

Date: September 15, 2016

For ACTION     X    

For INFORMATION           

Board Agenda: Yes     X      
No           

**FROM:** Stacey B. Johnson, Chief Financial Officer

**THROUGH:** Alvin L. Crawley, Ed.D., Superintendent of Schools

**TO:** The Honorable Karen A. Graf, Chairman, and Members of the Alexandria City School Board

**TOPIC:** **FY 2018 Board Budget Process Resolution and Rules of Engagement**

**BACKGROUND:** Each year, the School Board establishes the process by which the Capital Improvement Program (CIP) 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 developed and approved for the first time last year 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.

**DISCUSSION:** The enclosed budget process resolution remains generally unchanged from last year, except for the addition of minor clarifying language regarding maximum expenditure levels (Section D) and updated language regarding the use of fund balance to reflect the new fund balance policy (Section E.3.).

The rules of engagement are also largely the same with the exception of staff's recommendation to increase the minimum number of co-sponsors from one to three (Section II.C.) for consideration with the Superintendent's recommended adjustments and to be prioritized for discussion at the add/delete work session. The co-sponsorship process was established to better inform the Superintendent's recommended adjustments to the proposed budget based on apparent majority support during the add-delete process. The recommended co-sponsorship requirement is also consistent with the City's add-delete process which requires 4 out of 7 Council members to support a proposal for discussion. By increasing the minimum number of co-sponsors required to discuss an add-delete proposal, the add-delete work sessions will be focused on the changes that are more likely to be approved, allowing for in-depth conversation on these key areas. All individual school board member add-delete submissions will still be posted to the public even if they do not meet the co-sponsorship requirement.

The draft process resolution and rules of engagement were circulated to School Board members for their feedback during 2x2 meetings held in August. Most members fully supported both documents and the co-sponsorship change as they saw this as an opportunity to better inform the Superintendent and encourage dialogue among individual members to include those outside of one's respective district. The recommended modification should address the School Board concerns regarding the impact of the co-

sponsorship changes on a board member's ability to speak with three of their colleagues given the constrained calendar and if those conversations were more appropriately held in a public meeting. In addition, the calendar does include a work session after budget questions and responses have been posted and prior to the add-delete submission deadline to give School Board members an opportunity to discuss potential amendments in public.

**RECOMMENDATION:** The Superintendent recommends that the School Board approve the FY 2018 Board Budget Process Resolution and Rules of Engagement as attached.

**CONTACT PERSON:** Stacey Johnson, 703-619-8044

**ATTACHMENTS:**

- 1) FY 2018 Board Budget Process Resolution
- 2) FY 2018 Rules of Engagement