

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 approve at the October 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 at the October Business Meeting.
- 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 reviewing strategic plan priorities and will adopt budget priorities that will guide the building of the District budget.

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. A Strategic Budget Team is created (Elementary, Middle, & High school principals, BEA/Teacher Representative, OSEA Representative, District administrators) The Strategic Budget Team will serve as a source of information for the Budget Committee opposed to staff serving as ad hoc Budget Committee members.

- B. Over a two month period, the Strategic Budget Team will build a comprehensive budget and budget message corresponding to the Strategic Plan, student outcomes, School Board policies and priorities and input from community survey and listening sessions. 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.
- C. The Superintendent holds Budget Listening Sessions in January and February with a brief presentation to inform the public about the budget process and its correlation to the priorities established by the community and School Board. The Listening Sessions will be facilitated by School Board and the Strategic Budget Team members. It will provide the public with an opportunity for dialogue and learn about the District's challenges.
- D. As the process in 'C' progresses the Superintendent /SAC team will update Board Members individually or in small groups (fewer than 4).
- E. Community 'teaching' sessions will communicate:
- Basic school budget principles
 - Beaverton's budget scenario/challenge
 - Community Survey Data
 - Board Policies and Priorities
 - Federal & State mandates
 - The priorities being used to build the budget (collected from work in the fall)
 - Highlight necessary infrastructure costs
 - Pre-K to 20 State Education Model

Budget committee members will attend one of the Community 'teaching' Sessions.

Phase 4: April, May and June

- A. Budget Committee is assembled for the first time. The Budget Committee receives the budget message and reviews figures and accuracy of the proposed budget. 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. Budget Committee asks questions and requests additional information to be provided at the next scheduled meeting.
- B. In the second Budget Committee meeting, the Committee will invite and listen to public testimony. The testimony will be documented and provided to the Board prior to the final adoption of the budget.

- C. In the third Budget Committee meeting, the District will collect questions and queries from previous meetings and present answers and information to the Committee.
- D. In the final meeting, the Budget Committee will make any changes to the proposed budget at the appropriation level by motion and vote. The Budget Committee will approve the budget and tax levies by resolution or vote.
- E. A budget summary and Notice of Budget Hearing will be advertised in the local newspaper. The School Board will hold a budget hearing, adopt the budget, and make appropriations and approve tax rates.