

BAC Scope of Work (Draft)

The School Board Budget Advisory Committee (BAC) has developed the following scope of work document for the School Board's review. BAC would like to use this year to develop a series of memoranda focused on recommendations and best practices that will guide future BAC work. BAC's primary goal is to ensure that, consistent with its bylaws, it is providing practical information to the School Board that supports the School Board's budget-related activities and is responsive to School Board members' needs. Within these best practices will be recommendations around ensuring timely information flow between BAC and School Board members on potential areas for BAC to explore and, subsequently, opportunities for feedback on BAC's work. In developing these best practices, BAC plans to incorporate the City Council Budget and Fiscal Affairs Advisory Committee's model of providing shorter, tactical memos throughout the year rather than delivering one comprehensive report annually. Finally, BAC will provide recommendations around BAC membership and recruitment to ensure that BAC membership is sufficient to support its important work. (Currently, BAC membership is at the minimum required, five (5) members, far short of the maximum allowed of seventeen (17) members.)

Memo #1: Preliminary Memo Soliciting Input on BAC Best Practices [January 2020]

Attached to this Scope of Work is a preliminary memo to School Board members soliciting informal feedback on BAC activities. School Board members are asked to share preliminary thoughts on areas where BAC could support the School Board's work, opportunities for BAC-School Board engagement, topics that could benefit from BAC research and review, etc. BAC members may follow up with School Board members individually for short phone interviews to gather this brief, informal feedback. BAC may also interview other relevant stakeholders.

Memo #2: Memo on Recommendations for BAC Membership [February 2020] [*query whether we should incorporate into BAC Best Practices Memo; that would delay recruitment of additional members, however*]

BAC will offer an assessment of the current membership structure of the committee and provided suggested modifications to ensure the committee continues to include representation from a wide range of stakeholder perspectives. The hope is that School Board members can act on these recommendations soon in order to identify additional BAC members to support its work.

Memo #3: Joint Memo with BFAAC on Status of the Recommendations of the Joint Task Force [March 2020]

This memorandum mirrors the BFAAC's FY 2021 Scope of Work.

Memo #4: Memo on BAC Best Practices [June 2020]

This memorandum will: (a) suggest procedures and a timeline for BAC's annual activities and communication with the School Board, to include a time frame for soliciting feedback from School Board on potential topics for BAC memos for the upcoming year and engagement opportunities between BAC and the School Board as needed; (b) list potential topic areas identified by BAC, School Board members, or other stakeholders that could be a focus on BAC's future activities; (c) provide recommendations on adjustments to the ACPS budget process and/or calendar, based on feedback and BAC observations of the FY21 process; and (d) list other BAC engagement opportunities.

Memo #4: Memo on Budget Communications Recommendations [July 2020]

BAC will develop a set of recommendations around budget-related communication opportunities that might be pursued with school and broader community stakeholders.

Other Memos as identified by the School Board

Once at its full complement of members, BAC will be available to support the School Board throughout the year as matters may arise, welcoming requests from the School Board on matters where guidance can be helpful.

BAC appreciates the School Board's support of its work and will endeavor to continue to provide the best recommendations possible on the budget and fiscal affairs of Alexandria City Public Schools.

Memo #1: Preliminary Memo Soliciting Input on BAC Best Practices [January 2020]

School Board members are asked to share preliminary thoughts on areas where BAC could potentially support the School Board's work, opportunities for BAC-School Board engagement, topics that could benefit from BAC research and review, etc. BAC members welcome feedback via e-mail to BAC@acps.k12.va.us. BAC members may also follow up with School Board members individually to gather this brief, informal feedback.

Potential BAC Activities

BAC's goal is to ensure that its activities are practical, useful, and of help to School Board members. We would be most grateful for your informal feedback on the following as we develop a best practices memo on BAC activities. Please rank the following activities from 1-8 according to greatest impact/usefulness to the School Board.

- ___ Attend School Board meeting where there are budget-related topics
- ___ Participate in School Board retreat around setting budget priorities
- ___ Provide preliminary recommendations to School Board prior to retreat setting budget priorities
- ___ Facilitate Community Budget Forum or other public meetings
- ___ Provide report on Superintendent's CIP budget upon release
- ___ Provide report on Superintendent's Combined Funds budget upon release
- ___ Observe and provide feedback on School Board discussions and fora on budget-related topics
- ___ Gather community feedback on budget-related concerns
- ___ Other (Please describe below and explain where you'd prioritize these additional activities)

Special Topics for BAC Input

BAC Bylaws direct that, upon the School Board's request, BAC may provide studies and recommendation on special topics and issues. Please list any topics that might benefit from BAC consideration (e.g., policy on student lunch balances; academic return on investment; etc.)

- 1.
- 2.
- 3.

REFERENCES

BAC Bylaws:

<https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/1025/budget-bylaws.pdf>

BFAAC Models

Work Plan for FY 2021:

<https://www.alexandriava.gov/uploadedFiles/budget/info/BFAAC/FY2021Memo06BFAACFiscalYear2021WorkPlan.pdf>

Membership Memo:

<https://www.alexandriava.gov/uploadedFiles/budget/info/BFAAC/FY2021Memo02RecommendationsfortheMembershipCompositionofBFAAC.pdf>