

## BAINBRIDGE ISLAND SCHOOL DISTRICT

# 2008-09 District Budget Advisory Committee Roles, Responsibilities, and Guiding Principles

**Mission:** To support and advise the Bainbridge Island School District Board of Directors, Superintendent, and other district staff and committees in the development, review, and revision of both short and long-term financial management plans that support the mission and priorities of the District.

**Membership:** The composition of the committee will be as follows:

- Superintendent (1)
- Superintendent Emeritus (1)
- Associate Superintendent of Curriculum and Instruction (1)
- Asst. Superintendent Instructional Support Services (1)
- Director of Capital Projects (1)
- Director of Business Services (1)
- Director of Human Services (1)
- Principal Representative (1)
- Certificated Representative (2)
- Classified Representative (2)
- Board of Directors Representatives (2)
- Parents (4)
- Community Members (2-3)

**Committee Roles and Responsibilities:** The District Budget Advisory Committee...

- Functions in an advisory capacity, understanding that the responsibility for making district budgetary decisions rests with the Board of Directors.
- Works collaboratively to ensure appropriate and representative involvement in the district's budgetary decision-making process.
- Analyzes demographic and financial trends and projections and evaluates results of prior budget decisions.
- Considers legal, financial, and educational requirements established by the state and federal government and the needs and priorities of students, staff, parents, and community.
- Formulates budget recommendations that promote student learning and are aligned with Vision 2010 and the educational goals and priorities established by the Bainbridge Island Board of Directors.
- Assists with the communication of district budgetary recommendations to the Board of Directors and respective constituents.

**Guiding Beliefs and Principles:** The District Budget Advisory Committee will...

- Ensure alignment of district educational priorities and goals with the allocation of resources.
- Utilize Vision 2010 and the educational goals and priorities established by the district as the primary tools for assessing budgetary priorities.
- Acknowledge the community's investment in and support of education, and honor their trust through accountability measures and transparency in communication.

- Conduct its deliberations in a manner that is open, honest, respectful and cooperative.
- Ensure development of a budget that balances projected revenues and expenditures and provides adequate protection against unforeseen future needs.
- Develop realistic recommendations, using all pertinent educational, financial and operational information.
- Adhere as closely as possible to established timelines for decision-making, providing sufficient time and opportunity for staff and community to review and respond to committee recommendations.

**Budget Planning Guidelines:**

- Focus financial resources on programs that directly support student learning, as outlined in Vision 2010 and the district's goals and priorities.
- Maintain a safe learning and working environment for students and staff.
- Maintain the district's financial integrity and investment in facilities, technology and other physical assets.
- Retain an essential level of support services for district operations.
- Assure revenue generating programs break even.
- Budget decisions should be:
  - ✓ Legal
  - ✓ Practical
  - ✓ Sustainable
  - ✓ Timely
  - ✓ Cost effective
  - ✓ Commensurate with adjustments in student enrollment
  - ✓ Evaluated on an ongoing basis.
  - ✓ Clearly communicated to constituent groups.

**Meeting Schedule:** The District Budget Advisory Committee will meet monthly, September through June.