

**BOARD MEMO**

Date: September 21, 2023

For ACTION \_\_\_\_\_

For INFORMATION  X

Board Agenda: Yes  x

No \_\_\_\_\_

**FROM:** Robert Easley, Director, Budget & Financial Systems & Reporting

**THROUGH:** Dominic B. Turner, Chief Financial Officer  
Dr. Melanie Kay-Wyatt, Superintendent of Schools

**TO:** The Honorable Dr. Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** FY 2025 Adoption of Budget Process Resolution and Rules of Engagement

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2023-2024 FOCUS AREA:**

N/A

**FY 2025 BUDGET PRIORITY:**

N/A

**SUMMARY:**

The following documents were discussed during the FY 2025 Budget Work Session on September 7, 2023:

Budget Process Resolution and Rules of Engagement: The FY 2025 Budget Process Resolution and Rules of Engagement were submitted without any proposed changes.

**BACKGROUND:**

Each September, the School Board begins budget development for the next fiscal year. This preliminary budget work session commences public work on the budget process and introduces the below key planning documents that will be used throughout the development of the FY 2025 Combined-Funds Budget and the FY 2025 – 2034 Capital Improvement Program (CIP) Budget.

Budget Process Resolution and Rules of Engagement: Each year, the School Board establishes the process by which the Capital Improvement Program and Combined Funds budgets will be developed, discussed, amended and ultimately approved through the adoption of a budget process resolution and the associated rules of engagement. The rules of engagement were

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developed and approved five years ago to establish written guidelines that all School Board members must follow throughout the budget process regarding the submission of budget questions and add/delete recommendations.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board approve the Budget Process Resolution and Rules of Engagement in preparation of the FY 2025 Budget Process.

### **ATTACHMENTS:**

- 1) FY 2025 Budget Process Resolution
- 2) FY 2025 Rules of Engagement

### **CONTACT:**

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