

## BUDGET PLANNING AND PREPARATION – RULES & PROCEDURES

**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.

Furthermore, the School Council of each school should conduct at least one public forum where they review the Principals' proposal for their school budget prior to the submission of the Principals' proposals to the Superintendent. This forum will allow for an exchange of information and input on the proposed budget, how the school goals impact the budget, program changes, projected needs, and that school's response to possible reductions due to town-wide budget reductions. Input from the community will be solicited.

Principals will develop and submit budget requests for their particular schools based on the Budget Directives and Goals and after considering the advice and suggestions of the staff, School Councils, parents and community.

The requests submitted should reflect the principal's best judgment as to the most effective way to use resources to achieve school goals. The principal's budget request should be based on:

- The School Committee's Budget Directives and Goals
- Priorities as may be required by potential budgetary reductions and increases
- A narrative describing the planning process participation involved in developing the proposed budget.
- Analysis and evaluation of existing programs under consideration for elimination or modification.
- Analysis and evaluation of both programs under consideration for implementation and the available alternatives to the new programs being considered.
- Analysis and evaluation of changes and/or possible changes to the status quo.

The Principals will submit budget requests for their particular schools to the Superintendent by November 1.