

2010-11 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)
- Associate Superintendent of Curriculum and Instruction (1)
- Asst. Superintendent of Administrative Services (1)
- Exec. Director of Instructional Support Services (1)
- Director of Capital Projects (1)
- Director of Business Services (1)
- Director of Personnel (1)
- Principal Representative (1)
- Certificated Representative (3)
- Classified Representative (3)
- Board of Directors Representatives (2)
- Parents (5)
- 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 the district's vision, educational goals and priorities, as 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 the vision, educational goals and priorities established by the Board of Directors 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 district's vision, educational 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, October through June.