

Superintendent's Recommendation for 2012-13 Budget Process

Phase 1: October and Early November

- A. In October 2011, the School Board establishes a budget process. Superintendent Rose and members of the Superintendent's Advisory Council (SAC) will recommend a series of steps to be included in the budget process throughout the 2011-12 school year. The Board will discuss, give suggestions and reach consensus on the process and calendar during the October Work Session and Business Meeting.
- B. Individual board members will meet with their appointed budget committee member to review the new budget process and expectations for budget committee members.
- C. The process to appoint vacant Budget Committee positions will be determined and advertised.
- D. The District will publicize the Budget Process with the internal and external community.

Phase 2: November and December

- A. A small team comprised of members from SAC, building administrators, a parent, and a Board Member (1-2) will work on creating a focused set of educational components that make up our current comprehensive educational offerings for students. This team will create a survey and a strategy to collect data about educational priorities from the community.
- B. The Board will spend time in meetings during November and December honing their budget priorities to enable the District to build a budget that correlates with their guidance.

During the steps from January through March, the Budget Committee will be invited to attend all public meetings to listen and participate with community members. Documents and updates will be sent to them as well.

Phase 3: January, February, March

- A. The Superintendent holds Budget Listening Sessions in January and February to inform the public about the budget process, priorities established by the community and School Board, as well as the District's five year Strategic Plan. The Listening Sessions will provide the public with an opportunity for dialogue and learning about the District's challenges.
- B. A Strategic Budget Team is created (Elementary, Middle, & High school principals, BEA Representative, OSEA Representative, District administrators, 2 parents, 2 students, 2 local business representatives, etc.)

- C. Over a two month period, the Strategic Budget Team will build a comprehensive budget and budget message corresponding to the Strategic Plan, School Board priorities and community input. This process will entail starting with graduation requirements, and state and federal parameters. The team will focus their energy on building a budget based on what is required, what we know as educators, and other considerations corresponding to the priority data received from the Board and community.
- D. As the process in 'B' progresses the Superintendent /SAC team will update Board Members individually or in small groups (fewer than 4).
- E. Community 'teaching' sessions that communicate:
- Basic school budget principles
 - Beaverton's budget scenario/challenge
 - The priorities being used to build the budget (collected from work in the fall)

Phase 4: April, May and June

- A. Budget Committee is assembled for the first time. During the first meeting, the Budget Committee reviews figures and accuracy of the proposed budget. The Budget Committee will also invite and listen to public testimony. The testimony will be documented and provided to the Board prior to the final adoption of the budget.
- B. In the second Budget Committee meeting, the Strategic Budget Team will communicate the comprehensive view of the changes to be expected at the elementary, middle and high school levels which will include necessary staff and program reductions for a sustainable budget.
- C. In the final Budget Committee meeting, the budget and tax levies will be approved.
- D. A budget summary and Notice of Budget Hearing is advertised in the local newspaper. The School Board will hold a budget hearing, adopt the budget, and make appropriations and approve tax rates.