



BOARD MEETING DATE
October 24, 2011

BUDGET PROCESS AND CALENDAR FOR 2012-13

POLICY ISSUE/SITUATION

The Superintendent's Recommendation for the 2012-2013 Budget Process and Calendar are presented for School Board approval.

RECOMMENDATION:

(11-92) BE IT RESOLVED that the Beaverton School Board approve the Budget Process and Calendar for the 2012-2013 school year.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

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 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 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 that communicate:
 - Basic school budget principles
 - Beaverton's budget scenario/challenge
 - Community Survey Data
 - Board 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

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. The Committee receives information and answers to questions asked at the previous meeting.
- C. In the final meeting, the Budget Committee makes any changes to the proposed budget at the appropriation level by motion and vote. The Budget Committee approves the budget and tax levies by resolution or vote.
- 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.



BEAVERTON SCHOOL DISTRICT 2012 – 2013 DISTRICT BUDGET CALENDAR

- October 10, 2011 **School Board Workshop 6:30 pm**
Budget Process Discussion
Location: Merle Davies
- October 24, 2011 **School Board Meeting 6:30 pm**
Approve Budget Process and Calendar
Discuss Selection of Budget Committee Members to Fill Vacancies
Location: Administration Center
- January 9, 2012 **School Board Meeting 6:30 pm**
Appoint Budget Committee Members to Fill Vacancies
Location: Administration Center
- January 17, 2012 **Superintendent Budget Listening Session 6:30 pm**
Location: Beaverton High School Library
- February 13, 2012 **Superintendent Budget Listening Session 6:30 pm**
Location: Aloha High School Commons
- March 6, 2012 **Community Teaching Session 6:30 pm**
These sessions will communicate basic budgeting principles, Beaverton's budget scenario and challenge and the priorities used to build the budget
Location: Southridge High School Community Room
- March 21, 2012 **Community Teaching Session 6:30 pm**
Location: Westview High School Commons
- April 19, 2012 **Budget Committee Meeting – Initial Meeting 6:30 pm**
Elect Budget Committee Officers, Budget Assumptions, Revenue Update, Proposed Budget, Budget Message, and Strategic Budget Team Presentation
Location: Administration Center
- May 1, 2012 **Budget Committee Meeting 6:30 pm**
Budget Committee public testimony received and compiled for School Board
Location: Sunset High School Commons
- May 15, 2012 **Budget Committee Meeting 6:30 pm**
Approval of Budget and Tax Levies
Location: Administration Center
- June 4, 2012 **School Board Meeting 6:30 pm**
Budget Hearing/Board Adopts Budget and Tax Levies
Location: Administration Center

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Please contact Community Involvement Office at 503-591-4360.