

Date: February 8, 2018
For ACTION ___
For INFORMATION ___
Board Agenda: Yes ___
No ___

FROM: Michael R. Herbstman, Chief Financial Officer
Jennifer Abbruzzese, Clerk of the Board & Policy Liaison

THROUGH: Lois F. Berlin, Ed.D., Interim Superintendent of Schools

TO: The Honorable Ramee Gentry, Chair, and
Members of the Alexandria City School Board

TOPIC: Proposed Revisions to FY 2019 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 two 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.

SUMMARY:

During the FY 2019-2028 CIP budget add/delete process, staff realized that the FY 2019 Budget Process Resolution and Rules of Engagement contained potential inconsistencies and guidance that could support multiple interpretations of procedural requirements and limitations.

The FY 2019 Budget Process Resolution and Rules of Engagement were originally approved at the September 14, 2017 School Board Meeting. [However, at the January 24, 2018 Work Session, staff sought Board review of revisions addressing the inconsistencies, prior to the Combined Funds budget add/delete process. These revisions appear in blue in the attachments. Board feedback from that Work Session has been incorporated into the latest revisions for Board approval, and appears in orange in the attachments.](#)

These revisions seek to:

- Replace the deadlines listed in the Rules of Engagement with a reference to the budget calendar as posted on the ACPS website, to maintain alignment with any Board-approved revisions to the budget calendar;
- Clarify that staff-recommended adjustments and technical corrections must be presented to the Board prior to the final add/delete work session;
- Clarify the process, timeline and voting requirements for any additions/deletions/modifications made by Board Members or staff between the final add/delete work session and adoption of the budget.

RECOMMENDATION:

The Superintendent recommends that the School Board approve the attached revisions to the FY 2019 Budget Process Resolution and Rules of Engagement.

IMPACT: Adopting the FY 2019 Budget Process Resolution and Rules of Engagement will clarify the roles and responsibilities of the Board and Staff throughout the annual budget process. Additionally, these documents provide greater transparency to the community and other stakeholders.

ATTACHMENTS:

- 1) Proposed revisions to the FY 2019 Budget Process Resolution
- 2) Proposed revisions to the FY 2019 Rules of Engagement

CONTACT:

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