

BUDGET PLANNING AND PREPARATION

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all of our students.
3. Use the best available techniques for budget development and management.

Budget planning will be guided by the district's goals and budget directives as set by the School Committee in collaboration with the Superintendent. It will be based on an assessment of existing programs and an examination of alternative programs under consideration by the school system, including their respective financial implications, as outlined in the school system's curriculum development plan. Multi-year planning will be a guiding principle in the development of the budget for the next fiscal year.

The Superintendent is responsible for developing and presenting the proposed budget. The Superintendent will consider all alternatives presented, and will determine a budget deemed to be the most compatible with the school department's basic goals and objectives.

Budget Directives and Goals: Each October, upon the recommendation of the Superintendent, the School Committee will develop budget and financial directives and goals to assist the Superintendent, school staff and School Councils in preparing a budget. The budget goals and directives will be based on:

- Current programs, an evaluation of such programs as the School Committee will deem appropriate, and contract obligations;
- School Committee goals, Strategic Plan, system-wide Curriculum Development Plan and School Improvement Plans; and
- All other budgetary priorities as determined by each individual school and/or system-wide department.

The directives and goals will be the framework around which the budget is based through the construction of priorities that are consistent with the system's established educational goals and policies. The Budget Directives and Goals will help guide the establishment of a budget such that it includes, but is not limited to, provisions for:

- Staffing arrangements adequate for proposed programs and target class sizes
- Programs to meet the needs of the entire student body
- System-wide goals and priorities
- Short- and long-term maintenance of the system's equipment and facilities (including capital requests)
- Efficiency and economy

These directives and goals should include input from the school councils and staff from each school. Insofar as possible, the Superintendent will submit each school's budgetary needs, goals and priorities to the School Committee at their first meeting in October.

Budget Calendar: Annually, upon the recommendation of the Superintendent, the School Committee shall adopt a calendar for developing, reviewing and adopting the budget that is consistent with deadlines set out in this policy. Insofar as possible, the budget calendar shall be adopted at their second meeting in September.

Individual School Budgets: The Superintendent should ensure that the principal of each school works closely with the department heads, staff members, students and school councils in studying the needs of the school system and in compiling a budget to meet those needs.

Presentation and Publication of the Budget: The Superintendent will present the proposed budget to the School Committee, along with a statement describing the major objectives of the educational programs to be undertaken by the district during the ensuing fiscal year.

Public Hearing: Pursuant to Massachusetts General Law, the School Committee will hold a public hearing to review the budget and invite comments and recommendations from the public. The hearing shall be advertised in at least one publication not less than seven days prior to its convening and the proposed budget will be made available to the public not less than one week prior to the meeting.

The School Committee will present their budget forecast to the Town Finance Committee at a mutually agreed upon schedule.

The Superintendent shall publish regulations, procedures and/or exhibits to implement this policy.

SOURCE: NANTUCKET