

## *SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT*

### *Budget Committee Operating Procedures*

#### *1.0 Purpose*

*1.1 The Budget Committee shall serve the Board of Trustees in a fact-finding, deliberative, and advisory capacity. The committee shall review, discuss, analyze, and report to the Board of Trustees and the community on issues related to:*

- a. legislation impacting public school finance;*
- b. impact of the state finance system on SSAISD finances;*
- c. budget related matters including staffing ratios, and;*
- d. other matters as requested by the Board of Trustees.*

*1.2 The committee may appoint subcommittees to deal with specific topics such as staffing and campus resource allocations.*

*1.3 The committee is governed by the Texas Open Meetings Act and ramifications thereof.*

*1.4 Meetings shall be conducted in a manner consistent with the conduct of meetings of the SSAISD Board of Trustees.*

#### *2.0 Membership*

##### *2.1 Board of Trustees*

*2.1.1 Three members of the Board of Trustees shall serve on the committee.*

*2.1.2 Trustee members shall be appointed to the committee by the President of the Board of Trustees.*

*2.1.3 All members of the committee are encouraged to participate in the committee's discussions.*

##### *2.2 Administrators*

*2.2.1 The following district level administrators shall serve as ex-officio members of the committee:*

- a. Superintendent of Schools*
- b. Chief Financial Officer*
- c. Other administrators as designated by the Superintendent of Schools.*

*These district level administrators are expected to make recommendations to the committee similar to the manner in which recommendations are made to the Board of Trustees.*

*2.2.2 Other district level and campus level administrators may work with the committee as appropriate and necessary.*

##### *2.3 Officers*

*2.3.1 The Budget Committee Chairman shall preside at all committee meetings where he/she is present. In the absence of the Chairman, his/her designee shall preside. A designated secretary*

*shall ensure that minutes of all meetings are maintained and available for examination consistent with the Texas Open Meetings Act and the Texas Public Information Act.*

*3.0 Responsibilities*

*3.1 Committee members are expected to attend all regular and special meetings as deemed necessary by the committee, review material prior to committee meetings, and complete assignments as required.*

*3.2 Committee meetings shall be conducted according to mutually determined ground rules.*

*3.3 The committee Chairman shall review any special circumstances involving irregular attendance and shall have the prerogative to initiate replacement of committee members who are no longer able to serve. Replacement of members will be accomplished by the President of the Board of Trustees. Replacements shall be reported to all members of the Board of Trustees.*

*3.4 The Chairman will provide dates of future meetings to be undertaken by the committee.*

*3.5 The committee shall have no authority beyond that extended it by the SSAISD Board of Trustees.*