

Burbank Unified School District Spring 2026 Budget Meeting Survey Results Report

Business Services and Administrative Services

Survey Period: Spring 2026

Meetings Conducted: 21+ Site and Program Budget Meetings

Survey Responses Received: 21 Anonymous Responses

Overview

Over the course of approximately six weeks, Business Services and Administrative Services staff worked collaboratively with more than 21 school sites and district programs to conduct individualized budget meetings focused on reviewing site allocations, expenditures, staffing, planning considerations, and fiscal priorities. Following each meeting, participants were invited to complete an anonymous survey regarding their experience, the effectiveness of the meetings, areas for future support, and recommendations for improving services moving forward. The feedback received was overwhelmingly positive and reflected strong appreciation for the collaborative, transparent, and supportive approach demonstrated throughout the budget development and review process. At the same time, participants provided meaningful recommendations that will help guide and strengthen future work within both Business Services and Administrative Services.

Overall Findings - The survey responses demonstrated several consistent themes:

- Participants appreciated the collaborative and supportive nature of the meetings.
- Staff valued the transparency and willingness to explain budget processes in detail.
- Many participants reported gaining a stronger understanding of budget development and fiscal planning.
- There is a strong desire for ongoing training, regular check-ins, and continued communication throughout the year.
- Participants requested additional guidance regarding position control, account strings, restricted funding, and long-term planning.
- The meetings helped strengthen relationships between school sites, programs, and district office departments.

Overall, the survey responses reflect that the meetings were productive, informative, and viewed as an important support structure for sites and programs.

Key Themes and Feedback

1. Appreciation for Collaboration, Communication, and Support - One of the strongest themes throughout the survey was appreciation for the collaborative environment created during the budget meetings. Participants consistently referenced:

- Open communication
- Responsiveness from district staff
- A supportive and approachable atmosphere
- Transparency regarding fiscal realities and budget development
- Willingness to answer questions and provide guidance

- Feeling heard during discussions

Many participants specifically noted appreciation for the professionalism, patience, and accessibility of Business Services and Administrative Services staff throughout the process.

Representative Feedback

“I appreciated the collaborative environment.”

“The meeting was clear and accessible.”

“I appreciate Dr. Hasty’s proactive approach and willingness to talk with site administration.”

“Everyone was willing to help out.”

2. Increased Understanding of Budget Development and Fiscal Processes - Many respondents indicated that the meetings improved their understanding of:

- Budget development processes
- Site allocations and expenditures
- Fiscal planning
- Restricted funding usage
- Staffing expenditures
- Position control concepts
- Revenue and expenditure analysis

Participants appreciated having the opportunity to review budgets individually and discuss real site-specific concerns. Several participants noted that the meetings helped demystify aspects of the budget process that previously felt unclear or difficult to navigate.

Representative Feedback

“I have a better basic understanding of the budget.”

“I learned how important it is to analyze projected revenues alongside current expenditures.”

“The explanations regarding expenditures provided valuable clarity.”

3. Desire for Ongoing Meetings, Training, and Continued Communication - A major recurring theme was the request for more ongoing communication and recurring budget-related meetings throughout the year. Participants consistently recommended:

- Quarterly budget meetings
- Mid-year budget check-ins
- Additional training opportunities
- More frequent updates regarding available funds
- Regular communication regarding expenditures and planning
- Opportunities to review budget trends proactively

Many participants expressed that recurring meetings would allow sites and programs to identify concerns earlier and make adjustments in real time.

Representative Feedback

“Frequent meetings to address where we are and what funds we have left.”
“Ongoing budget meetings two to three times a year would be helpful.”
“Regular check-ins would allow us to proactively review expenditures and identify trends earlier.”

4. Need for Greater Clarity Around Restricted Funds, Account Strings, and Position Control - Several participants expressed a desire for deeper training and clearer guidance regarding:

- Restricted funding requirements
- Prop 28 expenditures
- Account strings and coding
- Allowable and non-allowable expenditures
- Position control processes
- Agency contracts tied to staffing
- Budget coding consistency

This theme appeared consistently throughout the responses and highlights the need for continued operational guidance and standardized fiscal support systems. Participants emphasized that clearer guidance would improve planning, reduce confusion, and strengthen budget accuracy across sites and programs.

Representative Feedback

“We need repeated guidance on what funds can and cannot be used for.”
“More details about each account string.”
“A clearer and more consistent position control process would help.”

5. Value of Site-Specific Budget Conversations - Participants appreciated that the meetings were individualized and focused on the unique needs and realities of each site or program. Several responses reflected appreciation for:

- Customized discussions
- Review of site-specific expenditures
- Strategic planning conversations
- Problem-solving opportunities
- Direct engagement with district staff

The individualized approach appears to have strengthened trust, collaboration, and communication between district departments and school sites.

Areas for Continued Growth and Improvement - While overall feedback was highly positive, participants also identified several areas that can help improve support moving forward. Key recommendations included:

- Increasing the frequency of budget meetings and communication
- Expanding training opportunities for office managers and administrators
- Creating additional reference materials and guidance documents

- Strengthening position control systems and staffing alignment
- Providing clearer explanations regarding restricted funding and coding structures
- Continuing efforts toward standardization across sites and departments
- Enhancing proactive fiscal planning support

The feedback reinforces the importance of continued systems development, communication, and collaborative support structures.

Overall Observations - The survey responses demonstrate that the Spring 2026 budget meeting process was viewed as a meaningful and productive effort that improved collaboration, transparency, and communication between Business Services, Administrative Services, school sites, and district programs.

The work completed over the last six weeks required a tremendous amount of coordination, preparation, responsiveness, and teamwork across multiple departments.

Most importantly, the feedback demonstrates that staff value:

- Transparent communication
- Collaborative problem-solving
- Accessible leadership
- Ongoing support and training
- Consistency in fiscal systems and procedures
- Opportunities for continuous improvement

The information gathered through this survey will play an important role in helping guide future improvements within both Business Services and Administrative Services.

Next Steps and Considerations - Based on the feedback received, the following considerations may support continued improvement efforts:

1. Continue conducting recurring budget meetings throughout the school year.
2. Develop additional training opportunities related to restricted funding, account coding, and position control.
3. Create standardized guidance materials and budget reference tools.
4. Increase proactive communication regarding budget timelines, expenditures, and available resources.
5. Continue strengthening position control systems and expenditure alignment.
6. Utilize participant feedback to improve future meeting structures and support systems.
7. Continue building collaborative relationships between district departments, school sites, and programs.