

**Beaverton School District
2011-12 Budget Committee
Working Agreements**

1. Each Budget Committee member should:
 - a. Be familiar with the District's 2010-2015 Strategic Plan & Implementation Overview and seek to align Committee recommendations and decisions to the plan while actively acknowledging and maintaining the policies of the board. The District's strategic plan will be presented in detail at the first budget meeting of the Committee including what resources are required to accomplish the goals.
 - b. Encourage each member to participate fully through thoughtful discussion and effective decision-making, and effectively communicate with each other by focusing on problem-solving and willingness to consider all points of view.
 - c. Seek to understand the principles, alternatives and choices within the recommendations presented by District staff. The staff will prepare cost benefit and impact analyses as needed and requested.
 - d. Come prepared for every meeting by reviewing the agenda and background materials in advance.
 - e. As a general guideline, overall pre K-12, district-wide benefits should be prioritized higher than individual programs or cost centers.

2. Information requests that require staff time to complete must be approved by the Committee at the budget meeting. Any individual request for information will be treated as a request of the entire Committee and will be sent to each member. Any information requests between meetings will need to be presented to the Chair who will confer with the Chief Financial Officer. Requests for information shall be specific and state the reason, need or intent of the request. Each meeting shall have a staff scribe to record data requests, research requests and clarifying information requests. The scribe will reiterate these requests at the end of each meeting for consent by the committee.

3. The Chair is authorized to speak on behalf of the Budget Committee to the media. The Chair may delegate this responsibility to other members of the Committee. When speaking to the media, Budget Committee members should indicate that they are voicing their personal opinion if they share views that are contrary to Committee approved decisions/recommendations. The Chair should be informed of any contact by the media with Budget Committee members and the content thereof.

4. Formal action on key decisions will be conducted by Robert's Rules of Order. The process will include a motion, second, discussion and a vote by the Committee. When possible, votes shall be taken at least one meeting following the presentation of action requested.

5. The prior year's Budget process will be reviewed and revised as necessary and incorporated into the work of the current year's Budget process. The Committee shall look at prior year decisions and their impact.