long-term planning.
 - Evaluation of one-time funds.

Capital Needs and Long-Term Planning

- Review district capital needs, project timelines, and capital forecasts in coordination with the Superintendent, Director of Business and Finance, and Facilities leadership.
- Examine the financial impact of proposed or ongoing capital projects on the annual operating budget.
- Review and discuss multi-year capital planning as it intersects with operational budgeting.

Communication & Transparency

- Support development of clear, accurate budget documentation and communication materials for the School Committee, Town officials, and the public.
- Identify areas requiring further study or presentations at posted School Committee meetings.

Recommendations to the Full Committee

- Prepare draft budget guidelines or planning priorities, when appropriate, for consideration by the full School Committee.
- Recommend topics for agenda items during budget season to ensure transparent and informed decision-making.
- Recommend corrective actions, i.e., contract reviews, spending freezes, RFPs, and audits.

Reporting Requirements (Deadlines, including to whom, when (dates)):

The Subcommittee shall provide periodic updates, at least quarterly, to the full School Committee during posted public meetings

Following each meeting, a Subcommittee representative shall notify the School Committee Chair and coordinate any needed follow-up with the full Committee.

Compliance with Open Meeting Law (OML):

The Budget Subcommittee shall operate in full compliance with the Massachusetts Open Meeting Law, including:

- Posting agendas at least 48 hours in advance, not including weekends or holidays;
- Recording, approving, and submitting minutes in accordance with district procedures;
- Maintaining accurate public records of all proceedings;
- Conducting business only with a quorum of Subcommittee members present.

A quorum shall consist of both appointed School Committee members.

Scope of Authority:

The Budget Subcommittee shall not:

- Negotiate contracts;
- Participate in collective bargaining;
- Commit district funds;
- Take any action binding the district; or
- Act on behalf of the School Committee outside its advisory capacity.

All actions requiring a vote must be taken by the full School Committee at a posted public meeting.

Approved by Sudbury School Committee on May 18, 2026.