

BOARD MEMO

Date: September 9, 2021
For ACTION _____
For INFORMATION X
Board Agenda: Yes x
No _____

FROM: Dominic B. Turner, Chief Financial Officer
THROUGH: Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools
TO: The Honorable Meagan L. Alderton, Chair, and
Members of the Alexandria City School Board
TOPIC: FY 2023 Preliminary Budget Work Session

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 4: Strategic Resource Allocation

SY 2020-2021 FOCUS AREA:

Focus Area 3: Strategic Plan Implementation

FY 2022 BUDGET PRIORITY:

Implementation of 2025 Strategic Plan

SUMMARY:

The following documents will be discussed during the FY 2023 Budget Work Session on September 9, 2021:

Budget Process Resolution and Rules of Engagement: The FY 2023 Budget Process Resolution and Rules of Engagement are submitted with mark-ups of proposed changes.

Budget Calendar: The FY 2023 Budget Calendar, as will be discussed, highlights two (2) options for discussion and subsequent approval of one.

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 2023 Combined-Funds Budget and the FY 2023 – 2032 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

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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 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.

Budget Calendar: Annually, the School Board adopts a budget calendar to define the timeframe under which the proposed budget will be prepared, discussed, and approved. The School Board approves the budget calendar as part of setting the work and meeting schedule for both the Combined Funds and CIP budgets.

On June 17, 2021, the School Board was presented multiple Budget Calendar options prior to the end of the fiscal year to allow members to consider during the Summer Recess. Of the three (3) options presented for members to consider prior to a final approval in September of 2021. Staff would like to discuss two (2) options for further consideration. The first option, which maintains the existing budget schedule and option two (2), which moves the School Board approval date up a week from the existing budget calendar.

RECOMMENDATION:

The Superintendent recommends that the School Board review the draft Budget Process Resolution, Rules of Engagement, and Budget Calendar in preparation for the work session.

ATTACHMENTS:

- 1) FY 2023 Budget Process Resolution
- 2) FY 2023 Rules of Engagement
- 3) FY 2023 Budget Calendar(s) – Option A and B

CONTACT:

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